# New Orleans Early Education Network Coordinated Enrollment Framework

NOEEN Steering Committee

Fall 2016

# 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, Head Start, Preschool Expansion Grant, Gifted and Talented programs open to 3 and 4 year olds, and SPED programs open to 3 and 4 year olds
    - *Also referred to as "Funding Sources"*
- Pre-K: Refers to pre-K 3 and pre-K 4 classrooms

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# NOEEN Coordinated Enrollment Framework

## 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 would guide coordinated enrollment. The Coordinated Enrollment Framework Fall 2015 is viewable at www.agendaforchildren.org and contains the policies informed by the working group's collaboration and approved by the 2015 NOEEN Steering Committee.

This Coordinated Enrollment Framework Fall 2016 includes revisions to the process informed by lessons learned through the first year of the enrollment process. All early childhood providers were invited to attend three meetings to discuss ways to improve the process for the 2017-2018 application cycle. Those meetings were held at Agenda for Children on August 30th, September 6th, and September 13th and covered the following topics:

- Application and verification process:
  - Develop strategies for spreading the word about the Main Round timeline, programs included, and where and how, to verify.
  - Review the verification process; what improvements can be made to streamline the process for programs and families.
- Waitlist, transfers, mid-year placements, and discharges
  - Review policies included in the 2016-2017 Coordinated Enrollment Framework to ensure they still best serve the network.
- Revision wrap up for Framework for 2017-2018

The Framework discussion meetings included representation from all public funding sources and the group weighed in with substantive improvements to the process for the upcoming application season, The final recommendations streamline the process for families and providers while still meeting the requirements of Act 717. The revisions were approved by the NOEEN Steering Committee on September 27th, 2016 and are reflected in this revised Coordinated Enrollment Framework Fall 2016.

*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. The guide is updated for the 2017-2018 school year.
   - EnrollNOLA has updated the Early Childhood Catalog for the 2017-2018 school year listing all publicly-funded infant to 4 year programs including all type III early childhood programs in Orleans Parish with details on program eligibility. This booklet will be distributed at FRCs and is available on-line to schools, early learning centers, community centers, libraries, relevant government and healthcare offices, and other locations as needed.
   - EnrollNOLA will post the Early Childhood Catalog EnrollNOLA.org.

- EnrollNOLA has overhauled EnrollNOLA.org to make it a complete resource where families can check their eligibility and search all early childhood and K-12 options in the city, even those not participating in the OneApp application.
- 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 are accessible through a single application with the exception of the childcare assistance program (CCAP). Families interested in CCAP are referred to the LDOE CCAP application and to participating centers through the Early Childhood Catalog, online materials, printed materials and EnrollNOLA and Agedna for Children staff. Parents can get assistance with completing their LDOE CCAP application at Family Resource Centers. Families can also learn more about participating Early Learning Centers.
   - The coordinated application asks a series of eligibility questions of all applicants. The answers are stored in the application and are verified by EnrollNOLA or Head Start staff. Verified program eligibility is stored in each application. Using these eligibility questions, the coordinated application displays 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 are coordinated and centrally managed by EnrollNOLA for all publicly-funded early childhood programs, ensuring that the applicant receives their highest ranked, available offer.
   - 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 uses the SalesForce platform SchoolForce to collect and store program applications. Families 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 is 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 the revised framework. EnrollNOLA and Agenda for Children held meetings in August and September to gather feedback and suggestions for revisions from early childhood providers. The policy changes resulting from those meetings were approved by the NOEEN Steering Committee in September 2016 and are reflected in this revised framework.

## 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. This is a crucial step in which all programs should continuously be engage. All staff should know how families can apply for a seat at their school or center through the application and how they can claim a seat at their school or center during the school year.
- Program details are included in the Early Childhood Parent's Guide, a publication of the Urban League of New Orleans, as well as the Early Childhood Catalog and promotional materials.

***Rationale***

- Families can apply to up to 8 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. Families are unlikely to pick programs they don't know so programs should attend enrollment and community events where possible to increase public awareness of the school.

