

All,

If you missed last week's update on the Late Enrollment process, please carefully review this week's newsletter. Please contact enrollment.support@rsdla.net with any enrollment questions or concerns. As an addendum to Late Enrollment information, in light of space and staff limitations, and with single-minded focus on improving efficiency this summer, we unfortunately will **not** be able to host schools during this year's Late Enrollment season. Thank you for your support.

**Please note that items relevant to NSECD pre-kindergarten programs have been asterisked. NSECD programs may disregard items that have not been asterisked. Thank you.*

ACTION REQUIRED

Round 2 Update*

The EnrollNOLA team is in the process of completing the OneApp Round 2 match. Please note the following important school actions:

- Schools had until Friday, June 5, to enter the **final promotion status** for their current students. Promotion decisions for all students must be complete at this time.
- You were also recently contacted about **validating enrollment for applicants** who asserted they were attending your school, but were not assigned in SchoolForce. Please respond to that communication as soon as possible, if you have not already.
- Schools should anticipate having a post-**Round 2 match to review the week of June 22**.

Please let us know if you have any questions about Round 2 processing.

Uniform Information*

This summer our team will put together a list of school uniform requirements to have available for families to review during the Late Enrollment process. If you wish for your uniform information to be included, please send the details on your uniform requirements (including any materials you might give to families), and a list of where your uniform items may be purchased, to maria.montoya@rsdla.net by next **Monday, June 15**.

LATE ENROLLMENT

Late Enrollment Cycle*

With the close of the OneApp application cycles, families who are new to the city or who missed the application cycles must enroll in any OneApp school during the Late Enrollment period. Late Enrollment is a first-come, first-served placement process based on remaining seat availability. The attached flier may be printed and distributed to families immediately.

What is it?

Late Enrollment is a first-come, first-served enrollment period for families who missed the OneApp windows, require a change in placement, or are new to the city / public school system. Placements will be made based on which seats are still available following Round 2 placements. Based on feedback we received last year, our team will produce a daily Seat Availability Report from July 8 – August 31, which will be available online at www.EnrollNOLA.org. This report will tell families what they can expect regarding remaining available seats.

When is it?

Late Enrollment will be staggered by grade group:

July 8 – July 10: students in grades 9-12 ONLY.
July 13 – July 15: students in grades PK-8 ONLY.
July 16 – August 31: students in all grades.

We will be serving high-schoolers first due to the time-sensitive nature of high school credits and scheduling. Please be aware that **we will make NO exceptions to the grade group designations**, and please ensure families are made aware of this as well. This is to ensure that wait times are kept to a minimum, and that all families are served consistently and fairly.

Where is it?

We are delighted to announce that we are partnering with Dillard University this year to provide a spacious, comfortable environment for families for the busiest first two weeks of Late Enrollment. From July 8 – July 17 we will be serving families from the University’s Professional Schools and Sciences Building:

Dillard University
Professional Schools and Sciences Building
2601 Gentilly Blvd., 70112.
7:30 AM – 5:00 PM, Monday – Friday

Free parking will be available, and the campus is easily accessible by bus. We will have more information available about enrollment after July 17 available as soon as possible.

The Why:

Our team is committed to addressing the areas that created challenges for us last summer. By staggering grade groups, we hope to be able to handle the anticipated parent traffic more effectively, improve the overall parent experience, and effectively manage placements given our team capacity. Our partnership with Dillard will result in a streamlined, spacious environment accessible from all areas of the city. If anybody has questions about summer planning, process, or procedures, please email enrollment.support@rsdla.net. We appreciate everybody’s assistance in communicating these details to families and the community.

UPDATES & MATERIALS

Recruiting Unassigned Rising 9th Graders

In an effort to ensure all rising 9th graders have a school placement for 2015-2016, EnrollNOLA is able to provide summary data on unmatched students to high schools. While we cannot share student level data at this time, we hope that sharing summary data can help inform schools’ recruitment strategies. High schools should reach out to enrollment.support@rsdla.net if they are interested in receiving summary information on rising 9th graders who do not have 15-16 school assignments.

FRC Suite Number Update*

Please note that our Westbank Family Resource Center has relocated within the Orleans Parish School Board building. The updated suite number follows:

Westbank Location
FRC @ OPSB Central Office
3520 General DeGaulle Dr., 70114
Suite 1101
Monday – Friday: 8:00 AM – 4:30 PM

IMPORTANT REMINDERS

IMPT: Data Privacy Law*

The legislature passed legislation, Acts 837 and 677, which took effect on June 1, 2015. Please find some guidance from the Louisiana Department of Education [here](#) on the two laws and what it means for your LEA. EnrollNOLA has worked with the Louisiana Department of Education and Orleans Parish School Board to ensure compliance with the law, and as such there are a few changes to report:

- **OneApp ID:** While the State shifts to a new unique statewide student identifier, EnrollNOLA will continue to utilize the OneApp ID as the primary identifier for enrollment purposes. Please be reminded that social security numbers should not be used.
- **Student Communication:** When communicating about students for enrollment purposes in writing, please utilize the OneApp ID number to reference specific students. Do not include two or more pieces of Personally Identifiable Information (PII) in any digital communication.
- **Sending Attached Files:** If sending an attached file is necessary, please ensure all files including PII are properly password-protected. The password must be communicated in a unique message and cannot be included in the body of the email with the file.
- **Student Search:** The Student Search functionality in SchoolForce has been tentatively deactivated as we redesign it to be in compliance. If you need Student Search, please email enrollment.support@rsdla.net and outline the case. We will work to redesign the access to meet the needs of schools while being in compliance with the law.
- **Systems Integration:** You may have noticed that you have stopped receiving systems integration reports. We will restart the integration process once it is brought into compliance.

Communicating Seat Availability*

This serves as a reminder that schools should not be communicating to families regarding current seat availability, since that information will inevitably change once Round 2 results are processed. Please do not indicate to families that seats are available, as those openings will be assigned during the Round 2 placement process, and may not actually be available to inquiring families. Conflicting messages around seat availability create confusion and anxiety for parents, and they sow mistrust. If seats remain open following Round 2 placement procedures, students will be able to enroll during Late Enrollment. If families ask why they were not placed during the Main Round, and your school did not fill, please be aware that the only reason a student would not have been assigned to a school with enough capacity to meet demand is because that student was assigned to a higher-ranked choice. This is one example of why it is so important to emphasize that parents rank school choices accurately. If you have questions regarding this, placement procedures generally, or common parent concerns you'd like to flag, please contact enrollment.support@rsdla.net.

Thank you,
Aimee

Aimee Grainer

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