



## **NOLA PS Enrollment Procedures Guide**

Updated June 2021

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### **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. NOLA PS is responsible for the implementation of enrollment procedures related to the admission, re-admission and transfer of students into and out of participating schools.

1. Terms and Definitions
  - a. Enrollment Policy Principles
    - i. Centralized Enrollment Procedures  
Placement for any school-aged student seeking admission to, or transfer between, schools will occur only pursuant to these procedures and will be arranged as expeditiously as possible. Students shall not be enrolled or registered at the school-site without first receiving a placement pursuant to these rules.
    - ii. Admission to Early Childhood Programs  
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 the department's website.

iii. Scope of Enrollment Activities

No school shall permit students to participate in activities reserved for students at a school unless they have a current placement at the school. Activities reserved for students 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.

iv. Non-Exclusion

No school may turn away any student who has been assigned by NOLA Public Schools. In cases where the school disputes the placement by the district, they shall serve the student until such time as it can be resolved by the district.

v. Student Protections

1. 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).
2. 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 status.<sup>i</sup> 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.
3. 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.
4. 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).
5. Schools shall immediately contact the local police precinct and NOLA PS 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.<sup>ii</sup>

i. Residency Requirements

- a. Orleans Parish residents are eligible to attend Network or Type 1, 2, 3, 3b, Orleans Parish public schools. Non-Orleans Parish residents are eligible to attend Type 2 charter schools, however may not be admitted to the aforementioned school types, unless otherwise

permitted by law or policy.

- b. BESE-approved Type 2 charter schools may enroll students who do not reside in Orleans Parish, unless with special permission from the governing body or eligible for protections under the McKinney-Vento Homeless Assistance Act (42USC 11431). All students served by Type 2 charter schools must be enrolled through the NOLA Public Schools enrollment process.

ii. Minimum and Maximum Age of Students

- a. The district shall provisionally place children whose sixth birthday falls on or before September 30 within the calendar year of admission in first grade.
- b. Schools shall comply with the requirements of state law and policy, including Bulletin 741, to determine final grade placement for first grade.
- 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.

iii. Single Seat

All students who are currently enrolled in a school in Orleans Parish shall retain only one current school assignment at any one time.

iv. Siblings and Multiples

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.

v. Falsified Information Provision

If it is found that a family presents false information to gain access to a specific program or priority, placement within a school program may be rescinded if the student would not have been able to access the program if they had not had the priority.

b. School Capacity

- i. Schools shall set grade-level enrollment targets in coordination with NOLA PS leadership. Enrollment targets approved by schools in advance of placement cycles (such as Main Round match placements or Summer Enrollment) will be considered final unless changes are approved in writing by NOLA PS. All enrollment targets require the approval of the school and NOLA PS.

1. 10/1 Targets

- a. 10/1 Targets are defined as target enrollment seats which a school expects to serve on October 1.
    - b. 10/1 Targets shall determine seat availability throughout the Mid-Year Placement Process, except pursuant to Section 4.c.iii of this document.
    - c. Excepting procedures detailed in Section 4.c of this document, schools may elect to opt out of filling to their 10/1 Targets for any grade during the Non-Application Placement Process.
  - 2. Match Targets
    - a. Match Targets are defined as a number larger than a 10/1 Target which accounts for attrition between the match and October 1.
    - b. Match Targets shall determine seat availability in the Main Round and Round 2 application cycles. Schools may reset Match Targets in each application cycle.
  - 3. Summer Enrollment Targets
    - a. Summer Enrollment Targets are defined as target enrollment seats which a school seeks to add to their rosters after the application cycles to account for actual attrition.
    - b. Summer Enrollment Targets shall determine seat availability throughout the Summer Enrollment period, except pursuant to Section 4.c of this document.
- ii. For purposes of Non-Application placements, pursuant to Section 4.c.iii.2 in this document, school capacity constraints shall be based on the number of students permitted in a classroom per state policy.
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## 2. Seat Acceptance, Registration and Withdrawals

- a. School Entry Procedures
  - i. Documentation Responsibilities
    - 1. Student Records

It is the responsibility of the school to complete residency checks annually and to keep records on file, except students eligible for protections under the McKinney-Vento Homeless Assistance Act (42USC 11431).
    - 2. Initial Registration Requirements
      - a. New enrollees shall register at their assigned school according to registration procedure, pursuant to Section 2.c of this document.
      - b. Schools shall not require families to furnish copies of original registration documents for school storage; schools shall provide a means to collect student records from

original documents.

