All,

The OneApp deadline is Friday.

<mark>Schools must data-enter all applications received and ensure all students in terminal grades submit applications by the end of this week.</mark> Please also make sure all staff entering applications are familiar with the application collection reminders at the end of this newsletter. Thank you for all your work to make this enrollment season a success.

2/24 OneApp Fact:

*During the 2014 Late Enrollment cycle, **87% of placements were made in July and August .***

EnrollNOLA served a record-breaking 8,178 families during the 2014 Late Enrollment cycle. 87% of the placements made were in July and August, which indicates that most families were settled in school by or before the beginning of the school year.

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.

ACTION REQUIRED

IMPT: Data-Entry & OneApp Deadline Friday
The OneApp Main Round deadline is this Friday, 2/27. It is very important that all applications are data-entered by the end of this week, and that every effort has been made to collect applications from 100% of students in terminal grades. Please ensure students and families are aware that no applications will be accepted after Friday. You should also promptly discard of unused applications at the end of the week. We will follow up with more information soon regarding post-round next steps such as seat acceptance, registration, and student notification. Please be on the lookout for these important communications in upcoming newsletters.

IMPT: 8th Grade Application Collection
It's critical that schools with a terminal 8th grade collect a OneApp from every 8th grader by the end of this week. The table below shows the 8th grade application completion rate for these schools (excluding International School of Louisiana, who enrolls students from outside of Orleans Parish). The percentage of schools' 8th grade student body that completed applications in the past week is also indicated below. We have highlighted schools with a greater than 90% completion rate. Thank you to these schools for their exceptional work, and big congrats to Gentilly Terrace and Martin Behrman for reaching a 100% completion rate!

The total completion rate for all schools is 71.3%.

School Name	% Completion	% Change Week To Week
Alice Harte Elementary School	99%	0%
Andrew H. Wilson Charter School	90%	0%
Benjamin Franklin Elementary	46%	0%
Dwight D. Eisenhower Academy of Global Studies	80%	0%
E. P. Harney Spirit of Excellence Academy	53%	0%
Esperanza Charter School	98%	0%
Fannie C. Williams Charter School	92%	0%
FirstLine Schools: Arthur Ashe Charter School	80%	0%
FirstLine Schools: John Dibert Community School	46%	0%
FirstLine Schools: Langston Hughes Academy	91%	1%
FirstLine Schools: Samuel J. Green Charter School	59%	0%
Gentilly Terrace Charter School	100%	0%
Harriet Tubman Charter School	77%	0%
James M. Singleton Charter School	89%	0%
Joseph A. Craig Charter School	18%	0%
KIPP Believe	42%	0%
KIPP Central CIty Academy	80%	0%
KIPP Leadership	62%	0%
KIPP McDonogh 15	57%	0%
Lafayette Academy Charter School	96%	0%
Martin Behrman Charter School	100%	0%
Mary D. Coghill Elementary School	65%	0%
McDonogh #28 City Park Academy	48%	0%
McDonogh #32 Literacy Charter School	86%	0%
McDonogh #42 Elementary Charter School	91%	0%
Medard H. Nelson Charter School	94%	0%
Pierre A. Capdau Charter School	83%	0%
ReNEW Cultural Arts Academy	65%	2%
ReNEW Dolores T. Aaron Elementary	86%	0%
ReNEW Schaumburg Elementary	85%	0%
ReNEW SciTech Academy	73%	0%
Success Preparatory Academy	92%	0%
William J. Fischer Accelerated Academy	89%	0%

Deadline 3/3: Round 2 School Info Updates
With the close of the Main Round, our team is already prepping for the launch of Round 2. If your school's published information has changed since the Main Round, you must send updates to aimee.grainer@rsdla.net **by COB next Tuesday, March 3.** Attached is the Main Round application packets.

We will accept updates to: Grades Served, Address, Phone Number, Icons
We will *not* accept updates to: Program Highlight, Operator, School Name, Eligibility/Priority Information

Thank you for your assistance!

UPDATES & MATERIALS

OneApp Round 2
Attached please find the timeline for Round 2 of this year's application process. The Round 2 process is for any students who are new to the city, would like to appeal their Main Round placement, or may have missed the Main Round. This information will be posted on EnrollNOLA.org once the Main Round officially closes. Please note that as in years past, Round 2 applications will be distributed and collected at Family Resource Centers *only*. Because the Round is briefer and the print is more limited, schools will not be given a personal supply of applications. Over the next several weeks we will keep you all in the loop about the application launch and expectations.

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 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.

Transfer Type	Approved	Denied	Pending	N/A	Grand Total
Childcare	58	45	14	21	138
Principal-Principal	72	3		2	77
Safety	76	70	9	9	164
Medical	2	7			9
Other	8	1		2	11
Grand Total	**216**	**126**	**23**	**34**	**399**

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 1, 7, and 9 were reset in this past 2 weeks

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	8	40	7
1	7	24	0	23
2	3	10	21	17
3	3	13	22	11
4	4	13	23	8
5	1	5	37	7
6	3	15	8	19
7	4	10	9	24
8	5	13	12	13
9	13	3	7	7
10	7	3	9	6
11	5	5	3	8
12	8	3	3	8

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	28	2/9/2015	15	2/24/2015			
2	10/2/2014	61	12/2/2014	55	1/26/2015											
3	10/2/2014	67	12/8/2014	43	1/20/2015											
4	10/2/201	47	11/18/201	49	1/6/2015	28	2/3/2015									

	4		4													
5	10/2/2014															
6	10/2/2014	69	12/10/2014	62	2/10/2015	13	2/23/2015									
7	10/2/2014	39	11/10/2014	56	1/5/2015											
8	10/2/2014	32	11/3/2014	31	12/4/2014	35	1/8/2015	21	1/29/2015							
9	10/2/2014	11	10/13/2014	8	10/21/2014	13	11/3/2014	9	11/12/2014	9	11/21/2014	11	12/2/2014	8	12/10/2014	26
10	10/2/2014	18	10/20/2014	8	10/28/2014	6	11/21/2014	31	12/4/2014	33	1/6/2015	7	1/13/2015			
11	10/2/2014	20	10/22/2014	27	11/18/2014	49	1/6/2015	35	2/10/2015							
12	10/2/2014	8	10/10/2014	13	10/23/2014	13	11/5/2014	16	11/21/2014	46	1/6/2015	6	1/12/2015	10	1/22/2015	

Grade	Cycle 9		Cycle 10		Cycle 11		Cycle 12		Cycle 13		Cycle 14	
	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days
K												
1												
2												
3												
4												
5												
6												
7												
8												
9	1/5/2015	1	1/6/2015	6	1/12/2015	28	2/9/2015	14	2/23/2015			
10												
11												
12												

IMPORTANT REMINDERS

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.

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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