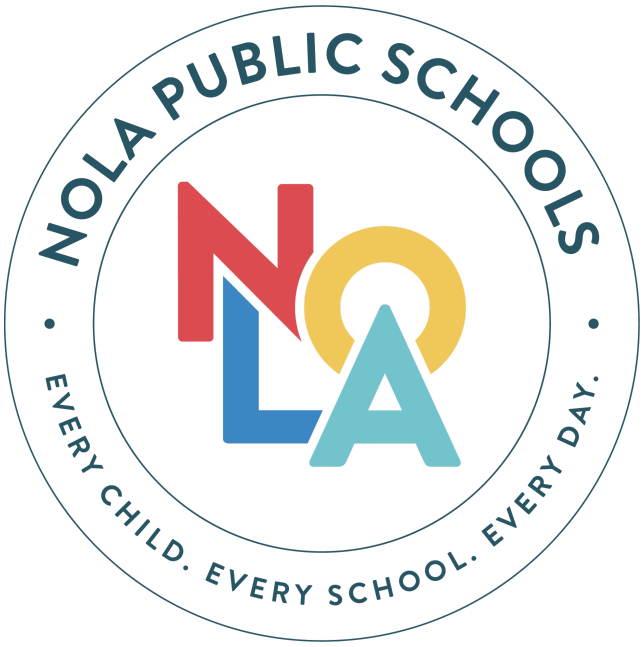

NOLA PUBLIC SCHOOLS K-12 FAMILY ENROLLMENT MANUAL

Updated July, 2026

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INTRODUCTION

About the NOLA-PS Enrollment System

New Orleans has a unique school system where the majority of our schools are public charter schools. NOLA Public Schools (NOLA-PS) is the authorizer for Type 1 and Type 3 charter schools. NOLA-PS also directly operates a school under Orleans Parish School Board as the Local Education Agency (LEA) during the 26-27 school year.

Even though charter schools are operated by individual Charter Management Organizations (CMOs), the district manages enrollment and applications for all NOLA-PS schools through a unified enrollment system. The NOLA-PS enrollment system includes Type 1, Type 3, and direct run schools, which are authorized locally by the Orleans Parish School Board (OPSB), and Type 2 schools, which are authorized by the Louisiana State Board of Elementary and Secondary Education (BESE).

In the years following Hurricane Katrina, families advocated for unified enrollment as a way to provide fair access to all schools. In response to continued calls for greater accountability and a clear, equitable unified enrollment system, a common enrollment system was established in 2011. Since then, schools have gradually been added to the NOLA-PS enrollment system. As of the 2021-2022 school year, all public schools in Orleans Parish, except NOCCA, are a part of the unified enrollment system. The NOLA Public Schools enrollment team manages admissions, readmissions, and transfers for New Orleans public schools.

The NOLA-PS enrollment team works closely with schools to ensure families have a smooth enrollment experience from initial enrollment through graduation. New Orleans Public Schools serves students from six weeks old through grade 12, as well as students taking a fifth year of high school through Extension Academy. Families apply to multiple K-12 schools or early childhood centers through a single application.

Although the NOLA-PS unified enrollment system includes all publicly-funded early childhood programs in Orleans Parish for students aged 6 weeks to 4 years old, there are significant differences between enrollment policies and procedures for early childhood programs and K-12 schools. This guide covers enrollment procedures for K-12 schools and grades.

2026-2027 NOLA-PS Schools

For the 2026-2027 school year, the NOLA-PS Common Application Process (NCAP) consists of 63 K-12 schools. This includes 59 schools that are authorized by NOLA-PS, one school that is directly run by NOLA-PS, and three schools that are authorized by BESE. The Cowen Institute's annual chart summarizes the charter management organizations and the schools they operate during this school year.

How to Use This Enrollment Manual

The Orleans Parish School Board (OPSB) maintains authority and responsibility for enrollment policy for all OPSB and BESE authorized public schools and publicly-funded early childhood programs that are located in Orleans Parish.

NOLA-PS enrollment work is guided by three core values.

- **Fairness**: Procedures apply to all students in the same way.
- **Transparency**: Procedures are available and accessible to all schools and families.
- **Efficiency**: Families fill out a single application with their school preferences, and receive a single best offer to one of their preferred schools. Support to families meets needs and solves issues in a timely and effective manner.

This manual is primarily intended to be a tool to assist K-12 families by providing guidance on NOLA-PS's enrollment policies and procedures. NOLA-PS makes decisions aligned with our values, Board policy, and the law.

! **Throughout the manual, there are emphasized red exclamation marks to indicate critical deadlines for action during the enrollment cycles. Exact dates/deadlines may change annually and are updated on our website at www.enrollnolaps.com.**

This manual does *not* outline all the enrollment processes for early childhood. Learn more about early childhood enrollment at the NOLA-PS Birth to PK4 Early Learning website.

Who We Serve

Families are our top priority. The NOLA-PS enrollment system is here to support students and families by connecting them with schools that offer a quality education. Our goal is to give every student the chance to choose a school and access more educational opportunities.

NOLA-PS Vision

All students receive a high-quality education that fosters their individual capabilities, while ensuring that they thrive and are prepared for civic, social, and economic success.

The NOLA-PS Family Resource Centers and enrollment website are our main ways to support and connect with families. Our Student Enrollment Coordinators at the FRCs are available during business days to help families in person, by phone, email, or virtual appointments. The enrollment website (www.enrollnolaps.com) is regularly updated with information, timelines, and resources for all enrollment needs.

POLICY & ACCOUNTABILITY

New Orleans public school enrollment follows Orleans Parish School Board policies, which are available online through the CAPS system. NOLA-PS has practices based on Board policy and law. Any exceptions for a specific school or network must be included in the school's Charter Operating Agreement.

There are four types of schools that are a part of NOLA-PS. Type 1 and Type 3 charter schools are authorized by the Orleans Parish School Board (OPSB) and serve students who reside in Orleans Parish. Type 2 charter schools are authorized by the Louisiana State Board of Elementary and Secondary Education (BESE) and can serve students who live in Orleans Parish and other parishes. Direct-run schools are authorized and operated by Orleans Parish School Board (OPSB) and serve students who reside in Orleans Parish. All Type 1, 2, and 3 charter schools, and direct-run schools, take part in the NOLA-PS enrollment system; families apply to any one of the schools using the same enrollment system.

The only public school in New Orleans that is not a part of the NOLA-PS enrollment system is the New Orleans Center for Creative Arts (NOCCA). NOCCA's website has information about the school and enrollment process.

Type 2 charter schools serve any family who lives in Louisiana. Just as residents of other Louisiana parishes can attend Type 2 schools in Orleans Parish, families who live in Orleans Parish are eligible to attend Type 2 schools in other parishes.

Student Eligibility for NOLA-PS Schools

All families have the right to apply for a seat at a K-12 NOLA-PS school for which they are eligible. In order to be eligible to attend a K-12 NOLA-PS school, families must provide documentation to the school at the time of registration that shows:

1. Student's Residency
2. Student's Age

Falsified Information Provision: If a family provides false information to access a program or priority, the student's placement may be revoked if they wouldn't have qualified otherwise.

Non-Exclusion: No school may turn away any student who has been assigned by NOLA Public Schools. In cases where the school disputes the placement by the district, the school shall serve the student until such time as it can be resolved by the district. The NOLA-PS team will act as quickly as possible to investigate and resolve any disputed placements.

Residency

A child can have only one legal residence for school enrollment. If the parents live apart, the child's residence is with the parent who provides primary care. In cases of joint custody, the child's residence is with the parent responsible for educational decisions, the designated domiciliary parent, or the one with primary physical custody.

