# Enrollment Manual for K-12 Participating Schools

## September 2018

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Introduction

About EnrollNOLA

EnrollNOLA manages admissions, readmissions, and transfers for over 95% of New Orleans public schools. As part of this, EnrollNOLA administers OneApp, the unified application process families use to apply to the schools of their choice, anywhere across the city. EnrollNOLA also includes the Student Hearing Office (SHO), and all publicly-funded early childhood programs for students ages birth to 4 years. For more information on the SHO and the unified expulsion system in New Orleans, please refer to the 2018-2019 SHO Manual, available for download in SchoolForce. For more information on Early Childhood Education in the unified enrollment system, please refer to the NOEEN Framework Policies governing publicly-funded early childhood programming.

EnrollNOLA’s work is guided by three core values:
- Fairness: EnrollNOLA policies apply to all students in the same way.
- Transparency: EnrollNOLA procedures are publicly available to all schools and families.
- Efficiency: Families fill out a single application with their school preferences, and receive a single best offer to one of their preferred schools.

Purpose of the Manual

The EnrollNOLA Schools Manual provides participating schools with a user’s guide to enrollment policies, procedures and expectations. All school staff engaging in enrollment activities are expected to read and understand the information in this manual. The Manual will be updated annually. Make sure you are accessing the most recent version in trainings and professional development.
# Enrollment Timeline

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<td>OneApp Main Round (November – April)</td>
<td>Early November – Main Round of OneApp launches.</td>
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<td>Early December – Notification to schools of second semester roster additions for students finishing their expulsion terms.</td>
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<td>Mid-January – MR Early Window deadline. Selective schools have until the end of the Main Round to complete assessments. Historical enrollment information sent to schools with information about target setting for the Main Round.</td>
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<td>Early February – 10/1 and Match Targets due for Main Round of OneApp.</td>
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<td>End of February – Selective schools must enter all applicants’ final eligibility. MR Standard Window deadline.</td>
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<td>March – Main Round application processing. Validations of applicants asserting they are current students. Updated school information for Round 2 collected.</td>
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<td>April 1 – Last day to submit a Hardship Transfer request.</td>
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<td>Early April – Main Round results available. Schools contact newly assigned students.</td>
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<td>- Round 2 application launches.</td>
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<td><strong>Early May</strong></td>
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<td>- Round 2 Match Target Updates due.</td>
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<td><strong>Late May</strong></td>
<td>- Round 2 application deadline. Selective schools must enter all applicants’ final eligibility.</td>
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<td><strong>June</strong></td>
<td>- Round 2 application processing.</td>
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<td>- Schools enter promotion status in SchoolForce for ALL students, including retained 12th graders.</td>
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<td>- Validations of applicants asserting they are current students.</td>
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<td><strong>Early July</strong></td>
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<td><strong>2nd week of July</strong></td>
<td>- Late Enrollment begins on a first come, first served basis.</td>
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Admissions Policy

Admissions Policy Snapshot

All families will have the right to choose among any participating schools for which they are eligible. Families new to the city and/or public schools may enroll on the spot for the current school year into available seats, at open enrollment schools. Families seeking admission to a school with eligibility requirements will first receive a referral to an open seat, and then meet with school personnel to determine eligibility. Families seeking a transfer or new placement for the future year may submit a OneApp application, per application deadlines.

All student enrollment will be conducted centrally from EnrollNOLA Family Resource Centers. This includes new admits, re-admits, and transfers. Schools may not turn away eligible students who have been appropriately assigned through the enrollment process.

What this Means for FAMILIES

→ During the Mid-Year Placement Process (October-May) and Late Enrollment (July-October):
  o Placements will be made at EnrollNOLA Family Resource Centers based on seat availability following the application rounds. Availability is determined by 10/1 targets.
  o In order to receive a placement, families new to the system must provide guardian identification, proof of residency, and child’s proof of age (K only) / most recent report card (grades 1-12). Current students will be transferred into the grade level displayed in SchoolForce.

→ During the OneApp application cycles (November-February; April-May):
  o Families may apply to up to 12 elementary and high schools, in order of preference. Applicants may receive a single placement at the highest-ranked choice available, pending seat availability.
  o If it is not possible to place a student at a preferred school on their application, the student will be 1) defaulted to their prior assignment, if not in a transitional grade, or 2) invited to participate in the next enrollment cycle, either Round 2 of the application or Late Enrollment, if in a transitional grade.
  o Families who receive a placement at a school they choose on their OneApp will forfeit any prior school placement.
  o Placements will be made based on available seats, applicant demand, applicants’ priority to their preferred schools, and applicants’ random lottery number.

What this Means for SCHOOLS

→ Schools must promptly register all students placed by EnrollNOLA, regardless of the child’s academic record, disciplinary history, and/or exceptionality.
- Schools are not permitted to reserve seats for individual students and should not communicate that they are holding a seat for any student or family. Continuing students who do not apply to transfer are guaranteed the right to return to their current school placement.
- Schools are not permitted to turn away students appropriately assigned through the enrollment system.

Admissions: Procedures & Best Practices

Registration
- OPSB expects schools to create a welcoming environment for all families, and to provide ample and reasonable opportunity for assigned families to register, at all times throughout the school year.
- Schools are required to verify student residency at least once per school year, and to discharge enrolled students verified as living out-of-parish (does not apply to Type II charters).
- It is against State and Federal law to require a Social Security Card at the time of registration.

Roster Maintenance
- Schools must keep accurate and up-to-date SchoolForce rosters at all times.
- Schools should utilize the SchoolForce / SIS Integration process to identify discrepancies between their SchoolForce roster and their Student Information System. More on roster maintenance can be found on page 18.
- Placements are made based on seat availability. During the school year, this is determined by 10/1 Targets or the Round Robin cycle; during the application rounds, this is determined by Match Targets.
  - More information on mid-year placements can be found on page 24.
  - More information on target-setting and projections can be found on page 17.

Grade Placement
- EnrollNOLA is not permitted to make grade reclassifications and will honor the promotional decision of the student’s current and/or sending school unless official school documentation (i.e. a copy of a final report card) contradicts the grade on record in SchoolForce.
- If the student does not have an active SchoolForce record, the placement will be made based on available, current grade documentation.
- If records are wholly unavailable, the placement will be made based on age, as determined by birth certificate (applicable for early childhood or students new to the country).

