All,

The mid-year enrollment process starts Friday and the OneApp Main Round launch is less than 6 weeks away! Please read this newsletter carefully for critical information on how to prepare for EnrollNOLA's fall processes. Please email support@enrollnola.org with any enrollment questions or concerns.

ACTION REQUIRED

Mid-Year Placement Process: **DUE TOMORROW**
The Mid-Year Placement Process begins Friday, and schools should be prepared for the enrollment process changes. Schools discussed these processes in the recent training sessions, and can continue to review them in the Schools Manual and attached training deck. In addition to familiarizing your school with the mid-year processes, schools can elect to Match to 10/1 Seat Availability and request Round Robin exemptions. The deadline to do both is tomorrow, **Wednesday, September 30th at 12:00 noon**.

- **Match to 10/1 Seat Availability-** Schools who are below their 10/1 Targets should strongly consider matching to 10/1 seat availability. This is a good way to reach your long-term enrollment goals by continuing to accept students up to your target. This can be requested on a grade-by-grade basis. Complete this form if you would like to match to 10/1 Seat Target.
- **Submit Round Robin Exemptions-** Schools can request Round Robin exemptions in grades where they believe they are unable to serve additional students. The Round Robin process and valid exemption criteria are explained in the attached 1-pager. Submit Round Robin exemptions on this form.

The EnrollNOLA team is available to discuss mid-year enrollment options with any schools. There are a number of a schools below their enrollment targets that may be best served to continue to match to their targets during the mid-year process. If enough schools elect to do this prior to the deadline in any grade, that will prevent EnrollNOLA from having to start the Round Robin in that grade on October 2nd.

OneApp School Profile Survey**: DUE FRIDAY**
Attached please find the most recently published school profile information, last year's Round 2 application materials. Carefully review your schools' profiles to for errors or updates. **If your school(s)' information has changed, please respond to this survey by COB Friday, October 2:** Click Here for School Profile Survey

- We will accept updates to: Grades Served, Address, Phone Number, Icons, Program Highlight
- We will **not** accept updates to: Operator, School Name, Eligibility/Priority Information
- The only exceptions are to 1) Correct an error, and 2) For newly participating schools still finalizing their entries.

This year we will be including LHSAA information for participating high schools. We ask that all high schools submit a survey, even if the remainder of your profile information has not changed. **Changes submitted after October 2 will not be incorporated until Round 2.**

Roster Cleanup- **Validate that you have reconciled all error reports.**
As October 1st approaches, it is particularly important that schools make sure their rosters are accurate. Schools' October 2nd rosters will be compared to what is reported to the State and the two should be in complete alignment. EnrollNOLA and the LDE may follow-up on the discrepancies and require an explanation from the school. In addition to it being important for accountability and funding purposes, who

is active in SchoolForce on 10/2/2015 will impact enrollment processes. Students active on a roster on 10/2/2015 will be flagged as reactivation candidates and enrollment processes will require they re-enroll in their school if there is a seat available. For all these reasons, schools should make roster validation a priority in the next two weeks. Schools should have resolved all records on their error reports.

Systems Integration- PK Grade Change

There will be a number of updates being implemented in SchoolForce and the Systems Integration process based on the expansion of EnrollNOLA into early childhood. One of those changes is updating the grade values to distinguish 0 – 4 year old children enrolled. Schools must update their auto-sends to send "-1" for the current grade for 4 year-old PK students and to send "-2" for the current grade for 3-year old PK students. Please note that this is different than the state grade codes that distinguish 3 and 4 years by their SPED status with codes 20 and 24. 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 with any questions about this. The deadline to make this change is **Tuesday, October 5th**.

UPDATES & MATERIALS

Hardship Transfers

Starting October 2 through the remainder of the school year, the Hardship Transfer process will begin, meaning transfers will be severely restricted. Students must qualify for a demonstrated hardship in order to transfer schools. All Hardship Transfers will be coordinated through the Enrollment Transitions team at EnrollNOLA. Schools will be responsible for accepting the completed Hardship Transfer documents and sending them to EnrollNOLA. Attached to this newsletter are detailed guides on how the Hardship Transfer process works and what is expected of schools and families during this process.

We will be validating that schools submit hardship transfers in the proper format with all required documentation. To help us serve families as quickly and efficiently as possible, please follow the attached guidance when submitting transfer requests.

SchoolForce Reports Primer

EnrollNOLA has produced a primer to help enrollment POCs navigate the reports listed under SchoolForce's School Reports. This document should help clear up confusion on the purpose of specific reports, as well as when and how to use them. If you ever have questions about SchoolForce reports, please do not hesitate to reach out to support@enrollnola.org.

IMPORTANT REMINDERS

Systems Integration Flowchart

To help illustrate the Systems Integration process, our team has created the attached flowchart. This graphic walks through school actions, automatic actions, and the full systems integration cycle from a high level. Please continue to use your error reports to reconcile your rosters, and reach out promptly if there is a discrepancy between rosters you need our team's help in addressing. Attached, please find refreshers on how to successfully conduct sys integration at your school.

FRC Ambassadors

Some of you may be aware that our Family Resource Center staff will begin making biweekly school visits in order to better advise families when they ask about their school choices. This is our schools' opportunity to highlight the programs, extracurriculars, and staff that make their environment unique. We thank everybody in advance for their hospitality to our team, and encourage schools to use this time to share honest, detailed information that will help families determine which school is the best fit for their students.

Please email support@enrollnola.org with any questions or concerns.

Thank you,
Ray

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