

All,

We hope everybody is having a good start to the school year. Please email support@enrollnola.org with any enrollment questions or concerns.

UPDATES & MATERIALS

IMPT: Review Error Reports

Schools should be receiving error reports Tuesday-Saturday mornings. Please use these reports to reconcile your rosters, and reach out promptly if there is a discrepancy between rosters you need our team's help in addressing. 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. This section is sometimes hidden. In order to show full details, click on the little arrow button that appears to the left of the text "Organization Detail." Once you click on the arrow, it will point down. When the arrow is pointing down, all information is displaying. The field that includes the password needed to review your error reports is named "Systems Integration PW."

Late Enrollment Ends August 31

Please note that the Late Enrollment period will close on August 31. A few important things will happen at that time:

- Schools that opted to match to a temporary Late Enrollment target, who did not revert to their 10/1 targets on August 15, will do so on September 1, 2015.
- Starting September 1, through October 1, we will move into the Fall Transfer Period.
 - This period of time, formerly known as the "Mid-Year Transfer Period", is when students will need to first meet with their current school's administration in order to transfer. This is so schools have the opportunity to hear about a family's reason for transferring, and potentially address any concerns proactively, to minimize unnecessary instability for students.
 - Schools may **NOT** deny a student a transfer. Students will be able to participate in unrestricted transfers per seat availability once they have met with the school to express their desire to do so.
 - There will be a form that documents this meeting, which parents will be required to present prior to transferring at an FRC. We will share that form in next week's newsletter.
 - Attached please find a how-to flowchart for Fall Transfers.
- August 31 is the last day we will post the Daily Seat Availability Report on EnrollNOLA.org

Student Names Removed: Data Privacy

As many of you have noticed, SchoolForce auto-notices no longer include student names. This is because new data privacy legislation prohibits sharing students' demographic information via email. We will not be able to provide student information directly through emails any longer, and schools should begin referencing student OneApp IDs to identify students in all electronic communications. Here are some tips to help navigate this change:

- When you receive a notice that a **new student** has been assigned to you, you can search for the student's OneApp ID in SchoolForce student search and access the student's record that way.
- In order to keep track of students who **transfer out**, we recommend downloading your student rosters from SchoolForce once or twice weekly, and using these reports to cross-reference transfer notices.
- Having **archives** of student records will mean that you will always be able to reference prior students' OneApp IDs, even once you've lost access to their live SchoolForce record.

Please email support@enrollnola.org with any questions or concerns.

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.

Enrollment Policies

The last two enrollment newsletters included enrollment policies for the upcoming school year, the updated Student Hearing Office manual, and the EnrollNOLA Manual for Participating Schools. All school staff who work directly with student enrollment are expected to read and understand these documents. If you have not done so already, please review these materials and share with appropriate staff members. These documents are attached and available online at <http://enrollnola.org/school-resources/>. Please email support@enrollnola.org for the password to this protected webpage.

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.

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.

Aimee Grainer

Director of Enrollment Operations

Office of Student Enrollment

www.EnrollNOLA.org

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