



# New Orleans Online Application System School User Training

February 12, 2014



# Training Objectives

**After today's training, participants should be able to:**

- 1) Articulate the key processes and policies associated with the enrollment system
- 2) Log-in, enter data, and submit student applications
- 3) Know where to get additional information and support

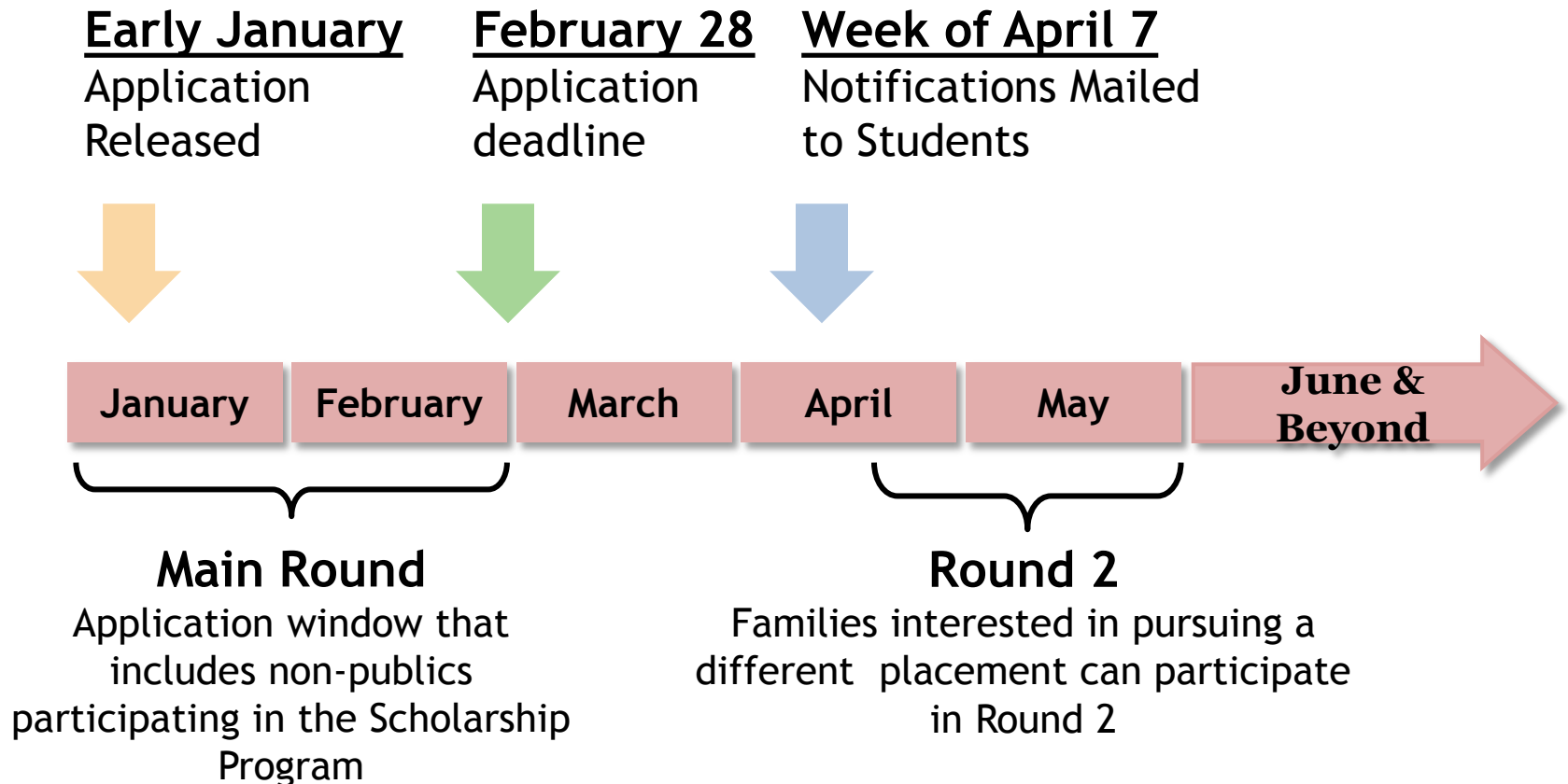


# Agenda

- Application Intake: Policies and Procedures
- System Functionality
  - Parent Portal Preview
  - Create desktop icon/Downloading Google Chrome
  - Login
  - Updated processes (student IDs, student update wizard)
  - Application Process: Parent Selection
  - Application Process: Add Students
  - Creating an Application
  - Edit Applications
  - Dashboard & Recent Items
- Questions & Answers



# Timeline



# How Do New Scholarship Students Apply?

Families interested in **attending a school participating in the Scholarship Program** will:

Apply to schools located outside of New Orleans by submitting a SEE application.

Apply to schools located in New Orleans by ranking them on their OneApp

Families can apply online or in person at a participating school or Family Resource Center with a paper application.

## Schools:

- Enter student applications within 72 hours
- Verify income/residency eligibility documentation

## LDE:

- Verify prior school attended
- Provide additional support to schools

# How Do Continuing Students Apply?

This year, there are no “intent to return” forms.

- Current scholarship students should only submit an application if they want to request a transfer.
- Otherwise they will be returned to their current schools
- You will be able to validate all your current scholarship students in SchoolForce. Email [studentscholarships@la.gov](mailto:studentscholarships@la.gov) if a current student is not assigned to your school in SchoolForce.
- Schools are encouraged to communicate with their families directly about their plans for the coming year.



# How Do New Scholarship Students Apply?

## Schools:

- All Orleans Parish schools should be data-entering applications into SchoolForce within 72 hours after receiving them. This helps ensure that dated applications are not overwriting more recently submitted applications.
- If you have delayed entering applications, please validate that you are not overwriting more recent applications based on the Parent Signature Date and Submission Date on the existing application.

*Moving forward, please enter the applications shortly after receiving them. Timely data entry is necessary to ensure that students' most recent submitted applications are honored.*

# How Do Continuing Students Apply?

**This year, there are no “intent to return” forms.**

- ***Continuing students DO NOT have to submit an application if they choose to remain at their current scholarship school.***
- However, if current Scholarship students would like to change schools for the 2014-15 school year, they should submit an application, otherwise they will be returned to their current schools.
- You will be able to validate all your current scholarship students in SchoolForce. Email [studentscholarships@la.gov](mailto:studentscholarships@la.gov) if a current student is not assigned to your school in SchoolForce.
- Schools are encouraged to communicate with their families directly about their plans for the coming year.





# Students in Transition Grades and NSECD

## Students in Transition Grades

- All students that are transitioning from elementary school to a new school for middle or high school MUST complete a new application. If parents do not complete an application indicating new school choices, the student will not be considered for a new placement.
- However, continuing LA Scholarship Program students do not need to re-verify residency or income.
- If you have students in a transition grade, please make sure their parents are aware of this requirement.

## NSECD Students

- All NSECD students MUST complete a new application and submit proper income and residency documentation to be awarded a scholarship through the Louisiana Scholarship Program.



