

All,

## The OneApp deadline is 3 weeks away.

As the deadline approaches, make sure you continue to promptly data-enter any applications received, validate that all students in terminal grades have submitted applications, and alert the Enrollment Team if you have any questions or concerns. Please take time to review the application collection memo at the bottom of this newsletter. Thank you for all your work to make this enrollment season a success.

### **2/3 OneApp Fact:**

*During this year's (2015-2016) Main Round, **84% of Orleans Parish students are enrolled in participating schools.***

As school participation increases, so does the number of students EnrollNOLA serves. This year, OneApp schools will serve nearly 40,000 students in Orleans Parish, at 89% of public schools.

If you'd like to learn more, or if you have questions, feedback, or would like to start a conversation about any of the information we share, please do not hesitate to reach out to our team at [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net).

### ***ACTION REQUIRED***

#### 10/1 & Match Targets Due 2/13

Schools received target requests and projections last week. It is critical that 10/1 and Match Targets are returned by February 13<sup>th</sup>, with your CEO's signature, so that we can execute the OneApp match on time. We will be available during the following office hours to answer any questions about target setting or projections:

- **Today**, Tuesday February 3<sup>rd</sup> @ Crocker's Family Center (2300 General Taylor St., 70115) from 4:00 – 6:00 PM
- **Tomorrow**, Wednesday February 4<sup>th</sup> @ First Pilgrim's Family Center (2521 Marais St. 70117) from 3:00 – 5:00 PM

Attached you will find a one-pager listing the basic steps to help you get started on the target-setting process. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with questions.

## **UPDATES & MATERIALS**

### School OneApp Audits

In light of recent parent complaints, we want to remind schools of the importance of OneApp collection policies. All paper applications accepted by schools must be completed entirely by the person submitting the application, except for the “Accepted By” portion and the OneApp ID. Pre-populating applications with your school as a choice is strictly prohibited. This was highlighted in the application training sessions and is critical to ensuring families’ preferences are being honored. In addition to that, families should be provided with accurate information about the OneApp process. Submitted applications will overwrite previous applications, and applicants assigned to a new school will lose their seat at their current school. The stakes are very high for families. It is extremely important that we can validate that all placements were made as a result of an application submitted by a parent.

If a paper application is partially completed by the school and the parent contests the application, we will honor the parent’s account, and will assume the school accepted and entered an invalid application. Much of the confusion around application submission can be avoided if schools make it possible for families to complete online applications on the school site or during recruiting events. This is another great reason to encourage online application submission. Schools are required to produce copies of any paper applications that they entered upon request. EnrollNOLA will be conducting drop-ins to request copies of submitted applications at random, and in response to parent concerns. Please inform your front office staff. You may reach out to us if you have any questions about this.

### Reminder: Expo Application Expectations

**This is a reminder that schools may NOT collect or distribute applications during the Schools Expo.** All OneApp collection will take place at the OneApp table, at the main entrance of the Expo. This is so families can explore all their options before filling out an application. Families will also be able to submit OneApps online at our Expo computer lab.

### Limited Application Supply

Thank you to schools that have reached out to me to alert me that their application supply is running low. There will be a limited supply for the remainder of the application cycle. Please follow these tips to conserve your remaining applications, or in the event that you run out:

- **Push online**
  - Many schools have set up computer space for families to submit applications on-site. We encourage all schools to consider this wherever possible.
  - In addition to helping us conserve paper applications, the online application is beneficial for families in several important ways. Parents get notified much faster and more reliably, and they have total control over how the application is collected.
- **Print application pages**
  - Save on paper by printing stapled mini-booklets of the “stop sign”, application, and sibling pages.
  - Mark 3-5 full applications as school copies, remove the application pages (or collect them), and have these on hand as a school catalog or reference guide.
  - Families can use the full books as they fill out the individual application pages, but not turn them in. This will allow them to review the FAQs, program highlights, etc., without giving out the booklets.
- **Use the PDF**

- Also make use of the PDF application on the website. Parents can reference this soft copy of the application while filling out the single-sheet pages.
- Print full copies of the PDF for reference if you are completely out of the booklets. It's very important that families have access to all the resources in the full book as they fill out their applications.
- **One book per family**
  - If you do plan to hand out full books, stick to a one-book-per-family standard. If a family is applying for several students at once, make photocopies of the application page for however many students are applying, and tuck those into the book.

