

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.

An Important Message from Superintendents Dobard and Lewis

*Please see the full text of the Superintendents' letter to school leaders attached to this newsletter.*

The work to ensure all students have fair access to all of our city's schools has been a joint effort between both of our organizations. This past year, Kristen Morgan has led our enrollment efforts, and in this role, she has been an incredible asset to our organizations and to the city. She has built enduring structures that will support the expansion of OneApp to increasingly more schools, including all publicly funded early childhood programs. Under her leadership, we have published the first ever annual report, providing an unprecedented level of transparency around our city's enrollment trends. Kristen led a seamless Late Enrollment process with a 99% family satisfaction rate, and set a new bar for what the Late Enrollment process can look like.

As we embark on a new school year, we have identified that the needs and priorities of this role are shifting, and Kristen has elected to pursue new opportunities. In thinking about her successor, we turned to the individual who originally started the enrollment work in New Orleans, Gabriela Fighetti. Gaby is the founder of OneApp, which launched in 2011. She served as the Executive Director for three years, during which time she built the policy and operations backbone of our city's enrollment process. In the coming weeks, Gaby will be reaching out to many of you to talk about the long-term direction of OneApp and to solicit your input in its future direction. Should you have any questions, please reach out to either of us.

Thank you for all you do for our children.

***ACTION REQUIRED***

SchoolForce Make Up Training

Thank you to everybody who has already signed up to attend a SchoolForce training this week. As both of last week's sessions filled completely, we have scheduled another session to accommodate those who still need to be trained. **New data managers and enrollment staff are required to attend one session. Please sign up using this Doodle: <http://doodle.com/poll/ynaywbvtxufd4hy2>**

This week's session will take **place Thursday, September 10, from 1 PM to 3 PM at Harriet Tubman Charter School**, 2832 General Meyer Ave., 70114. Please park on Huntley Street, and enter through the Huntley Street entrance, next to the circular drive. Please bring your laptop with you so you can follow along during the training session.

***UPDATES & MATERIALS***

SchoolForce Training Deck

Thank you to all who attended our SchoolForce training sessions last week. We appreciate everyone setting aside the time from their busy schedules to learn more about SchoolForce and spend time with our staff in person. An updated version of the training deck is now available and is attached with this newsletter. These training slides should help provide answers to some of your questions, but please do not hesitate to follow-up with us for any additional assistance or clarification.

FRC Hours Have Changed

Please note that all Family Resource Center hours have changed, effective immediately. Our Centers will now be open Monday – Thursday, 8 AM – 4:30 PM, and Fridays, 8 AM – 12 PM, to accommodate regular Friday professional development sessions with our Center team. Please ensure families are aware of this change. An updated flier is attached to this newsletter.

### Mid-Year Placement Process Approaching

The mid-year placement process is approaching, and schools should begin evaluating their mid-year enrollment plan now. In the next few weeks' newsletters, we will communicate schools' options during this enrollment period. Schools who have not yet reached their October 1 enrollment goals may elect to continue to match to their target, which can be a good strategy to reach long-term enrollment goals. There will also be information about requesting exemptions from the Round Robin process. Please let us know if you have any questions as the mid-year placement process approaches, and we will provide more information and guidance in the coming weeks.

### Fall Transfer Form

Please remember that students electing to transfer are now 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.**

### **IMPORTANT REMINDERS**

#### 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.Cwierniewicz@rsdla.net](mailto:Raymond.Cwierniewicz@rsdla.net) and detail the requested update. Attached please find refreshers 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."

#### 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.

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

Thank you,  
Aimee

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