Students who are experiencing homelessness or are in foster care have additional protections under the McKinney-Vento Homeless Assistance Act (42 USC 11431). Students experiencing homelessness have the right to be enrolled in school and are not held to the same requirements for proof of residency, and instead can complete the Louisiana Student Residency Questionnaire Form, which is intended for students protected under the McKinney-Vento Act.

Residency Requirements

All students served by Type 1, 2, or 3 charter schools and direct-run schools must be enrolled through the NOLA Public Schools enrollment process.

1. Orleans Parish residents are eligible to attend Network or Type 1, 2, 3 or direct run Orleans Parish public schools.
2. BESE-approved Type 2 charter schools may enroll students who do not reside in Orleans Parish, but those students still must complete the NOLA-PS enrollment processes.

Residency Documentation

Schools must collect and present readable copies of one or more of the following documents during the registration process for each student at their schools:

- Electricity/Gas Bill dated within ninety days of the registration date
- Sewerage/Water Bill dated within ninety days of the registration date
- Cable/Internet Bill dated within ninety days of the registration date
- Section 8 or HANO Voucher Statement dated within ninety days of the registration date
- Mortgage Agreement or Lease where the end term is a future date
- Homestead exemption in parent or guardian's name
- Official letter from a governmental agency dated within ninety days of the registration date

The following documents are required for school registration when the parent/guardian and child(ren) are residing at another's residence, or do not possess required documentation for residency verification:

- Written statement including the following information:
    - The child's name
    - The parent/legal guardian's name
    - The name and address of the individual with whom the family is residing
- Required residency documents in the name of the individual with whom the family is residing
- Photo identification (for example: driver's license, passport, state-issued identification) of parent/guardian and the individual with whom the family is residing

Inability to Prove Residency

Schools are required to confirm residency annually for all continuing and new students. If during the school year (outside the regular registration period), a school staff member becomes aware of information that indicates a student does not reside in Orleans Parish, the school can ask the family to prove residency in Orleans Parish. If proof of residency is requested by the school, families have one week (5 business days) to produce at least one approved document proving residency in hard copy, or electronically. If families are unable to provide proof of residency, the school will provide an Out of Parish Letter and the student(s) will be removed from the school's roster.

Disputed Placements

Generally, for a child whose parents and/or custodial agents live apart, the child's residence is presumed to be that of the parent who provides primary custodial care.

A child may have only one physical residence for the purposes of school enrollment. In the event that a court order indicates two physical residences, the parents should select one of the residences as the physical residence for purposes of school enrollment. If the parents cannot come to an agreement on issues of enrollment, the

parents may have to seek a resolution from the court, if the court order does not provide explicit guidance.

Nothing in this section shall be considered as superseding any order of a court.

Age

In Louisiana, children are required to attend school from age five through the end of the school year in which they turn 18 or until the student receives a high school diploma, whichever comes first. If a diploma has not been granted by the time a student turns 18, the student may remain in school until the end of the school year in which they turn 21. Students with an Individualized Education Plan may remain in school until the end of the school year in which they turn 22.

Age Documentation

In order to enroll in school, the family must produce verifiable proof of age. Schools are required to verify age at the time of registration. Options include:

- Birth certificate (original or copy)
- Passport
- Certificate of live birth

Louisiana Title 17: Education, RS17:167 outlines expectations for the certification of a child's age upon entering a parish or city school system or private school for the first time and proof of age to qualify for athletic event participation:

> A. All children upon entering a parish or city school system or private school in the state of Louisiana for the first time shall be required to present a copy of their official birth record to the school principal. A short-form birth certification card shall be acceptable as a copy of an official birth record. Only records from the local or state registrar of vital statistics will be accepted for children born in Louisiana. Birth verification forms issued by the local registrar of the parish of birth shall be valid and acceptable for entry into parish or city school systems or private schools and for qualifying for all types of athletic participation where proof of age is required, provided that parish and city school boards may require the submission of additional evidence as to age or race, where such is not conclusively established by the birth certificate.
>
> B. Children born out of the state of Louisiana will be required to secure a copy of their official birth record from the authorized person or agencies registering vital statistics in their state of birth.
>
> C. Children born in foreign countries will be allowed to submit birth facts as shown on their passport or citizenship papers in lieu of a birth record if none is available from the country of birth.
>
> D. Children born in Louisiana will be given a fifteen day grace period to secure a copy of their birth record.
>
> E. Children born out of this state will be given thirty days grace in which to produce a copy of their birth record.
>
> F. It shall be left to the discretion of the parish school board superintendent as to whether or not a child shall continue in school upon failure to comply.

If a student is unable to produce a birth certificate, passport, or other appropriate documentation which establishes the student's age, the student must be registered provisionally, and the school must take action to ensure appropriate grade placement.

Grade Placement

Students who are active in a NOLA-PS school, or were active in a school at the end of the prior year, are assigned based on the most recent grade placement and promotion decision. The Placement Chart is posted annually on the NOLA-PS Enrollment website.

If needed, schools may reclassify a student's grade level in alignment with the school's Pupil Progression Plan.

First Time Attending School

Schools shall comply with the requirements of state law and policy, including BESE Bulletin 741, to determine final grade determination placement.

PK4 Placements: Students who are 4 years old on or by September 30 of the calendar year can be placed in public Pre-Kindergarten 4 (PK4) seats.

Kindergarten Placements: Students who are 5 years old on or by September 30 of the calendar year are assigned to kindergarten.

- Louisiana Senate Bill 10 was passed as Act 386 during the 2021 legislative session. Act 386 provides for mandatory kindergarten attendance and requires compulsory school attendance beginning at age 5. The bill reads, *"Beginning with the 2022-2023 school year, a child, as a prerequisite to enrollment in the first grade of a public school, shall have attended a full-day public or nonpublic kindergarten for a full school year, and shall have satisfactorily passed an academic readiness screening administered by the city, parish, or other local public school board prior to the time of enrollment in the first grade."*
- A student who is 5 on or by September 30 cannot be placed in publicly-funded PK4 and will be assigned to kindergarten.
- A student who is not yet 5 on or by September 30 must be evaluated and classified as gifted in accordance with the regulations of the state Department of Education in order to attend kindergarten. Acceptance to kindergarten for 4 year old Gifted students is at the discretion of the school and not required. Prior to enrollment, a family must verify with the school that the school has opted to allow students who are not yet 5 on or by September 30th that are classified as gifted to attend kindergarten. Upon successful completion of kindergarten, the student can progress to 1st grade.

First Grade Placements

Prior to enrolling in the first grade, students must provide evidence of having attended at least a full-day public or private kindergarten for a full school year; and shall have satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

Elementary School Placements

For students in elementary school (K to grade 8), grade placements are made based on available, recent records from the student's prior school. If records are wholly unavailable, the placement will be made based on age, as determined by birth certificate. The exception to this policy is first grade as outlined above. See the appropriate Placement Chart, posted on the NOLA-PS Enrollment website annually for details.

High School Placements

Students who are high school-aged presenting for enrollment with a transcript shall be placed based on a credit-based placement system determined by NOLA-PS. See the appropriate Placement Chart, posted on the NOLA-PS Enrollment website annually for details.

Students who are of high school age and present with a report card shall be provisionally placed according to these procedures:

- A current year report card, if available, will determine grade placement.
- A prior year report card with a promotion statement, if available, will determine grade placement.
- A prior year report card without a promotion statement, if available, will be used to determine grade placement as follows:
    - If five or more classes were passed in the prior year, the student will be promoted.
    - If fewer than five classes were passed in the prior year, the student will be retained.
- Without documentation of prior grade level, a student shall be placed in 9th grade.

