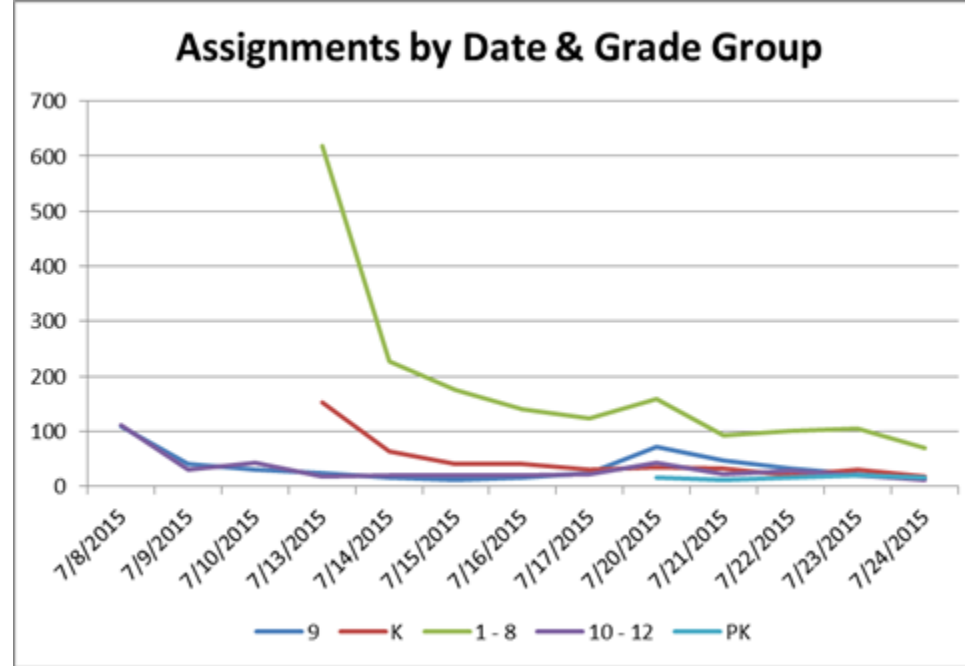
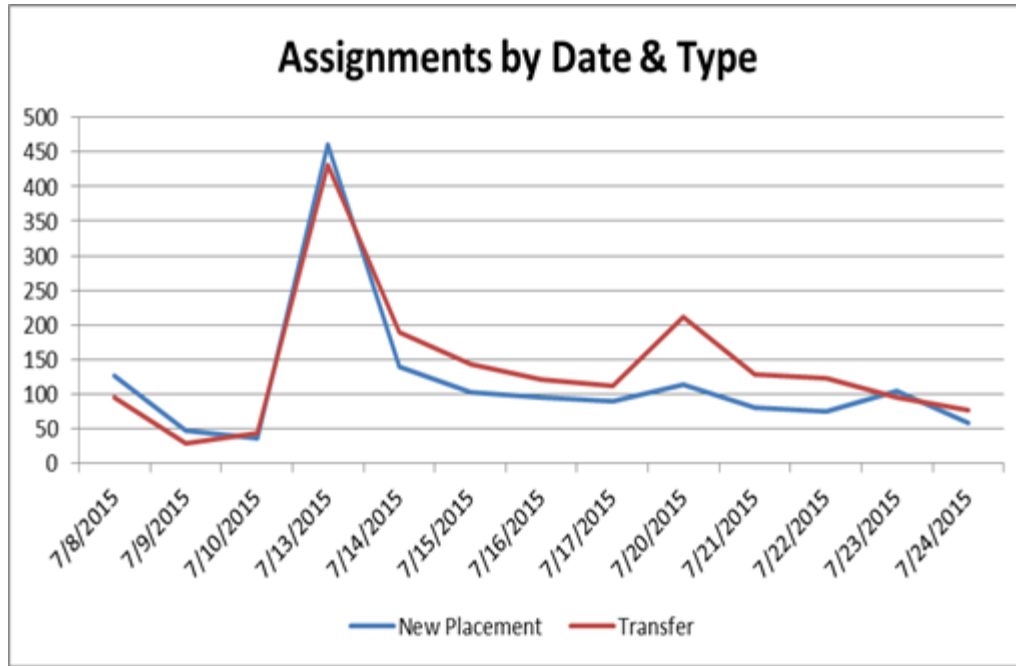


All,

Since we opened Late Enrollment, through Friday July 24, we have seen 3850 families, made 1528 new school placements, and transferred 1799 students. The table and charts below show placements by grade group, date, and distinguishes new placements and transfers.

