



New Orleans Early Education Network Coordinated Enrollment Framework

NOEEN Steering Committee

Fall 2015

NOEEN Coordinated Enrollment Framework

Key Terms

- Program(s): Refers to the school or early learning center overseeing publicly-funded early childhood seats
- Center(s): Refers to early learning centers overseeing publicly-funded early childhood seats
- Family Resource Center (FRC): Refers to EnrollNOLA's three enrollment centers accessible to families throughout the community
- Publicly-funded Early Childhood Programs: Refers to LA4, 8(g), NSECD, Childcare Assistance Program (CCAP), Head Start, and Preschool Expansion Grant
 - Also referred to as "Funding Sources"
- Pre-K: Refers to pre-K 3 and pre-K 4 classrooms

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Introduction

As Lead Agency for the New Orleans Early Education Network (NOEEN), Agenda for Children is committed to ensuring all families have fair, transparent, and efficient access to all available publicly-funded early childhood seats in Orleans Parish. To facilitate the process of creating a unified enrollment process which complies with Act 717, Agenda for Children worked with EnrollNOLA to create a working group in the Spring of 2015 to propose the processes that will guide coordinated enrollment. This document outlines EnrollNOLA's recommended framework, informed by the working group's collaboration. Prior to final approval by the NOEEN Steering Committee, the document was subject to multiple rounds of feedback and revision, including opportunity for public comment and discussion. After approval by the NOEEN Steering Committee, Agenda for Children will submit a final coordinated enrollment plan to the Louisiana Department of Education as required by Bulletin 140 (Louisiana Administrative Code, Title 28, Part CLXVII).

See [Addendum 1](#) for membership of the working group

Act 717 Requirements for Coordinated Enrollment

The following section outlines Act 717 requirements for coordinated enrollment and defines how this framework meets each requirement:

1. Coordinated Information Campaign

Requirement: Inform families about the availability of publicly-funded early childhood care and education programs serving children four years of age or younger.

The framework meets this requirement in the following ways:

- Urban League and Agenda for Children have partnered with New Orleans Parent's Guide to create an Early Childhood Parent's Guide.
- EnrollNOLA will also produce a booklet of program descriptions, including all type III early childhood programs in Orleans Parish. This booklet will be distributed at FRCs, schools, early learning centers, community centers, libraries, relevant government and healthcare offices, and other locations as needed.
- EnrollNOLA will post program descriptions for all type III early childhood programs in Orleans Parish online at EnrollNOLA.org, as well as relevant information for determining eligibility to said programs.
- Agenda for Children and program partners will host a series of participation events to include early childhood providers, aimed at increasing awareness of the coordinated application in the early childhood community.

2. Coordinated Eligibility Determination

Requirement: Coordinate enrollment, eligibility criteria, and waiting lists to ensure that families are referred to other available publicly-funded early childhood programs should they be ineligible for or unable to access their primary choice.

The framework meets this requirement in the following ways:

- All publicly-funded early childhood seats in Orleans Parish will be accessible through a single application.
- The coordinated application will ask a series of eligibility questions of all applicants. The answers will be stored in the application and will be verified by EnrollNOLA or Head Start staff. Verified program eligibility will be stored in each application. Using these eligibility questions, the coordinated application will display a tailored list of all program options for which the family is eligible, allowing each family to select from their full range of options, in order of personal preference.
- Waitlists will be coordinated and centrally managed by EnrollNOLA for all publicly-funded early childhood programs, ensuring that the applicant receives their highest ranked, available offer.

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- Coordinating the enrollment, eligibility criteria, and waitlist process into one system for all publicly-funded early childhood seats ensures that families will either be placed at their highest ranked offer with available seats, or placed on waitlists for those programs.

3. Coordinated Application:

Requirement: Collect family preferences regarding enrollment choices for publicly-funded early childhood care and education programs.

The framework meets this requirement in the following ways:

- EnrollNOLA will use the Salesforce platform SchoolForce to collect and store program applications. Families will use this application to apply to up to 20 early childhood programs, ranked in order of preference. These applications can be accessed by EnrollNOLA staff as needed.

4. Matching Based on Preference:

a) Enroll at-risk children, using available public funds, based on stated family preferences.

The framework meets this requirement in the following ways:

- Applicant's program eligibility will be verified before the applicants are matched to available seats.
- Applicants receive a placement based on the number of available seats, their ranked preferences, and their eligibility and priority for each of the programs to which they applied.

b) Provide public school systems, early learning centers, nonpublic schools, Early Head Start grantees, and Head Start grantees with a designated time period in which the local early enrollment coordination activities will be developed and implemented.

The framework meets this requirement in the following ways:

- Engaging early childhood providers' ideas and feedback has been a major part of the work leading up to this final framework. EnrollNOLA held an informational meeting in February 2015 with all early childhood providers to familiarize providers with Act 717 and its legislative requirements, as well as to better understand providers' concerns.
- Agenda for Children and EnrollNOLA held a working group with providers throughout Spring 2015 with the goal of shaping the process and policies that would guide coordinated enrollment in Orleans Parish.
- Throughout August 2015, representatives from EnrollNOLA invited all publicly-funded early childhood providers to a series of funding-specific meetings. These sessions were designed to inform the group about how coordinated enrollment will affect their daily operations, get feedback on the framework, and discuss the timeline for launching the single application. All Orleans Parish providers from each public funding source were invited to one of the provider meetings held in August.
- The NOEEN Framework was also posted on EnrollNOLA.org and Agendaforchildren.org from August 4th to August 21st to gather feedback from the public.
- The NOEEN Steering Committee has reviewed the plan and will vote on whether to approve the Framework on September 3, 2015 at a public meeting held at Agenda for Children.

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1. Recruitment and Application

1a. Recruitment

Process

- Schools and early learning centers participating in OneApp should conduct independent recruitment activities to ensure that the community is aware of their program.
- Instead of having families complete a unique application for the individual program, after launch in November 2015, programs will direct families to complete the OneApp: Infant to Pre-K 4 application when inquiring about seats for the following August.
- Program details will be included in the Early Childhood Parent's Guide, a joint endeavor of the Urban League of New Orleans and the New Orleans' Parent's Guide, as well as OneApp: Infant to Pre-K 4 application and promotional materials.

Rationale

- Families will be applying to up to 20 preferred programs on a single application. Since families typically pick programs they are familiar with, outreach is needed to ensure families are aware of various program options.
- More than 8 choices are needed for early childhood because many early learning centers have multiple funding sources.
(Ex: Clara's Little Lambs has NSECD, Head Start, Preschool Expansion Grant and accepts CCAP certificates)
- Additionally, some early learning centers that accept CCAP certificates may only have 5 seats included in the application. Limiting the choices to 8 could mean that CCAP participants do not have a good chance of placement in a CCAP program.

