



New Orleans Online Application System School User Training

November 1, 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) Understand updated steps to perform other key processes



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



Process: Application Intake

When collecting applications from families, it is OPSB/RSD'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?
- Provide the parent/guardian with a copy of their application.
- Place the application in a secure place until it is time for data entry.
- In a timely manner, fill in missing OneApp ID numbers and data enter the applications that were received in SchoolForce, mark them as data entered, then place them back in their secure location.

Process: Application Record Maintenance

OPSB/RSD expect that schools will keep on file copies of all applications received – either electronically or paper:

- Either scan / store electronically or file all applications so they can be referenced at a later date as necessary. OPSB/RSD Central staff may request application records as needed.

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

Policy: User Support

Topic	Contact
Support for Families: <ul style="list-style-type: none">• RSD Family Resource Centers• OPSB Parent Center	<ul style="list-style-type: none">• Phone: 877-343-4773 (RSD) / 888-820-1554 (OPSB)• Email: oneapp@rsdla.net
Support for ESL Families	<ul style="list-style-type: none">• Spanish and Vietnamese translation and interpretation services are available at our Family Centers.
Support for Schools: <ul style="list-style-type: none">• Log-in/Technical Support• Policy/Process Support	<ul style="list-style-type: none">• Email: enrollment.support@rsdla.net



Process/Policy: System Log-Ins

- All Schools:
 - Each school must identify an enrollment point-of-contact (“POC”) for OneApp and 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
 - No more than 3 people per school should have access to the log-in
- New OneApp Schools:
 - We will be coordinating with each school about setting up a log-in
 - The Enrollment Team will be available for more time to review enrollment policy and SchoolForce upon request



Process/Policy

- All students will have 9 Digit Unique Student IDs (OneApp IDs) that can be found on the student record. These are required when entering applications.
- Parents with students attending C, D, F or T (transformation) schools have the option to determine eligibility to apply for scholarship schools by filling out a set of questions and providing proof of residency and income. They can provide that proof of income at participating scholarship schools and family centers (not public schools).
- There are two application windows during the Main Round application cycle. The “Early Window,” where students will be able to apply to schools with admissions criteria. The deadline for the Early Window will be December 19.
- The “Standard Window” is for all other applicants. The final application deadline for the Main Round will be February 27.
- Only one application will be processed per student per round. Changes to the application will overwrite previously submitted application information. The most recent application is authoritative.
- Parents may either apply online, or submit a paper application. We are urging all schools to encourage families to submit online applications so that they get email receipts, get familiar with the process, and to avoid later disputes about what was entered on a paper applications.



Timeline

- Week of **November 3rd**: Main Round Launches
- **December 19th**: Early Window Deadline
- **February 27th**: Main Round Closes
- Week of **April 6th**: Results Available



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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 OneApp 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 for the 2013-2014 enrollment process. 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 parent profile, 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 New Orleans Parish School Board seal, and the text 'Excellence.Equity.Community. RecoverySchoolDistrict'. The navigation bar has links for 'Home', '1 Learn about the Process', '2 Explore Your Options', '3 Apply Now', and 'Logout'. The main content area is titled 'Applying for Enrollment' and contains a welcome message, instructions for using the application, and a 'My Students' section. The 'My Students' section features a table with columns for 'Student Name', 'Student ID', and 'Submitted Application?'. Each row includes an 'Edit' or 'Create' button. A 'Add a Student' button is also visible on the right side of the page.