### 1b. Application Timeline

***Process***

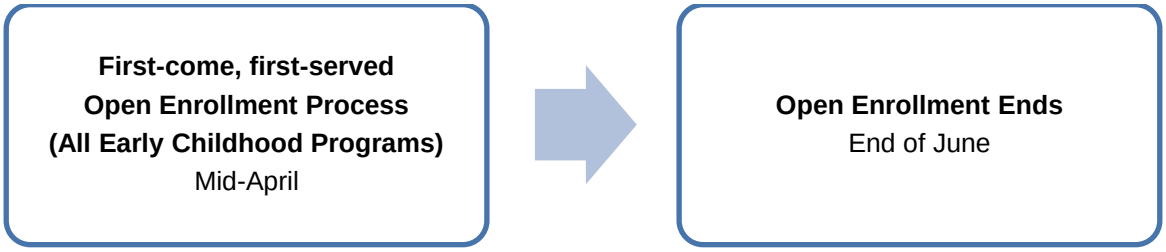
- OneApp: Infant to Pre-K 4 uses the existing OneApp Main Round timeline and does not participate in the Round 2 process; Main Round timeline below:

Figure 1. Application timeline

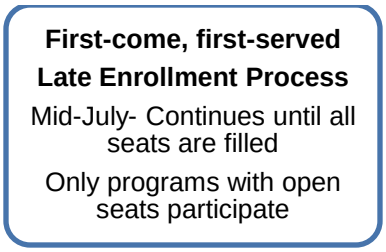
**Main Round**

# NOEEN Coordinated Enrollment Framework

**Open Enrollment**




**Late Enrollment**




***Rationale***

- The Coordinated Enrollment working group felt that the OneApp K-12 deadline was an established deadline and that it would be hard for the early childhood process to effectively communicate a new timeline. Introducing a competing timeline would likely cause confusion for parents and providers.
- A long application period ensures that families have 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
- Round 2 was eliminated from the Early Childhood process to allow for waitlist offers to start in April for programs that fill in Main Round and to start the first-come, first-served enrollment process for interested families who did not complete the application in April as well.

## 1c. Application Format

***Process***

- The OneApp: Infant to Pre-K 4 application is available in an online format only (no paper application)
- Each year EnrollNOLA works 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)
    - 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 has invested resources to make the application more mobile-friendly and providers and families report that the application works well on mobile devices. However, whenever possible, EnrollNOLA encourages users to access the application using Chrome or Firefox.

***Rationale***

- Early childhood programs have complex eligibility requirements that make it difficult to communicate programmatic eligibility using a paper application.
- The online application is dynamic, and allows families to answer a series of questions designed to identify programmatic eligibility.
- 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 interested in a publicly-funded early childhood seat must complete the online application and must complete verification at a Family Resource Center or a Head Start center if applying to Head Start programs. ***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 are accessible in the application for the family to populate their rankings.

*See Addendum 2 for details on Eligibility Questions*

## 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 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 to determine which applicants have met the additional requirements.

- Programs with special application instructions that choose not to participate in the Early Window Deadline must ensure that all required information has been entered for each applicant by the close of the Main Round application cycle.

### 1f. Program Descriptions

***Process***

- Each early childhood program in the Early Childhood Catalog OneApp: Infant to Pre-K 4 has a program description which communicates key information about that program including the eligibility and priorities for a given program. These program descriptions are also included on EnrollNOLA.org and in the New Orleans Guide to Early Childhood Education.
- Participating programs are required to review the program descriptions and offer revisions when needed. It is important that programs review their descriptions when requested so that phone numbers, addresses, and critical information such as whether transportation is provided, is accurately communicated to families.

*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 eligible 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) and/or Head Start staff verify all required documents to prove an applicant's eligibility to all programs applied to.
- There is a standard list of approved documents families may choose from to prove age, residency, and income for publicly-funded programs. FRC and Head Start staff upload verification documents to the student's verification record.
- Eligibility verification for Head Start programs is conducted by Head Start staff. Head Start staff 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 are recorded in SchoolForce by Head Start staff. Head Start staff must score those answers according to their existing rubric and enter that Eligibility Priority Criteria (EPC) score into each applicant's record through the EPC Score Entry tab in SchoolForce. **All EPC scores must be entered for all applicants by the Friday after the application deadline.** EnrollNOLA is working with grantees to automate the EPC score entry process.
- Head Start staff also verify eligibility for non-Head Start programs through the first page of the EC Verification tab in SchoolForce. This means that a parent who goes to a Head Start center to verify eligibility for Head Start programs may verify eligibility for all other publicly-funded programs

at that same location and time. The parent is not required to also visit an FRC to review eligibility for non-Head Start programs. Head Start staff should share all eligibility information with families.