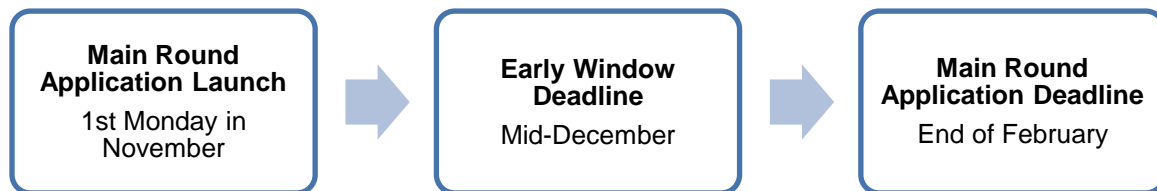
1b. Application Timeline

Process

- OneApp: Infant to Pre-K 4 will use the existing OneApp; the K-12 timeline is shown below:

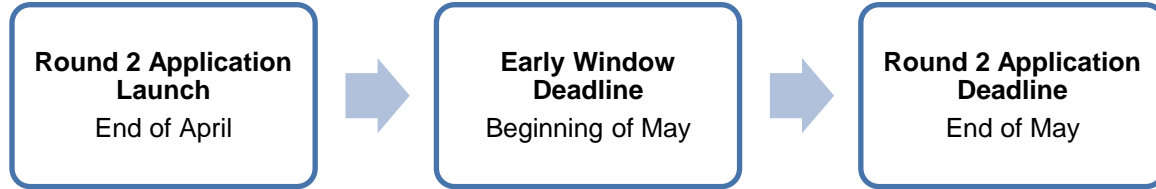
Figure 1. Application timeline

Main Round



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Round 2



Rationale

- A November application launch allows EnrollNOLA the ability to offer an Early Window deadline. The Early Window application deadline in mid-December allows programs with special application instructions or interview requirements adequate time to conduct these procedures. Families choosing schools that participate in the Early Window are matched and receive notification at the same time as all OneApp participants.
- A November launch gives families time to think about whether they would like to remain in their current program or consider applying to other programs.
- An application deadline in February is ideal as it takes into consideration many other factors that impact students' ability to fill out their application thoughtfully. This deadline:
 - Falls after The Urban League of Greater New Orleans' Schools Expo, where families may learn about the program options available
 - Gives families winter break to prepare for and complete application requirements
 - Gives programs time to conduct recruitment events and open houses
- Spring placement results give families and programs more time to prepare for the next school year, while also allowing for a second application round (Round 2).
- Round 2 can be a good opportunity for high demand programs to build up their waitlists as they prepare for the new school year.

1c. Application Format

Process

- The OneApp: Infant to Pre-K 4 application will be available in an online format only (no paper application)
- EnrollNOLA will work with partners to conduct an outreach campaign to ensure families know the sites where they can get assistance with the application.
- Over several years, EnrollNOLA has built the infrastructure for a strong online application process for OneApp: K-12. There are now many places an applicant can go to get help with an online application, including schools, Family Resource Centers, libraries, and community centers. EnrollNOLA recognizes that an online-only application will require adding additional locations where families may get assistance with the application, if needed.
- Families will continue to get help with the online application at the following sites:
 - Participating schools and programs
 - EnrollNOLA Family Resource Centers
 - Libraries (representatives from each branch will be trained to assist families)

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- Neighborhood / Community centers
- Additional sites and trained staff will be added, as needed, to ensure families have access to, and assistance with, the application
- EnrollNOLA will research the feasibility of adding a mobile application to increase the reach of OneApp beyond computers, laptops, and tablets.

Rationale

- Early childhood programs have complex eligibility requirements that make it difficult to communicate by paper to families which programs they qualify for.
- The online application is dynamic and allows families to answer a series of questions designed to identify the programs they are eligible for.
- Additional advantages to creating an online-only application include data-entry accuracy, the ability to revise your application before the deadline, and faster reporting of results for families who provide email addresses.

1d. Application Procedure and Content

Process

- All families will follow the same application completion procedure described below:

Application Completion Procedure

1. Parents will access the online-only OneApp: Infant to Pre-K 4 application at EnrollNOLA.org.
2. Parents will enter student information (name, address, and student birthdate). If a parent enters a birthdate for a child that will be eligible for an early childhood program, the application will then prompt the parent to answer a series of eligibility questions. These questions will ensure that families select only from the programs they are eligible to attend.
3. The final application review page will display a message to families telling them to bring the required documentation to an EnrollNOLA FRC or participating Head Start center within 5 days of completing the application. FRC and Head Start staff will be trained to accept these documents until the close of the application for that cycle.
4. FRC or Head Start staff will verify all program eligibility with the family after the application is entered to ensure accuracy.
 - FRC or Head Start staff will review the applicable documentation provided by the family to prove their eligibility for programs applied to.
 - This eligibility verification will occur before the application deadline, allowing the family to make revisions as needed to the application.
 - *Please see Section 3a. Eligibility Verification Information for more information on this process.*

Rationale

- The purpose of the eligibility questions is to ensure every family applies only to programs they can attend. Following the completion of the eligibility screener, all programs for which the applicant is eligible will be accessible in the application for the family to populate their rankings.

See [Addendum 2](#) for details on *Eligibility Questions*

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1e. Programs with Special Application Instructions

Process

- Some programs require applicants to attend an open house or curriculum meeting. These programs have “special application instructions” and can participate in the OneApp Main Round Early Window to ensure sufficient time, before the application closes, to complete additional work associated with the application process.
- Programs with special instruction deadlines, which elect to participate in the Early Window deadline, will have an application deadline in the middle of December. Programs are responsible for updating applicant information in SchoolForce.

1f. Program Descriptions

Process

- Each early childhood program in OneApp: Infant to Pre-K 4 will have a program description which communicates key information about that program including the eligibility and priorities for a given program. These program descriptions will be included in the application itself, on EnrollNOLA.org, in the Early Childhood Parent’s Guide and in other materials as they become available.
- EnrollNOLA is working with the software developer to include program descriptions embedded in the online application as school profiles that appear resulting from the answers to the eligibility questions within the application.

See [Addendum 3](#) for details on Program Descriptions

2. Program Eligibility and Priority Structure

2a. Eligibility and Verification

Process

- Eligibility is determined by the State or Federal funding source for a given early childhood program and outlines who is able to be matched to a program.
 - *Example for an LA 4 program:*
 - Eligibility: New Orleans Residents with an IEP or eligibility for Free/Reduced- Priced Lunch and are four years of age on or before September 30th.
- Each publicly-funded early childhood program includes a unique set of requirements outlining who is eligible for that program. All of these funding sources require that eligibility for the program be verified before the student begins the program and before the application deadline in order for a submitted application to be valid.
- EnrollNOLA Family Resource Center (FRC) or Head Start staff will verify all required documents to prove an applicant’s eligibility to all programs applied to.
- FRC staff will use a standard list of different types of documents families may choose from to prove age, residency, and income for non-Head Start publicly-funded programs.
- Eligibility verification for Head Start programs will be conducted by Head Start staff. Head Start staff will ask a series of “yes” or “no” Head Start specific questions developed in cooperation with each Head Start and Early Head Start grantee. The answers to these questions will be recorded in SchoolForce. Head Start centers will score those answers according to their existing rubric and enter that score into each applicant’s record in SchoolForce. Head Start staff will also review eligibility for non-Head Start programs and record in SchoolForce whether that applicant is eligible for those programs. This means that a parent who goes to a Head Start center to verify

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eligibility for Head Start programs may verify eligibility for all other publicly-funded programs at that same location and time. The parent will not be required to also visit the FRC to review eligibility for non-Head Start programs.

