

# Common Application & Enrollment Process for public schools in New Orleans

## What is the Common Application & Enrollment Process?

The Common Application and Enrollment Process is a process through which parents/guardians may apply to multiple public schools in New Orleans including all schools that are part of Recovery School District. All Recovery School District directly operated and charter schools must use the uniform common application form and follow the same application and enrollment timeline.

## My child is already enrolled in a school; do I have to apply to schools?

No. If your child will be in a grade level served by her/his current school and you are satisfied with your child's school, your child has the right to return at her/his current school. However, if you would like to explore other school options, this process will allow you to choose a different school for your child.

## When are applications due?

Applications are due for participating schools on **April 9, 2010**.

### Key Dates to Know

<b>April 9, 2010</b>	Deadline to apply participating schools	You may apply to as many schools as you would like but you must submit a separate form to each school. <i>Tip: Keep a copy of each application.</i>
<b>May 7, 2010</b>	Find out which schools have accepted your child	Schools may begin notifying you as early as April 30. <i>Tip: Make sure schools have the best contact information for you. Contact schools that you have not heard from to find out whether your child has been accepted.</i>
<b>May 21, 2010</b>	Choose a school and enroll	You can only enroll in <b>one</b> school. If your child was accepted at more than one school, you should choose the one you prefer and let the others know that your child will not be enrolling. <i>Note: At this point you should be prepare to provide the school with proof of residence and your child's documents such as birth and shot records.</i>

## Where do I get an application?

Beginning in January, applications are available at participating schools, the RSD Welcome School (2239 Poydras Street), and the RSD central office (1641 Poland Avenue).

## Where can I turn in an application?

You can bring completed applications to the schools where you wish to apply. You can also bring completed applications to the RSD's Welcome School (2239 Poydras Street) or to the RSD central office (1641 Poland Avenue)

**Note: Printed applications include a carbon copy. Be sure to keep a copy of each application you turn in for your records**

## Does filling out an application mean my child will be accepted at the school I'm interested in?

No. There are several steps to enroll your child in school and applying is only the first step.

Some schools will receive more applications for admission than there are spaces available. When this happens, RSD-operated and RSD charter schools will hold lotteries in order to randomly determine which students will be offered a space at the school.

All lotteries will be held by **April 30, 2010** and schools will notify parents of acceptance by **May 7, 2010**.

Once you are notified which schools have a space available for your child you will have until **May 21, 2010** to let schools know where you wish to enroll your child.

**How many schools may I apply to for my child?**

You may apply to as many participating schools as you like, but you must submit a **separate form for each school**, and **separate forms for each child**.

**My child is taking the LEAP this year. What if she doesn't pass?**

If your child doesn't pass the 4th or 8th grade LEAP exam, there still will be a place for her at her current school.

**What if my child is not accepted into any school where I apply?**

If none of the schools where you submit an application has a space for your child, you should contact the Recovery School District for assistance finding a school for your child. You should also continue contacting individual schools to ask if they have space in your child's grade level. **By law, your child must be provided a space in a public school in the parish where you live.**

**Where can I find more information about the public schools available in New Orleans?**

You can get a copy of the *New Orleans Parents' Guide to Public Schools* at most public libraries or at schools or online at [www.nolaparentsguide.org](http://www.nolaparentsguide.org).

You can also find information about schools on the Save Our Schools New Orleans website at [www.sosnola.org](http://www.sosnola.org).

**What if I don't hear back from the schools that I applied to?**

Schools should contact every parent/guardian who submitted an application to notify them if their student(s) are accepted or if they have a position on the school's waiting/preference list by May 7, 2010. School may begin contacting applicants as early as April 30.

If you have not heard from the schools where you applied by May 7, 2010, you should contact the schools and ask "What is the status of my child's application?"

**Have other questions about the process?**

You can contact the Recovery School District's toll-free hotline by calling 1-877-343-4773