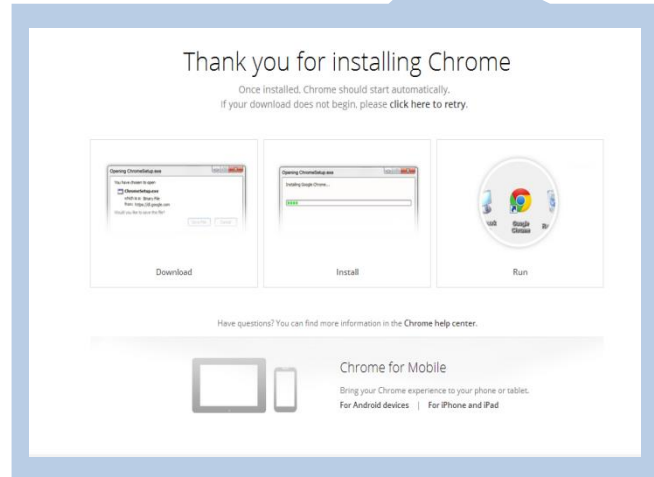
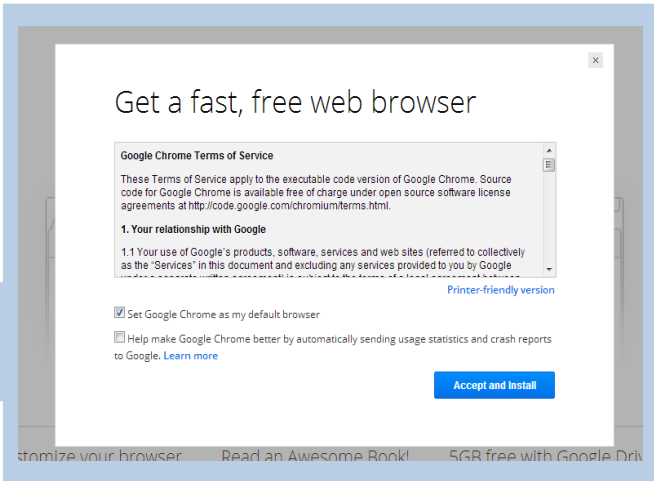
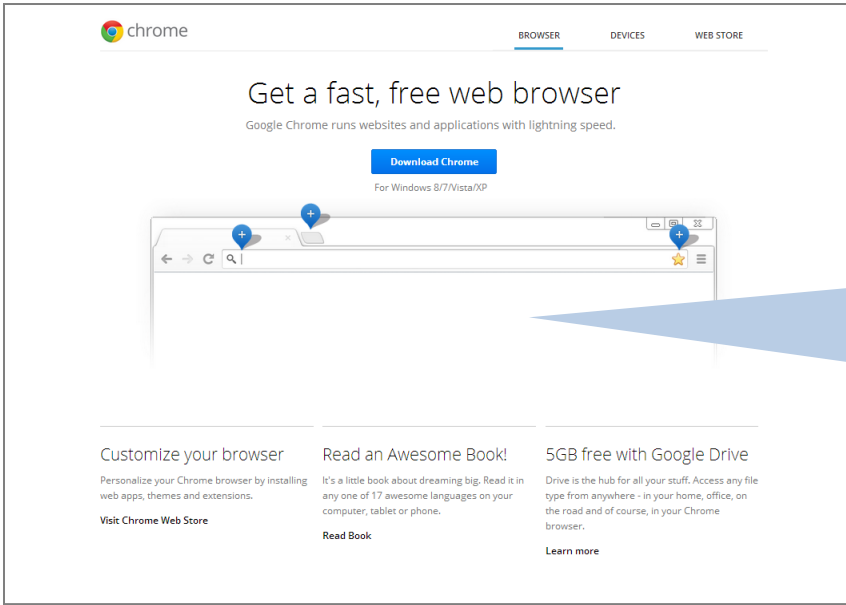
Student Name	Student ID	Submitted Application?	
Jon Snow	890970625	Submitted	Edit
Billy Clinton	248856848	Submitted	Edit
Tom Boyles	765456973		Create
William Bolton	982718974		Create

