## Louisiana Believes

Louisiana Scholarship Program

2014-15 Application Process Round 2

New Orleans Schools



## **Key Dates**

### **Week of April 7**

Main Round letters mailed to students;

Schools confirm Round 2 participation

### Week of June 2

Round 2 letters mailed to students;

6/6: Main Round

Registration Deadline

March

April

May

June & Beyond

**Round 2 Application** 

April 14: Released

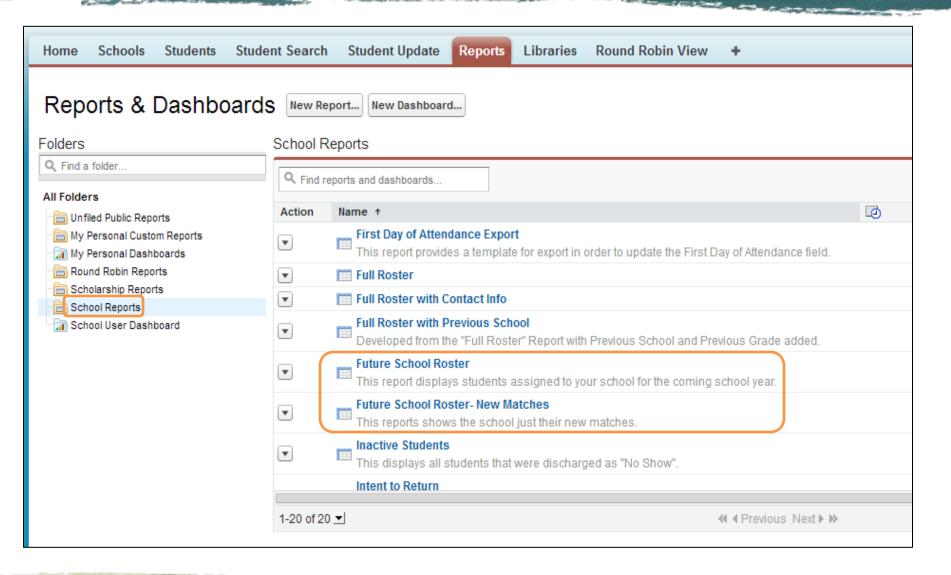
May 9: Deadline

Waitlist Period

# Viewing your Roster in SchoolForce after the Main Round

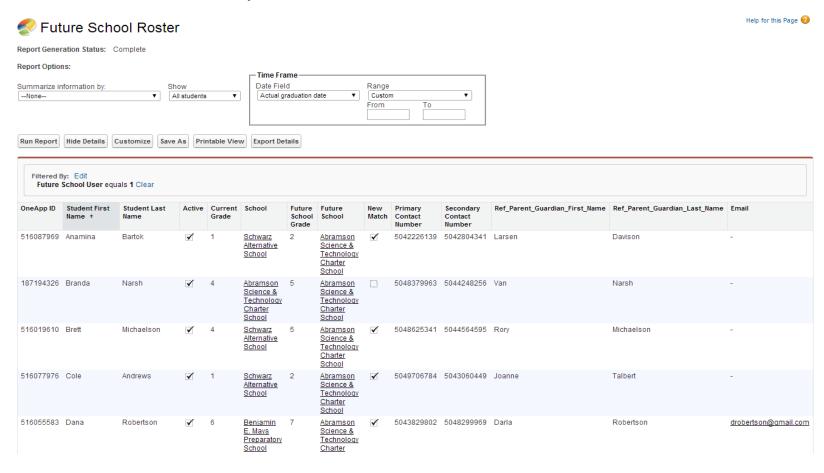
- 1) Click on the Reports tab. In the left-hand navigation bar, select the appropriate folder:
  - Select the School Reports folder
- 2) A list will populate in the main pane. Select the report you would like to review:
  - Select the "Future School Roster" report
    - Reviews entire roster for the coming year, including new matches and students currently attending your school
  - Select the "Future School Roster New Matches" report
    - Reviews only new matches, i.e. students currently attending other schools
- ✓ A screen shot is provided on the next slide

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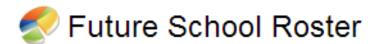
3) Click on the name of the report you would like to view. When clicking on "Future School Roster," you will see a screen that looks similar to this:



# Viewing your Roster in School Force after the Main Round

### 4) To export the report to Excel:

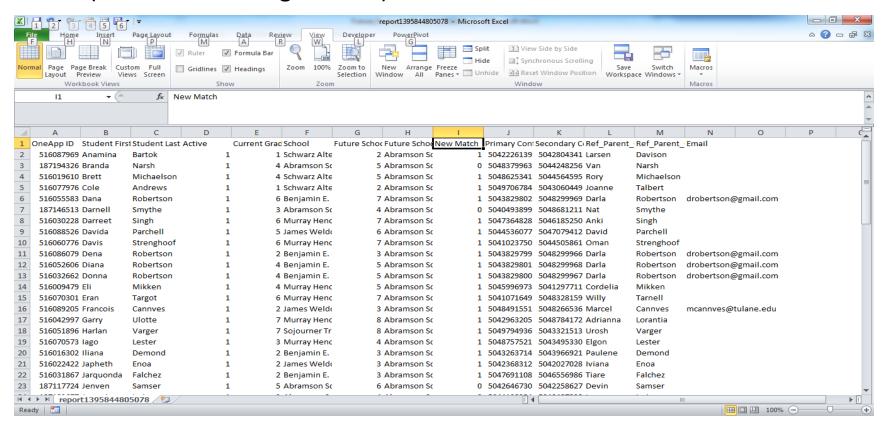
 click on the "Export Details." The default export file format is .xls, so you'll want to click the drop-down arrow and select .csv, then click "Export."