# How Are Applicants Matched to Schools?

Eligibility for a Scholarship is determined the same way that it has been in the past. An **applicant is eligible** if they reside in Louisiana and:

- Are a current Scholarship or NSECD student; or
- Are an entering first-time kindergarten student and meet the income requirement; or
- Are attending a C / D / F / T school and meet the income requirement

Eligible applicants **receive priority** to a non-public school listed on their application if they:

1. Are a **current NSECD student** at that school (if applicable)
2. Are a **sibling of a currently attending student** at that school
3. Are a **current scholarship student** in a transition grade
4. Reside in the same parish as the school (if applicable)
5. Attend a D, F, or T school



# Registration Deadline

Students awarded a scholarship in the main round will be required to register at the school by June 6.


If a student does not meet the registration deadline, they lose their guarantee to a seat at that school.

- Schools can choose to keep students on their roster who do not meet the registration deadline, or fill those seats with students from their waitlist (NSECD and siblings first).
- Schools must notify LDE following June 6 deadline whether or not to remove students who have not registered.




# Application Intake

When collecting applications from families, it is the Department's expectation that school staff will do the following:



- Conduct a quick review of the application when the parent/guardian is with you: can you read the handwriting, are all fields completed, has the parent/guardian signed the bottom, is the student applying for grades open at your school?




- Verify residency and income eligibility documentation. (Documentation does not have to be submitted with application, but applicants should be notified that it will need to be submitted prior to application deadline.)



- Provide the parent/guardian with a copy of their application.




- Place the application in a secure place (i.e. file cabinet) until it is time for data entry.




- Enter application data into SchoolForce within 72 hours of receiving them, mark them as data entered, then place them back in their secure location.

# Application Record Maintenance

The Department expects that schools will keep on file copies of all applications received – either electronically or paper:

- 
- Either scan / store electronically or file all applications so that applications can be referenced at a later date as necessary. Department staff may request a copy of an application as needed.

- 
- Maintain filed applications for at least six months before shredding / deleting applications.

# Application Intake

## Application in-take hours:

- Please post applicant intake hours so that they are visible to families
- Schools must accept applications every school day throughout the application period (January 13<sup>th</sup> – February 28<sup>th</sup>)
- Hours must be consistent throughout the application period

## Point of Contact:

- Each POC is responsible for ensuring that there is a plan regarding who will have access to the log-in.
- Each POC is responsible for validating that all school staff completing application acceptance/entry processes are adhering to policy.
- No more than 3 people per school should have access to the log-in.



# Process/Policy: System Log-Ins

- Each school must identify an enrollment point-of-contact (“POC”) for SchoolForce. Only one log-in will be issued per school.
- Each POC is responsible for ensuring that there is a plan regarding who will have access to the log-in.
- Each POC is responsible for validating that all school staff completing application acceptance/entry processes are adhering to policy.
- No more than 3 people per school should have access to the log-in.



# Processing Applications

- Please process all applications within 72 hours
- All students will have 9 Digit Unique Student IDs (OneApp IDs)
- There will be two application rounds and two rounds of matches. Only one application will be submitted per student per round.
- Changes to the application will overwrite previously submitted application information. The most recent application is authoritative.
- Parents will have the ability to enter applications themselves via an online portal, but must submit proof of residency and income eligibility to a participating school.





# Verifying Eligibility

- We are requesting that you verify income and residency eligibility of the applicant for the program.
- Applications are not complete until all eligibility documentation is submitted. Please reach out to parents to make sure they submit their documentation before the deadline
- **You DO NOT need to copy verification information or maintain this documentation in your files.** This information will be collected by the school at the time of student enrollment.



# Income Documentation

Louisiana Purchase Card, SNAP Benefits, Social Security Benefits

OR

- Federal Tax Return
- W-2s from all employers for the period ended December 31, 2013
- Unemployment compensation statement for the period ended December 31, 2013
- Alimony as shown in court decree or agreement
- Social Security benefits statement for the period ended December 31, 2013
- Pension statements for the period ended December 31, 2013



# Income Eligibility Requirements

Household Size	Yearly Income	Monthly Income	Bi-Weekly Income	Weekly Income
2	\$38,775	\$3,231	\$1,790	\$895
3	\$48,825	\$4,069	\$2,254	\$1,127
4	\$58,875	\$4,906	\$2,718	\$1,359
5	\$68,925	\$5,744	\$3,182	\$1,591
6	\$78,975	\$6,581	\$3,646	\$1,823
7	\$89,025	\$7,419	\$4,108	\$2,054
8	\$99,075	\$8,256	\$4,572	\$2,286
Add this amount for each additional member	\$10,050	\$838	\$464	\$232



# Residency Verification

Address should match student address. Documentation must be dated after January 2014.

- Rental lease agreement/mortgage agreement
- Electricity/Gas Bill
- Telephone Bill
- Cable or Internet service bill
- Sewage/water bill
- Current Official letter from a Government Agency (DSS, DHH)
- Homestead Exemption Notice
- Property Tax notice



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# Parent Portal Preview

As they did last year, Parents will have the option of applying online.

Using the online portal, they will have access to:

- Policy and process information
- Louisiana Schoolfinder
- The enrollment application

The screenshot displays the 'oneApp' parent portal for the Recovery School District. The header features the 'oneApp' logo, the Orleans Parish School Board seal, and the district's motto: 'Excellence.Equity.Community. RecoverySchoolDistrict'. A navigation bar includes links for 'Home', '1 Learn about the Process', '2 Explore Your Options', '3 Apply Now', and 'Logout'. The main content area is titled 'Welcome to the New Orleans Enrollment Parent Portal!' and contains a paragraph explaining the partnership between the Orleans Parish School Board and the Recovery School District to facilitate online enrollment. To the right of the text is a photograph of a young girl in a blue and white cheerleader outfit. Below the main text are three numbered call-to-action boxes: '1 Get Started' (Learn about the process and key dates and deadlines), '2 Get Informed' (Learn more about your school choices and perform side-by-side school comparisons), and '3 Apply Now' (Submit your 2013-2014 Application). Each box has a 'CLICK HERE' button with a right-pointing arrow.

# Parent Portal Preview

After logging in, parents/guardians will have the ability to add students to their families and submit or edit applications.

The school user process will mimic the parent process.

The screenshot shows the 'oneApp' parent portal interface. The header includes the 'oneApp' logo, the Recovery School District logo, and the tagline 'Excellence.Equity.Community. RecoverySchoolDistrict'. The navigation menu has four items: 'Home', '1 Learn about the Process', '2 Explore Your Options', and '3 Apply Now' (which is highlighted), along with a 'Logout' link.

### Applying for Enrollment

Welcome to the on-line New Orleans Public School Enrollment Process Application!

Using this application, you can re-enroll your child in his/her current school or apply to attend any participating school for the 2013-2014 school year. Before you begin, please add which students you will be submitting an application for. Once you have added all of your students, you will be able to submit an application for each of them. Please note that it is required for you to 1) submit an application for each student you are seeking to enroll in a participating school, and 2) for current public school students, provide their unique identification number. If you do not know a student's identification number, please contact his/her school.

**My Students:**

Student Name	Student ID	Submitted Application?	
Jon Snow	890970625	Submitted	<a href="#">Edit</a>
Billy Clinton	248856848	Submitted	<a href="#">Edit</a>
Tom Boyles	765456973		<a href="#">Create</a>
William Bolton	982718974		<a href="#">Create</a>

#### Add a Student

Add a student in your family to the list of students you can create applications for.