Rationale

For Non-Head Start programs

- FRC staff should conduct eligibility verification for non-Head Start programs as early childhood programs may not have the staff or time required to verify eligibility for each applicant.
- Additionally, the most in-demand programs would be required to do a disproportionately high amount of eligibility verification, limiting their ability to conduct thorough checks.
- FRC staff verifying eligibility means that the staff can also offer assistance if needed. If a family did not answer the initial application eligibility questions correctly, FRC staff will be better positioned to discuss all of the program options that the family is eligible for and give them the opportunity to amend the application.
- Head Start programs have agreed to check eligibility for non-Head Start programs and record applicant verification in SchoolForce. This cooperation ensures that families who apply to Head Start programs do not have to make an extra trip to a FRC to have their eligibility verified for non-Head Start programs.

For Head Start programs

- Head Start programs have requested to check eligibility for applicants to their programs. EnrollNOLA supports this request because they already have expertise, space, and staff dedicated to fulfilling this function.

See [Addendum 4](#) for details on the Eligibility Verification Process

See [Addendum 5](#) for Head Start Eligibility Priority Criteria Questions

2b. Priorities

Process

- Priorities are a set of approved criteria that the algorithm uses to determine what order applicants should be placed into programs. Students with priority to a program have a greater probability of being assigned over students who do not have that priority.
- If there are more applicants within a priority group than there are seats available, an applicant's random lottery number will determine the order in which the applicant gets matched to the program.
 - As with eligibility, some funding sources determine a given priority structure for a program. For example, Head Start centers are required to apply priorities that align with their grant structure or community assessment.
 - Priorities will be consistent for all programs within a particular funding source. This means that all LA4 programs will have the same priority structure, all NSECD programs will have the same priority structure, and all CCAP programs will have the same priority structure. Priority structures for Early Head Start and Head Start will be determined in accordance with each program's grant.
 - *Example of priority structure for LA4, 8(g), and PreSchool Expansion Grant*
 - (1) Applicants who currently attend the school/early learning center
 - (2) Applicants who have a special education IEP
 - (3) Siblings
 - (4) Applicants who reside in the school's geographic zone for up to 50% of available seats
 - (5) All other applicants

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- Priorities are not the only factors that determine a placement. Additional factors such as eligibility for the program, the order of rankings of preferred schools on a child's application, the number of available seats the program has, and the number of students who apply for those seats, also determine a placement.

Rationale

- A program's priorities must be included in the application so that families understand all the factors that determine placement into that program.
- Families can more easily navigate the application if priorities are consistent for all programs within a funding source.
- All publicly funded early childhood programs are focused on serving at-risk student populations, so it is important to ensure that priorities support making these seats more accessible to these families. Priorities that do not focus on enhancing access for at-risk children should be avoided.

See [Addendum 6](#) for details on *Priorities by Funding Source*

2c. Priorities: Students with Disabilities

Process

- An enrollment priority for students with disabilities will be applied to school-based or school-partnership early childhood programs (LA4, 8(g) and Preschool Expansion Grant) and Head Start programs. In order to provide the least restrictive environment and a fully inclusive classroom setting for students with disabilities, EnrollNOLA will ensure that each student with disabilities enrolled in a school-based or school-partnership early childhood classroom is in a classroom where the majority of his or her peers are general education students.

Rationale

- IDEA Part B requires public school systems to provide special education services for all students with disabilities beginning at age three. Head Start regulations require that grantees ensure that a minimum of 10 percent of the children filling Head Start or Early Head Start seats are children with disabilities.
- NSECD, CCAP programs, and Preschool Expansion Grant centers not partnering with a school are outside of the public school systems, therefore, these programs will not provide an enrollment priority for students with disabilities. However, students with disabilities may still enroll at these sites through the early childhood coordinated enrollment process, and every program is required to enroll, register, and serve every child assigned through this process, regardless of the presence or severity of disability.
- The public school systems will continue to provide required special education services to students with disabilities at Head Start centers, most childcare centers, and some nonpublic schools through itinerant early intervention teachers and related service providers who visit the site to provide these services.

2d. Priorities: Geographic Priority

Process

- All classrooms operated by and in a public school will apply a geographic priority for up to 50% of available seats for students living in the school's standard OneApp geographic zone.
- All CCAP programs, Preschool Expansion Grant classrooms, and all LA4 classrooms operated at centers in partnerships with public schools will have the option to apply a geographic priority to up to 50% of available seats for students living in the school's standard OneApp geographic zone. If

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the program chooses to apply the priority, it will match the priority for public school-based programs (priority for up to 50% of the available seats for applicants living in the center's standard OneApp geographic zone). Requests by centers for geographic preference must be communicated to EnrollNOLA by September 15, 2015 to be included in the 2016-2017 Main Round application.

- Some Head Start grants require grantees to give additional priority to applicants living in certain zip codes. These zip codes are determined as "high needs zip codes." Head Start and Early Head Start programs with these grant requirements may apply a unique geographic that is specifically defined and able to be communicated clearly to families on the application. Programs requiring geographic priority will record the high needs zip code as part of the applicant's eligibility verification in SchoolForce. Requests for geographic preference must be communicated to EnrollNOLA by September 15, 2015 to be included in the 2016-2017 Main Round application.
- Per NSECD grant requirements, NSECD programs will not apply a geographic priority.

Rationale

- Geographic priority was created for elementary and middle school grades because some communities and schools felt that, if children living close to the school wanted to attend, they should be given priority to do so. Since many students who enroll at a school-based pre-K continue with the same school into kindergarten, applying this priority for the pre-K enrollment process will help accomplish the same goal of helping families secure a school for their children close to home.
- State NSECD program rules do not permit NSECD programs to apply geographic preferences.
- Because centers that operate CCAP and Preschool Expansion Grant programs do not offer publicly funded kindergarten programs, these centers may choose whether or not to apply a geographic priority.

2e. Program Guarantees vs. Priorities: Continuing Early Childhood Students

Process

Children rising to a different grade or age group within an early childhood program (prior to kindergarten) may receive a guarantee (no application required) or a priority in the application process, depending on the transition type.

- Transitioning within same early learning center or preschool, and same funding source: A student will receive a guarantee to continue into the next grade or age group at the same early learning center or preschool the following year. The family will not be required to fill out an application.
 - Students in early learning centers that operate both Early Head Start and Head Start classes will also receive a guarantee when moving from the Early Head Start to the Head Start class.
- Transitioning within same early learning center or preschool, but to a different funding source: A student must fill out an application to continue to the next grade or age group at the same center or school. The students will receive priority in the enrollment process to continue at the same center or school.
 - Example: moving from a tuition-based seat to a publicly-funded seat
 - This policy will apply across public funding sources.
- Transitioning to a different early learning center or preschool, to the same or different funding source: Generally, a student who chooses to move from their original placement to a new placement will not receive continuing student priority to any other early learning center or preschool.

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- **Exception:** In order to support Head Start’s mission to offer a continuity of care for students, EnrollNOLA will offer a priority to Early Head Start students to the Head Start program of their choice. Early Head Start students still must meet all federal eligibility requirements for the program. Applicants will be required to complete an application and will be given priority for entrance into a Head Start program.

