

All,

Thanks to all our schools for their continued hard work as we deliver placement results and communicate critical next steps to families.

At this busy time, it's particularly important for schools to review policy manuals, EnrollNOLA.org, and newsletters before reaching out to EnrollNOLA with questions. You may be able to answer questions with existing resources more quickly than we are currently able to respond. If you do have any questions about enrollment policy or procedure as we work through this busy season, please do not hesitate to contact [support@enrollnola.org](mailto:support@enrollnola.org).

There is a lot of new and important material in this week's newsletter. Please review carefully

### ***IMPT UPDATE ON NOTIFICATION***

Our team will begin sending out individualized student notification letters and Seat Acceptance Forms today and tomorrow. As a reminder, **Seat Acceptance Forms are NOT required to complete the seat acceptance process.** This form exists to document that a family has accepted their seat, for the school's and the parent's records; it does not act as proof of placement. Proof of placement is that the family appears on your 2016-2017 student rosters. **If a student is on your 2016-2017 student rosters, they must be allowed to claim their seat and complete registration procedures,** even if they do not have the Seat Acceptance Form.

Conversely, if a family report to register who has a Seat Acceptance Form but is not assigned to your future school rosters, that family should not be allowed to register until you confirm placement with our team. Please notify our team immediately if an incident like this occurs. Please also note that the student-specific information on a Seat Acceptance Forms will be typed, not hand-written. If there is any doubt about the legitimacy of a family's Seat Acceptance Form or placement materials, please let us know. A sample Seat Acceptance Form is attached to this newsletter.

If a family does not receive their placement results, or needs help, please direct them to a Family Resource Center, or [oneapp@rsdla.net](mailto:oneapp@rsdla.net) / 877-343-4773. More information on seat acceptance and notification are repeated from prior newsletters below, in the "Important Reminders" section. We will include additional information on enforcing the optional seat acceptance deadline in future newsletters.

This year we will not send schools individualized student placement letters. Please use your student rosters to communicate placement results with your families. If you need help with a specific student's placement or notification letter, please email [aimee.grainer@rsdla.net](mailto:aimee.grainer@rsdla.net).

## ***ACTION REQUIRED***

### Seat Acceptance Tracking

If schools decide to drop students for not accepting their seat, they will have to contact the student 3 times and document their contact attempts in SchoolForce. The Seat Acceptance tracking section will be added to the student record in SchoolForce by next week. Please check next week's newsletter for updates. In the interim schools should document their contact attempt to assigned students.

### 8th Grade Seat Acceptance + Round 2 Applications

Thank you once again for your phenomenal work collecting 8th grade applications this year. As we finalize the match, please continue to impress upon your 8th grade students the importance of turning in their **completed Seat Acceptance Form before May 20. It is equally critical that 8th graders who have not been assigned elsewhere submit a Round 2 application before the deadline, May 27.** Please use the School Report -> Terminal Grade Students- R2 App Needed to reach out to these students and assist them in turning in an application before the deadline. Thank you for your help in supporting these students.

### Hardship Transfer Request Survey

As of April 1st, the Enrollment Transitions team closed the hardship transfer season for the 2015-2016 school year. In preparing for next year, we would like to invite all schools to participate in a brief (under 10 min.) survey to provide feedback on the Hardship Transfer process. Your feedback will assist us in improving the process for next academic year. The survey will remain open through Friday, April 30th: <https://www.surveymonkey.com/r/SG2K78L>. Thank you in advance for your feedback!

## ***UPDATES & MATERIALS***

### 2016-2017 Generic Registration Forms

Attached please find updated generic registration packets for the upcoming school year. You may begin using these forms to register your new students immediately. You are not required to use the standard registration documents. These are made available for your convenience. We will send Spanish and Vietnamese registration docs by next week's newsletter or earlier.

### Round 2 Now Open

Round 2 launched yesterday, April 18. Please make sure families who still need a school placement are aware and apply during the Round 2 window. It is very important that transitioning students, students in need of a transfer, or students who were not assigned during the Main Round take advantage of the last opportunity to apply during OneApp, when they have the greatest chance of receiving a placement at a preferred school. As a reminder, Round 2 application books will be **distributed and collected at Family Resource Centers only**. As always, we encourage schools to facilitate opportunities to apply online for families. Some helpful guidance for families who need to know how to accept their Main Round seat or how to participate in Round 2 is attached here.



