

All,

Happy Cinco de Mayo.

This serves as a reminder that Hardship Transfers will no longer be accepted for the remainder of the school year. 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). Please don't hesitate to reach out if you believe a transfer is necessary for a student's health or safety.

ACTION REQUIRED

Round 2 Target Updates

Schools may request an update to their targets by completing and returning the attached form by COB Wednesday May 20. By default, we will use the Main Round targets submitted by schools, and expect that most schools will not make updates. Forms must be completed in Microsoft Word, printed, signed, scanned, and returned to Raymond.Cwiertniewicz@rsdla.net. Please return a pdf and word version of the update request.

Main Round Seat Acceptance Deadline

The Main Round seat acceptance deadline is May 15. At that time, schools may choose whether or not to drop newly assigned students who have not accepted their seat from 2015-2016 rosters. Schools must either drop all students who have not completed seat acceptance, or drop none of them. Schools may **not** selectively drop a subset of applicants who did not complete seat acceptance.

Schools that do **not** wish to drop applicants who have not completed seat acceptance do not need to take any action. Schools that choose to drop students must complete and return the attached spreadsheet ("2015-2016 Seat Acceptance Roster Drops- SCHOOLNAME") by Saturday, May 16th at noon. The turnaround is quick so we can notify families that they lost their Main Round assignment with time for them to participate in Round 2.

The password on the spreadsheet is: mraccept. There are instructions on completing the spreadsheet included in the workbook and embedded comments. Please read these instructions carefully. **Submissions that are late, incomplete, or invalid will not be processed.** Completed spreadsheets must be returned to Raymond.Cwiertniewicz@rsdla.net and enrollmentsupport@rsdla.net. The body of the email must include the criteria that your school used when dropping students for seat acceptance (e.g. "All students whom the school was unable to contact were dropped," or "All students who did not submit all required seat acceptance documentation were dropped"). The declared criteria has to be applied equally to all newly assigned applicants. Please let us know if you have any questions about submitting the spreadsheet, or seat acceptance generally.

8th Grade Seat Acceptance + Round 2 Applications

Thank you once again for your phenomenal work collecting 8th grade applications this year. Please continue to impress upon your 8th grade students the importance of turning in their **completed Seat Acceptance Form before May 15. It is equally critical that 8th 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 AND MATERIALS

Translated Registration Packets

Please find attached Vietnamese and Spanish registration packets available for immediate use. Note that the “Records Request” form, included in the English-language packet, is not included in these packets. This is because this form should be filled out by school staff. Please contact enrollment.support@rsdla.net with any questions.

1-877 Line

We’ve received reports from some of the schools who graciously host our Family Resource Centers that families are being instructed to call the main school building, rather than the 1-877 hotline. This is a reminder that all Centers can be reached by calling (877) 343-4773. Please give this number to any family who is looking to contact our Family Resource Centers. Thank you.

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 Cycle in grade K was reset this past week

| Grade | Cycle | Exemptions | Schools Chosen | Schools Remaining |
|-------|-------|------------|----------------|-------------------|
| K | 2 | 15 | 1 | 31 |
| 1 | 8 | 20 | 15 | 13 |
| 2 | 4 | 13 | 5 | 29 |
| 3 | 4 | 13 | 23 | 11 |
| 4 | 5 | 15 | 14 | 14 |
| 5 | 2 | 13 | 21 | 10 |
| 6 | 4 | 10 | 11 | 20 |
| 7 | 5 | 10 | 9 | 24 |
| 8 | 6 | 10 | 11 | 18 |
| 9 | 16 | 3 | 7 | 7 |
| 10 | 10 | 2 | 6 | 10 |
| 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.

| 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 | 209 | 4/29/2015 | | | | | | | | | | | | | |
| 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 | 36 | 4/1/2015 | |
| 2 | 10/2/2014 | 61 | 12/2/2014 | 55 | 1/26/2015 | 74 | 4/10/2015 | | | | | | | | | |
| 3 | 10/2/2014 | 67 | 12/8/2014 | 43 | 1/20/2015 | 50 | 3/11/2015 | | | | | | | | | |
| 4 | 10/2/2014 | 47 | 11/18/2014 | 49 | 1/6/2015 | 28 | 2/3/2015 | 42 | 3/17/2015 | | | | | | | |
| 5 | 10/2/2014 | 165 | 3/16/2015 | | | | | | | | | | | | | |
| 6 | 10/2/2014 | 69 | 12/10/2014 | 62 | 2/10/2015 | 56 | 4/7/2015 | | | | | | | | | |
| 7 | 10/2/2014 | 39 | 11/10/2014 | 56 | 1/5/2015 | 49 | 2/23/2015 | #### | 4/10/2015 | | | | | | | |
| 8 | 10/2/2014 | 32 | 11/3/2014 | 31 | 12/4/2014 | 35 | 1/8/2015 | 21 | 1/29/2015 | 60 | 3/30/2015 | | | | | |
| 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 | 48 | 3/2/2015 | 24 |
| 11 | 10/2/2014 | 20 | 10/22/2014 | 27 | 11/18/2014 | 49 | 1/6/2015 | 35 | 2/10/2015 | 24 | 3/6/2015 | | | | | |
| 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 | | Cycle 15 | | Cycle 16 | |
|-------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|
| | 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 | | | | | | | | | | | | | | | | |
| 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 | 7 | 3/2/2015 | 22 | 3/24/2015 | 14 | 4/7/2015 | |

| | | | | | | | | | | | | | | | | |
|----|-----------|----|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 10 | 3/26/2015 | 22 | 4/17/2015 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |

IMPORTANT REMINDERS

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 this Friday, 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, with any questions.

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.

Thank you,

Aimee

Aimee Grainer

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