

# How to fill out your OneApp



Guidance for Families Applying to  
Attend a OneApp Participating School





# How should I fill out my OneApp if...

## ... I am satisfied with my current school, but there are schools I would prefer more?

**If there are only a few schools you would prefer over your current school, only list those schools on your application.**

If you are not assigned to one of those more preferred schools, your child will remain at their current school. Your child may be assigned to any of your choices. Always rank schools according to your true order of preference.

## ... My child is entering kindergarten or 9th grade for the first time?

**We encourage families who are entering elementary or high school to list 8 choices.** Listing more choices will increase the chance of being assigned to a school of your choice, and will not hurt your chance of being assigned to one of your top choices. Always apply during the Main Round, when more seats are available and you have more time to prepare for the upcoming school year. Make sure you research the school options that are available to you and select as many schools as you feel could meet your child's needs.

## ... I am happy with my current school, but somebody recommended I apply to see what happens?

**If you are happy with your current school and there is no other school you would prefer more, you should NOT submit an application.** If you are assigned to a school on your application, your child will lose their seat at their current school, and there is a chance that he or she will not be able to go back.

## ... I know for certain that I do not want my child to attend their current school next year?

**If you are unhappy with your child's current school and know for certain you would like to transfer, you should submit an application with many choices.** Do research to find the school options that meet your child's needs, and list as many schools as you feel can meet them. Apply in the Main Round, when schools have more seats available and you have more time to prepare for the upcoming school year.

## ... My first-choice school is very in-demand?

**Always list your school choices in true order of preference, even if you are applying to very high-demand schools, and only apply to schools you want your student to go to.** If you think many other families will also apply to your most preferred school, you should still list that school as your #1 choice, but you should also list many other choices, too. This will not hurt your chances of being assigned to your first choice school.

### **If you want your child to stay at their current school**

If you want your child to stay at their current school, don't submit a OneApp. By submitting an application, two things happen:

- 1) You tell EnrollNOLA that you would prefer to go to the schools listed on your application.
- 2) You forfeit your guarantee to return. If you are assigned to a school on your application, you will lose your seat at your current school, and there's no guarantee you can go back.

# Best Practices for Applying Families

OneApp was designed to be a risk-free process that gives families options and treats them fairly. There are some simple things all applying families can do to make sure they are able to use the application process to the best of their advantage.

## Do research

An important factor in school choice is understanding your options. There are a number of publicly available resources that publish detailed information about New Orleans' schools, based on things parents have expressed are important to them when selecting a school. Some of these resources include:

- The New Orleans Parents' Guide to Public Schools (available at Public Libraries and Schools; [www.nopg.org](http://www.nopg.org)),
- Urban League of Greater New Orleans' Guide to High Schools ([www.ulgno.org](http://www.ulgno.org)),
- and the OneApp application materials and Early Childhood Education Guide (available at Family Resource Centers; [www.EnrollNOLA.org](http://www.EnrollNOLA.org))

Families are encouraged to reach out to schools directly to speak with their staff, schedule a meeting, or attend an open house.

## Don't submit an application if you want your student to stay at their current school

When you submit an application, two things happen: 1) You tell EnrollNOLA that you would prefer to go to the schools listed on your application, 2) You forfeit your current placement if you are assigned to a school on your application. If you lose your seat at your current school, there's no guarantee you can go back.

This applies for each application Round. For example, if you receive a Main Round placement you're happy with, and then submit a Round 2 application, if you are assigned to one of your Round 2 selections, you will lose your seat at your Main Round school, even if you claimed the seat. Only submit an application if you are sure you would like to transfer schools, and only apply to schools you truly prefer more than your current placement.

## Apply in the Main Round

Whenever possible, families should apply during the Main Round of OneApp. Families who are interested in attending a new school have the greatest chance of being assigned to one of their choices if they apply during the Main Round, when the greatest number of seats are available. During the 2015-2016 Main Round, 80% of applicants grades pre-kindergarten-12th were matched to one of their school choices.

## List your choices in true order of preference

OneApp seeks to place every applicant in their highest ranked school, not to fill available seats at each school with applicants that rank it number one. This allows families to list their true preferences, in rank order, because you don't have to factor in your likelihood of being assigned to a school.

**The only strategy you need in this process is to determine which schools you want your child to attend, and to list your choices in the order you want them.**

This is true even if you are applying to very high-demand schools. Only apply to schools you want your student to go to. If your top choice is very high-demand, that will not hurt your chance of getting assigned to your second choice school, and so on.

## Why you should apply online:

Over 50% of applications were submitted online during the 2015-2016 Main Round. Applying online is easy and can be beneficial for families.

Families who apply online:

- Receive a **receipt** for their records when an application is submitted,
- Can easily update application choices or contact information, if they choose to,
- Are notified of the placement results more quickly,
- If applying for pre-kindergarten, are able to view their positions on waitlists.

Additionally, the OneApp process for the 2018-2019 School Year application cycle, will be online only.

**Applying online is recommended for all families. Families can apply online at [EnrollNOLA.org](http://EnrollNOLA.org).**

If you do not have internet access at home, visit your local public library or a Family Resource Center for assistance.

Every parent is encouraged to provide an email address on their application. Families who do so will receive quicker notification of their students' placement results.



