

LDOE Weekly Newsletter



April 30, 2019

Dear Colleagues,

The annual [Teacher Leader Summit](#) is a time for thousands of Louisiana educators to develop their craft, build their knowledge, and reaffirm their professional community. From teachers of reading to teachers of welding, the Summit celebrates the commitment of teachers and school leaders in reaching further heights in their career, and providing greater opportunity for students.

This year's Summit will be held in New Orleans June 26-28. [Registration](#) is ongoing, with most slots already full. Below are additional details on the event that will be helpful to you and your colleagues in getting the most out of the event.

Among the most significant shifts at this year's Summit is the new [Principal Track](#), a sequence of specific sessions designed for school leaders in schools identified for Urgent Intervention Required- Academic (UIR-A) or Comprehensive Intervention Required (CIR). Feedback indicates school leaders need to be better informed as to curricula, professional development vendors, the role of Mentors and Content Leaders, and other pillars of schools' academic plans. The Principal Track will cover the entirety of the Summit and provide each principal with a comprehensive overview of the essential components of their state-approved school improvement plans. Stipends have been built into the Super App allocations that school systems received to support registration and travel for all CIR and UIR-A principals.

A [session list](#) details all sessions available to participants at the Summit, however a [priority session list](#) is also available that details each session by participant role, differentiating among sessions designed for early childhood, school system, and educator preparation leaders.

This Friday, May 3, all registered participants will receive an email from Sched providing details on how to download this year's Teacher Leader Summit app, usable on Apple and Android devices. For the first time, this year's app (a guide to the app is now [available](#)) allows participants to build their schedule and reserve seats for all sessions, giving staff coordinating the event a chance to adjust the size of rooms and the availability of sessions in accordance with pre-registered numbers.

Finally, on May 8 the Department will host a school system planning call that will focus on communications and logistics related to the Summit. The call will include a review of every opportunity you have as school system leaders to take advantage of the event and equip your teams with what they need as the next school year approaches.

Most of all, the Summit is a lot of fun. We've been doing it now for seven years, and I look forward to it every year. I hope to see you in New Orleans.

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

John

In This Issue

- [School System Support](#)
- [Family Engagement](#)

- [Assessment & Accountability](#)
- [High School Pathways](#)
- [Educator Preparation](#)
- [Special Education](#)
- [Data](#)
- [Finance](#)
- [Policy](#)
- [Grants Management](#)

Important Dates for School Systems

Upcoming Events

- [21st CCLC RFP Mandatory Pre-Proposal Conference](#): May 1 at 9:30 a.m.
- Early Childhood Roundtable (Harvey): May 2 at 10:00 a.m.
- [BESE Special Meeting](#): May 7 at 9:30 a.m.
- [Assessment and Accountability Office Hours](#): May 7 at 1:00 p.m.
- [May School System Planning Call](#): May 8 at 1:00 p.m.
- [Special Education Leader Monthly Webinar](#): May 9 at 2:00 p.m.

Important Deadlines

- [2018 IDEA MOE Confirmation \(Compliance Review\) Submission](#) deadline: April 30
- [Transition to Online-Only Certification Application](#): May 1
- [Homeless Liaison Regional Training Registration](#) deadline: May 1
- 2018-2019 Carl Perkins Grant Final Budget Revisions Submission deadline: May 1
- [Teacher and Leader Evaluation Data CIS Upload and SLT Monitoring](#) deadline: May 6
- [FY2018-2019 Projected Local Revenue Data Submission](#) deadline: May 8
- [Teacher Leader Advisor \(TLA\) Application](#) deadline: May 13
- Deadline to complete interest surveys for June [Educator Review Committees](#): May 17
- CVR closes for [Roster Verification](#): May 17

School System Support

New: Release of 2019 Teacher Leader Session List and App

Please share with all educators attending the Teacher Leader Summit.

The [session list](#) for the Summit is now available for review. This Friday, May 3 at 4:00 p.m., the 2019 Teacher Leader Summit App will be available for download. All registered attendees will receive a notification from SCHED Friday afternoon once the app is live with instructions for downloading the app, or you can search for it in the app store under “2019 Teacher Leader Summit.”

