

## Frequently Asked Questions for the Scholarship Application Process

### General Questions

#### **Where can parents locate scholarship applications?**

- *Statewide Schools:*\* Applications are available online and in print at [www.louisianabelieves.com](http://www.louisianabelieves.com). All new scholarship applicants must submit eligibility documentation to one of their school choices.
- *New Orleans Schools:* Students can apply to schools located in New Orleans using OneApp. New Orleans students may apply to public and non-public schools using one form. Applications are available online and in print at [www.enrollnola.org](http://www.enrollnola.org). All new scholarship applicants must submit eligibility documentation to one of their school choices.

*\*Note: Statewide schools are scholarship schools located outside the New Orleans area.*

#### **What if a student wants to apply to schools in New Orleans and to schools in another city?**

Students who wish to apply to schools in New Orleans and other cities or parishes will have to complete both OneApp for New Orleans schools and the statewide application for schools located outside New Orleans.

#### **How do current scholarship students apply?**

Continuing scholarship students do not need to re-apply if they intend to remain at their same school the following year. Students are no longer required to submit intent to return forms. Continuing scholarship students may apply for another school by submitting an application online or in person at the participating school. Continuing students do not need to verify eligibility.

Students in transition grades at the following schools will be treated as continuing students:

- a. St. Augustine Jr. High to St. Augustine High School (New Orleans)
- b. Holy Rosary Academy to Holy Rosary High School (New Orleans)
- c. Redemptorist Elementary to Redemptorist Jr. High (Baton Rouge)
- d. Redemptorist Jr. High to Redemptorist High School (Baton Rouge)

#### **Can scholarship students request to transfer schools right now?**

If scholarship students want to transition to another scholarship school beginning next school year, they complete a new application and will be entered into the lottery. To transfer immediately during the school year, parents may submit a transfer request form to the Department by contacting [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

#### **Where can families apply to the PK scholarship program (NSECD)?**

NSECD is the Non-public School Early Childhood Development program for pre-kindergarten. To apply, families should contact the participating nonpublic school.

#### **Do pre-kindergarten students participating in NSECD need to complete an application for the scholarship program?**

Students enrolled in NSECD receive first priority for kindergarten seats at their current school. However, these students are NOT considered continuing scholarship students and must submit an application and verify eligibility.

**How do non-public schools serve students with disabilities?**

Nonpublic schools are not required to provide special education services. The Louisiana Department of Education does not consider a student's disability when matching students to schools. Some non-public schools may offer additional educational services for students with disabilities, but all schools must enroll all students awarded scholarships, regardless of disability. Please reference the application for more information about special education services offered at participating non-public schools.

**How does the scholarship program consider siblings?**

Students receive priority if their sibling(s) are already enrolled in the participating school. To receive sibling priority, families must list siblings on their application.

**Our school charges registration fees to all students at the beginning of the school year. Can we require scholarship students to pay these fees?**

The Department understands that school application fees are very important to get students started for the school year, but unfortunately, schools may not charge scholarship families for application or registration fees. Schools should include the fees in their total tuition and fees that are paid by the Department.

**Our school requires a separate application process. Can we require scholarship students to go through our own admissions process?**

The scholarship program is open enrollment and does not have any admissions requirements. Awards are made through a lottery based on parent preferences. Schools should not have any additional application requirements beyond the scholarship application.

**How do families apply to non-public schools that are not participating in the scholarship program?**

To apply to non-public schools that are not participating in the scholarship program, families should contact the schools directly. Only the non-public schools listed on OneApp or on the statewide application are accepting new scholarship students for the 2014-2015 school year.

**Are all students who are eligible for scholarships placed in a non-public school?**

No. Like public schools, schools participating in the scholarship program have a limited number of seats available. Students are not guaranteed a seat in a non-public school.

**FAQs for Statewide Schools\* Only**

*\*Note: Statewide schools are scholarship schools located outside the New Orleans area.*

**Who is responsible for verifying scholarship eligibility?**

Parents applying to the scholarship program can bring their income and residency eligibility documentation to one of the participating scholarship schools listed on their application. Participating scholarship schools are responsible for verifying scholarship eligibility. Parents do not have to submit their application and eligibility documentation at the same time.

**How can parents change their school choices once their applications are submitted in SEE?**

To change school choices once the application is submitted in SEE, parents must go to one of the schools they listed as a choice. Alternatively, the Department can make application changes if we receive a written request at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) from the parent. To modify choices, the school would enter the student's social security number in SEE, pull up the application, continue to hit next until they arrive at their choices and revise accordingly. Parents will receive an email confirmation that an update has been made to their application.

### **Why are parents receiving an email confirmation telling them to submit eligibility documentation when they have already done so?**

The automatic email sent to parents upon application submission reminds parents that their application is not complete without submission of income and residency eligibility verification documentation. All parents receive this reminder, even if they have already submitted their documentation.

### **FAQs for New Orleans Schools Only**

#### **What is the difference between SchoolForce and OneApp?**

SchoolForce is the name of the system that OneApp uses to accept applications and track student enrollment. OneApp is the process implemented by the Recovery School District that manages student enrollment and applications throughout the year. OneApp applications are regularly referred to as "OneApps".

#### **How are New Orleans Scholarship schools entering applications?**

New Orleans schools are entering applications through SchoolForce and the Recovery School District's OneApp process. All applicants that are interested in attending an Orleans Parish scholarship school must submit a OneApp regardless of where they reside. All New Orleans scholarship schools have received a system-generated email with SchoolForce log-in instructions. Please reach out to [studentscholarships@la.gov](mailto:studentscholarships@la.gov) with application process questions or [enrollmentsupport@rsdla.net](mailto:enrollmentsupport@rsdla.net) with technical questions.

#### **Who is responsible for verifying Scholarship eligibility?**

Parents applying to the scholarship program can bring their income and residency eligibility documentation to a Family Resource Center or one of the participating scholarship schools listed on their application. Both Family Resource Centers and participating scholarship schools are responsible for verifying scholarship eligibility; public schools should not verify scholarship eligibility. Parents do not have to submit their application and eligibility documentation at the same time.

#### **Where is the financial eligibility decision for scholarship applicants entered?**

Schools and Family Resource Center staff will enter the financial eligibility determination on Section C of the online application. This is the same section where other scholarship-specific data will be entered. If a student submits their eligibility documentation when they submit their application initially, then the school staff will enter this data as they enter the rest of the application. If the applicant submits their eligibility documentation after they have already submitted their application, the school should find and update the existing application that has already been entered for that applicant.

#### **Are current scholarship students and applicants already in SchoolForce?**

All of the scholarship students that were reported on December 2, 2013 are entered into SchoolForce and assigned to the reporting school. In addition to that, most eligible scholarship applicants will be in SchoolForce as they are currently attending an Orleans Parish public school. Schools should be very diligent about placing applications against existing student records, rather than creating duplicative student records.

#### **Can parents submit applications online?**

Scholarship applicants can submit applications online at <http://oneapp.force.com/>. They will have to provide their financial eligibility documentation to a participating school or RSD Family center after submitting their application. The application and their email receipt will remind them of this.

**What current schools can be entered for scholarship applicants?**

All public or participating scholarship schools in Orleans, St. Bernard, Jefferson, and Plaquemines parish can be selected as an applicant's current school. The system will ask any applicant that selects a C, D, , F, T, or new school as their current school if they would like to apply for a scholarship.