# Frequently Asked Questions

## **Will listing more school choices decrease my chances of getting into my top choice?**

No. The number of choices you list on your application does not affect the likelihood of you getting one of your top choices. We seek to place all families at their highest-ranked school with seats available, based on family preference and each school's priorities. This way we are able to honor family choice.

## **If I get placed at one of my application schools, can I still return to my previous school?**

No. If you are placed at any of the choices you list on your application, you will lose the spot you held at your current school. It's critical that you only apply to schools you prefer more than your current school. By submitting an application, you are indicating that you would rather your child go to the schools listed on their OneApp, and that you are willing to give up their current assignment for the opportunity for them to do so.



## **If I submit my application earlier, do I have a greater chance of getting one of my top choices?**

No. All applications are processed at the same time, so there is no advantage to applying early. By processing all applications at once, families who are unable to submit their applications earlier are not at a disadvantage. Please note that if you are interested in attending schools with admissions criteria, you must submit your application during the Early Window, which ends in December. The reason Early Window schools have an earlier deadline is so school staff have time to determine applicant eligibility, not so families can receive a placement early. Early Window applicants are not given an advantage over other applicants to open admissions schools, but they must apply by the Early Window Deadline.

## **Will submitting multiple applications increase my likelihood of getting into one of my choices?**

No. Only the most recent application is considered during the matching process. If you submit multiple applications, make sure the last application you submit accurately reflects your final school choices. The most recent application will overwrite any previously submitted school selections and will be the only application considered for student placement.

## **If one of my children attends my school of preference, are my other children automatically guaranteed a spot at that school?**

No. Our team is committed to keeping families together whenever possible. However, sometimes there is not enough space available to accommodate all siblings. Sibling priority gives applicants with siblings preference over applicants without, but does not guarantee that any particular student will receive a placement.

## **EnrollNOLA Family Resource Centers Monday - Friday, 8 AM - 4:30 PM**

### **Uptown Location**

FRC @ Lawrence D. Crocker  
2300 General Taylor St.,  
New Orleans, 70115

### **Westbank Location**

FRC @ OPSB Central Office  
3520 General DeGaulle Dr.,  
New Orleans, 70114, Suite 1101

### **New Orleans East Location**

FRC @ Livingston Collegiate Academy  
7301 Dwyer Rd.  
New Orleans, 70126

# 2017-2018 Main Round

All applying families should submit their OneApp during the Main Round if possible. During subsequent enrollment periods, like Round 2 and Late Enrollment, many schools' open seats will have filled from the Main Round. For that reason, families who are interested in applying to a new school next year have the greatest chance of being assigned to one of their choices if they apply during the Main Round.

## When can I apply for a school for the 2016-2017 school year?

The Main Round is open November 1, 2016 - February 24, 2017. You can submit a K-12 application online at [EnrollNOLA.org](http://EnrollNOLA.org) and at Family Resource Centers. If you are applying to enter an early childhood program for students aged 0-4, you can do so online at [EnrollNOLA.org](http://EnrollNOLA.org).

Week of November 1: Main Round Launches



December 16: Early Window Deadline

February 24: Standard Window Deadline

Week of April 10: Results Available

## Who should apply during the Early Window?

Some schools with selective admissions criteria require students to apply by an "Early Window Deadline." These schools are marked with a "push pin" icon in the paper OneApp materials\* (see icon above). Most schools use the Standard Window deadline; they will not have the "push pin" icon.

## Can I apply by December 16 even if I'm not applying to Early Window schools?

Yes. If you are only applying to Standard Window schools, you can still apply by December 16 if you would prefer, but there is no advantage to applying earlier. All Main Round applications are processed at the same time.

## What if I am not satisfied with my Main Round placement?

If you are not satisfied with your Main Round award, you should still accept your seat to reserve a spot in a school for the upcoming year. When Round 2 opens in Spring 2017, you can apply to attend a different school.

## How will I be notified?

Everybody who applies will receive a notification letter, no matter what the results are. If you apply online or provide an email address, you will be emailed as soon as placements are final. If you do not receive your placement results, please call or visit a Family Resource Center.

If you apply online, you can also see your placement by clicking on "Apply Now" at [EnrollNOLA.org](http://EnrollNOLA.org), logging into your account, and clicking on #5, "Placement Information," on the top menu bar.

## What do I have to do after I receive my placement?

You must claim your Main Round seat by May 12, 2017, even if you intend to participate in Round 2 (K-12 applicants ONLY). Schools may also have additional registration paperwork to complete. Reach out to your assigned school to make sure you know what you need to do before the school year begins.

\*Find a full list of participating schools, including which schools use the Early Window Deadline, by visiting [EnrollNOLA.org](http://EnrollNOLA.org)

# All Families Should Know That:

- You can be assigned to any school you list on your application.
- If you are assigned to a school on your application, you *lose any previous school assignment*.
- Everybody who applies will receive notification. If you do not get your results, please call us!
- You'll be able to see your placement results online. For instructions on how to see your child's placement, visit [EnrollNOLA.org](http://EnrollNOLA.org).

Need more help?

**1-877-343-4773**

**[www.EnrollNOLA.org](http://www.EnrollNOLA.org)**