

How do I access Main Round award rosters?

Main Round award results can be accessed in the SEE system which is accessible through the LEADS portal.

The link to the LEADS portal* is: <https://leads3.doe.louisiana.gov/pt/>

Password assistance: <https://password.doe.louisiana.gov>

*Please remember to turn off your pop-up blockers before accessing the LEADS portal

Once I've logged into LEADS, how do I access SEE?

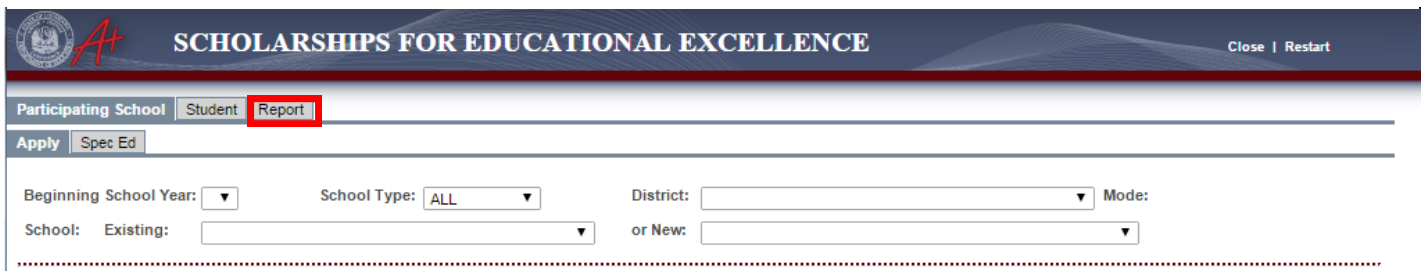
Select SEE- Scholarships for Educ. Excellence from the menu. The SEE portal will open in a new window.



The screenshot shows the LEADS Application Portal. At the top, it says "LEADS Louisiana Educational Accountability Data System". Below that, there's a navigation bar with "LEADS APPLICATION PORTAL" and a dropdown menu for "Annual Financial Report". A red box highlights the "SEE - Scholarships for Educ. Excellence" link in the main menu. On the right, there are "ADDITIONAL LINKS" for "LEADS News" and "Timelines".

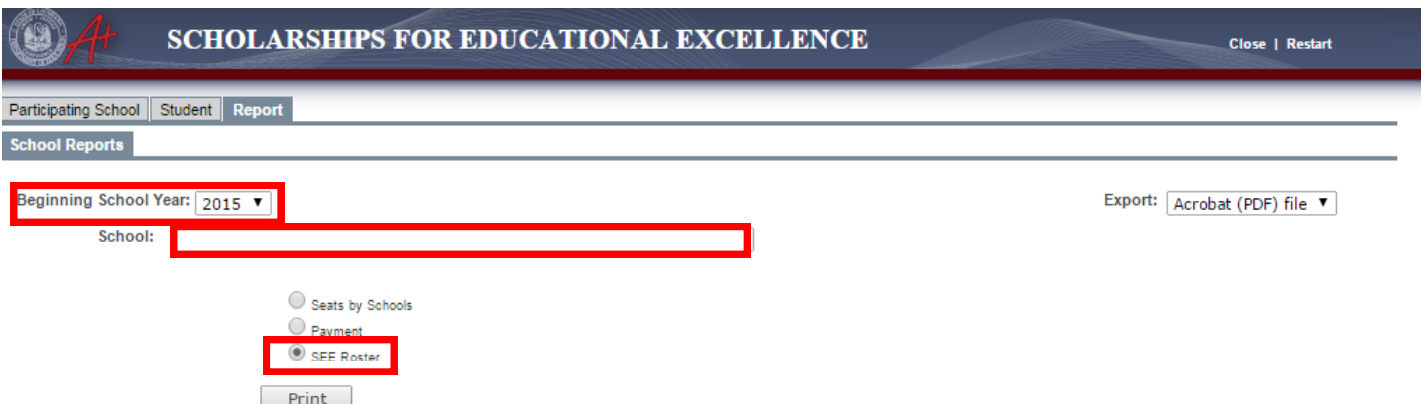
Once I've logged into SEE, how do I find my school's roster?

1. Select "Report" from the top row



The screenshot shows the "SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE" portal. At the top, there's a navigation bar with "Participating School", "Student", and "Report" tabs. The "Report" tab is selected and highlighted with a red box. Below the navigation bar, there are several dropdown menus and input fields for filtering results: "Beginning School Year", "School Type" (set to ALL), "District", "Mode", "School: Existing", and "or New".

2. Select "2015" for Beginning School Year
3. Your school's name will automatically populate under School
4. Select "SEE Roster"
5. Select Print. Your roster will open in a new window



The screenshot shows the "SEE Roster" selection screen. At the top, there's a navigation bar with "Participating School", "Student", and "Report" tabs. Below that, there's a "School Reports" section. A red box highlights the "Beginning School Year" dropdown menu, which is set to "2015". Another red box highlights the "School" input field. Below the "School" field, there are three radio button options: "Seats by Schools", "Payment", and "SEE Roster". The "SEE Roster" option is selected and highlighted with a red box. A "Print" button is located below the radio buttons. On the right side, there's an "Export" dropdown menu set to "Acrobat (PDF) file".

Sample Roster—Your roster will contain the following information:

The following students have been awarded a Scholarship for Educational Excellence to your school. Please get in contact with them as soon as possible.

KINDERGARTEN

SSN	Student Name	Birth Date	Parent/Guardian Name	Phone Number	Cell Phone
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Why was an applicant not awarded to my school, or what if a family is unhappy with their award?

The Louisiana Department of Education attempts to place as many applicants as possible in their preferred school choice; if the number of applicants exceeds the number of seats available at a specific school and grade level, then those Scholarship seats will be awarded through an unbiased lottery process. Applicants who were not awarded a Scholarship or are unhappy with their award may be eligible to participate in Round 2.

What are families options if they were not awarded in the Main Round or are unhappy with their award?

Families have different options depending on which applicant type they are. See the table below for guidance.

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

Important information regarding Round 2:

April 20th: Round 2 Scholarship school application process begins

May 29th: Deadline to submit a Round 2 Scholarship application

End of June/Early July: Department mails Round 2 notification letters

Schools can find additional information on how to submit Round 2 applications in the weekly Scholarship newsletter. If you are not receiving the weekly newsletter, please e-mail studentscholarships@la.gov.