

LDOE Weekly Newsletter



March 8, 2016

Superintendent's Message

Dear Colleagues,

I look forward to continuing our important dialogue on future academic issues at the meeting for all superintendents on Thursday, March 17. The Superintendents' Advisory Council meeting has been canceled by BESE, so the LDE superintendent meeting will be starting earlier at 10:00 a.m. in the Claiborne Building in Baton Rouge.

As you know, the state legislature is in the process of making significant mid-year reductions to the state's 2015-2016 budget. In order to make these reductions, the Governor has convened a special session of the Legislature, set to end tomorrow.

Early in the special session, as you may know, the Governor and Legislature reduced the Department of Education budget by \$4.4 million. These reductions trim the third-party CLASS observations, reduce the number of days scheduled for the Teacher Leader Summit, de-fund the LSU study of the MFP, eliminate the remaining extended school year services (ESYS) allocation to LEAs, and limit supplies and travel for Department staff. The cuts will have a real and negative impact, but they do not impact essential services.

Following that reduction, the House of Representatives Appropriations Committee added \$52 million in reductions to the Department's budget. At the time, most of these reductions came from the Minimum Foundation Program (MFP), but this was quickly amended to focus on the Department itself. The Senate then reduced the size of the additional cut from \$52 million to \$2.2 million, sparing the Department devastating reductions and making for a sum total of \$6.6 million in mid-year reductions to the Department. These figures remain tentative and could change as the process enters its final day.

With the general session will come a new discussion on the 2016-2017 budget. Last week, as you likely know, BESE approved a 2016-2017 MFP formula that includes \$44 million in funding that the Legislature had previously appropriated to school systems outside of the formula. The Governor has supported this "hold steady" formula and has included it in his executive budget, but it will likely be well into the session before we can know how the formula will fare amid legislative debates. Facing a projected \$2 billion deficit, the Legislature has many tough choices to make, and we can only hope that members continue to understand the lasting and critical investment that is our schools.

I will continue to keep you updated as the process moves forward.

As always, thank you for all you do for our children,

John

John White
Louisiana Department of Education
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To view the current District Support Calendar, please click [here](#).

District Support

Superintendent's Conference Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on **Wednesday, March 16, at 10:30 a.m.** You may begin dialing into the call 15 minutes in advance.

To join the Superintendents' Conference Call on March 16, please see the webinar information below:

Webinar Login Information (*No pre-registration required)

- Click here to join the meeting or go to <https://louisianaschools.adobeconnect.com/suptscall/>
- Dial into the Phone Bridge: **(866) 256-9295**
- When prompted, please give the Meeting ID # **1670167**
- You will need to identify yourself in order to be placed into the meeting

Monthly District Planning Call

The district planning call for March is scheduled for **March 16, from 1:00p.m. - 2:00p.m.**

The following district supervisors should be in attendance:

- Curriculum and Instruction
- Assessment and Accountability
- Early Childhood
- High School
- Principal and Teacher Leader

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: **March District Planning Call**
- Click here to join the meeting: <https://louisianaschools.adobeconnect.com/dpc/>
- Enter meeting room as a guest and provide your name
- Call-In Information: **(800) 832-0736**; meeting room #**3423625**

Email districtsupport@la.gov with questions.

2016 Summit Kickoff Webinar for Teacher Leader Points of Contact

Please share with Teacher Leader Points of Contact

On Wednesday, March 9, the Department will host a **2016 Teacher Leader Summit kickoff webinar for districts' Teacher Leader points of contact**. As part of this webinar, LDOE staff will share information about the event, including the types of sessions offered and the timeline and process for registration.

- **Wednesday, March 9, 10:30-11:30 a.m.**
- Link: <https://louisianaschools.adobeconnect.com/tlsummit2016/>
- Enter meeting room as a guest and provide your name.
- Call-In Information: (800) 832-0736; meeting room #1184454

Please be sure that your district's Teacher Leader point of contact attends this webinar.