If your school has an excess of books, please reach out to [aimee.grainer@rsdla.net](mailto:aimee.grainer@rsdla.net) so we can help distribute extra supply to schools who need more. We appreciate everybody's patience and cooperation as we deal with a limited supply.

### 8<sup>th</sup> Grade Application Collection Update

The table below shows the 8<sup>th</sup> grade application completion rate for schools with a terminal 8<sup>th</sup> grade (excluding International School of Louisiana, who enrolls students from outside of Orleans Parish). The percentage of schools' 8<sup>th</sup> grade student body that completed applications in the past week is also indicated below. We have highlighted both schools with a greater than 90% completion rate, and schools that have made significant progress in the last week by collecting applications from more than 10% of their 8<sup>th</sup> graders. Thank you to these schools for their exceptional work.

School Name	% Completion	% Change Week To Week
Alice Harte Elementary School	82%	19%
Andrew H. Wilson Charter School	87%	3%
Benjamin Franklin Elementary	42%	2%
Dwight D. Eisenhower Academy of Global Studies	73%	0%
E. P. Harney Spirit of Excellence Academy	53%	0%
Esperanza Charter School	84%	4%
Fannie C. Williams Charter School	86%	4%
FirstLine Schools: Arthur Ashe Charter School	78%	0%
FirstLine Schools: John Dibert Community School	13%	0%
FirstLine Schools: Langston Hughes Academy	83%	6%
FirstLine Schools: Samuel J. Green Charter School	59%	0%
Gentilly Terrace Charter School	100%	0%
Harriet Tubman Charter School	71%	2%
James M. Singleton Charter School	93%	2%
Joseph A. Craig Charter School	18%	0%
KIPP Believe	38%	3%
KIPP Central City Academy	61%	8%
KIPP Leadership	51%	13%
KIPP McDonogh 15	27%	4%
Lafayette Academy Charter School	98%	4%
Martin Behrman Charter School	100%	0%
Mary D. Coghill Elementary School	62%	0%

McDonogh #28 City Park Academy	35%	4%
McDonogh #32 Literacy Charter School	81%	10%
McDonogh #35 Academy	9%	1%
McDonogh #42 Elementary Charter School	69%	9%
Medard H. Nelson Charter School	92%	2%
Pierre A. Capdau Charter School	60%	8%
ReNEW Cultural Arts Academy	24%	4%
ReNEW Dolores T. Aaron Elementary	58%	2%
ReNEW Schaumburg Elementary	83%	0%
ReNEW SciTech Academy	45%	29%
Success Preparatory Academy	88%	3%
William J. Fischer Accelerated Academy	89%	2%

This table is also included as an attachment. All schools should continue to work for 100% application completion for their 8<sup>th</sup> graders. Thanks to all our schools for their work so far.

FRC Mardi Gras Operating Hours

The Family Resource Centers will operate on the following schedule for the Mardi Gras Holiday:

- Crocker – Closed 2/12/15 – 2/18/15 - Reopen: 2/19/15
- Firs Pilgrim Center – Closed 2/16/15 – 2/20/15 - Reopen: 2/23/15
- OPSB Center – Closed 2/16/15 – 2/18/15 - Reopen: 2/19/15

Hardship Transfer Update

Please see the table below for an update on how post-10/1 transfers are being considered. Contact [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any questions or concerns. If you need help with transfer procedures, please do not hesitate to contact our team. We'd also like to take this opportunity to remind everybody that the transfer forms have been updated from last year. Please cease using the outdated materials immediately. If you have misplaced the new forms, please email [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net).

Row Labels	Approved	Denied	Pending	N/A	Grand Total
Childcare	52	39	9	20	120
Principal-Principal	66	3		2	71
Safety	70	64	13	8	155
Medical	2	6	1		9
Other	6	1		2	9
<b>Grand Total</b>	<b>196</b>	<b>113</b>	<b>23</b>	<b>32</b>	<b>364</b>

**ROUND ROBIN**

Round Robin Update

The table below shows the current status of the Round Robin cycles for each grade. Note the Round Robin grades that have fewer than 10 school choices remaining (highlighted yellow). The Round Robin will be reset in these grades when there are only 4 school choices remaining and all non-exempt schools will re-open a Round Robin seat. Schools have the option of submitting an exemption request for future Round Robin cycles. Please refer to previous enrollment communication for more information on the exemption request process.

