



NEWSLETTER

**IMPT: 10/27 ENROLLMENT NEWS**

All,

We hope everybody is having a great week so far. Please contact [support@enrollnola.org](mailto:support@enrollnola.org) with any enrollment concerns.

## **ACTION REQUIRED**

### This Week: OneApp Distribution

We expect to begin OneApp distribution from our Westbank Family Resource Center this Friday, October 30; be on the lookout for a detailed communication with instructions for picking up your school's applications, which will be delivered later this week. Please ensure there is a staff member available Friday, Monday, or Tuesday to pick up your application supply so you are ready to hand them out to families beginning next week. We will provide flexible hours for pick up.

As was mentioned in last week's newsletter, we will have a limited print of applications for the Main Round launch, and will reprint with updated SPS scores once they become available. If your school intends to set up computer labs for families to complete applications, and is willing and able to accept a very small quantity or zero hard copy applications, please email [aimee.grainer@rsdla.net](mailto:aimee.grainer@rsdla.net). This would be a huge help in reserving hard copy applications for Family Resource Centers and schools that may be unable to set up computer stations. Thank you.

### This Week: Application Trainings

In preparation for the upcoming application window in the first week of November, please join us for an upcoming OneApp training. Trainings will be held the following dates and times:

- Thursday, October 29th at 9 AM (at Cypress Academy: 4238 St. Charles Avenue)
- Thursday, October 29th at 1 PM (at Carver Prep: 7301 Dwyer Road)

**All school enrollment POCs are expected to attend these important sessions.** Please use this Doodle to register for a training session if you have not done so already:

<http://doodle.com/poll/9xqeake9dhngm8qf>

### Demand Report Contact List

With the OneApp Main Round fast approaching, we are finalizing this year's Demand Reports, weekly reports summarizing each school's application activity. These reports provide critically valuable information to allow schools to plan, recruit, and understand the OneApp process better. It's important that we have fully up-to-date contact list to ensure that all schools receive their Demand Reports. For each of your schools, please send a primary contact name and email to [Kenneth.erisman@rsdla.net](mailto:Kenneth.erisman@rsdla.net). School and CMO leaders can always review the contact list associated with their school(s) prior to and after the opening of the Main Round to request changes or additions.

### SchoolForce School Profiles

The OneApp Main Round opens in less than a week! An important part of preparing for the application launch is updating your schools' profiles in SchoolForce. This profile should contain any important dates and details for this and the upcoming school year, as well as any other key details families might need when researching their school choices, such as uniform information, start and end dates, extracurriculars, and school holidays. Some of this information will be captured within individual fields on the page, but the "Notes" section also serves as an opportunity to provide greater detail about any aspect of your school's environment. We recommend including any information parents have requested in the past, as well as information you foresee a parent needing in the future. If you have any questions, please contact [Christopher.Lloyd@rsdla.net](mailto:Christopher.Lloyd@rsdla.net).

The grade 9 Round Robin cycle was reset this week on 10/27/2015

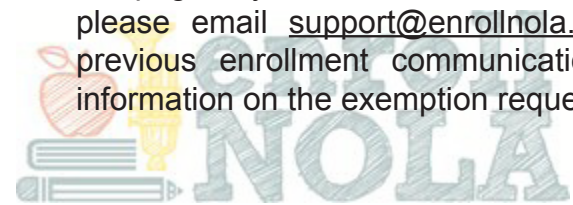
## UPDATES & MATERIALS

### 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.

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K		Round Robin Not Initiated		29
1		Round Robin Not Initiated		19
2		Round Robin Not Initiated		11
3		Round Robin Not Initiated		20
4		Round Robin Not Initiated		18
5		Round Robin Not Initiated		19
6		Round Robin Not Initiated		20
7		Round Robin Not Initiated		10
8		Round Robin Not Initiated		19
9	3	5	0	10
10		Round Robin Not Initiated		5
11	1	1	10	6
12	1	1	8	6



## IMPORTANT REMINDERS

### IMPT Note About Hardship Transfers

This is a reminder to all schools that students must qualify for a documented Hardship Transfer in order to change schools from now through the end of this school year. Please ensure that families are aware of, and know what to expect, from this process. If you need updated Hardship Transfer paperwork for this school year, please email [support@enrollnola.org](mailto:support@enrollnola.org).

In the rare case that a student's situation necessitates a Principal-to-Principal transfer, please keep in mind that receiving school principals have discretion in signing the transfer request. As is required in these cases, receiving school leaders should speak to the student, family, and sending school to determine if the student is eligible to attend and if a transfer is in his or her best interest. Please do not hesitate to reach out with any questions regarding transfer procedures.

### Systems Integration PK Grade Change

A number of updates will be implemented in SchoolForce and the Systems Integration process based on the expansion of early childhood options in EnrollNOLA. One of those changes is updating the grade values to distinguish enrolled children 0–4 years old. **Schools must update their auto-sends as follows:**

- **Current grade = “-1” for 4 year old PK students**
- **Current grade = “-2” for 3 year old PK students**

Please note that this is different than the State grade codes that distinguish 3 and 4 year olds by their SPED status with codes 20 and 24, respectively. Schools will want to disregard those codes and send “-1” or “-2” based on whether the child is PK4 or PK3, regardless of their SPED status. **This will have significant implications, as it could lead to updating a child's grade placement in SchoolForce.** Please reach out to [support@enrollnola.org](mailto:support@enrollnola.org) with any questions.

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

Thank you,  
Aimee