- b. Homeless, Unaccompanied, and Runaway Youth
  - i. A homeless child is one who lacks a fixed, regular, or adequate nighttime residence.
    - 1. 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.
    - 2. A homeless student shall not be denied immediate enrollment in a school because of lack of documentation, including proof of residency. NOLA PS will work with the family of a homeless student to ensure immediate placement in school pending seat availability at participating schools.
    - 3. If a parent / guardian or school would like to dispute the placement of a homeless student, the dispute shall be provided in writing to NOLA PS. The student shall be allowed to attend the school to which they were assigned while the dispute is being resolved.
  - ii. An unaccompanied youth is a child not in the physical custody of a parent or guardian and who meets the definition of homeless set forth above.
    - 1. An unaccompanied youth is not required to appear with an adult in order to enroll in or transfer schools.
    - 2. Enrollment staff or school officials, where applicable, must notify the School/District Homeless Liaison of the youth's enrollment at the selected school.
  - iii. A runaway youth is a child who has left home without parental/caregiver permission to stay away for one or more nights.<sup>iii</sup>
  - iv. 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. See [Section 4.d.ii in this document](#) for related transfer policy.
  - v. 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).
  - vi. An emancipated minor is a child who has legal authority and capacity to perform acts of a person of the age of majority.<sup>iv</sup> 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. Proof of residency may be shown by a rent receipt in the minor's name or a statement from the person furnishing housing.

c. Registration Deadlines

- i. The Main Round registration deadline shall be set at a date whereby families are given not less than six weeks from the release of Main Round results.
- ii. Schools may deactivate new students with Main Round placements who have not registered by the annual registration date set by NOLA PS, so long as outreach requirements set by NOLA PS have been met before the student is deactivated.
- iii. New students who have not registered for their Round 2 placements may be discharged if they have not attended by the fifth day of the next school year.
- iv. Students receiving a non-application placement shall have five school days from the time they receive their placement to register or until the last Friday in July, whichever comes later, after which time they may be discharged by their assigned school pursuant to Section 4.d.ii.2 of this document.

d. Annual Registration Requirements

All BESE and OPSB-authorized schools shall verify residency annually for all enrolled students and maintain residency documents on file, except students eligible for protections under the McKinney-Vento Homeless Assistance Act (42USC 11431). Schools are responsible for discharging students verified as living out-of-parish and ensuring that all students comply with stated registration procedures as described in this policy.

e. Registration Documentation

- i. In order for a student to register at a public school, the parent/guardian(s) shall present the documents detailed in Section 2.e.ii of this document at the school to which their child is assigned, except in the following cases:
  1. Unaccompanied students citing homelessness shall not be required to return with a parent to enroll/transfer.
  2. Emancipated students shall not be required to register with a parent.
- ii. Schools shall collect and retain readable copies of one or more of each of the following documents during the registration process for each student.
  1. Verifiable proof of residency pursuant to Section 2.g of this document.
  2. Child's immunization records<sup>v</sup>
  3. Child's latest report card/transcript or, if entering school for the first time or if academic records are unavailable, verifiable proof of age (i.e., birth certificate, passport, certificate of live birth)

4. 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.
5. Child's Individualized Education Plan (IEP) and/or 504 Accommodation Plan, if applicable and available
6. 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.
7. State and Federal law prohibits the solicitation of a Social Security card or number for any purpose related to public education.

f. Provisional Allowances

- i. 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.
- ii. If a student is unable to produce a birth certificate, passport, prior year report card, 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.
- iii. 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.<sup>6</sup>
- iv. If a student is unable to produce proof of residency pursuant to Section 2.g.iii of this document.
- v. Students in transition eligible for protections under the McKinney-Vento Homeless Assistance Act (42USC 11431), including students experiencing homelessness and transitional housing, are not required to present proof of residency to enroll in school.

g. Residency Documentation

- i. See Section 2.f.v of this document for provisions for students experiencing homelessness and transitional housing and eligible for protections under the McKinney-Vento Homeless Assistance Act (42USC 11431), which apply throughout Section 2.g of this document.
- ii. All students must reside within the jurisdiction of their assigned school. The date upon which residency is required shall be determined by the following criteria:
  - a. Students placed as a result of an enrollment application must reside in the school's jurisdiction by the first day of school.
  - b. Students receiving placements outside of the enrollment

application cycle must reside in the school's jurisdiction by the placement date.

