

All,

We hope everybody is having a nice week so far. We'd like to thank you again for your continued patience as we work 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.

**This serves as a reminder that we will no longer accept Hardship Transfer Requests after this Thursday April 30, 2015.** If a family would like to change schools for the coming school year, and has not already submitted a OneApp, please ensure they are aware of the Round 2 timeline (attached here). Our team will work with you to discuss students in exceptional circumstances; please don't hesitate to reach out if you believe a transfer is necessary for a student's health or safety.

***ACTION REQUIRED***

8<sup>th</sup> Grade Seat Acceptance + Round 2 Applications

Thank you once again to all our schools for their phenomenal work collecting applications from terminal eighth grade students this year. As you are all aware, the process for enrolling in school is not complete until families formally accept their seat and complete registration at their new school. **Please impress upon your 8<sup>th</sup> grade students the importance of turning in their completed Seat Acceptance Form before May 15.** There is detailed information regarding the Seat Acceptance process below.

**It is equally critical that 8<sup>th</sup> graders who have not been assigned elsewhere submit a Round 2 application before May 29.** Please use the School Report -> Terminal Grade Students- R2 App Needed to reach out to these students and assist them in turning in an application before the deadline. Thank you for your help in supporting these students.

***UPDATES & MATERIALS***

Last day for New 2014-2015 Placements

Please note that **the last day to receive a school placement for the 2014-2015 (current) school year is Friday, May 22, 2015.** Parents who visit a Family Resource Center or school after this date should be advised to complete a Round 2 application for the 2015-2016 school year.

End of Year Expulsion Procedures

In order for the Student Hearing Office (SHO) to facilitate a smooth close to the school year, the last day to recommend a student for an Expulsion Hearing is May 15, 2015 and the last day to submit a request for Disciplinary Conference will be May 8, 2015. Schools may recommend a student for expulsion on a case-by-case basis through the last day of the academic year, though the hearing may be conducted after the academic year has closed. The school principal or designee must be in attendance to conduct an Expulsion Hearing. Expulsion recommendations upheld beginning May 25, 2015 will begin their expulsion terms on the first day of the 2015-2016 academic year. Please reach out to Dari Brumfield, [dari.brumfield@la.gov](mailto:dari.brumfield@la.gov), with any questions.

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. 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	89	4		2	95
Safety	86	87	2	11	187
Medical	4	7			11
Other	12	1		2	15
<b>Grand Total</b>	<b>255</b>	<b>157</b>	<b>3</b>	<b>44</b>	<b>460</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.

*No Round Robin Cycles were reset this past week*

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	9	39	5
1	8	20	11	16
2	4	13	2	31
3	4	13	21	13
4	5	15	13	15
5	2	13	19	12
6	4	10	9	22
7	5	10	9	24
8	6	10	10	19
9	16	3	5	9
10	10	2	5	11
11	6	3	9	7
12	8	3	6	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.



**IMPORTANT REMINDERS**Seat Acceptance & Student Notification

With the opening of Round 2, we have seen many parents following up on their Seat Acceptance Forms. If you missed last week's newsletter discussing this process, and notification generally, please review the details below:

- *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. Students also received hard copy letters and, whenever possible, an email notification.
- *Seat Acceptance Forms:* all newly matched families have been provided with a typed, individualized Seat Acceptance Form—**no official form will be handwritten. 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.

Last week our office shared generic registration forms for the upcoming school year. These are provided for those schools who have requested centrally-produced registration paperwork. Please see last week's newsletter for a copy of the full registration packet. Forms translated into Spanish and Vietnamese will be available by the end of this week.

Reminder: Family Center Relocation

With this week's influx of students coming to complete a Round 2 application, we've realized that many families are unaware that **our First Pilgrim location is no longer operational**. As of March 2015, we have relocated to the Livingston School Building in New Orleans East:

**New Orleans East Location**

FRC @ Livingston School

7301 Dwyer Rd., 70126

Monday – Friday: 8:00 AM – 4:30 PM

Thank you for your attention to these enrollment matters.

Sincerely,  
The Enrollment Team

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**Aimee Grainer**

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