[ADD ►](#)

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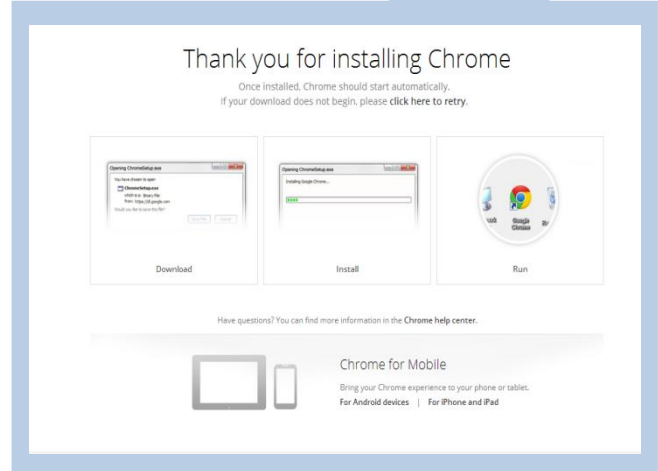
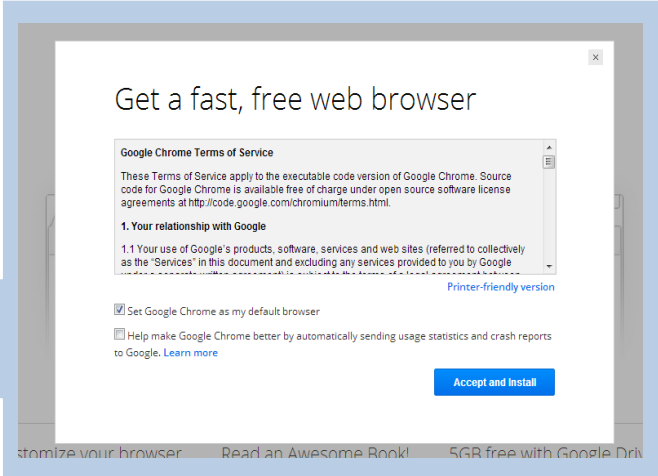
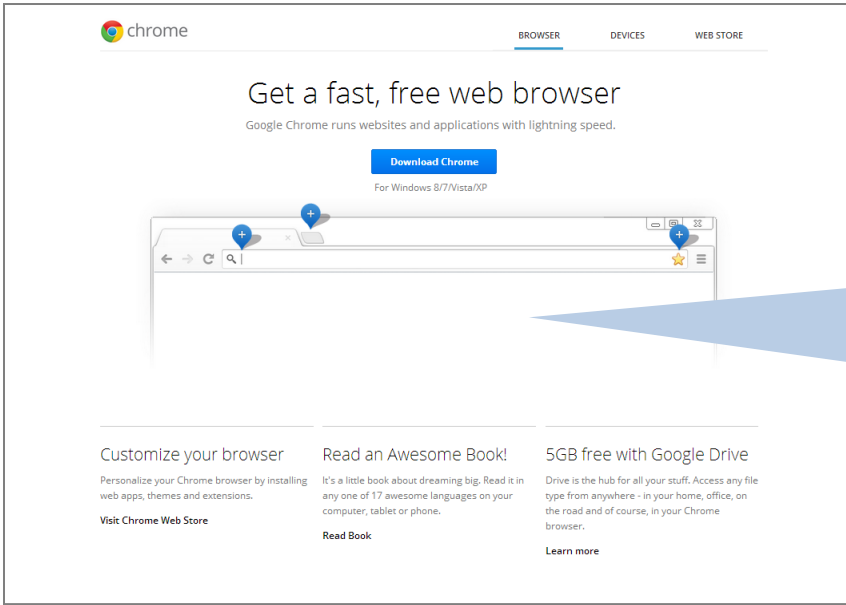
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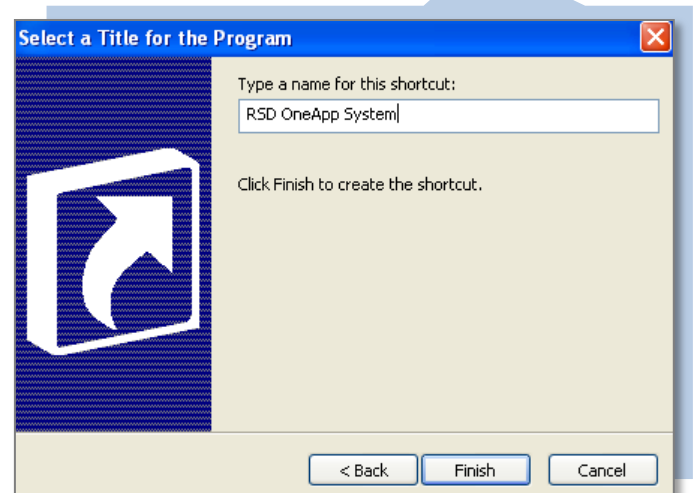
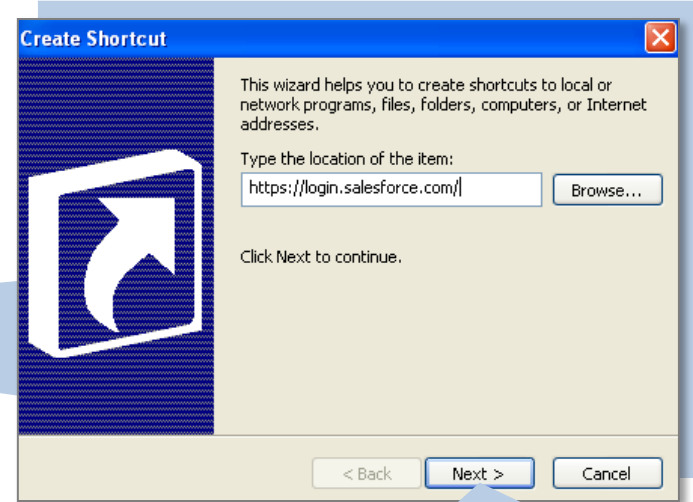
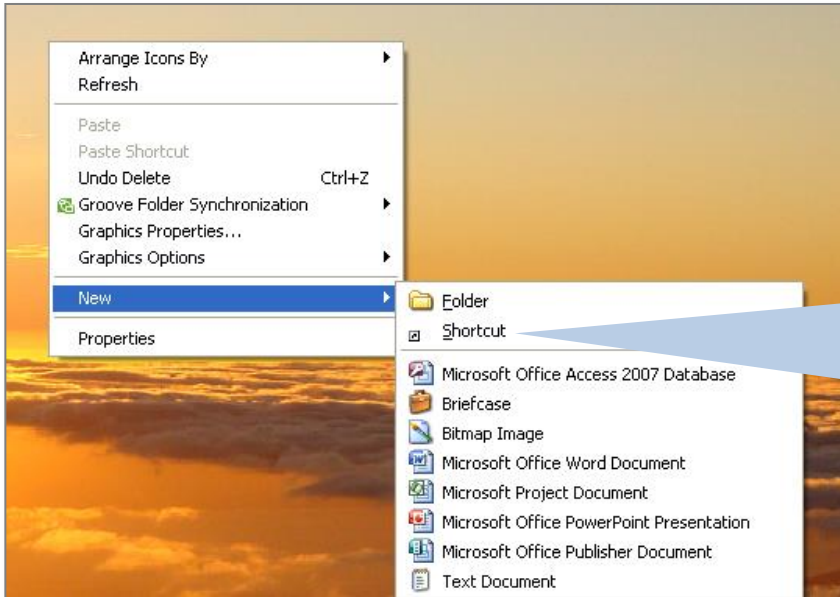
# Downloading Google Chrome



