

# Louisiana Believes

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**Louisiana Scholarship Program**  
**2015-16 Round Two Application**



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## Round Two Timeline and School Participation

# Round 2 Application Timeline

Early to mid-April	Schools receive Scholarship Main Round student roster and families receive Scholarship award notification letters
April 20-May 29	Round 2 student application period
June 5	Main Round Scholarship student registration deadline
Late June/Early July	Schools receive post-Round 2 Scholarship student roster and families receive Scholarship award notification letters
July	Scholarship team conducts the waitlist process
July 31	Round 2 Scholarship student registration deadline

# School Participation in Round 2

## What does Round 2 mean for schools?

- Participation in Round 2 ensures:
  - A school's ability to fill seats, within their match target, that are not filled after the Main Round registration deadline.
  - A school's ability to generate a waitlist, which allows schools to fill unfilled seats where parent demand exists.

## What if my school decides not to participate in Round 2?

- Schools that opt out of Round 2 **are not able to participate** in the waitlist process or to backfill seats. This means that any seats that are unfilled after Main Round Registration will remain unfilled.

# Grade Level Participation in Round 2

## Can we add or remove grades in Round 2?

- Schools may open up additional grade level seats in Round 2; but schools cannot exceed their match targets.
- Schools that met their pre-determined match-target in the Main Round may not add any additional grades in Round 2.
- Schools can remove grades from the Round 2 application if they no longer want those grades to be available to applicants.
- If a school removes a grade, the school will not be eligible to backfill seats in that grade.

## Round Two Application Information

# Round 2 Application Information

## Schools

- Schools play a central role in the application intake process by collecting applications and verifying eligibility as well as providing direct support to families.
- Schools outside of Orleans Parish will use SEE to enter student applications. Schools in Orleans Parish will use OneApp.
- All applicants may submit an application online or submit a paper application to a participating Scholarship school.
- Schools are asked to enter applications for all students who submit them to their schools, regardless of students' ranked choices.
- Schools will receive weekly demand reports throughout round 2.

## Applicants

- Current Scholarship students should only submit an application if they want to attend a different school for the 2015-16 school year.
- Students will lose their current or main round placement if they submit new choices and are awarded a seat in Round 2.
- Students in terminal grades or closing schools **MUST** complete a new application. If parents do not complete an application indicating new school choices, the student will not be considered for a new placement.



# Who can apply in Round 2?

Type of Applicant	Applicant Description	Options	Eligibility Documentation Requirement
New Applicant	Did not apply for a Scholarship in the Main Round	Can apply for a Scholarship in Round 2	Must meet eligibility requirements and submit eligibility documentation
Continuing Students	Current Scholarship students hoping to attend a new Scholarship school for the 2015-2016 school year	Can apply for a Scholarship in Round 2; if awarded in Round 2, the applicant loses seat at current school	Not required to resubmit eligibility documentation
Main Round Awarded Applicants	Applicant was awarded a Scholarship in the Main Round but is looking to apply for a different placement	Can apply for a Scholarship in Round 2; if awarded in Round 2, the applicant loses the Main Round award	Not required to resubmit eligibility documentation
Applicants not awarded in the Main Round who were deemed eligible	Applicant was not awarded a Scholarship in the Main Round	Can apply for a Scholarship in Round 2	Not required to resubmit eligibility documentation
Applicants not awarded in the Main Round whose eligibility could not be determined	Applicant was not awarded a Scholarship in the Main Round because eligibility documents were not submitted or verified	Can apply for a Scholarship in Round 2	Must meet eligibility requirements and submit eligibility documentation
Applicants deemed not eligible in the Main Round	Applicant was not awarded, and was notified that they do not meet eligibility requirements	Cannot apply for a Scholarship in Round 2	No action required

# Application Intake and Verification

# Round 2 Application Intake

Parents and guardians can drop off completed paper applications at any participating Scholarship school.