This year, **registered participants will be able to build their schedule and reserve seats for all sessions in advance of the event.** Seating in each session is available on a first come, first served basis. **Registrants are strongly encouraged to reserve a seat in the sessions of their choice in the Summit App, or desktop version of Sched, as soon as possible.** If a session is full, participants can still add it to their schedule and get on the waitlist. Participants will be required to print their schedule from the app and present it to room attendants to gain entrance into sessions.

A variety of sessions will be offered each day, for all types of educators, therefore participants should plan to attend all three days. A list of [priority sessions](#) by participant type is available to help participants build their schedule. [Ed Talks](#) are also back this year offering participants with thought-provoking sessions led

by some of the leading voices in education, on how schools and school systems can ensure meaningful growth for every child, every day.

As a final reminder, **all Summit participants must register by June 14** to secure the regular registration rate. On-site registration will be available at the rate of \$60 per day and by credit card only.

View the [Summit Overview](#) for event details, or email louisianateacherleaders@la.gov.

New: May School System Planning Call

The May School System Planning Call will take place on May 8 at 1:00 p.m. The following school system supervisors should participate:

- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- Early childhood supervisors
- Federal Program supervisors
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors

- **Webinar Date and Time:** May 8 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Meeting ID#:** 398875849

Email districtsupport@la.gov with questions.

Family Engagement

New: Parent Guides to the ELPT and LEAP Connect Student Reports Please share with principals and teachers.

Parent Guides to the LEAP Connect and ELPT Student Reports are available in the [Family Support Toolbox library](#) and should be sent home to families with the student reports in May. The guides, available in English, Arabic, Spanish, and Vietnamese, help parents understand the various components of the reports and how the results should be used to identify additional supports students may need.

Email assessment@la.gov with questions.

Assessment and Accountability

For District Testing Coordinators

General:

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#).
- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).
- An updated Technology User Guide with instructions on the new Testing Site Manager, Central Office, is now available in [eDIRECT](#). District Test Coordinators and Technology Coordinators should access this document prior to the May 1 release of downloads.

K-2 Pilots

- **Due Today:** Writing Sample Pilot testing materials must be shipped via prepaid mailer.

- **May 6-17:** Instead of administering the Second Grade Checkup to students, the Department will be collecting feedback through a survey of all teachers and school system personnel involved in the pilot this spring. The survey will include sample test questions for teachers and students to interact with and questions on administration, reporting, and accountability. The survey will be emailed to school system contacts, administrators, and teachers. **Participants will have May 6-17 to complete the survey.**

K-3 Assessments

- School systems must complete the K-3 Screener [survey](#) to indicate the assessment choices for their school system. The survey must be completed by May 17.

LEAP 2025

- **Now through May 3:** Grades 3-8 LEAP 2025 CBT window
- **Now through May 3:** Grades 3-4 LEAP 2025 PBT window
- **Now through May 17:** High School LEAP 2025 testing window
- School systems needing to request 2017-2018 test scores for English I and US History 5-level must complete the 2017-2018 Test Score Request Form located in the [Assessment Library](#) under Resources and Forms. Email the completed form to assessment@la.gov.
- Testing irregularities should be sent to assessment@la.gov at the conclusion of each week of testing.
- Seniors needing to take a LEAP 2025 assessment must be placed into the Senior form in [eDIRECT](#). All underclassmen should be placed in the regular form in [eDIRECT](#). All students regardless of grade levels can test in the same physical location.

LEAP 360

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a [Memorandum of Understanding \(MOU\)](#) to protect the item and test content. Submit the signed MOU to assessment@la.gov.

ELPT and ELPS

- The Online Reporting System (ORS) is scheduled for maintenance on April 29. Users will still be able to access the ELPS, but ORS will be unavailable. When ORS becomes available, notifications will be sent to users.

