LOUISIANA DEPARTMENT OF EDUCATION

August 7, 2017

Carol Allen
International High School
727 Carondelet Street
New Orleans, LA 70130

Dear Ms. Allen,

This letter represents a Notice of Breach of the Charter School Performance Compact for violating student enrollment policy by communicating erroneous information to parents and inappropriately discharging students from enrollment at International High School (IHS). The EnrollNOLA staff at the Recovery School District notified the Office of Portfolio at the Louisiana Department of Education ("the Department") of the following instances where IHS staff violated local enrollment policy, which is itself a violation of BESE Bulletin 126.

1. A staff member communicated to the family of a student (OneApp ID of [redacted]) on or before June 13, 2017 that they had missed the deadline to register their student for the 2017-18 school year. However, IHS had not dropped the student by the Seat Acceptance deadline and, therefore, the student was entitled to his or her seat. This is a violation of EnrollNOLA policy due to the "dissemination of school communications that violate or contradict enrollment policy."

IHS personnel confirmed when called by EnrollNOLA staff members that they believed this student had been dropped for not accepting their seat. It is unclear whether or not any other families were erroneously told that they did not have a seat at IHS for the following school year due to failure to register.

2. The parent of student with OneApp ID [redacted] alleged that the school required a printed assignment letter as a condition for enrollment, a request that is strictly prohibited. Again, this is a violation of EnrollNOLA policy due to the "dissemination of school communications that violate or contradict enrollment policy."

It is unclear whether or not HIS staff, by requiring the presentation of a printed assignment in order to enroll, acted as a barrier to enrollment of other students for the 2017-18 school year.

3. IHS staff repeatedly submitted discharge requests to EnrollNOLA staff in March and June of 2017 that did not have sufficient information to account for why the student left the school. This is a violation of EnrollNOLA policy for failing to "use/maintain appropriate EnrollNOLA forms."

Failing to discharge students in a timely manner can lead to students not being identified as truant, can lead to confusion for families seeking to re-enroll their student in school at a later date, or can keep other students from enrolling in what should be considered an open seat.

When considered in aggregate and in combination with the Notice of Breach that IHS received in June of 2015 for enrollment violations, these actions suggest that IHS has failed to address the Department's concerns in this area and that compliance with enrollment policy remains a systemic problem at the school. Given your organization's established pattern of failing to comply with the Bulletin 126 requirement that all Type 2 charter schools in Orleans Parish participate fully in the unified enrollment system, and in accordance with the Charter School Performance Compact, the Department is issuing this Notice of Breach.

To return to good standing, please complete the following next steps and provide evidence to the Department by the close of business on August 21, 2017.

- Provide Raymond Cwiertniewicz at the Recovery School District with the name, phone number, and email address of the IHS staff member who will be primarily responsible for completing all EnrollNOLA action items and with whom the RSD and Department should communicate with as it relates to concerns with enrollment;
- Attend a meeting with EnrollNOLA representatives and school leadership staff prior to August 21 to review enrollment policies, procedures, and required submissions;
- Schedule a training with EnrollNOLA for all front office staff that interact with families on enrollment policies and procedures; and

Sincerely

Laura Hawkins
Louisiana Department of Education