- c. Students with continuing placements must not reside outside the school's jurisdiction at any time such as they are enrolled and their school is in session.
- iii. Schools shall determine a deadline by which families must submit proof of residency in the school's jurisdiction that allows the parent/guardian no fewer than 10 days from the date of required residency and may extend the deadline to accommodate individual student circumstances.
- iv. Pursuant to Section 3.c.i.c of this document., applicants establishing residency for geographic enrollment priorities must reside in the priority area by the priority verification deadline, which schools may set in accordance with application cycles.
- v. Placement deactivation requests may be entered for application-cycle placements in cases wherein the parent/guardian declares they do not, nor intend to, reside in the school's jurisdiction, or in cases where the school has firmly established by verifiable research that the student is a non-resident.
- vi. Continuing students shall be allowed no fewer than 10 days from the announcement of the school's annual residency verification process to submit proof of residency. Documents must be active within 90 days of the date of collection and shall establish the student's residency for a period extending 12 months from the date of collection.
- vii. Schools shall collect and retain readable copies of one or more of the following documents during the registration process for each student.
  1. Electricity/Gas Bill dated within ninety days of the registration date.
  2. Sewage/Water Bill dated within ninety days of the registration date.
  3. Cable/Internet Bill dated within ninety days of the registration date.
  4. Section 8 or HANO Voucher Statement dated within ninety days of the registration date.
  5. Mortgage Agreement or Lease where the end term is a future date.
  6. Homestead exemption in parent or guardian's name
  7. Official letter from a governmental agency dated within ninety days of the registration date.
- viii. 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:
  - a. 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:
    - i. The child's name
    - ii. The parent/legal guardian's name

- iii. The name and address of the individual with whom the family is residing
      - iv. The notary seal/stamp or commission number
    - b. Required residency documents in the name of the individual with whom the family is residing. This requirement shall be exempted for students qualifying for protections of McKinney-Vento pursuant to Section 2.f.v of this document.
    - c. Photo identification (Driver's License, Passport, State-issued identification, etc.) of parent/guardian and the individual with whom the family is residing
  - ix. 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. 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.
  - x. 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.
  - xi. See Section 2.b of this document for exemptions related to emancipated minors and homeless, runaway, and unaccompanied youth.
- h. Transitional 9<sup>th</sup> Grade
 

Schools shall notify the office of student enrollment of any 8th grader promoted to Transitional 9th grade no later than the third Monday in July each year. NOLA PS shall update student grade placements and notify high schools that Transitional 9th graders have been updated.
- i. Student Exit Process
 

Schools shall follow State guidance and outlined NOLA PS processes for promptly communicating when and why students should be discharged from their roster.
- j. Truancy Intervention
  - i. 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.
  - ii. Per State law, schools shall conduct outreach to assigned students who are not in attendance and complete required truancy interventions.
  - iii. 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.

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### 3. Application Cycle

- a. See Section 1.b of this document for the process to determine available seats in the application cycle.
- b. Pursuant to OPSB policy and individual charter operating agreements, certain schools require applicants to satisfy requirements prior to inclusion in the match.
- c. Application Priorities
  - i. Priority Definitions
    - a. Applicants enrolled in a school scheduled to close at the end of the school year at the time of application submission are eligible for priority enrollment.
    - b. Applicants who 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, are eligible for priority enrollment.
    - c. Applicants are eligible for priority enrollment in cases where:
      - a. Pursuant to Section 2.g.i of this document, the application school offers geographic priority.
      - b. The applicant resides within the specified geographic zone, including cases where application school zones vary by authorization of OPSB policy or Charter Operating Agreements.
      - c. The applicant verifies their residence in a geographic zone for application schools authorized by OPSB policy or Charter Operating Agreements to require residency verification.
    - d. All open enrollment Type 1, 3, and 3B charter schools and OPSB non-charter schools serving grades K-8 offer geographic priority to applicants residing in the school's geographic zone, a pre-determined area based on zip code(s). Type 2 charter schools do not offer geographic priority for any grade.
  - ii. Priority Structures
    1. The standard priority structure shall be as follows:
      - a. Closing school priority can be applied to up to 100% of available seats in a given grade level and is granted before other priorities.