*The Round Robin Cycles in grades 4 and 8 was reset this past week*

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	8	40	8
1	5	21	19	8
2	3	10	7	28
3	3	11	11	24
4	4	13	0	29
5	1	6	37	7
6	2	8	32	6
7	3	10	25	12
8	5	13	1	23
9	11	3	9	6
10	7	3	5	9
11	4	2	11	5
12	8	3	1	9

Round Robin Progress Tracker

The Round Robin Progress Tracker below shows when each cycle in each grade has been reset and how long the previous cycles lasted. This should give your school an idea of how quickly the Round Robin has moved thus far.

Grade	Cycle 1		Cycle 2		Cycle 3		Cycle 4		Cycle 5		Cycle 6		Cycle 7		Cycle 8	
	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days
K	10/2/2014															
1	10/2/2014	26	10/28/2014	23	11/20/2014	27	12/17/2014	26	1/12/2015							



## ***IMPORTANT REMINDERS***

### ULGNO Schools Expo

The Urban League of Greater New Orleans Schools Expo will take place this Saturday, February 7, 10 AM – 2 PM. Each year, the Expo offers New Orleans families an unrivaled opportunity to discover their school options, meet school representatives, and engage with community organizations in one venue. Please ensure your families are aware that the Expo is free and open to the public, and that enrollment staff will be available to assist in filling out applications, or to answer OneApp questions or concerns. We will also have a computer lab set up to help families apply online. We look forward to seeing everybody there.

### Students w/Disabilities & ELL Parent Info Sessions

Thank you to the many schools who signed up to participate in this year's info sessions for parents of ELL students and students with disabilities to gain better knowledge of their rights and resources. These informal sessions will focus on providing an outlet for families to ask general questions and receive information that will help them navigate the enrollment process for their students with greater ease and confidence. If you signed up to send a representative, we will be reaching out with more details this week.

### School Application Collection

We'd like to take this opportunity to remind schools that families should always complete their application independently so their preferences are honored.

#### **Why is this important?**

If a parent submits an application and their student is assigned to one of their selections, they will lose their seat at their current school. Additionally, newly submitted applications overwrite previously submitted applications. For these reasons, we want to be certain that a parent is only being placed elsewhere if they have submitted an application in good faith.

#### **What do schools need to know?**

We will hold schools accountable if they fill out any part of the application for a parent (except the "Accepted By" portion, which the school is required to complete). Applications should not be pre-populated with school choices and the application should only have the parent's handwriting on it.

*If a staff member identifies an error on a student's application, the staff member should contact the family to obtain the correct information. The staff member should then note the change on the application form, along with the initials of the staff member making the change, the date of change, and name of parent/guardian who confirmed the change.*

If a parent alleges that a school submitted any portion of an application on their behalf, we will honor the parent's wishes. We will take very seriously any allegation that an application was entered on behalf of a family that they did not willingly submit, and will take action accordingly.

#### **What will happen if these expectations are not followed?**

The Offices of Student Enrollment and Charter Accountability may issue a Notice of Breach if schools are improperly entering applications. Schools risk losing the privilege to accept and data enter applications at their school sites in the future. Please communicate these expectations to any staff participating in recruitment activities. All paper applications must be saved and made available to the Office of Student Enrollment upon request.

**How can we avoid potential discrepancies about applications?**

We want to urge schools to encourage families to apply online. This enables the family to get an email receipt and to receive a notification of their placement immediately upon roster finalization. It also removes any ambiguity if an application is challenged in the future. We encourage schools to set up computer stations at recruiting events for families to complete online applications. As we increase the percentage of applications submitted online, we will improve communications with families, increase application data quality, streamline processes, and save money on print materials. All of this will help increase our overall operational efficiency, reduce enrollment timelines, better serve families, and assist schools.

Thank you for your attention to these enrollment matters.

Sincerely,  
The Enrollment Team

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