Promotional Decisions
- Schools must enter all promotional decisions for their current students, including transitional students (grades 8 and 12), in SchoolForce by the end of the academic year, unless another date is agreed upon with EnrollNOLA (i.e. promotions to T9).
- Schools must verify the accuracy of each promotional decision prior to the Round 2 match, to ensure students have fair access to available seats in their future grade.
- Students who will be promoted after completing summer remediation should be marked as “promoted.” Schools should notify EnrollNOLA of any students who are ultimately retained.
- Receiving schools are expected to honor the promotional status of a student’s sending school, or to accommodate assigned students in the most appropriate grade, per individual Pupil Progression Plans (see below).

**Grade Reclassification**
- It is the receiving school’s responsibility to determine if a student’s grade should be reclassified.
- If grade reclassification is needed, the school is expected to accommodate the student in the new grade.
- If you believe a student should be placed in a grade other than the one to which he / she is assigned:
  - The student has an IEP:
    - IEP team members will make a grade determination. If all parties agree, final grade changes must be reflected on the student’s IEP.
    - Submit the final IEP to SER. Update the student’s record in SchoolForce.
  - The student does not have an IEP.
    - Follow your local Pupil Progression Plan. Update the student’s record in SchoolForce.

**Special Admissions Procedures**
- Siblings
  - For information about enrollment of siblings during OneApp, see page 12.
  - For information about enrollment of siblings during Late Enrollment, see page 23.
- Early Childhood Students
  - Please see the NOEEN Coordinated Enrollment Framework for policy requirements regarding students ages birth to four years. Framework and additional resources available at Agenda for Children.
- Children of Staff
  - Schools may offer eligible children of school staff in grades K-12 the opportunity to enroll directly at the school if all of the following requirements are met. Schools must either offer this to all eligible employees, or none.
    - Employees are eligible if they are either:
      - An employee of the charter non-profit organization who receives a W-2, reports to the school site daily; and is not assigned to serve other school sites;
      - OR
        - An individual who is contracted for employment by the charter non-profit organization, or by another entity contracted to provide services at the school, who reports to the school site each day the campus serves students, and is not assigned to serve other school sites.
    - The child seeking to enroll is eligible if he or she:
      - Is in grades kindergarten through twelfth grade;
      - Is the legal and/or biological child or ward of the employee;
      - Resides primarily at the staff member’s residence; and
      - Meets any and all admissions criteria of the charter school, including, but not limited to age, residency within the state or Orleans Parish, and selective admissions criteria, as applicable.
  - Eligible school staff will determine a start-date in consultation with their employer. The child’s start date must be on or after the employee’s official start.
EnrollNOLA will provide child-staff enrollment paperwork to schools via Enrollment News. Schools must promptly submit child-staff paperwork to EnrollNOLA to ensure students are properly enrolled on SchoolForce rosters.

Schools may collect child-staff paperwork on the school site, and may enroll children of staff overcapacity.

Should an eligible staff member voluntarily leave his or her post within one calendar year of their official start date, EnrollNOLA, in consultation with the school, may require any children of said staff, whom the school of employment has enrolled under Act 253, to seek alternate school enrollment.

EnrollNOLA can audit child-staff enrollment by requesting proof of employment and residency in Orleans parish, if applicable, from school administration.

Children of Foreign Consular Officers

Language immersion schools may offer eligible children of foreign consular officers the opportunity to enroll. Schools must either offer this to all eligible individuals, or none.

The child of a foreign consular officer may directly enroll in the school if all of the following requirements are met:

- The school has a foreign language immersion mission specified in their charter contract.
- The school has elected to offer all qualifying foreign consular officers the opportunity to enroll eligible children.
- The foreign consular officer seeking to enroll their child holds a position with a foreign consulate general office located in the State of Louisiana and meets the definition of “consular officer” as provided for in Article I 1(d) and Article 5 of the Vienna Convention on Consular Relations of 1963.
- The child seeking to enroll:
  - Is the legal and/or biological child or ward of the foreign consular officer; and
  - Meets any and all admissions criteria of the charter school, including, but not limited to age, residency within the state or Orleans Parish, and selective admissions criteria, such as foreign language proficiency, as applicable.

Eligible school staff will determine a start-date in consultation with their employer. The child’s start date must be on or after the employee’s official start.

EnrollNOLA will provide foreign consular enrollment paperwork to applicable schools. Schools must promptly submit paperwork to EnrollNOLA to ensure students are properly enrolled on SchoolForce rosters.

Schools may collect foreign consular paperwork on the school site, and may enroll children of foreign consular officers overcapacity.

Should an eligible foreign consular officer voluntarily leave his or her post within one calendar year of hire, EnrollNOLA, in consultation with the school, may require any children of said officer, whom the school of employment has enrolled under Act 253, to seek alternate school enrollment.

EnrollNOLA may audit child-staff enrollment by requesting proof of foreign consulate affiliation and residency in Orleans parish, if applicable, from school administration.
Related Enrollment Violations

- Denying entry to assigned student(s)
- Enrolling expelled students
- Counseling out of students / creating a hostile environment for families*
- On-site enrollment of students active at another school or inactive students where enrolling school is not student’s last school of record
- Including unassigned students in the school community in such a way that suggests that a student will be able to enroll at a school outside of standard enrollment procedures
- Enrolling ineligible students
- Dissemination of school communications that violate or contradict enrollment policy
- Failure to maintain accurate student rosters in SchoolForce
OneApp Application Process

OneApp Snapshot

Students who are applying to enter a participating school for the first time, or applying to transfer for the following school year, can apply to up to 12 preferred participating schools on a single application. OneApp is the only way for interested families to apply to enroll in a participating school for the upcoming school year.

