

LDOE Weekly Newsletter



November 28, 2017

Dear Colleagues,

I hope you had a good holiday break and that you got some time to relax and be with family. I returned to work with visits to five compelling and often inspiring schools. Yesterday, I started at Iberville Elementary, where Superintendent Joffrion recruited a successful principal and team of teachers to invigorate and focus the school. I saw students moving through Zearn mathematics lessons at their own pace, with strong support from teachers and interventionists. I also saw a fascinating Montessori program, in which teachers and students identified “jobs” customized to the needs and interests of each child. It is a school in which students are taking ownership of their own progress, and it is an example of school redesign in the best sense.

I next visited the Pointe Coupee STEM Magnet Academy and Lee High School in East Baton Rouge Parish. Both schools are pilot sites for LSU-developed pre-engineering coursework that will ultimately grant students credit in colleges of engineering, by way of a Jump Start pathway. Again, what struck me about both schools was the maturity with which students described the purpose behind choosing the STEM pathway, the work the courses required, and what future coursework held for them. I was also struck by the energy teachers displayed for taking on such a significant shift in the high school curriculum. Too often, it struck me, we think of high school coursework as a rite of passage, but here were examples of students and teachers making conscious choices to do something new. I hope they will serve as models for expanding the pre-engineering opportunity in the future.

Today I visited Maplewood Elementary in Calcasieu Parish and J.H. Williams Middle in Vermillion Parish. I went to Maplewood to see an example of the effort a school and parish can make to use IDEA, LA4, Title I, 8g, and other funding streams to offer every low-income four-year-old an educational opportunity. This has allowed Head Start and child care centers to focus on serving students at earlier ages. At J.H. Williams, I was able to talk with students and teachers in a middle school that has embraced a challenging curriculum, and that is teaching adolescents to read, to write, and to think at a high level. Students were reading challenging texts and making strong arguments in response the texts, using evidence. Teachers were planning collaboratively through a facilitated learning community, as was the case at Maplewood. In both cases, the schools were focused and fun places to learn, to work, and, for me, to spend a couple hours.

There are thousands of great things happening every minute in our schools. We have decided as a state that we will accept nothing less than a best-in-class education for our children. Seeing that principle in action is inspiring stuff.

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

John

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Important Dates for School Systems

Upcoming Events

- [Assessment and Accountability Office Hours](#): December 5 at 1:00 p.m.
- [Louisiana School Finder Principal Webinar](#): December 6 & 7
- [December Superintendents' Call](#): December 7
- [Special Education Leader Monthly Webinar](#): December 7 at 2:00 p.m.

Important Deadlines

- [Complete School Fee Policy survey](#) by November 28
- Submit [School Performance Score Appeals](#) by December 1
- [Set ACT and Workkeys shipping dates](#) by December 1
- [Extended 2016-2017 EOY SIS data collection](#) completed by December 8
- [Data Collection of Annual Counts for Title I, Part D](#) due by December 8
- [Submit questions regarding Federal FY16 Funds waiver request](#) by December 8
- [Math and Science Partnership RFA](#) due by December 8

School System Support

New: December Superintendents' Call

You are invited to participate in the Superintendents' Conference Call hosted by Superintendent John White on Thursday, December 7, at 10:30 a.m. You may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

To join the Superintendents' December 7 meeting:

- Go to <https://louisianaschools.adobeconnect.com/suptscall/>
- Dial into the Phone Bridge: 877-475-0109
- When prompted, please give the Meeting ID #34167465
- You will need to identify yourself in order to be placed into the meeting.

New: Principal Webinar on the Louisiana School Finder

Please share with principals.

The Department, in partnership with the Louisiana Association of Principals, is hosting a webinar for principals on the Louisiana School Finder. The webinar will walk principals through the School

Finder, provide them with information on how the data in the system is collected and can be corrected, and preview the upcoming release of the Principal Profiles system.

The webinar will be offered on the following dates.

