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**Orleans Parish School Board
Superintendent's Admissions, Transfers, and Re-admissions Procedures**

Category: Student Enrollment

Date: August 2018

I. Introduction

The Orleans Parish School Board (OPSB) maintains authority and responsibility for enrollment policy for all authorized public district and charter schools, and publicly-funded early childhood programs, located in Orleans Parish. EnrollNOLA is responsible for the implementation of enrollment procedures related to the admission, re-admission and transfer of students into and out of participating schools.

A. Admission to School – General Policy and Practices

- a. Children shall not be refused admission to a public school on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability or pregnancy, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972).¹
- b. Every child, as a prerequisite to enrollment in first grade of a public school, shall meet one of the following criteria (Bulletin 741 §1107 B):
 - i. Have attended a full-day public or private kindergarten for a full academic year; or,
 - ii. Have satisfactorily passed an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade. (Bulletin 741 §1111.C2.)
- c. In Louisiana, children are required to attend school from age seven through the end of the school year in which they turn 18 or until the student receives a high school diploma, whichever comes first. If a diploma has not been granted by the time a student turns eighteen, the student may remain in school until the end of the school year in which they turn 21. Students with an Individualized Education Plan may remain in school until the end of the school year in which they turn 22.
 - i. Children whose sixth birthday falls on or before September 30 within the calendar year of admission shall be admitted to first grade.
 - i. Any child transferring into the first grade of a public school and not meeting the requirements herein for kindergarten shall be required to pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade. (Bulletin 741 §1111.C2.)

¹ Gender is only a factor in admissions in single-gender schools

- ii. Students who do not meet the kindergarten attendance requirement shall score at benchmark on the Developing Skills Checklist (DSC), DIBELS NEXT, Gates-McGinitie, SESAT, or reading report card in order to be admitted to the first grade.
 - ii. Children whose fifth birthday falls on or before September 30 within the calendar year of admission shall be admitted to kindergarten.
 - iii. Enrollment for Orleans Parish publicly-funded early childhood programs for children who will be four years of age or younger on or before September 30 shall be facilitated through a coordinated enrollment process, per fulfillment of Act 717 (LA Regular Session 2014).
- d. A student must be a resident of Orleans Parish in order to be eligible to attend a Network or Type 1, 3, 3b, 4, or 5 Orleans Parish public school. If a student is found to reside outside of Orleans Parish, the student shall forfeit their school seat.
- e. Schools shall verify residency annually for all enrolled students and maintain residency documents on file. Schools are responsible for ensuring that all students comply with stated registration procedures as described in this Regulation.
- f. BESE-approved Type 2 charter schools may enroll students who do not reside in Orleans Parish.
- g. In order for a student to register at a public school, the parent and child shall both appear² and shall present:
 - i. Verifiable proof of residency (as noted in Section VI and Section VII)
 - ii. Verifiable proof of age (i.e. birth certificate, passport, certificate of live birth)
 - iii. Child's immunization records³
 - iv. Child's latest report card/transcript or, if entering school for the first time or if academic records are unavailable, child's birth certificate. If a student is unable to produce a birth certificate, passport, or other appropriate documentation establishing age, the student shall be registered provisionally and the school shall take action to ensure appropriate grade placement.
 - v. Child's Individualized Education Plan (IEP) and/or 504 Accommodation Plan, if applicable and available.
 - vi. Photo identification of child's legal guardian. If the parent / guardian is unable to provide required documentation for guardianship verification, a Non-Legal Custodian's Affidavit will be required.
 - vii. State and Federal law prohibits the solicitation of a Social Security card or number for any purpose related to public education.

² As described in Section VI, unaccompanied students citing homelessness shall not be required to return with a parent in order to enroll/transfer. Emancipated students shall not be not required to register with a parent.

³³ Per [La. R.S. 17:170](#): "Each person entering any school within the state for the first time ... shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases... or shall present evidence of an immunization program in progress... No person seeking to enter any school... shall be required to comply with the provisions of this Section if the student or his parent or guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian is presented."