What this Means for FAMILIES

Families who are satisfied with their current school should not submit a OneApp. If a student is assigned to a school listed on their OneApp, they will lose their current school placement. Families who would like to transfer, do not have a placement for the upcoming year, or are in a transitional grade should apply:

➤ When to Apply
  o The Main Round launches in early November and closes in late February. The deadline for most selective admissions schools is in mid-January (see below).
  o There is a Round 2, which launches in late April and closes late May. Round 2 is for students who are not satisfied with their Main Round placement, or who missed the Main Round deadline.
  o Both application rounds also include an “early window deadline.” This deadline is only for students applying to schools with admissions criteria.
    ▪ Students applying to schools that use the early window deadline must apply per the deadline, or else be deemed ineligible for their selective admissions choices.
    ▪ The early window deadline exists to give selective admissions schools time to complete eligibility assessments for their applicants.
    ▪ Selective admissions schools must give all applicants reasonable opportunity to complete eligibility assessment(s). It is the family’s responsibility to complete the eligibility assessment by stated deadlines.

➤ How to Apply
  o Families may apply to up to 12 schools in order of preference. Applicants may receive a single placement, at their highest-ranked choice available.
  o Placements will be made based on available seats, applicant demand, applicants’ priority to their preferred schools, and applicants’ random lottery numbers.
  o If it is not possible to place a student at a preferred school on their application, the student will be invited to participate in the next enrollment cycle, either Round 2 of OneApp, or Late Enrollment.
  o Families who receive placement at a chosen school will forfeit any prior school placement.

➤ Where to Apply
  o Online, at www.EnrollNOLA.org or via a Family Resource Center.
What this Means for SCHOOLS

For information on enrollment targets, target-setting, projections, and student rosters, see page 17.

➔ It is very important to know:
  o Families should only apply to schools they prefer more than their current school.
    ▪ If a student is assigned to a school on their application, they will lose their current school assignment. Submitting an application can have a huge educational impact on students’ lives.
  o Families should always apply in true order of preference, and list as many choices as they prefer more than their current school.
    ▪ If only 1 or 2 schools are more preferred than their current school, they should only list those 1 or 2 schools.
    ▪ If they cannot or refuse to return to their prior school, they should list 12 choices.
  o Families who need a school for next year (are new to school or in a transitional grade) must submit an application. They are recommended to apply during the Main Round and list 12 choices.

➔ Review your school’s SchoolForce and EnrollNOLA.org profile to ensure applicants receive accurate information.
➔ Assist 100% of your transitional students in completing applications.
➔ Current, continuing students who do not apply to transfer are guaranteed to return your school.
➔ To the extent possible, set up dedicated computers and application events to assist families in submitting a OneApp.

OneApp: Procedures & Best Practices

Priorities
Every participating school has a priority structure, which determines how applicants will be prioritized for assignment in the event that there are more applicants than available seats. Priority structures are determined and approved by a school’s authorizer, and include things like sibling status, living in the school’s geographic area, and more.

- Siblings & Multiples in OneApp
  o For the purposes of assignment, siblings are students who share a household and/or share a parent or guardian. Multiples are children who share the same birth event and/or pregnancy.
  o The placement process considers siblings in two ways:
    ▪ Family Link: Seeks to assign concurrently applying siblings to the same school.
      • Families who list the same school choices in the same order on each child’s application will automatically be family-linked.
- Students will be placed together if possible, even if that means they are assigned to a lower-ranked school than they could have been if they had been split up.
- Family Link does not apply to Scholarship Schools. If a family lists a Scholarship School among their choices, Family Link will be broken.
  - **Sibling priority:** Gives a sibling priority to the school his/her sibling already attends.
  - If an applicant applies to a school their sibling is scheduled to attend for the next year, they will receive sibling priority to that school.
- The placement process considers multiples in the following way:
  - If one but not all children of a set of multiples, concurrently applying to attend school, is matched to a school on their application, the other multiples will also be matched.
  - Multiples will only be matched with their sibling(s) if all students have submitted timely, family-linked applications per standard enrollment procedures.

- Geography in OneApp
  - All open enrollment Type 1, 3, and 5 charter schools and OPSB Network Schools serving grades K-8 offer geographic priority to applicants residing in the school’s OneApp zone, a pre-determined area divided by zip code.
  - Most schools offer geographic priority for 50% of open seats, to applicants who live in the school's zone. A few schools grant geographic priority to 67% of open seats, and/or have a geographic zone that differs from the standard OneApp zones.
  - Geographic priority does not apply to the remainder of open seats in order to allow out-of-zone applicants a fair chance at being assigned.
  - Most high schools do not grant geographic priority. This approach maximizes student choice and schools’ ability to provide specialized programming.
  - Type 2 charter schools do not offer geographic priority for any grade.

**Roster Validations**
- After OneApp results are finalized, schools have a 24-hour window to review their tentative assignments. Review periods occur in early April and Late June. Schools must access their rosters at these times.
- Schools are responsible for verifying attendance for students who claim they currently attend the school.
- If a school fails to verify student status, all students claiming your school as their current school will be given a returning student guarantee in the grade to which they applied.

**Final Rosters + Student Notification**
- In early April (Main Round) or early July (Round 2), applicants will be notified of their child’s placement results.
- Notification letters will be sent to the email used to submit the application. Results will also be posted online in the parent application portal. Families who provide an active mobile number will be sent a text alert when results are available online.
- Schools are expected to reach out to all newly assigned families with instructions on how to complete registration. Schools with transitional students should also provide guidance to their graduating students on how to complete registration at their new school.
Finalizing Application Materials
- Each fall, participating schools will have the opportunity to review their schools’ information on EnrollNOLA.org and SchoolForce to correct any errors.
- Newly-joining schools will have the opportunity to submit their school’s profile information at this time.
- School profiles on EnrollNOLA.org include essential information about schools, which families may use to narrow down their school options. This information includes, but is not limited to:
  o School name, Operator
  o Program highlight (may include information such as extracurriculars, school mission, etc.)
  o Grades served
  o Address, Neighborhood (determined by city planning districts; not self-reported), Phone number
  o Priority structures
  o SPS / Letter Grade
  o LHSAA sports (high school only)
  o Schedule type (high school only)
  o Yellow bus / RTA, Wheelchair accessibility

Application Collection
OneApp is an online-only application. Schools may help families submit applications online by setting up dedicated computer(s) for OneApp.

Families should make the decision to submit their OneApp independently and deliberately, never through coercion or misinformation from schools or other organizations. Because the application results can have a significant and binding impact on students’ education, it’s critical that schools inform parents that if their student is assigned to one of their application choices, they will lose their seat at their current school, and that newly submitted applications overwrite previously submitted applications.

