



Proposed 2011-2012 Common Application Process and Timeline

The Common Application process, first introduced for the 2008-2009 school year, is intended to provide a streamlined procedure for parents and guardians to apply to public schools in New Orleans, including all schools that are part of the Recovery School District.

If approved for the 2011-2012 school year, all RSD direct operated and charter schools will use the uniform Common Application form and follow the same application and enrollment timeline. The process is designed to make it easier for families to exercise choice in applying to the many public schools available in New Orleans.

The Common Application will be made available at all participating New Orleans schools, the RSD Central Office at 1641 Poland Ave. and online at www.rsdl.net or www.nolaparentsguide.org. Parents/guardians may return completed applications to any participating school, to the RSD Central Office or by fax.

Common Application timeline for the 2011-2012 school year:

April 8th: Applications due

April 29th: Complete lottery (if necessary)

May 6th: Parent notification (All schools must notify all parents of acceptance or preference/wait list status)

May 20th: Deadline for parents to select and enroll in a school
(All parents must complete the schools' required registration paperwork by this date)

Information for RSD Direct-run and Charter Schools:

Suggested School Activities Prior to April 8th

- Develop a plan for accepting applications, prioritizing siblings (if applicable), conducting a lottery, establishing a waiting/preference list (charters only) and enrolling students.
- Create tools so that you can execute this plan; including,
 - Intent to Return forms (sample will be provided)
 - Student Acceptance/Waitlist Notification
 - Application Database
- Determine your procedure for holding a lottery (please refer to Louisiana Charter Policy) and notifying parents of student acceptance.
 - Define terms that could be interpreted in multiple ways, such as "sibling"

- Determine tiebreakers that may be necessary (i.e., if one slot in the 4th grade is open and three siblings want the slot, how do you select the student accepted?)
 - Determine whether or not existing students intend to return for the 2011-2012 school year and develop a projection of the number of seats available for each grade your school serves.
- Provide adequate information about the application process and timeline to all parents and guardians of current students on or before January 30th with a plan for continuous follow up.
- Plan to participate in the School Expo preview event for prospective parents that will be conducted.
- Consider hosting school specific events like tours by appointment and School Open House Night.

April 8th: Applications Due

- Schools may begin collecting applications January 10, 2011.
- All applications must be accepted to the deadline regardless of seat availability. If you receive more applications than seats, a lottery must be held. If you receive fewer applications than seats student must be enrolled on a first come, first serve basis. A preference may be given to siblings and existing students, but this preference must be made clear to all applicants when they submit their initial applications.

Suggested Activities between April 8th – April 29th

- Verify contact information, grade levels, sibling status, etc. of all applicants.
- Schools with availabilities in any grade should identify the number of all openings available after the application deadline, and make these availabilities known to the public and provide the information to the RSD registration coordinator.

April 29th: Lottery Conducted

- Schools that receive more applicants than projected available seats must conduct a lottery no later than April 29th to determine acceptance.

May 6th: Notice of Acceptance

- Schools will contact families to let them know if their child was accepted. Parents may be contacted by multiple schools.

Suggested Activities between May 6th -May 20th

- Maintain consistent contact with parents and begin enrolling students.

May 20st: Enrollment Deadline

- Parents must enroll in the school of their choice no later than this date.
- Schools may only request additional documents in order to complete registration at the point of enrollment.