## Steps for downloading the recommended browser:

- 1) Go to:  
<https://www.google.com/intl/en/chrome/browser/>
- 2) Click "Download Chrome"
- 3) Click "Accept and Install"
- 4) Chrome will install itself
- 5) Click "Run" if Chrome does not open automatically

# Creating a Desktop Icon



## Steps:

- 1) Right click on your desktop
- 2) Select "New"
- 3) Select "Shortcut"
- 4) Enter in <https://login.salesforce.com>
- 5) Enter "OneApp System"

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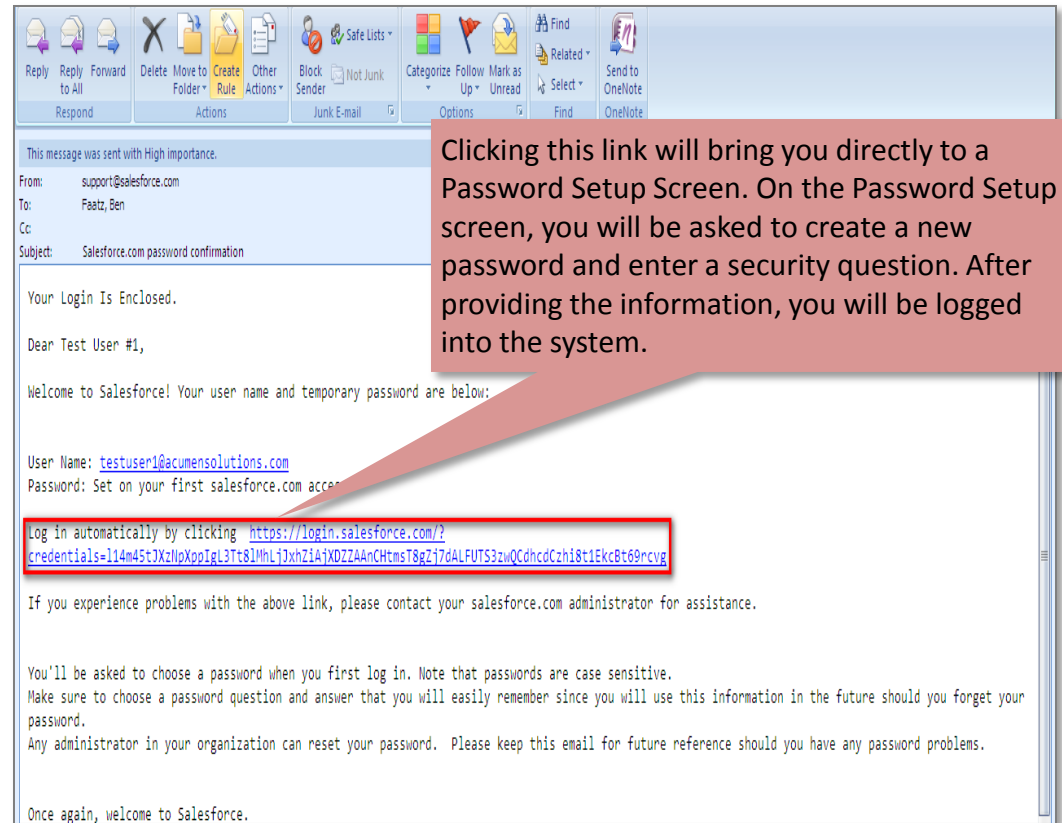
# Logging Into the System

## New Users:

Upon receiving your username and password for OneApp, simply click on the hyperlink that is embedded in the email and follow the setup wizard to successfully log into the system.

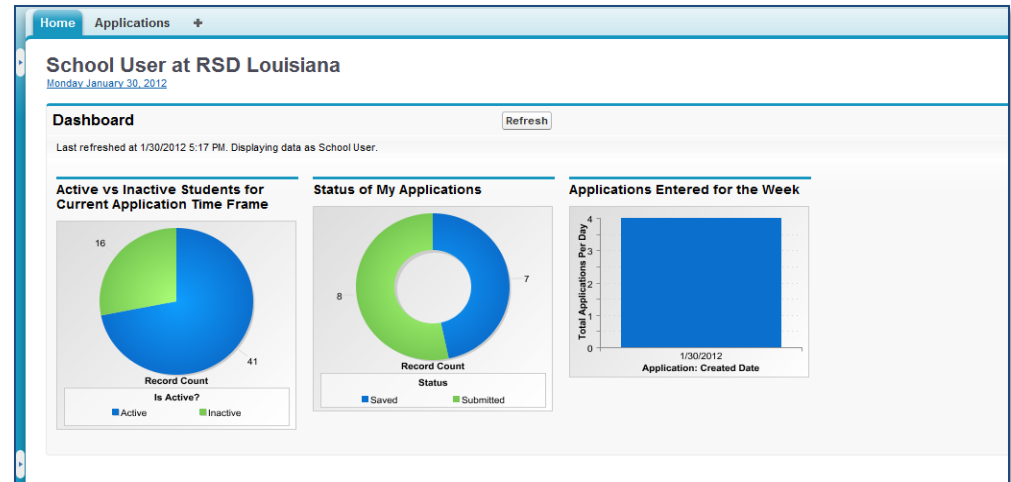
## Returning Users:

Continue to use your current username and password at <https://login.salesforce.com/>



# Logging Into the System (cont'd)

After creating a Password and Security Question, users are brought directly to the Home Tab.



For subsequent logins, users should click on their desktop icon to arrive at the log-in screen

Enter your Username and Password and click the "Login" button

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# OneApp Student IDs

- All students in SchoolForce have been assigned a OneApp ID located on the student record
- These 9 digit IDs are essential for ensuring clean and accurate application data and will be used by school staff and parents to fill out applications

Student  
Lauren Petit

Customize Page | Edit Layout | Printable View | Help for this Page

Applications (2) | Notes & Attachments (0) | Student History (1)

Student Detail

Edit Delete Sharing Send Activation Request Transfer Discharge

▼ Information

Student Name	Lauren Petit	Social Security Number	
Student First Name	Lauren	State ID	
Student Middle Name		LINKS ID #	
Student Last Name	Petit	School Year	2012-2013
Student Suffix		School Year	T-014093
Individual Record	Lauren Petit	Active	<input type="checkbox"/>
OneApp Student ID	111820224	Registered	<input type="checkbox"/>

▼ Additional Information (Demographics & Student Services)

Gender	Male	Lunch Status	
Date of Birth	12/26/1994	SPED Status	
Ethnicity	Hispanic / Latino	LEP Status	
Race Multi		504 Plan	<input type="checkbox"/>
Student Alerts		4.5	<input type="checkbox"/>

▼ Address and Contact Information

Address	Garden Inn	Primary Contact Number	(804) 296-3892
Apt #		Secondary Contact Number	
City	Springfield		
State	MO		
Zip Code	54321		

# OneApp Student IDs

If you do not know a student's OneApp ID and need to use it for the application, you can:

1. Click on the student search tab
2. Enter the student name and DOB (if available)
3. Click the checkbox next to the correct student
4. The ID will display in the "High Level Student Information"

The screenshot shows the OneApp Student Search interface. At the top, there are navigation tabs: "Student Search" (highlighted with a yellow circle 1), "Application Entry", and "Student Update". Below the tabs is a green header with the text "Student Search".

