All,

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

ACTION REQUIRED

Next Week: SchoolForce Trainings
SchoolForce trainings will be held next week, and we expect all school enrollment POCs to attend. We will walk through system functionality in detail, including refreshers on how to access, reconcile, and maintain your student SchoolForce rosters throughout each annual enrollment cycle. New data managers and enrollment staff are **required** to attend one session. Please bring your laptop with you so you can follow along during the training session. **We will send a Doodle sign up for the training sessions as an addendum to this newsletter. Please be on the lookout for that important message.** Note that POCs are only required to attend one session, and that sessions will be held at different times and locations. Details forthcoming.

Opening "No Show" Seats
With the school year officially begun, **schools should 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 that schools diligently monitor their rosters so they can submit discharge requests promptly. We cannot continue to fill open seats until those seats are displaying in SchoolForce. If you have questions on how to run roster reconciliation or how to submit discharges, please reach out to support@enrollnola.org. We will process discharge requests on a daily basis. **If you have submitted a discharge request that has not been processed multiple days after you submitted it, it does not meet discharge requirements**.

Here is a reminder of discharge criteria for the beginning of the school year:

- **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 a student has attended at least one day of school, they may not be discharged unless they miss 15+ consecutive days.**

UPDATES & MATERIALS

Systems Integration
Thanks to all of the schools that are participating in the Systems Integration process and responding to the error reports. Attached please find a refresher on how to successfully conduct sys integration at your school. The points below also provide a quick recap of each error report:

- Error Report 1 indicates that another school may be reporting a student assigned to your school.
- Error Report 2(s) generally indicates that a name, date of birth, or OneApp ID is different in SIS or PowerSchool.
- Error Report 3 most likely indicates that a student needs to be discharged from your SchoolForce roster, or they are legitimately assigned to your school and need to be added to your SIS.
- Error Report 4 indicates that a student in your SIS is not assigned to your school in SchoolForce. This should be blank as all students are assigned via OneApp processes and SchoolForce.

Late Enrollment Ends Monday
Please note that **the Late Enrollment period will close this coming Monday, 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 as an addendum to this week's newsletter, to come shortly.
  - 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

IMPORTANT REMINDERS

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.Cwiertniewicz@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."

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.

Enrollment Policies
The last several 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.

Thank you,
Aimee

_____

Aimee Grainer
Director of Enrollment Operations
Office of Student Enrollment

1615 Poydras St., Suite 1400
New Orleans, LA 70112
www.EnrollNOLA.org

Follow us on Twitter! @OneApp_NOLA