



November 30, 2016

Superintendent's Message

Dear Colleagues,

There is no better way to prepare the next generation of educators than in classrooms, as faculty, under the mentorship of veteran educators. In light of that vision, BESE made adjustments to the design of teacher preparation programs earlier this fall. Henceforth, programs will have [curricula grounded in specific skills](#) (see page 34) teachers need to be successful in the classroom and will include yearlong residencies, under the leadership of mentor educators.

Already, this shift is gaining the attention of media outlets and teachers alike. Testimonials from Louisiana educators in support of the shift have recently been published in the [Baton Rouge Advocate](#), the [Monroe News-Star](#), and [Education Week](#).

Schools, school systems, and the state now turn their attention toward scaling the Believe and Prepare model into full, statewide implementation. As a start, every college of education in the state has applied for initial grant funds committed by BESE to fund mentor educators, resident teachers, and the coordination of residencies. Awards will be made in December and January.

At the same time, BESE staff, Board of Regents (BoR) staff, and Department staff are working to develop a system of quality measurement and reporting for the state's preparation programs. It is critical that both undergraduate programs, and programs certifying teachers while on the job, be held to comparable standards and measured in a common way. In developing this system of measurement and reporting, the agencies will be consulting with their respective boards, deans of the colleges of education, heads of other preparation programs, and experts across the state and country. BESE and BoR will consider policy recommendations this spring.

This type of systemic change necessitates a gradual and methodical process. There must be years of training for mentor educators. We must create every incentive for aspiring professionals to become aspiring educators. Programs of all types must be held to equal expectations, and they must have time to make these significant shifts. If we pay heed to these needs, and if we stick with the process, we will achieve a long sought and momentous accomplishment: the systemic professionalization of the most noble of careers.

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

John

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Louisiana Department of Education
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Action Items for Charter Schools

Date Due	Action Item	Owner(s)
12/2/2016	Correct data in SIS for any students identified as potential dropouts	Data managers
12/2/2016	Complete Title III survey	Title III LEA/security coordinators
12/5/2016	Complete the Technology Readiness Tool	District Technology Coordinators
12/7/2016	Register for the Supervisor and Principal Collaborations	CMO/school leaders
12/9/2016	Complete the District/LEA Information Form for 2017 Students of the Year program	CMO leaders
12/15/2016	Register for the School Redesign Summit	CMO leaders
12/16/2016	Submit applications for Citywide Exceptional Needs Fund	Orleans Parish special education directors
12/16/2016	Submit ACT Memorandum of Understanding (MOU) and supporting documents	CMO leaders
1/6/2017	Register for the Jump Start Convention	CTE coordinators and counselors
1/6/2017	Submit feedback for Louisiana Student Standards for Science	Curriculum directors

LEA Support

Registration for December Supervisor and Principal Collaborations

Please share the [Principal Collaboration Overview](#) with principals in your LEA and encourage them to register.

The December Supervisor and Principal Collaborations will take place in the following locations:

December 9	Baton Rouge	Claiborne Building
December 12	Harvey	Jefferson Parish School Board Office
December 13	Lafayette	Bayou Church

Sessions at the [Supervisor Collaborations](#) and [Principal Collaborations](#) will provide LEA supervisors and principals with important information related to assessment and accountability, curriculum and instruction, special education, and early childhood. Please use the links below for more information about each of these events, including session descriptions and registration instructions.

- [Supervisor Collaboration Overview](#)
- [Principal Collaboration Overview](#)

Each meeting has a limited number of spots, which will be filled on a first come, first served basis. To register for the supervisor collaboration, please click [here](#) and use code **2016DECSUPR**. To register for the principal collaborations, please click [here](#) and enter code **2016DECPRIN**. Registration closes on **December 7, 2016**. Additional details related to the sessions offered and logistical information can be found in the above attached guidance.

School Redesign Summit Registration Released

The Every Student Succeeds Act (ESSA) requires that LEAs develop plans to improve student achievement in their persistently struggling schools, and that the state grants competitive funds to LEAs with the strongest, evidence-based plans. The [School Redesign Summit](#), which will be held in New Orleans on January 19, 2017, will provide LEAs with the opportunity to brainstorm strategies for supporting their struggling schools as they build out these plans.

To register for the summit, school systems should complete the [School Redesign Summit Needs Assessment](#) and submit it to hunter.brown@la.gov by December 15, 2016.

Please email hunter.brown@la.gov with questions.

December District Planning Call

This December District Planning Call is scheduled for Wednesday, December 7, 2016, from 1:00 p.m. until 2:00 p.m.

The following LEA supervisors should attend:

- Assessment and Accountability
- Curriculum and Instruction
- Technology
- Early Childhood
- High School
- Career and Technical Education
- Principal and Teacher Leader
- Human Resources

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

- Meeting Name: December District Planning Call
- Click [here](https://louisianaschools.adobeconnect.com/dpc/) to join the meeting: <https://louisianaschools.adobeconnect.com/dpc/>
- Enter the meeting room as a guest and provide your name.
- Call-In Information: (646) 307-1380; meeting room # 951154160

Please email districtsupport@la.gov with questions.