The main search area is titled "Search for Students" (with a yellow circle 2). It contains four input fields: "Student ID Number", "Student First Name" (with "lauren" entered), "Student Last Name" (with "petit" entered), and "Date of Birth". A "SEARCH FOR STUDENTS" button is on the right.

Below the search fields is a "SEARCH RESULTS" section. It contains a table with one entry: Lauren Petit, born 12/26/1994, living at Garden Inn. A checkbox next to this entry is checked (with a yellow circle 3). Below the table, it says "Showing 1 to 1 of 1 entries".

Below the search results is a "High Level Student Information" section (with a yellow circle 4). It contains a table with the following data:

First Name	Last Name	Date of Birth	Gender	Student Id	Student Active	Student No Show
Lauren	Petit	12/26/1994	Male	111820224	No	No
School for the current Year		Grade for the current year				

The "Student Id" field in the table is highlighted with a red box and a red arrow points to it from the search results. A "CREATE NEW STUDENT" button is at the bottom right.



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# Application Process: Parent Selection Page Navigation

In order to mimic the parent user process and create clean relationships among family members, we will start by selecting or creating the parent or guardian of the student(s) for whom we wish to enter applications.

## Parent Selection

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

1. Associate yourself with a parent or guardian
2. Associate students with that parent or guardian
3. Create applications for those students

For questions about this process, please contact [enrollmentsupport@rsdla.net](mailto:enrollmentsupport@rsdla.net)

### Parent Search

First Name	Last Name	Phone Number	
<input type="text" value="Kelly"/>	<input type="text" value="Michaels"/>	<input type="text"/>	<input type="button" value="SEARCH ▶"/>

Select	First Name	Last Name	Address	Phone
<input type="checkbox"/>	Kelly	Michaels	117 Ash Swamp Road	(570) 204-9394
<input type="checkbox"/>	Kelly	Michaels	Danville	(570) 854-1367



# Application Process: Parent Search and Selection

## Parent Selection Steps:

1. Enter the parent name and phone number if available
2. Search results will appear
3. Select the box next to the parent you wish to log in as and click “Login as Parent”

**Parent Selection**

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

1. Associate yourself with a parent or guardian
2. Associate students with that parent or guardian
3. Create applications for those students

For questions about this process, please contact [enrollmentsupport@rsdla.net](mailto:enrollmentsupport@rsdla.net)

**Parent Search**

1 Search for parents using the information you have and clicking here

2 Search results will appear here

3 Select a parent from the list above and click “Login as Parent”

Select	First Name	Last Name	Address	Phone
<input type="checkbox"/>	Kelly	Michaels	117 Ash Swamp Road	(570) 204-9394
<input type="checkbox"/>	Kelly	Michaels	Danville	(570) 854-1367

CREATE NEW PARENT ▶

LOGIN AS PARENT ▶

# Application Process: Creating a New Parent

## Creating a New Parent Steps:

- 1. Look at the list of parents provided after your search
- 2. If you do not see the parent you wish to select or your search returns no results, click “Create New Parent”
- 3. Fill in the required information and click “Add Parent”

**Parent Selection**

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

- 1. Associate yourself with a parent or guardian
- 2. Associate students with that parent or guardian
- 3. Create applications for those students

For questions about this process, please contact [enrollmentsupport@rsdia.net](mailto:enrollmentsupport@rsdia.net)

**Parent Search**

First Name: Kelly Last Name: Michaels Phone Number: [ ]

Select	First Name	Last Name	Address	Phone
<input type="checkbox"/>	Kelly	Michaels	117 Ash Swamp Road	(570) 204-9394
<input type="checkbox"/>	Kelly	Michaels	Danville	(570) 854-1367

**1** Search results will appear here

**2** Click here to create a new parent

**Parent Selection**

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

- 1. Associate yourself with a parent or guardian
- 2. Associate students with that parent or guardian
- 3. Create applications for those students

For questions about this process, please contact [enrollmentsupport@rsdia.net](mailto:enrollmentsupport@rsdia.net)

**Create Parent**

First Name: Nicole Last Name: Woll Phone Number: (570) 275-1243 Email: baerikara@hotmail.com

Address: 409 Lombard Ln. Apartment: [ ] City: Danville State: PA Zip Code: 17821

**3** Fill in the required information and click “Add Parent”



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# Application Process: Adding Students

- After you have created or logged in as a parent or guardian, you can add students to his/her family
- After adding each student from the sibling list on the application, you will be able to fill out the enrollment application for each student
- **You will need One App ID numbers to complete this step** (all existing students have been assigned an ID)

**Applying for Enrollment**

Select Another Parent ▶

On this page you will add the students listed on the sibling page of the application to this family so that you can create applications for each of the students and ensure the siblings are properly linked.

To begin, click the "Add Student" button and answer the questions that follow. For returning students you will need to know the student's OneApp identification number. After adding students, you will have the ability to create and edit applications for the students appearing in the list below.

**Nicole Woll's Students:**

To date, no students have been added to this family. To add "Add Student" button to the right.

Name of Parent appears here

**Add a Student**  
Add a student to this family to the list of students you can create applications for.

ADD ▶

Click here to add students to this family and begin filling out applications

# Application process: Adding Students (*cont'd*)

There are two ways to search for a student:

1. By using the student ID
2. By using the student first name, last name, and date of birth

The screenshot shows a 'Student Search' form with four input fields: 'Student Id', 'Student First Name', 'Student Last Name', and 'Date of Birth'. The 'Student Id' field contains the value '104329352' and the 'Student First Name' field contains 'Mike'. A blue 'SEARCH' button is located to the right of the fields. Two callout boxes are present: one pointing to the 'Student Id' field with the text 'Enter the student ID here', and another pointing to the 'Student First Name', 'Student Last Name', and 'Date of Birth' fields with the text 'First and Last name and date of birth can be entered here'.

Keep in mind, all current RSD and OPSB students have been assigned an ID

# Application Process: Adding Students (*cont'd*)

Steps for searching for a student:

1. Enter the student ID or Enter the student first name, last name, and date of birth
2. Click "Search"

The screenshot shows a web form titled "Student Search" with four input fields: "Student Id", "Student First Name", "Student Last Name", and "Date of Birth". A blue "SEARCH" button is located to the right of the "Date of Birth" field. Annotations include: a yellow circle with the number "1" pointing to the "Student Id" field containing the value "104329352"; a red callout box pointing to the "Student Id" field with the text "Enter the student ID here"; a yellow circle with the number "2" pointing to the "SEARCH" button with the text "Click 'Search'"; and a red callout box pointing to the "Student First Name", "Student Last Name", and "Date of Birth" fields with the text "Enter student first and last name and date of birth".