To ensure we have the most current contact information for your district's Teacher Leader point of contact, please complete this brief [form](#).

Email louisianateacherleaders@la.gov with questions.

Principal Support Grant Released

Please share with Principal Supervisors

As the leaders of instruction in their schools, [principals](#) take on critical work to set the direction of their school and improve instruction.

To further support this work, the Department has released the second round of [Principal Support Grants](#). These grants provide funding* to districts to support principals as leaders of instructional change in schools through the following two initiatives.

- **TAP:** This initiative helps principals and schools implement effective practices for teacher collaboration, observation and feedback, goal setting, and Teacher Leaders. Districts may choose to implement the full TAP system in one or more schools and/or choose to implement a differentiated set of NIET (TAP) Best Practices.
- **Principal Fellowship:** This program helps individual principals build their instructional leadership skills through a twelve-month cohort collaboration training.

Districts should submit grant applications to compass@la.gov by **April 26, 2016**.

Please email compass@la.gov or your network contact for support.

*funding is contingent on approval of funding

Assessment and Accountability

Graduation Cohort Data Certification and Exit Code Review Audit

Annually, Louisiana calculates school, district, and state graduation rates as part of its accountability system. School systems undergo a graduation cohort data certification process each year to ensure these measures are accurate.

The data certification period for 2014-2015 cohort graduation data will run from **March 14 through April 4, 2016**, in the Louisiana (LA) Data Review system. The LDOE will post downloadable school-level rosters within the system for distribution to schools that contain grade 12 students. The rosters will include the data used to calculate the graduation rate and strength of diploma indices for school performance scores. This review is the **final** opportunity for districts to request changes to the 2014-2015 cohort graduation data.

The Department will email a username, password, and LA Data Review Supplemental User Guide to district accountability contacts prior to the opening date. The user guide will include directions for reviewing the rosters and submitting requests for change.

In conjunction with data certification, the Department is conducting an audit of randomly selected records for students in the 2014-2015 graduation cohort who transferred to

1. an out-of-state school,
2. a nonpublic school, or
3. an approved home study program.

The file named "LEA Code_LEA_2015_Exit Code Review Roster," will be posted to the district's FTP by March 14, and will include those students selected for review. The LA Data Review Supplemental User Guide contains directions for submitting documentation for audited students.

Please email assessment@la.gov with additional questions.

Spring 2016 LEAP Pre-code Rosters

All students who are enrolled in Louisiana public or scholarship schools on October 1, 2015, are expected to participate in spring 2016 testing. Students who do not test, or are provided an accountability code at test time will receive a zero in the school's accountability calculation.

The Department will provide pre-code rosters to districts for the purpose of identifying students in grades 3 through 8 who will receive pre-identification labels for spring tests. The rosters include students who were enrolled on October 1, 2015, in SIS. Districts should use the rosters to identify students who are no longer enrolled and will require accountability coding for testing. Districts should **not** submit changes or corrections to this roster.

The file named "LEA Code_LEA Name_Spring 2016_Precode Roster" will be posted in the district's secure FTP on March 9, and will be available through April 30.

Please send questions to assessment@la.gov.

March Accountability Commission Meetings

Meeting:	When/Where:
Accountability Commission: March 18 Meeting	Canceled
Act 240 Subcommittee Meeting	Monday, March 21 1:00 p.m. Thomas Jefferson Rm (1-136) Claiborne Building, Baton Rouge

Please contact assessment@la.gov with any questions.

Assessment Preparation

Assessment Administration Update

Across the state, educators are preparing for the administration of the Spring 2016 assessments. This section will provide

LEAs with a weekly update on all information related to assessment preparation.