2016-2017 Compass Action Steps and Tools

Please share with principals and principal supervisors.

The Compass Information System (CIS) Office Hours for Completing Evaluation Data for the 2015-2016 School Year provide time for LEAs to seek technical guidance for completing the Compass Information System (CIS) evaluation process for the 2015-2016 school year by December 30, 2016.

Office hours will be held at **3:00 PM every Tuesday in December**.

Login Information: (*No preregistration required)

- Meeting Name: CIS Office Hours
- Click [here](https://louisianaschools.adobeconnect.com/cis/) to join the meeting or go to <https://louisianaschools.adobeconnect.com/cis/>
- Enter the meeting room as a guest and provide your name.
- Webinar resources are available in the [Compass Library](#).

Please email compass@la.gov with questions.

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TAP/NIET Best Practices Field Trip Opportunities

Please share with principals and principal supervisors.

As a part of its ongoing efforts to support principals in their work to improve teaching and learning, the Department will be offering opportunities to see firsthand the powerful principles of TAP™: The System for Teacher and Student Advancement and the National Institute for Excellence in Teaching (NIET) Best Practices.

Registration is now open for the [Fall 2016 TAP/NIET Best Practices Field Trip Opportunities](#). These [field trips](#) are designed to provide opportunities for existing TAP LEAs, as well as prospective LEA and school educators, to observe the various processes and structures of TAP and NIET Best Practices in a school setting—to learn by seeing them in action!

For additional information and/or to register for a field trip, please contact nicole.honore@la.gov.

December Virtual Teacher Leader Collaborations

Please share this opportunity with the teacher leaders in your LEA.

In response to feedback from teacher leaders, the December Teacher Leader Collaboration will be delivered in a webinar format to provide support to teacher leaders while minimizing time away from the classroom. The December virtual webinars for teacher leaders will focus on the following topics:

- 2017-2018 Assessment Guides
- Math Tools
- Science Standards Review and Public Portal

Please refer to the [Virtual Teacher Leader Collaboration Overview](#) for more information about each of these webinars, including when they will be offered and how to access them. In addition to teacher leaders, LEA and school administrators are invited to attend.

Reach out to louisianateacherleaders@la.gov with questions related to the Teacher Leader Collaboration events.

Draft of Louisiana Science Standards Released for Public Review

Please share this information with principals, teacher leaders, science educators, and parents.

Stakeholders from across Louisiana have spent over 4,000 hours drafting the Louisiana Student Standards for Science. The standards will be posted for public comment from **December 1, 2016, until January 6, 2017**. Your feedback will help ensure the final standards lay the right foundation for quality science instruction for all students in Louisiana.

The link to the public review portal and other information regarding the standards review process can be found on the [Louisiana Standards Review](#) page. All comments will be shared with the science committee when they make final updates in January. The standards will be submitted to BESE for approval in March 2017.

Email louisianastandards@la.gov with questions.

Assessment and Accountability

December Accountability Commission Meeting

Meeting:	When/Where:
Accountability Commission: December 5th Meeting	Monday, December 5th 12:00 p.m. Thomas Jefferson Room Claiborne Building, Baton Rouge

Please email assessment@la.gov with questions.

District Test Coordinator Reminders

Assessment Administration:

Technology

- District Technology Coordinators should complete the fall update of the [Technology Readiness Tool \(TRT\)](#) by **December 5,**

ACT WorkKeys

- The ACT WorkKeys testing window is **November 14, 2016, through May 12, 2017**.
- The Department recommends a **30 day waiting period** between test administrations.
- The [ACT State Testing website](#) has been updated with testing information, manuals, and training opportunities.

EOC

- District Test Coordinators must send all EOC testing irregularities to assessment@la.gov using the [Test Irregularity Form](#) by end of each week of the testing window.

Assessment Administration Support and Training:

- **Monthly Assessment and Accountability Call: Tuesday, December 6, 2016, at 1:00 PM**

Login Information: (*No pre-registration required)

- **Meeting Name:** Monthly Assessment and Accountability Call
- **Login:** Click here to join the meeting://louisianaschools.adobeconnect.com/dtc/
- **Call-In Information:** (646) 307-1380; meeting room #951155484

Please email assessment@la.gov with questions.

Data

Monthly Data Coordinator Webinar

The Department will hold its monthly webinar for LEA managers of SPS, SPC, CUR, SIS, PEP, STS, SER, and AFR on **Thursday, December 1, 2016, at 1:00 p.m.** Topics will include upcoming deadlines, updates, enhancements, and best practices.

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

- Meeting Name: System Data Coordinator Webinar
- Click [here](#) to join the meeting or go to <https://louisianaschools.adobeconnect.com/dcw/>
- Enter the meeting room as a guest and provide your name.
- Select the "listen only mode."

The presentation will be posted on the [INSIGHT Coordinator's Portal](#) under Monthly DC Webinars by Wednesday, November 30, 2016.