# Application Process: Adding Students (cont'd)

## Student Selection Steps:

1. Search results will appear
2. Select the box next to the student you wish to add
3. Click "Add Existing Student"

The screenshot shows a 'Student Search' form with fields for Student Id, Student First Name, Student Last Name, and Date of Birth. A search button is located to the right of the Date of Birth field. Below the form is a table with the following data:

Select	First Name	Last Name	Date of Birth	Address	Student ID
<input checked="" type="checkbox"/>	Mike	Dugan	12/1/2000	1237 10th Street	104329352

Below the table are two buttons: 'CREATE NEW STUDENT' and 'ADD EXISTING STUDENT'. The interface is annotated with three callouts:

- 1**: A yellow circle with the number 1 points to the search results area. A red callout box says 'Search results appear here'.
- 2**: A yellow circle with the number 2 points to the checked checkbox in the 'Select' column. A red callout box says 'Check the box next to the student you wish to select'.
- 3**: A yellow circle with the number 3 points to the 'ADD EXISTING STUDENT' button. A red callout box says 'Click "Add Existing Student"'. The button text is 'ADD EXISTING STUDENT ▶'.

# Application Process: Creating a New Student

## Creating a New Student Steps:

1. Look at the list of students provided after your search
2. If you do not see the student you wish to select or your search returns no results, click "Create New Student"
3. Fill in the required information and click "Create Student"

1 Search results appear here

Student Search

Student Id: 104329352 Student First Name: Mike Student Last Name: Student Address: Date of Birth: SEARCH ▶

Select	First Name	Last Name	Date of Birth	Address	Student ID
<input checked="" type="checkbox"/>	Mike	Dugan	12/1/2000	1237 10th Street	104329352

2 CREATE NEW STUDENT ▶ ADD EXISTING STUDENT ▶

Click "Create New Student"

Student First Name: Mike Student Last Name: Johnson Date of Birth: 12/11/2007 Gender: Male ▼

CREATE STUDENT ▶ CANCEL ▶

3 Click "Create Student"

# Application Process: Student List

## Student List Page:

- After you have created new students or added existing students, they will appear in the student list
- From here, you can submit new or edit existing applications

### Applying for Enrollment

[Select Another Parent ▶](#)

On this page you will add the students listed on the sibling page of the application to this family so that you can create applications for each of the students and ensure the siblings are properly linked.

To begin, click the "Add Student" button and answer the questions that follow. For returning students you will need to know the student's OneApp identification number. After adding students, you will have the ability to create and edit applications for the students appearing in the list below.

**Nicole Woll's Students:**

Student Name	Student ID	Submitted Application?	
Mike Johnson	911494977	Submitted	<a href="#">Edit</a>

#### Add a Student

Add a student to this family to the list of students you can create applications for.

[ADD ▶](#)

# Agenda

- Application Intake: Policies and Procedures
- System Functionality
  - Parent Portal Preview
  - Create desktop icon/Downloading Google Chrome
  - Login
  - Process/Policy
  - Application Process: Parent Selection
  - Application Process: Add Students
  - Creating an Application
  - Edit Applications
  - Dashboard & Recent Items
- Questions & Answers



# Create an Application

- After adding a student, the student's name will appear in the list under the parent or guardian's name
- Click "Create" to begin an application

The screenshot shows the 'Applying for Enrollment' page. At the top right, there is a button labeled 'Select Another Parent'. Below this, there is instructional text: 'On this page you will add the students listed on the sibling page of the application... so that you can create applications for each of the students and ensure the siblings are properly linked.' and 'To begin, click the "Add Student" button and answer the questions that... of returning students you will need to know the student's OneApp identification number. After adding students, you will have... to create and edit applications for the students appearing in the list below.'

Under the heading 'Nicole Woll's Students:', there is a table with the following data:

Student Name	Student ID	Submitted Application?
Mike Johnson	911494977	

To the right of the table is a 'Create' button. A red arrow points from the 'Create' button in the table to the 'Add a Student' modal box on the right. The modal box has a title 'Add a Student', a sub-header 'Add a student to this family to the list of students you can create applications for:', and an 'ADD' button at the bottom right.

Annotations include a callout box pointing to the table area with the text 'Students you have added will appear here' and another callout box pointing to the 'ADD' button with the text 'To add additional students click here'.

# Create Application (cont'd)

1) Examine the existing information in Section A and edit any fields that need to be updated and fill in the information for blank fields

New Orleans Public School Application 2013-2014

**SECTION A: Student and Parent Information**

We have filled in any information about you and your child that we have in our data system. If any of the information below is incorrect, you may edit it by simply deleting the existing text and typing in the correct information. Thank you for helping us to have the most up-to-date information about you and your child.

**Student Information**

First Name	Last Name	Date of Birth	Gender	Student
Mike	Johnson	12/11/2007	Male	Mike Johnson

**Address**

Street Address	Apt. #	City	State	Zip Code
409 Lombard Ln.		Danville	PA	17821

**Parent/Guardian Information**

Parent/Guardian First Name	Parent/Guardian Last Name	Relationship to Student
Nicole	Woll	--None--
Primary Phone Number	Secondary Phone Number	Email Address
(570) 275-1243		baerkara@hotmail.com

CANCEL NEXT

2. Click "Next"

1 All information existing in the system for the student will pre-populate into the application boxes

# Create Application (cont'd)

- 1) In Section B, indicate the student school for the current school year by clicking on the drop down
2. Next, click on the drop down to select the student's grade for next school year
3. Indicate whether the child is new to the OneApp schools

This question will only appear if the student's current school is a C, D, F or transformation school

New Orleans Public School Application 2013-2014

SECTION B: Intent to Return

1 Student School for the 2012-2013 School Year  
Abramson Science & Technology Charter School

Grade Applying for --None--

2

Would you like your child to return to his or her current school for the 2013-2014 school year?

- Select "Yes" if you would like your student to return to his/her current school next year.
- Select "No" if you are interested in applying for your student to attend a different school for the 2013-2014 school year.
- Select "I am new to New Orleans Public Schools" if your child is new to the RSD and/or OPSB.

3 For current students, please note that if we are unable to assign your student to a school listed on the next screen, your student will remain assigned to his/her current school.

No, I would like to select other schools for my student

4 Louisiana Student Scholarship for Education Excellence Program

Based on the information provided above, your child may be eligible to participate in the Louisiana Student Scholarship for Education Excellence Program. Eligible applicants may receive a state-funded scholarship to enroll in a participating non-public school. If you are interested, you will need to provide more information about your child and your family's income. Would you like to provide additional information to determine eligibility to apply for and receive a scholarship to a participating non-public school?

--None--

BACK CANCEL NEXT

4. Indicate whether the parent would like to determine eligibility to apply to a scholarship school
5. Note: This portion of the application is being modified and will no longer allow the user to select "Intend to Return"


# Create Application (cont'd)

## Please Note:

Depending on the parent or guardian's answers to the questions in Section B, there are multiple options for filling out the remainder of the questions. A parent may indicate a desire to:

1. Apply to additional schools **and/or**
2. Determine eligibility for a scholarship and apply to additional schools

### New Orleans Public School Application 2013-2014

 SECTION B: Intent to Return

Student School for the 2012-2013 School Year Grade Applying for

Would you like your child to return to his or her current school for the 2013-2014 school year?

