

All,

We hope everybody had a safe and happy Mardi Gras. Please do not hesitate to reach out to enrollment.support@rsdla.net with any questions or concerns.

ACTION REQUIRED

IMPT: Notification Letters

Attached is the draft notification letter. Please send feedback and / or questions to aimee.grainer@rsdla.net by **COB Friday, March 14**.

Like last year, we are including tailored registration dates / times and other critical school-specific beginning-of-the-year information. Please provide your school's registration dates, first days, and other key information by filling out this Google form: <https://docs.google.com/forms/d/1Wx8ekRx3CT0C3lByloLiXmsRb3ZBknkcU9yWYMECZRU/viewform>

Please note that there are character limits for some of the requested information. This is in order to ensure our letters fit our formatting requirements of one page, front-to-back. We will not be able to accommodate responses that exceed the character limit. Thank you in advance for your understanding and cooperation.

It is very important that we receive your response by COB Friday, March 14. If we do not receive your response by this date, we will not be able to tailor your school's notification letters.

Count and Dispose of Outdated Materials

As you know, the deadline for the 14-15 Main Round was Friday, February 28, 2014. As application materials will change for the next application window, all schools *must* responsibly dispose of Main Round application materials.

Please do not hand out or accept any additional Main Round applications.

As our online application portal becomes more popular with parents, we need your help in estimating our future application printing needs! Prior to disposing of your extra OneApps, please send an approximate estimate of how many you did not use to aimee.grainer@rsdla.net. For your reference, there are 140 K-12 applications/box and 300 PK applications/box for the Main Round: Standard Window.

SchoolForce Roster Validation

All schools should continue to update their SchoolForce rosters. The systems integration reports will highlight the discrepancies between your SIS and SchoolForce rosters to assist you in this process. It is extremely critical that your rosters are up-to-date before we run the match as it will impact who is defaulted back to your school. Please note that if we determine after the match that current students were excluded from your SchoolForce roster, they will be guaranteed a seat at your school if they are not placed elsewhere, even if that puts your school over your match target. Please reach out to Lisa.Kurtz@rsdla.net with any questions about updating your roster.

Current School and Grade Validation

Today we reached out to schools about applicants who stated on their application that they are attending your school, but are not assigned to your school in SchoolForce. It is very important that you respond to this request by the task due date (Friday, March 14th COB) so we can validate the applicants' current school attendance. If schools do not respond by Friday, we will give the applicants the benefit of the doubt and grant them guaranteed priority to be matched to your school. We also asked for review on potential incorrect grades for your current students. Reach out enrollment.support@rsdla.net with any questions.

UPDATES & MATERIALS

Round 2 Application Window

Please see the attached timeline image for the key dates of the Round 2 application cycle. This information has been posted on enrollnola.org. As the Round launch approaches, we will reach out with additional important information. Please email enrollment.support@rsdla.net with any questions or concerns.

Round Robin

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. Please refer to previous enrollment communication for more information on the exemption request process.

Round Robin cycles in grades K, 1, 5, 9, 10, and 11 were reset in the past 2 weeks

Post 10/1 Transfer Updates

Please see the table below for an update on how post 10/1 transfers are being considered. Contact enrollment.support@rsdla.net with any questions or concerns. If you need help with the mid-year transfer procedures, please do not hesitate to contact our team.

Count of Student First Name	Column Labels				
Row Labels	Approved	Denied	N/A	Pending	Grand Total
Childcare	51	26	2	4	83
Medical	4	10		1	15
Other	3	12		1	16
Principal-Principal	56	2			58
Safety	21	56			77
Grand Total	135	106	2	6	249

As always, thank you for your attention to these enrollment matters.

Sincerely,
The Enrollment Team

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Office of Student Enrollment

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