

All,

As you're aware, SchoolForce is currently offline. This is because the Salesforce platform we use is experiencing technical difficulties nationally. The Salesforce team is working urgently to address this, and we're hopeful it will be resolved promptly. We will keep you informed as updates are made available to us. We appreciate your patience and apologize for the inconvenience. Please let us know if you have any questions, or have a critical need to access the system, and we will do everything we can to support.

If you have any other questions about enrollment policy or procedure, please do not hesitate to contact [support@enrollnola.org](mailto:support@enrollnola.org).

### ***ACTION REQUIRED***

#### DUE FRIDAY: Round 2 Match Target Adjustments

Schools can now request an adjustment to their Round 2 match targets. Requests will be evaluated against city wide enrollment needs. Schools are not required to submit a target adjustment; EnrollNOLA will use Main Round match targets if they do not. Using the same match targets should be the best option for most schools.

Why might you want to adjust your match targets for Round 2? Here are some different situations that schools may be in:

- Match Targets should remain the same as Main Round (most schools)
  - o You were significantly short of your match targets in the Main Round, and are looking to take as many new awards as possible
  - o You were close to reaching your targets, and you still want to take all the new students that you can
  - o You didn't account for a significant amount of attrition, and want to fill any vacated seats
  - o You did account for a lot of attrition, but are finding many students are not accepting their seat, and you want to fill as many seats as possible in light of expected future attrition
- Match Targets should be lowered (few schools)
  - o You accounted for a lot of attrition, filled, and many students are accepting their seats—enough so that you think you don't need any new students to meet your October 1st enrollment goals

Schools are not allowed to increase their match targets from the Main Round if students were denied, barring some exceptional change in their situation (e.g. a new facility assignment). This is because we do not allow seats that were not available to Main Round applicants to be available to Round 2 applicants.

Please reach out to [Raymond.Cwierniewicz@rsdla.net](mailto:Raymond.Cwierniewicz@rsdla.net) if you'd like to talk through this decision. There are a lot variables to consider, and it is often easiest to talk through those to make sure you make the best decision considering your circumstances. **All Round 2 target adjustment requests must be submitted in the attached form by this Friday, May 13th.**

## ***UPDATES & MATERIALS***

### FRIDAY, May 13: Last Day for Placements

Please remember that the last day to receive a school placement for the 2015-2016 (current) school year will be this Friday, May 13. Parents who visit a Family Resource Center or school after this date should be advised to complete a Round 2 application for the 2016-2017 school year. We will continue to make placements through June 3, 2016 for schools with year-round programming only. If your school(s) are eligible to take part in the year-round placement schedule and would like to do so, please reach out to our team ASAP so our staff is prepared to communicate consistently with families.

### Out of Parish Form

We've received requests from several schools for our "Out of Parish" form. Please note that this form may only be used for families who have demonstrated residency in a parish other than Orleans, and are therefore ineligible to attend your school. All schools should perform annual residency audits for their student body to ensure enrolled students are eligible to continue to attend school in Orleans Parish. The exception to this are Type-2 charters, who may enroll students residing in any parish in Louisiana.

### Round Robin Update

Temporarily unavailable until SchoolForce access resumes. We apologize for the inconvenience.

## ***IMPORTANT REMINDERS***

### Seat Acceptance Drops

The Seat Acceptance process is a way for families to formally claim their OneApp Placements. Schools may choose to drop students who have not claimed their seat by the stated deadline. Enforcing this deadline is optional. Schools who choose to enforce the deadline will be required to attempt to contact all assigned families at least 3 times before dropping them. We've improved the process for tracking contact attempts by allowing users to enter outreach records directly into SchoolForce. The 'Seat Acceptance Drop Status' section has been added to the bottom of the student record (below the Educational History) and includes fields where users can log their contact attempts, type of contact, submit seat acceptance drops, as well as leaving notes for additional detail. A detailed PDF guide is attached here. If you have any additional questions, please contact [Christopher.Lloyd@rsdla.net](mailto:Christopher.Lloyd@rsdla.net)

### Recruiting Unassigned 8th Graders

Attached you'll find a workbook including information on 8th graders who were unassigned to a school that offers 9th grade as of the Main Round match. It includes high-level information by school and zip code, so any high schools seeking to recruit unassigned 8th graders can strategically focus on areas of the city, and work with sending schools to encourage families to submit applications.



### 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.

### 2016-2017 Generic Registration Forms + Translated Forms

Attached please find the generic registration packets for the upcoming school year in English, Spanish, and Vietnamese. 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.

### RESCHEDULED: Special Education Brown Bag

Due to feedback received from SPED coordinators and school leaders, we'll be rescheduling our "Special Education: Removals and Discipline" brown bag to the beginning of the upcoming 2016-2017 school year. An expanded version of this presentation will be offered at the beginning of the school year and will cover information regarding enrollment for students with disabilities, transfers, parent relationships, and Student Hearing Office policies. We'll announce dates and locations for these sessions closer to the fall. Thank you for everybody who already expressed interest and/or signed up for an upcoming session. We hope to see everybody in the fall.

### Round 2 Open Through May 27

Round 2 launched 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.

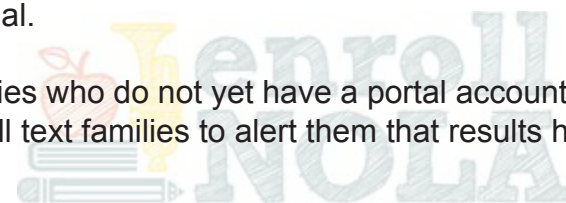
### Student Placements & Seat Acceptance Overview

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.

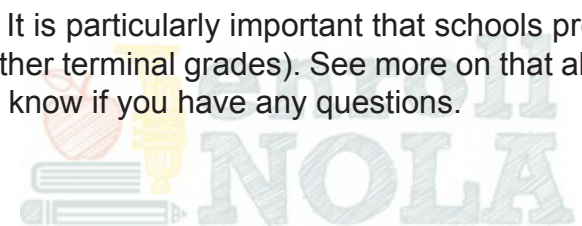
It is very important that families are aware of how to access their placement results, and what to do if they don't hear from our team. The Seat Acceptance Process is time-sensitive and its success depends on families' timely receipt of their award letters. We appreciate schools' help in ensuring that 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.



### 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,  
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