ACT and WorkKeys

- [The ACT Score Report Schedule](#) and the [WorkKeys Score Report Schedule](#) can be found on the [ACT State Testing](#) site. Please refer to this schedule for estimated access and delivery dates.
- **Beginning April 29:** Students should begin checking their *myworkkeys* accounts for scores and NCRCs if earned.
 - Any students needing help accessing their accounts must contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539).
- **No later than July 2:** School and district level reports for ACT will be available through [PANext](#).
 - Reports must be downloaded before PANext is activated for the 2019-2020 school year, which is usually beginning to mid-August.
- **No later than June 10:** WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in [Validus](#). The [WorkKeys Online Reports Portal User Guide](#) has descriptions of each report and instruction for running the reports.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability **Office Hours** will be May 7 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393463942

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#). Email assessment@la.gov with questions.

High School Pathways

New: Advanced Placement Professional Development

Please share with counselors, administrators, and AP teachers.

Advanced Placement (AP®) courses offer students the opportunity to earn college credit by taking rigorous courses in high school. In order to support educators teaching AP® coursework a summary of [professional development opportunities occurring during this summer](#) has been created.

For more information about any of these opportunities, please contact collegereadiness@la.gov.

Educator Preparation

New: Schedule Changes for 2019-2020 Math Content Leader Trainings

A few minor changes have been made to 2019-2020 Math Content Leader training schedule to accommodate travel for northern school systems to the Teacher Leader Summit.

All math Content Leader cohorts will meet in New Orleans before the Teacher Leader Summit; however individual cohorts have been assigned a specific meeting day. The following table outlines the updated meeting dates for participants in each cohort:

Meets in New Orleans on Monday, June 24	Meets in New Orleans on Tuesday, June 25
Cohort 1 (New Orleans)	Cohort 2 (Baton Rouge)
Cohort 6 (Baton Rouge)	Cohort 3 (Ruston)
	Cohort 4 (Shreveport)
	Cohort 5 (Lafayette)
	Cohort 7 (Shreveport)
	Cohort 8 (Alexandria)

A revised training schedule has been posted to the [Content Leader Library](#) website. **Please note that participants only attending Content Leader training on June 24 or 25 and not attending Summit do not need to register for Summit.**

Please contact believeandprepare@la.gov for more information.

Reminder: Department Names 2019 Teacher and Principal of the Year Semi-Finalists

The Department is proud to announce the [2020 Teacher and Principal of the Year semi-finalists](#). These educators are making exceptional gains with students. Their commitment to student success exemplifies Louisiana's teaching profession.

All Teacher and Principal of the Year finalists and semi-finalists will be honored at the [13th Annual Cecil](#).

[J. Picard Educator Excellence Awards Gala](#) on July 19, at the Crowne Plaza Executive Center in Baton Rouge. This exciting event is co-sponsored by [Dream Teachers](#).

Congratulations to these outstanding educators!

Please contact excellenteducators@la.gov for more information.

Reminder: Important Changes to Educator Certification Applications

Starting tomorrow, the Department will no longer accept paper certification applications. Moving forward, school systems should use [Teach LA Live!](#) to submit both applications and questions to the certification team.

While school system leaders may contact the certification team at any time at certification@la.gov, they may **schedule [office hours](#) in the online portal for a guaranteed time to discuss specific certification questions.** Please include name and contact number when scheduling.

Please contact christy.bellue@la.gov with questions.

Special Education

New: Join the Special Education Leader Monthly Webinar

The Department will hold its **monthly webinar for school system directors, supervisors, and coordinators of special education on May 9 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Date and Time:** May 9 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/432848651>
- **Webinar Phone Number:** 408-638-0968
(for dial-in only)
- **Meeting ID#:** 432848651

For more information, please contact specialeducation@la.gov.

Data

New: April Quarterly Home Study Reports

Please share with superintendents, child welfare/attendance officers, and home study personnel.