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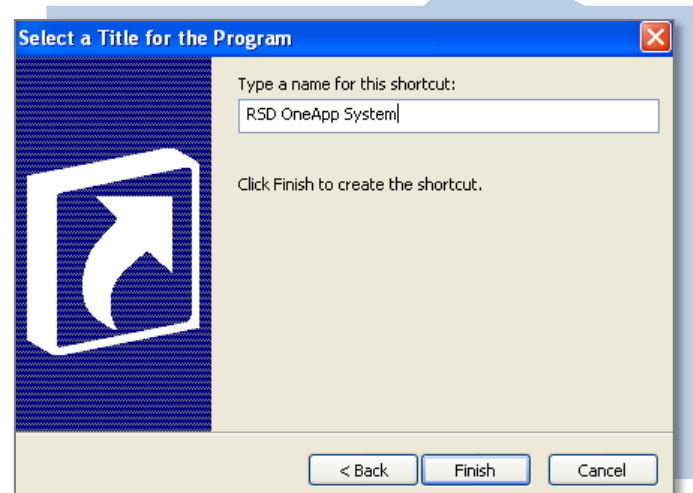
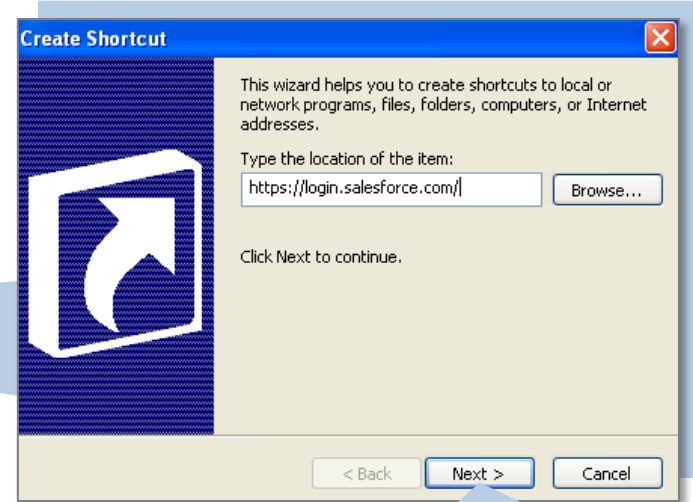
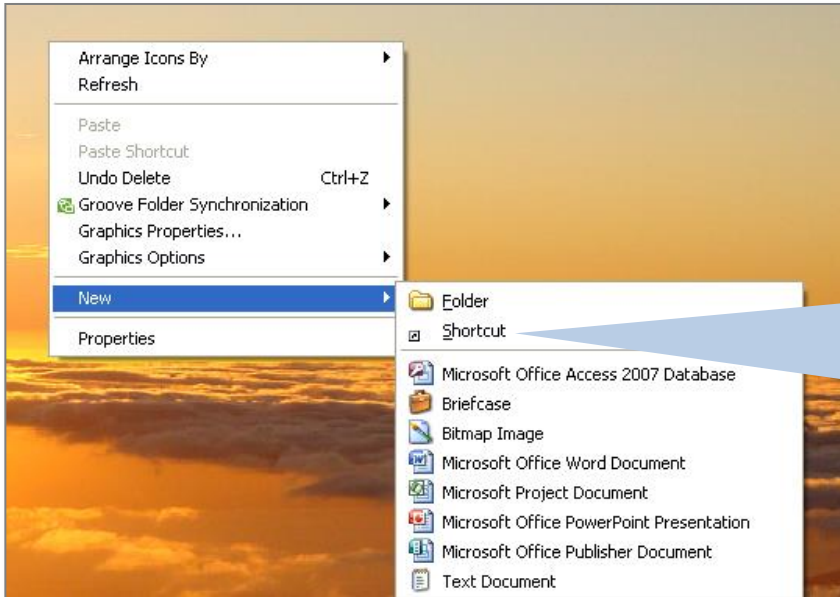
Downloading Google Chrome