## Family Resource Center Hours for Round 2

During Round 2 (April 18 – May 27), all Family Resource Centers will have extended hours. The FRC hours during Round 2 will be:

- Monday and Wednesday: 8 am – 6 pm
- Tuesday, Thursday, and Friday: 8 am – 4:30 pm

In addition to our FRC locations located in Uptown, Westbank, and New Orleans East, we will also have a Family Resource Center open at Einstein (Sarah T. Reed High School) during Round 2. The address is 5316 Michoud Blvd, New Orleans, LA 70129. The Einstein FRC will be open on Tuesdays and Thursdays from 8 am – 4:30 pm to assist families with enrollment needs.

### 877 and Oneapp@rsdla.net Response Time

With Main Round notifications and the start of Round 2 applications, our Family Resource Centers and the OneApp parent inbox are both currently experiencing higher than normal volume. We are working as quickly as we can to assist all families. We thank you for your patience during this busy time for our FRC staff. Please let any family who is having difficulty reaching our team know that we are responding to all calls and emails as quickly as we can. If they would like to email [oneapp@rsdla.net](mailto:oneapp@rsdla.net) with the nature of their concern, we will send a follow up email within 24 hours.

### New Placements During Testing Periods

Any family who receives a placement during the week of April 25 will be asked not to report to school for registration until after the conclusion of State testing. This will be noted on all placement forms beginning next week. You may not drop students who have not registered until 5 days after testing has concluded, to allow families assigned during testing time to report to their newly assigned school. Standard seat placements will resume on May 2. We will communicate the last day for seat placements for the 2015-2016 school year in an future newsletter.

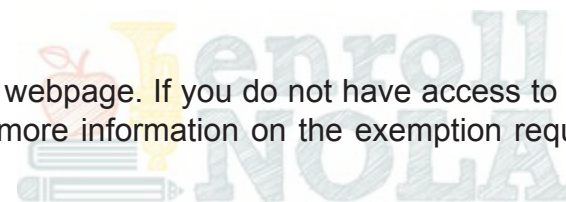
### Round 2 Demand Reports

We will begin distributing Demand Reports for the Second Round of OneApp starting Friday, May 6. The format of these dashboards will be very similar to the ones you received throughout the Main Round, though there will be some notable additions, such as metrics related to your future students (i.e.: students assigned in the Main Round). If there are any metrics/graphics that you wish to see or if you have any feedback, please contact Ken Erisman ([kenneth.erisman@rsdla.net](mailto:kenneth.erisman@rsdla.net)).

### Round Robin Update

The table below shows the current status of the Round Robin cycles for each grade. Note the Round Robin grades that have fewer than 10 school choices remaining (highlighted yellow). The Round Robin will be reset in these grades when there are only 4 school choices remaining and all non-exempt schools will re-open a Round Robin seat. Schools have the option of submitting an exemption request for future Round Robin cycles.

Schools with current Round Robin exemptions are detailed on the schools' password protected webpage. If you do not have access to that page, please email [support@enrollnola.org](mailto:support@enrollnola.org). Refer to previous enrollment communications for more information on the exemption request process.



The grade 2 Round Robin cycle was initiated on 04/12/2016. The grade 9 Round Robin cycle was reset on 4/4/2016. The grade 11 Round Robin cycle was reset on 1/14/2016. The grade 12 Round Robin cycle was reset on 2/7/2016.

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K		Round Robin Not Initiated		25
1		Round Robin Not Initiated		14
2	1	13	7	21
3		Round Robin Not Initiated		13
4		Round Robin Not Initiated		14
5		Round Robin Not Initiated		17
6		Round Robin Not Initiated		29
7		Round Robin Not Initiated		7
8		Round Robin Not Initiated		8
9	17	5	6	9
10		Round Robin Not Initiated		5
11	4	2	10	6
12	4	3	2	10

### **IMPORTANT REMINDERS**

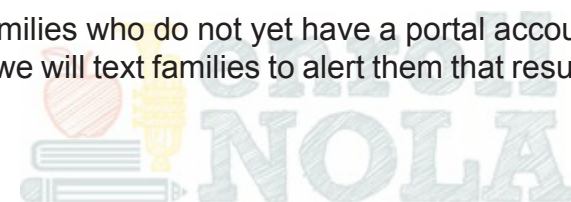
#### Student Placements & Seat Acceptance Overview

We plan to have final placement results posted by the end of this week. Please review the following information regarding student placement notification and seat acceptance processes, if you have not done so already.

