



NEWSLETTER

IMPT: 5/17 ENROLLMENT NEWS

All,

Please read this week's newsletter carefully for important updates on Seat Acceptance, the Round 2 deadline, and what's next. If you have questions about enrollment policy or procedure, please do not hesitate to contact support@enrollnola.org.

There remains some confusion about which documents are required for seat acceptance. The following are the only documents that can be required in order for a student who has been appropriately assigned to accept his or her seat:

- § Birth certificate
- § Immunization records
- § Parent identification
- § Proof of residency (utility bill, rental lease agreement / mortgage, property tax notice, etc.).

No additional documentation of any kind can be required for seat acceptance. Schools that require additional information in order for the registration process to be considered final, such as transcripts, test scores, and/or final report cards, will have an additional opportunity to collect those documents prior to the beginning of the school year, but may not drop students for failure to produce those documents by May 20.

Most families do not have access to final grades or transcripts at this time, which is why grade and promotional documents are not required for seat acceptance. Please note that in notification letters, we also encourage families to bring in their child's IEP/504 Plan information, if applicable, but schools should not be turning families away who do not have that information at this time.

As a final reminder, the Seat Acceptance Form is NOT required so long as the student claiming his or her seat was appropriately assigned and appears on your future school rosters. Questions about seat acceptance can be directed to aimee.grainer@rsdla.net.

ACTION REQUIRED

FRIDAY: Main Round Seat Acceptance Deadline

The Main Round seat acceptance deadline is this Friday, May 20. Please review the following information carefully to make sure you understand the next step for schools and families.

- 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. **Enforcing the seat acceptance deadline is optional.**
 - o Schools must either drop *ALL* students who have not completed seat acceptance, or drop *NO* students. Schools may not selectively drop a subset of applicants who did not complete seat acceptance.
 - o Placement on a student roster acts as effective proof of placement. **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.**
 - If you choose to drop students:
 - o **We require all schools to make a concerted effort to contact their students before instituting the seat acceptance deadline.** If you intend to drop students May 20, our team will require a minimum of 3 documented outreach efforts.
 - o Schools must use the 'Seat Acceptance Drop Status' section, at the bottom of the student record (below the Educational History), to track contact attempts. All required data for dropping students **must be entered in SchoolForce by COB Friday May 20.** This includes 3 contact attempts (dates and type) and checking the "Seat Acceptance Drop?" box. A detailed PDF attachment is included here.
 - If you choose NOT to drop students:
 - o Schools that do **not** wish to drop applicants who have not completed seat acceptance do not need to take any action.

Schools choosing to enforce the deadline can validate that they entered all required information to drop a student by reviewing this report (CMO version of the report is here). If a student is not on that report, then the required information to drop them has not been entered. If you have questions about why particular students are not appearing on that report, please reach out to Amelia.Bell@rsdla.net with their OneApp ID(s). Students not listed on that report **will NOT be dropped**. Schools can also reach out to Amelia to request an excel template that can be used to process seat acceptance drops.

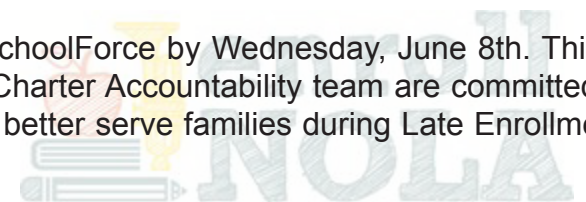
The opportunity to clarify questions about documenting seat acceptance drops is today and tomorrow. Schools that fail to enter the data correctly by the end of the week will not have drops processed. We will not work with schools next week to resolve outstanding issues because we need to immediately notify families who were dropped so they have an opportunity to apply in Round 2.

Schools NOT choosing to enforce the deadline must continue to allow students to accept their Main Round seat assignments. **This Friday, May 20, is the only opportunity to enforce the deadline.** If you do not drop students on May 20, the next opportunity to drop families who have not reported to complete registration will be July 29, 2016.

Students who lose their seats because of Seat Acceptance will be advised to complete a Round 2 application before the deadline, May 27. Students who are not dropped will remain assigned to their Main Round school assignment and must be allowed to complete registration.

