

All,

We know this is a big week for all of our schools, and we'd like to thank everybody for their continued hard work and support of our team. We are working as quickly as possible to assist in any school-specific match or notification questions, but it may take us longer than usual to respond to requests due to the volume of work at hand.

We appreciate everybody's patience and understanding as we push through the culmination of the Main Round. Please continue to reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any enrollment questions, and we will respond as soon as possible.

### **POLICY ANNOUNCEMENTS**

#### **Seat Acceptance & Student Notification**

The notification process is in full swing, and we'd like to give everybody an update on what has been communicated to families so far, and what to expect next.

- *Individualized School Letters:* over the weekend you should have received your school-specific student notification letters and Seat Acceptance Forms for students in grades K-12. If you did not receive these, have trouble finding a specific student letter, or have any other questions, please contact [aimee.grainer@rsdla.net](mailto:aimee.grainer@rsdla.net). Please begin conducting outreach to your newly matched students, and please backpack home letters for students who are transferring out or did not receive a placement.
  - PK students who do not want to wait on the mail and/or did not receive an email may pick up their letters from an FRC.
  - We will mail all placement letters, PK-12, to all students with valid mailing addresses (more below).
- *Mailed Letters:* hard-copy student notification letters are being processed for mailing this week, and families will begin receiving them soon at the address they listed on their application.
- *Email notifications:* have gone out last week and over the last several days for any families who listed an email address on their application.
- *Results available at all Family Resource Centers:* any family can seek assistance at their preferred FRC, where our dedicated staff will be able to help answer application questions, print new forms, and look up application results. Students on pre-k waitlists will also be able to inquire about their waitlist positions at FRCs soon.
- *Seat Acceptance Forms:* all newly matched families have been provided with a typed, individualized Seat Acceptance Form—**no official form will be handwritten. Blank Seat Acceptance Forms are not available to any EnrollNOLA staff and should not be accepted. All legitimate forms will be typed and pre-populated with the student's personal information.** Please review the Seat Acceptance information below as a reminder of the importance of this document.
  - When emailed, this form appears in the body of the notification email, not as an attached document. If parents are printing their notification from their email account, please ask them to print the entire body of the email. Emailed forms are acceptable as long as **the student's school placement is reflected in SchoolForce**, and the student's personal information is pre-populated. If the family is having trouble, they may pick up their personalized form from an FRC.
  - Both the school and the parent signs the Seat Acceptance Form. Your staff should retain the original and make a copy for the parent.

**We expect all schools to make a concerted effort to contact their students before instituting the seat acceptance deadline.** If you intend to drop students who do not register by May 15, our team will expect a minimum of three documented outreach efforts.

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 may choose whether or not to opt in.

- 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. As noted above, we expect that all schools will make several documented outreach attempts before opting to drop any students. The next time schools may drop assigned students who have not reported will be the registration deadline on July 17th.
- Seat acceptance is complete when students return the form along with required documentation listed on said form. Again, all forms are included in matched students' letters, and will be pre-populated with student information.
- Schools are required to provide parents with a copy of this completed form upon completion of the seat acceptance process. Please retain the original for your records.

How is seat acceptance different from registration?

- We received feedback that K-12 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
- For PK students, there is no difference. Registration will be complete upon completion of the seat acceptance process as the same documentation is required for both processes.
- This year's seat registration deadline is July 17, 2015.

K-12 scholarship awards are in a holding period pending external review. Those placements will be released once we receive an all-clear from the Department of Justice, which should be in about a week. At that time we will notify students of their scholarship placements. Students placed into NSECD PK programs have received their award information.

#### Students Expelled Post-Match

Students who received a placement during the Main Round, and have since been expelled, will be mandated to attend Crescent Leadership Academy for their expulsion term. Our team will reach out to those families.

### **UPDATES & MATERIALS**

#### Round 2

As you are aware, Round 2 launches next week. The Round 2 process is for any students who are new to the city, are not satisfied with their Main Round placement, or may have missed the Main Round deadline. Many of you received a batch of "unmatched" letters in your individualized student letters. Please make sure these students are aware that they must participate in Round 2 in order to receive a placement. K-12 students who received an unmatched letter do not have the option to default back to their current school, so it's very important that they participate in the upcoming application cycle. Students who did not receive a match in PK will be added to the waitlists of the schools to which they applied.

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. The Round 2 timeline is posted online at EnrollNOLA.org and attached here.

#### April 30: Hardship Transfer Deadline

This served as a reminder that we will no longer accept Hardship Transfer Requests after April 30, 2015 in order to maintain student stability at the close of the school year. Please communicate this to families. If a family would not like to continue to attend their current school for the coming school year, and has not already submitted an application, please ensure they are aware of the Round 2 application cycle. We will review exceptional circumstances on a case-by-case basis; please don't hesitate to reach out if you believe a transfer is necessary for a student's health or safety.

#### 15-16 Registration Packet

We will plan to share updated registration with everybody in next week's newsletter. Please contact us with any questions about registration materials or procedures.

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	Other	Grand Total
Childcare	64	58	1	29	152
Principal-Principal	87	4		2	93
Safety	86	83		11	180
Medical	4	7			11
Other	12	1		2	15
<b>Grand Total</b>	<b>253</b>	<b>153</b>	<b>1</b>	<b>44</b>	<b>451</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 2 and 7 were reset this past week*

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	9	39	5
1	8	20	6	21
2	4	13	0	32
3	4	13	19	15
4	5	15	12	16
5	2	13	17	14
6	4	10	3	28
7	5	10	4	29
8	6	10	9	20



5																
6																
7																
8																
9	1/5/2015	1	1/6/2015	6	1/12/2015	28	2/9/2015	14	2/23/2015	7	3/2/2015	22	3/24/2015	14	4/7/2015	
10	3/26/2015															
11																
12																

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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