#### **Student Placements**

Please make sure that families who submitted an application are aware that **ALL applicants will receive notification, regardless of the placement results**. Results will be posted on the online application portal as soon as results are declared final.

Families who applied online will be able to log into their existing account (more info below); families who do not yet have a portal account will be able to create one and easily access their results. Once placements are posted online, we will text families to alert them that results have been posted, and we will also alert our Family Resource Centers and all schools.



### Notification breakdown:

- Families who applied online can view their placement results using the parent application portal. Instructions are on the EnrollNOLA homepage: <http://enrollnola.org/how-to-look-up-your-placement-results/>.
- Families who submitted an application with an email address listed, or who applied online, will receive their results at the email address they provided.
- All families will receive a notification letter at the address they provided on their application.

**It is very important that families are aware of how to access their placement results, and what to do if they don't hear from our team.** The Seat Acceptance Process is time-sensitive and its success depends on families' timely receipt of their award letters. We appreciate schools' help in ensuring that families who have moved or changed their contact info still receive their results. If a family does not receive their placement results, or needs help, please direct them to a Family Resource Center, or [oneapp@rsdla.net](mailto:oneapp@rsdla.net) / 877-343-4773.

### ***Seat Acceptance***

All students will be encouraged to claim their newly awarded seat by participating in the Seat Acceptance Process. The Main Round seat acceptance deadline will be Friday, May 20.

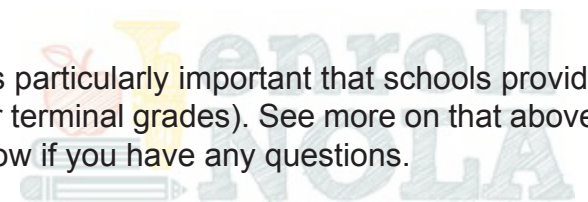
### What is seat acceptance?

- o Seat acceptance is a way for students to claim their seat assignments prior to the beginning of the school year, so families and schools can plan more effectively for the year ahead. For schools, enforcing the seat acceptance deadline is optional.
- o Schools must either drop all students who have not completed seat acceptance, or drop none of them. Schools may not selectively drop a subset of applicants who did not complete seat acceptance. Students who have claimed their seat and complete any remaining registration procedures may not be dropped prior to the beginning of the school year.
- o On May 20, schools will have the option to drop newly assigned students who have not accepted their seat. Again, this is optional.

### How do students accept their seats?

- o Students will be asked to bring in their Seat Acceptance Form, which is delivered in the student notification letters, as well as registration documents such as parent identification, immunization records, birth certificate, etc., by May 20, 2016.
- o **Any student who appears on your 2016-2017 student roster must be allowed to complete seat acceptance, even if they do not have the seat acceptance form.** Placement on a student roster acts as effective proof of placement.
- o **Do not** turn away students who appear on your 2016-2017 student rosters because they have misplaced or not received their Seat Acceptance Form. This form exists to document that the process has taken place and to help schools and families stay organized; it does not supersede your rosters as proof of placement. A student who appears on your roster has been placed at your school and should be allowed to claim their seat.

Please support your transferring and new students through the seat acceptance process. It is particularly important that schools provide guidance to students with no default placement (kindergartners, 8th graders, students in other terminal grades). See more on that above. Seat acceptance does not impact a family's ability to participate in Round 2. Please let us know if you have any questions.



### Special Education Brown Bag

Enrollment Transitions would like to once more invite all SPED Coordinators and school leaders to a “**Special Education: Removals and Discipline**” brown bag. This presentation is an opportunity to receive information and clarity on questions that were raised during the SPLC workshops last January. We will also go over some SER fundamentals related to claiming and terminating jurisdiction. We will host two sessions at different locations. Please use this Doodle to sign up for the location and date that works best for you: <http://doodle.com/poll/i85ut23hmmucq9e8>. We hope to see all of you there.

### Spring Testing and End-of-Year Transitions

To help ensure academic continuity, the Enrollment Transitions team will not process hardship transfers or expulsion recommendations during critical spring testing periods. Students who have requested an approved transfer requests, or whose expulsion recommendation has been upheld, will be transferred after testing is complete. After May 1, the Student Hearing Office will additionally apply increased scrutiny to expulsion recommendations, particular for Tier 2 and 3 offenses. Please contact [stella.cziment@rsdla.net](mailto:stella.cziment@rsdla.net) with questions regarding expulsion and transfer procedures.

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

Thank you,  
Aimee