- Select "Yes" if you would like your student to return to his/her current school next year.
- Select "No" if you are interested in applying for your student to attend a different school for the 2013-2014 school year.
- Select "I am new to New Orleans Public Schools" if your child is new to the RSD and/or OPSB.

For current students, please note that if we are unable to assign your student to a school listed on the next screen, your student will remain assigned to his/her current school.

#### Louisiana Student Scholarship for Education Excellence Program

Based on the information provided above, your child may be eligible to participate in the Louisiana Student Scholarship for Education Excellence Program. Eligible applicants may receive a state-funded scholarship to enroll in a participating non-public school. If you are interested, you will need to provide more information about your child and your family's income. Would you like to provide additional information to determine eligibility to apply for and receive a scholarship to a participating non-public school?



# Create Application: *Path 1*

If the parent has indicated he/she would be interested in determining eligibility for a scholarship, you will:

1. Indicate “Yes” in Section B
2. Click “Next”
3. Enter the information requested to determine eligibility in the scholarship section
- 1) When finished entering information, Click “Next”

New Orleans Public School Application 2013-2014

SECTION B: Intent to Return

Student School for the 2012-2013 School Year: Abramson Science & Technology Charter School

Grade Applying for: --None--

Would you like your child to return to his or her current school for the 2013-2014 school year?

- Select "Yes" if you would like your student to return to his/her current school next year.
- Select "No" if you are interested in applying for your student to attend a different school for the 2013-2014 school year.
- Select "I am new to New Orleans Public Schools" if your child is new to the RSD and/or OPSB.

For current students, please note that if we are unable to assign your student to a school listed on the next screen, your student will remain assigned to his/her current school.

No, I would like to select other schools for my student

Louisiana Student Scholarship for Education Excellence Program

Based on the information provided above, your child may be eligible to participate in the Louisiana Student Scholarship for Education Excellence Program. Eligible applicants may receive a state-funded scholarship to enroll in a participating non-public school. If you are interested, you will need to provide more information about your child and your family's income. Would you like to provide additional information to determine eligibility to apply for and receive a scholarship to a participating non-public school?

--None--

BACK CANCEL NEXT

SECTION C: Scholarship Information

Is your child a resident of Louisiana? --None--

Is your child entering Grades K-12? --None--

Will your child be attending Kindergarten for the first time? --None--

What is the number of family members living in your household? --None--

Is your family income less than the amount listed in the income table? (see table of income here) --None--

Is your child a twin or multiple birth sibling? --None--

Does your child have an Individual Education Plan (IEP)? --None--

If yes, please select the primary exceptionality of the child --None--

Race

Available: American Indian or Alaska Native, Asian, Black or African American

Chosen

To your knowledge, does your child currently participate in the pre-k program Nonpublic School Early Childhood Development program (WSECED)? --None--

If you participate in any one of the programs below, please select the program from the list below.

Available: Louisiana Purchase Card, SNAP Benefits, Social Security Benefits

Chosen

In order to be eligible for a scholarship, you must provide one of the following documents as proof of income. You can bring your preferred document to any of the Family Resource Centers. For a complete listing of Family Resource Centers, including hours and locations, please visit [www.enrollnola.org](http://www.enrollnola.org). Please select the document you intend to bring from the list below. All documents should be for the period ending December 31st of the past year.

--None--

Please indicate the type of document you intend to provide for residency verification --None--


BACK CANCEL NEXT

# Create Application: *Path 2*

Both students who wish to apply for other schools and students who wish to determine eligibility will utilize this section:



- 1) In the School Choices Section, click on the drop down for each rank and select the school that the parent has indicated
- 2) When finished entering up to 8 selections, "Next"

New Orleans Public School Application 2013-2014

 SECTION D: School Choices

Using the drop-down menus below, please rank up to 8 schools in order of preference. Please only select schools you would like for your child to attend, as your child may be assigned to any ranked school. Schools not included in this list are not participating in this year's centralized enrollment process. If you are interested in attending a non-participating school, please contact that school directly to inquire about their application process.

Rank	School Name
Rank 1	Alice Harte Elementary School
Rank 2	Andrew H. Wilson Charter
Rank 3	--None--
Rank 4	--None--
Rank 5	--None--
Rank 6	--None--
Rank 7	--None--
Rank 8	--None--

◀ BACK CANCEL NEXT ▶

# Create Application (cont'd)

- 1) Using the drop down, indicate “yes” if the parent signed the application and “no” if it is unsigned
- 2) Populate the date
- 3) Indicate who accepted the application from the parent by typing in the name of the individual and the date
- 4) Indicate the name of the person entering the application data into the system and the date here
- 5) Click “Submit Application”

The screenshot shows a web form titled "New Orleans Public School Application 2013-2014". The form contains three rows of input fields, each with a yellow callout number. Row 1: "Parent/Guardian signature obtained" with a dropdown menu (callout 1) and "Date" with a text box (callout 2). Row 2: "Accepted By:" with a text box (callout 3) and "Date" with a text box (callout 2). Row 3: "Entered By:" with a text box (callout 4) and "Date" with a text box (callout 2). At the bottom right, there are three buttons: "BACK", "CANCEL", and "SUBMIT APPLICATION" (callout 5).

Field	Value
Parent/Guardian signature obtained	Yes
Date	12/4/2012
Accepted By:	Mark Martin
Date	12/3/2012
Entered By:	Acumen Admin
Date	12/29/2012

# Create Application (cont'd)

- 1) If you wish to return to a previous page, click “back”
- 2) If you do not wish to keep the application you have started and wish to delete any record of it, click “cancel” Please note, clicking cancel will result in loss of any data entered
- 3) If you are finished with the application and would like to submit, click “Submit Application”

New Orleans Public School Application 2013-2014

Parent/Guardian signature obtained	Date
<input type="text" value="Yes"/>	<input type="text" value="12/4/2012"/> [12/29/2012]
Accepted By:	Date
<input type="text" value="Mark Martin"/>	<input type="text" value="12/3/2012"/> [12/29/2012]
Entered By:	Date
<input type="text" value="Acumen Admin"/>	<input type="text" value="12/29/2012"/> [12/29/2012]

1 2 3

# Submit Application



- 1) If you are certain that you have finished editing/filling out the application and that all information is complete, you should click “submit application”
- 2) You will receive a pop-up with all of the information you have entered asking you if you are sure that you would like to submit
- 3) After verifying the information, click “Yes” (an email will be sent to the parent)

The screenshot shows the 'New Orleans Public School Application 2013-2014' form. The form contains the following fields:

Parent/Guardian signature obtained	Date
<input type="checkbox"/> Yes	12/4/2012 [12/29/2012]

Accepted By:	Date
Mark Martin	12/3/2012 [12/29/2012]

Entered By:	Date
Acumen Admin	12/29/2012 [12/29/2012]

At the bottom of the form are three buttons: '< BACK', 'CANCEL', and 'SUBMIT APPLICATION'. A yellow circle with the number '1' is placed over the 'SUBMIT APPLICATION' button.