- h. The following documents shall be required for school registration when the parent/guardian and child(ren) are residing at another's residence, or do not possess required documentation for residency verification as indicated above:
 - i. Affidavit of Residency (original document) purchased from a notary public (issued within the past calendar year), or a notarized, written statement including the following information:
 - a. The child's name
 - b. The parent/legal guardian's name
 - c. The name and address of the individual with whom the family is residing
 - d. The notary seal/stamp or commission number.
 - ii. Two forms of proof of address (issued within the past 60 days)
 - a. Electric bill
 - b. Telephone bill (landline only)
 - c. Water/Sewage Bill
 - d. Cable Bill
 - e. Mortgage Agreement OR Lease where the end term is a future date (may be considered two forms if utilities are included in the lease agreement)
 - f. Homestead exemption in parent or guardian's name
 - g. Current official letter from a governmental agency (Department of Social Service, Department of Health & Hospitals, etc.)
 - iii. Photo identification (Driver's License, Passport, State-issued identification, etc.) of parent/guardian and the individual whose name appears on the bill.
- i. Placement for any school-aged student seeking admission to, or transfer between, schools will occur only at an EnrollNOLA Family Resource Center and will be arranged as expeditiously as possible. Students shall not be registered at the school-site without first receiving a placement from EnrollNOLA excepting special admissions procedures described in sections II:A:f, II:B, II:C.
- j. No school may turn away any student who has been appropriately assigned by EnrollNOLA, per OPSB policy.
- k. No school shall permit students to participate in school-sponsored activities at a school unless they have a current placement at the school. School-sponsored activities may include, but are not limited to, school sports teams, extracurricular activities, clubs and merit programs, and any program, academic or extracurricular, the participation in which enables students to act as representatives of the school community or culture.
- l. Students entering an Orleans Parish public school from another school system inside or outside of the United States will be registered according to his/her last grade placement in his/her last school, based on submission of the appropriate educational records. If no records are available, the student will be placed in the age-appropriate grade level, based on child's birth certificate. In cases where educational records are not available, the principal or designee of the receiving school shall determine the child's final grade placement upon either receipt of the appropriate educational records, or execution of appropriate grade-level assessments.

- m. Students shall neither be required nor asked to present documentation pertaining to immigration status, nor shall they be denied admission to school based on immigration status or failure to present documentation of immigration status⁴. Reference to the immigration status of a child or guardian shall not appear on any forms, materials, paperwork, or records produced, distributed, or collected by the school.
- n. Students in the care of social welfare agencies, juvenile justice agencies, and correctional agencies shall be admitted into schools in the same manner as all other students.
- o. The involuntary transfer of homeless students or students in temporary housing for poor attendance is prohibited by Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431)

II. Admissions Procedures

The admissions procedures below apply to all public schools that participate in EnrollNOLA's unified enrollment process.

A. Admission of Siblings and Multiples

- a. For the purposes of assignment, "siblings" are defined as students who share a household and/or share a parent or guardian. For the purposes of assignment, "multiples" are defined as students born of the same birth event and/or as the result of the same pregnancy. All instances of "sibling" and "multiple" used in this Regulation refer to the preceding definitions.
- b. In the OneApp assignment process, students who apply to attend the school of their sibling or siblings are given priority to attend the school their sibling(s) currently attend(s) and is/are scheduled to continue to attend for the upcoming school year, as determined by a school's respective authorizer-approved assignment priority structures.
 - i. An applicant shall be granted sibling priority only if their sibling currently holds an assignment to the application school for the upcoming school year prior to executing the assignment process, either because the current student is scheduled to return or because their sibling has received an assignment to the school for the upcoming school year in a previous OneApp round.
 - ii. Applicants with siblings currently in a terminal grade will not receive sibling priority, as their siblings would not attend school concurrently in the following school year.
- c. In the OneApp assignment process, 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 shall also be matched. An applicant shall be matched with his or her

⁴ Per United States Supreme Court decision of Plyler v. Doe, 457 U.S. 202 (1982) and The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

sibling(s) only if all students have submitted timely, family-linked applications per standard enrollment procedures.