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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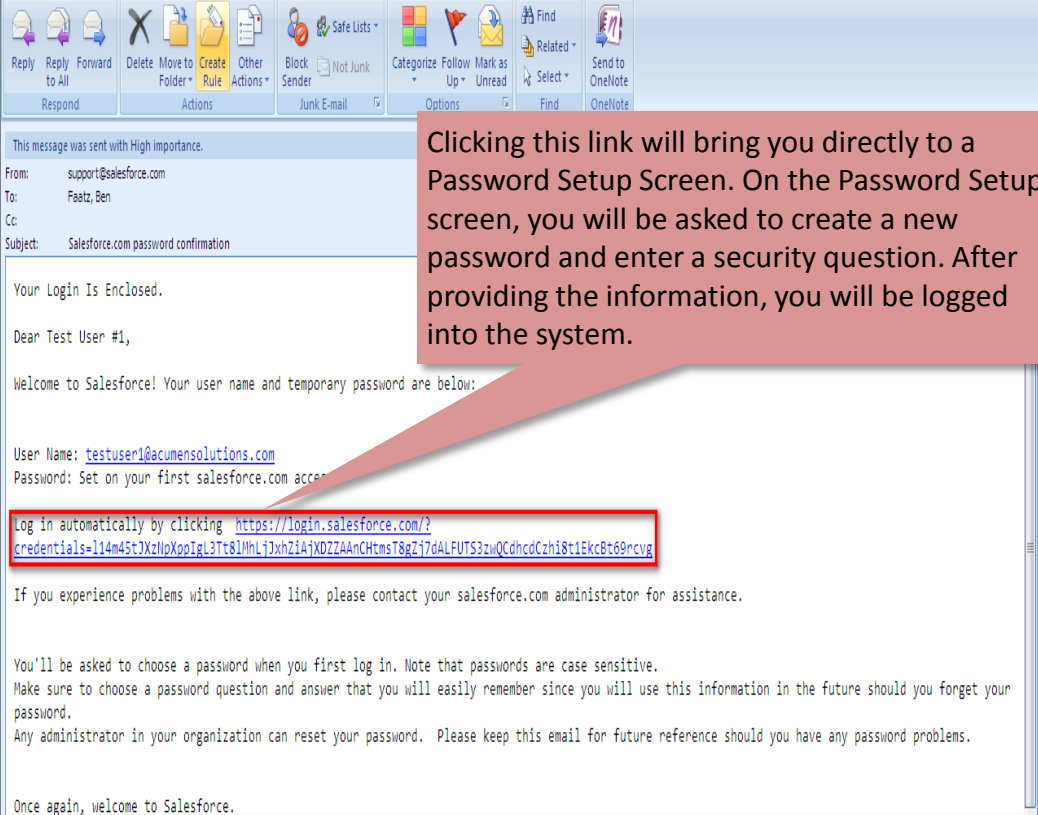
Logging Into the System

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/>

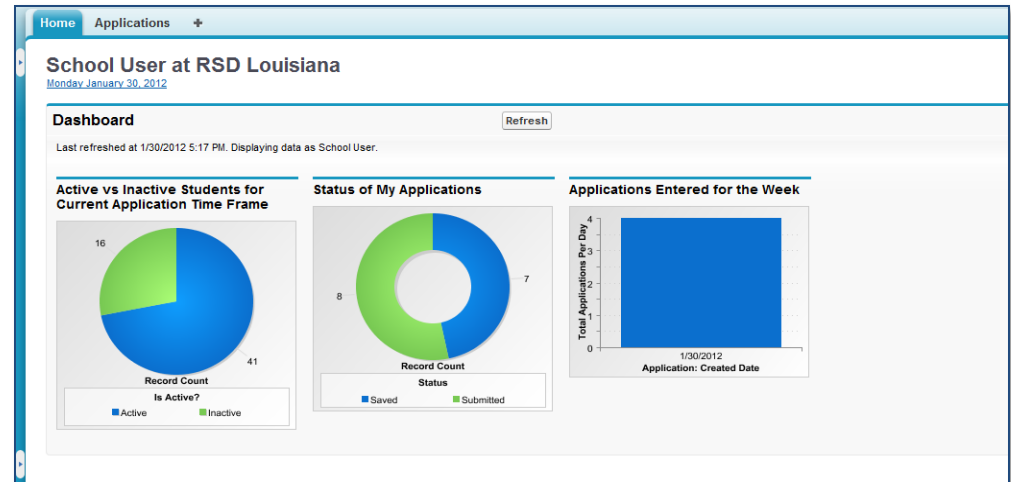


The screenshot shows an email interface with a toolbar at the top containing icons for Reply, Forward, Delete, Move, Create Rule, Block Sender, Junk E-mail, Categorize, Follow Up, Mark as Unread, Find, and Send to OneNote. The email header includes: From: support@salesforce.com, To: Faatz, Ben, Subject: Salesforce.com password confirmation. The body text reads: "Your Login Is Enclosed. Dear Test User #1, Welcome to Salesforce! Your user name and temporary password are below: User Name: testuser1@acumensolutions.com Password: Set on your first salesforce.com access. Log in automatically by clicking <https://login.salesforce.com/?credentials=114m45tjXzljpXppIgt3Tt8lMhLj3xhZi4jXDZZAanCHmsT8qz7idALPUTS3zwQCdhcdCzh18t1EkcBt69ncvg> If you experience problems with the above link, please contact your salesforce.com administrator for assistance. You'll be asked to choose a password when you first log in. Note that passwords are case sensitive. Make sure to choose a password question and answer that you will easily remember since you will use this information in the future should you forget your password. Any administrator in your organization can reset your password. Please keep this email for future reference should you have any password problems. Once again, welcome to Salesforce."