TEST ADMINISTRATION:

- **LEAP Assessments:** From February 1 to April 1, districts should:
 - **NEW** Access and refer to the [LEAP FAQ](#)
 - **NEW** Math Read-Aloud guidance within the [LEAP Accessibility and Accommodation Manual](#)
 - **NEW** Access [Large Print practice tests](#) for students with this accommodation
- **ACT Assessment:**
 - **March 1-15, 2016:** Accommodations testing window (ACT-approved and non-college reportable)
 - **March 7-10, 2016:** Districts receive secure shipments for makeup testing
 - **March 15, 2016:** ACT Makeup test date
 - **March 25, 2016:** Deadline for ACT to receive ACT and *WorkKeys* answer documents. Late arriving documents will not be scored.
- **WorkKeys® Assessment:**
 - **March 2-16, 2016:** *WorkKeys* accommodations testing window
 - **March 17, 2016:** School test coordinators securely transport initial test date materials to district office. Test material pick up must be scheduled and take place at the district office.
 - **May 13, 2016:** *ACT WorkKeys* Online Test Window closes
- **PLAN and EXPLORE Assessments:**
 - **March 17, 2016:** Final ACT pre-scheduled pickup for all materials. All pickups after this date must be scheduled by the district.
 - **March 25, 2016:** Last day for ACT to receive PLAN and EXPLORE answer folders for processing. Answer folders delivered to ACT after this date will be processed at non-contract rate and at district or school level expense.

TECHNOLOGY READINESS:

- **Testing Site Manager (TSM):**
 - **Practice and OTT TSM:** Districts should install the Testing Site Manager (TSM) and perform all initial tests using the tools provided in the online [Practice eDirect](#) site. Set up of the TSM and installation of INSIGHT on client devices are required for accessing the practice tests and Online Testing Tools.
 - **Operational TSM:** Districts who are participating in either the LEAP ELA/Math Operational Test or the Social Studies Field Test should begin setting up the operational TSM using the TSM installs within the [Operational eDirect](#) site.

ADDITIONAL TOOLS AND RESOURCES:

- **User Guides:** eDIRECT User Guide to Manage Users, eDIRECT User Guide to Materials Management Tools, eDIRECT User Guide to navigate the TA System, and INSIGHT User Guide - Test Set Up can be found within [eDIRECT](#) under Documents.
- **Online Practice Test Overview:** provides information about the online practice tests and the steps required for preparation, administration, and scoring.
- **Office Hours:** The Louisiana Department of Education hosts weekly office hours every Thursday from 11 a.m. to 12 p.m. to answer any questions that teachers, supervisors, test coordinators, and test administrators may have regarding statewide assessments.
 - Click here to join the meeting or go to: <https://louisianaschools.adobeconnect.com/dtc>
 - Enter the meeting room as a guest and provide your name.
 - Select the "listen only mode" if joining the meeting via computer or smartphone, or access audio via phone bridge: (800) 832-0736 / room number: 3423602

Please contact assessment@la.gov with any questions.

High School Opportunities

2016 Jump Start Super Summer Institute

The 2016 Jump Start Super Summer Institute (SSI) is July 18 - 22, 2016 at South Louisiana Community College in Lafayette, LA. The Institute, co-hosted by the Louisiana Department of Education, South Louisiana Community College, and the Louisiana Community and Technical College System, will provide teacher certification training for Industry-Based Certifications aligned

with [Jump Start Statewide Pathways](#) and the [Louisiana Industry-Based Certification \(IBC\) State Focus List](#) .

Registration will open March 8 and close April 19, 2016. To register, click [here](#). For a list of Lafayette Jump Start SSI discounted hotels, click [here](#).

The Department will pay training costs and provide lunch for secondary instructors attending SSI. Districts / Charters are responsible for all travel expenses and a nominal registration fee (\$150.00 / instructor) for which Career Development Funds (CDF) or 2015-2016 Carl Perkins funds may be used. Each district / charter will be invoiced for total registration fees due and will submit payment no later than June 17, 2016 to the following address:

Louisiana Department of Education
Appropriation Control
ATTN: Michelle S. Hill
P. O. Box 94064
Baton Rouge, LA 70804-9064

Instructional resources (books, etc.) will be mailed to CTE supervisors, by June 15, 2016, for distribution to registered instructors. Please direct all questions about Super Summer Institute to JumpStart@la.gov.