- d. Mid-year enrollment processes do not recognize priority placement status for any class of students, including siblings and multiples.
- e. Schools shall be allowed, but shall not be required, to elect to enroll siblings of currently assigned students at or above seat capacity during the Late Enrollment period, through standardized EnrollNOLA procedures.
- f. Schools maintain responsibility for verifying sibling and/or multiple status prior to registration.

B. Admission of Children of Staff

- a. Per Act 253 of the 2017 Regular Session, Louisiana charter schools may directly enroll the child of a faculty member if the child meets all admission requirements for the school and is enrolling into grades kindergarten through twelfth. No student admitted to a charter school pursuant to this Item shall be counted to determine whether such enrollment exceeds the capacity of a program, class, grade level, or school. A charter authorizer that uses a common application and enrollment process for its charter schools shall adopt uniform policies and procedures to implement the provisions of this Item, but such policies and procedures shall not limit the ability of a school to exercise the authority granted by this Item. Eligible children of school staff shall be offered a school start-date on or after the employed parent's official start date, as determined in consultation with the school of employment. The child of a school staff member may enroll in the school if all of the following requirements are met:
 - i. The school of employment has elected to offer all qualifying employees the opportunity to enroll eligible children.
 - ii. The school staff member seeking to enroll their child is either:
 - a. An employee of the non-profit organization that holds the charter for the school who:
 - a. Receives a W-2 from the non-profit; and
 - b. Reports to the school site each day the campus serves students and is not assigned to serve other school sites; OR
 - b. An individual who is:
 - a. Contracted for employment by the charter non-profit organization; or
 - b. Is an employee of a corporation or other entity the charter non-profit organization has contracted with to provide services at the school; and
 - c. Reports to the school site each day the campus serves students and is not assigned to serve other school sites.
 - iii. The child seeking to enroll:
 - a. Is in grades kindergarten through twelfth grade;
 - b. Is the legal and/or biological child or ward of the employee;
 - c. Resides primarily at the staff member's residence; and

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

C. Admission of Children of Foreign Consular Officers

- a. Per Act 253 of the 2017 Regular Session, A Louisiana charter school with a foreign immersion mission may directly enroll the child of a foreign consular officer who resides in Louisiana if the child meets all mission-related and academic admission requirements established for the school, and is enrolling in grades kindergarten through twelfth. No student admitted to a charter school pursuant to this Item shall be counted to determine whether such enrollment exceeds the enrollment capacity of a program, class, grade level, or school. A charter authorizer that uses a common application and enrollment process for its charter schools shall adopt uniform policies and procedures to implement the provisions of this Item, but such policies and procedures shall not limit the ability of a school to exercise the authority granted by this Item. Eligible children of foreign consular officers shall be offered a school start-date on or after the employed parent's official start date, as determined in consultation with the office of the consulate general. The child of a foreign consular officer may enroll in the school if all of the following requirements are met:
 - i. The school has a foreign language immersion mission specified in their approved charter contract; and
 - ii. The school has elected to offer all qualifying foreign consular officers the opportunity to enroll eligible children; and
 - iii. 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 1 1(d) and Article 5 of the Vienna Convention on Consular Relations of 1963.
 - iv. The child seeking to enroll:
 - a. Is the legal and/or biological child or ward of the foreign consular officer; and
 - b. 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.
- b. Should an eligible foreign consular officer voluntarily leave his or her post within one calendar year of hire, the school of employment may require any children of said officer, whom the school of employment has enrolled under Act 253, to seek alternate school enrollment.

D. Admission to Early Childhood Programs

- a. Act 717 (LA Regular Session, 2014) requires all publicly-funded early childhood seats from birth to four years old to be coordinated in a single application process. Please see the NOEEN Coordinated Enrollment Framework for policy requirements regarding students ages birth to four years, available on EnrollNOLA.org.