2f. Program Guarantees for Students Continuing into Kindergarten

Process

If a program utilizes OneApp to enroll a Kindergarten class, standard rules will apply to continuing students from Pre-K to Kindergarten within the same school.¹

Same public school facility, all publicly-funded students: All Pre-K students will receive a guarantee to Kindergarten in the same public school facility if the Pre-K program is made up entirely of publicly funded students (no pre-K tuition). In this case, families will not be required to complete an application to continue at the same school for Kindergarten. Students will lose any guarantee if they apply, and are assigned to, a different program.

- Same non-public school facility, with NSECD and Scholarship programs: All NSECD students will receive a priority as continuing student to Kindergarten in the Scholarship Program within the same non-public school. Families will be required to complete an application to receive the priority to Kindergarten seats.
- Same public school facility, with a tuition-based Pre-K program: All publicly-funded pre-K students will receive an enrollment guarantee into kindergarten at the same public school facility and will not be required to fill out an application for kindergarten. All students will lose any guarantee if they apply, and are assigned to, a different program. Tuition-based Pre-K students will receive a guarantee to Kindergarten at the public school facility, and will not be required to complete an application, if all of the requirements below are met:
 - All pre-K students, both publicly-funded and tuition-based, must be enrolled through the coordinated enrollment process; and
 - At least 50% of the total Kindergarten enrollment must be reserved for continuing publicly-funded PK students, newly admitted Kindergarten students who are economically disadvantaged or are enrolled through the coordinated enrollment process, or a combination of both.
- Pre-K at centers in partnership with a public school: A Pre-K student who attends a childcare center in partnership with a public school (through LA4 or Preschool Expansion Grant) shall not have a guaranteed seat for Kindergarten. These students shall receive a priority to Kindergarten at the partner school and must complete an application.

Rationale

- For families, access to kindergarten should be equitable, especially for at-risk students.
- Providing a guaranteed seat for continuing students is good for the school, the child and the family for the following reasons:
 - Ensures a stable school community for families
 - Provides the school with consistency of enrollment and rosters
 - Adds socioeconomic and racial diversity to tuition-based programs
- BESE Bulletin 126 requires elementary charter schools with tuition-based pre K seats to ensure equity of access to a proportionate number of kindergarten seats.

¹ Please note that all Louisiana Scholarship schools in Orleans Parish enroll kindergarten students through OneApp.

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3. Placement Information

3a. Enrollment Match Based on Preference

Process

- Applicants receive a school placement based on the number of available seats, their ranked preferences, and their eligibility and priority for each of the programs to which they applied. EnrollNOLA will conduct the match according to these specifications in March (Main Round) and June (Round 2).
- Participating programs will access their school rosters via SchoolForce.
- Notification of results will be sent to applicants via email and post. Families will receive one of three possible notification letters: Applicant received first choice, applicant received a choice and has been added to waitlists for preferred choices, or applicant was not matched to a program and has been added to waitlists for all programs applied to.

Rationale

- Bulletin 140, Section 703 requires each network to perform a “matching based on family preference through which the community network enrolls at-risk children, using available public funds and based upon stated family preferences.”

3b. Head Start Enrollment

Process

- EnrollNOLA has worked with Head Start grantees to include all of the priorities required by their Head Start grant into the eligibility verification process in SchoolForce.
- Head Start centers must interview each applicant and enter an Eligibility Priority Criteria (EPC) score for the applicant in the eligibility verification section of SchoolForce.
- EnrollNOLA will work with grantees to ensure placement for categorically eligible applicants, applicants who are homeless or currently living in foster care, if those applicants are not placed through the application process. OneApp will use the EPC score to rank the application according to the priorities for a given center.
 - Each application is given a random lottery number in addition to the EPC score. If two or more EPC scores are identical for a given center, the lottery number will determine who gets the available seat.

3c. Registration

Process

- LA 4, NSECD, and Pre-school Expansion Grant programs only require eligibility to be checked once, therefore, because FRC or Head Start staff verifies eligibility during the application process, schools and early learning centers will not have to verify eligibility at the time of registration or any other time during the program year.
- Programs are responsible, however, for making copies of eligibility documentation and keeping it on site.
- Once a family has been deemed eligible for Head Start, that eligibility is valid for two years. Once a family has been deemed eligible for CCAP, that eligibility is valid for 1 year.
- If a program has questions about a family’s eligibility at registration, the program should contact the program administrator at LDE or the Head Start grantee as needed.

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Rationale

- Having eligibility checked at the time of application will ensure only those families who are eligible are enrolled in programs they are eligible for. Having eligibility checked at the time of application instead of upon registration will also save programs from having to perform this sometimes time-consuming function, and will streamline the process of registration and verification for families.
- Adopting a registration deadline allows programs to drop those students who are no longer eligible for the program, have indicated that they do not plan to attend in the Fall, or are simply not responding to the program's outreach attempts. These students can be dropped immediately following the registration deadline, allowing those seats to be offered through the waitlist process.

See [Addendum 7](#) for details on Registration Policy

3d. Waitlists

Process

- If a program has more applicants than available seats, the program will form a waitlist.
- High-demand programs may fill all of their available seats through the OneApp Main Round application and form a waitlist at that time. Applicants will be added to the waitlists of all programs they rank higher than the program to which they are assigned.
- For programs that fill their seats in the Main Round, the Round 2 application process will serve to add additional applicants to waitlists. Late Enrollment is another opportunity for families to be added to waitlists throughout the summer (July-August).
- Applicants will be placed into programs from the waitlist by FRC staff as seats open throughout the year.
- Students inquiring about seats after the application rounds have closed may be added to waitlists or placed in an available seat at a center that does not have a waitlist.
- Students who apply through the application rounds may choose to be placed in an available seat and join waitlists for other centers they prefer. Those students may be offered a spot at a more preferred school via the waitlist process until July 31st. On, or after, August 1st of each year, no student already in a OneApp placement will be offered an additional choice.
- Students who did not apply through the application cycles but join waitlists through Late Enrollment can choose to take a seat in an available, preferred program based on eligibility and availability. If no appropriate seats are available, the student may join up to eight waitlists. Students who do not participate in the application cycles will receive one waitlist offer, or one placement via Late Enrollment. Additional offers for more preferred placements will not be made to students who participate in Late Enrollment.
- The waitlist manager on the FRC staff will be responsible for managing waitlists for early childhood programs, in addition to other tasks related to coordinated enrollment.

Rationale

- In 2015 families who used the application and families who came to Late Enrollment were added to up to 8 waitlists and everyone received up to 2 offers for a better placement. This process resulted in unstable rosters after school began as the majority of students were shuffled among participating programs instead of placing students who did not have seats.
- In 2016-2017 the volume of participating programs will grow from 54 to over 170, the two offer system cannot be managed successfully for this volume of programs.