- December 6 from 2:00 p.m.-3:00 p.m.
- December 7 from 9:00 a.m.-10:00 a.m.

To join the webinar:

- Go to <https://louisianaschools.adobeconnect.com/communications/>
- Dial: 1-855-240-2575
- Enter participant pin code: 60265090

Email assessment@la.gov with questions.

New: Strategies for Success: A Guidebook for Supporting Students with Disabilities

The Department released [Strategies for Success: A Guidebook for Supporting Students with Disabilities](#), to provide site and school system leaders with resources to create strong support plans for students with disabilities. It can also be used to assist in applications for Round Two of School Redesign Grants. The guidebook is organized around four proven strategies for improving the academic achievement of students with disabilities:

- Identify disabilities early and accurately;
- Provide high-quality instruction to ensure the achievement of ambitious IEP goals;
- Strengthen instruction with specialized supports and related services; and,
- Coordinate effective transition planning and implementation

For additional guidance, the presentation from the November Collaboratives can be accessed [here](#).

Please email classroomsupporttoolbox@la.gov with questions.

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 Thursday, December 7, at 2:00 p.m. Topics will include upcoming deadlines, updates, guidance, and training opportunities.

To join the Special Education Policy Monthly Webinar (no preregistration required):

- Go to: <https://louisianaschools.adobeconnect.com/speddecember/>.
- Dial into the phone bridge: 1-855-240-2575.
- When prompted, enter the participant code: 30160130.

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

Assessment and Accountability

New: LEAP 2025 Science Field Test Resources

Please share with science teachers.

LEAP 2025 Science Field Test Guides are now available in the [Assessment Guidance](#) library. These guides provide information about the shifts in science instruction and assessments, field test design, sample items and sets, and additional resources.

Also, please save-the-date for a series of teacher webinars hosted by the Department in January concerning the new science field tests. Participants will learn information about the new science assessment vision, field test design, and item types.

- January 9, 2018: LEAP 2025 **Grades 3-5** Science Field Test Webinar for Teachers
- January 10, 2018: LEAP 2025 **Grades 6-8** Science Field Test Webinar for Teachers
- January 11, 2018: **Biology** Field Test Development for LEAP 2025 Webinar for Teachers

Additional details will be released in early January. Please email assessment@la.gov with questions.

New: Reminders for District Testing Coordinators

eDIRECT

- DTCs and STCs can access the eDIRECT Refresher presentation in the [Assessment Library](#). This presentation outlines the features and tools in eDIRECT to help test coordinators with the functions of the administrative portal.

LEAP 360

- LEAP 360 Diagnostic assessment csv files are now available in [eDIRECT](#).

ACT

- **By Friday, December 1:** Manage participation and shipping dates in [PearsonAccess^{next}](#) for ACT and WorkKeys. **This is a mandatory function for 2017-2018 for ACT and WorkKeys testing. Schools must choose the testing and delivery dates. If no dates are chosen, materials will not be shipped.** If a school is not participating in ACT, choose the “Not Participating” option and select the reason for non-participation.
- New high schools who have not received an ACT school code should submit requests using the [ACT/SAT Common High School Code Request](#). Requests should be submitted by the school and will take approximately 3 weeks to process.

Fall High School Testing

- LEAP 2025 and EOC High School Testing Window: November 29 – December 15, 2017
- Test administrators and proctors should be familiar with the [technical troubleshooting tips](#) in case an issue arises.
- The only students who are eligible to take the 4-level U.S. History EOC are students who are graduating in 2017–2018 and retesters who are not repeating the course. EOC tests taken for courses earned prior to 2017–2018 will be accepted. For more information, consult the [2017–2018 High School Assessment Frequently Asked Questions](#).
- Students with accommodations in SER and SIS will be uploaded by DRC. Nonpreidentified students must be added to eDIRECT manually. Test coordinators need to manually enter Read Aloud accommodations for students with accommodations in SIS. Students with Read Aloud accommodations in SER will be populated in eDIRECT. STCs will manually select accommodations or accessibility features in eDIRECT for students that have PNP or LEP accommodations. STCs should review and verify student accommodations in eDIRECT prior to creating test sessions.
- STCs should be finalizing testing schedules, creating test sessions, and ensuring all testing personnel are trained in test security and administration.