E. Admission to Elementary, Middle, and High School

- a. Applicants to elementary and middle school shall receive priority for admission to the schools to which they apply if they:
 - i. Are the sibling to a student enrolled at an application school at the time of application submission, where the sibling will continue to be enrolled at the start of the following school year.
 - ii. Reside in the geographic zone of an application school that offers geographic priority, or in the geographic zone to which the application school offers priority assignment status, if different from the school's designated zone⁵
 - iii. Are enrolled in a school scheduled to close at the end of the school year at the time of application submission.
 - iv. Meet other priority factors for admission as determined by their application schools' respective authorizers, in collaboration with EnrollNOLA.

- b. All students who are currently enrolled in an EnrollNOLA-participating school shall only retain one school assignment at any one time.
 - i. Students who submit a OneApp and are assigned to a school of their choice in either the Main Round or Round 2 will lose their guarantee to return to any prior school placement.
 - ii. Students who hold a Main Round assignment will lose that assignment if they submit a Round 2 application and are assigned to a school of their choice.
 - iii. Main Round and Round 2 applicants will not lose any assignment they currently hold if they submit an application and are not assigned to any of their choices.

⁵ Excluding Type 2 charter schools.

III. Readmission

A. Students returning from Home and Hospital Instruction

A student returning from home or hospital instruction has the right to return to his/her prior school unless the family, in consultation with the school and OPSB / EnrollNOLA, determines that a different school placement is appropriate.

B. Students returning from Custodial Agencies

- a. Students who return to public schools from the care of State, City, or private agencies are entitled to expeditious and appropriate educational placement. As soon as the primary agency responsible for the child's care determines that a placement recommendation to return to school will be made, said agency shall contact the OPSB's Office of Child Welfare and Attendance to alert them of the student's change in status in order to begin the process of reenrolling the student. This may include a meeting where a representative of the primary care agency shall be required to provide relevant school records, including an IEP or 504 plan, if applicable.
 - i. These agencies include group homes, psychiatric centers, developmental centers, custodial facilities, and residential treatment centers, such as those under the auspices of the Louisiana Department of Children and Family Services and the Administration for Children's Services (ACS).
 - ii. Students are not required to provide release letters from the custodial agency before enrolling in school.
- b. Students returning from a detention facility within or outside of New Orleans within 60 calendar days may have the right to return to the most recent school of record.
 - i. After 60 calendar days, a student's return to his / her previous school will be determined on a case-by-case basis.
 - ii. The Student Hearing Office and / or the Office of Child Welfare and Attendance, in consultation with the student and parent / guardian, may determine that the prior school is not appropriate and may therefore identify a different placement.
 - iii. Students who have been incarcerated for more than 10 days shall be required to meet with the Student Hearing Officer or Office of Child Welfare and Attendance prior to returning to school, excluding students currently serving an expulsion sentence, who shall report to the expulsion site, as dictated by the Student Hearing Officer.
 - iv. If students returning from a detention facility are unable to produce academic records at the time of reassignment, it is the responsibility of the receiving school to request any and all records.
 - v. Students re-entering the school system are subject to the same requirements as all new / readmitting students (Section IV).

C. Students returning from expulsion

- a. For information regarding expulsion, re-entry, and disciplinary procedures, please refer to the Student Hearing Office Manual, available on opsb.us.

D. Students leaving and returning within the same school year

- a. Students leaving the school district prior to October 1 and seeking to re-enroll within the same school year shall report to an EnrollNOLA Family Resource Center to select a school from the available seats in their grade level. Students re-enrolling in an EnrollNOLA participating school shall be subject to the same policies as new enrollees to Orleans Parish (Section IV).
- b. Students leaving the school district on or after October 1 and seeking to re-enroll within the same school year shall be re-enrolled at their last school of record, pending individual school capacity constraints.