***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 also 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 must have final check of 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 Question*

## 2b. Verifying families experiencing homelessness

***Process***

- Families meeting the legal definition of homelessness are not required to show proof of age, income or residency in order to verify and have 90 days or longer according to state law to produce immunization and other documents once assigned.

***Rationale***

- Some programs had questions about the legal definition of homeless and how to verify families experiencing homelessness in the 2016-2017 application process.

## 2c. 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 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 must apply priorities that align with their grant structure or community assessment.

- Priorities are typically consistent for all programs within a particular funding source This means that all LA4 programs under the same authorizer have the same priority structure, as well as all NSECD, CCAP, and PEG programs have the same priority structure. Priority structures for Early Head Start and Head Start are determined in accordance with each program's grant. Head Start and Early Head Start grants are awarded on a 5 year term. 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*

**2d. Priorities: Students with Disabilities**

***Process***

- An enrollment priority for students with disabilities is 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, to the extent possible, 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. Ultimately, the classroom balance is based on the applicant pool of typical and special needs students and is determined in large part by parent choice.
- Programs with identified Special Education programs aimed at ensuring a specific balance of children with special needs and typically developing children should contact EnrollNOLA by September 15 to discuss the needs of that program. If warranted, EnrollNOLA will include two entries for these types of programs in the Early Childhood Catalog. One school reserved for applicants with an IEP and the other school entry reserved for typically developing students. Separating the two programs for enrollment purposes allows EnrollNOLA and the programs to effectively manage and maintain the balance of applicants with special needs and typically developing applicants. Programs should actively recruit to ensure that the desired classroom balance can be achieved.

- All placements for Head Start and Early Head Start are made based on EPC score. A child's IEP or IFSP status must be reflected in the EPC score to ensure priority placement.

***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, , and Preschool Expansion Grant centers not partnering with a school are outside of the public school systems, therefore, these programs do 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.

- CCAP programs are operated in private early learning centers and advertised through the Coordinated Enrollment process. Students with disabilities may receive services in early learning centers if the center is partnered with the public school systems.
- 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. Families may also receive walk-in services at designated sites.

## 2e. Priorities: Geographic Priority

***Process***

- All RSD and OPSB authorized 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. A limited number of OPSB-authorized classrooms offer geographic priority up to 67% of available seats. This information is outlined on each program profile on www.EnrollNOLA.org.
- All Preschool Expansion Grant classrooms and all LA4 classrooms operated at centers in partnerships with public schools 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 the program chooses to apply the priority, it will match the priority for RSD authorized 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 15th to be included in that year's 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 zone that is specifically defined and able to be communicated clearly to families on the application. In order for these programs to determine the additional points all Head Start programs must record the applicant's zip code in the Head Start section of the of the applicant's eligibility verification in SchoolForce. Requests for geographic preference must be communicated to EnrollNOLA by September 15thto be included in that year's 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 should they choose to do so.
- State NSECD program rules do not permit NSECD programs to apply geographic preferences The NSECD program is open to all Louisiana residents.
- 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. Requests for geographic preference must be communicated to EnrollNOLA by September 15th to be included in that year's Main Round application.

## 2f. 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 (application required) 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 should NOT fill out an application if they want to remain at the same center.
    - 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 when changing funding sources (**exception**: Early Head Start to Head Start). The students will receive priority in the enrollment process to change funding sources at the same center or school.
    - Example: moving from a tuition-based seat to a publicly-funded seat
    - This policy applies 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.
    - **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 Head Start programs within the same grantee network. 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 the defined Head Start program partnering with the EHS program. The partnership may be for the purposes of designating a priority only. The partnerships must be communicated to EnrollNOLA by September 15th each year.

## 2g. Program Guarantees for Students Continuing into Kindergarten

***Process***

If a program utilizes OneApp to enroll a Kindergarten class, standard rules 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 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 are not 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 receive a priority as continuing students to Kindergarten in the Scholarship Program within the same non-public school. Families are required to complete an application to receive the priority to Kindergarten seats. Note that these students do not receive a guarantee to a Scholarship placement.