2016 High School Diploma Orders

Attention: District Superintendents, Diploma and Transcript Coordinator, Principals, and Counselors.

Please use the [Diploma Order Form](#) to submit an order for 2016 graduates and reissued high school diplomas. We suggest you order enough to cover midterm and summer graduates, and printing errors. Thus, we recommend at least a 10 percent overage. The Department will cover the costs for the initial order and distribution. Districts will be billed directly by State Printing for orders made after the **March 11 deadline** and throughout the school year.

Beginning with 2016 graduates, submission of the "Documentation For A Certificate of Achievement" form is not required due to Louisiana's student privacy law (R.S. 17:3914) that provides for limitations and prohibitions on the collection and sharing of student information. LEAs will continue ensuring that students exiting with a Certification of Achievement are indicated in the Special Education Reporting (SER) System and Student Information System (SIS).

Only one order form should be submitted for each public school district. Lab schools, Type 2 Charter schools, special schools and nonpublic schools that administer the state's assessments should also submit an order form.

Please email completed order forms **by March 11** and questions to zoa.bain@la.gov.

Jobs for America's Graduates-Louisiana (JAG-LA) Supervisor/Principal Webinar

Please share with JAG-LA Supervisors and High School Principals

Per the JAG-LA Grant Assurances, the district/agency JAG-LA Supervisor and Principal are to attend a mandatory JAG-LA Supervisor/Principal meeting provided by LDOE. The meeting will be via webinar at 9:00 a.m. on **Tuesday, March 15, 2016**. The webinar will provide in-depth information regarding the JAG-LA Program(s) under your supervision. If you are unable to attend the webinar at the time provided, please contact Dianna Keller at dianna.keller@la.gov for updated information or questions.

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: JAG-LA Supervisors/Principal Webinar
- Click [here](#) or go to <https://louisianaschools.adobeconnect.com/r28ilrr6s14/>
- Enter meeting room as a guest and provide your name
- *Select Listen only mode*

Student FAFSA Completion Data

The Louisiana Office of Student and Financial Assistance (LOSFA) has an agreement with the U.S. Department of Education that now allows LOSFA to communicate FAFSA completion rates with each Local Educational Agency (LEAs) in the state as well as with certain college access service providers, provided that those LEAs and service providers enter an agreement with LOSFA. LOSFA is partnering with the state's school boards and college access providers to ensure that all high school seniors have an opportunity to complete the FAFSA. If you would like to participate in this project, please contact LOSFA at custserv@osfa.la.gov with the subject line "FAFSA Completion Project".

Data

Exit Code Review and Spring 2016 Pre-code Rosters Available on FTP

The Department will also provide pre-code rosters via the Data Management FTP (FTP site with usernames ending in @datamgmt) on March 9. Files named "LEA Code_LEA Name_Spring 2016_Precode Roster" will be available on the FTP through April 30, 2016. Please supply this data to your District Test Coordinator (DTC).

The LDOE will provide exit code review rosters via the Data Management FTP (FTP site with usernames ending in @datamgmt) on March 14 as part of the cohort graduation data certification process. Files named "LEA Code_LEA_2015_Exit Code Review Roster" will be available on the FTP through April 4, 2016. Please supply this data to your District Test Coordinator (DTC) and accountability contact.

Email ldedata@la.gov with questions regarding the file transfer.

Email assessment@la.gov with questions regarding the data certification process or the files shared.

Grants Management

Allocations in eGMS

Please forward this item to special education program directors and business managers.

IDEA Part B 611 funds and IDEA 619 Preschool funds final supplemental allocations have been loaded in eGMS. Budget amendments should be submitted by **March 31, 2016**. As part of the legislatively required budget reduction, there will be no final supplemental allocations for the Extended School Year Services (ESYS) grant in the IDEA Consolidated Application. LEAs should use IDEA Part B 611 funds to provide the ESYS services outlined in each student's IEP.

