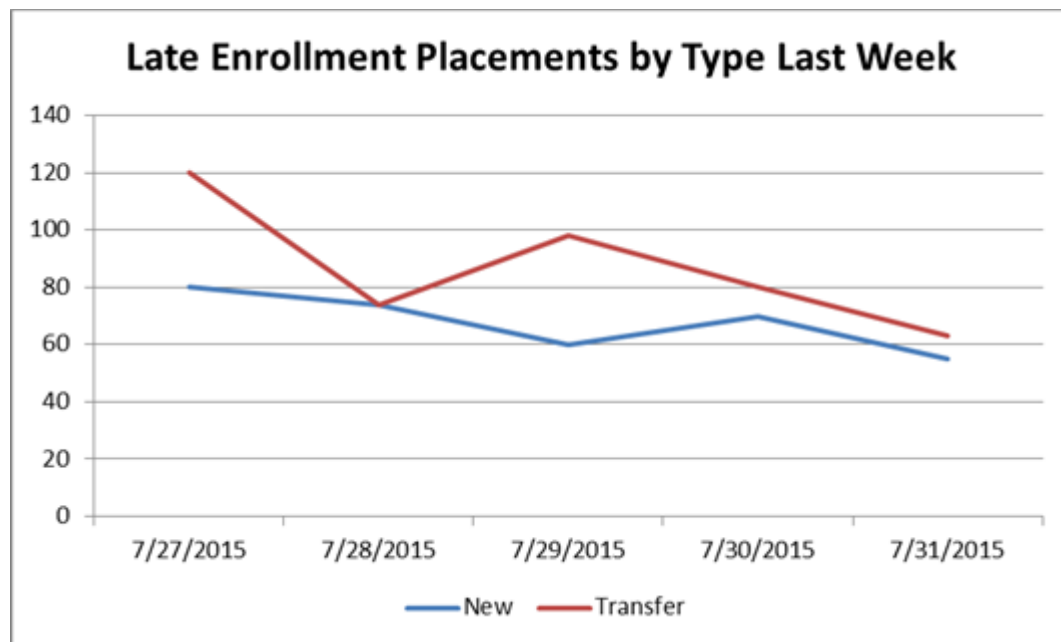


All,

Late Enrollment has continued at a steady pace. We made 774 placements in Late Enrollment last week. 339 of these placements were new placements and 435 were transfers.

Date	New	Transfer	Total
7/27/2015	80	120	200
7/28/2015	74	74	148
7/29/2015	60	98	158
7/30/2015	70	80	150
7/31/2015	55	63	118
Total	339	435	774



UPDATES & MATERIALS

Systems Integration

Our SchoolForce developers are finalizing the changes made based on the new data privacy laws, and are working diligently to get the Systems Integration up-and-running. Schools should expect these reports to be arriving in the next few mornings. We appreciate your patience while we restart the process.

Superintendents' Policy on Admissions, Readmissions, and Transfers for the 2015-2016 School Year

Please find attached this year's final policies for student Admissions, Readmissions, and Transfers. All school staff handling student enrollment are required to read, understand, and abide by these policies. Failure to do so may result in disciplinary action, up to or including an Enrollment Violation. Please contact EnrollNOLA at support@enrollnola.org if you need clarification on anything included in this document.

Enrollment Manual for Participating Schools

We're pleased to share our first annual Enrollment Manual for Participating Schools. This guide outlines enrollment expectations for schools is written for any staff member who works directly with student enrollment. The manual offers a comprehensive look at the annual enrollment cycle, including all of our standard processes and procedures, important policy reminders, as well as tips, guidelines, and common points of confusion. The manual also includes an overview of the enrollment accountability structure.

Please ensure that all staff who handle student enrollment thoroughly review and understand the material included in this document. We are hopeful that this can be a living resource that will make it easier for schools to access the information they need to help students and staff navigate the enrollment process.

For ease of reading, the manual includes embedded navigation. Open the PDF, click View > Show / Hide > Navigation Panes > Bookmarks. The bookmarks will open on the left-hand side of the PDF. They are expandable and collapsible by heading/subheading. If you click on a heading or subheading, the PDF will take you to that section. This document will live on the School Resources page of EnrollNOLA.org. The URL is: <http://enrollnola.org/school-resources/> and the password is Stud3nt3nrollm3nt.

Thank you to all our schools for many thoughtful suggestions, questions, and concerns that helped us create this resource. If you have questions or comments about the information included here, please contact support@enrollnola.org.

Enrollment Manual FAQ

One important feature is missing from the Manual: an FAQ section for schools. We'd like to enlist everybody's help in building this out. Please take some time to think about questions that have regularly come up with staff, students, and families, and send them to support@enrollnola.org. We will collect school responses and post an addendum this year. Thank you in advance for your help.

Student Hearing Office Manual

Please find attached the Student Hearing Office packet for this year, including the updated Manual for Disciplinary Procedures, and required forms. The SHO Manual details all policies and procedures revolving around formal disciplinary action for students enrolled in your school, including a comprehensive list of expellable offenses. Please ensure school staff who work on cases of student discipline review this year's manual, and receive updated copies of the necessary forms. Requests for disciplinary action submitted on outdated forms will not be accepted.

Please note the following expulsion policy highlights:

1. There is an additional Tier 2 offense related to burglary: "Unauthorized entry of school property, or any space which the school has jurisdiction, with evidence or theft or vandalism."
2. Schools are required to bring the student's cumulative folder to an Expulsion Hearing to expedite placement at a new school. If the school does not provide the cumulative folder, the Hearing will not commence. The student will return to the current school and may not be recommended for expulsion again for the same incident. Requirements for cumulative folder are included in the SHO Manual.

IMPORTANT REMINDERS

Picking Up 2014-15 Student Records

Attention New Orleans schools data/enrollment/operations teams: records for students previously enrolled at Lagniappe Academy, McDonogh #28 City Park Academy, Miller-McCoy Academy, and Andrew H. Wilson Charter School in the 2014-15 school year are currently under interim RSD custodianship and will be available for school representatives to pick up on **August 6 and August 7**.

Records will be grouped by the enrolling school's end of day OneApp rosters on August 4. Please notify the RSD team at student.records@rsdla.net of your intended pick up time on either a) August 6, 12:00 p.m. - 3:00 p.m. or b) August 7, 9:00 a.m. - 12:00 p.m. We will confirm the distribution location in response to your email and look forward to seeing you. If you have any interim questions, feel free to reach us at student.records@rsdla.net.

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.

Thank you,
Aimee

Aimee Grainer

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