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

- Same public school facility, with a tuition-based Pre-K program: All publicly-funded pre-K students receive an enrollment guarantee into kindergarten at the same public school facility and are not 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 receive a guarantee to Kindergarten at the public school facility, and are not required to complete an application, if all of the requirements below are met:
    - All pre-K students, both publicly-funded and tuition-based, are enrolled through the coordinated enrollment process; and
    - At least 50% of the total Kindergarten enrollment is 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.
    - **Exception**: Lycee Francais de Nouvelle Orleans- Per that school's board, PK 4 Tuition students must apply to Kindergarten.
- 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.

*See Addendum 7 for more details on PK 4 Tuition Policy*

## 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).
- The number of students matched to a program is based on the demand for the program and the number of seats the program has directed EnrollNOLA to fill. The number of seats requested to be filled is called the Match Target. The Match Target for a program is always the total number of publicly-funded seats for each grade. This total number includes returning students who receive a guarantee to continue in the program, and the number of seats for new children coming in to the program.
- Students active in SchoolForce in a given school or early learning center are guaranteed placement unless the family completes an application and receives a seat at one of the programs

listed on their application; or unless the child is not age eligible to continue in the program for the next school year.

- Participating programs are required to submit final Match Targets to EnrollNOLA in the required format by the requested deadline. Programs who fail to submit final Match Targets by the final deadline will not have students matched to their program.
- Notification of results will be sent to applicants via email.. Families will receive one of four possible notification letters: Applicant received first choice, applicant received a choice and has been added to waitlists for preferred choices, applicant was not matched to a program and has been added to waitlists for all programs applied to, or applicant did not complete the verification process and therefore the application could not be processed.

***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."

*Further explanation of the Match Target*

The Match Target is one number for each grade served that includes both returning and new students. It is necessary to include both returning and new students in the total for each grade because a given program may not know that a student has completed an application to transfer to a different program. If EnrollNOLA only sought to fill seats for "new" children a program would need to be sure who had completed an application and who had not. By giving EnrollNOLA one total number of seats, programs can be assured that the match process will fill all possible seats.

## 3b. Head Start Enrollment

***Process***

- EnrollNOLA has worked with each Head Start grantee to include all of the priorities required by their Head Start grant into the eligibility verification process in SchoolForce and in the EnrollNOLA early childhood promotional material.
- 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 make all placements for Head Start based on the EPC score, as required by Head Start regulations. Head Start staff must ensure that all verifications completed reflect the correct and current status of the family including additional points for families who meet the requirements for categorically eligible to attend Head Start: children experiencing homelessness and children currently living in foster care.
    - Each applicant 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 break the tie and determine who gets the available seat.
- Head Start staff are required to enter all outstanding EPC scores for each applicant and for each center applied to one week after the application closes. During the Open Enrollment and Late Enrollment processes Head Start centers must score additional applications to ensure that waitlists truly reflect the neediest applicants.
    - Where possible, EnrollNOLA staff are working to automate the EPC score entry process for Head Start centers to lessen the burden on Head Start staff.
    - Until the process is automated EnrollNOLA staff will continue to support Head Start centers by sharing applicant scores across centers which share the same grantee.

## 3c. Registration

***Process***

***LA4, NSECD, and PEG***

- 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 do not have to verify eligibility at the time of registration or any other time during the program year.
- Programs are responsible, however, for keeping copies of a student's proof of age, residency, and income and keeping it on site for up to three years. Eligibility documentation is stored on the EC Question Responses section of a student's record and can be retrieved for audit purposes when required.
- If a LA4, NSECD, or PEG program has questions about the eligibility of an assigned student the program should contact the Assistant Director of Early Childhood Enrollment at EnrollNOLA. Questions will be escalated to LDOE as needed.

***Head Start***

- Head Start programs must collect all paperwork required to meet Head Start regulations from assigned families. Updated documentation is re-verified at the point of registration to ensure that the family still meets all Head Start requirements. Families who no longer meet all requirements are dropped from the roster using the Seat Acceptance Drop process on the student's record.
- Assigned families still meeting Head Start requirements are eligible for 2 years of Head Start and 3 years of Early Head Start.
- If a Head Start program has questions about a family's eligibility at registration, the program should contact their grantee's ERSEA manager.

