

Louisiana Believes

Louisiana Scholarship Program
2015-16 Application Process for Schools



Purpose and Contents

Use this presentation to learn about your school's responsibilities in the application process, how to log in to the SEE system, enter data, and submit student applications

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- Application and Enrollment Overview: Policies and Procedures
- Application Intake
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- Registration
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Application and Enrollment Overview: Policies and Procedures

Application and Enrollment Timeline

December 1	NOI deadline for schools located outside of Orleans Parish
Week of January 5	LDOE confirms list of schools participating in the Scholarship program
Jan. 12-Feb. 27	Main Round student application period for schools outside of Orleans Parish
Early March	<ul style="list-style-type: none"> LDOE considers schools' new seat requests based on a review of parent demand and school's demonstrated capacity to serve such students Schools will have the opportunity to finalize their grade-level seat targets prior to the main round lottery
Week of April 6	Schools receive Scholarship student roster and families receive Scholarship award notification letters
April 20-May 29	Round 2 student application period
Week of June 29	Schools receive post-Round 2 Scholarship student roster and families receive Scholarship award notification letters
June 29-First Week of School	<ul style="list-style-type: none"> Schools report Scholarship student enrollment to the Department LDOE maintains a waitlist to fill open seats

Application Process Basics

- Schools outside of Orleans Parish use the **SEE system** to enter student applications.
- Schools play a central role in the applicant intake process by **collecting applications** and **verifying eligibility** as well as providing **direct support to families**.
- Schools are asked to **enter applications for all students** who submit them to their schools, regardless of students' ranked choices.
- Schools are **not allowed to implement admissions criteria** for Scholarship applicants, and **may not discriminate against students with special needs** during the admissions process
- **To see the policy requirements as written in Bulletin 133, see Chapter 3.**

Note: Schools in Orleans Parish use OneApp. For more information, visit enrollnola.org.

Student Eligibility and Enrollment

To be **eligible** to receive a Scholarship, a student must:

New Students	Continuing Students
<ul style="list-style-type: none">• Be a resident of Louisiana• Be entering grade K-12• Have attended a “C,” “D,” “F,” or “T” school in the previous school year <p style="text-align: center;">OR</p> <p>Be entering Kindergarten for the first time</p> <ul style="list-style-type: none">• Have a family household income that does not exceed 250% of the federal poverty guidelines, as established by the Federal Office of Management and Budget	<p>Continuing students do not have to reconfirm eligibility each year</p>

Award Process and Lottery

Once a student submits an application and is deemed eligible to participate in the program, the application is entered into a **lottery**. The Department conducts a random selection process to award Scholarships that provides each eligible student an **equal opportunity for selection based on students' indicated preferences and priorities outlined in law.**

Factors which give students priority in the lottery include:

- Scholarship students currently enrolled in a school that is closing, that will no longer participate in the program, or students who will be enrolled in a grade no longer served by their current school
- Students enrolled in the Nonpublic School Early Childhood Development (NSECD) program at the participating school
- Siblings of students already enrolled in the participating school
- Participating Scholarship students in a transition grade
- Students residing in the parishes indicated on the participating school's NOI
- Students attending a D, F, or T school
- Students transferring from a sanctioned school

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 accountability enrollment caps.
- All waitlist decisions are subject to the Louisiana Scholarship Program budget.

Application Intake

Application Intake: Applicant Types

Type of Applicant	Description	Action Required	Eligibility Documentation Needed
New Applicant	Student is not a current Scholarship student	Student: submit application School: Enter application into SEE	Must submit eligibility documentation to a participating school
Continuing Student Same School	Current Scholarship student who wishes to remain at their current school for The 2015-16 school year	No Action Required	Not required to resubmit eligibility documentation.
Continuing Student Changing Schools*	Current Scholarship student who wishes to or must change schools for the 2015-16 school year. This includes students in terminal grades.	Student: submit application with new choices. School: Enter application into SEE as a new student	Not required to resubmit eligibility documentation.

**Continuing students who wish to change schools are not guaranteed a new match.*

Application Intake: Initial Actions

Parents and guardians will be informed that they can drop off completed paper applications at any participating Scholarship school

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

1. 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 portal

Verification

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"> • Louisiana Purchase Card • SNAP Benefits • Social Security Benefits 	<p>Verify eligibility documentation and check the box on the application that asks, “Income verified?”</p>
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 for every member of their household. This can consist of any one of the following:</p> <ul style="list-style-type: none"> • Federal Tax Return • W-2s from all employers for the period ended December 31, 2014 • Unemployment compensation statement for the period ended December 31, 2014 • 1099s and/or statements from banks or other institutions showing interest earnings for the period ended December 31, 2014 • Alimony as shown in court decree or agreement • Social Security benefits statement for the period ended December 31, 2014 • Pension statements for the period ended December 31, 2014 	<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 less than the maximum amount allowed, check the box on the application that asks, “Income verified?”</p>

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?"

Registration

Registration Process Responsibilities

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

Department Responsibilities

- Notify families of their awards.
- Provide rosters to schools.
- Provide timeline for registration to schools.
- 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.

Information to Share with Families

- 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"> • Nonpublic Scholarship schools are not required to provide special education and related services • They waive their right to any special education and related services their child may need
Parent Acknowledgments Regarding Scholarship Funds	<ul style="list-style-type: none"> • The Department pays the school directly and that the family will not receive any funds • There will be no refund to a parent under any circumstances • The family chose to register at the school of their own free will • The parent will update the school in the case of address change or transfer
Receipt of Rules and Regulations Form	<ul style="list-style-type: none"> • 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

Contact Us

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

- The Scholarship Team at studentscholarships@la.gov
- Corrie Manieri at 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

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.
- 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 with the address bar displaying <https://leads3.doe.louisiana.gov/ptl/>. The page title is "LEADS Portal". The browser's address bar includes navigation buttons and a search bar. Below the browser window, the website header features the Louisiana State Seal and the text "LEADS Louisiana Educational Accountability Data System". The main content area is titled "LEADS APPLICATION PORTAL" and includes a "User Guides" section with a dropdown menu set to "Annual Financial Report". A red box highlights the link "SEE - Scholarships for Educ. Excellence" in the main content area. To the right, there is an "ADDITIONAL LINKS" section 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.".

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.