## Viewing your Roster in School Force after the Main Round

5) Open the .csv spreadsheet. Note that for the "New Match" field, a 1 indicates that the student is a new match and a 0 indicates that the student is not a new match (i.e. is a continuing student).



## School Participation in Round 2

- Schools can begin viewing their scholarship student rosters in SchoolForce beginning the week of April 7
- You must inform the Scholarship Team if you would like to revise the grades in which you are accepting applications for Round 2.
- You will also have to confirm your designated Point of Contact (POC) for Round 2.
- The Scholarship Team will send out a survey the week of April 7<sup>th</sup> to collect this information from New Orleans schools.

## Who is Eligible to Apply in Round 2?

- New Applicants: Students who did not apply in the Main Round may submit an application in Round 2.
- Main Round Applicants: Students who applied in the Main Round and were not matched to a school or are unsatisfied with their match may update their application with new school choices in Round 2.

\*Students deemed eligible in Round 1 do not need to resubmit eligibility documentation.

## How to Apply in Round 2

#### **Submitting Applications:**

- All applicants may submit an application online; or,
- Submit a hard copy application to a participating scholarship school or Family Resource Center.

#### **Continuing Students:**

- Current scholarship students should only submit an application if they want to transfer to a new school for the 2014-15 school year.
- 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.
- If you have students in a transition grade, please make sure their parents are aware of this requirement.

#### **Eligibility:**

- All new applicants must verify their eligibility.
- Continuing LA Scholarship Program students do not need to re-verify residency or income.
- Students who were deemed eligible in the Main Round also do not need to re-verify eligibility.

# How are Main Round Applicants Treated in the System?

- All Main Round applicants will be available for editing in Round 2.
- Only students wanting to change their choices need to submit a Round 2 application.
- Students awarded a Scholarship in the Main Round will continue to hold that seat unless they submit a Round 2 application and receive a new award. However, if they receive a new award in Round 2, they give up their seat at their current/Main Round school.

## How Is Eligibility Determined?

Student eligibility requirements do not change in Round 2.

An applicant is eligible if they reside in Louisiana and:

- 1) Are a current Scholarship or NSECD student; or
- 2) Are an entering first-time kindergarten student and meet the income requirement; or
- 3) Are attending a C / D / F / T school and meet the income requirement
- New applicants for Round 2:
  - Must submit proper eligibility documentation before the application deadline, May 9.
- Students deemed eligible in the Main Round:
  - <u>Do not</u> have to resubmit eligibility documentation in Round 2.

## How are Applicants Assigned to Schools?

Eligible applicants **receive priority** to a nonpublic school listed on their application if they:

- 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
- 6) Attend a C public school
- 7) A continuing scholarship student trying to change their choices

## Changes Based on Main Round Feedback

- ✓ Updated language on the OneApp will make it clear that families must provide the income from a Budget Sheet or benefits statement they are receiving through government assistance programs. Schools are not allowed to enter \$0 for a student's household income.
- Families can access Budget Sheets at:
  - https://cafe-cp.dcfs.la.gov/selfservice/

 Schools are not allowed to enter \$0 for a student's household income.

## When Is the Student Registration Deadline?

- Students awarded a scholarship in the Main Round will be required to register at their match school by June 6.
- If a student does not meet the registration deadline, they may 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 siblings/transfers.
- Schools must notify LDE following June 6 deadline whether or not to remove students who have not registered.
- The Round 2 registration deadline will be August 8.

### LDE Communications to Schools and Families

- Demand Reports: Schools will receive weekly demand reports every Monday, beginning April 21, one week after the Round 2 application opens.
- Eligibility Verification Rosters: On April 21 and May 5, schools will receive a list of all first choice student applicants received for Round 2 with applicant eligibility status and contact information listed.
- E-mail Reminders: Families will receive a weekly e-mail every Thursday, beginning April 17, reminding them to submit eligibility documentation.

## **Next Steps**

### **Schools:**

- Review 2014-15 student rosters
- Contact families to notify them of their awards
- Conduct scholarship student registration; ensure students provide proper eligibility documentation upon enrollment
- Market schools to families to maximize the number of applicants
- Review applications and confirm eligibility
- Begin accepting and entering applications April 14
- Hold paper applications until the lottery is run (after which schools may destroy student applications)

### **Louisiana Department of Education:**

- Send award notifications to families
- Send weekly communications to schools and families
- Provide support to schools throughout the process

### **Questions? Contact Us!**

The Scholarship Team is available to provide additional support to schools during the Round 2 application process. Please reach out to us directly to schedule a site visit or to receive individualized training from Department staff.

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