***Rationale***

- Checking eligibility at the time of application ensures only eligible families are enrolled in programs.
- Adopting a registration deadline allows programs to drop those students who are 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. Students who no longer meet program eligibility requirements or who decline the placement can be dropped in the same day as the request is input, even if that is prior to the Seat Acceptance or Registration deadlines.

## 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 Open Enrollment process, beginning in mid-April allows more families to be added to waitlists.
- Applicants are placed into programs from the waitlist by FRC staff as seats open throughout the year. Applicants can be placed into seats that are vacated by ineligible families or by families who

declined a placement as soon as those seats become available, even if that is before the registration or seat acceptance deadlines.

- Students inquiring about seats after the Main Round application has closed may be added to waitlists or placed in an available seat at a center that does not have a waitlist through the Open Enrollment or Late Enrollment processes.
- Students who are placed via the match but do not receive their first choice will be waitlisted at all centers ranked higher than the center or school they were matched to. Those students may be offered a spot at a more preferred school/center 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 via the waitlist offer process.
- The waitlist manager on the FRC staff is responsible for managing waitlists for early childhood programs, in addition to other tasks related to coordinated enrollment.
- EnrollNOLA will share contact information so that Head Start centers can complete required paperwork. Head Start regulations require that a seat be filled immediately with a waitlisted family which in practice means that the Head Start center must have already

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

- Waitlist offers for all students will stop mid-March for the current school year in order to run the match and develop the future school year waitlists.
- Waitlist offers for the future school year will begin in April for programs that fill in Main Round and have vacancies open up.
- Students can be placed in open seats for the current school year until 60 days before that program's last day of school.
- Programs have access to see how many students are on their waitlist via a report in SchoolForce (School PK Waitlist). Programs cannot contact students from their waitlist to make a placement offer however, Head Start programs can contact waitlisted students in order to complete the Head Start registration paperwork. This will ensure that waitlisted students can occupy a Head Start seat as soon as it is vacated, as required by Head Start regulations.

***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.

*Centralized waitlist placements*

- Beginning waitlist placements in April, as soon as seats become available, further ensures that seats will be full by the start of the school year.
- Head Start centers will be able to contact waitlisted families to complete the registration process, resulting in a family being ready to begin immediately upon a seat being available.
- Per State law, students would continue to get their best possible waitlist offer because waitlist options would to be made centrally, offering the student's best possible option.
- Because the waitlist process would start 3 months earlier (April instead of July), we expect this will result in more families accepting their waitlist offer.

*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. 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 May 12. If a program would like seats to remain available after May 12, 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.

## 3f. Open Enrollment Process

***Process***

- All early childhood programs in OneApp will be included in the Open Enrollment process which will begin immediately following the Main Round match and end in June prior to the "system flip" into the new school year.
- The Open Enrollment process is a first-come, first-served process which allows programs with open seats to fill those seats immediately with eligible families as determined by the established EC Verification process. Programs that fill during the OneApp Main Round can use the Open Enrollment process as a means of increasing the number of children on their waitlist.
- The Open Enrollment process will end in June, prior to the system flip.

## 3g. Late Enrollment Process

***Process***

- The Late Enrollment process is a first-come, first-served process which allows programs with open seats to fill those seats immediately with eligible families as determined by the established EC Verification process.
- Early Childhood programs that are full and have attained sufficient waitlists, as determined by the program, can opt not to be included in the Late Enrollment process. Programs that opt out of Late Enrollment will not have families added to their waitlist for the main Late Enrollment period in July. Programs can determine to participate for certain grades but not others, i.e. a program can opt out of Late Enrollment for their Early Head Start seats but opt in for their Head Start seats.
- Programs opting in to Late Enrollment will be requested to provide staff to assist the verification effort during the main Late Enrollment period in July.

## 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.
- On or after September 1 and until May 12, families wishing to transfer must complete the early childhood transfer process (see below).

***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 a variety of circumstances can lead a parent to choose to remove their child from a program and seek a transfer to another program.
- 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. Head Start centers are the exception; all waitlists are sorted by the student's EPC score which accounts for the presence of an IEP or IFSP.

