



Universal Enrollment & Ongoing Enrollment: School Next Steps

March 2015

UNIVERSAL ENROLLMENT: NEXT STEPS

THANK YOU!

Over 10,500 students applied for new schools through One Newark Enrolls during Round 1!

Thank you for supporting Newark families, educating families about your schools and their unique offerings, and implementing the system with fidelity!

UPCOMING SCHOOL ACTIONS

Universal Enrollment:

We ask that schools support families in the following One Newark Enrolls application areas:

Action	Date
Round 1 School Match Letter Release	March 30, April 6
Round 1 Registration	April 1 – April 24
Round 1 Appeals	April 1 – April 17
Round 2 Application	April 27 – May 8

Ongoing Enrollment:

We ask that schools plan for and support families with the following ongoing enrollment areas:

Action	Date
Revised Transfer Process (Launch)	April 13

UNIVERSAL ENROLLMENT: ROUND 1 SCHOOL MATCH LETTER RELEASE

Match Letter Release Timeline

Tuesday, March 31st:

School matches will be available to families and schools on Schoolforce

- Families can access by going to www.newarkenrolls.org, clicking on “Apply Now” button and signing into Schoolforce

Wednesday, April 1st:

School matches will be sent home to each applicant via US mail by the One Newark Enrolls team

Monday, April 6th:

- Schools will receive (via email) match letters for current students in their school from the One Newark Enrolls team / Network
- District Schools begin outreach to students who have been newly matched to them

Wednesday, April 8th:

- Schools distribute letters to current families by this date

UNIVERSAL ENROLLMENT: ROUND 1 REGISTRATION

First off, thank you for submitting your registration information for match letters!

The Registration window is between
April 1 and April 24

Schools' Next Steps:

1. Reach out to students who are matched to your school to encourage them to register
 - *Point Person: Family Outreach Point of Contact*
2. Use the Registration Checklist and Student Registration Form to ensure that you have all the information you need from all new students matched to you
 - *Point Person: School Clerk*
3. Mark off "Registered 2015-2016" in Schoolforce to indicate when a student has registered at your school. Please note that we share registration status with your Networks!
 - *Point Person: Schoolforce Point of Contact*

UNIVERSAL ENROLLMENT: ROUND 1 APPEALS

The Appeals window is between April 1 and April 17
Appeals notification by Friday, April 24

Some students may be matched to schools on their applications that are no longer viable due to the one of the criteria below.

Here is the process by which a family can submit an appeal:

- Any student may submit an appeal. Appeals can only be submitted online through www.newarkenrolls.org or through the Newark Public Schools website.
- An Appeals Committee reviews all appeals and either grants or denies the appeals.
- Appeals are granted on the following criteria:
 - **Travel Hardship:** 2.0miles/45 mins (K-8) or 2.5 miles/60 mins (9-12)
 - **Split Siblings:** Siblings split up (with the exception of magnet schools)
 - **Documented Safety Issue**
 - **Bilingual Program Need**
 - **Application Data Error:** Will be investigated by the ONE team and Appeals Committee
- If an appeal is granted, the student may participate in Round 2, which opens April 27th.
- If an appeal is denied, the student is expected to attend the school to which they have been assigned.
 - *Please note that any student “matched back” to their current school will automatically be eligible for Round 2; they do not have to submit an appeal to be eligible to apply in Round 2.*

UNIVERSAL ENROLLMENT: ROUND 2 APPLICATION

The Round 2 Application is Open April 27 – May 8

Students who are eligible to apply for Round 2 are the following:

- Students who did not apply in Round 1, but need or want a new school for the 2015-2016 school year
- Students who were “matched back” to their current school
- Students who were granted appeals

Students’ families can apply in two ways:

- Online at www.newarkenrolls.org
- Paper application available at any participating school.
 - *Please ensure that your Salesforce Point of Contact is aware that he/she will be responsible for inputting paper applications into Schoolforce.*

Please note that an updated guidebook with available schools in Round 2 will be up at www.newarkenrolls.org the week of April 20th.

ONGOING ENROLLMENT: TRANSFER REQUEST PROCESS

ONGOING ENROLLMENT: TRANSFER PROCESS

We heard your feedback!

