

# LDOE Weekly Newsletter



March 15, 2016

## Superintendent's Message

Dear Colleagues,

Allow me first to express my condolences and prayers for those who have experienced so much loss throughout Louisiana over the last week. While little is more important than teaching and learning, our daily work must take a back seat to efforts to preserve the basic safety and well-being of adults and children alike. For those of you whose communities have experienced the greatest levels of destruction, please know that the Department stands at the ready to assist in you whatever way we can, now and in the weeks and months to come. Please do not hesitate to call on us.

I'm also looking forward to seeing all of you this Thursday at 10:00 a.m. for a continuation of our recent discussion on academic policy. As a reminder, there will not be a Superintendents Advisory Council meeting, as the April BESE meeting has been cancelled.

Indeed, at every level, in every region, educators are gathering to prepare for the next school year. Today the Department posted a revised version of the [High School Planning Guide](#) which outlines critical decisions related to high school policy and opportunities for students statewide. Important additions to the Guide this year include specific guidance on the state's new [financial aid choice policy](#), detailed discussion of the [Louisiana Micro-enterprise Credential](#) open to all students participating in [Jump Start pathways](#), and expanded guidance as to students pursuing [Act 833 and LAA1 pathways](#). All interested educators are invited to a series of webinars to review the new Guides. You can find a schedule of these webinars [here](#).

Department staff are also convening discussions around the state on critical issues of academic policy. [Believe and Prepare](#) participants are gathering at a series of meetings statewide to discuss future adjustments to state policy that will expand the Believe and Prepare model of teacher preparation. Find a schedule of these discussions [here](#) if you wish to voice thoughts on policy to expand the model. Department staff are also reviewing [CLASS findings](#) from the first semester of the school year and are hosting a series of discussions around the state on the future of early childhood quality evaluation. You can find a schedule of these discussions [here](#). Attendees will examine results closely and will discuss how the state can continue to refine the manner in which centers and schools are evaluated for climate, interaction, and instructional quality.

Each of these discussions represents the level of innovation and ambition involved in our statewide effort to expand opportunity for youth at every age level. I look forward to seeing you Thursday and at more convenings to come.

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

John

John White  
Louisiana Department of Education  
Twitter @LouisianaSupe

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**CLICK HERE TO VIEW  
THE MOST CURRENT  
LEA CALENDAR EVENTS**

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.** Click [here](#) for the presentation.

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](mailto:districtsupport@la.gov) with questions.

**2016 Summit Registration Webinar for Teacher Leader Points of Contact**

The Department will host a **2016 Teacher Leader Summit registration webinar for districts' Teacher Leader points of contact on Wednesday, March 23** to share information on the process and timeline for registering for the Summit.

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

- Wednesday, March 23, 1:00p.m.- 2:00p.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 ensure that your district's Teacher Leader point of contact attends this webinar.**

Click [here](#) for the kickoff webinar presentation from March 9.

Contact [louisianateacherleaders@la.gov](mailto:louisianateacherleaders@la.gov) with questions.

**Principal Support Grant Released**

## 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](mailto:compass@la.gov) by **April 26, 2016**.

Please email [compass@la.gov](mailto:compass@la.gov) or your network contact for support.

\*funding is contingent on approval by the legislature

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## **Assessment and Accountability**

### **2016-2017 Assessment Calendar Released**

The 2016-2017 assessment calendar is available [here](#). The calendar provides a schedule of all assessment dates for grades K-12 for the 2016-2017 school year.

Please email [assessment@la.gov](mailto:assessment@la.gov) with questions.

### **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.

Cohort graduation rosters are now posted in the Louisiana Data Review online system. 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.

**NOTE:** The CLEP test scores for 2014-2015 graduation cohort members were not available for the rosters that are posted in the Louisiana Data Review online system. The LDOE will automatically update the strength of diploma index data with the College Board file when data certification closes, as done last year for the 2013-2014 graduation cohort. Districts will receive a CLEP verification file indicating changes to the index.

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 Department posted a file named "LEA Code\_LEA\_2015\_Exit Code Review Roster "- which will include those students selected for review - to each district's FTP on March 14. The LA Data Review Supplemental User Guide contains directions for submitting documentation for audited students.

Please email [assessment@la.gov](mailto:assessment@la.gov) with additional questions.