- Additional application collection policies:
  o Schools must not pre-populate applications with school choices.
  o If a parent alleges that a school submitted any portion of an application on their behalf, we will take that account very seriously.
- Continuing students who do not apply out are guaranteed the ability to return. Students who apply, and are assigned to, a different school, will lose their guarantee to return to their previous school.

Transitional Students
It is particularly important that transitional students not only submit an application, but do research to ensure they are picking a school that meets their needs. We expect all schools serving transitional grades to make a concerted effort to ensure 100% of students required to apply do so before the deadline.

- What Do Students Need to Know?
  o Different schools offer different academic and social environments, and may have different application deadlines. Encourage students to do research to find the school(s) that best suit them, and make sure students know their application timelines, and next steps.
Rising high-schoolers should always submit a OneApp, in case they're not accepted into any school choices that do not participate in OneApp (i.e. private schools, non-participating high schools).

Transitional students should apply in the Main Round and list 12 choices. The chance of getting assigned to a top choice is higher in the Main Round.

What Can Schools Do?
- Use weekly completion reports to identify the progress of students submitting OneApps.
- Support students’ high school search:
  - Conduct high school visits and / or host a high school fair.
  - Provide computer labs / stations for families to submit applications online.
  - Provide reference materials, such as the EnrollNOLA School Guide and ULGNO High School Guide.
  - Work with families applying to selective schools to ensure they complete next steps.
  - Invite families to the ULGNO Schools Expo.
- Incentivize:
  - Reward rising 9th grade OneApp completion with parties, prizes, or other fun events.
  - Make class-wide and school-wide goals for your 8th graders.

Cancelling an Application
- Applicants who would like to cancel their application must do so prior to the appropriate application deadline (late February for the Main Round, late May for Round 2).
- To cancel an application, the family must email oneapp@opsb.us or visit a Family Resource Center to confirm in writing their intent to cancel the application.
- If an applicant would like to change or reorder their choices, they should not cancel their application. Applicants may update their OneApp as much as needed before the application deadline.
  - Application resubmissions will overwrite the prior application.
  - Only the latest-dated OneApp will be used for determining placement.

Related Enrollment Violations
- Denying entry to assigned student(s)
- Counseling out of students / creating a hostile environment for families
- Misconduct and/or negligence in submitting enrollment forms and / or materials
- Dissemination of school communications that violate or contradict enrollment policy
- Failure to maintain accurate student rosters in SchoolForce
- Failure to use / maintain appropriate EnrollNOLA forms
- Failure to meet EnrollNOLA deadlines
Enrollment Targets & Projections

Targets & Projections Snapshot

Individual LEAs are responsible for developing annual enrollment projections that indicate the number of students the school can serve. EnrollNOLA provides schools with historical enrollment trends, at both the citywide and school level, to assist in the development of these projections. Schools should consider the following: demand for the school / likelihood of filling seats, citywide enrollment trends, and facility constraints.

Enrollment targets represent the number of students your school would like, and expects, to serve in the upcoming school year. Schools must accommodate their current student body and are expected to back-fill should current students transfer to new schools. We will refer to schools’ desired 10/1 Targets to ensure there are enough seats citywide to accommodate the number of anticipated students.

What This Means for FAMILIES

➔ No applicant is guaranteed placement at a specific desired school. Continuing students who do not apply to transfer out of their current school are guaranteed the right to return to their current school.
➔ Families who apply to leave their current school forfeit their guarantee to return.

What This Means for SCHOOLS

➔ Set informed, appropriate, strategic targets:
  o **10/1 Target**: Number of students per grade a school would like on its roster as of October 1. The 10/1 Target should be achievable given parent demand for your school, your school’s proposed budget, and your school’s facility constraints.
  o **Match Target**: Number of new matches made through the OneApp application rounds. The Match Target must be higher than your 10/1 Target to account for attrition expected to occur between the application and October.
  o **Late Enrollment Target**: Temporary, optional target set higher than your 10/1 Target, but lower than your Match Target to account for summertime attrition.
➔ Maintain accurate SchoolForce rosters. This ensures that:
  o Students who apply and list your school as their current school receive accurate placement.
  o Your school understands how many seats need to be filled, how many transitional students need application support, and how to manage target-setting and recruitment accordingly.
  o Our team understands how to give helpful projections for attrition and supply/demand.
Targets & Projections: Procedures & Best Practices

Demand Reports
- Weekly reports providing individualized school-level and citywide applicant data, plus historical data.
- Each grade served will be given an Estimated Match Assignment metric. This metric represents the estimated number of students who will be assigned to each grade, given parent demand for your school (does not account for facility constraints), and can be used to plan for the upcoming school year.
  o If this estimate is less than your desired 10/1 Target, you may not fill all of your available seats in that grade. In order to increase the likelihood that seats will fill, increase recruitment efforts.
  o If this estimate is greater than your desired 10/1 Target, it is likely that you will fill all of the available seats in that grade.

Targets
- Targets Should Account For:
  o Schools’ projected demand, attrition, and current enrollment data.
  o Individual space constraints and programming models.
  o Accepting mid-year transfers through the Round Robin / Mid-Year Placement Process.
- Types of Targets:
  o **10/1 Target**: Number of students per grade a school would like on its roster on October 1.
  o **Match Target**: Number of new matches made through the OneApp application rounds.
    ▪ **Match Target must include the expected attrition your school will experience between April and October.**
      • All schools must account for attrition in their Match Targets. EnrollINOLA will share historical attrition on an annual basis.
      • If you have historically filled your seats in OneApp, but still opened seats during Late Enrollment, you have not set high enough Match Targets. Your school is experiencing more attrition than you are accounting for in your targets.
  o **Late Enrollment Target**: Optional, temporary target higher than the 10/1 Target, to ensure attrition does not begin too early.
    ▪ Late Enrollment Targets must be greater than 10/1 Targets but less than Match Targets.