Entering Retentions, Rising T9 Students, and Current T9 Students

Schools are required to enter student promotion decisions and T9 status (if applicable) in SchoolForce by Wednesday, June 8th. This is extremely important and has a major impact on families. EnrollNOLA, OPSB, and the LDE Charter Accountability team are committed to taking proactive steps to avoid confusion and verify that data is entered correctly so we can better serve families during Late Enrollment. Each team will be monitoring schools' progress entering the data in SchoolForce.



Schools are required to complete the following actions by Wednesday, June 8th:

1. **All Schools-** Validate the “Current SY Promotion Decision” for each of your students. All of your students (except for current T9 students) will have a default status of “Promoted,” so no change needs to be made for students that will be promoted. All Retained students will have to have their “Current SY Promotion Decision” set to “Retained.” Schools can update their students’ promotion status decision in mass via the “Student Update” tab.
2. **Schools that serve 8th graders-** Enter students that will be promoted to T9 by checking the “Rising T9” box on their student record. Their promotion status be “Promoted,” as it is by default.
3. **Schools that serve 9th graders-** If current T9 students will be enrolled in 9th grade next year, no action is necessary because this is the default. If current T9 students will be promoted to 10th grade, their “Current SY Promotion Status” must be updated to be “Promoted” (they are defaulted to “Retained”).

The attached document provides more details on each of the T9 steps and includes screen shots from SchoolForce. It shows examples of student records with their promotion decisions updated properly. Please let us know if you have any questions about this as you update your students’ records. We will share information in the newsletter about schools that have completed these tasks.

UPDATES & MATERIALS

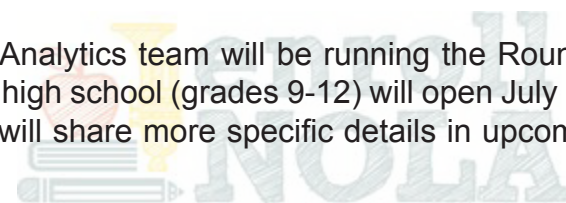
Round 2 Ends Next Friday

With only two weeks remaining before Round 2 closes, it is particularly important that all schools make sure families who still need a placement are aware and submit an application before May 27. 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**. Family Resource Centers will have extended hours on Monday (May 23) and Wednesday (May 25). During both days, all FRCs are open from 8 AM to 6 PM. As always, we encourage schools to facilitate opportunities to apply online for families.

Late Enrollment

Some schools have inquired about what happens after Round 2 ends, so we’d like to give a primer on Late Enrollment. Late Enrollment is the enrollment process spanning summer to the beginning of the school year (July 6 through October 1), and is how families who still need a placement following Round 2 can enroll in school for the 2016-2017 academic year. Late Enrollment is a first-come, first-served placement process based on remaining seat availability following the OneApp application rounds.

Between Round 2’s close and July 6, no enrollment will take place. This is the time when our Analytics team will be running the Round 2 match, cleaning the system, and turning it over for the upcoming school year. Late Enrollment for high school (grades 9-12) will open July 6-8, and Late Enrollment for early childhood and elementary (grades ECE-8) will open July 11. We will share more specific details in upcoming newsletters about what schools and families need to know about Late Enrollment.



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. 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 7 Round Robin cycle was initiated on 4/25/2016. The grade 9 Round Robin cycle was reset on 5/4/2016. 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
<i>K</i>		<i>Round Robin Not Initiated</i>		<i>25</i>
<i>1</i>		<i>Round Robin Not Initiated</i>		<i>14</i>
2	1	13	13	18
<i>3</i>		<i>Round Robin Not Initiated</i>		<i>11</i>
<i>4</i>		<i>Round Robin Not Initiated</i>		<i>14</i>
<i>5</i>		<i>Round Robin Not Initiated</i>		<i>17</i>
<i>6</i>		<i>Round Robin Not Initiated</i>		<i>18</i>
7	1	8	12	31
<i>8</i>		<i>Round Robin Not Initiated</i>		<i>7</i>
9	18	6	1	12
<i>10</i>		<i>Round Robin Not Initiated</i>		<i>7</i>
11	4	2	10	7
12	4	3	4	8

IMPORTANT REMINDERS

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 THIS FRIDAY 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.

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 was last Friday, May 13. Parents who visit a Family Resource Center or school from now until May 27 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.

Please email support@enrollnola.org with any questions or concerns.

Thank you,
Aimee

