

All,

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

Please note that as of today, September 1, **the Late Enrollment period has closed**. Here's what that means:

- Temporary Late Enrollment targets, for schools opting to utilize them, have reverted back to 10/1 targets.
- Sibling Unification and Reactivations over target have ceased.
- As noted below, starting today, 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.
  - 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.
  - The attached form documents this meeting, and is **required** when parents present to transfer at an FRC.
  - Attached please find a how-to flowchart for Fall Transfers.
- The Daily Seat Availability Report is no longer available on EnrollNOLA.org. If a family has a question about seat availability, they should reach out to a Family Resource Center.

### ***ACTION REQUIRED***

#### SchoolForce Trainings This Week

As mentioned in last night's newsletter, **SchoolForce trainings will be held this Thursday, September 3, and Friday, September 4**. We expect all school enrollment POCs to attend. **Please use this Doodle to register for a training session if you have not done so already:** <http://doodle.com/z2cgx2d8vamg7vi7>

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 hold a make-up training at some point in September.

#### Opening "No Show" Seats

With the school year officially begun, **schools should begin issuing discharge requests for students who are not attending**, using "5+ Day No Show" as the discharge reason for students who have not reported at all this school year, or "15+ day no show" for students who have attended at least one day of school, whichever is applicable. If a student has attended any school this year, they cannot be discharged until they have missed at least 15 consecutive days. This is to allow the family ample opportunity to return if personal circumstances are preventing them from attending.

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](mailto: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.**

The primary valid discharge reasons will be:

- The family has not attended the first 5+ days of school
  - "5+ Day No Show" should be entered in the Reason for Transfer/Discharge.
  - **If you have more information on the whereabouts of the student, i.e.: if they are attending a non-participating school, please provide that information. This will help us focus on locating kids the whereabouts of whom are unknown.**
- The family attended school at least 1 day, but then was absent for at least 15 consecutive days
  - "15+ Day No Show" should be entered in the Reason for Transfer/Discharge.

- **If you have more information on the whereabouts of the student, i.e.: if they are attending a non-participating school, please provide that information. This will help us focus on locating kids the whereabouts of whom are unknown.**
- The family has not reported to register within 5 days of being assigned, during which time the school was open for registration
  - “5+ Day Unregistered” should be entered in the Reason for Transfer/Discharge.
  - The school must have been open for 5 days during which the family could register in order for this discharge reason to be used.
- The family has reported that the student will be attending another non-OneApp school, and cites that school
  - The school the child is attending **must** be entered in the Reason for Transfer/Discharge.
- The family has reported that they will be moving out of the state, and cites the state
  - The state they are moving to **must** be entered in the Reason for Transfer/Discharge.

## **UPDATES & MATERIALS**

### Fall Transfer Form

Starting today, September 1, students electing to transfer will be required to first meet with their school. This is to encourage student stability, and to give schools an opportunity to address the student concern, and/or prepare for movement. **Please use the attached form to document when parent transfer meetings are conducted.** Until October 1, students may transfer at will. This means **transfer requests cannot be denied.**

### Systems Integration

Thanks to all of the schools that are participating in the Systems Integration process and responding to the error reports. . 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](mailto:Raymond.Cwiertniewicz@rsdla.net) and detail the requested update. 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.

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.”

### Upcoming: OneApp Season

The OneApp Main Round will launch on November 2; you can find attached the Main Round timeline for the 2016-2017 application cycle. In preparation for this critical enrollment cycle, you can expect several communications detailing what to expect, what we need from you, and what comes next. This month, we will give schools an opportunity to review their school profile information, and make any required updates. Please begin considering if there are any changes in your school’s published information, so we can make sure to capture that before printing the application materials. We look forward to working with everybody in the coming months to ensure another successful application season.

### Welcome, Christopher

We’re pleased to announce the most recent addition to our team, Christopher Lloyd, who will be joining us as an Enrollment Analyst. Chris is a recent transplant to New Orleans from Tallahassee, Florida and holds a Bachelor’s degree from Florida State University in History and a Master’s of Science in Criminology with a concentration on public policy and juvenile justice. Prior to joining EnrollNOLA, Chris served as a

Support Specialist for the Florida Department of Education in the office of Postsecondary Assessment and focused primarily on developing teacher certification exams and validating items used in the state of Florida's Item Bank Test Platform. Please join us in welcoming Chris to the Enrollment Team.

**IMPORTANT REMINDERS**

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](mailto:support@enrollnola.org) with any questions or concerns.

Thank you,  
Aimee

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