E. Students leaving and returning from prior school year(s)

- a. Students leaving the school district and seeking to re-enroll may elect to re-enroll at their last school of record regardless of the school year during which they exited the system, pending individual school capacity constraints, if their absence can be wholly attributed to one of the following conditions, as verifiable by formal documentation:
 - i. Military families returning from deployment
 - ii. Students who were in long-term residential care
 - iii. Students with medical conditions that required them to be out of school
 - iv. Students who had to return to a foreign country
 - v. Students who left the parish while in foster care

IV. New Enrollees to the Parish

A. Original placement

- a. Students new to Orleans Parish shall present at an EnrollNOLA Family Resource Center for a school placement. School placements shall be made based on seat availability and guardian preference.
- b. In order to receive a school placement in an EnrollNOLA participating K-12 school, families must provide parent / guardian identification, proof of residency (Section IV:C), child's birth certificate or certificate of live birth, and the child's most recent report card or comparable academic record, if applicable.
- c. For information regarding early childhood enrollment for students ages birth to 4 years, please refer to the NOEEN Coordinated Enrollment Framework, available on EnrollNOLA.org.

B. Registration

- a. New enrollees shall register at their assigned school according to registration procedures as described in this policy document (Section I:A).
- b. Students shall not be discharged from a school to which they have been appropriately assigned for failure to present duplicate copies of original registration documents.

- c. If a student is unable to produce proof of immunization, the student must be registered provisionally and appropriate follow-up must be done by the school to obtain the immunization records.⁶
- d. If a student is unable to produce a birth certificate, passport, or other appropriate documentation which establishes the student's age, the student must be registered provisionally and the school must take action to ensure appropriate grade placement.
- e. If a student is unable to produce proof of residency, follow procedures as outlined in Section IV:C.
- f. Please note that a Social Security card or number cannot be required for registration, per Federal and State law.

C. Proof of Residency

- a. Schools shall require proof of residency in Orleans Parish from all assigned students at the time of registration⁷. The following documents constitute proof of address⁸:
 - 1. Residential utility bill (gas or electric) in the resident's name issued by Entergy within the prior 60 days;
 - 2. Documentation or letter on letterhead from a Federal, State, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address issued within the prior 60 days;
 - 3. Original lease agreement, deed, or mortgage statement for the residence
 - 4. Current property tax bill for the residence
 - 5. Water bill for the residence
 - 6. Official payroll documentation from an employer issued within the past 60 days such as a form submitted for tax withholding purposes or a payroll receipt. A letter on the employer's letterhead is not adequate.
 - 7. A cellular telephone bill, cable bill, credit card bill, medical insurance card, or driver's license are not acceptable proof of address.
- b. If a guardian is subletting an apartment or home, more than one family shares a living space and there is only one leaseholder or homeowner, or if the parent/guardian otherwise does not possess required documentation for residency verification, The following documents shall be required:
 - 1. Affidavit of Residency (original document) purchased from a notary public (issued within the past calendar year), or a notarized, written statement including the following information:
 - a. The child's name
 - b. The parent/legal guardian's name

⁶ For more information please refer to RS 17:170 and Bulletin 741 (Chapter 11, Section 1121)

⁷ Excluding students protected under the McKinney-Vento Act. See Section IV:D. Type 2 Charter Schools may enroll students residing in any Louisiana Parish.

⁸ A school may require between 2-3 forms of proof of residency.

- c. The name and address of the individual with whom the family is residing
 - d. The notary seal/stamp or commission number.
 - ii. Two forms of proof of address (issued within the past forty days)
 - a. Electric bill
 - b. Telephone bill (landline only)
 - c. Water/Sewage Bill
 - d. Mortgage Agreement OR Lease where the end term is a future date (can substitute as both forms only if utilities are included in the lease agreement)
 - e. Homestead exemption in parent or guardian's name
 - iii. Photo identification (Driver's License, Passport, State-issued identification, etc.) of parent/guardian and the individual whose name appears on the bill.
 - iv. If the guardian is unable to provide the appropriate documents at the time of registration, the school shall admit the student on a provisional basis. The school where the student is registered is responsible for initiating an address verification investigation. Assigned students shall not be turned away and are entitled to attend class while investigations are pending.
 - v. Students in transition as described in the McKinney-Vento Act, including students experiencing homelessness or transitional housing are not required to present proof of residency to enroll in school.
- c. Schools shall require confirmation of residency in Orleans Parish at minimum once per school year. It is the responsibility of the school to complete residency checks annually and to keep records on file.