### 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.

**5a. Enrollment Dates**

| Time | Enrollment Periods | Annual Actions | |
|---|---|---|---|
| **August –Early April** | Late Enrollment (July – August 31)<br><br>Early Childhood Transfer Process (September 1-May)<br><br>Mid-Year Placements (September – May)<br><br>OneApp Main Round (November – February) | **August 1** | - Waitlist offers stop for students already actively assigned to a program |
| | | **September 1** | - Early Childhood Transfer Process begins (last all school year). Any student may transfer, but they must meet with school administration and submit required paperwork. These forms will be provided to centers and schools via the Enrollment Newsletter. |
| | | **Mid-September** | - School profile information for publication in the Main Round of OneApp collected by survey<br>- EHS centers inform EnrollNOLA of any new HS partnerships<br>- Schools identify Special Education programs<br>- ELC's must request geographic priority if desired |
| | | **October 1** | - Child Count snapshot taken for funding purposes |
| | | **Early November** | - Main Round of OneApp launches |
| | | **Mid-December** | - MR Early Window closes. Schools with admissions criteria have until the end of the Main Round standard window to complete eligibility determination for eligibility.<br>- Historical enrollment information sent to schools with information about target setting for the Main Round. |
| | | **Mid-January** | - 10/1 and Match Targets due for Main Round of OneApp.<br>- New programs approved by BESE added to online application and website. |
| | | **End of February** | - Deadline to data enter all verifications and EPC scores. 100% of verifications and EPC scores must be entered by the deadline.<br>- Schools with admissions criteria must enter final eligibility decisions for all Main Round applicants. |
| | | **March** | - Main Round application processing.<br>- Roster validations of applicants asserting they are current students.<br>- Current School Year waitlists removed in preparation for Main Round match results. |
| | | **Early April** | - Main Round results available. Schools shall begin to make contact with newly assigned students to their roster. |
| **Mid- April – Late June** | Mid-Year Placements (October – May)<br><br>Open Enrollment (Mid-April-June) | **Mid- April** | - Open Enrollment period begins. Open seats are filled with eligible families on a first-come, first-served basis.<br>- Waitlist calls begin for seats vacated through Seat Acceptance Drop process. |
| | | **Mid-May** | - Last day for placements for the current school year.<br>- Seat Acceptance deadline. Enforcing this deadline is optional. Schools electing to drop students who have not accepted their seats must follow the Seat Acceptance Drop process as outlined in the newsletter. |
| | | **Late June** | - Open Enrollment ends. Schools that are full and have sufficient waitlists as determined by those programs may opt out of Late Enrollment. |
| **July** | Late Enrollment (July – August 31) | **2nd week of July** | Late Enrollment begins for families new to the system or requesting a transfer on a first come, first served basis. Early Childhood programs wishing to participate are required to send staff to assist with verification efforts. |

## Appendix

### Addendum 1. Members of 2015 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 3. and 6. depend on the age of the child. If the child is 3 or 4 years old they should answer question 3.. If the child is 0-2 they should answer question 6...*

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*

"Some early childhood programs are only open to students with a Gifted and Talented IEP or a Gifted and Talented evaluation approved by OPSB's Office of Child Search.

*If your child is at least 3 years old and you are interested in pursuing a Gifted and Talented evaluation, request an appointment with Orleans Parish School Board [http://opsb.us/departments/exceptional-childrens-services/child-search/](http://opsb.us/departments/exceptional-childrens-services/child-search/) here.*"

4. Do you have a Gifted and Talented evaluation approved by OPSB's Office of Child Search?

"In order to be eligible for Gifted and Talented programs, applicants without an approved evaluation must contact OPSB's Office of Child Search to have your child screened for Gifted and Talented or to have a private evaluation reviewed by the Office of Child Search before the application round closes."

5. If you answered "no" to the question above, do you affirm that you will contact OPSB Office of Child Search to have your child screened for Gifted and Talented or to have a private evaluation reviewed?

6. Does your child have an Individual Family Service Plan (IFSP)?
7. Is this child currently in Foster Care or the Kinship Subsidy Program?
8. Does this child receive social security benefits?
9. 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?
10. 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

11. Enter household income; enter income for Parent 1 and Parent 2
12. Enter number of people in household
13. Do you receive SNAP benefits? If yes, please enter the certified thru date_____.