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See [Addendum 8](#) for details of the Waitlist Policy

3e. Mid-Year Placement Process

Process

- The Mid-Year Placement Process identifies available seats across the system for families in need of immediate childcare after the school year is in session.
- A family who needs immediate childcare should go to a FRC to review their eligibility for publicly funded seats with an FRC staff member. Placement depends on program eligibility and seat availability.
- This is a first-come, first-served process. Placement depends on program eligibility and seat availability. A FRC staff person will review their eligibility and check for available seats.
- All mid-year enrollment shall be conducted through EnrollNOLA. Students should never be enrolled at a center or school site without an assignment from EnrollNOLA.
- The Mid-Year Placement Process begins on September 1st for programs that operate on a school year calendar, and ends April 30th. If a program would like seats to remain available after April 30th, EnrollNOLA will work to accommodate the request.
- The Mid-Year Placement Process begins on September 1st for year-round programs and continues through June. Placements will cease for approximately one week at the end of June for system maintenance. Placements may resume as needed in July.

See [Addendum 9](#) for details on Mid-Year Placements

4. Transfer and Discharge Procedure

4a. Transfers

Process

- Prior to September 1, families can transfer to a program they meet the eligibility requirements for by visiting a Family Resource Center, pending seat availability.
- After September 1 and until April 1, for school year programs, families wishing to transfer must complete the early childhood transfer process (see below).
- After September 1 and until July 1, for year round programs, families wishing to transfer must complete the early childhood transfer process.

Early Childhood Transfer Process

- On or after September 1, a parent requesting a transfer will first have to meet with the program director to discuss the request for a transfer.
- The parent will then meet with FRC staff to review program eligibility and seat availability. If a seat is available at a program the family desires and is eligible for, the child may be transferred. If one or more desired program(s) have no seat availability, the child may remain in his or her current program and be added to the end of the desired program waitlists. Families can join up to 8 waitlists.

Rationale

- Continuity of care is very important for our youngest learners, but the working group advised that sometimes a variety of circumstances can lead a parent to choose to remove their child from a program and seek a transfer to another program.

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- The early childhood transfer process offers the flexibility a family filling a seat in a private childcare center will likely expect, but it also requires the center or school to talk about the reason for the transfer request and offers the opportunity to find a resolution before changing the child's placement.

Note: Transfers for students with disabilities

EnrollNOLA only guarantees an initial seat for each child with an IEP, per IDEA requirements. It is not possible to guarantee that a child with an IEP may transfer to a different program than the one initially assigned. Students with an IEP wishing to transfer will be required to join the back of the waitlist for the desired program if they decide to leave the assigned program.

4b. Discharging Students

Process

- During the course of the year, a program may need to discharge a student from their roster. Students may be discharged from a program roster for the reasons outlined in Addendum 10. The program must provide parents with a copy of the standard discharge policy upon registration.
- NSECD, CCAP, tuition-based, or other programs at a center that is *not* in partnership with a public school may discharge students for additional reasons, beyond those provided in Addendum 10, but may only do so if:
 - The reason for discharge is outlined in the program's handbook and families are provided that handbook at the beginning of the school year.
 - Families are provided with written notice of the specific reason for the discharge.
- Programs must share all discharge policies with parents at registration, with EnrollNOLA annually, and upon joining the coordinated enrollment process.
- All participating programs are subject to an audit of discharge procedures to be conducted as needed by EnrollNOLA staff.

See [Addendum 10](#) for details on *Student Discharge Policy*

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5. Appendix

Addendum 1. Members of Early Childhood Coordinated Working Group

Figure 1. Early Childhood Coordinated Enrollment Working Group Composition

Organization	Funding Source	Name
ReNew	LA 4	Maya McLaughlin
Audubon Charter	LA 4	Alisa Dupre
OPSB	LA 4	Leslie Garibaldi
Morris Jeff Community School	LA 4	Patricia Perkins
Total Community Action	Head Start	Adrian Todd
Catholic Charities	Head Start	Jonika Julian
Educare	Head Start	Rachel Brown
Wilcox Academy	CCAP	Rochelle Wilcox
Kids of Excellence	CCAP	Kristi Givens
Louisiana Department of Education	NSECD	Lindsey Bradford
Agenda for Children	Community Partner	Elizabeth Keif
Agenda for Children	Community Partner	Teresa Falgoust
Agenda for Children	Community Partner	Bridget Rey

Addendum 2. Eligibility Questions

The eligibility questions are as follows:

1. Are you applying for a future placement for an unborn child?
2. Please select the option that best describes your current residency status:
 - Living in Orleans Parish,
 - Living in Louisiana in a parish other than Orleans,
 - Living in a temporary living arrangement,
 - Living out of state and planning to relocate to Orleans Parish,
 - Living out of state and planning to relocate to a Louisiana parish other than Orleans

Questions 6. and 7 depend on the age of the child. If the child is 3 or 4 years old they should answer question 6. If the child is 0-2 they should answer question 7.

3. Does your child have an Individualized Education Plan (IEP)?

If yes, please select the primary exceptionality of your child.

Autism; Deaf-Blindness; Developmental Delay; Emotional Disturbance; Hearing Impairment
 Deafness; Intellectual Disability- Mild, Moderate, Profound, Severe; Multiple Disabilities;
 Orthopedic Impairment; Other Health Impairment; Severe Learning Disability; Specific Learning
 Disability; Speech or Language Impairments - Fluency, Language, Voice; Traumatic Brain Injury;
 Visual Impairment- Blindness*

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4. Does your child have an Individual Family Service Plan (IFSP)?
5. Is this child currently in Foster Care or the Kinship Subsidy Program?
6. Does this child receive social security benefits?
7. Does this child receive FITAP or TANF benefits? Does the parent/guardian receive social security or Veterans Administration disability benefits? Are the parent(s)/guardian(s) or any other parents of children who live in the house in school, a training program or working 30 hours, or more, per week?
8. Which choice best describes where the applicant is currently living?
Possible Choices:
 - a. Living in a home family owns or rents
 - b. Living in a temporary living arrangement due to loss of housing or economic hardship
 - c. Living in an emergency/transitional shelter (Documentation Required)
 - d. Child is living with an adult that is not a parent or legal guardian
 - e. Child is awaiting foster care placement (Documentation Required)
 - f. Living in a hotel/motel (Documentation Required)
 - g. Living in a vehicle of any kind, abandoned building or substandard housing without running water/electricity
9. Enter household income
10. Enter number of people in household

Addendum 3. Program Description

The program description will include:

- Program name, address, website, phone number
- Ages of children served
- Operating Hours and Cost (\$, \$\$, \$\$\$- tuition-based programs only)
- Program Highlight
- Eligibility
Example for LA4: New Orleans residents with an IEP or who are eligible for Free and Reduced-Priced Lunch and who will be four by September 30, 2016
- Priorities for the school or childcare center
- SPED services provided
- Transportation, including cost if applicable, and extras such as picking up siblings for after care
- The following information will be represented as icons:
 - Wheelchair accessibility
 - Before and after care
 - Full-time or part-time program options
 - Whether uniforms are required
 - Child residency requirements: Orleans Parish or Louisiana

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- Program type (funding source)
- Quality Start Rating

Addendum 4. Eligibility and Verification

Acceptable Documents to use to prove eligibility

Proof of age:

- Birth certificate or Certificate of Live Birth
- Passport
- Other reasonable proof of age as determined by EnrollNOLA Family Resource Center staff

Proof of residency:

Two (2) of the following documents are required for residency verification:

- Current rental lease agreement*
- Homestead Exemption in the parent's name**
- Electricity/gas bill
- Sewage/water bill
- Telephone bill (landline only)
- Cable/internet service bill
- Current official letter from government agency (Department of Social Service, Department of Health & Hospitals, etc.)