V. Transfers and Placement Exception Requests

D. Transferring between July and October

- a. Families seeking to transfer between EnrollNOLA participating schools may do so at will, pending seat availability, from the commencement of Late Enrollment as determined by EnrollNOLA, through October 1 of the academic year.
- b. From the commencement of the Late Enrollment period, as determined by EnrollNOLA, and until October 1, families enrolling for the first time, or transferring from a school to which they were assigned through the prior year OneApp application process, shall report to a Family Resource Center and be given the option to transfer or enroll based on seat availability at the time of the transfer request.
 - i. Students who elect to transfer shall lose their seat at their prior school placement upon execution of the transfer process.
 - ii. Students receiving placement between July 1 and 5 days prior to the Registration Deadline, as determined by EnrollNOLA, shall have until the last Friday in July to complete registration at their newly assigned school, after which time said school may discharge newly assigned students who have not yet registered.
 - iii. Students receiving an original placement or transfer after the Registration Deadline and until placements cease for the school year shall have five days to complete registration at their newly assigned

- school, after which time said school may discharge newly assigned students who have not yet registered.
- iv. Schools with admissions criteria shall receive prospective students on a referral basis. Said schools shall conduct eligibility verification within the five day period allotted for registration. Referred students who fail to meet admissions criteria as determined by the authorizer of applicable schools shall be directed to return to the Family Resource Center to seek final placement at an alternate school.
- c. From the third Monday in August and until October 1, families who are assigned to the same school where the student completed the previous school year seeking to transfer shall be required to first meet with a representative of their current school to discuss their desire to transfer. At this meeting, school personnel shall provide the parent with a Fall Transfer Request Form.
- i. The guardian shall bring the completed and signed Transfer Request Form to an EnrollNOLA Family Resource Center within 5 school days of the date on the Transfer Request Form.
 - ii. Per all applicable truancy laws and policies, the guardian must continue to send their child to school while the transfer process is underway.
 - iii. Transfers shall be made based on seat availability at the time of the transfer request.
 - 1. If the guardian chooses to transfer, they shall complete registration at their chosen school within 5 school days of completing the transfer. If the guardian does not complete registration within 5 school days, the student's transfer request shall be considered void and the student shall be re-enrolled at their current school.
 - 2. If the guardian does not elect to transfer, the student shall remain enrolled at their current school.
 - 3. It is the responsibility of the student's current school to ensure consistent attendance from students who are undergoing transfer proceedings, and to initiate truancy interventions if applicable, until attendance is confirmed at the student's chosen new school.
 - iv. Students receiving a transfer between the third Monday in August, and until placements cease for the school year, shall have five days to complete registration at their newly assigned school, after which time said school may discharge newly assigned students who have not yet registered.
 - v. Schools with admissions criteria shall receive prospective students on a referral basis. Said schools shall conduct eligibility verification within the five day period for registration. Referred students who fail to meet admissions criteria as determined by the authorizer of applicable schools shall be directed to return to the Family Resource Center to seek final placement at an alternate school

E. *Transferring after October 1*

- a. From October 2 through April 1, a family seeking to transfer schools shall be required to request a Hardship Transfer.
 - i. Only one Hardship Transfer request per student per "semester" (defined as October 2 to December 31 and January 1 to April 1) shall be approved. In rare

cases wherein a transfer is necessitated to ensure student safety, additional Hardship Transfers may be considered.