Clicking this link will bring you directly to a Password Setup Screen. On the Password Setup screen, you will be asked to create a new password and enter a security question. After providing the information, you will be logged into the system.

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

salesforce

SPONSOR

User Name

Password

Remember User Name

[Forgot your password?](#)

Don't have an account? [Sign up for free.](#)

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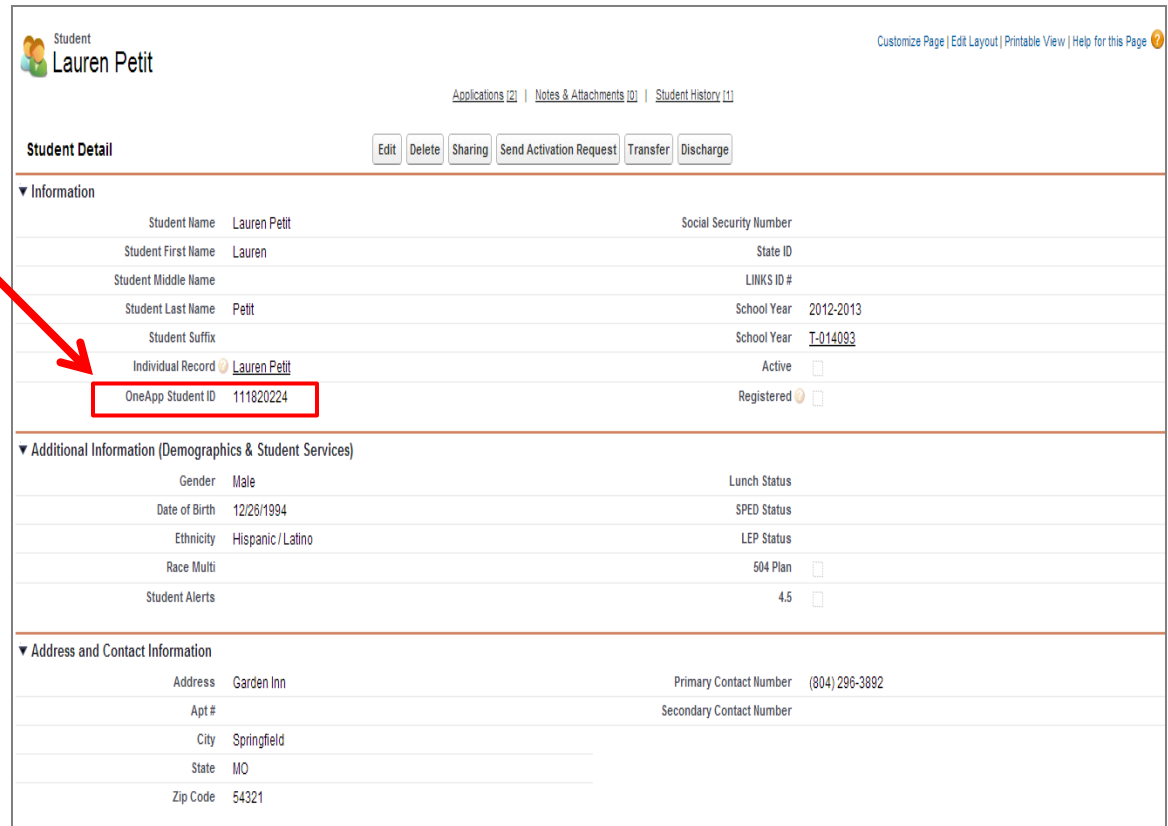
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OneApp Student IDs

- All students in SchoolForce are 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
- These IDs can also be leveraged for other purposes, as they will be unique across all schools