LEAP Connect

- Teachers and students can access the LEAP Connect Online Tools Training (OTT) in INSIGHT or using the [link](#) in Google Chrome. Directions for test administrators for the OTT are posted in [eDIRECT](#).

Assessment Administration Support and Training

- Assessment and Accountability Office Hours

- Tuesday, December 5, 2017, at 1:00 p.m.
- Webinar link: <https://louisianaschools.adobeconnect.com/assessment-accountability/>
- Phone Number: 1-646-307-1380; Participant PIN code: 89147656

Please email assessment@la.gov with questions.

Student Opportunities

Reminder: 2017-2018 Pupil Progression Plan Update

Please share with school system supervisors.

The Department has developed a significantly streamlined [Pupil Progression Plan \(PPP\) template - Version 2.0](#) and [guidance document](#) based on recent promotion [policy revisions approved by BESE](#) in October for grades 4 and 8. As a result of the delayed release, **the submission deadline has been extended to February 1, 2018.**

In response to feedback received from local school systems, the Department will propose at the December 2017 BESE meeting that the recently approved revisions to Bulletin 1566 with regard to summer remediation be revised to allow for teachers rated “Effective: Proficient,” in addition to those rated “Highly Effective,” be able to serve as summer remediation instructors.

For additional information, please contact ppp@la.gov.

Reminder: SCA Course Choice Spring 2018 Registration

Please share with professional school counselors and district high school coordinators.

Registration for Course Choice Spring 2018 opened on November 27, 2017. Schools will register students directly with the course provider. Please refer to the [Course Choice Registration Instructions](#) for details on this process. Once students are registered with the course providers, schools should document enrollments in the [Course Choice Registration System](#).

Course Choice provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training, and dual enrollment course providers. These course offerings will enable schools to provide courses not currently available to their students, including:

- career and technical preparation supporting the Jump Start program;
- academic work required to achieve TOPS;
- advanced course work not available at the school due to limited resources;
- dual enrollment courses from colleges and universities; and
- intensive remediation for students struggling to stay on pace for graduation.

For more information, please e-mail sca@la.gov.

Talent

New: Believe and Prepare: Resident and Mentor Teacher Stipends

On October 17, 2017, **BESE approved allocations for undergraduate resident and mentor stipends**, which are based on mentor and resident data collected from school systems.

Funding includes a **\$2,000 stipend for undergraduate residents** participating in a yearlong residency and a **\$1,000 stipend for mentors of undergraduate residents**.

These funds are **now available in eGMS**. A file has been uploaded to each school system's FTP titled "district code_district name_2017-18_resident and mentor stipend allocations". This file contains details about the allocations and funding sources. Please refer to the [2017-2018 Mentor and Resident Stipend Allocation FAQ](#) for further details regarding the allocation.

Please contact believeandprepare@la.gov with questions.

Reminder: 2017-2018 Educator Workforce Data Validation

In 2015, the Department released the first Educator Workforce Reports to school systems. Since this first release, a number of improvements have been made based on feedback from school and school system leaders. Most recently, school systems indicated that they would like to review key data points prior to the production of the workforce reports to ensure the highest level of data accuracy.

This year, **the Department is using a two-phase validation process** for school systems to review their data in PEP prior to the release of the 2017-2018 educator workforce data on the superintendent and principal profiles. **School systems should use this opportunity to ensure information entered into internal databases is accurate.**

- **Phase 1:** School systems received their first data reports on November 15. Reports will also be provided on today, November 27 and on December 4. School system leaders will use these reports to conduct on-going validation of their data until December 8.
- **Phase 2:** School systems will receive a final report of their data when PEP closes December 8. Superintendents will sign off, certifying that their workforce data is valid. School systems should contact the Department by December 14, if any outstanding corrections are needed.