When a student comes to Orleans Parish from another country and brings a foreign report card, NOLA-PS and school staff will attempt to convert the report card into credits that will count for Louisiana graduation requirements. This may not be possible in all cases.

Home Study

Louisiana Families may choose to educate their children independently from the public or nonpublic school system. Louisiana families typically provide this independent education through a Nonpublic School Not Seeking State Approval or a Board of Elementary and Secondary Education Approved Home Study Program. This process is managed through the Louisiana Department of Education on behalf of the Louisiana Board of Elementary and Secondary Education (BESE). Families can learn more at www.louisianabelieves.com/schools/home-study.

To comply with state attendance laws, parents who want to educate their children in an Approved Home Study Program must apply and be approved annually by the Board of Elementary and Secondary Education. A child enrolled in an Approved Home Study Program is considered in compliance with compulsory attendance laws. Nonpublic schools not seeking state approval must submit enrollment and attendance information for their school each year using the LDOE online submission form.

Student Protections

Title IX: Children shall not be refused admission to a public school on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability or pregnancy, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

Immigration Status: Students shall neither be required nor asked to present documentation pertaining to immigration status, nor shall they be denied admission to school based on immigration status or failure to present documentation of immigration status (Per United States Supreme Court decision of Plyler v. Doe, 457 U.S. 202 (1982) and The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Reference to the immigration status of a child or guardian shall not appear on any forms, materials, paperwork, or records produced, distributed, or collected by the school.

Students Under Care of Agencies: Students in the care of social welfare agencies, juvenile justice agencies, and correctional agencies shall be admitted into schools in the same manner as all other students.

McKinney-Vento Act: Students experiencing homelessness have the right to be enrolled in school and are not held to the same requirements for proof of residency, and instead can complete the Louisiana Student Residency Questionnaire Form, which is intended for students protected under the McKinney-Vento Act. The involuntary

transfer of homeless students or students in temporary housing for poor attendance is prohibited by Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431). See the NOLA-PS Homeless Assistance Enrollment Supports flyer for more information.

Mandatory Reporting: Schools shall follow their legal obligations for reporting any suspicions that a student may be a "missing child", which may include reporting to the New Orleans Police Department (NOPD) or the Department of Children and Family Services (DCFS). Per La. R.S. 14:403, all school and NOLA-PS employees are mandatory reporters of suspected or confirmed cases of kidnapping, and physical, sexual, or psychological abuse.

Department of Children & Family Services: When the Department of Children & Family Services (DCFS) reaches out to NOLA-PS to request student enrollment information, the organization must send a written request on letterhead via email to enroll@nolapublicschools.com including the child(ren)'s name and date of birth, what information is requested, and the rationale for the request. NOLA-PS requests that DCFS provides as much information as is legally permitted.

Parent Rights

K-12 Enrollment violations are handled by the NOLA-PS accountability team with support from the NOLA-PS enrollment team.

Schools should welcome and support all students, including students who have an Individualized Education Plan (IEP), students who do not speak English as their primary language, and students who are experiencing homelessness.

If you believe there has been a potential enrollment violation, please contact NOLA Public Schools in person, by phone, or in writing through the Family Resource Centers.

Enrollment Violations	
Enrollment Violation	**Expectations**
Denying Entry to Assigned Students	• Schools cannot turn away an assigned student for any reason. All students who have been assigned to a school by NOLA-PS must be welcomed into the school to which they are assigned. • If the school disputes the assignment of the student, the school should continue to serve the student while the issue is addressed. • Assigned, eligible students must be served regardless of their current language ability and/or individualized education needs.
Counseling Out of Students and/or Creating a Hostile Environment for Families	• Schools shall not encourage a student to change schools by "counseling out" or creating a hostile environment at any point in the school year. • Initiation of a hardship transfer request should be done solely by the family. Schools may discuss the hardship transfer process with families, but schools should not encourage families to pursue a hardship transfer request during the mid-year transfer window.
Discriminatory Enrollment Practices	• Schools shall not discriminate against any student assigned to the school throughout any stage of the enrollment process. Students should receive welcoming communications from the time of assignment and support should be provided as needed for families to access information about school enrollment. • This includes but is not limited to discrimination based on a student's learning plan (such as an Individualized Education Plan (IEP) or 504 plan), the language that the family or student speak primarily, or the student's identity (race, gender, sexual orientation, or other aspect of identity).
Enrolling Expelled Students	• Most schools cannot enroll a student who is serving an active expulsion as determined by the Office of Student Discipline and Behavior Support disciplinary system. Expelled students may be placed at specific schools as specified by the Office of Student Discipline and Behavior Support procedures.
On-Site Enrollment	• Any student who is attending a NOLA-PS school without being assigned is participating in an On-Site Enrollment Violation. • Schools should not enroll a student who is active at another NOLA-PS school.
School Community Engagement	• Schools should not suggest that a student will be able to enroll at a school outside of standard enrollment procedures. • Students who are not **actively assigned** to the school should not participate in school-sponsored activities at the school in a way that gives them the appearance of being students of the school. School-sponsored activities may include, but are not limited to: school sports teams, extracurricular activities, clubs and merit programs, and/or any program (academic or extracurricular) which enables students to act as representatives of the school community or culture. • Students should not complete registration paperwork at the school until they are enrolled by the NOLA-PS enrollment team and assigned in the district Student Information System (SIS). • Schools should communicate seat availability information in a consistent manner that does not give any family advantage over others. Specifically, during Open Enrollment, schools should not inform any families when seats are expected to open up, because that information is not available to all families who may want a seat.

Enrolling Ineligible Students	• Schools should not enroll any student who is ineligible to attend.
	  ○ Students who do not live in Orleans Parish are ineligible to attend Type 1 & Type 3 NOLA-PS charter schools.
	  ○ Students who are underage or overage should not be assigned to a school that does not serve their grade band and age group.

ENROLLMENT OVERVIEW

General Enrollment Calendar

Each year, there are enrollment processes going on at the same time for the current school year and the future school year. Please note that the timeline and process for early childhood applications and enrollment differ from K-12 procedures.

- **Current Year enrollment processes** are for students who are enrolling for the school year that is currently in session. This could include students who are already enrolled in a NOLA-PS school and have enrollment changes (such as a transfer or a discharge) or students who are new to the NOLA-PS school system and are enrolling in school right away.
- **Future Year enrollment processes** are for students who are completing applications and getting assignments for the upcoming school year. This could include students who already attend NOLA-PS schools and would like to choose a different school for the upcoming school year, or students who are new to the system and plan to enroll in the upcoming school year.

The NOLA-PS enrollment calendar starts on July 1 each year. Students with an active 2026-2027 placement by the last day of the regular school year will be considered enrolled through July 1, 2027, and eligible to participate in summer school, even if they have a placement at a different school for the 2027-2028 school year.

Dates	Enrollment Cycle
September 4, 2026	Last day of Open Enrollment for the 2026 - 2027 school year*
October 1, 2026 - January 22, 2027	Mid-year Transfer window
November 2, 2026 - January 22, 2027	Main Round application is open for the 2027 - 2028 school year
March 31, 2027	Main Round results will be released on or before this date
April 28, 2027	Deadline to register at Main Round placement school
May 12, 2027	Open Enrollment for the 2027 - 2028 school year begins*

*Registration deadline for Open Enrollment is always five working days after a new enrollment is made

MAIN ROUND ENROLLMENT

Overview of the Main Round Enrollment Application Process

NOLA Public Schools provides students and families with the opportunity to apply for a school that best suits their interests and needs through the unified enrollment system. This includes the annual NOLA-PS Common Application Process (NCAP) Main Round and the year-round enrollment process.