Target-Setting
- EnrollINOLA will provide instructions for target-setting, along with workbooks with individualized projections, historic enrollment data, and attrition data to help schools set targets.
- Each school and network should reserve sufficient time to review EnrollINOLA and internal organizational data, and their organizational enrollment goals, to set appropriate targets.
- Schools are required to submit final targets per instructions and deadlines provided by EnrollINOLA. Final targets must be signed by your organization’s CEO.
- Targets will be reviewed by district leadership to ensure there is sufficient capacity to serve all families.
Revising Your Targets
- Revisions to all seat targets require completion of a standard form with your CEO’s signature.
- Match Target and Late Enrollment Target revisions may be approved if submitted prior to the established deadline and provided they are not below the 10/1 Target.
- 10/1 Target revisions that increase seat availability will be approved. 10/1 Target revisions that decrease seat availability require approval by the authorizer pending consideration of system-wide needs.
- 10/1 Targets may not be changed after September 15.
- All approved target changes will be subject to a minimum 24-hour delay before going into effect.

SchoolForce Roster Maintenance
Maintaining an up-to-date SchoolForce roster is crucial to ensuring you meet your enrollment goals. Only register students who have been appropriately assigned through EnrollNOLA, regularly monitor and archive your SchoolForce student rosters, and promptly discharge students who are no longer in attendance.

To make it easier to find and reconcile discrepancies between your two rosters, SchoolForce completes a nightly reconciliation between SchoolForce and SIS, producing “error reports” that document the inconsistencies between the two systems.

What this means for FAMILIES
- Enrollment will always take place at Family Resource Centers, per SchoolForce availability for the current school year, or via the OneApp process for the upcoming school year.
- Families must request transfers through the appropriate EnrollNOLA procedures, and may be discharged for prolonged non-attendance or if moving to a school in another Parish or city.
- Families who do not attend school can expect regular follow-up from their assigned school and, if warranted, may be reported as truant.

What this means for SCHOOLS
- Never enroll students on-site if they are not on your school’s SchoolForce roster; this is a violation of policy and makes it difficult to ensure all students are assigned and attending school.
- Promptly discharge students who are not attending. If discharge requests are not processed for several days, check with EnrollNOLA to ensure the discharge reason is valid.
- Attend SchoolForce trainings, and utilize SchoolForce reports to help maintain clean student rosters.
- Abide by data privacy laws. Do not share students’ personally identifiable information in communications.
Roster Maintenance: Procedures & Best Practices

Data Privacy
- Acts 837 and 677 took effect on June 1, 2015 and concern student data privacy. EnrollNOLA has worked with the Louisiana Department of Education and Orleans Parish School Board to ensure compliance:
  - OneApp ID: EnrollNOLA will use the OneApp ID to identify students. Social security numbers should not be used. The unique statewide student identifier will also be added to SchoolForce.
  - Student Communication: Use only the OneApp ID when referring to specific students. Do not include 2+ pieces of Personally Identifiable Information (PII) in any electronic communications.
  - Sending Attached Files: Password-protect files that include 2+ pieces of PII. Send the password in a unique email message, not in the body of the email that includes the file.
  - Student Search: SchoolForce Student Search has been updated so that schools will only be able to find students currently assigned to their school (or network for CMO users).
  - Systems Integration: The systems integration process will send password-protected files in compliance with data privacy laws. This password is on schools’ page in SchoolForce.

SchoolForce Trainings
- EnrollNOLA will host SchoolForce Trainings at the start of the school year and application seasons.
- Schools and networks can request additional trainings at other times in the year. We encourage schools interested in supplemental trainings to offer a space to host so that other participants may join.

SchoolForce Reports
- EnrollNOLA will communicate student data almost entirely through SchoolForce.
- After OneApp results are finalized, schools have a 24-hour window to review their tentative assignments. Review periods occur in early April and Late June. Schools must access their reports at these times.
- Find reports by clicking on the “Reports” tab in SchoolForce. Schools should primarily use these reports:
  - Rosters for the Current Year (in the “School Reports” folder)
    - School Roster
    - School Roster with Contact Info
  - CMO Rosters for the Current Year (in the “CMO Reports” folder)
    - CMO Roster
    - CMO Roster with Contact Info
  - The following reports are useful after the OneApp Main Round, so schools can determine who is assigned to them for the next year, and which current students are transferring out:
    - School Rosters for the Next Year (in the “School Reports” folder)
      - Future School Roster– all assignments for the next year, new and returning
      - Future School Roster- New Matches- only new assignments for the next year
      - Transferring Students- all current students no longer assigned to your school
    - CMO Rosters for the Next Year (in the “CMO Reports” folder)
      - Future CMO Roster- all network assignments for the next year, new and returning
      - Future CMO Roster- New Matches - only new network assignments for the next year
      - Transferring CMO Students- all current students no longer assigned to your network
Discharges and Registration Drops
- Registration drops versus discharges:
  o Registration drops are for newly-assigned students who have failed to register. Each year there is a citywide registration deadline for all new students assigned through the OneApp Main Round.
  o Discharges are for either newly-assigned or continuing students who have failed to report to school, or who have moved out of parish, state / country, or the public school system.
  o Continuing students may not be dropped prior to the beginning of school unless the school has received a formal records request from another, non-participating school.
  o Any student, newly-assigned or continuing, may be dropped after the start of the school year if they meet the below discharge requirements.
- Submitting discharge requests
  o Promptly discharge students who no longer attend. Use SIS Integration Error Report 3 to help.
  o Submit discharge requests by navigating to a student's record, selecting “Discharge” in the “Discharge/Transfer” field, and entering a valid discharge reason in the “Reason” field.
  o We process discharges daily. If a request isn’t processed, it is because it is not a valid discharge that meets EnrollNOLA’s requirements. Use this report to review your discharges.
  o A cheat sheet of valid discharge reasons is included here:
    ▪ No shows: Must indicate the number of days missed.
      • 5+ Day Unregistered: Family has not registered within 5 days of being assigned. For new assignments only.
      • 5+ Day No Show - Student never attended: Students who do not report for the first 5 days of schools, or 5 days after having been assigned.
      • 15+ Day No Show: Family attended school at least 1 day, then was absent for at least 15 consecutive days.
    ▪ Moved out of state: Must indicate state.
    ▪ Moved out of parish / to non-participating school: Must indicate school.
      • Students are only assigned to one participating school. If a student active on your roster says they’re attending a different participating school, contact us.
      • Our team processes all transfer requests internally. A reason of “family attending X participating school” is not a valid request. Email us with questions.

