

## Round 2 Application Tips and Reminders

### Completing Applications

- Families will have the option to apply online or to submit paper applications to any participating school.
- Ensure that siblings are properly indicated on an application. Otherwise, these students will not get the proper priority when the lottery is run. Also ensure twins and multiple-birth siblings are listed in the proper section.
- Please be sure your staff enters applications within 72 hours of receiving them.

### Verifying Eligibility

- Participating schools input student applications into the SEE online system (Statewide) and the OneApp system (New Orleans) and verify student eligibility documentation for new Scholarship applicants.
- Verify applicant's Social Security Number on their Social Security Card when possible to ensure accuracy.
- Retain all hard copies of applications, along with copies of eligibility documentation.

### Communication

- On Monday, April 20, Scholarship schools will receive an email with the link to the online application portal for families, a link to the printable paper application, and a link to a guidance document that will be helpful to schools and families.
- We will send weekly Demand Reports and any other necessary updates throughout Round 2. We will also periodically send you lists of families who have ranked your school as their first choice but have yet to submit eligibility documentation so that you have the opportunity to reach out to these families.

### LEADS System

If you do not currently have access to the LEADS system, please let us know immediately. The link to the portal can be found [here](#). If you cannot remember your password or your password has expired, click [here](#) to change your password.

#### Quick tips for LEADS:

- Be sure to use Internet Explorer.
- Make sure your pop-up blocker is turned off.

Thank you for your dedication and cooperation!

If you have questions, please email [studentscholarships@la.gov](mailto:studentscholarships@la.gov)