The unified enrollment process offers students the opportunity to easily apply to NOLA-PS schools using a centralized process. Families seeking a new school for the next school year complete a Main Round application. This is different from processes for current school year assignments and transfers, which are described further in the Student Enrollment Transitions section. Families who need a school for the current school year enroll immediately into an available seat via the Family Resource Centers.

Main Round is the only time for interested families to apply to enroll in a participating school for the upcoming school year. Families should participate in the Main Round to have the best chance to get assigned to a top school choice. The Main Round uses a matching process where each student receives a single best school offer. The formula of the matching process assigns each student to their highest ranked school choice for which there is an available seat. The algorithm makes assignments based on several student and school specific inputs:

- Ranked school preferences submitted by the family
- Student eligibility
- Student priority
- Available seats at each grade level at each school
- Student's randomly assigned lottery number

Families should make the decision to submit their application independently and deliberately, never through coercion or misinformation from schools or other organizations. Because the application results can have a significant and binding impact on students' education, it is critical that parents understand that if their student is assigned to one of their application choices, they will lose their seat at their current school (if applicable), and that newly submitted applications overwrite previously submitted applications, so families should not submit more than one application in a Main Round cycle.

Who Should Complete a Main Round Application

Families should complete a Main Round application if:

- The student is entering the public school system for the first time, such as a new kindergartener.
- The student is currently enrolled in an Orleans Parish public school in a terminal grade (the last grade level offered) and will need to choose a new school for next year, such as 8th graders at a K-8 school who need to apply to 9th grade.
- The student would like to switch schools to a different public school in Orleans Parish for next school year.
- The student is new to Orleans Parish and will be starting school in the fall. Even if the family does not yet live in Orleans Parish, the family can complete an application for the student. Families will be asked to provide proof of residency at the time of registration. If additional time is needed, families should reach out to their assigned school.
- The student is seeking to transfer to a publicly funded seat in Orleans Parish for the next school year, such as from a private school, parochial school, or another school setting.

Families should **NOT** complete an application if:

- The student is happy with the current school and that school offers the next grade level. Returning students who do not apply to attend another school are guaranteed to return to their current school for the following school year.
- The student needs to be placed into a school for the current school year (not next school year). Families seeking school placements for the current school year should visit a Family Resource Center.

In most cases, if a student's school offers the next grade level, the student is guaranteed a spot to return to their current school for the following school year at the next grade level. For some schools with eligibility criteria, there are academic readmission criteria that must be met in order to progress to the next grade. See the Schools with Eligibility Criteria section for more information. **Students who apply, and are assigned to a different school, will lose their guarantee to return to their previous school.** Students who apply to change schools and do not receive an assignment to a school will be re-assigned to the next grade level at their current school (if applicable). **Families who receive a placement at a school they choose on their application will forfeit any prior school placement.**

Completing the Main Round Application

Families apply online through the NOLA-PS Parent Portal. Families can learn more about the application at www.enrollnolaps.com and access the Parent Portal at nola.ps/apply.

Critical Reminders About Main Round

- No applicant is guaranteed placement at a specific desired school (unless they already attend and the school offers the next grade. In this case, no application is required to continue at their current school.)
- Continuing students who do not apply to transfer out of their current school are guaranteed the right to return to their current school.
- Students may apply to up to 12 schools in order of preference.
- Students should only apply to schools they prefer more than their current school. If a student is assigned to a school on their application, they will forfeit any prior school placement and any guarantee to return.
- Students should always apply in true order of preference, and list as many choices as they prefer more than their current school.
    - If only 1 or 2 schools are more preferred than their current school, they should only list those 1 or 2 schools.
    - If they cannot or refuse to return to their prior school, they should list 12 choices for the best chance to receive a new placement.
- If a student is not matched to a school on their application and does not have a guarantee to continue at their current school, or would like to transfer schools, the student may participate in Open Enrollment.

There are no advantages to submitting a Main Round application the first day. All applications go through the match process together. However, applicants must submit by the deadline to be considered, no exceptions. After the close of the Main Round application, no late applications are accepted; and applicants cannot make changes to rank order of submitted applications. Exact dates/deadlines may change annually and are updated on our website at www.enrollnolaps.com.

Family Link
Family link is a tool for households with multiple children applying in grades K-12. It's a way of telling us that the family prefers that all children should be assigned to the same school during the K–12 Main Round, even if that means they may receive a lower-ranked choice. Within the NCAP, there is a screen asking whether to *opt in or opt out of Family Link*. Children can only be considered for placement together if *Family Link is opted in and all school choices are ranked in the exact same order.* This can be done for some or all children on a given account, as long as the same schools are ranked in the same order and all students being linked are eligible for the schools listed. If there are different parents applying for related students, the Family Link section of the NCAP provides a number code you can enter to link related students from different households together.

Some families want to have all the same school choices for all their children, but they also want each of their children to have the best chance at getting their highest ranked placement. Families in this situation should *opt out of Family Link* and understand that their students may not be assigned to the same school.

If families are applying to a school with a testing or open house requirement for more than one child and one of the children is not eligible, Family Link will be automatically disabled, allowing the eligible student to move forward with that Eligibility School application choice.

If a family has more than one child born together in the same birth event, like twins, there are some special procedures for enrolling them together during Main Round. If one of the twins gets placed at a school they applied to, the other twin will also get in if they applied to the same schools, in the same order, and are eligible to attend. This only happens if all students completed a Main Round application on time with Family Link opted in. The schools will check to make sure they are siblings before they start school.

***Please note** that for schools with Eligibility Criteria, each child will need to meet eligibility requirements to be placed together. If a student is not eligible for one of the ranked schools on their application, Family Link will not apply.

See the Siblings and Reactivation section for information about seeking enrollment for siblings or multiples during Open Enrollment.

Modifying Application Choices

- Application resubmissions or modifications to the rankings or order of rankings shall overwrite the prior rankings.
- In cases of two or more applications submitted for the same child, the most recently dated application will be used.
- Applicants are permitted to modify application choices until the application deadline, at which point the order of rankings is final. Rankings cannot be edited after the Main Round deadline.

Cancel an Application
Families will be able to cancel an application through the Parent Portal prior to the deadline posted on www.enrollnolaps.com.

Families taking seats for the current school year are allowed to cancel applications after the application cancellation date. The enrollment team will follow up with those families for placement preference.

Student Priorities & Verification

Each school that participates has a different system that decides how applicants are prioritized if there are more applications than there are available seats. Priority structures are determined and approved by a school's authorizer. Applicants are considered in order of their priority groups. If any school, or grade within the school, has student priorities, the information is listed on the Admissions tab of the school's page in the NOLA-PS Explore Schools tool. In certain cases, applicants are grouped together and given priority before all applicants are assigned a random number in the match process.

All priorities are either full priorities or partial priorities.

- **Full priorities** apply to 100% of available seats, after accounting for students with a guarantee to the school.
- **Partial priorities** apply to less than 100% of available seats, after accounting for students with a guarantee to the school.
- There are many types of priority in the NOLA-PS Common Application Process. Priorities can vary between schools and across grade levels based on their Charter Operating Agreements.

There are several priority types that apply to many schools.