Date	New Placement	Transfer	Total
7/8/2015	127	96	223
7/9/2015	47	28	75
7/10/2015	37	43	80
7/13/2015	460	432	892
7/14/2015	139	189	328
7/15/2015	103	144	247
7/16/2015	95	122	217
7/17/2015	89	111	200
7/20/2015	113	211	324
7/21/2015	80	129	209
7/22/2015	75	123	198
7/23/2015	104	95	199
7/24/2015	59	76	135
Total	1528	1799	3327



Thanks to everybody's hard work during the busy summer season.

ACTION REQUIRED

Systems Integration

This is a reminder that the Systems Integration process will start tomorrow, Wednesday, July 29th. At this time, error reports will start being sent again and some SchoolForce data will be updated based on schools' student information system (SIS) data. **It is very important that all schools participating in the Systems Integration process have their SIS in the 2015-2016 school year at that time.** If your SIS is not in the 2015-2016 school year, it could lead to students' grades being changed in SchoolForce incorrectly and obscuring seat availability data. If your system will not be flipped by that time, please reach out to Raymond.Cwierniewicz@rsdla.net ASAP. Next week's newsletter will have more information Systems Integration updates. Error reports will now be sent in password protected zipped files per the new state data laws. Schools can access the password at the bottom left of the header (Organization Detail) section of their school page in SchoolForce. The field is called "Systems Integration PW."

Please reach out to Raymond.Cwierniewicz@rsdla.net to update the email addresses that the error reports are sent to for your school. In that request, please note all school and CMO users that should receive the error report emails. You can review the emails that the error reports will be sent to by looking at the "Error Report Email Address(es)" field on your school page.

Review Discharge Criteria

We've been receiving a lot of questions regarding criteria for processing discharge requests. Please ensure you take some time to review the attached guidance regarding which discharges will be processed prior to the beginning of the school year. That guidance begins on page 14. A couple highlights:

- **Continuing students** can only be discharged before the 5th day of school if the school receives a formal records request from another school and notes the following in the discharge request:

- The school the records request came from, the state the school is located in, and the date it was received.
- Formal documentation that the student has enrolled in another school, with the same detailed information included, will also be considered a valid discharge.
- **Valid Discharge Reason: "<school> (<state>) submitted records request on <date>"**
- **Students Assigned During Late Enrollment** can be dropped if they do not complete registration within 5 school days where the school is open to complete registration and the school reached out to the family at least 3 times.
 - **Valid Discharge Reason: "5+ Days Did Not Complete Registration while school was open for registration. School called family at least 3 times."**
- **New Students Assigned During the Match:** If your school did not elect to drop students via the registration deadline, your next opportunity to drop these students will be after the 5th consecutive missed day of school.
 - **Valid Discharge Reason: "5+ Day No show, school reached out to family at least 3 times"**

If you find that discharge requests you submitted have not been processed for several days, please double check that they meet valid discharge criteria, as outlined above and in the attached.

Update Your School Page(s)

If you have not done so already, please take a few minutes to update your school pages in SchoolForce. We will report this information to interested families and newly assigned students. The following fields are particularly helpful:

- First Day of School -> Please be sure to add this in the field and not just the description.
- Schedule Type
- PK Registration Information (if applicable)
- Phone, Fax, & Website
- Address (scroll down on the page)
- Description- We cleared what was previously included and added a template for schools to complete

If any fields that you cannot update look incorrect, please let us know.

UPDATES & MATERIALS

Next Week's Newsletter is a Doozy

Please note that next week's newsletter will contain several extremely important enrollment updates. Make sure you are on the lookout for this email, read it thoroughly, and share it with any staff member who works on student enrollment. Here is a preview of what's to come:

- Final 2016-2017 Policies for Admissions, Readmissions, and Transfers, including Appendices
- EnrollNOLA School's Manual for Student Enrollment
- Student Hearing Office Manual for Disciplinary Procedures, including disciplinary forms

All schools will be required to read, understand, and follow the policies and procedures laid out in these documents. If you have questions, please contact enrollment.support@rsdla.net.