The following IDEA Consolidated Application allocations are scheduled for release this week:

1. **2015-2016 Final Allocations for IDEA Part B - 611.** The final amount can be viewed and budgeted by creating an amendment in eGMS. The supplement will appear as Supplement 1 on the 2015-16 GAN for the program. GANs can be accessed in the 2015-16 IDEA Consolidated Application on the Allocation tab by clicking on the date that appears under the program in the Grant Award Notification row.
2. **2015-2016 Final Allocations for IDEA Preschool - 619.** The final amount can be viewed and budgeted by creating an amendment in eGMS. The supplement will appear as Supplement 1 on the 2015-16 GAN for the program. GANs can be accessed in the 2015-16 IDEA Consolidated Application on the Allocation tab by clicking on the date that appears under the program in the Grant Award Notification row.
3. **Reallocations.**
 1. 2014-15 IDEA Part B - 611 Reallocation - This supplemental amount will be budgeted in eGMS in the 2015-16 IDEA Consolidated Application. The supplement will appear as Supplement 2 on the 2014-2015 GAN. The GAN will be accessed in the 2014-15 IDEA Consolidated Application on the Allocation Tab by clicking on the date that appears under the program in the Grant Award Notification row.
 2. 2014-15 IDEA Preschool - 619 Reallocation - This supplemental amount will be budgeted in eGMS in the 2015-16 IDEA Consolidated Application. The supplement will appear as Supplement 2 on the 2014-2015 GAN. The GAN will be accessed in GAP.

For more details on accessing GANs, click [here](#). Budgets should be submitted by Thursday, March 31, 2016.

Should you have questions regarding this information, please contact Sheila Guidry at Sheila.Guidry@la.gov.

Policy

March Bese Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on March 4 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of local education agencies may be accessed [here](#).

Education Technology

E-Rate Resources

District Discount Validation File Due March 15, 2016:

All LEA E-Rate contacts should have received their district discount validation file which is required for submission of the E-Rate form 471. LEAs must return this file noting any changes or an acknowledgement that all information is accurate to EdTech@la.gov by **March 15, 2016**. If you have not received your file or have additional questions, please contact EdTech@la.gov for assistance.

NEW E-Rate Weekly Update: In an effort to assist districts with staying informed of the latest E-Rate information, the district newsletter will provide a weekly update covering the latest information related to E-Rate funding waves, filing deadlines, E-Rate Productivity Center improvements, Q&As, and highlights on different program options. The newsletter can be downloaded from the Department's website [here](#).

Other

DEADLINE EXTENDED- Music Education Survey

The 2016 Louisiana Teacher of the Year is Kelly Stomps, a music teacher in the St. Tammany Parish School System. Kelly's goal this year is to enhance music education in the state. To assist her, we are collecting information about music education in elementary and middle schools (K-8). Please have one person complete this short [survey](#) by **Friday, March 11**.

DEADLINE EXTENDED- Health, Physical Education and Vending Survey

In response to Revised Statute 17:17.4 of the Louisiana Legislature, the Healthy Communities Section is requesting your assistance in completing the annual health and physical education survey.

The Department of Education is required to monitor and evaluate health and physical education, vending machine policies and School Health Advisory Council activities and provide an annual report to the Legislature. Your participation in this survey is critical in providing quality, accurate data to the Senate and House Committees on Health and Welfare. It is important to note that data is analyzed and disseminated collectively and not by individual district.

The survey can be found [here](#). Please have only one person complete the survey by **Friday, March 11**.

Outstanding School Support Employee Awards Program Accepting Applications

The Outstanding School Support Employee Awards Program (OSSE) is accepting applications through **April 9, 2016**. If you have any questions, contact Dana.Dauzat@la.gov. For more information on the OSSE, please click [here](#).

LDOE Contacts

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