

The [2018-2019 ACT Memorandum of Understanding \(MOU\)](#) and supporting documents for the ACT and ACT WorkKeys administration are available in the [Assessment Library](#) under ACT MOU Documents.

Mail the completed 2018-2019 ACT MOU with original signatures and the completed Estimated Number of Testers Worksheet to:

Trish Gilbert  
Office of Academic Policy and Analytics  
Louisiana Department of Education  
1201 North Third St.  
4<sup>th</sup> Floor, Office 4-137  
Baton Rouge, LA 70802

There are two payment choices within the MOU to pay for 75% of the total cost of testing:

- One-time MFP deduction in February
- Four pre-payments paid by the district to the LDOE
  - Pre-payments will begin November 10, 2018 and end on February 10, 2019
  - Final balance will be due by July 15, 2019
  - Overpayments will be refunded by July 30, 2019

Checks are made payable to the Louisiana Department of Education (*include ACT on the memo line of the check*) and mailed to:

Louisiana Department of Education  
Division of Appropriation Control  
PO Box 94064  
Baton Rouge, LA 70804-9064

LDOE only pays for the initial WorkKeys test for students in grade 11 on the JumpStart or career diploma track. The cost of subsequent tests on any of the three WorkKeys components will be at the expense of the LEA. All other students testing WorkKeys will be at the expense of the LEA.

The [Estimated Number of Testers Form](#) must be submitted with the MOU by September 30, 2018. 75% of the total cost must be paid to the LDOE. **This worksheet is self-calculating; please complete the form online.**

- The worksheet is used to calculate 75% of the total dollar amount of ACT and WorkKeys tests taken for which the LEA will incur the cost
- **Enter ONLY the estimated number of students to be tested in each category at the LEA's expense**

Please contact Trish Gilbert at [assessment@la.gov](mailto:assessment@la.gov) with any questions.