

OUT OF ZONE WORKSHOP 2024

The student roll forward to create the enrollment records for the next school year is based on the district's school boundary maps. The student's physical address determines which school the student is zoned for. The ONLY exception to this is if a student has a current out of zone record, then they are rolled to the request school in that record. Therefore, ANY student that is not attending their zoned school for ANY reason MUST have an out of zone record for that request school. Also, any out of zone record that is no longer valid, needs to be end dated. This includes the students that are at the highest grade level at your school.

In order to have the most accurate student roll forward possible, please follow these procedures:

1. **End date the current out of zone records for your students that are at the highest grade level for your school** (does not pertain to high schools). MIS has already end dated all out of zone records for all 5th and 8th graders (except for DTSMA).
2. **End date any outstanding out of zone record that may have carried over from an old enrollment.** You may have already taken care of these by working the ANS report Out of Zone Open Transfers Report, if not please take care of them now and keep them maintained as students enroll and withdraw. Run the out of zone loader and look for any "Request School" that is not your school, and end date that record.
3. **End date the current out of zone record for any student that it no longer applies to.** This would include any student no longer in an academy, immersion program, ESL, etc. for your school in the next school year. If the student is going back to their zoned school for the next school year, you only need to end date the out of zone record, you do not need to withdraw them at the end of the school year. You only need to withdraw their enrollment if they are leaving our school district.
4. **Enter new out of zone records for students going to an out of zone school in the next school year.** This includes all academies, immersion, ESL, special ed, gifted, employee transfer, etc.
 - a. To enter an out of zone record for an individual student, go to the student's out of zone tab on the bottom of the student master record. The following fields MUST be entered:

- i. **Request School** = out of zone school for the 23-24 school year, this field is the school used for the roll forward record and **MUST** be entered here
- ii. **Code** = the reason that the student is attending the request school instead of their zoned school. Refer to code listing for explanations.
- iii. **Begin Date** = 8-7-2024, for first day of school next year
- iv. Click the Green save cell on the record.

The screenshot shows a software interface with a table and a navigation bar. The table has the following columns: Delete, District, Request School, Current School, Zone School, NZ School, Code, Begin Date, End Date, Year, Comment, Save, and Create User. The 'Request School', 'Code', 'Begin Date', and 'Save' cells are circled in red. Below the table is a navigation bar with buttons: Demographics, Address/Contact, Sports, Programs, IGP, SOD, Permissions, Log, Enroll History, 504, Out of Zone, Attendance, Discipline, and S. The 'Out of Zone' button is circled in red.

- v.
 - b. The Out of Zone Loader can be used if you have many students going to the same school for the same reason.
 - i. In your setup, select the grade levels that you need to enter records for, and leave the field blank for the OOO Codes.
 - ii. Under Post Dates (bottom right), enter the information for the out of zone record. **The required fields are Begin Date, Request School and OOO Code, check the overwrite box for these.**
 1. **Begin Date** = 8-7-2024, for first day of school next year
 2. End Date = Blank for now
 3. Current School = Blank or your school

4. **Request School** = out of zone school for the 24-25 school year, this field is the school used for the roll forward record and **MUST** be entered here
 5. Zone School and NZ School are not needed - leave blank
 - iii. Click in the “Add” column for each student that will be attending this request school, you will see an asterisk appear. Now select the applicable **OOZ Code** on your right.
 - iv. Repeat this process for each combination of request school and out of zone codes that you have. For example, once for each academy that you have students attending next year.
5. **Make sure that any of your current out of zone students, that need to remain with you next year, have an out of zone record for your school without an end date** (or end dated in their final year with you). This applies to any academy at your school, ESL, Gifted, Special Education, etc. They will roll back to their zoned school without this.
 6. **Make sure to maintain these records throughout the remainder of the school year.** If students leave our district, or leave your academy/program, these records need to be end dated as well as any applicable program records. Also make sure that any new students that you re-enroll do not have any old out of zone or program records that need to be end dated.
 7. **Make sure that your student’s physical addresses are current.**
 8. **To get a listing of where your students will be enrolled next year, you can run the Student Next School List.** This report takes into account the out of zone records.
 9. **After the roll forward you can get a report of where your 24-25 students last attended by running the Student Feeder Trends or Feeder Report, both under Student Master > Lists.**
 - a. First District Wide Roll Forward: 03-08-2024
 - b. End Of Year Roll Forward: 06-03-2024

ANY student that is not attending their zoned school MUST have a current out of zone record, with one of the following reasons.

Code	Out of Zone Reason	Out of Zone Code Definition	Documentation/Information for Code usage
A09	HARDSHIP	Any student who the Hardship Committee has assigned to attend an out of zone school.	Current School Year Departmental Letter from CWA Supervisor/Hardship Committee
A22	2ND SEMESTER	Any student who moves out of zone but is allowed to finish the 2nd semester at the assigned school.	No letter necessary.
A23	SPECIAL ED	Any student who is attending Low incidence disability settings such as Autism, Emotional Disturbance, and/or Severe classes typically have low enrollments which cannot be housed on all campuses, so cluster sites are developed in zones to accommodate student need.	Departmental Out of Zone form approved by Assistant Director.
A24	OUT OF PARISH	Any student who is being allowed to attend an LPSS school although they live in another parish.	Departmental Letter from Assistant Superintendent
A31	ASST SUPT APPROVE	Any student approved by the Assistant Superintendent for a zone transfer.	Departmental Letter from Assistant Superintendent
A33	SCHOOL CHOICE	Any student who is attending out-of-zone due to transferring from a school with a letter grade of 'F' under BESE school choice transfer policy	Approved LPSS Accountability School Choice Form/List; Students are allowed to remain out-of-zone until withdrawing or completing highest grade-level at the choice school.
A34	EMPLOYEE TRANSFER	Any student who is attending out-of-zone due to an LPSS employee being granted a transfer of their child to the school closest to their place of employment or child care.	Current School Year Departmental CWA
A35	CHILD W&A APPROVE	Any student who a CWA Supervisor has assigned to attend a school out-of-zone.	Current School Year Departmental CWA
A36	ESL	Any student who is attending an out of zone school due to receiving ESL services not provided in their attendance-zone school.	Departmental ESL Letter
A37	HOMELESS	Any student/family that is residing with another family due to economic hardship (eviction, fire, loss of employment), residing in hotels/motels/campgrounds, public spaces, shelters or substandard housing. Any student who is living with someone other than their legal guardians.	Current School Year Letter from Homeless Education Services
A38	PROGRAM/ACADEMY PARTICIPANT	Any student who is attending an out of zone school due to being accepted into a Magnet Academy or other district program.	Departmental Magnet Academy Letter/list; Departmental Approval Letter/list for other Programs
A49	DISTRICT ADMINISTRATIVE RULE	Student falls under the Board approved District Administrative Rule after a rezoning.	Parent must fill out school/district questionnaire.
A66	Gifted/Talented	Any student who is attending an out of zone school due to receiving gifted or talented services through the special ed department.	Departmental SPED, Gifted/Talented Letter/List.