Suggested Interventions for Truancy & Excessive Absence
- 1-3 Unexcused Absences
  o Call home; send letter home
  o Schedule a parent/teacher conference to discuss attendance issues
- 4 Unexcused Absences
  o Refer case to school social worker or other school personnel
  o Social worker schedules a conference/home visit to discuss and develop an attendance plan
- 5+ Unexcused Absences
  o Social worker refers case to the Municipal Court for truancy
- 15+ Unexcused Absences
  o Supervisor of Child Welfare authorizes discharge request.
  o School requests that the student be discharged in SchoolForce for non-attendance.
Related Enrollment Violations

- Denying entry to assigned student(s)
- Enrolling expelled students
- On-site enrollment of students active at another school or inactive students where enrolling school is not student’s last school of record
- Including unassigned students in the school community in such a way that suggests that a student will be able to enroll at a school outside of standard enrollment procedures
- Enrolling ineligible students
- Failure to maintain accurate student rosters in SchoolForce
- Failure to meet EnrollNOLA deadlines
Late Enrollment

Late Enrollment Snapshot

Late Enrollment is a first-come, first-served enrollment period for families who missed the OneApp windows, require a change in placement, or are new to the city / public school system. Placements will be made based on remaining seat availability following the OneApp placement process.

What this Means for Families

- Families who need to enroll or transfer between July and October 1 must participate in Late Enrollment.
- Enrollment takes place at Family Resource Centers, and is based on availability following OneApp.
- Students enroll directly into open seats, on a first-come, first-served basis, at a Family Resource Center.
- Each day of Late Enrollment, we will post a "Seat Availability Report" on EnrollNOLA.org. This lists every school with available seats, by grade, and can be used to help families plan their visit to the Centers.

What this Means for Schools

- The only information we use to make placements during Late Enrollment is SchoolForce seat availability. Please do not reference any other information in providing guidance to interested families.
- After OneApp, EnrollNOLA bases seat availability on a school’s 10/1 projection. Schools should think critically about their anticipated summertime attrition and consider setting temporary Late Enrollment targets to ensure they meet their 10/1 targets.
- Families may freely transfer during Late Enrollment. Schools should diligently keep records of their rosters so they can track family movement.

Late Enrollment: Procedures & Best Practices

Late Enrollment Targets
- Optional target to account for summer attrition.
- Late Enrollment Targets must be greater than 10/1 Targets but less than Match Targets. For example:
  - A school’s 10/1 Target is 100 and the Match Target is 120, assuming attrition of 20 students between April and October.
  - Going into July, the school has met and confirmed attendance with 105 children. The principal is concerned that attrition is happening more quickly than anticipated. Therefore, the principal sets a Late Enrollment target of 110 so the school may receive additional assignments, and help meet 10/1 Target on which they based their budget.
- You may return to your 10/1 Targets in either mid-August or early September. Select the return date based on when you expect your student enrollment to be relatively stable.
Sibling Unification During Late Enrollment
- Allows schools to unify siblings overcapacity during Late Enrollment.
- Some schools would like to unite siblings, even if it means overenrolling. We formalized this process to make sure all siblings are treated equally, in as standardized a process as possible.
- During Late Enrollment families often seek schools that can accommodate all of their children. Schools opting to unify siblings are attractive options to Late Enrollment families.
- Schools that opt-in must accept all siblings for at least 5 business days, then may request to opt-out.
- Once opting out, you may not opt back in for the remainder of Late Enrollment.

Reactivations During Late Enrollment
- Allows eligible returning students to re-enroll at their prior school, while ensuring all returning students are treated equally, in as standardized a process as possible.
- Students are eligible if your school is their last school of record in SchoolForce, they were discharged after 2/1 of the prior school year, and the discharge reason is not “5+ Day No Show.”
- Schools that opt-in must accept all reactivations for at least 5 business days, then may request to opt-out.
- Once opting out, you may not opt back in for the remainder of Late Enrollment.

Communicating Seat Availability
- Schools should not communicate seat availability to families. Late Enrollment placements can only be made based on SchoolForce availability, which can change very quickly at the peak of the season.
- Expressing that a seat is available, when it is not available in SchoolForce, or expressing that you can reserve seats for specific families, is inaccurate and can be confusing and frustrating for families.
- Direct families seeking a placement to a Family Resource Center, and ensure they are aware that Late Enrollment placements are limited and seats cannot be held.

Related Enrollment Violations
- On-site enrollment of students active at another school or inactive students where enrolling school is not student’s last school of record
- Including unassigned students in the school community in such a way that suggests that a student will be able to enroll at a school outside of standard enrollment procedures
- Enrolling ineligible students
- Dissemination of school communications that violate or contradict enrollment policy
Mid-Year Placements

Mid-Year Placement Process Snapshot

Families who enter the city or school system mid-year may enroll into open seats on a first-come, first-served basis. Placements will be made at Family Resource Centers, based either on seat availability (tracking towards school-determined 10/1 Targets), or the Round Robin process. Round Robin is a way to preserve school choice, while evenly distributing mid-year placements among participating schools so that no school is overburdened by new placements. We will only enter the Round Robin if placing by remaining seat availability would restrict student choice. For current students, the Mid-Year Placement Process also means that transfers become restricted to limit student mobility during the school year.

What this Means for FAMILIES

➤ Families entering the city or school system mid-year must go to a Family Resource Center to select a school based on available options.
➤ In order to receive a school placement, families new to the system must provide parent/guardian identification, proof of residency, child’s birth certificate, and most recent report card.
➤ Students seeking to transfer September-October must first meet with their school to discuss the transfer; students seeking to transfer October-April must qualify for a documented hardship.

What this Means for SCHOOLS

➤ Families entering the city or school system mid-year must go to a Family Resource Center to select a school based on available options.
➤ All schools must take mid-year placements unless they qualify for an exemption in a particular grade(s). Mid-year placements will be made based on either 10/1 targets or Round Robin depending on the number of school options.
➤ Fall Transfers, August-October 1, require that families who are enrolled at the same school at which they completed the prior school year first meet with their school before transferring. Fall Transfer requests may not be denied. Hardship Transfers, October 2-April 1, require that families qualify for a documented hardship, and are subject to approval or denial by EnrollNOLA.