When a parent/guardian drops off an application, complete the following steps:

1. For new applicants, verify income and residency eligibility and the completeness of the application
2. Complete the last page, duplicating the school choice information from Step 8 of the application.
3. Have the reviewer of the application print and sign their name
4. Give the receipt page to the parent or guardian
5. Enter the application into the LEADS or OneApp portal

# Income Verification

	Guidance	School Action
Participates in a Federal Assistance Program	<p>Eligibility is established by the parent or guardian providing documentation that they participate in one of these programs:</p> <ul style="list-style-type: none"> <li>• Louisiana Purchase Card</li> <li>• SNAP Benefits</li> <li>• Social Security Benefits</li> </ul>	Verify eligibility documentation and check the box on the application that asks, “Income verified?”
Does Not Participate in a Federal Assistance Program	<p>If the parent/guardian does not participate in a Federal Assistance program, they will need to provide proof of income <b>for every member of their household</b>. This can consist of any one of the following:</p> <ul style="list-style-type: none"> <li>• 2014 Federal Tax Return</li> <li>• W-2s from all employers for the period ended December 31, 2014</li> <li>• Unemployment compensation statement for the period ended December 31, 2014</li> <li>• 1099s and/or statements from banks or other institutions showing interest earnings for the period ended December 31, 2014</li> <li>• Alimony as shown in court decree or agreement</li> <li>• Social Security benefits statement for the period ended December 31, 2014</li> <li>• Pension statements for the period ended December 31, 2014</li> </ul>	<p>Using the documents provided by the family, ensure their household income does not exceed 250% of the federal poverty level (see the next slide).</p> <p>If the family income is <b>less than</b> the maximum amount allowed, check the box on the application that asks, “Income verified?”</p>

**Note: Current students and students who were deemed eligible in the Main Round do not need to re-verify income eligibility.**

# Income Verification– Federal Poverty Level

## Scholarship Eligibility - 250% of Current Federal Poverty Guidelines

Family/Household Size	Yearly Amount (\$)	Monthly Amount (\$)	Bi-Weekly Amount (\$)	Weekly Amount (\$)
2	\$39,325	\$3,277	\$1512	\$756
3	\$49,475	\$4,123	\$1902	\$951
4	\$59,625	\$4,969	\$2,294	\$1,147
5	\$69,775	\$5,815	\$2,684	\$1,342
6	\$79,925	\$6,660	\$3,074	\$1,537
7	\$90,075	\$7,506	\$3,464	\$1,732
8	\$100,225	\$8,352	\$3,854	\$1,927
Add the following amount for each additional family member	\$10,150	\$846	\$391	\$195

# Residency Verification

Only Louisiana residents are eligible for the program. When you receive an application, please verify the family's residency by viewing any one of the following and making sure it matches the student address on the application:

- Rental, lease, or mortgage statement
- Homestead Exemption notice for calendar year 2014
- Property tax notice for calendar year 2014
- Electricity/Gas bill
- Telephone bill (*please note- a cellular phone bill does not suffice*)
- Cable or internet service bill
- Water/sewage bill

When you have verified the residency information matches the address on the application in the student section, you may check the box that asks "Residency verified?"

**Note: Current students and students who were deemed eligible in the Main Round do not need to re-verify residency eligibility.**

# Registration

# When Is the Student Registration Deadline?

- Students awarded a scholarship in the Main Round will be required to register at their match school by **June 5**.
- If a student does not meet the registration deadline, they may lose their guarantee to a seat at that school.
- Schools can choose to keep students on their roster who do not meet the registration deadline, or fill those seats with waitlist students or transfers.
- Schools must tell the LDOE following the June 5 deadline whether or not to remove students who have not registered.
- The Round 2 registration deadline will be **July 31<sup>st</sup>**.



# Registration Process Responsibilities

Once the lottery process is complete, the registration process begins.

## Department Responsibilities

- Notify families of their awards (April)
- Provide rosters to schools (April)
- Provide registration deadline to schools (Main Round - June 5, Round Two - July 31).
- Provide required documentation to schools.