### **March Accountability Commission Meetings**

<b>Meeting:</b>	<b>When/Where:</b>
Act 240 Subcommittee Meeting (Accountability Commission)	Postponed (originally scheduled for Monday March 21 at 1:00 p.m.)

Please contact [assessment@la.gov](mailto: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 for District Test Coordinators (DTCs):**

- **LEAP Assessments:** From **February 1 to April 1, 2016**, districts should complete the following:
  - **NEW** Receive and distribute Braille practice test materials by March 18, 2016
  - **NEW** Submit schedules for schools testing online to [assessment@la.gov](mailto:assessment@la.gov) by **April 4, 2016**. Only schools testing online need to submit schedules.
  - **NEW** Provide test security and test administration training to all staff involved in testing. Resources are available in the [assessment library](#).
  - **NEW** Review [Online Test Scheduling Guidance](#).
  - Access and refer to the [LEAP Frequently Asked Questions \(FAQ\)](#) document located in the [assessment library](#).
  - Access [Large Print practice tests](#) for students with this accommodation.
  - Review the [LEAP Accessibility and Accommodation Manual](#), with new Math Read-Aloud guidance.
- **ELDA/LAA1**
  - **March 15:** DTCs should have submitted voids and other testing irregularities to [assessment@la.gov](mailto:assessment@la.gov) by **March 15, 2016**.
- **ACT Assessment:**
  - **March 25:** School test coordinators must submit ACT and WorkKeys answer documents to ACT. Documents that arrive late will **not** be scored.
- **WorkKeys Assessment:**
  - **March 17:** School test coordinators must securely transport initial test date materials to the district office. Test

materials are picked up at the district office via the prescheduled pickup.

- **March 25:** School test coordinators must submit ACT and WorkKeys answer documents to ACT. Documents that arrive late will **not** be scored.

- **PLAN and EXPLORE Assessments:**

- **March 25:** DTCs must send PLAN and EXPLORE answer folders to ACT for processing. Districts that send answer folders to ACT after this date may be charged for processing.

- **EOC**

- **March 24:** DTCs need to ensure IEP, IAP, and LEP accommodations for the Spring 2016 EOC tests administration window are finalized.
- **April 4:** DTCs must submit schedules for EOC testing to [assessment@la.gov](mailto:assessment@la.gov).

## **TECHNOLOGY READINESS FOR TECHNOLOGY COORDINATORS AND DTCs:**

- **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. Setup 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 FOR DTCS AND SCHOOL LEADERS:**

- 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.
- Guidance documents on how grades 3-8 ELA and math teachers might better use the practice tests to support instructional goals are available on the [Practice Tests](#) page.
- 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:

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

## High School Opportunities

### Student Planning Guidebook Webinar Series

The High School Student Planning Guidebook is a series of short documents showing administrators, counselors, and teachers how to use key policies, programs, and resources to help both students and schools achieve their goals.

Weekly Guidebook webinars will be held from 3:00 p.m. - 4:00 p.m. on the dates outlined below:

April 21, 2016: Guide Overview & **PLANNING FOR STRUGGLING STUDENTS**

April 28, 2016: Guide Overview & **9th AND 10th GRADE STUDENTS/NEW JUMP START OPPORTUNITIES**

May 5, 2016: Guide Overview & **DEVELOPING ADVANCED AND BASIC COLLEGE AND WORKPLACE SKILLS**

May 12, 2016: Guide Overview & **COUNSELING, SUPPORTS, REWARDS, JUMP START WEB PORTAL, ALTERNATE JUMP START PATHWAYS**

**Webinar information below:** (*\*No pre-registration required*)

- Click <https://louisianaschools.adobeconnect.com/studentplanningguide/>
- Enter meeting room as a **guest** and provide your **name**
- Audio access: **(800) 832-0736** / room number: **2834406**

For additional information, please contact [CollegeReadiness@la.gov](mailto:CollegeReadiness@la.gov).

### 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 is open and will 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. LEAs 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](mailto:JumpStart@la.gov).

## **2016 Advanced Placement® Exam Administration**

AP Exams start the week of May 2. The complete exam schedule can be found [here](#). April 8 is the deadline to order pre-administration materials. All orders placed after April 8 will incur a \$55 late fee. Please visit and review your school's online AP coordinator account to ensure that your orders have been properly placed and processed [here](#).