- b. Sibling priority can be applied to up to 100% of available seats in a given grade level and is granted after closing school priorities.
        - c. For K-8 schools, geographic considerations can be applied to up to 50% of available seats in a given grade level after closing school and sibling priorities, divided as follows:
          - i. Applicants residing within a half-mile of the school may access priority enrollment for up to 25% of available seats in a given grade
          - ii. Applicants residing within the school's geographic zone, as determined by NOLA PS, may access priority enrollment for the remaining geographic allotment, between 25% and 50%
      - 2. Variations on the standard priority structures, as well as additional priorities not listed above, shall be determined by authorization of OPSB policy or Charter Operating Agreements. See Appendix A for variations.
    - iii. Priority Verification
      - 1. Priority enrollment may require applicants to present supporting documentation to verify that they qualify for authorized criteria. These priorities shall be verified in coordination between the applicant and the school.
      - 2. In schools where the entry grade filled in the previous year's Main Round, the procedures below shall be required to verify sibling relationships. At such schools, the family shall provide documentation to the school that meets a burden of proof set forth by the district to demonstrate either:
        - a. A biological or legal sibling relationship through one or more common parents or legal guardians; or
        - b. Shared household status among siblings through a common address.
      - 3. Families shall have the ability to appeal the review of sibling status by the school within one week of the close of the main round application.
  - d. Holding Seats
    - i. Guarantees

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. Single Best Offer

1. 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.
  2. 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.
- e. The district may implement procedures to offer placement to families in schools with available seats after the release of Main Round results, so long as all unmatched applicants are contacted. The order of placement offers shall be based on Main Round lottery number and no seat shall be offered at a school which did not have any available seats at the end of the Main Round.
- f. Schools shall be provided the opportunity to overmatch unmatched siblings by grade beyond capacity constraints who applied in the round, so long as they accept all students eligible for the priority in the given grade level and request over-enrollment prior to the release of results.
- g. Assignment of Multiples
  - i. 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 sibling(s) only if all students have submitted timely, family-linked applications per standard enrollment procedures.
  - ii. Schools maintain responsibility for verifying sibling and/or multiple status prior to registration.
- h. Family Link is defined as connecting placements for two or more applications on which school choices are ranked in the same order under a single parent account. All eligible applications matching these criteria will be assigned in this manner unless applicants formally decline. Family-link shall seek to place all connected students into the highest-ranked school choice with available seats for each applicant, even if one or more applicants would have received a higher-ranked placement without the link. Family-link shall not apply in certain cases, such as applicants being ineligible for some choices or if non-public schools are ranked.
- i. Applicant Procedures
  - i. Modifying Application Choices
    1. Application resubmissions or modifications to the rankings or order of rankings shall overwrite the prior rankings.
    2. In cases of two or more applications submitted for the same child, the latest-dated application shall be used.

3. Applicants are permitted to modify application choices until the application deadline, at which point the order of rankings is final. For schools with an early deadline:
  - a. Applicants may change the ranking order until the standard deadline.
  - b. Applicants may not add these programs to their applications after the early deadline, even in cases where those rankings were removed in the same application round.
- ii. Applicants who would like to cancel their application must do so prior to the cancellation deadline set by NOLA PS. To cancel an application, the family must submit a formal request.

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#### 4. Non-Application Placements

##### a. Grade Placement Determination

- i. Students who are active in a NOLA PS program, or were active in a program at the end of the prior year, shall be assigned based on the most recent grade placement and promotion decision. Students who are of high school aged who present with a report card shall be provisionally placed according to these procedures:
  1. A current year report card, if available, will determine grade placement.
  2. A prior year report card with a promotion statement, if available, will determine grade placement.
  3. A prior year report card without a promotion statement, if available, will be used to determine grade placement as follows:
    - a. If five or more classes were passed in the prior year, the student will be promoted.
    - b. If fewer than five classes were passed in the prior year, the student will be retained.
  4. Without documentation of prior grade level, a student shall be placed in 9th grade.
- ii. Students who are high school-aged presenting for enrollment with a transcript shall be placed based on a credit-based placement system determined by NOLA PS.
- iii. NOLA PS will indicate in the transfer note the method used to determine placement and indicate to the family that the grade placement is PROVISIONAL and will be assessed by the receiving school.