Mid-Year Placements: Procedures & Best Practices

Fall Transfer Process (August 27 – October 1 2018)
- Beginning late August, families who are actively enrolled at the school at which they completed the prior school year, who are seeking to transfer, must first meet with their school to discuss their desire to
transfer. If the family would still like to transfer after meeting with school representatives, the school and family should fill out the “Fall Transfer Form,” which will be delivered via Enrollment News in August.

- Fall Transfers are dictated by parent choice; schools cannot deny a Fall Transfer request. Following the meeting, the guardian must visit a Family Resource Center within 5 days to request a new placement.
- The family may select another school based on availability. If the student elects to remain at their current school, or does not transfer within 5 days, the student must be allowed to return. Upon transferring, the family loses any guarantee of returning to their prior school.
- Families who are not actively enrolled at the school at which they completed the prior school year (i.e.: new OneApp or Late Enrollment assignments) may elect to transfer based on seat availability, without additional procedural requirements.

Hardship Transfer Process
- For information on Hardship Transfers, see Enrollment Transitions, page 27.

Matching to 10/1 Target
- Schools will continue matching to their 10/1 Targets, by grade level, after October 1 unless they explicitly opt-out of matching to their 10/1 Targets and until they reach said target.
- After a school hits their 10/1 Target(s), they will continue participating in the Mid-Year Placement Process by joining the next cycle of Round Robin, unless they qualify and apply for an approved exemption.

Round Robin
- Round Robin ensures there are options for families, while also ensuring schools receive new students in a fair, predictable way. Round Robin will open for K-8 if there are fewer than 5 school options available, and will open for 9-12 if there are fewer than 3 traditional high school options available.
- Each grade has its own Round Robin cycle, and every school that serves that grade will participate by opening a single seat per cycle. The only reason a school is excluded in a cycle is if the school requests and is approved for an exemption prior to the cycle beginning.
  - Once a new student selects a school, that school will be removed for the remainder of the cycle.
  - This continues until 4 options remain, at which point the cycle is reset and the process restarts.
  - Schools not selected during a cycle will carry over the available seat to the next cycle. In these cases, schools could receive multiple Round Robin placements in the same cycle. A maximum of 3 Round Robin seats will be made available for schools not selected for 3+ consecutive cycles.
- Round Robin exemption requests will be reviewed on a case-by-case basis. Exemptions are subject to stated deadlines and criteria, and will require the completion of standard paperwork.
  - Exemption requests must be completed for the upcoming cycle, prior to its being reset. Schools can track the progress of any grade’s cycle in SchoolForce and in the weekly newsletter.
  - If approved, your school will be excluded during the subsequent Round Robin cycle for that grade. Schools may request a persisting exemption that will be re-evaluated before each cycle.
  - The following exemption reasons are considered valid:
    - Over 10/1 Target & 26+ Students/Section in Grades K-3
    - Over 10/1 Target & 30+ Students/Section in Grades 4-12
    - Over 10/1 Target & Over Programmed Capacity, & 28+ Students/Section in Grades 4-12
    - Over 10/1 Target & Over Building Capacity
- Made Accommodation Previous Cycle (by, for example, accepting two students in a particular grade)
- Exceptional Circumstances (reviewed case-by-case)

Pre 10/1 and Year-to-Year Re-Admissions
- Students who have left the school district and return to re-enroll may elect to re-enroll at their last school of record, regardless of the school year during which they exited, if their absence can be wholly attributed to one of the following documented conditions:
  - Military families returning from deployment
  - Students who were in long-term residential care
  - Students with medical conditions that required them to be out of school
  - Students who had to return to a foreign country
  - Students who left the parish while in foster care
- Qualifying students must provide formal documentation for the above conditions in order to re-enroll at their last school of record.
- Students who do not qualify for re-enrollment must visit a Family Resource Center to enroll at a school with available seats in their grade.

Post 10/1 Re-Admissions
- Students discharged after October 1 who re-enter the district within the same school year will automatically be reassigned to their last school of record, unless the school is exempt from Round Robin.
- Students who return to the district and whose circumstances have changed to a degree necessitating a transfer, may submit a Hardship Transfer Request after being reactivated at their last school of record.

Mid-Year Placements During Testing
- Students who are admitted during testing should be told that their first day of school will be the first day normal classes resume. Our staff will also communicate this.
- Transfer requests will likewise be processed after testing has closed. Sending schools will be responsible for administering testing for students who request to transfer after testing closes.

Related Enrollment Violations
- Counseling out of students / creating a hostile environment for families
- On-site enrollment of students active at another school or inactive students where enrolling school is not student’s last school of record
- Failure to maintain accurate student rosters in SchoolForce
Enrollment Transitions – Hardship Transfer

For disciplinary and expulsion procedures, please refer to the Student Hearing Office Manual.

Enrollment Transitions Snapshot

Enrollment Transitions refer to student transitions throughout the school year, including Hardship Transfers, overseen by Student and Family Outreach, and expulsions / disciplinary procedures, and students returning from secure care or incarceration, overseen by the Student Hearing Office. Please see the Student Hearing Office Manual for information on policies related to student discipline and transitions from secure care.

What This Means for FAMILIES

➔ Between October 2 and April 1, students must demonstrate a documented hardship to transfer schools. Families may be approved for one Hardship Transfer Request per semester per student. If denied, the family may resubmit if there is an additional change in circumstance.
➔ Additional transfers and transfers after April 1 will not be approved unless warranted for the safety of the child.
➔ Families must meet with a school representative to request their transfer, and work with the school to submit required documentation to EnrollNOLA.
➔ Students must continue to attend school while the request is reviewed. If a request is denied, the student must continue to attend their current school. If approved, the student may transfer per seat availability.
➔ Families can expect our team to contact them by phone within 5 days of receiving all required documentation, and for a decision to be made within 7-10 school days, pending receipt of all documentation.

What This Means for SCHOOLS

➔ Promptly submit Hardship Transfer requests and appropriate documentation to our team.
➔ Families must continue to attend school while the transfer is under review. Do not direct families to Family Resource Centers while a transfer is being reviewed.
➔ Signing transfer documentation indicates that the school acknowledges having discussed the transfer request with the family, not that they necessarily agree with the stated reason for transfer.
➔ Sending schools are responsible for sending all educational records to a new school in a timely manner.