As an additional resource, please take a moment to review the [AP Coordinator Planning Calendar](#) for important dates and deadlines.

For more information contact the College Board at 877-274-6474 or email [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org).

*The cohort graduation index recognizes a score of 3 or higher on at least one AP<sup>®</sup> exam as one of the highest levels of achievement earned by a cohort graduate. Each student with at least one AP<sup>®</sup> score of 3 or higher will earn the maximum 150 points toward the graduation index. Students who take an AP course and associated exam and earn a 1 or 2 on an AP<sup>®</sup> exam will receive 110 points toward the graduation index.*

## **Data**

### **2015-2016 Office of Special Education Programs (OSEP) Outcome PreK Reporting**

#### **Attention: AEPSi Coordinators and/or Early Childhood Special Education Supervisors**

In order to comply with federal regulations, Louisiana, districts, and schools must federally report the progress of children ages three through five who receive IDEA services.

Districts must review the AEPSi [OSEP](#) Categories Report: *Progress Categories: Each Child (07/01/2015-06/30/2016)* to ensure all children who exit your school's early childhood program in 2015-2016 are included in OSEP reporting. Click "view" to find the list of children excluded from the report and the reason for exclusion.

Please correct any errors **by May 1, 2016**.

If you need assistance or have questions, contact Patsy Palmer at (225) 219-4536 or [Patsy.Palmer@LA.Gov](mailto:Patsy.Palmer@LA.Gov).

## **Finance**

### **Proposed Fiscal Year 2016-2017 MFP**

The BESE adopted MFP Resolution and Formula was submitted to the Legislature on March 15, 2016. The proposed formula does not significantly impact the MFP allocations from the prior year. The only substantial change is the inclusion of the \$44 million formerly appropriated outside of the formula. The pay supplement funds are folded into the proposed formula via a 1.375 percent increase to the Base Per Pupil Amount while the High Cost Services and Supplemental Course Allocation (SCA) funds have been added directly to those programs in Level 4. The proposed

## 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 have been released:

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](mailto:Sheila.Guidry@la.gov).

## Talent

### Certification Renewal Policy and Application Process

**Please share this information with all Human Resource/Personnel Directors and staff.**

The Department will host a series of webinars that provide support and certification technical assistance to district Human Resource personnel. Upcoming webinars will include:

- Career and Technical Trade and Industrial Education Certification

The pre-recorded webinar **Certification Renewal Policy and Application Process** is available for viewing at [www.louisianabelieves.com](http://www.louisianabelieves.com), it will provide an overview of the certificate renewal process.

Contact [regina.poole@la.gov](mailto:regina.poole@la.gov) with questions.

# Student Opportunities

## Youth Suicide Prevention Training of Trainers Training Sessions

Louisiana state law requires all school staff to receive annual suicide prevention training. The Department of Education recommends that every school district have procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

The Louisiana Department of Education, in collaboration with the Office of Behavioral Health, will offer a series of free Youth Suicide Prevention Training of Trainers training sessions designed to help schools develop appropriate prevention policies, to recognize signs of suicide and to react appropriately.

- Preventing Suicide: A Toolkit for Middle and High Schools, March 16, 2016, LSUS University, Shreveport, La, University Center Ballroom, 8:00 a.m. - 4:00 p.m.
- Preventing Suicide: A Toolkit for Middle and High Schools, March 24, 2016, Claiborne Building, Baton Rouge, La, Thomas Jefferson Room, 8:00 a.m. - 4:00 p.m.
- Suicide Prevention Policy Development Training, May 3, 2016, Claiborne Building, Baton Rouge, La, Iowa Room, 8:00 a.m. - 4:00 p.m.
- Signs of Suicide (SOS) Training, May 11-12, 2016, Jefferson Parish Public School System Administration Building, Harvey, La, 9:00 a.m. - 4:00 p.m.
- Participants may register for any or all the sessions on Coursewhere <http://www.solutionwhere.com/ldoe/cw/showcoursesbymonth.asp>

## Other

### 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](mailto:Dana.Dauzat@la.gov). For more information on the OSSE, please click [here](#).

### LDOE Contacts

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### LDOE Links

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