##### b. Reclassification of Grade Levels

If grade reclassification is needed, the school is expected to accommodate the student in the new grade, if the grade is served by their school. Valid reasons for reclassification must meet criteria outlined in the school's pupil progression plan.

##### c. Round Robin

- i. For current year placements, Round Robin will be in effect for K-8 when fewer than five school options are available and will be in effect for 9-12 when fewer than three non-accelerated high school options are available. One seat in the affected grade will be made available at each non-exempt school.
- ii. For any grade level at a school, a maximum of three unfilled seats from a prior round shall carry into subsequent cycles.
- iii. Round Robin exemption requests shall be individually reviewed, and exemptions are subject to deadlines and criteria.
  1. Exemption requests shall not be granted for a Round Robin cycle that is in progress.
  2. The following exemption reasons are considered valid:
    - a. Over 10/1 Target & 26+ Students/Section in Grades K-3
    - b. Over 10/1 Target & 30+ Students/Section in Grades 4-12
    - c. Over 10/1 Target & Over Programmed Capacity, & 28+ Students/Section in Grades 4-12
    - d. Over 10/1 Target & Over Building Capacity
    - e. Made Accommodation Previous Cycle (by, for example, accepting two students in a particular grade)
    - f. Exceptional Circumstances (reviewed case-by--case)
- iv. Schools shall have the opportunity to apply for exemptions for each round. Persisting Round Robin Exemption Requests shall be reviewed each cycle and must meet the requirements for an approved exemption.

d. Rolling Admissions Placements

- i. Students new to NOLA Public Schools shall obtain current year school placement through the rolling admissions procedures detailed below.
- ii. From the commencement of the Summer Enrollment period, as determined by NOLA PS, 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 be given the option to transfer or enroll based on seat availability at the time of the transfer request. See Section 5 of this document for details on non-application transfer procedures.
  1. Students receiving placement between July 1 and 5 days prior to the registration deadline, as determined by NOLA PS, 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.
  2. 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.

3. 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 NOLA PS to seek an alternate placement.
  - iii. In order to receive a school placement, families must provide parent / guardian identification, proof of residency, child's birth certificate or certificate of live birth, and the child's most recent report card or comparable academic record, if applicable.
  - iv. During Summer Enrollment, schools may choose to over-enroll their seat capacity for students who meet the following criteria:
    1. attended their school as the last school of record,
    2. who were discharged after 2/1 of the prior school year,
    3. or who were not discharged as an initial no-show.
  - v. Schools opting into the Summer Enrollment reactivation process must accept all reactivation requests for at least five business days, then may request to opt-out.
  - vi. Where possible, applicants who receive a placement for the ongoing year after the deadline to cancel their application shall be given, at the time of placement, the choice to retain either their application placement or their guaranteed seat, when those differ, for the future year. When application placements are not available to applicants at the time of a current year placement, NOLA PS shall provide this consideration after the release of results.
- e. Midyear Sibling Unification  
Schools may choose by grade level to unify siblings over capacity during Summer Enrollment and throughout the school year, provided they enable unification for a period of at least five business days. Sibling verification processes shall apply in these cases for schools that required verification in the application phase.
- f. Readmission Considerations
- i. In an ongoing year, readmission to public school shall be based on the date and type of discharge. Discharges may be considered involuntary in cases of:
    1. Military families on a deployment
    2. Students in long-term residential care
    3. Students with medical conditions requiring absence from school
    4. Students required to return to a foreign country
    5. Students leaving the parish while in foster care
  - ii. Readmission to the most recent placement, pending school capacity constraints pursuant to Section 4.c.iii.2 in this document, shall be:

1. Permitted in cases where a student seeking to reenroll has been discharged for involuntary reasons within the previous two school years.
  2. Required for students seeking to reenroll who were discharged on or after 10/1 of the ongoing school year.
- iii. Students who qualify for McKinney-Vento protections shall be granted those protections regardless of the date and circumstances of a prior discharge.
  - iv. For information regarding expulsion, re-entry from correctional facilities, and disciplinary procedures, please refer to the Student Hearing Office Manual, available on the department's website.