- **Sibling Priority (full):** priority for applicants who have a sibling enrolled in a non-terminal grade at the school
- **Geographic Priority (partial):** geographic priority is made up of two partial priorities:
    - **Half-Mile Proximity (partial):** applicants who live within a half mile of the school site receive priority for up to 25% of available seats
    - **Geographic Zone (partial):** applicants who live within the school's geographic zone receive priority for up to 50% of available seats, except in specific cases[1]. The 50% of seats allocated for geographic priority is inclusive of the 25% of Half-Mile proximity; 50% of seats can be allocated based on applicants' residence (not 75% of seats).
    - *Note: In cases when the decision has been made prior to Main Round that a school is moving campuses between the current school year and the upcoming school year, typically, families who qualify for a geographic priority at either school location will receive the priority.*
- **Closing School Priority (full):** priority for applicants currently in grade K-7 and grade 9-11 who do not have a guarantee for the upcoming school year due to the closure of an OPSB charter or direct-run school that the student attends, where no provision to another school has been made. When closing school priority is in effect, it is the highest priority, ranked above sibling and geographic priority.

There are some priority types that apply to a small number of schools.

- **Economically Disadvantaged Priority (partial):** Applicants who qualify as economically disadvantaged based on financial need receive priority for a designated percentage of available seats. The percentage of available seats depends on the school.
- **Feeder Pattern Priority (full or partial):** Applicants who attend a feeder school that is linked to another school receive priority to attend that school. (maybe include an example. We used the word "feeder" in the definition.)
- **Individualized Education Plan Priority (partial):** In some cases, Type 2 schools are directed by the Louisiana Department of Education (LDOE) to grant priority for applicants who have an Individualized

[1] A Type 1 or Type 3 charter school that was first authorized by the BESE board on, or prior to, July 1, 2016, and whose charter contract includes a geographic preference in accordance with R.S. 17:3991 may maintain such preference with the approval of the board, in accordance with board policy adopted for this purpose, per La. Rev. Stat. Ann. §17:10.7.1(E)(6).

Education Plan (IEP). The percentage of students designated to receive this priority is determined by LDOE.

There are a few priority types that apply to only one school.

- **French Priority (full):** Applicants currently enrolled in an accredited French school or French immersion school receive priority to Audubon Uptown French program. French programs must be accredited by the Agency for French Education Abroad (AEFE).
- **Military Priority (full):** Applicants who are dependents of U.S. Military and Department of Defense personnel receive priority to New Orleans Military and Maritime Academy (NOMMA).
- **Montessori Priority (full):** Applicants currently attending an accredited Montessori program receive priority to Audubon Uptown Montessori School.
- **Tulane Priority (Partial):** Applicants who are children of full-time Tulane employees, full-time graduate students, and professional students receive priority to The Willow School for up to 45% of available seats.
- **UNO Staff Priority (partial):** Applicants who are children of full-time UNO faculty and staff receive priority to Hynes - UNO and Hynes - UNO French for up to 15% of available seats.

There are some priority types that require verification (or proof) that a family qualifies.

For a complete list of priorities and whether or not they require verification, please visit our website at https://enrollnolaps.com/student-priorities-verification. To see Main Round placements for the previous year by each school's priorities, view our Main Round Dashboard.

Schools with Eligibility Criteria

Several schools in the NOLA-PS unified enrollment system have eligibility criteria, which means a student must meet certain requirements, or criteria to be eligible to attend. Eligibility testing ensures that students have the foundation to be successful at the school. Before students can enroll, they must complete action steps with the school to confirm eligibility.

Students who do not meet the eligibility criteria by the specified deadlines are not eligible to enroll. Eligibility alone does not guarantee placement; sometimes there are more eligible applicants than available seats. If any school, or grade within the school, has eligibility criteria, the information is listed on the Admissions tab of the school's page on the NOLA-PS Explore Schools tool and on the NOLA-PS Enrollment website.

There are several kinds of eligibility criteria for these NOLA-PS schools.

- **Academic Eligibility:** Students must demonstrate academic proficiency
- **Foreign Language Eligibility:** Students must demonstrate foreign language proficiency
- **Open House Eligibility:** Students and/or families must attend an open house
- **Special Programming Eligibility:** School must confirm students meet program requirements

Please Note: Eligibility criteria can apply to all grades in a school or to a subset of grades. For example, students may need to pass a French proficiency test in order to attend a French immersion school starting in first grade, but all kindergarten students are eligible to be considered for enrollment regardless of language proficiency.

Main Round Placements

Main Round placements for students are sent out each spring. When families receive placements, they are directed to log onto the Parent Portal (nola.ps/apply) to see registration information and next steps specific to their child's placement. If families have questions about their child's placement or next steps, check www.enrollnolaps.com for more information and/or reach out to NOLA-PS by email (enroll@nolapublicschools.com), phone, or in-person.

MAIN ROUND ACTIONS FOR FAMILIES

Verifying Priorities

Some Priorities require families to verify, or prove that they qualify for this application consideration. Verification of priority is a process to make sure that students who self-report they should receive priority qualify for the priority.

Families need to follow up with schools directly if they are applying to a school that requires verification and they believe they qualify for a priority. Families must pay attention to deadlines. For a complete list of priorities and whether verification is required, visit our website.

Completing Eligibility Requirements

If families are applying to schools with eligibility criteria, they must work directly with the schools to ensure that they have met all of the eligibility criteria. Failure to complete requirements on time or to meet the eligibility criteria will lead to ineligibility for placement consideration at that school during the Main Round match.

Families are responsible for ensuring all eligibility requirements are completed by the applicable deadlines.

Student Registration

Each student will receive a single placement or no placement at the end of the Main Round. Each student is only assigned to one school for the upcoming school year. In order to maintain the seat assigned during Main Round, families must complete registration directly with the school team by the specified deadline.

Families must follow directions for registration posted in the Parent Portal by the posted deadline.

Registration Deadlines

Families should complete registration as soon as possible, and no later than the deadline. Registration is an important step to provide the required documents and get ready for the new school year.

After placement, families must register their child with the assigned school. Instructions on how to register can be found in the Main Round match placement letter, or on our website.

Schools will contact newly assigned families within a week of placement, providing the same instructions found in the Parent Portal.

Registration Documentation

All schools authorized by BESE and OPSB must verify residency annually for all enrolled students and maintain residency documents on file. Schools are required to discharge students who are unable to provide proof of residency in Orleans Parish (direct-run; Types 1 and 3) and in Louisiana (Type 2).

To register a student at a public school, the parent or guardian must bring the documents listed below to the school their child is assigned to, unless one of the following exceptions applies:

- All students protected under the McKinney–Vento Homeless Assistance Act
- Unaccompanied students citing homelessness shall not be required to return with a parent to enroll/transfer.
- Emancipated students shall not be required to register with a parent.

Schools must collect and retain readable copies of one or more of the following documents during the registration process for each student.

1. **Verifiable proof of residency**
2. **Verifiable proof of age** (i.e., birth certificate, passport, certificate of live birth)
3. **Child's immunization records,** or medical exemption or guardian's completed Louisiana exemption form
4. **Child's Individualized Education Plan (IEP) and/or 504 Accommodation Plan**, if applicable and available
5. **Photo identification of child's legal guardian**.

Recommended Registration Information

6. **Child's latest report card/transcript** or, if entering school for the first time or if academic records are unavailable, child's birth certificate. If a student is unable to produce a birth certificate, passport, or other appropriate documentation establishing age, the student shall be registered provisionally, and the school shall take action to ensure appropriate grade placement.

Please Note: State and Federal law prohibits the requirement of a Social Security card or number for any purpose related to public education. However, for the purposes of evaluating certain state and federal programs and other purposes explicitly provided for in Louisiana State law, students may be asked to disclose their social security numbers. Students shall not be discharged from a school to which they have been appropriately assigned for failure to present duplicate copies of original registration documents.

