

In response to the catastrophic flooding in Texas and the heavy rainfall occurring in Louisiana, it is possible that school systems will see an influx of displaced students. This memo serves as guidance for enrolling displaced students. It will be updated as needed and linked in the weekly school system newsletter and the “Quick Links” section on the [Louisiana Believes](#) homepage. The [Disaster Relief library](#) on the Louisiana Believes website also contains a copy of this memo and other documents mentioned throughout.

Please also note that the guidance discussed below presumes that schools in operation will open their doors to all affected students and will appropriately identify students who have been displaced in the Student Information System (SIS). This will ensure all students are served while the state can appropriately assess all necessary policy and funding accommodations. As the state and school systems learn more about the scale of relocation issues, the guidance will be adjusted as appropriate.

## **Documenting Student Enrollment**

Students displaced due to flooding will be enrolling in schools across the state over the coming weeks. Schools must enroll these students immediately and should maintain the parent certification form ([English](#) or [Spanish](#)) as documentation.

### **Enrolling Displaced Students, Including Homeless Students**

Once SIS collections reopen for the fall, it will be important for districts to identify students entering their schools due to flooding displacement. When entering documented displaced students into SIS, use the following Entry Reason Codes:

<b>ENTRY REASON CODE</b>	<b>Description</b>
<b>N1</b>	DISASTER ENTRY FROM PUBLIC SCHOOL WITHIN LOUISIANA
<b>N2</b>	DISASTER ENTRY FROM NONPUBLIC SCHOOL WITHIN LOUISIANA
<b>N3</b>	DISASTER ENTRY FROM OUT OF STATE
<b>N4</b>	DISASTER ENTRY FROM PUBLIC SCHOOL WITHIN SAME DISTRICT

Students displaced by flooding qualify for homeless status if they are sharing housing with other persons, including those who are doubled-up with family members or are living in shelters, motels, hotels, trailer parks, or camping grounds due to lack of adequate accommodations. These students should be enrolled immediately and provided uniform assistance. Please ensure homeless status is also reported through SIS, as relevant, using the appropriate **Homeless Indicator Code** (see list below) with **Homeless Reason Code “02”** (Flooding).

#### **Homeless Indicator Codes:**

- 1 Shelters**
- 2 Doubled-up (sharing housing with other persons)**
- 3 Unsheltered/FEMA (cars, parks, campgrounds w/o running water/electricity, abandoned building or substandard housing)**
- 4 Hotels/Motels**

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## Exiting Displaced Students

Students who were attending school prior to the flooding disaster and are now displaced due to the flooding disaster should be exited using **Exit Reason Code “37” (Disaster Exit)**.

## Specific Guidance for Charter Schools

If you are the school leader of a **charter school that operates enrollment within EnrollNOLA**, refer to communications from the EnrollNOLA team for guidance on enrolling students displaced by the recent flooding.

If you are the school leader of a **Type 1 or Type 3 charter school, including independent Type 1 and Type 3 charter schools in OPSB**, please coordinate with your LEA to address enrollment of students displaced by the recent flooding.

If you are the school leader of a **Type 2, Type 4, or Type 5 charter school that operates as its own LEA and does not participate in EnrollNOLA**, follow the guidance below to enroll students displaced by recent flooding.

## Enrolling Students Outside of Application Period

Parents or guardians of displaced students who are enrolling outside of the designated student application period must sign the parent certification form ([English](#) or [Spanish](#)). Displaced students should be enrolled on a first-come, first-served basis until 120 percent of the enrollment capacity listed in the Enrollment Projection Table of your charter contract is reached.

Students cannot be enrolled from an existing waitlist unless they are affected by the flooding and families have completed the certification form. Students enrolled due to flood-related displacement shall be permitted to remain enrolled in the charter school for the remainder of the school year.

## Exceeding the Charter’s Enrollment Cap

Schools willing to enroll above 120 percent of their approved enrollment in order to provide a placement for students who have been displaced must apply for a waiver through the Department of Education by emailing [olin.parker@la.gov](mailto:olin.parker@la.gov). All affected students should be enrolled pending waiver approval. Charter schools may not without written consent of the LDOE eliminate or add a grade that the school is not scheduled to serve.

## Documentation for Charter School Enrollments

- [Click here for the waiver form required to request a lifting of the charter enrollment cap](#)
- [Click here for the certification form each family that is enrolling due to the federally declared disaster must complete \(in English\)](#)
- [Click here for the certification form each family that is enrolling due to the federally declared disaster must complete \(in Spanish\)](#)

## Enrolling Displaced Students with Disabilities

The Individuals with Disabilities Act (IDEA) contains specific language regarding what is required for students with disabilities who have transferred to another school system, whether it be in-state or out-of-state. The law requires the new school system to provide services comparable to those in the previous school system’s individualized education plan (IEP) -- if the new school system has access to the current IEP and requires school systems to take reasonable steps to promptly obtain a child’s records and to respond to those requests for records.

Not all children with disabilities will arrive with their current IEP. For in-state children who are believed to have a disability and are in need of special education and related services, the local director/supervisor of special education should follow SER guidelines to obtain jurisdiction of the child and provide comparable services. For out-of-state children without an IEP,

the local director/supervisor of special education should follow the interim IEP guidance in [Bulletin 1530 Louisiana's IEP Handbook § 307](#). Upon review, out-of-state children suspected of having a disability can be enrolled in special education with an interim IEP while an initial evaluation is conducted, according to [Bullet 1508, Pupil Appraisal Handbook](#).

### **Enrolling Displaced Students who are English Learners**

Under Title VI of the Civil Rights Act of 1964 and the Equal Education Obligations Act (EEOA), school systems must ensure that English Learners (ELs) can participate meaningfully and equally in educational programs and services, including student who transfer from another state. The following steps will help ensure minimal disruption to a displaced student's language proficiency development program.

1. If the family has recent school records, the most recent language proficiency assessment that the student was given in the former school system may serve as the initial assessment in the new school system to determine appropriate services for the student.
2. If there are no school records immediately available, the district should conduct a new language proficiency screener to determine the student's current level so appropriate services can be provided to the child.
3. Parental notification procedures for students receiving language services must be followed. The notification must be provided no later than 30 calendar days after the beginning of the school year or within the first two weeks of placement in a Language Instruction Education Program. Translations of the ELL parent notification template can be found in the "Assessment Accessibility and Accommodations" section of the [Assessment Library](#).

### **Enrolling Displaced Students from Migrant Families**

Students from migrant families that are displaced due to a natural disaster are eligible for services under Title I, Part C. To ensure continuity of services, please have any displaced family complete the [Migrant Family Search](#) form found on the [Louisiana Migrant Education Program](#) web site. If the answer to question #1 is "Yes," please email the completed form to [dr.team@louisiana-mep.org](mailto:dr.team@louisiana-mep.org) and [melanie.mayeux@la.gov](mailto:melanie.mayeux@la.gov) to allow migrant program staff to determine if the family is eligible for Title I, Part C services.