g. Child of Staff Placements

- i. Louisiana charter schools may offer eligible children of school staff the opportunity to enroll in grades K-12 directly at the employee's school of work (per Act 253).
- ii. In order for a child to be eligible for children of staff enrollment, the school must elect to offer all qualifying employees the opportunity to enroll eligible children.
- iii. The staff member is assigned to report to the school they seek to enroll their student each day that students are in session and is not assigned to any other schools.
- iv. One or more of the following conditions must be met:
  1. The staff member is an employee of the non-profit organization that holds the charter for the school who receives a W-2 from the non-profit.
  2. The staff member is contracted for employment by the charter non-profit organization.
  3. The staff member is an employee of another entity the charter non-profit organization has contracted with to provide services at the school.
- v. Child Eligibility Requirements for Children of Staff Enrollment
  1. Child must seek to enroll in grades K-12.
  2. The child must be the biological child or legal ward of the employee.
  3. The child must reside primarily at the employee's residence.
  4. The child must meet all admissions criteria, including selective admissions criteria, as applicable.
- vi. 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.
- vii. 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 certain requirements are met.
- viii. 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.

h. Child of Foreign Consular Placements

- i. 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.
- ii. Eligible children of foreign consular officers shall be offered a school start-date on or after the employed parent's official startdate, as determined in consultation with the office of the consulate general.
- iii. The child of a foreign consular officer may enroll in the school if all the following requirements are met:
  1. The school has a foreign language immersion mission specified in their approved charter contract; and
  2. The school has elected to offer all qualifying foreign consular officers the opportunity to enroll eligible children; and
  3. 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.
  4. The child seeking to enroll:
    - a. Is the legal and/or biological child or ward of the foreign consular officer; and
    - b. Meets 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.
- iv. 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.

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## 5. Non-Application Transfers

### a. Transferring Between July-Oct

#### i. Summer Enrollment Transfers

1. Families seeking to transfer between NOLA PS participating schools may do so at will, pending seat availability, from the commencement of Summer Enrollment as determined by NOLA PS, through October 1 of the academic year. For detailed Summer Enrollment Procedures, see [Section 4.d.ii of this document](#).
2. Students who elect to transfer during Summer Enrollment shall lose their prior schoolplacement upon execution of the transfer process.

#### ii. Fall Transfer Window

1. 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.
  - a. The guardian shall provide the completed and signed Transfer Request Form to NOLA PS within five school days of the date on the Transfer Request Form.
  - b. Per all applicable truancy laws and policies, the guardian must continue to send their child to school while the transfer process is underway.
  - c. Transfers shall be made based on seat availability at the time of the transfer request.
  - d. If the guardian chooses to transfer, they shall complete registration at their chosen school within five school days of completing the transfer. If the guardian does not complete registration within five school days, the student's transfer request shall be considered void, and the student shall be re-enrolled at their current school.
  - e. If the guardian does not elect to transfer, the student shall remain enrolled at their current school.
  - f. 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.

2. Fall Transfers are dictated by parent choice; schools cannot deny a Fall Transfer request.

b. Transferring on or after 10/1

i. Hardship Transfers

From October 2 through April 1, a family seeking to transfer schools shall be required to request a Hardship Transfer.

1. 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.
2. Hardship Transfers are subject to approval and denial.
3. 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.
4. The student is expected to attend school while any Hardship Transfer is pending final determination.
5. Approved Hardship Transfer requests are limited to school options with seat availability at the time of approval.
6. Schools with seat availability in a transferring student's grade at the time of approval may not deny transferring students.
7. NOLA PS staff shall contact a family seeking a Hardship Transfer within five school days of receipt of all required documentation.
8. 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 to grant a safety transfer must be made by NOLA PS / 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. 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 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 agrees. 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 agree 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, NOLA PS, 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 agrees with the transfer.
- 9. For transfer procedures for early childhood children ages birth to 4

years, please refer to the NOEEN Coordinated Enrollment Framework, available on the department's website.

10. 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. 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.
  - ii. Placement End Date  
Non-application placements for the current year shall cease for each school on the last day that all grade levels served by the school are in session.
  - iii. Transfers during Testing Window
    1. Students who have received a placement during a testing window identified by LDOE shall be expected to attend school beginning on the first day normal classes resume.
    2. Transfer requests shall be processed after testing has closed. Sending schools shall administer testing for students who request to transfer after testing closes.
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<sup>i</sup> 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).

