1. What is the 2014-15 waitlist process timeline?

Date	Actions
Week of June 16	• Schools submit Main Round registration file, including if the school will reserve or open unclaimed seats.
Week of June 23	• The Department notifies families and schools of Round 2 awards. • Students who either did not receive a Round 2 award or received a lower ranked school in Round 2 are automatically placed on each school's waitlist.
June 30	• The Department reaches out to waitlist eligible schools to verify waitlist capacity.
July 2	• Deadline for eligible schools to verify their waitlist capacity to the Department.
July 7 – August 6	• The Department administers the waitlist process.
August 8	• Final application process registration deadline (for Round 2 and waitlist students).
1st Quarter Enrollment Count	• Schools verify their 2014-15 1st Quarter scholarship student enrollment.

2. What is the purpose of the waitlist process?

The waitlist process provides scholarship schools the opportunity to fill unclaimed scholarship seats with eligible students who have either: a) not yet received a scholarship award; or b) received a scholarship award to a school the family ranked lower on the student's application.

3. Which schools may participate in the waitlist process?

Schools located outside of Orleans Parish which participated in Round 2 may participate in the waitlist process. The Department will contact schools eligible to participate in the waitlist process Monday, June 30th. While schools inside Orleans Parish do not participate in the waitlist, OneApp will allow hardship transfers and sibling unification on a case-by-case basis.

4. How does the Department generate waitlists for participating schools?

Following Round 2, the lottery will automatically generate a waitlist by grade level for each eligible school. The waitlist includes both students who have not yet received an award and students who were awarded a scholarship to a school ranked lower on the student's application.. The waitlist indicates the order in which students would have received a seat through the lottery had an additional seat been available at a school. Students with priority in the lottery (NSECD, siblings, etc.) will be at the top of any waitlist that they are placed on..

5. Can a student be on more than one waitlist?

Yes, students who either did not receive a Round 2 award or received an award to a school ranked lower on the student's application in Round 2 are automatically placed on each higher ranked school's waitlist. The school must have participated in Round 2 in order to be eligible for a waitlist.

6. How will the Department notify schools and families about the waitlist?

1) The Round 2 lottery populates eligible schools waitlists.

2) The Department calls the family to offer the waitlist award.

3) The family has two business days to notify the Department if they will accept or decline the waitlist award.

4) Families who accept the waitlist award will notify receiving school that award has been accepted.

5) If the student received an award from a prior round, the Department notifies the original school of the drop and identifies any changes in waitlist capacity.

7. How does the Department calculate the number of available waitlist seats?

Each participating school's waitlist capacity will be determined by subtracting the number of students who registered or were retained from the main round and the number of awards given during Round 2 from the participating school's overall capacity. The Department will reach out to each waitlist eligible school to determine if they would like to fill all of their waitlist capacity and how to allocate the desired waitlist capacity across grades.

Schools may only reallocate to grades that were open in the Round 2 application process. If a student moves to a different school through the waitlist process, the Department will work with the original school to adjust their waitlist capacity if the school would like to backfill that seat. However, all changes to capacity are subject to the Louisiana Scholarship Program budget.

8. Can a student receive more than one waitlist award?

While students are placed on more than one waitlist, they can only receive the first waitlist offer that becomes available to them.

- For students who have already received an award from a prior round, the waitlist award will be from a school that is ranked higher than their previous award school.

- For students who have not received an award from a prior round, the waitlist award will be from one of their ranked schools on their application.

Students who reject their waitlist offer will be removed from all remaining waitlists.

9. How do families accept the waitlist award?

Families will have two business days from when the Department first contacts the family about the waitlist offer to contact the Department to accept the award. If accepted, the Department will notify all impacted schools of the updated award. If the offer is rejected, the student is removed from all waitlists.

10. Can a participating school open a spot if a student leaves the school because of the waitlist?

Schools will be notified if students have left their school because of waitlist award. The Department will work with the school to see if that vacant spot may be refilled.

11. When does the waitlist process close?

Waitlist awards will be issued through August 6th. Students who receive a waitlist award on August 6th will have until August 8th to register with their school. No new awards will be made after August 6th.

12. What is the deadline for waitlist awarded students to register at their new school?

Students who accept their waitlist award must register at the school by August 8th.

13. Will the Department accommodate hardship and sibling unification transfers during the waitlist period?

The department will only review hardship transfers on a case-by-case basis during the waitlist process. Students who are approved for a hardship transfer are then added to the bottom of the school's waitlist. There is no guarantee that a student placed on a waitlist as a hardship transfer will receive a seat. There will not be any sibling unification transfers during the waitlist process. Siblings already have priority taken into consideration in the waitlist process.

14. What situations qualify for a hardship transfer?

All hardship transfers are decided on a case-by-case basis. Examples of hardship transfers include, but are not limited to, geographic location or special needs services.

15. How can families apply for a hardship transfer?

Families may seek a hardship transfer by going to the desired school and filling out a hardship transfer form at the school. Families may also email the form to studentscholarships@la.gov. The Department will then review the request to determine if the case qualifies for a hardship transfer. Schools with a populated waitlist cannot accept hardship transfers until the waitlist has been exhausted. In addition, the receiving school must agree to accommodate the transfer and the transfer should not make the school exceed its overall available capacity.

If you have any questions regarding waitlist policy, please contact studentscholarships@la.gov.