**The student transfer process is being revamped,
to be rolled out Monday, April 13th**

This new process includes a **Transfer Request Form** that families must complete at the school with authorized school staff prior to requesting a transfer at the Enrollment Center.

All transfer decisions continue to be made centrally upon the family's visit to the Enrollment Center.

ONGOING ENROLLMENT: TRANSFER PROCESS

How did we get here?

- We received feedback from schools that a more robust and transparency transfer process was needed
- We reviewed and vetted this form with district and participating charter staff through the Policy Design Committee, Transfer Committee and District Enrollment Center Working Group

The Transfer Request Process aims to achieve the following:

- Create opportunities for families and schools to resolve the root issues that are prompting a family's request to transfer
- Provide greater transparency around transfers and the reasons for transferring
- Create ability to gather system-wide data on transfer types and underlying reasons for transfers to help inform future policy

Our Goal:

To create stability and decrease mobility for students and schools by attempting to resolve issues (at the school level) that may encourage families to transfer.

TRANSFER REQUEST PROCESS: HIGH LEVEL PROCESS

Please refer to the accompanying memo for a more detailed description of the process and the documentation schools should provide to families.

- 1) For families seeking transfers, schools are expected to resolve issues to the best of their ability. If the school and family cannot come to a resolution, families must complete the Transfer Request form to request to change schools.
- 2) Authorized school staff must sign the transfer request form in order for the transfer request to be considered by the Enrollment Center.
- 3) The Schoolforce Point of Contact then updates the student's Schoolforce record under "Parent/Guardian Completed Transfer Request" to ensure that the Enrollment Center is prepared for the parent/guardian and has context from the school's perspective.
- 4) The school provides copies of the appropriate documentation for the family, and makes a copy of the completed and signed Transfer Request Form for their records.
- 5) Schools should communicate to families that this is only a transfer **request**, and that the decision will be made by central staff. Students are required to continue attending their current school until a final decision is made about the transfer.
- 6) The school the directs the family to visit the Enrollment Center to have their Transfer Request considered.

Note: Any family that visits the Enrollment Center requesting a transfer without a signed form will be directed to return to the school to complete this process with an authorized school staff member.

TRANSFER REQUEST PROCESS: AUTHORIZED STAFF

District K-8	Charter K-8	All High Schools
<ul style="list-style-type: none"><input type="checkbox"/> Principal<input type="checkbox"/> Assistant/Vice Principal<input type="checkbox"/> School Operations Managers <i>(please note that the form must also be signed by the Principal or Assistant/Vice Principal)</i><input type="checkbox"/> Other Student Support Staff, including: <i>(please note that the form must also be signed by the Principal or Assistant/Vice Principal if any of the following staff meet with a family regarding a transfer)</i><ul style="list-style-type: none">✓ Guidance Counselors✓ Social Workers✓ Student Support Specialists✓ CST Members	<ul style="list-style-type: none"><input type="checkbox"/> School Director/Principal<input type="checkbox"/> Assistant School Director/Assistant Principal<input type="checkbox"/> Other Student Support Staff authorized by the School Director/Principal <i>(please note that the form must also be signed by the Principal or Assistant/Vice Principal if any student support staff members meeting with a family regarding a transfer)</i>	<ul style="list-style-type: none"><input type="checkbox"/> School Director/Principal<input type="checkbox"/> Assistant School Director/Assistant Principal

TRANSFER REQUEST PROCESS: SCHOOL NEXT STEPS

- 1) **Review the Transfer Request Process memo and Transfer Request Form**
- 2) **Identify the staff at your school who are authorized school staff responsible for discussing transfer requests with families who are seeking them.**

- 3) **Determine how to implement the Transfer Request Process at your school.**

We leave it up to schools to determine the operations of how authorized staff work with families! Some schools may might work with families on a walk-in basis, others may decide to have families make appointments, and others may do a combination of both (i.e. walk-ins during the hours of 1:30 – 2:30pm; all other times by appointment only)

- 4) **Turnkey Transfer Request Process memo and Transfer Request Form to authorized staff.**

- 5) **Begin implementing this process with families who are seeking transfers.**

Please note that some families may visit the Enrollment Center directly to seek transfers. These families will be directed to return to their child's current schools to complete the Transfer Request form with an authorized staff member.