The Quarterly Home Study Reports for April 2019 are available via the Data Management FTP (with user names ending in @datamgmt) in zipped files named "LEACode_LEAName_Apr2019HomeStudy" through July 31. Within the zipped file, there will be the following:

- Statewide enrollment numbers of BESE-Approved Home Study students
- Detailed list of students from your LEA enrolled in Home Study program
- Each student's Home Study approval notification letter

Please contact sue.millican@la.gov with questions.

New: 2018-2019 Teacher Roster Verification for Value-Added Model (VAM)

Please share with principals and teachers.

The [Curriculum Verification and Results \(CVR\) Reporting Portal](#) roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of value-added (VAM) analyses. The data in CVR will be used to calculate a teacher's VAM score even if the teacher and/or the principal do not verify the roster. Teachers instructing ELA, math, social studies (grades 4-8), and Algebra, Geometry, English I and English II EOC courses (all grades) should verify their rosters as they are eligible to receive VAM scores.

May 6-17 (2 weeks): CVR opens for roster verification

This process is required and allows teachers and principals the ability to verify and correct records for specific courses and students. Data managers will use the system to track verification completion at the school system and school level. An updated [CVR user guide](#) is available to support educators in this process.

Please contact ldoecvr@la.gov with questions regarding roster verification, and compass@la.gov with general Compass related questions.

Finance

Reminder: FY2018-2019 Projected Local Revenue Data

Please share with business managers and superintendents.

In order to complete the FY2019-2020 MFP calculations for charter schools, projected FY2018-2019 local revenue data (and expenditures related to the collection of the revenue) must be submitted to the Department by each school system. The FY2018-2019 local revenue data is being collected through the LEADS portal using the same process that was used last year.

A list of the [required keypunch codes](#) and [step-by-step instructions](#) for submitting this data has been provided. **Please submit this data no later than May 8.**

Please contact ldoemfphelpdesk@la.gov with questions.

Policy

Reminder: April BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on April 17 and approved a number of recommendations. A [summary](#) of the approvals that directly impact the activities of school systems is now available.

Please contact ryan.n.gremillion@la.gov for more information.

Reminder: BESE Special Meeting

BESE has scheduled a special meeting for May 7 at 9:30 a.m., in the Louisiana Purchase Room of the Claiborne State Office Building in Baton Rouge, for consideration of the Minimum Foundation Program (MFP) formula.

Please email erin.bendily@la.gov for more information.

Grants Management

New: 21st Century Community Learning Centers RFP Webinar

In early April, the Department released a 21st Century Community Learning Centers (CCLC) [Request for Proposals](#) (RFP) seeking qualified applicants who are interested in partnering with school systems to provide students, particularly those who attend high-poverty and low-performing schools, with academic and enrichment opportunities through before and after school programs, as well as programs offered in the summer.

Tomorrow, the Department is providing a **21st CCLC Mandatory Pre-Proposal Conference** for anyone planning to submit a proposal under the RFP.

- **Date and Time:** May 1 at 9:30 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/681792008>
- **Webinar Phone Number:** 646-876-9923
- **Webinar ID #:** 681792008

Please contact antiqua.hunter@la.gov with questions.

Reminder: Homeless Liaison Regional Training

[Registration](#) for the Homeless Liaison Regional Training is now open and will close **tomorrow, May 1**. The training will provide networking opportunities for liaisons and build capacity in the following areas: McKinney-Vento Education laws, eligibility, liaison responsibilities, dispute resolution process, and other timely topics relating to students experiencing homelessness. Due to limited seating, the Department is requesting that **only the Homeless Liaison** attend one of the following trainings for each school system.

Baton Rouge Training	May 15 1201 North Third St. Baton Rouge, LA 70802	9:30 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m.
Jefferson Parish Training	May 23 Paul Emenes Building 822 S. Clearview Parkway Harahan, LA 70123	9:00 a.m. - 12:00 p.m.
Rapides Training	May 30 Rapides Parish School Board 502 Beauregard St. Alexandria, LA 70301	9:30 a.m. - 12:30 p.m. 1:30 p.m.- 4:30 p.m.

Please contact antiqua.hunter@la.gov for additional information.