Results of Non-Registration

If families do not complete registration by the registration date set by NOLA-PS, schools may remove the Main Round placement for the upcoming school year.

Waitlists

Charter schools with eligibility requirements shall maintain waitlists as outlined in Policy HA.7E, which states "A waitlist shall be maintained in the common enrollment system for any charter school with eligibility criteria as provided for in the school's Operating Agreement, such as academic requirements, language requirements, or open house requirements. An applicant shall be placed on a school's waitlist when the applicant has met the school's admissions criteria but the school's enrollment has reached capacity in the applicant's grade level. Applicants shall be chronologically ranked on the waitlists according to their random numbers assigned by the common application process software. Waitlists shall be administered in a transparent manner in accordance

with district policies and school procedures established for this purpose. Waitlists will expire on September 1 annually."*

After the Main Round match, applicants who met the eligibility criteria for admission but didn't receive initial placement at the school (and were not placed at a higher ranked choice school) will be placed on a waitlist.

Families will be notified if they are placed on a waitlist after Main Round results are publicized. Students waitlisted during Open Enrollment are added to the waitlist after students who participated and were eligible in Main Round. NOLA-PS manages the waitlists in partnership with schools, but only NOLA-PS makes waitlist offers as seats become available.

If a waitlist offer is made, families will receive the offer by email and/or text message. Families have 2 business days to accept or decline a waitlist offer before it expires.

*If September 1st falls on a weekend or holiday, the last waitlist offers will be extended on the last business day prior to the 1st.

For the 2027 - 2028 application cycle, the schools that will maintain waitlists are:

- Audubon Uptown Montessori School
- Audubon Uptown French School
- Hynes Lakeview French
- Hynes UNO French
- International School of Louisiana
- Lake Forest Elementary School
- Lycée Français International de la Louisiane
- New Orleans Military & Maritime Academy (NOMMA)
- The Willow School

OPEN ENROLLMENT

Overview of the Open Enrollment Application Process

Open Enrollment takes place after the Main Round registration deadline for students who need a school assignment for the upcoming school year. Families who need a placement for the upcoming school year, or wish to change their placement, can enroll immediately into an available seat during Open Enrollment. The process can be completed entirely online, and families do not need to come in person to enroll during the Open Enrollment window.

Families can learn about school options, check seat availability, and complete the Open Enrollment Form to select a school with an available seat. Once the Open Enrollment Form is submitted, the student is immediately enrolled in their new school placement, meaning they no longer hold the seat at their previous placement (if they had a previous NOLA-PS school placement). Parents/guardians who pick a new school for their student cannot later return the student to their previous school unless there is a seat available in the required grade.

Who Should Participate in Open Enrollment

Students who do not yet have a seat for the upcoming school year ***should participate*** in Open Enrollment. This might include students who:

- Completed the final grade their school offers (such as grade 8 at an elementary school) and did not get a placement during the Main Round or did not complete a Main Round application. These students will not receive a default assigned school and must participate in Open Enrollment in order to choose a school for the upcoming school year.
- Students who have recently moved to Orleans Parish and do not have a placement from Main Round.
- Students who are on a waitlist for a school with eligibility criteria but do not have a placement for the upcoming school year.

Students who have a placement for the upcoming school year ***may choose to participate*** in Open Enrollment. Students should only enroll in a school that they prefer more than their current placement. Students can only hold one NOLA-PS placement at a time and immediately lose their prior seat when they choose a new school during Open Enrollment.

School Participation in Open Enrollment

All schools participate in Open Enrollment. Only grade levels at schools with available seats will be options for families to select during Open Enrollment. Many students transfer or join the district for the first time during Open Enrollment which means that seat availability changes by the day and even by the moment.

All schools without eligibility criteria will be options for families to select in the Open Enrollment form if there is an available seat. Schools with eligibility criteria have a different process, which is outlined below and on www.enrollnolaps.com.

Seat Availability

Families can use the Seat Availability Report to view which schools have available seats in real time during Open Enrollment. The report can be accessed at nola.ps/seats. Availability is constantly changing over the summer. Schools that didn't have open seats before may have new spots open as current students transfer out. However, it is never a guarantee that the school you want most will have a seat open up in the grade you need, so we

recommend families secure a placement and enroll in a school with an available seat. They may choose to keep an eye on the availability of their preferred school. Families may transfer using the Open Enrollment form a total of three times. If additional transfers are needed, the family will need to make that request to enrollment staff. Unlike Main Round, Open Enrollment is first-come, first-served via the online form, so families can monitor seat availability throughout the duration of Open Enrollment.

Student Priority & Eligibility

Priorities

Priorities do not apply in Open Enrollment.

Siblings

During Open Enrollment, some schools offer Sibling Unification, allowing an applying student who is a sibling of a current student at the school to enroll even if no seat is available. The choice to offer sibling unification is at the discretion of the school and not NOLA-PS. Families should first check if the school where their child currently attends offers Sibling Unification at the grade level of the applying sibling. Sibling Unification availability can be found in the Seat Availability Report.

Families should only use the Sibling Unification feature in the Open Enrollment form if the school has no available seats and Sibling Unification is turned on. If there is an available seat, families can enroll in that seat without using the Sibling Unification exception.

If Sibling Unification is an option, families should use the online form in the Parent Portal to enroll their child. On the second page of the form,answer 'Yes' to the question about unifying siblings and select the appropriate sibling from the options displayed (the sibling who attends the school where the family wants to enroll the other child and where Sibling Unification is enabled). After selecting the sibling, families should type the school's name into the dropdown menu and select the correct school. Then, they can submit the form to enroll the child.

If there was a problem with completing the enrollment, please contact us at our help desk.

Reactivations

During Open Enrollment, schools may choose whether or not to allow Reactivations for students who were active on or after 10/1 of the previous school year. See the Seat Availability Report for more information on schools that offer Reactivations during Open Enrollment.

During Open Enrollment, if the school has 'Reactivations' checked by the desired grade level, families should contact NOLA-PS by submitting a help desk ticket or calling 504-910-8500 to request placement, even if the Seat Availability Report shows no availability. Enrollment staff will review the student's record and, if the student meets the criteria for Reactivations, the student will be assigned.

Schools with Eligibility Criteria

Just like Main Round, students must meet eligibility criteria (certain requirements) during Open Enrollment before they can enroll in a school with eligibility criteria. Information will be available online at https://enrollnolaps.com/eligibilityschools about how to express interest and complete the eligibility criteria (including testing or attending an open house). Once a student has met the eligibility criteria, they can be manually assigned by the NOLA-PS team or added to a waitlist according to the procedures for admittance based on seat availability and other eligible students. If a seat is available, families will be asked to complete a Seat

Request Form to confirm their preference for assignment. Families will submit Seat Request Forms to the school in which they would like to enroll their child, and the school will forward them to NOLA-PS for processing.

If more students become eligible during Open Enrollment than seats are available, all eligible applicants will be assigned a random number to determine which students will be assigned a seat and which will be added to the waitlist. Students will be added to the waitlist according to their random number.

Waitlists

If a student was waitlisted for a school with eligibility criteria in Main Round and hasn't received an offer yet, and they do not have a placement for next year, they should participate in Open Enrollment. Getting a school assignment through Open Enrollment will not impact a student's waitlist position. If they get a waitlist offer, they can accept it and transfer into that school if they like, but if they don't have a placement at all, then they won't be assigned to a school for the start of the school year. If they are waitlisted and already have a placement for next year, they do not need to participate in Open Enrollment. Waitlist offers will be made by email and text message (when possible) by the NOLA-PS Enrollment team over the course of Open Enrollment. Students waitlisted during Open Enrollment are added to waitlist after students who participated and were eligible in Main Round.Waitlist offers expire September 1 or the closest business day to September 1 each year. If September 1st falls on a weekend or holiday, the last waitlist offers will be extended on the last business day prior to the 1st.