New Team Members

We're excited to announce the addition of two new Enrollment Team members. Garri Brown will be joining us as the Director of Family Services and Student Services, and Jasmine Hull will be our new Associate Director of Family and Student Services.

Garri comes to the RSD with extensive experience in education management, having served as the Executive Director of Employee Services for Jefferson Parish Public School System. Prior to joining JPPSS, Garri worked for the JCPenney Company from 1994-2012 in a variety of roles including Human Resource Manager, Associate Development Training Specialist, as well as store leadership roles, including Store Manager. A New Orleans native, Garri holds a Bachelor of Science in Accounting from Grambling State University and a Masters in Human Resource Management with a concentration in organizational development and strategy from Walden University.

Jasmine Hull is a native New Orleanian with over 7 years of experience in education here in New Orleans. Jasmine has previously managed recruitment, enrollment, data analysis and assessments for KIPP Central City Primary and Academy schools. Jasmine has an undergraduate degree in Geophysics, and is currently pursuing a Master's degree in Public Administration. Jasmine is super excited to put her enrollment and advocacy experience to work for the families in Orleans Parish.

Farewell to Abby

We'd like to announce that Abigail Beljean, Associate Director of Family and Student Services, has bid adieu to the Enrollment Team, and joined Andrew H. Wilson Charter School as the school Social Worker. In her time with EnrollNOLA, Abby acted as a tireless advocate for our students, including our toughest enrollment cases, and held schools and our team accountable for upholding enrollment policy. She guided students experiencing personal hardship through the enrollment process with remarkable patience, generosity, and care. Please take some time to wish Abby luck in her new role, and thank her for her work these past two years.

LATE ENROLLMENT

Standard FRC Hours Resume

Please note that we resumed our standard operating hours and FRC locations starting this week. All Centers will be open 8 AM – 4:30 PM, Monday – Friday. Locations are listed below. Please ensure families are aware that we will no longer be at Dillard. A flier is attached here, which you may begin printing and distributing immediately.

Uptown Location

FRC @ Crocker Elementary
2300 General Taylor St.,
New Orleans, 70115

New Orleans East Location

FRC @ Livingston School Building
7301 Dwyer Rd.
New Orleans, 70126

Westbank Location

FRC @ OPSB Central Office
3520 General DeGaulle Dr., New Orleans, 70114, Suite 1101

IMPORTANT REMINDERS

On-Site Enrollment

This is a reminder to all schools that on-site enrollment is a serious breach of enrollment policy. This includes allowing students to participate in school programs, extracurricular activities, clubs, etc.. When students who are not formally enrolled are invited to participate in school programs, it is misleading and often is interpreted by families that they are guaranteed a spot at the school or are already attending, whereas there is a chance the family may never be able to enroll if there are not available seats. This is very unfair to families. All documented instances of on-site enrollment will be formally noted and addressed by the Enrollment Team and the school's authorizer as applicable. All students seeking to enroll in school for the fall must attend Late Enrollment. This is to ensure students are given an equal opportunity at available seats, and that seat availability is accurately and consistently communicated. If you have questions about this policy, what constitutes on-site enrollment, or Late Enrollment procedures, please reach out to our team.

Registration Drop Deadline Has Passed

This serves as a reminder that the deadline for enforcing the July 17 registration deadline has passed. All matches and new placements who were not dropped will remain on your roster and must be allowed to register. Students who were assigned to you through standard enrollment procedures and were not dropped may not be turned away, even though the July 17 deadline has passed. Turning away students will be considered a serious violation of policy. For those schools who did submit drop requests, we have processed all valid requests. Thank you to everybody for their assistance in making this process clear and fair for families. Schools may drop students who have confirmed that they will not attend only after those students do not report for the first 5 consecutive days of school.

Schools Should Not Be Communicating Seat Availability

This is a reminder that **schools must only use SchoolForce to communicate to families regarding their seat availability during Late Enrollment**, since that is the information we will use to make placements. We have already received reports from families who allege they were told by school staff that the school would be able to accommodate them, when there are no seats available. Once these families arrive at the Center and are told we cannot place them, they feel misled, frustrated, and disappointed. **Please do not indicate to families that seats are available when those seats are not displayed in SchoolForce. We will not place families using any information other than what is in SchoolForce. Families should not be led to believe otherwise.**

Thank you,
Aimee

Aimee Grainer

Director of Enrollment Operations
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Follow us on Twitter! @OneApp_NOLA

