

All,

Last week we made 769 placements, holding steady with the 774 placements we made the week prior.

For schools still looking to fill seats in certain grades, we recommend you consider the following table as you plan for how many students that you can expect. The table shows how many assignments were made in each grade between 8/11/2014 and 10/2/2014. This will vary year-to-year, but last year's data will be predictive. We would expect fewer 9th grade placements from this point forward compared to last year, as we have more 9th graders with seats today than we did at this time a year ago.

2014 Late Enrollment Assignments: 8/12/2014 – 10/1/2014

Grade	New Placement	Transfer	Total
K	151	129	280
1	109	111	220
2	87	102	189
3	74	82	156
4	84	94	178
5	65	68	133
6	69	89	158
7	58	110	168
8	77	133	210
9	158	310	468
10	75	160	235
11	58	108	166
12	80	74	154
Total	1145	1570	2715

UPDATES & MATERIALS

Systems Integration

The systems integration is up-and-running. Each school should be receiving error reports Tuesday-Saturday mornings. If you would like to change error report recipients, please email Raymond.Cwierniewicz@rsdla.net and detail the requested update. You can find the password for your files on your school page in SchoolForce in the "Organization Detail" section. The field is named "Systems Integration PW."

SchoolForce Trainings

We will have SchoolForce trainings to walk through system functionality and detail school enrollment responsibilities the first week in September. We prefer to have these at schools, which are easier to get to than RSD central offices. If your school will be willing to host, please reach out to Raymond.Cwierniewicz@rsdla.net. We are looking for spaces that can hold at least 20 people where all attendees will be able to access the wifi. We would look to block of 2 hours of time, although we do not expect to use all that time. If you can host, please provide dates and times between September 2nd – 4th. We look forward to hearing from you.

Discharging “No Shows”

Schools that have already started may begin issuing discharge requests for students who do not report for the first 5 consecutive days of school, using “5+ Day No Show” as the discharge reason (plus any additional details on the student that schools may have). It is important to do this promptly so schools can continue to fill to their 10/1 target as seats open, and so families still seeking a placement have a full array of school options. **If you have submitted a discharge request that has not been processed multiple days after you submitted it, it does not meet discharge requirements.** Reach out to support@enrollnola.org with any questions. We will continue to process discharge requests on a daily basis.

Schools that have not yet started should continue to refer to guidance on submitting discharges during Late Enrollment, outlined in the attached and below.

IMPT Policy Announcements

If you missed last week’s newsletter, take some time to review these important policy announcements and associated documents for the upcoming school year:

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

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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