OPEN ENROLLMENT ACTIONS FOR FAMILIES

Student Registration

Families must complete registration with their child's assigned school within five days of placement during Open Enrollment. Registration information is available in the Parent Portal, on the www.enrollnolaps.com website, and from the student's school. Families are expected to comply with school registration expectations as described on the school's website and in enrollment materials for the school.

Families must follow directions for registration posted in the Parent Portal by the posted deadline.

Child of Staff Transfers

Children of staff do not receive any priority during Main Round, but can enroll after Main Round placements are released. Children of staff for the upcoming school year can be assigned to the school after Main Round. **School staff members should reach out to their school enrollment lead for more information and next steps for enrollment.**

Louisiana charter schools may offer eligible children of school staff the opportunity to enroll in grades K-12 directly at the employee's school of work (per Act 253). In order for a child to be eligible for child of staff enrollment, the school must elect to offer all qualifying employees the opportunity to enroll eligible children. The staff member must be assigned to report to the school they seek to enroll their student each day that students are in session and not be assigned to any other schools.

One or more of the following conditions must be met:

- The staff member is an employee of the non-profit organization that holds the charter for the school and receives a W-2 from the non-profit.
- The staff member is contracted for employment by the charter non-profit organization.
- The staff member is an employee of another entity the charter non-profit organization has contracted with to provide services at the school.
- The staff member is an employee of NOLA Public Schools who reports to a direct-run school.

AND all the Child Eligibility Requirements for Children of Staff Enrollment must be met:

- Child must seek to enroll in grades K-12.
- The child must be the biological child or legal ward of the employee.
- The child must reside primarily at the employee's residence.
- The child must meet all admissions criteria, including selective admissions criteria, as applicable.

No student admitted to a school pursuant to this item shall be counted to determine whether such enrollment exceeds the capacity of a program, class, grade level, or school. These students can be enrolled over capacity. Eligible children of school staff will be offered a school start-date on or after the employed parent's official start date, as determined in consultation with the school of employment.

Should an eligible staff member voluntarily leave his or her post within one calendar year of their official start date, the school of employment may require any children of said staff, whom the school of employment has enrolled under Act 253, to seek alternate school enrollment.

To request the enrollment of a child of staff at your school, request that your school complete the Child-Staff Enrollment Form and submit to NOLA-PS.

Child of Foreign Consular

Per Act 253 of the 2017 Regular Session, a Louisiana charter school with a foreign immersion mission may directly enroll the child of a foreign consular officer who resides in Louisiana if the child meets all mission-related and academic admission requirements established for the school and is enrolling in grades kindergarten through twelfth.

No student admitted to a charter school in this manner shall be counted to determine whether such enrollment exceeds the enrollment capacity of a program, class, grade level, or school. **These students can be enrolled over capacity.** Eligible children of foreign consular officers shall be offered a school start-date on or after the employed parent's official start date, as determined in consultation with the office of the consulate general.

The child of a foreign consular officer may enroll in the school if ALL the following requirements are met:

1. The school has a foreign language immersion mission specified in their approved charter contract; and
2. The school has elected to offer all qualifying foreign consular officers the opportunity to enroll eligible children; and
3. The foreign consular officer seeking to enroll their child holds a position with a foreign consulate general office located in the State of Louisiana and meets the definition of "consular officer" as provided for in Article I 1(d) and Article 5 of the Vienna Convention on Consular Relations of 1963.
4. The child seeking to enroll:
    a. Is the legal and/or biological child or ward of the foreign consular officer; and
    b. Meets all admissions criteria of the charter school, including, but not limited to age, residency within the state or Orleans Parish, and selective admissions criteria, such as foreign language proficiency, as applicable.

Should an eligible foreign consular officer voluntarily leave his or her post within one calendar year of hire, the school of employment may require any children of said officer, whom the school of employment has enrolled under Act 253, to seek alternate school enrollment.

To request the enrollment of a foreign consular at a school, contact the school and request a Child of Foreign Consular enrollment.

MID-YEAR ENROLLMENT

Mid-Year Transfers

During the mid-year transfer window (October 1, 2026 through January 22, 2027), students are not permitted to transfer between schools only because of preference. When a NOLA-PS student needs to change schools mid-year, the family submits a Hardship Transfer Request or Accelerated Transfer Request. Schools and families can learn more at www.enrollnolaps.com/midyeartransfers.

Hardship Transfers

The Hardship Transfer Categories & Requirements (en Español) (Tiếng Việt) document outlines eligible hardship transfer reasons with brief descriptions and requirements for supporting documentation.

The Hardship Transfer Timeline (en Español) (Tiếng Việt) outlines the steps of the process. Families with specific questions or concerns should contact transfers@nolapublicschools.com. To apply for a Hardship Transfer, visit our website at https://enrollnolaps.com/midyear-transfers. Students with an approved Hardship Transfer can only transfer to a school with an available seat in the student's grade.

Accelerated Transfers

Accelerated Transfers allow for 8th*-12th grade students who are overage for their grade to transfer from one NOLA-PS school to a NOLA-PS school with an accelerated program. Please note that 8th grade students must be fifteen (15) years of age or older.

Students Who May Be a Good Fit:

- Students who are overage for their grade
- Students who have been previously retained
- Students not on track to graduate on time
- *Overage 8th grade students who are at least 15 years old

NOLA-PS only accepts Accelerated Transfer requests directly from schools. If your student meets the criteria, your current school will be able to assist you with an Accelerated Transfer request. Please contact your school administration if you are interested in this option.

Students New to the District

Families new to the city or school system **after** Open Enrollment has closed (after mid-September), may enroll into open seats by visiting one of our three Family Resource Centers. Families will then complete registration directly with their new school by providing parent/guardian identification, proof of residency, child's birth certificate, and most recent report card.

If a family who is new or returning to the district after Open Enrollment does not like their initial school placement, the family may return to an FRC to request a different school assignment within 5 school days if the child has not completed registration or ever attended the school. The family cannot change schools again after that single additional transfer immediately after initial assignment.

Families new to the district who complete an NCAP and then pick a seat for the current school year may opt to cancel their NCAP even after the application cancellation deadline.

Reactivations - During the School Year

This section outlines the circumstances under which a student can be reactivated at a school they previously attended. Reactivations are different from returning to school after an expulsion. For information regarding expulsion and re-entry please refer to the Office of Student Discipline and Behavior Support Manual, available on the district's website.

Students can not be reactivated at a school that will be closing at the end of the year, either due to non-renewal or surrendering of the charter. If a student returns to the district having last attended a school that will be closing, they must choose a different school with an available seat.

Students may be reactivated at their most recent school if they meet the criteria described below.