<sup>ii</sup> Per La. R.S. 14:403, all school and NOLA PS employees are mandatory reporters of suspected or confirmed cases of kidnapping, and physical, sexual, or psychological abuse.

<sup>iii</sup> Per Title III of the Juvenile Justice and Delinquency Prevention Act of 1974

<sup>iv</sup> Per 2011 Louisiana Civil Code Article 365

<sup>v</sup> 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."

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## APPENDIX A: Enrollment Priorities and Eligibility Standards and Deviations

- Standard Priorities
  - Closing School: Schools will offer closing school priority in applicable cases.
  - Sibling: Schools will offer sibling priority to applicants sharing a guardian or household of a continuing student at an application school.
    - Schools that filled in Kindergarten or 9<sup>th</sup> grade the prior year verify sibling status.
    - Authorized schools may offer sibling priority only in their entry grade.
  - Geography: K-8 Schools offer priority for geography to applicants residing in the school's geographic zone.
    - The priority for applicants in the school's geographic zone will not apply to more than 50% of available seats.
    - The priority for applicants within a half mile will not apply to more than 25% of available seats.
    - In cases where there are less than 25% of applicants to a particular grade residing within a half mile of the school, the remaining percentage shall be allocated to zone priority.
    - NOTE: Students residing within a half-mile of the school, but not in the school's zone, will receive half-mile priority for not more than 25% of seats, and will not be included in zone priority.
  - Closing school and geographic priorities do not apply to Type 2 charter schools
  - Percentage requirements for priorities are executed in integers, which may result in variations on the percentage makeup of priority assignments.
- Unique School-Specific Procedures (as of the 2021-2022 Enrollment Cycle)
  - Specialized Eligibilities
    - Academic Assessments

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- Audubon Uptown Montessori offers priority enrollment to applicants for grades 3-8 must take an admissions test and score a minimum of 22 out of 33 points on the admissions matrix.
  - Language Assessments
    - International School of Louisiana (all programs): language assessment for students applying for 2<sup>nd</sup> grade, students who seek to enroll after Labor Day each year must pass a language proficiency assessment to enroll in 1<sup>st</sup> grade or later.
    - Audubon Uptown French requires that applicants for grades 1-8 pass a French language proficiency exam or have attended an accredited French School.
    - Lycee Francais de Nouvelle Orleans Charter School requires that applicants to 1<sup>st</sup> grade and later demonstrate French Language proficiency or have previously attended a French Immersion program accredited by the French Ministry of Education.
    - Edward Hynes Charter School French Programs at Lakeview & UNO requires that applicants to 1<sup>st</sup> grade and later demonstrate French language proficiency.
  - Open House or Curriculum Meeting
    - Audubon Uptown (Montessori and French) requires applicants to attend a curriculum meeting hosted by the school.
    - New Orleans Military and Maritime Academy requires applicants to attend an open house hosted by the school.
  - Minimum Age (Accelerated High Schools)
    - The NET Programs (Central City and Gentilly) require 8<sup>th</sup> graders will be aged 15 by September 30
    - New Orleans Accelerated High School requires students will be aged 15 - 21 by September 30 of the year school begins OR aged 22 by September 30 of the year school begins with a valid IEP
  - Edward Hynes Charter School PK3 & PK4: applicants must have a Bulletin 1508 compliant gifted evaluation submitted / on file with the NOLA-PS child search office.
  - Intellectual Disability eligibility is detailed in Appendix B
- Specialized Priorities
    - Non-conforming Geographic Priorities
      - Alice Harte Charter School: 67% Geography for the 70131 and 70114 zip codes and includes the ½ mile priority.
      - Edna Karr High School: 67% Geography for the 70131 and 70114 zip codes and includes the ½ mile priority.
      - Edward Hynes Lakeview: 67% Geography for the 70124 Zip Code and includes the ½ mile priority. Hynes requires verification of address information by the guardian before the applicant receives the priority.
      - Programs with selective admissions criteria, including Audubon Montessori, do not offer geography priority
    - Other Non-conforming or Specialized Priorities
      - Priority for students enrolled in a specific school or type of school