* *The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. If you believe your student may be eligible for assistance under the McKinney-Vento Act, please call (877) 343-4773, or visit a Family Resource Center.*

** *CURRENT property tax bill can be used as proof IF the homestead exemption is listed on the tax bill. If the homestead exemption is NOT listed on the tax bill, you will need to bring a copy of the actual CURRENT homestead exemption. Tax bills can be printed at www.nolaassessor.com*

Proof of income:

One of the following documents is required for income verification:

- Most recent Social Security benefits statement
- Most recent unemployment compensation statement
- Alimony as shown in court decree or agreement
- Most recent pension statements
- Louisiana Purchase Card Budget Sheet or Benefits Statement
- Last four consecutive paychecks
- Letter from employer indicating:
 - 1) Where you are employed, 2) Your hourly rate of pay, 3) Average hours worked a week

Note: If you cannot provide proof of income but believe you are eligible, please contact an EnrollNOLA Family Resource Center to discuss other options to prove eligibility.

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Eligibility by Funding Source

LA 4, 8(g), Pre School Expansion Grant	New Orleans residents with an IEP or who are eligible for Free and Reduced- Priced Lunch and who will be four by September 30, 2016
LA 4 Type II	Louisiana Residents with an IEP or who are eligible for Free and Reduced- Priced Lunch and who will be four by September 30, 2016
Tuition-based Pre K (Orleans Parish)	New Orleans residents who will be four by September 30, 2016
Tuition-based Pre K (Type II)	Louisiana residents who will be four by September 30, 2016
NSECD	Louisiana residents who are eligible for Free and Reduced- Priced Lunch and who will be four by September 30, 2016
Childcare Assistance Program	Louisiana residents who meet the income requirements for the program and work, are in school, or in a training program for 30 hours a week
Head Start	New Orleans residents with an IEP or whose income falls at or below 130% of Federal Poverty Level and who will be three or four by September 30, 2016
Early Head Start	New Orleans residents with an IFSP or whose income falls at or below 130% of Federal Poverty Level and who will be infant to three by September 30, 2016
Early Head Start+ CCAP	New Orleans residents with an IFSP or whose income falls at or below 130% of Federal Poverty Level and who will be infant to three by September 30, 2016 and whose parent or guardian works, is in school, or in a training program for 30 hours a week

Eligibility Verification Process

Once an application has been entered the following actions will need to occur for the application to be valid:

Note: “Verifying staff” refers to FRC staff and/or Head Start Staff.

- Parent has 5 business days from application submission to bring approved documents to a FRC or Head Start center for eligibility verification.
 - A display message within the application will inform parents they have 5 days to prove eligibility. Verifying staff will be trained to accept proof of eligibility up to the application deadline.
- Identified and trained staff will review the applicant’s answers to the eligibility questions included in the application. The applicant’s original answer “yes” or “no” will automatically populate for the verifying staff to review. Verifying staff will ask the family to produce documentation proving that the answers given to the eligibility questions are valid.

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- Verifying staff will communicate to the family whether they are eligible; communication should happen in person if the family is in the office or by email or phone within 3 business days if the family is not able to stay to complete verification or if additional information was needed to complete verification. During high-volume application periods verifying staff may need up to 3 days to communicate this information to a family; however the standard of service will be to communicate as soon as possible.
- Verifying staff will make the eligibility decision based on documents submitted and record eligible “yes” or “no” in SchoolForce for each program applied for in the Eligibility Verification section of SchoolForce. Verifying staff will also note in this section that eligibility was communicated to the family and how it was communicated.
- Families can appeal an eligibility determination for non-Head Start programs in writing to: Associate Director of Early Childhood Enrollment, 1615 Poydras Street Suite 1400 New Orleans, LA 70112 or by phone at 504-373-6200 extension 20074.
- Families can appeal an eligibility determination for Head Start programs in writing to each Head Start grantee.

Addendum 5. Head Start Eligibility Priority Questions

Head Start Eligibility Priority Questions:

PARENTAL STATUS	
NON-EMANCIPATED TEENAGE PARENT	(Y/N)
SINGLE PARENT	(Y/N)
FOSTER PARENT	(Y/N)
GRANDPARENT OR GUARDIAN	(Y/N)
TWO PARENT	(Y/N)
EMANCIPATED TEENAGE PARENT	(Y/N)
DISABILITIES	CHOOSE ONE
NO DISABILITIES	(Y/N)
POTENTIAL OR SUSPECTED	(Y/N)
DIAGNOSED CONDITION	(Y/N)
SINGLE DISABILITY	(Y/N)
MULTIPLE DISABILITY	(Y/N)
SIBLING WITH A DISABILITY	(Y/N)
INCOME	Include field to enter income amount from these possible choices:
OI- Over Income--131% or more OF POVERTY GUIDELINE	
116%-130% OF POVERTY GUIDELINE	
101%-115% OF POVERTY GUIDELINE	
100% at the POVERTY GUIDELINE	
76%-99% OF POVERTY GUIDELINE	
51%-75% OF POVERTY GUIDELINE	
26%-50% OF POVERTY GUIDELINE	
0%-25% OF POVERTY GUIDELINE	
Social Service Need	
NO APPARENT SOCIAL SERVICE NEEDS	(Y/N)
REFERRAL FROM ANOTHER AGENCY	(Y/N)
SERIOUS CHILD HEALTH PROBLEMS	(Y/N)

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FAMILY CRISIS (Example: Terminal/Chronic Illness or Death of Parent or Guardian)	(Y/N) (comment field if needed)
HSSN —HIGH SOCIAL SERVICES NEEDS (Abuse, Neglect, Homelessness, Parent Incarceration, Substance Abuser)	(Y/N)
COMBO—COMBINATION OF TWO OR MORE OF THE ABOVE	(Y/N)
PRIMARY CAREGIVER	
NOT WORKING	(Y/N)
WORKING 30 HRS OR MORE EACH WEEK	(Y/N)
IN SCHOOL/TRAINING PROGRAM/OR GED PROGRAM	(Y/N)
IN SCHOOL WITH OUT CHILDCARE SUBSIDY	(Y/N)
IN SCHOOL WITH CHILDCARE SUBSIDY	(Y/N)
IN SCHOOL AND WORKING WITH CHILD CARE SUBSIDY	(Y/N)
WORKING WITH CHILD CARE SUBSIDY	(Y/N)
WORKING WITHOUT CHILD CARE SUBSIDY	(Y/N)
DISABILITY WITH CHILD CARE SUBSIDY	(Y/N)
PARTICIPATING IN EMPLOYMENT RELATED PROGRAM WITH CHILD CARE SUBSIDY	(Y/N)
PRIOR HEAD START SERVICES PROVIDED TO FAMILY	(Y/N)
PREVIOUSLY SELECTED BY SELECTION COMMITTEE	(Y/N)
Age	
0-6 MONTHS	(Y/N)
6-11 MONTHS	(Y/N)
12-17 MONTHS	(Y/N)
18-24 MONTHS	(Y/N)
25-36 MONTHS	(Y/N)
ZIP CODE LOCATION:	
LIVES IN HIGH NEEDS AREA ZIP CODE	(LIST ZIP CODE)
LIVES OUTSIDE OF HIGH NEEDS AREA ZIP CODES	(Y/N)
AGENCY CONSIDERATION	
SIBLING CURRENTLY ENROLLED IN LSU/HSC EHS	(Y/N)
CAREGIVER ACQUIRED DISABILITY WITHIN PAST 12 MONTHS	(Y/N)
MILITARY DEPOYMENT OF PARENT	(Y/N)