Student
Lauren Petit

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 '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 search form with fields for 'Student ID Number', 'Student First Name' (containing 'lauren'), 'Student Last Name' (containing 'petit'), and 'Date of Birth'. A 'SEARCH FOR STUDENTS' button is on the right. Below the search form is a 'SEARCH RESULTS' section with a table. The first row has a checked checkbox (highlighted with a yellow circle 3) and the student's details: First Name 'Lauren', Last Name 'Petit', Date of Birth '12/26/1994', Address 'Garden Inn', and Student ID Number '111820224'. Below the search results is a 'High Level Student Information' section (highlighted with a yellow circle 4) containing 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				

A red arrow points from the checkbox in the search results to the 'Student Id' field in the 'High Level Student Information' table. A 'CREATE NEW STUDENT' button is located at the bottom right of the interface.

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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

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

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

Parent Search

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

1

2 **CREATE NEW PARENT ▶** **LOGIN AS PARENT ▶**

Search results will appear here

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

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 **ADD PARENT ▶**

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 should use One App ID numbers to complete this step**. You can find OneApp IDs for students in the Student Search tool.

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. Using the Student ID
2. Using the student first name, last name, and date of birth

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

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 Last Name' and 'Date of Birth' fields with the text 'First and Last name and date of birth can be entered here'.

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 'Student Search' form 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 '1' pointing to the 'Student Id' field containing '104329352'; a red callout box pointing to the 'Student Id' field with the text 'Enter the student ID here'; a yellow circle with '2' pointing to the 'SEARCH' button with a red callout box pointing to it 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'.

Student Id	Student First Name	Student Last Name	Date of Birth
104329352	Mike		

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 these fields. 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 numbered callouts:

- 1. A yellow circle with the number '1' points to the search results area, with a callout box stating 'Search results appear here'.
- 2. A yellow circle with the number '2' points to the checked checkbox in the 'Select' column, with a callout box stating '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, with a callout box stating 'Click "Add Existing Student"'. The button text is highlighted in blue.

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"

3 Click "Create Student"

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

CREATE STUDENT ▶ CANCEL ▶

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	Edit

Add a Student

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

[ADD ▶](#)

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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 a web page titled "Applying for Enrollment". 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." Below the text, it says "Nicole Woll's Students:" followed by a table:

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 dark background with a white "A" icon and the text "Add a Student" and "Add a student to this family to the list of students you can create applications for:". At the bottom of the modal is a blue bar with an "ADD ▶" button. A red callout box points to the "Create" button with the text "Students you have added will appear here". Another red callout box points 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

A 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)

New Orleans Public School Application 2015-2016

SECTION B: New or Current Student

Student School for the 2014-2015 School Year **1**
New Orleans- ARISE Academy

Grade Applying for **2**
K

3
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 ▶

1. In Section B you will enter the school that the student is currently attending. If they are active at a participating school, this will be pre-populated. If there is a discrepancy, please call the family to confirm and reach out to enrollmentsupport@rsdla.net if they confirm that the system assignment is inaccurate.

2. Enter the grade the student is applying for. This will also be pre-populated if the student is active with their next year's grade.

3. This question will only appear if an applicant is eligible for the scholarship program based on their current school and grade. Public schools will enter scholarship applications submitted to their school, but they do not check scholarship eligibility documentation. Families can bring their financial documentation to family centers and scholarship schools to validate their eligibility.



Create Application

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
4. When finished entering information, Click “Next”

New Orleans Public School Application 2015-2016

SECTION B: New or Current Student

Student School for the 2014-2015 School Year: New Orleans- ARISE Academy
Grade Applying for: K

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 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

3 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. 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

Scholarship schools and family centers will update the scholarship eligibility decision on this page when applicants submit their eligibility documentation.

Public/Charter schools **WILL NOT** enter this information. If asked, they should direct scholarship applicants to family centers and scholarship schools to bring in financial eligibility documentation.

Applicants will not be eligible for a scholarship assignment unless they are marked “Eligible” in this field.

Is your child of Hispanic origin (For reporting only)?

--None--

Does your child have an Individual Education Plan (IEP) (not including Gifted or Talented)?

