

All,

We hope everyone is having a nice week so far. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any enrollment questions.

**3/17 OneApp Fact:**

*During the 2014-2015 Main Round, 71% of family-linked families were matched together. Family Link prioritizes assigning families to the same school, even if that means going to a less-preferred choice.*

If a parent submits an application for each child listing the same school selections in the same order, the students will be family-linked, and OneApp will prioritize assigning the students to the same school if possible.

The more choices a family lists, the more likely we will be able to assign all of their children to the same school. 75% of families who listed greater than 4 choices on their application were matched together during the 2014-2015 Main Round.

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).

**POLICY ANNOUNCEMENTS**

Seat Acceptance & Student Notification

Attached please find a sample of the letter K-12 students will receive when matched to a school on their Main Round application. After further discussion with school leaders about the best way to encourage students to claim their seat assignments, which also allows enough time for you all to plan for the year ahead, we are introducing a formal 'seat acceptance process' this year.

Due to letter space constraints, this means we will not be able to incorporate school-specific registration information in this year's letters; apologies for a misleading statement in last week's newsletter, which indicated otherwise.

What is seat acceptance?

- Seat acceptance is a way for students to claim their seat assignments prior to the beginning of the school year, so families and schools can plan more effectively for the year ahead.

- The seat acceptance deadline is May 15, 2015. At that point, schools will have the option to drop students who have not yet claimed their seats. This is voluntary.
- Schools that opt to drop students who haven't accepted their seat will have to report those students on May 15. This will allow EnrollNOLA to inform families who have been dropped prior to the Round 2 deadline. The next opportunity to drop students with an assignment will be the registration deadline on July 17th.
- Seat acceptance is complete when students return the form on page 2 of the attached letter, along with required documentation listed on said form.
- Schools are required to provide parents with a copy of this completed form upon completion of the seat acceptance process.

How is seat acceptance different from registration?

- We received feedback that registration is not technically complete until *all* required documents are collected, including final report cards and test scores. Seat acceptance is a way of securing a seat in advance of receiving final grade information
- This year's seat registration deadline is July 17, 2015.

What does EnrollNOLA need from us?

- Please review the attached letter and contact us with any questions or concerns prior to next Tuesday, March 24.
- Please contact [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with questions regarding the seat acceptance process.

Students who are not matched will receive a letter indicating that they should participate in Round 2, or have defaulted back to their current school wherever applicable.

## ***ACTION REQUIRED***

### Pending Discharges

Some of you received a communication this morning regarding unresolved discharge requests. If you have discharges that need to be processed before finalizing 2015-2016 student rosters, **you must resolve them by tomorrow morning (3/18)**. Unresolved discharges will result in the students in question receiving a guarantee to return to your school in the fall, and will impact our ability to match new students to your school.

Attached is a guide for discharge requirements. Common errors include:

- No shows: simply "no show" is not an acceptable discharge reason.
  - **Must** indicate the number of days missed:
    - 5+ Unregistered: The family has not reported to register within 5 days of being assigned during open enrollment, during which time the school was open for registration ("5+ Day Unregistered" should be entered in the Reason for Transfer/Discharge). The school must have been open for 5 days during which the family could register in order for this discharge reason to be used.
    - 15+ day not attending: The family attended school at least 1 day, but then was absent for at least 15 consecutive days ("15+ Day No Show" should be entered in the Reason for Transfer/Discharge).
- Moved out of state:
  - **Must** indicate state.

- Moved out of parish / to non-participating school:
  - **Must** indicate school.

Since our team processes all transfer requests internally, a reason of “family attending X participating school” will not be considered a valid request. Please email [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any questions or concerns.

Roster Accuracy

With the Main Round match coming up, it’s critical that schools ensure their rosters are accurate and up-to-date. Roster information will be used to help determine student priority and guarantee-to-return (see above), so it’s particularly important that everything be squared away as quickly as possible. Continue to use error reports to help identify issues, and do not hesitate to reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with questions.

**UPDATES & MATERIALS**

Spring Testing and Student Enrollment

We understand that it is difficult to incorporate new students while your school is administering exams. Any students who are admitted during testing windows should be told to start immediately after the window closes. Once a family reports for registration, please let them know that their first day of school will be the first day normal classes resume. Our staff will be communicating this as well. Please note that this also means transfer requests will not be processed until after the testing window has closed. Students’ current schools are responsible for administering testing.

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).

Transfer Type	Approved	Denied	Pending	Grand Total
Childcare	61	54	3	144
Principal-Principal	85	4		91
Safety	81	74	8	172
Medical	3	7	1	11
Other	12	1		15
<b>Grand Total</b>	<b>242</b>	<b>140</b>	<b>12</b>	<b>433</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 3, 4, and 5 were reset this past week*

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	9	39	5
1	7	24	18	7
2	3	12	30	6
3	4	13	4	30
4	5	15	0	27
5	2	13	1	28
6	3	15	19	9
7	4	11	23	10
8	5	13	20	7
9	14	3	10	6
10	8	3	9	8
11	6	3	4	9
12	8	3	5	7

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			



***IMPORTANT REMINDERS***

Check for Residency

This serves as a reminder that all schools are required to verify student residency at least once per school year. If you have not done so already, this is an ideal time to confirm that you have accurate addresses on file for all of your students. This will help our team ensure geographic priority is properly assigned. Thank you for your assistance.

Thank you for your attention to these enrollment matters.

Sincerely,  
The Enrollment Team

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**Aimee Grainer**

Associate Director of Enrollment Communications  
Office of Student Enrollment

1615 Poydras St., Suite 1400  
New Orleans, LA 70112  
[www.EnrollNOLA.org](http://www.EnrollNOLA.org)

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