1) Involuntary Reasons: Students who were active on the first day of the school year and who leave their placements for any of the involuntary reasons listed below prior to 10/1 have the right to return to their school placement within the same school year, regardless of seat availability. Involuntary reasons include:

- **Students returning from home or hospital instruction.**
- **Students returning to public schools from the care of State, City or private agencies.**
    - As soon as the primary agency responsible for the child's care determines that a placement recommendation to return to school will be made, said agency shall contact the NOLA-PS Office of Student Support & Attendance to alert them of the student's change in status in order to begin the process of re-enrolling the student. This may include a meeting where a representative of the primary care agency shall be required to provide relevant school records, including IEP or 504 plans, if applicable.
    - These agencies include group homes, psychiatric centers, developmental centers, custodial facilities, and residential treatment centers, such as those under the auspices of the Louisiana Department of Children and Family Services and the Administration for Children's Services (ACS).
    - Students are not required to provide release letters from the custodial agency before enrolling in school.
- **Students returning from a detention facility within or outside of New Orleans within 60 calendar days may have the right to return to the most recent school of record.** After 60 calendar days, a student's return to his/her previous school will be determined on a case-by-case basis.
    - Students who have been incarcerated for more than 15 days shall be required to meet with the Office of Student Discipline and Behavior Support or Office of Student Support and Attendance prior to returning to school, excluding students currently serving an expulsion term, who shall report to the expulsion site, as dictated by the Office of Student Discipline and Behavior Support.
- **Students returning to the school district and seeking to re-enroll may elect to re-enroll at their last school of record regardless of the school year during which they exited the system, if their absence can be wholly attributed to one of the following conditions, as verifiable by formal documentation:**
    - Military families returning from deployment.
    - Students who were in long-term residential care.
    - Students with medical conditions that required them to be out of school.
    - Students who had to return to a foreign country where they previously lived.
    - Students who left the parish while in foster care

Note: Students not meeting the above circumstances who are not active at a school on 10/1 must choose from schools with available seats. There is no exception for students who have left with a parent experiencing a sabbatical. If the student was not active on 10/1, they must choose a school with open seats upon their return to the district (or complete an application for the next school year).

2) Voluntary Reasons: If a student actively assigned on or after 10/1 leaves NOLA-PS due to any reason and returns to NOLA-PS to re-enroll for the current school year, the student will be reactivated at the last school they were assigned. The student must be reactivated at the school regardless of seat availability. If the student wishes to transfer to a new school, they can complete a Hardship Transfer Request.

Please note that if a family chooses to withdraw a student prior to 10/1 of the current school year, that seat is not guaranteed to be reactivated should the family choose to return to the district.

Reactivations - During Open Enrollment

During Open Enrollment, schools may choose whether or not to allow Reactivations for students who were active on or after 10/1 of the previous school year. See the Seat Availability Report for more information on schools that offer Reactivations during Open Enrollment.

During Open Enrollment, if the school has 'Reactivations' checked by the desired grade level, families should contact NOLA-PS by submitting a help desk ticket or calling 504-910-8500 to request placement, even if the Seat Availability Report shows no availability. Enrollment staff will review the student's record and, if the student meets the criteria for Reactivations, the student will be assigned.

COMMUNICATION & SUPPORT

The NOLA-PS enrollment website (www.enrollnolaps.com) has the most up to date information about enrolling at NOLA Public Schools.

For Families

Family support is available via email through the help desk or by calling (504) 910-8500.

NOLA-PS operates three Family Resource Centers (FRC) to assist families enrolling in NOLA-PS schools and early childhood programs. Our centers are conveniently located across the city and open for walk-in support. FRCs are closed to the public on Fridays, but virtual appointments are available that day. See the hours of operation and learn more at www.enrollnolaps.com/connect.

Glossary of Terms

Term	Definition
Closing School Priority	In the Orleans Parish School Board Policy on Charter School Enrollment (section HE, henceforth referred to as Policy HE), closing school priority is defined as a full priority for applicants currently in grades K-11 who do not have a guarantee for the upcoming school year due to a closure of an OPSB charter or direct-run school, where no provision for a guarantee to another school has been made. The priority shall not apply for admission to Kindergarten, and 9th grade.
Emancipated Minor	An emancipated minor is a child who has legal authority and capacity to perform acts of a person of the age of majority (Per 2011 Louisiana Civil Code Article 365). Only those students who are independent, living apart from their parents, and who are not in need or receipt of foster care shall be considered emancipated.
Enrolled	A student is enrolled at a school when they have been assigned through the NOLA-PS centralized enrollment system and complete registration with their assigned school.
Full Priority	In Policy HE, a full priority is defined as a priority for which up to 100% of available seats, after accounting for guarantees to the school, can be prioritized to applicants with this priority.
Geographic Priority	In Policy HE, geographic priority is defined as being made up of two partial priorities which are first: proximity for up to 25% of available seats and second: geographic zone. The geographic zones shall be standardized across the district and the maximum percentage of seats which may be assigned based on geographic priority shall be capped at 50% of available seats unless as otherwise provided by La. Rev. Stat. Ann. §17:10.7.1(E)(6).
Guarantee	In Policy HE, a guarantee is defined as permission for students to enroll at the school for the upcoming year without the submission of an application.
Homeless Child	A homeless child is one who lacks a fixed, regular, or adequate nighttime residence. Children living in residential programs for victims of domestic violence are included in the definition of homeless children. The address of a student living in a domestic violence residence is to be kept confidential. *Also referred to as a child or student who is experiencing homelessness*
Multiples	For the purposes of assignment, multiples are defined as students born of the same birth event and/or as the result of the same pregnancy.
Partial Priority	In Policy HE, a partial priority is defined as a priority that includes less than 100% of available seats after accounting for guarantees to the school.
Priority	In Policy HE, a priority is defined as a grouping of applicants that is used to order applicants prior to ordering by random number for the Main Round match.
Reactivation - School Year Involuntarily Left	Students who were active on the first day of the school year and who leave their placements for involuntary reasons prior to 10/1 defined in the Student Reactivations During the School Year section have the right to return to their school placement within the same school year, regardless of seat availability
Reactivation - School Year Voluntary Left	A student that was previously enrolled at a school and active on or after 10/1 of the current year but then left their school will be reactivated and return to their prior school under most circumstances during the school year as long as they have not attended another NOLA-PS school.
Reactivation - Open Enrollment	During Open Enrollment, schools may choose whether or not to allow Reactivations for students who were active on or after 10/1 of the previous school year. See the Seat Availability Report for more information on schools that offer Reactivations during Open Enrollment.
Runaway Youth	A runaway youth is a child who has left home without parental/caregiver permission and stayed away for one or more nights.

Siblings	For the purposes of assignment, siblings are defined as students who share a household **and/or** share a parent or guardian.
Sibling Priority	In Policy HE, sibling priority is defined as a full priority that applies only to applicants who have a sibling in a non-terminal grade enrolled at the school in the current school year for the first application round, or assigned to the school for the future school year for subsequent application rounds.
Sibling Unification	Before Main Round results are finalized and/or during Open Enrollment, K-12 schools may choose to accept a sibling over capacity.
Unaccompanied Youth	An unaccompanied youth is a child not in the physical custody of a parent or guardian and who meets the definition of homeless set forth above. • An unaccompanied youth is not required to appear with an adult in order to enroll in or transfer schools. • Enrollment staff or school officials, where applicable, must notify the School/District Homeless Liaison of the youth's enrollment at the selected school.

Enrollment Systems

NOLA-PS, schools, and families collaborate on enrollment using several key tools.

System	Purpose	Access
Explore Schools Tool	**Families** can explore school options using the Explore Schools tool. This includes information about all NOLA-PS schools so families can determine which schools may be the best fit for their students.	nola.ps/explore
Parent Portal	**Families** use the Parent Portal as the main system to submit applications and monitor student enrollment information. For Main Round, K-12 families submit applications and see placement results through the Parent Portal. During Open Enrollment, families can select a placement from schools with available seats. Families also use the Parent Portal to update their contact and residency information.	nola.ps/apply
Enrollment Website		enrollnolaps.com