--None--

If yes, please select the primary exceptionality of your child

--None--

Race

Available		Chosen
American Indian or Alaska Native	▶	
Asian		
Black or African American	◀	
Hispanic or Latino		

Scholarship Eligibility Decision


--None--



Create Application

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”
- 3) We added additional red-text at the top to address some common points of confusion from previous years.

 SECTION D: School Choices

Using the drop-down menus below, please list 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 school listed.

Parents / Guardians of Current Students: Only list schools below that you would prefer your student attend more than their current school. Current students who are assigned to any of the schools listed on the application will lose his / her seat at their current school.

Parents / Guardians of Multiple Students: If you are applying for more than one child and you would like them to attend the same school, please list the schools in the exact same order on each student's application. If the schools are listed in the exact same order, the system will try to assign the siblings to the same school but it is not guaranteed.

Schools included in the drop-down menu are participating in OneApp and serve the grade for which your student is applying.

The system will seek to provide each applicant with their single, best offer. A single, best offer is the highest ranked school with a seat available for the applicant given their random lottery number and their priority for each school listed.

If the system is unable to assign an applicant to a school listed below, the system will re-assign the applicant to their current school (if the applicant currently attends a OneApp participating school and the school serves the applicant's grade).

Rank	School Name
Rank 1	--None-- 1
Rank 2	--None--
Rank 3	--None--
Rank 4	--None--
Rank 5	--None--
Rank 6	--None--
Rank 7	--None--
Rank 8	--None--

Create Application

There is a new page added to the application this year for applicants to selective programs to enter supplemental information.

Applicants can only enter this information when they submit online applications

Non-selective schools should disregard this page and click through to the next page.

Selective schools can view their applicant's answers to those supplemental questions and update their status (At-Risk only) on this page.

SECTION D: School Selection - Additional Questions

Military Dependents

At least one of the schools you selected gives priority to military dependents. Please use the drop-down menu below to tell us whether the applicant is a military dependent.

Does the applicant have a guardian that is an active military member?

--None--

At-Risk Eligibility

At least one of your selected schools gives priority to students who meet the Louisiana Department of Education's definition of "at-risk". Please answer the questions below to determine whether your student is eligible to receive this priority. In order to confirm your student's eligibility for this priority, please bring proof of income or a copy of your student's IEP to a Family Resource Center by the application deadline. For hours and location(s) of Family Resource Centers, please visit www.enrollnola.org.

Is your child eligible for Free or Reduced-Priced Lunch?

--None--

How many people are in your household, including the guardian and the applicant?

--None--

What is your household income? (in dollars per year)

Does your child currently have an Individualized Education Plan (IEP) (not including Gifted or Talented)?

--None--

Foreign Language Proficiency



Create Application

- 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”

New Orleans Public School Application 2013-2014

1	Parent/Guardian signature obtained	Date	2
	Yes	12/4/2012	[12/29/2012]
3	Accepted By:	Date	
	Mark Martin	12/3/2012	[12/29/2012]
4	Entered By:	Date	
	Acumen Admin	12/29/2012	[12/29/2012]

5

← BACK CANCEL SUBMIT APPLICATION

Create Application

- 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.

A pop-up window titled 'Application Summary' is shown below the main form. 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	911454977	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 enrollment@sdas.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 filed 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
<input type="text" value="Mike"/>	<input type="text" value="Johnson"/>	<input type="text" value="10/11/2007"/>	<input type="text" value="Male"/>	<input type="text" value="Mike Johnson"/>

Address

Street Address	Apt. #	City	State	Zip Code
<input type="text" value="409 Lombard Ln."/>	<input type="text"/>	<input type="text" value="Denville"/>	<input type="text" value="Pa."/>	<input type="text" value="17821"/>

Parent/Guardian Information

Parent/Guardian First Name	Parent/Guardian Last Name	Relationship to Student
<input type="text" value="Mike"/>	<input type="text" value="John"/>	<input type="text" value="Guardian"/>

Primary Phone Number	Secondary Phone Number	Email Address
<input type="text" value="(670) 276-1243"/>	<input type="text"/>	<input type="text" value="berkang@hotmail.com"/>

CANCEL NEXT

Agenda

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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 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.

Yellow callout numbers 1, 2, and 3 point to the 'Home' tab, the left navigation arrow, and the 'Dashboard' title respectively.

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