- ii. Hardship Transfers are subject to approval and denial.
- iii. If the initial Hardship Transfer request is denied, a family may resubmit only if there is an additional change in circumstance or the grounds / basis of the transfer request have changed.
- iv. The student is expected to attend school while any Hardship Transfer is pending final determination.
- v. Approved Hardship Transfer requests are limited to school options with seat availability at the time of approval.
- vi. Schools with seat availability in a transferring student's grade at the time of approval may not deny transferring students.
- vii. EnrollNOLA staff shall make contact with a family seeking a Hardship Transfer within five school days of receipt of all required documentation.
- viii. Approved Hardship Transfers shall constitute a defined, documented hardship that will be alleviated in part or full by a change in school environments. Hardship Transfers are categorized as follows:
 - a. Medical Hardship: May be granted in situations in which a child is experiencing an exigent medical issue that can be addressed by a change in school.
 - b. Safety Transfers: May be granted in situations in which it is determined that a student's continued presence in the school is unsafe for that student. Schools shall not request that individual student(s) be transferred because said student(s) are perceived as a safety threat. In these cases, schools shall refer to the Student Hearing Office Manual for Disciplinary Procedures. The determination as to whether or not to grant a safety transfer must be made by EnrollNOLA / OPSB in consultation with the RSD's Student Hearing Office. Safety transfers may be evaluated all year on a case by case basis. To be considered for a safety transfer, the requesting student's sending school shall provide:
 - i. School occurrence report or other school documentation;
 - ii. Safety Transfer Summary of Investigation form (see sample form at end of document)
 - iii. Additional information as needed.
 - c. Childcare Hardship: May be granted in situations in which a family's circumstances, such as childcare, transportation, or after care have changed to the degree that a transfer is necessitated in order for the child to successfully and consistently attend a full-day school program. Even without a change in circumstance, a transfer may be granted when a child's bus ride is in excess of 90 minutes if school personnel are not able to adjust the route to make the time on the bus less than 90 minutes.
 - d. Transfer to a Specialized Program: May be granted in situations in which a parent/guardian is seeking specialized programming, and the transferring student's IEP team is in

agreement. The Special Education Coordinator at the desired school will determine whether the student is eligible to attend the program in question. Transfers to specialized programs may be evaluated all year on a case by case basis.

- e. Credit Acceleration and Recovery Specialized Transfer: May be granted in situations in which the student's current school, desired accelerated model school, and parent / guardian are in agreement that a transfer to an accelerated program is in the best academic interest of the student, the transferring student is at least sixteen (16) years of age at the time of the request, is attending a traditional high school, and is either:
 - i. Overage and under-credited for his / her grade, or
 - ii. At-risk of not graduating without intensive credit recovery
- f. Emergency Transfer: May be granted in other exceptional situations, on a case-by-case basis, in which the family of the transferring student, EnrollNOLA, and the sending school have agreed that it is in the best interests of the student to change school environments, and where documented on-site interventions to address the reason for transfer have failed. In such cases, the following must be true:
 - i. Administration of the sending school have met with the parent / guardian and have documented attempts to address the reason for the transfer;
 - ii. The parent / guardian of the student initiating the transfer is in agreement with the transfer
- g. For transfer procedures for early childhood children ages birth to 4 years, please refer to the NOEEN Coordinated Enrollment Framework, available on EnrollNOLA.org.

F. Withdrawal of Students

- a. Per State law, schools shall conduct outreach to assigned students who are not in attendance and complete required truancy interventions.
- b. Schools shall follow outlined EnrollNOLA processes for promptly communicating when and why students should be discharged from their roster.
- c. Schools shall follow State guidance when withdrawing students. Schools are responsible for ensuring, to the full degree possible and as described in applicable State law and guidance, including completing required truancy interventions, that students are appropriately enrolled in school prior to allowing students to withdraw.
- d. While a student is active on a school's roster in the enrollment system, schools are required to serve them and are responsible for ensuring consistent student attendance.