For more information, please refer to the [2017-2018 Educator Workforce Data Validation Process](#) guide.

Please contact believeandprepare@la.gov with questions.

Reminder: Believe and Prepare: Mentor Teacher Training Launch

In August, the Department announced an opportunity for experienced educators across the state to receive training to become mentors to new and developing teachers. Yesterday, the first sessions of Mentor Teacher Training officially launched!

Nearly 500 veteran teachers were nominated to participate and will represent 68 school systems statewide, as well as a variety of grade levels and subject areas. Mentors have been placed in a cohort of approximately 80 participants, with unique training dates and locations, including Baton Rouge, New Orleans, Lafayette, Alexandria, and Shreveport.

Visit the [Mentor Teacher training webpage](#) for additional details and resources related to mentor teacher training, or contact email believeandprepare@la.gov.

Data

New: SIS Special Dropout Correction Period

Please forward to all Data Coordinators.

The 2016-2017 EOY SIS data collection deadline has been extended and is open until **Friday, December 8, 2017**, to correct data for any students identified as potential dropouts and not corrected during the normal data collection periods. Please refer to the 2016-17 EOY Dropout Correction Guidance information located on the [LDOE INSIGHT Coordinator Portal](#).

Please email systemsupport@la.gov with questions.

New: File Available via FTP: July and October Quarterly Home Study Reports

Please supply this information to the superintendent, child welfare/attendance office and home study personnel.

The Quarterly Home Study reports for July 2017 and October 2017 are available via the data management FTP (with user names ending in @datamgmt) in zipped files named "LEACode_LEAName_July2017QuarterlyHomeStudy," and "LEACode_LEAName_October2017QuarterlyHomeStudy" and will remain on the FTP until January 1, 2018. Within the zipped file, there will be the following:

- Statewide enrollment numbers of SBESE-Approved home study students
- Detailed list of students from your LEA enrolled in home study program
- Each student's home study approval notification letter
- Statewide enrollment numbers of registered nonpublic schools and student enrollment
- Detailed list of registered schools and student enrollment from your LEA

Please contact systemsupport@la.gov with questions.

Reminder: 2017-2018 Teacher Roster Verification for VAM and TSG

The [Curriculum Verification and Results \(CVR\) Reporting Portal](#) roster verification process ensures that teachers are assigned to the correct courses and classroom rosters for the purposes of value-added (VAM) and transitional student growth data (TSGD) analyses. This process takes place in the CVR system during two time periods to ensure enough time is available to verify records.

Now through December 14, the CVR portal is open for view only. During this time, CVR data managers should view and check roster data for accuracy. This view-only period has been created to coincide with data submissions to the source data systems: Curriculum (CUR), Profile of Education Personnel (PEP), and Student Information (SIS) CLASS collections. **Changes cannot be made in the CVR Portal during this time; however, any changes can be made in the source data submission process.** The CVR Portal will be updated every two weeks during view-only to reflect any submitted changes to the source data. The CVR Help Desk will be able to assist with any issues that a district must correct in the source data systems. An updated user guide for CVR is available in the [Compass Library](#).

Please email ldoecvr@la.gov with questions regarding roster verification.

Federal Programs

Reminder: Data Collection for Title III Survey

The Louisiana Department of Education must report specific data from all school systems receiving Title III funds. Title III school systems/security coordinators must complete the [Title III Survey \(TTS\)](#) for the 2016-2017 school year in the [LEADSPortal](#) (TTS) by December 11. Guidelines for completing the survey can be found in the [Title III Survey Manual](#).

For additional information, please contact your LDOE [Point of Contact](#) (POC).

Reminder: Data Collection of Annual Counts for Title I, Part D

The Louisiana Department of Education must report SY2017-2018 Annual Counts for Title I, Part D in order to determine funding for its neglected and delinquent facilities under the Every Student Succeeds Act (ESSA). **Title I Directors/security coordinators can enter the data for the 2017-2018 school year in the [LEADSPortal](#) through December 8.**

For further information, please contact your LDOE [Point of Contact](#) (POC).