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- Audubon Montessori offers priority enrollment to students who are currently enrolled in an accredited Montessori program receive a priority to grades Kindergarten and later
  - Feeder Priority, offered as a priority proceeding sibling and geography priority
    - KIPP High Schools: Current 8th graders attending a KIPP middle school
    - INSPIRE Schools:
      - Edna Karr High School: Current 8th graders attending Alice Harte or Eisenhower Elementary
      - Eleanor McMain High School: Current 8<sup>th</sup> graders attending Andrew Wilson Charter School
      - McDonogh #35 High School: Current 8<sup>th</sup> graders attending McDonogh #42
  - Military Parent/Guardian
    - New Orleans Military and Maritime Academy offers priority enrollment to verified applicants who are dependents of U.S. Military & D.O.D. personnel, define as:
      - member of the Armed Forces on active duty
      - member of the Reserve Component or National Guard
      - retiree from the Armed Forces active duty, Reserve Component, National Guard
      - federal, civilian employee working for the military/Department of Defense
  - International School of Louisiana offers priority to students with an IEP.
  - Edward Hynes UNO Campus (Standard and French) offers priority enrollment to applicants who are children of full-time UNO faculty for up to 15% of available seats
  - Economic Disadvantage
    - Bricolage Academy verifies economically disadvantaged status through income eligibility completed by the parent through the school for K only
    - Type 2 Charter Schools, in cases where LDOE requires, fulfills requirements to offer priority enrollment to students identified through eScholar
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## APPENDIX B: Participation in Specialized Programs

1. NOLA Public Schools recognizes the diverse programmatic offerings in our city, and the potential benefit that scale may bring to developing robust programs for students with exceptional needs, and the importance of students being able to return to their previous school at the time they exit the specialized program. \*

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2. This section shall apply so long as the student remains otherwise qualified to attend their school.
  3. A *Specialized Program* is “a unique program or setting designed to target a specific population of students with disabilities, where students are placed through specific enrollment criteria.”
  4. Specialized Programs shall comply with the following procedures:
    - a. CENF funded programs shall provide the district with a detailed set of procedures they use to determine eligibility, which includes:
      - i. Student parameters for placement in the program, based upon: exceptionality, Bulletin 1508 evaluation criteria, IEP and/or BIP implementation data, observation, etc.
      - ii. Process for verifying student need for the program, using a comprehensive process that reviews multiple data sources (such as evaluations, IEPs, academic assessments, behavior plans, etc.).
      - iii. Consistent timeframes for completing this process.
  5. Referral Process
    - a. Referral shall be through the student’s IEP team and shall be communicated to both the specialized program and the district’s Specialized Program administrator. NOLA Public Schools may initiate compliance investigations based upon information learned in this referral.
    - b. The specialized program and the student’s IEP team from the sending school will:
      - i. verify the student’s need for the program.
      - ii. determine whether the program has availability
      - iii. communicate their decision to the district
    - c. If the program has availability and the student’s needs match the program’s profile, then that student will be served in that program through a Memorandum of Understanding between the student’s school and the program’s school. The IEP will be appropriately amended to reflect that the program is the new site where services are delivered, along with any other necessary changes.
    - d. The referring school shall remain the student’s LEA of record, and the program shall be the site where special education services are provided. The school of record, the program’s LEA, and the parent or legal guardian shall each respectively sign a standard form and submit the form to NOLA Public Schools’ designated representative.
  6. Managing program capacity  
Programs that are part of the citywide specialized programming pilot which awards CENF funds to seed or expand programs shall indicate a specific number of seats per program and the # of seats they expect to be filled by students who were not part of the program’s LEA at the time of joining the program. If the number of students from the school exceeds their initially agreed upon target, program expansion may be required to meet the expectation that the program is an expansion of seats citywide.

\* Once this policy is codified for the 2020-21 school year, NOLA PS is committed to convening and engaging with relevant stakeholders in late spring of 2021 to discuss amending this policy to articulate permissible scenarios for transfer of LEA for students enrolled in cognitive programs.

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APPENDIX C: Student Hearing Office Manual

Access the current manual at [www.nolapublicschools.com](http://www.nolapublicschools.com).

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APPENDIX D: Early Childhood Admissions Procedures Document

Access the current manual at [www.agendaforchildren.org](http://www.agendaforchildren.org).