Louisiana Believes

Louisiana Scholarship Program
2014-15 Application Process
SEE Application Intake Refresher

DEPARTMENT of EDUCATION

What we will cover today:

Application Timeline

Application Intake: School Responsibilities

Verifying Eligibility

Data Entry into LEADS

Department of Education contact information for support

After this webinar, schools will know:

- Your school's responsibilities in this process
- How to log in, enter data, and submit student scholarship applications
- Where to get additional information and support

Key dates

Early January
Application Released

February 28
Application deadline

Week of April 7
Notifications Mailed to Students

January	February	March	April	May	June & Beyond

Main Round
Application window that includes non-publics participating in the Scholarship Program

Round 2
Families interested in pursuing a different placement can participate in Round 2

How do families 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 with a paper application.

Schools:
- Enter student applications within 72 hours to honor families' most recent choices; new applications will overwrite existing data
- Verify income/residency eligibility documentation

LDE:
- Verify prior school attended
- Provide additional support to schools

How do continuing students apply?

This year, there is no "intent to return" form

- Current scholarship students should only submit an application to their *current school* if they want to transfer to a new school for the 2014-15 school year.
- To submit new school choices for next year, families can:
    - submit an online application, OR
    - submit a paper application to their current school
- Continuing students do not have to re-submit eligibility documentation
- Schools are encouraged to communicate with their families directly about their plans for the coming year.

Student information in SEE must be 100% accurate to ensure continuing students are appropriately placed through the lottery.

Transition and NSECD Students

<u>Students in Transition Grades</u>
- 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.

<u>NSECD Students</u>
- 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.

Students in transition grades and NSECD receive priority in the lottery.

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: School Responsibilities

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, are they applying to open grades 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 applications into SEE within 72 hours of receiving them, mark them as data entered, then place them back in their secure location.

Application Intake: School Responsibilities

Thank you for submitting your school's Application Intake Hours and Point of Contact information

As a reminder:

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 13th – February 28th)
- Hours must be consistent throughout the application period

Point of Contact (POC):
- Each POC is responsible for ensuring that there is a plan regarding who will have access to the SEE system
- Each POC is responsible for validating that all school staff completing application acceptance/entry processes are adhering to policy

If you have not already done so, please click [here](#) to submit your application intake hours and identify your enrollment POC.

Application Intake: School Responsibilities

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 Requirements

Step 2: Student Information

Instructions: Please fill out each section to the best of your ability.

Student Social Security Number:	
Student Last Name:	
Student First Name:	
Student Middle Initial:	
Suffix (Jr, Sr, etc):	
Date of Birth (MM/DD/YYYY):	
Gender (circle one): ○ Male ○ Female	

Student Grade 2013-2014:	

If the child is a twin or any other multiple birth sibling, please list the name(s) and social security number(s) of the siblings below (Please Note: A separate application needs to be submitted for each child)

Last Name	First Name	Middle Name	Social Security Number

Application Requirements

Step 3: Parent/ Legal Guardian Information

Instructions: Please fill out each section to the best of your ability.

Parent/ Legal Guardian Last Name:	
Parent/ Legal Guardian First Name:	
Parent/ Legal Guardian Middle Initial:	
Suffix (Jr, Sr, etc):	
Relationship to Student:	
Mailing Address:	
City:	
Zip Code:	
Home Phone:	
Cell Phone:	
E-mail:	
Family Household Income:	
Number in Family Household:	

Application Requirements

Step 4: Sibling Information:

Instructions: Fill out the information below for all of the school-aged children in your family whom you would like to be considered for Sibling Priority. Please note that a separate application still must be submitted for every student.

Last Name	First Name	Middle Initial	Social Security Number	Name of School

Ensure that siblings each complete a separate application and that each application lists the siblings, including social security numbers

Verifying Eligibility

- We are requesting that you verify the eligibility of the applicant for the program along the following guidelines:
  - Income
  - Residency

- You must have the student's SSN in order to enter the student's eligibility information once their application has been submitted

- Please remind parents that applications will not be complete until ALL eligibility documentation has been received.

- **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.

Using LEADS

Getting Access

- Please email studentscholarships@la.gov immediately if you do not have access to the SEE system in LEADS or need to establish a new user

Logging In

- You must use Internet Explorer and pop up blockers must be off
- Link: https://leads3.doe.louisiana.gov/PTL

Forgot Password

- Password reset:
- https://password.doe.louisiana.gov

Data Entry into LEADS

Data Entry into LEADS

Add a student: Enter the SSN and hit "submit."

Data Entry into LEADS

No SSN Exists
- Hit "Next" and complete the application.

SSN Exists
- The family may have already applied at another school or online, or the student is currently enrolled in a scholarship school. Hit "Next" to review and update the application as necessary.

Important Notes:
- Parents should submit only one application per student.
- Continuing students should only submit an application if they want to transfer to another school or cannot return to their current school (expelled, terminal grade, moved, etc.)

Data Enter into LEADS

Enter/update student information.

Data Enter into LEADS

Next, enter/update parent and sibling information.

Data Enter into LEADS

Mark that you verified a student's income and residency documentation.
Applications are not valid until these are marked "yes."
Only schools offering seats in the student's grade for 2014-15 will be available in the dropdown menu.

Next Steps

- **Families:**
  - Access print and online Applications here: http://www.louisianabelieves.com/schools/louisiana-scholarship-program
  - 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 the LEADS portal with 72 hours
  - Hold paper applications until the lottery is run (after which schools may destroy student applications)

- **LDE:**
  - Verify prior school attended
  - Send weekly demand reports
  - Provide support to schools throughout the process

Questions? Contact us!

Support for Schools:
Louisiana Scholarship Program Team
(504) 535-4603
studentscholarships@la.gov

Support for Families:
1.877.453.2712
studentscholarships@la.gov