Grants Management

New: Math and Science Grant Opportunity

The Department has released a [Request for Applications](#) (RFA) for projects to improve student achievement in math and science by supporting high-need school systems through collaborative partnerships with Institutions of Higher Education. **Application materials should be submitted via email to LDEGrants@la.gov by December 8 at 4:00 p.m.**

RFA Materials

- [RFA templates](#)
- [Budget Forms](#)
- [Rubric](#)

Contact john.hanley@la.gov with questions or call (225) 342-9442.

Reminder: Public Notice of Waiver Request

Please forward this item to federal program directors, business managers and financial officials.

The Department is requesting a Tydings waiver for the purpose of making Mathematics and Science Partnership subawards to eligible LEAs.

Federal FY16 Funds Waiver. In order to extend the period of availability beyond September 30, 2018, LDOE is requesting a waiver of section 8401 of ESSA to extend the period of availability of FY 2016 Mathematics and Science Partnership funds for the SEA and all of its LEAs to September 30, 2019.

Relevant personnel should submit questions or comments to john.hanley@la.gov by December 8.

Statewide Monitoring

Reminder: ESSA IDEA Monitoring Rubrics Available

For the 2017-2018 monitoring year, the Department will continue to implement a risk-based monitoring selection process for federal program monitoring.

The **ESSA monitoring rubric** will be made available to every LEA that was assigned a letter grade. Additionally, the **IDEA monitoring rubric** will be made available to every LEA that was assigned an LEA Determination. In most circumstances, an LEA will receive two rubrics, the ESSA and IDEA monitoring rubrics.

The monitoring rubrics, which are the equivalent to a monitoring report card, provide a detailed preview of compliance factors and performance data analyzed to determine the most appropriate monitoring experience for evaluating federal programs. **Monitoring rubrics were made available for download in the FTP on November 17, and will be accessible until December 18.** In some instances, the Department reserves the right to make adjustments to the monitoring ranking based on factors which may not be included on the rubric.

Questions regarding ESSA monitoring rubrics should be directed to linda.tindall@la.gov. Questions regarding IDEA monitoring rubrics should be directed to chauncey.carr-mcelwee@la.gov.

Policy

Reminder: Survey on Student Fee Policies

As communicated in several previous weekly newsletters, [House Resolution 183 of 2017](#) urges and requests all public school governing authorities, including local school and charter boards, and non-public schools that are participating in the Louisiana Student Scholarships for Educational Excellence program, to enact and publish policies relative to student fees. Please refer to the [Guidance on Student Fees](#) if your governing board has not yet enacted and published these policies.

The Louisiana Legislature has tasked the Department with administering a [formal survey](#) on fee policies to all local school and charter boards, and non-public schools participating in the Louisiana Scholarship Program, in order to collect information and report back to the Legislature by January 1, 2018. That report will identify the schools and school systems that have and have not adopted such policies, whether the policies contain the information requested in the resolution, and whether the policies have been published on the school/school system website as requested by the Legislature.

It is important that every school system complete the [survey](#) by end of day today, November 28 as the responses will be used to inform potential legislation for the 2018 Regular Session. Please ensure that only one response is provided per LEA.

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

Safe and Healthy Schools

New: USDOE Releases New Emergency Management Tool

The U.S. Department of Education's Readiness and Emergency Management for Schools Technical Assistance Center has released [SITE ASSESS](#), an interactive tool designed to support school systems with emergency management and emergency operations plan (EOP) development.

SITE ASSESS is a mobile tool that allows school and school system personnel to walk around school buildings and grounds and examine their safety, security, accessibility, and emergency preparedness. It generates a customized to-do list that may be used to address facility improvements, prompts teams to share pertinent information with first responders, and contains relevant resources on several education facility and safety topics.

For more information, visit the USDOE's Office of Safe and Healthy Students' [website](#).