This section will also include:

- Comment field
- Field for the Head Start staff asking the initial questions to enter their name and Head Start location
- Field for Head Start Family Service Worker calculating the EPC to enter name and date
- Field for Head Start to enter total EPC score for each HS/EHS center

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Addendum 6. Priorities by Funding Source

Priority Order	All Public School Seats ¹	NSECD	CCAP & Independent Preschool Expansion Grant ²	Head Start/Early Head Start (Example ³)
#1	Applicants who currently attend the school/early learning center	Applicants who currently attend the school or early learning center	Applicants who currently attend the early learning center	Homeless applicants
#2	Applicants who have a special education IEP	Siblings	Siblings	Applicants who have a special education IEP
#3	Siblings	All other applicants	Applicants who reside in the school's zone for up to 50% of available seats (optional ⁴)	Applicants in custody of family members or Foster Care
#4	Applicants who reside in the school's geographic zone for up to 50% of available seats ⁵ (optional for center-based seats ⁶)		All other applicants	Working parent(s) in school/training
#5	All other applicants			Geographic Priority (if applicable)
#6				All other applicants

Additional Information

The following language will be included to inform families of children with disabilities who may consider enrolling in a pre-K program at a non-public school:

EnrollNOLA does not consider a student's disability when matching students to nonpublic schools through the NSECD program. All non-public schools must enroll all students matched to the program, regardless of disability status. However, not all participating non-public schools offer special education services. Please reference the program descriptions for more information about special education services offered at participating non-public schools.

¹ Includes all LA4 and 8(g) seats; also includes all Preschool Expansion Grant classrooms that are in partnership with a public school.

² Independent Preschool Expansion Grants are those held by childcare centers who do not have a partnership with a public school.

³ Priority structures for Early Head Start and Head Start will be determined in accordance with each program's grant.

⁴ Each program may choose whether or not to utilize geographic priority.

⁵ This priority is not included for Type 2 charter school LA4 programs, as they enroll statewide, per state law.

⁶ LA4 or Preschool Expansion Grant seats that are operated on a center's site in partnership with a public school may choose whether or not to utilize geographic priority.

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Please Note: Not all non-public schools offer special education services. Please contact the program(s) of your choice before listing them on your child's application to ensure they are able to meet your child's needs.

Addendum 7. Registration Policy

Registration FAQs

1) What does it mean to be registered?

- Parent comes to the school/center and brings acceptable documents (see question 2).
- School copies documents
- Parent reads and fills out whatever other documents are required by the school.
- Program completes documentation as required by EnrollNOLA

If a student registers by the deadline they cannot be dropped from the roster before school starts.

2) What documents may be required for registration?

(Based on Department of Justice letter May 8, 2014)

- Proof of residency (with McKinney Vento language)
- Proof of age (must accept birth certificate, Proof of Live Birth or other reasonable proof of age)
- Child's immunization records
- Child's IEP or IFSP if applicable and available
- Photo identification of child's legal guardian (cannot be limited to a state issued ID)

*Students may not be dropped from the roster if they complete registration with the documents included above

3) Schools/centers should accept registration information from the date that notification goes out until the registration deadline. Schools/centers can choose to allow parents to register after the registration deadline.

4) If a student misses the registration deadline the student may be removed from the roster. That seat can either be filled by Round 2 or by the waitlist. A program may choose to reach out to the parent and offer more time to register but it is up to the center/school.

5) Schools and early learning centers must comply with the requirements of their early childhood funding source. Some funding sources require programs to make copies of documents proving eligibility and keep copies of the documents on site, other funding sources do not require programs to keep documents on site. Check with the Louisiana Department of Education if you have questions about the requirements for a particular funding source.

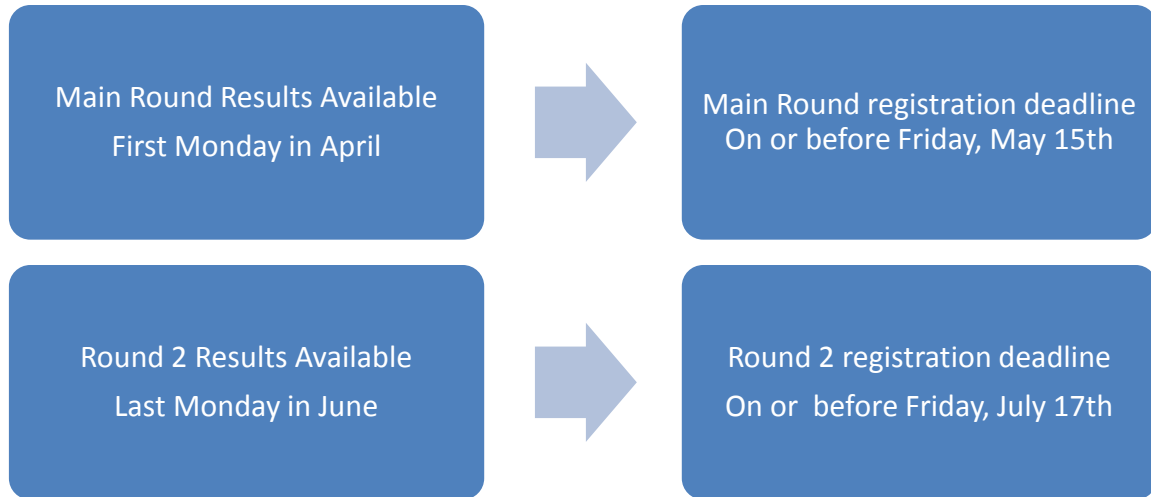
- a. Your program has the option to review eligibility documents to verify that the assigned student is eligible for the program.

6) LA 4, NSECD, and Pre-school Expansion Grant programs only require eligibility to be checked once, therefore the FRC eligibility verification will be valid for the up-coming school year. Schools and early learning centers will not have to verify that a family is eligible at the time of registration. Programs will still make copies of eligibility documentation and keep it on site. Once a family has been deemed eligible for Head Start that eligibility is valid for two years. Once a family has been deemed eligible for CCAP that eligibility is valid for 1 year. If a program has a question about a family's eligibility status, the program should contact the Louisiana Department of Education's program administrator, or if Head Start, the center should contact their grantee.

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- 7) Students will register for the program they have been matched to at the school or center where they received a placement. School or early learning center staff will register the student.
- 8) Only a parent or legal guardian may register a child.