## School Responsibilities

- Maintain eligibility documentation for each student.
- Share list of registered students with the Department.
- Inform Department if school wishes to drop or maintain all students who have not registered by the deadline.
- Communicate school handbook policies and other necessary information with families.

# Information to Share with Families During Registration

- Schools must provide parents with all school rules, regulations, and policies
- Schools must require parents to fill out and sign the three forms below. As these forms are subject to audit, they must remain in each student's folder for the duration of the student's enrollment plus three years.

Form	By signing this form, parents indicate that they understand that:
Parent Waiver for Special Education Services	<ul style="list-style-type: none"><li>• Nonpublic Scholarship schools are not required to provide special education and related services</li><li>• They waive their right to any special education and related services their child may need</li></ul>
Parent Acknowledgments Regarding Scholarship Funds	<ul style="list-style-type: none"><li>• The Department pays the school directly and that the family will not receive any funds</li><li>• There will be no refund to a parent under any circumstances</li><li>• The family chose to register at the school of their own free will</li><li>• The parent will update the school in the case of address change or transfer</li></ul>
Receipt of Rules and Regulations Form	<ul style="list-style-type: none"><li>• The Scholarship school has informed them of any and all rules, policies, and procedures of the school, including but not limited to academic policies, disciplinary rules, and procedures of the school</li></ul>

## Waitlist Process

# Waitlist Process


- A waitlist may be operated by the Department for schools after the final enrollment round to place students who have either not yet received a Scholarship award or received an award to a school the family ranked lower on the student's application.
- Students are automatically placed on the waitlist for eligible schools based on their application choices in the final application round.
- Eligible schools can determine how many students per grade they are willing and able to add, subject to match targets.
- All waitlist decisions are subject to the Louisiana Scholarship Program budget.
- Schools that chose not to participate in Round 2 will not be able to generate a waitlist.

# Contact Us

For support during the application and enrollment process, please contact:

- The Scholarship Team at [studentscholarships@la.gov](mailto:studentscholarships@la.gov)
- Corrie Manieri at [corrie.manieri@la.gov](mailto:corrie.manieri@la.gov) or 225-200-5258

**Thank you for your hard work and dedication  
to the students and families of Louisiana!**



Appendix: Entering Applications in the SEE System in LEADS  
(Statewide schools)

# Accessing the LEADS Portal


## How do I access the LEADS portal?

- Website: <https://leads3.doe.louisiana.gov/PTL/>
- Username: *Your username may not be your SiteCode.* If you are unsure, e-mail [studentscholarships@la.gov](mailto:studentscholarships@la.gov).
- Password: You can reset your password here: <https://password.doe.louisiana.gov>


## I'm logged into the LEADS portal, but I can't see the SEE system.

Usually when you can't access the SEE portal in LEADS, it's because your pop-up blockers are still on. For LEADS to work correctly, they have to be disabled. Below are instructions for disabling pop-up blockers in the most common browsers.

### **Google Chrome:**

1. Click the Chrome menu  on the browser toolbar.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. in the "Privacy" section, click the **Content settings** button.
5. In the "Pop-ups" section, select "Allow all sites to show pop-ups."

### **Firefox**

1. Click the menu button  and choose **Options**
2. Select the **Content panel**.
3. In the content panel **uncheck the block pop-up windows**.

### **Internet Explorer:**

1. Click **Internet Options** on the **Tools** menu to open the **Internet Properties** dialog box.
2. Click the **Privacy** tab
3. **Uncheck Block pop-ups** to turn **Pop-up Blocker** off.

# Accessing the SEE Portal

The screenshot shows a web browser window titled "LEADS Portal" with the URL "https://leads3.doe.louisiana.gov/ptl/". The browser's address bar and navigation buttons are visible. Below the browser, the website header features the LEADS logo and the text "Louisiana Educational Accountability Data System". A navigation menu includes "LEADS APPLICATION PORTAL", "User Guides", and a dropdown menu for "Annual Financial Report". A red box highlights the link "SEE - Scholarships for Educ. Excellence" in the main content area. On the right, there is a section titled "ADDITIONAL LINKS" with a list of links: "LEADS News", "Timelines", "Security Request Form", "Contact Us", "Check Response Time", "Browser Popularity", and "OnBase - Hyland ActiveX Control Software Installer". At the bottom right, there is a checkbox labeled "Show all systems.".