## Addendum 3. Program Description

***The program description includes:***

- Program name, address, website, phone number
- Ages of children served
- Operating Hours and Cost ($, $$, $$$- tuition-based programs only)
- Program features (included on website)
- Eligibility information (included at the beginning of each program section)

Example for PK4: 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
    - For Head Start, Early Head Start, and NSECD priorities are included at the beginning of each section.
    - For PK 4 eligibility and priority
- 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
    - Program type (funding source)
    - Quality Start Rating

**Addendum 4. Eligibility and Verification**

***Documents Required to Prove Eligibility***

| | Required for Head Start | Required for PK 4 |
|---|---|---|
| Birth certificate | ✔ | ✔ |
| Parent or Guardian ID | ✔ | ✔ |
| Proof of Guardianship (if not parent) ex: Foster Care | ✔ | ✔ |

| **Proof of Household Income** | Bring all that apply | Bring all that apply |
|---|---|---|
| ***Working Applicants must bring all that apply:*** | | |
| 4 Current and Consecutive Pay stubs for each parent or caregiver in the house** (must be within 2 months of date completing verification) | ✔ | ✔ |
| W-2 forms | ✔ | **not required** |
| Income Tax form (1040, 1040 EZ, 1040 A, 1099) | ✔ | **not required** |
| An official letter from your employer stating:<br>- Where parent/guardian is employed and start date<br>- Hourly rate of pay & frequency of pay (weekly, biweekly, monthly)<br>- The average number of hours parent/guardian works per week. | ✔ | ✔ |
| ***Non-working applicants must bring all that apply:*** | | |
| Most recent unemployment compensation statement | ✔ | ✔ |

| | | |
|---|---|---|
| If unemployed and not receiving unemployment compensation:<br>Parent/caregiver must submit a letter of support and<br>income documentation from support source. | ✔ | **not required** |

Either the parent/guardian name must be on the residency documents or if the parent/guardian lives with another adult who is named on the residency documents, the parent/guardian must bring a signed letter from the person named on the residency documents stating that the parent/guardian lives at that same address. If bringing a letter, parent/guardian must bring acceptable proofs of residency in resident's name.

** Paychecks/stubs must be calculated on a 40 hour/week basis. If you work less than 40 hours each week, please bring a letter from your employer on letterhead stating where you are employed, your hourly rate of pay, frequency of pay, and the average hours worked a week in order to accurately calculate your actual income.

***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, 2017 |
| 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, 2017 |
| Tuition-based Pre K (Orleans Parish) | New Orleans residents who will be four by September 30, 2017 |
| Tuition-based Pre K (Type II) | Louisiana residents who will be four by September 30, 2017 |
| 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 income and work, school, or training requirements. Child's birthdate must be on or before September 30, 2017. |
| Head Start | New Orleans residents with an IEP whose income falls at or below 130% of Federal Poverty Level or New Orleans residents without an IEP whose income falls at or below 100% of Federal Poverty Level and who will be three or four by September 30, 2017 |
| Early Head Start | New Orleans residents with an IFSP whose income falls at or below 130% of Federal Poverty Level or New Orleans residents without an IEP whose income falls at or below |

| | |
|---|---|
| | 100% of Federal Poverty Level and who will be infant to two by September 30, 2017 |
| Early Head Start+ CCAP | New Orleans residents with an IFSP whose income falls at or below 130% of Federal Poverty Level or New Orleans residents without an IEP whose income falls at or below 100% of Federal Poverty Level and who will be infant to two by September 30, 2017 and who meet the requirements of the Childcare Assistance Program and hold that voucher. |

**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) |
| 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 | (Y/N) |

| | |
|---|---|
| ABOVE | |
| 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 also includes:***

- Comment field
- Field for the Head Start staff asking the initial questions to enter their name and Head Start location

Head Start staff must also enter an EPC score for each applicant. EPC scores are entered through the EPC score entry tab in SchoolForce.

## Addendum 6. Priorities by Funding Source

| Priority Order | All Public School Seats[1] | NSECD | 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 | All other applicants | Siblings | Applicants who have a special education IEP |
| #3 | Siblings | | 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.