Please email systemsupport@la.gov with questions.

SIS Special Dropout Correction Period

Please forward to all data coordinators.

The 2015-16 EOY data collection is open until **Friday, December 2, 2016**, for correcting data for any students identified as potential dropouts and not corrected during the normal data collection periods. Please refer to the Correcting Dropout Data Guidance information located on the [LDOE INSIGHT Coordinator Portal](#).

Please email systemsupport@la.gov with questions.

Quarterly Home Study Reports Available in FTP

Please share this information with child welfare and attendance officers and home study personnel.

The Quarterly Home Study Report for October 2016 will be provided via FTP this week. The file folder named, "LEACode_LEA_Oct2016QuarterlyHomeStudy," will be available on the Data Management FTP site (with user names ending in @datamgmt) through December 28, 2016. The folder will contain the following files:

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

High School Opportunities

Course Choice Spring 2017 Registration

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

Registration for Course Choice Spring 2017 will open on November 30, 2016. 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.

Financial Aid

The Department released a [Regional Financial Aid Calendar of Events](#) to inform students, parents, schools and school systems of upcoming financial aid events in the area. The calendar, along with other helpful financial aid resources, can be accessed at the department's [Financial Aid web page](#).

The calendar is updated weekly. Schools, school systems and institutions can submit financial aid-related events to be published on the web calendar. Please send the event name, date, time, location, and a brief description to Stephanie.Marcum@la.gov.

2017 Jump Start Convention

The 2017 Jump Start Convention will be held **Tuesday, January 17, 2017**, at the Raising Cane's River Center located at 275 S. River Road, Baton Rouge, LA 70802. Attendees of the convention should include high school principals, district/charter administrators, professional school counselors, Jump Start regional team members, and regional economic development and workforce development organizations.

Key Jump Start Convention agenda items this year will include:

- Maximizing Jump Start funding for schools and LEAs;
- Expanding workplace experiences for students;
- Providing alternate pathways for students with disabilities;
- Encouraging best practices for counselor support.

Please [register here](#) by **January 6, 2017**.

Please refer to the [Jump Start Convention Hotel List](#) for information about hotel room blocks available for the convention or visit the [Jump Start Meetings and Training Opportunities page](#). Please direct all questions about the convention to JumpStart@la.gov.

Talent

Regional Educator Workforce Reports

The Regional Educator Workforce Reports are now available in the [Educator Workforce Library](#). The regional reports build upon the LEA workforce reports by providing a field of data at the regional and state levels. These reports will support LEA leaders in analyzing educator workforce trends relative to teacher recruitment and hiring, certification status, effectiveness, and departures.

The Regional Educator Workforce Reports were released at the fall Believe and Prepare community meeting and will be discussed again during the December regional supervisors' collaboration.

Please email sara.strickland@LA.gov with any questions.

Federal Programs

Data Collection in Title III Survey - LEADSPortal

The Department must report specific data from all LEAs receiving Title III funds. Title III district/security coordinators must complete the Title III Survey (TTS) for the 2015-2016 school year via the [LEADSPortal](#). The LEADSPortal (TTS) is open for entering data through **December 2, 2016**.

Guidelines for completing the survey are found in the [Title III Survey Manual](#). If any additional information is required, please contact Tikera.chisley@la.gov for further assistance.

Special Education

Monthly Special Education Leader Webinar

The Department will hold its monthly webinar for LEA directors and supervisors of special education on **Thursday, December 8, 2016, at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities.

Webinar Login Information: (no pre-registration required)

- Meeting Name: Special Education Policy
- Click [here](#) to join the meeting or go to: <https://louisianaschools.adobeconnect.com/sped/>
- Enter the meeting room as a guest and provide your name.
- Audio access via phone bridge: 1-855-240-2575/ room number: 17428453
- Select the "listen only mode" if joining the meeting via computer or smartphone.
- Once you log into the conference site, you can download the presentation. It will also be available in the Special Education Library after the event.

Please email specialeducation@la.gov with questions.

Other

2017 Students of the Year Program

Each year, the Department recognizes the outstanding accomplishments of our students through the Louisiana Students of the Year Awards Program.

The Department released the application for the **2017 Students of the Year** program and strongly encourages all LEAs to play an active role in celebrating the exceptional students in your area. To participate, please review the revised [written guidelines](#) for the program and current [logistics memo](#).

To ensure your LEA is represented, please complete the following steps:

1. Complete the [District/LEA Information Form](#) and email it to [Marian Johnson](#) by **December 9, 2016**. This information will enable the Department to determine the regional sites and to communicate directly with coordinators on upcoming events and activities related to this program.
2. Make the [logistics memo](#) available to the parents of students eligible to participate in the program.

All LEAs are encouraged to visit the [LDOE Awards Programs](#) web page for more information about the Students of the Year Awards. If you have any questions, please email Marian.Johnson@la.gov or call 225-219-7372.

LDOE Contacts

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LDOE Links

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