LEADS Portal

https://leads3.doe.louisiana.gov/ptl/

News (137) Popular Flow Google Calendar Facebook The Table Group Continental ...b Locations My Yahoo! Chomp Tulane Univ.

**LEADS**  
*Louisiana Educational Accountability Data System*

E6160

LOGO

LEADS APPLICATION PORTAL

User Guides Annual Financial Report

**A+ SEE - Scholarships for Educ. Excellence**

**ADDITIONAL LINKS**

- ▶ LEADS News
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Show all systems.



# Application Entry

1. Select "Student"

Participating School Student Report

Apply Update View Enroll

2. Select "Apply"

Beginning School Session Year: 2014

Student Social Security Number:  Submit

3. Type in applicant's SSN

- If no SSN exists, click "Next" and complete the application.
- If the SSN already exists, the family may have already applied at another school or online, or the student is currently enrolled in a scholarship school. Hit "Next" to review and update the application as necessary.
- *Note that parents should submit only one application per student.*

# Student Information

## Student Information

Student Last Name:

Student First Name:

Student Middle Initial:  Suffix:

Date of Birth: (MM/DD/YYYY)

Gender:  Male  Female

Ethnicity: (Hispanic?)  Yes  No  Prefer Not to Answer

Race:  American Indian  Pacific Islander  Asian  White  Black

Street Address:  Apartment Number:  (leave blank if none)

Zip Code:  City:

Student School District:

School Attended Last Year:

Prior Year SEE Student: N

Student Grade:

Multiple Birth Siblings:

First Name	Middle Name	Last Name	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: This section is for MULTIPLE BIRTH sibling information only (i.e., twins).

Enter or update Student data. Click 'Next/Previous' to cycle through different Sections.

# Parent & Sibling Information

## Parent Information

Parent/Guardian Last Name:	<input type="text"/>		
Parent/Guardian First Name:	<input type="text"/>		
Parent/Guardian Middle Initial:	<input type="text"/>	Suffix:	<input type="text"/>
Relationship to Student:	<input type="text"/>		
Mailing Address:	<input type="text"/>	(include Apt.# if applicable)	
Zip Code:	<input type="text"/>	City:	<input type="text"/>
Home Phone: (999-999-9999)	<input type="text"/>	Cell Phone:	<input type="text"/> (999-999-9999)
E-mail Address:	<input type="text"/>		
Family Household Income:	<input type="text"/>	Number in Household:	<input type="text"/>
How did you hear about this program?:	<input type="text" value="-Select-"/> ▼		

## Sibling Information

This information only needs to be entered if a sibling of the applicant attends one of the schools the applicant is requesting.

Sibling First Name:	Sibling Middle Name:	Sibling Last Name:	Social Security Number:	School Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼

Ensure that a separate application is completed for each sibling and that each application lists all siblings and their social security numbers.

# Income and Residency Verification

We are requesting that you verify the Income and Residency eligibility of each applicant for the Scholarship program. You **DO NOT** need to maintain a copy of verification information. Check the box indicating that you verified a student's income and residency documentation.

*Applications are not valid until these are marked "yes."*

Is the student eligible under the income requirement?:

Yes  No

Is the Student a Resident of Louisiana?:

Yes  No

Is the Student entering Grades K - 12?:

Yes  No

Eligibility Status: n/a

Special Ed Student:

Yes  No

Exceptionality:

-Select- 

# School Selection

## School Selection

First Choice:

Second Choice:

Third Choice:

Fourth Choice:

Fifth Choice:

Note: Only schools offering seats in the student's grade for 2015-16 school year will be available in the dropdown menu.

Click 'Save' to Submit the application. Click 'Cancel' to discard current student updates.