Registration Timeline



Addendum 8. Waitlists

Centralized waitlist placements

- Waitlist and mid-year placements will be managed centrally through EnrollNOLA.
- If waitlist and mid-year placements were not managed through EnrollNOLA, program rosters and seat availability would be inaccurate in SchoolForce, presenting problems for programs and families trying to enroll.
- The student may be taking a seat on another school's roster- and this may prevent other students from enrolling in that school and hinder schools' planning
- Requiring families to apply through a coordinated application or receive a program placement through the FRC is a change for many programs and families, but is an explicit requirement of Act 717 and a necessary component to have a coordinated process that benefits both programs and families.

School year programs (LA4, 8(g), NSECD, Pre-School Expansion)

- The waitlist manager will stop making waitlist offers to fill available seats on March 15th for the current school year and start making offers for the upcoming school year on, or near, May 16th.
- The 2014-2015 school year revealed that parents are less likely to accept a waitlist offer made later in the school year. For this reason, waitlist offers will conclude in March. This step gives the family who may want to join a pre-K program late in the year that opportunity. Programs also expressed the need to have a date by which they know they can expect not to have any new students. This policy grants an end date to waitlist placement offers.

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Year-round programs (CCAP some Head Start and Early Head Start centers)

- For year-round programs, the waitlist manager should continue to make offers for the current school year up until system maintenance at the end of June.⁷ At the start of July, the system will come back online and will be in the new school year. The waitlist from the previous year will transfer to the new school year. The waitlist manager will resume making placements at this time. Placements made after July 1 will be added to the roster for the upcoming school year. For Head Start programs the waitlist will be ranked by the EPC score.
- Programs will have access to see how many students are on their waitlist via a report in SchoolForce. Programs will not be allowed to contact students from their waitlist; however, all placements must occur centrally through FRC staff.

Role of the EnrollNOLA Waitlist Manager

- The waitlist manager will manage the waitlists for each program and determine:
 - 1) Whether offers can be made based on August enrollment numbers
 - 2) Whether an offer made is on the current school year waitlist or on the future waitlist
 - 3) Waitlist manager will make the offer pending space. If the offer is accepted, the waitlist manager will add the student to the August roster.

Increased access to waitlist data for programs

- Parents often contact programs to find out their position on that program's waitlist. In order to serve parents better, programs should access their Pre K waitlist in SchoolForce. Pre K waitlist currently shows the school: the first and last name of the students on their waitlist
- student's waitlist position
- offer status
 - awaiting offer- student is waiting for offer call
 - pending offer- waitlist offer has been made, waiting for reply
 - outstanding offer- offer is pending for a higher ranked school on student's application

Additional information EnrollNOLA is working to include:

- the month and year of birth and the last name of the student on the waitlist⁸
- whether a waitlist offer has been made and when it expires

Waitlist Expiration

- A student will not be on a waitlist for longer than one year. Language will be added to student placement letters for waitlist options that states that after each annual process is reset the student's name will be removed. Parent/guardian will participate in the OneApp application process to have the best opportunity at an early childhood seat.

⁷ Each summer, SchoolForce must go down for maintenance for approximately one week. No waitlist offers can be made during this time. When the system returns to full-functionality it will be operating in the new school year. This maintenance typically occurs at the end of June.

⁸ Privacy laws prohibit listing two pieces of personally identifying information (PII). Student's last name, month and year of birth should be within the scope allowed but we cannot list the first and last name and the full birthdate. Additionally, we will ask parents to consent to share information with programs they apply to.

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Addendum 9. Mid-Year Placements

The framework below outlines the actions that a school or center should take when contacted by a parent about how to enroll during mid-year placement. Only FRC staff can enroll students in available seats or add students to waitlists.

Mid-Year Placement Process for Non-Head Start and Head Start Programs

Action required by a school or center:

During the mid-year placement process, if contacted by a parent or guardian with questions about how to enroll, programs should check their seat availability in SchoolForce and tell parents whether they have a seat or if they are full.

- If seats are available
 - Programs must inform families that seats are first-come, first-served and must not guarantee a seat to a family.
 - The family must contact a FRC to get placed in the available seat. All placements must occur through FRC staff.
 - For Head Start centers, programs should inform families that available seats will be filled by the student on the waitlist with highest EPC score. Programs must not guarantee a seat to a family.
 - Programs should give the family a list of eligibility documents that they need to bring to FRC (EnrollNOLA will provide).
- If no seats are available
 - Programs should send the family to a FRC to check seat availability for other programs and be added to preferred waitlists.
 - Programs should give family a list of eligibility documents that they need to bring to the FRC (EnrollNOLA will provide).

The following actions are required by a parent during mid-year placement.

- Parent should contact FRC to find out which programs they are eligible for and which programs have available seats
- Parent brings required eligibility documents to FRC
 - Parents may learn what eligibility documents are required by:
 - Calling an FRC
 - Calling a school/center or
 - By reading the Infant to Four FAQ at EnrollNOLA.org/earlychildhoodeligibility

Note on how the process will work for year-round programs: Programs that operate on a year-round schedule will fill available seats through the application process, the same as programs that operate on a school year schedule. However, year-round programs will likely have few seats to fill through the application process. Year-round programs will also fill their openings throughout the year through the Mid-Year Placement process.

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Addendum 10. Student Discharge Policy

Registration Policy

Students may be discharged from programs for the following reasons:

- No Registration:
 - A) Family received placement and did not complete registration on or before registration deadline
 - Program completed “Roster Drop” Spreadsheet documenting a minimum of three attempts to contact the family
 - B) Family receives placement through waitlist process, late enrollment, or mid-year placement process and did not complete registration within three business days
 - Program will discharge student in SchoolForce using the discharge reason 3+ day unregistered
- Non-attendance: Student has not attended program for at least 74% of the school days for two consecutive months due to unexcused absences and the program has taken the following actions (note: Program is not required to discharge a student for absences)
 - A) Program has documented a minimum of three attempts to contact the family, with at least one attempt in writing
 - B) The parent is informed in writing that the child will be discharged because of the failure to attend the program
 - C) The parent is informed in writing (in the parent’s primary language) of the responsibility to register the child in school at age six
 - D) Note: Even after dropping a student for non-attendance, the childcare center or school should make reasonable efforts to contact the family to ensure the child’s safety and encourage the child’s continued education
- Student was matched to a program that does not serve his/her grade level
- Student enrolled and registered in another program that does not participate in the coordinated enrollment system (waiting for a formal records request is encouraged)
- For programs requiring Orleans Parish residency: Student has moved out of Orleans Parish
- For programs requiring Louisiana residency: Student has moved out of Louisiana
 - A) Family should complete withdrawal request form
- Family chooses to remove student from all formal early childhood programs at this time
 - A) Family should complete EnrollNOLA withdrawal request form
- Only for NSECD and CCAP funding sources: School/center feels they cannot serve the assigned student because the student requires special services that the program is not legally required to provide AND that the program is unable to provide
 - A) School/center personnel must contact OSE prior to discharge to discuss available options and legal requirements

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SchoolForce Discharge Actions

- When requesting that a student be discharged, a program must indicate the reason for the discharge in SchoolForce and provide the appropriate discharge code.
 - EnrollNOLA will provide programs with discharge codes
- Only once a program has successfully discharged a student in SchoolForce may a placement be made from the waitlist to fill that seat.