Transitions: Procedures & Best Practices
Hardship Transfer Review Process

- Process Overview
  o Family meets with appropriate school staff and completes documentation.
  o School sends transfer requests and documentation to our team.
  o EnrollNOLA makes initial contact with the family and school staff for further information.
    ▪ If unable to reach the family after 3 attempts, the request will be denied.
    ▪ EnrollNOLA contacts the family via phone and email or letter. School staff will be copied.
  o If approved, the family visits a Family Resource Center within 72 hours. If a family does not transfer within that time, the approval is rescinded and the family returns to the sending school.
    ▪ Families are only offered school options and transferred based on seat availability.
    ▪ If a family visits a Family Resource Center and chooses not to transfer to an available alternative, the student will return to his/her last school of record.
    ▪ Schools will not receive transfers if they’re exempt in that grade level. Schools that indicate availability for an Emergency or specialized transfer will have their exemption lifted.
  o If denied, the student is expected to remain at their current school for the rest of the year.
  o Transfers for the following students will not be processed:
    ▪ Students awaiting a Hearing Conference or Expulsion Hearing.
    ▪ Students found guilty of an expellable offense or on probation at their current school.

- Supplemental Documentation
  o CHILDHCARE
    ▪ Proof of recent address change (utility bill, rental lease agreement, etc.).
    ▪ If documentation is not in the guardian’s name, the guardian should submit a letter signed by him/herself and the lease holder, with a copy of the lease holder’s ID.
    ▪ Proof of recent change in employment (recent pay stub, letter from employer, etc.).
    ▪ Recent custody change signed by a legal authority, documentation of parental incarceration, documentation of student in foster care, etc.
    ▪ Proof that the student’s yellow bus ride is in excess of 90-minutes, one way. If the school, in consultation with EnrollNOLA, cannot adjust the route to achieve a trip of fewer than 90-minutes, a hardship transfer will be approved.
    ▪ Current school and/or work schedule
    ▪ IEP / 504 plan (if appropriate)
    ▪ If in high school, full transcripts
  o MEDICAL
    ▪ Letter from physician stating medical condition and explanation of how a transfer to a different school would ameliorate the hardship.
    ▪ Recent documentation of medical care for a condition that warrants long-term follow-up.
    ▪ Current school and/or work schedule
    ▪ IEP / 504 plan (if appropriate)
    ▪ If in high school, full transcripts
  o SAFETY

1 This standard does not apply for families qualifying for protection under the McKinney-Vento Act.
- School Incident report with specific details involving the student requesting transfer.
- Medical documentation, photograph/video of bodily injury to student.
- Police report/referral for victim assistance due to school-related issue.
- Current school and/or work schedule
- IEP / 504 plan (if appropriate)
- If in high school, full transcripts

○ **EMERGENCY TRANSFER**
  - Other documentation of hardship, as appropriate
  - Documentation of prior intervention plans and results, as appropriate
  - Current school and/or work schedule
  - IEP / 504 plan (if appropriate)
  - If in high school, full transcripts

○ **SPECIALIZED TRANSFERS**
  - **TRANSFER TO A SPECIALIZED PROGRAM**
    - Inter-LEA Specialized Transfer for SPED Programming form signed by parent / guardian and school representative(s)
    - Current school and/or work schedule
    - IEP / 504 plan (if appropriate)
    - If in high school, full transcripts
  - **TRANSFER TO A CREDIT RECOVERY PROGRAM**
    - Credit Acceleration and Recovery Specialized Transfer form signed by parent / guardian and school representative(s)
    - Current school and/or work schedule
    - IEP / 504 plan (if appropriate)
    - Full transcripts stating amount of credits earned and current grade level

**Related Enrollment Violations**

- Enrolling expelled students
- Counseling out of students / creating a hostile environment for families
- Misconduct and/or negligence in submitting enrollment forms and / or materials
- Failure to use / maintain appropriate EnrollNOLA forms
Accountability

Accountability Framework

Level 2: Issues that are more severe in nature, such as an issue that is determined to be intentional or represents potential or real harm to students’ well-being and/or educational rights. Level 1 issues that remain un-addressed or reoccur may also be classified as Level 2.

- Denying entry to assigned student(s)
  - Violation holds even if students are eventually admitted.
  - Includes students placed through any and all enrollment processes.
- Enrolling expelled students
  - Violation holds even if the enrolling school did not know the student was expelled.
- Counseling out of students / creating a hostile environment for families*
  - Violation holds even if students choose to remain at the school.
  - Includes initiating a Hardship Transfer without the consent of the parent / guardian
- Misconduct and/or negligence in submitting enrollment, transfer, and Student Hearing Office paperwork
  - Completing, editing, altering, or writing on non-staff sections of parent OneApps.
  - Failure to enter applications prior to application deadlines.

Level 1: Issues that are less severe in nature, nonrecurring, non-intentional, and do not cause harm to students. Repeated concerns may result in a Level 2 Notice of Non-Compliance.

- On-site enrollment of students active at another school or inactive students where enrolling school is not student’s last school of record
- Including unassigned students in school community or suggesting enrollment may occur outside of standard enrollment procedures
  - Conducting registration procedures, collecting parent / student documents; allowing participation in clubs, athletic teams, etc., for unassigned students without explicitly indicating that participation will not circumvent enrollment procedure.
- Enrolling ineligible students
  - Enrolling out-of-parish students (non-Type 2 Charters), enrolling under-age students, etc.
- Dissemination of school communications that violate or contradict enrollment policy
- 3+ instances of failure to maintain accurate student rosters in SchoolForce
  - Failure to discharge students promptly and appropriately; reconcile grade level assignments, etc.
- 3+ instances of failure to use / maintain appropriate EnrollNOLA forms
  - Submitting outdated / incomplete paperwork; failure to provide required documentation, etc.
- 3+ instances of failure to meet EnrollNOLA deadlines

EnrollNOLA Contact Info

Enrollment_Support@opsb.us – General inquiries from schools
Oneapp@opsb.us – Inquiries from the public, community or families
YOCINFO@opsb.us – Questions about truancy or case management services at the YOC
YOCSummons@opsb.us – Submit all Summons Request for Municipal Court interventions