G. Special Situations

A. Missing Child

- a. Schools shall immediately contact EnrollNOLA and the local police precinct if there is suspicion that a student who is being admitted to school may be a “missing child,” a child who has been taken from a parent who has rightful custody. Schools shall admit the child pending the result of further investigation.⁹

B. Emancipated Minors (16-17 years of age)

- a. Only those students who are independent, living apart from their parents, and who are not in need or receipt of foster care shall be considered emancipated. If it is determined that a student is emancipated, the student is not required to be accompanied by a parent to register. The following questions may assist in determining whether a student is emancipated:
 - i. Has the parent relinquished custodial duties?
 - ii. Is the student living separately and independently from the parent, or paying rent at home?
 - iii. Is the student managing his / her own affairs?
 - iv. When was the student last in touch with his / her parent?
- b. Proof of residency may be shown by a rent receipt in the minor’s name or a statement from the person furnishing housing.

C. Children whose parents / custodial agents do not reside together

- a. A child may have only one legal residence for the purposes of school enrollment. For a child whose parents and/or custodial agents live apart, the child’s residence is presumed to be that of the parent who provides primary custodial care.
- b. If parents have been awarded joint custody, the child’s residence for the purposes of school enrollment shall be that of the parent who has primary physical custody.
- c. If a non-enrolling parent disputes that the enrolling parent has primary physical custody, the non-enrolling parent must provide a certified, current court order confirming the non-enrolling parent’s custodial position before their request to change the child or children’s placement will be considered.

D. Homeless, Unaccompanied, and Runaway Youth

- a. Definitions:
 - i. A homeless child is one who lacks a fixed, regular, or adequate nighttime residence. This includes a child who:
 - a. Is living with a friend, relative, or acquaintance because their family lost their housing due to economic hardship, or a similar reason (referred to as

⁹ Per La. R.S. 14:403, all school and EnrollNOLA employees are mandatory reporters of suspected or confirmed cases of kidnapping, and physical, sexual, or psychological abuse.

- “doubled up”), or is temporarily living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations, or
- b. Is living in a subsidized publicly or privately operated shelter designed to provide temporary living accommodations (including commercial hotels, congregate shelters, and transitional housing for the mentally ill), or
 - c. Is awaiting foster care placement, or
 - d. Is living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation, or
 - e. Is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- ii. Unaccompanied youth means a youth not in the physical custody of a parent or guardian and who meets the definition of homeless set forth above.
 - iii. A homeless, unaccompanied, or runaway youth may transfer to a new school that she / he is eligible to attend based on his / her new residence and for which she / he meets the entrance criteria, where applicable, pending seat availability.
 - iv. Homeless students are not required to demonstrate a travel Hardship Transfer before transferring to another school. The school selected shall immediately enroll the homeless child or unaccompanied student, even if the child or unaccompanied youth is unable to produce records normally required for enrollment.
 - v. Children living in residential programs for victims of domestic violence are included in the definition of homeless children. The address of a student living in a domestic violence residence is to be kept confidential.
 - vi. The lack of a permanent address does not constitute a legitimate basis for denying a student admission to school. Students meeting this description are entitled to immediately enroll and attend a public school, pending seat availability, in accordance with Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431).
 - a. An Unaccompanied Youth is a homeless child not in the custody of a parent or guardian. An Unaccompanied Youth is not required to appear with an adult in order to enroll in or transfer schools. Enrollment staff or school officials, where applicable, must notify the School/District Homeless Liaison of the youth’s enrollment at the selected school.
 - b. A homeless student shall not be denied immediate enrollment in a school because of lack of documentation, including proof of residency. EnrollNOLA will work with the family of a homeless student to ensure immediate placement in school pending seat availability at participating schools.
 - c. If a parent / guardian or school would like to dispute the placement of a homeless student, the dispute shall be provided in writing to EnrollNOLA. The student shall be allowed to attend the school to which they were assigned while the dispute is being resolved.

E. Foster care students

- a. Students in foster care who change foster homes may be transferred to a school closer to the new foster home, which she / he is eligible to attend based on his / her new residence and for which she / he meets the entrance criteria, where applicable, pending seat availability, without being required to meet the threshold for a travel Hardship Transfer.