

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

Viewing your Roster in SchoolForce after the Main Round

Home Schools Students Student Search Student Update **Reports** Libraries Round Robin View +

Reports & Dashboards

New Report... New Dashboard...

Folders

Find a folder...

All Folders

- Unfiled Public Reports
- My Personal Custom Reports
- My Personal Dashboards
- Round Robin Reports
- Scholarship Reports
- School Reports**
- School User Dashboard

School Reports

Find reports and dashboards...



Action	Name ↑	
▼	First Day of Attendance Export	This report provides a template for export in order to update the First Day of Attendance field.
▼	Full Roster	
▼	Full Roster with Contact Info	
▼	Full Roster with Previous School	Developed from the "Full Roster" Report with Previous School and Previous Grade added.
▼	Future School Roster	This report displays students assigned to your school for the coming school year.
▼	Future School Roster- New Matches	This reports shows the school just their new matches.
▼	Inactive Students	This displays all students that were discharged as "No Show".
	Intent to Return	

1-20 of 20 ▼

◀◀ Previous Next ▶▶

Viewing your Roster in School Force after the Main Round

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:

 **Future School Roster** [Help for this Page](#) 

Report Generation Status: Complete

Report Options:

Summarize information by: Show

Time Frame

Date Field Range

From To

Filtered By: [Edit](#)
Future School User equals 1 [Clear](#)

OneApp ID	Student First Name ↑	Student Last Name	Active	Current Grade	School	Future School Grade	Future School	New Match	Primary Contact Number	Secondary Contact Number	Ref_Parent_Guardian_First_Name	Ref_Parent_Guardian_Last_Name	Email
516087969	Anamina	Bartok	<input checked="" type="checkbox"/>	1	Schwarz Alternative School	2	Abramson Science & Technology Charter School	<input checked="" type="checkbox"/>	5042226139	5042804341	Larsen	Davison	-
187194326	Branda	Narsh	<input checked="" type="checkbox"/>	4	Abramson Science & Technology Charter School	5	Abramson Science & Technology Charter School	<input type="checkbox"/>	5048379963	5044248256	Van	Narsh	-
516019610	Brett	Michaelson	<input checked="" type="checkbox"/>	4	Schwarz Alternative School	5	Abramson Science & Technology Charter School	<input checked="" type="checkbox"/>	5048625341	5044564595	Rory	Michaelson	-
516077976	Cole	Andrews	<input checked="" type="checkbox"/>	1	Schwarz Alternative School	2	Abramson Science & Technology Charter School	<input checked="" type="checkbox"/>	5049706784	5043060449	Joanne	Talbert	-
516055583	Dana	Robertson	<input checked="" type="checkbox"/>	6	Benjamin E. Mays Preparatory School	7	Abramson Science & Technology Charter	<input checked="" type="checkbox"/>	5043829802	5048299969	Darla	Robertson	drobotson@gmail.com

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.”



Future School Roster

Export Report

Export File Encoding | ISO-8859-1 (General US & Western European, ISO-LATIN-1) ▼

Export File Format | Comma Delimited .csv ▼

Export Done

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).

The screenshot shows a Microsoft Excel spreadsheet with the following columns and data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	OneApp ID	Student First	Student Last	Active	Current Grad School	Future Schoc	Future Scho		New Match	Primary Con	Secondary C	Ref_Parent_	Ref_Parent_ Email				
2	516087969	Anamina	Bartok	1	1 Schwarz Alte	2 Abramson Sc			1	5042226139	5042804341	Larsen	Davison				
3	187194326	Branda	Narsh	1	4 Abramson Sc	5 Abramson Sc			0	5048379963	5044248256	Van	Narsh				
4	516019610	Brett	Michaelson	1	4 Schwarz Alte	5 Abramson Sc			1	5048625341	5044564595	Rory	Michaelson				
5	516077976	Cole	Andrews	1	1 Schwarz Alte	2 Abramson Sc			1	5049706784	5043060449	Joanne	Talbert				
6	516055583	Dana	Robertson	1	6 Benjamin E.	7 Abramson Sc			1	5043829802	5048299969	Darla	Robertson	drobertson@gmail.com			
7	187146513	Darnell	Smythe	1	3 Abramson Sc	4 Abramson Sc			0	5040493899	5048681211	Nat	Smythe				
8	516030228	Darreet	Singh	1	6 Murray Henc	7 Abramson Sc			1	5047364828	5046185250	Anki	Singh				
9	516088526	Dauida	Parchell	1	5 James Weldr	6 Abramson Sc			1	5044536077	5047079412	David	Parchell				
10	516060776	Davis	Strenghoof	1	6 Murray Henc	7 Abramson Sc			1	5041023750	5044505861	Oman	Strenghoof				
11	516086079	Dena	Robertson	1	2 Benjamin E.	3 Abramson Sc			1	5043829799	5048299966	Darla	Robertson	drobertson@gmail.com			
12	516052606	Diana	Robertson	1	4 Benjamin E.	5 Abramson Sc			1	5043829801	5048299968	Darla	Robertson	drobertson@gmail.com			
13	516032662	Donna	Robertson	1	4 Benjamin E.	5 Abramson Sc			1	5043829800	5048299967	Darla	Robertson	drobertson@gmail.com			
14	516009479	Eli	Mikken	1	4 Murray Henc	5 Abramson Sc			1	5045996973	5041297711	Cordelia	Mikken				
15	516070301	Eran	Targot	1	6 Murray Henc	7 Abramson Sc			1	5041071649	5048328159	Willy	Tarnell				
16	516089205	Francois	Cannves	1	2 James Weldr	3 Abramson Sc			1	5048491551	5048266536	Marcel	Cannves	mcannves@tulane.edu			
17	516042997	Garry	Ulotte	1	7 Murray Henc	8 Abramson Sc			1	5042963205	5048784172	Adrianna	Lorantia				
18	516051896	Harlan	Varger	1	7 Sojourner Tr	8 Abramson Sc			1	5049794936	5043321513	Urosh	Varger				
19	516070573	Iago	Lester	1	3 Murray Henc	4 Abramson Sc			1	5048757521	5043495330	Elgon	Lester				
20	516016302	Iliana	Demond	1	2 Benjamin E.	3 Abramson Sc			1	5043263714	5043966921	Paulene	Demond				
21	516022422	Japheth	Enoa	1	2 James Weldr	3 Abramson Sc			1	5042368312	5042027028	Iviana	Enoa				
22	516031867	Jarquonda	Falchez	1	2 Benjamin E.	3 Abramson Sc			1	5047691108	5046556986	Tiare	Falchez				
23	187117724	Jenven	Samsers	1	5 Abramson Sc	6 Abramson Sc			0	5042646730	5042258627	Devin	Samsers				

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 7th** 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:**
 - Do not 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:

- 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
- 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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