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. PK4 Tuition Policy

LA 4-PK4 Tuition Combination Programs can serve to improve quality preschool education systemwide in Orleans Parish by increasing socioeconomic diversity in public school pre-kindergarten programs, and allowing for the distribution of limited LA4 seats among more public schools, which can provide more free or affordable preschool program options for more families. However, NOEEN's first obligation is to families of public funding-eligible children, and to increasing the seats available to these children. Therefore, the following requirements apply to any NOEEN LA 4-PK4 Tuition Combination Program in an effort to ensure that all eligible families have access to a free PK4 seat in Orleans Parish.

This addendum outlines the various requirements for charter schools in Orleans Parish offering PK4 Tuition seats in combination with LA 4 seats. These requirements align with state LA 4 requirements, the NOEEN Coordinated Enrollment Framework, and OPSB Policy H, *Charter Schools*.

**Requirements for 2016-17 LA 4-PK4 Tuition Combination Programs**

| | **2016-17 LA 4-PK4 Tuition Combination Programs**<br>PK4 tuition programs at schools where there are one or more four-year-olds being served through LA 4. |
|---|---|
| **Request to Offer LA 4-PK4 Tuition Combination Programs** | • The only charter schools that shall be permitted to provide LA 4-K4 Tuition Combination Programs for the 2016-17 school year are those charter schools that indicated a plan to provide tuition PK4 seats in writing through NOEEN's 2016-17 Coordinated Funding Request or subsequent process to finalize PK4 seats for Round 2 of OneApp based on BESE-approved LA 4 allocations.<br>• All charter schools shall charge no more than $4,580 total for the 2016-17 school year for PK4 Tuition unless the charter school makes a formal request to charge a higher amount as provided for below:<br>  ○ Requests must be submitted in writing to kristen_illarmo@rsdla.net no later than April 15, 2016<br>  ○ Requests must include the proposed tuition amount(s) and written justification or documentation demonstrating that the tuition amount for any child does not exceed the average per child amount the school spends for LA 4 eligible children in the class, excluding the costs for classroom space and utilities. |
| **Tuition amount** | • Tuition may be charged for any child who does not meet eligibility requirements (185% or less of the Federal Poverty Level) or has an IEP (funded through MFP).<br>• Per LDE guidelines, the tuition amount for any child cannot exceed the average per child amount the school spends for LA 4 eligible children in the class. When determining the average per child cost, costs for classroom space and utilities are to be excluded.<br>• EnrollNOLA may require reporting and documentation, as necessary, throughout the year to verify the amount of tuition being charged, payments received, etc. |
| **Enrollment** | • LA 4 and PK4 Tuition children must be enrolled through EnrollNOLA according to the NOEEN Coordinated Enrollment Framework.[7]<br>• |

[7] Per OPSB Policy HA, OPSB charter schools serving PK4 tuition may choose to enroll PK4 Tuition students for the 2016-17 school year through a separate application process (other than OneApp).

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| **Classroom** | • PK4 Tuition children and LA 4 children must be served together, and not separated into distinct groups or classrooms.<br>• All LA 4 requirements apply to the entire classroom and cover both LA 4 children and PK4 tuition children. 2015-16 LA 4 requirements can be found here: http://www.louisianabelieves.com/docs/default-source/early-childhood/2014-15-requirements-and-guidelines.pdf?sfvrsn=14 |
| **Transition to Kindergarten** | • All LA 4 students will be given a guarantee or first priority to enroll in the charter school's kindergarten for the 2017-18 school year.<br>• PK4 Tuition students may also be given a guarantee or first priority to enroll in the charter school's kindergarten for the 2017-18 school year, but only if at least 50% of the school's total Kindergarten enrollment is reserved for continuing publicly funded students, economically disadvantaged students, students who are enrolled by lottery, or a combination thereof. |

Prior to the 2016 Main Round Process, EnrollNOLA shall present to NOEEN a revised PK4 Tuition Policy to NOEEN for approval. The policy shall be developed by EnrollNOLA in cooperation with New Orleans charter school operators.

Please note that this addendum is not applicable to PK4 tuition programs that are provided by charter schools that do not serve LA 4 students.

## Addendum 8. Waitlists

*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 as well as the following: 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 waitlist[8]
- whether a waitlist offer has been made and when it expires

[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.

*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.