Below the main form is a pop-up window titled 'Application Summary'. It contains the following information:

**Application Summary**  
**Section A**  
First Name: Mike  
Last Name: Johnson  
Date of Birth: 12/11/2007  
Gender: Male  
Street Address: 409 Lombard Ln.  
Apt. #:   
City: Danville  
State: PA  
Zip Code: 17821  
Parent/Guardian First Name: Nicole  
Parent/Guardian Last Name: Woll  
Relationship to Student: Guardian  
Primary Phone Number: (570) 275-1243  
Secondary Phone Number:   
Email Address: baerkara@hotmail.com

**Section B**  
Student School for the 2012-2013 School Year: Akili Academy of New Orleans  
Grade Applying for: 4  
Return to Current School: No

**Section D**  
Rank School Name  
Rank 1 Alice Harte Elementary School  
Rank 2 Andrew H. Wilson Charter

**Section E**  
Parent/Guardian signature obtained: Yes  
Date: 12/4/2012

At the bottom of the pop-up is a red text prompt: 'Do you want to submit the application?' with 'Yes' and 'No' buttons. A yellow circle with the number '3' is placed over the 'Yes' button. A yellow circle with the number '2' is placed over the top-left corner of the pop-up window.

# Submit Application



After completing an application, you can:

- 1) Click “Start Another Application for this Parent” to return to this parent’s student list or
- 2) Click “Select Another Parent” to return to the parent search page

The screenshot shows a 'Thank you for completing your application' message. Two callout boxes point to buttons: 'Start Another Application for this Parent' and 'Select Another Parent'. Below the main message are two panels: 'Applying for Enrollment' and 'Parent Selection'.

**Applying for Enrollment**

On this page you will add the students listed on the sibling page of the application to this family so that you can create applications for each of the students and ensure the settings are properly listed.

To begin, click the "Add Student" button and answer the questions that follow. For returning students you will need to know the student's OneStep identification number. After adding students, you will have the ability to create and edit applications for the students appearing in the list below.

**Nicole Wolf's Students:**

Student Name	Student ID	Submitted Application?
Mike Johnson	911454677	Submitted <input type="button" value="Edit"/>

**Add a Student**

Add a student to this family to the list of students you can create applications for.

**Parent Selection**

This portal will be used to enter the information from paper enrollment applications. In order to enter an application for a student and ensure the correct family relationships are captured you will:

1. Associate yourself with a parent or guardian
2. Associate students with that parent or guardian
3. Create applications for these students

For questions about this process, please contact [enrollmentsupport@sdsd.net](mailto:enrollmentsupport@sdsd.net)

**Parent Search**

First Name  Last Name  Phone Number

# Agenda

- Application Intake: Policies and Procedures
- System Functionality
  - Parent Portal Preview
  - Create desktop icon/Downloading Google Chrome
  - Login
  - Process/Policy
  - Application Process: Parent Selection
  - Application Process: Add Students
  - Creating an Application
  - Edit Applications
  - Dashboard & Recent Items
- Questions & Answers



# View or Edit a Submitted Application

- 1) To view or edit a submitted application, locate the application you wish to view by returning to the parent's student list
- 2) Click "Edit" to return to the submitted application
- 3) Edit fields and click through to **resubmit** or cancel to exit the application without editing

3

## Applying for Enrollment

Select Another Parent ▶

On this page you will add the students listed on the sibling page of the application to this family so that you can create applications for each of the students and ensure the siblings are properly linked.

To begin, click the "Add Student" button and answer the questions that follow. For returning students you will need to know the student's OneApp identification number. After adding students, you will have the ability to create and edit applications for the students appearing in the list below.

1 Nicole Woll's Students:

Student Name	Student ID	Submitted Application?	
Mike Johnson	911494977	Submitted	2 Edit

2

Add a Student

Add a student to this family to the list of students you can create applications for.

ADD ▶

New Orleans Public School Application 2013-2014

SECTION A: Student and Parent Information

We have filled in any information about you and your child that we have in our data system. If any of the information below is incorrect, you may edit it by simply deleting the existing text and typing in the correct information. Thank you for helping us to have the most up-to-date information about you and your child.

Student Information

First Name	Last Name	Date of Birth	Gender	Student
ONE	Johnson	10/11/2007	Male	Mike Johnson

Address

Street Address	Apt. #	City	State	Zip Code
409 Lombard Ln.		Danville	Pa.	17021

Parent/Guardian Information

Parent/Guardian First Name	Parent/Guardian Last Name	Relationship to Student
Titole	Titole	Guardian
Primary Phone Number	Secondary Phone Number	Email Address
(870) 276-1243		berkang@hotmail.com

CANCEL NEXT



# Agenda

- Application Intake: Policies and Procedures
- System Functionality
  - Parent Portal Preview
  - Create desktop icon/Downloading Google Chrome
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  - Application Process: Parent Selection
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  - Dashboard & Recent Items
- Questions & Answers



# Dashboard & Recent Items

- 1) Click “Home” to view your dashboard and recent items
- 2) On the far left, click the small gray arrow to display recently viewed items
- 3) Dashboards on your homepage include:
  - Active vs. inactive students
  - Status of applications
  - Applications entered for the week

The screenshot displays the SchoolForce dashboard for a School User at RSD Louisiana. The dashboard includes a navigation bar with 'Home' and 'Applications' tabs. A callout box shows the 'Recent Items' list, which includes several application IDs and 'A.P. Tureaud Elementary School'. The main dashboard area shows a 'Dashboard' section with a 'Refresh' button and a note that the data was last refreshed on 1/30/2012 at 5:17 PM. The dashboard contains three charts:

- Active vs Inactive Students for Current Application Time Frame:** A pie chart showing 16 Active students (blue) and 41 Inactive students (green).
- Status of My Applications:** A donut chart showing 8 Saved applications (blue) and 7 Submitted applications (green).
- Applications Entered for the Week:** A bar chart showing the total number of applications entered per day for the week of 1/30/2012.

# Agenda

- Application Intake: Policies and Procedures
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  - Login
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  - Application Process: Add Students
  - Creating an Application
  - Edit Applications
  - Dashboard & Recent Items
- Questions & Answers



# Next Steps

- **Families:**
  - Access online Applications here: <http://enrollnola.org/>
  - Submit completed application and/or eligibility documentation to schools
- **Schools:**
  - Market schools to families to maximize the number of applicants
  - Review applications and confirm eligibility
  - Enter applications into SchoolForce within a 72 hour period
  - Hold paper applications until the lottery is run (after which schools may destroy student applications)
  - Review Dashboards regularly to track application demand
- **LDE:**
  - Verify prior school attended
  - Send weekly demand reports
  - Provide support to schools throughout the process



# Policy: User Support

Topic	Contact
<p>Support for Families:</p> <ul style="list-style-type: none"><li>• RSD Family Resource Centers</li><li>• LDE Call Center</li></ul>	<ul style="list-style-type: none"><li>• Phone: 877-343-4773 (RSD) or 877-453-2721 (LDE)</li><li>• Email: <a href="mailto:oneapp@rsdla.net">oneapp@rsdla.net</a></li></ul>
<p>Support for Families:</p> <ul style="list-style-type: none"><li>• ESL Support</li></ul>	<ul style="list-style-type: none"><li>• Spanish translation and interpretation services are available through the Family Centers.</li></ul>
<p>Support for Schools:</p> <ul style="list-style-type: none"><li>• Log-in/Technical Support</li><li>• Policy/Process Support</li></ul>	<ul style="list-style-type: none"><li>• Email: <a href="mailto:enrollmentsupport@rsdla.net">enrollmentsupport@rsdla.net</a> or <a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a></li></ul>

