

PURPOSE

In order to receive state and federal funding, nonpublic schools in Louisiana must be approved by the state Board of Elementary and Secondary Education (BESE) and be compliant with the nondiscrimination requirements of *Brumfield vs. Dodd*. The nonpublic school approval process is intended to confirm that schools utilize "a curriculum of quality at least equal to that prescribed for similar public schools," as required by the Louisiana Constitution. Additional accountability measures apply for eligible nonpublic schools that participate in the Louisiana Scholarship Program.

APPLICANT CATEGORIES

Nonpublic schools seeking state approval in 2017-2018 will be organized into three categories:

- *Category 1:* Schools with independent accreditation from the [Southern Association of Colleges and Schools \(SACS\)](#) or from an agency recognized by the [National Association of Independent Schools \(NAIS\)](#)
- *Category 2:* Schools with accreditation from an independent group not listed above
- *Category 3:* Schools without accreditation

A "returning applicant" is any nonpublic school with state approval for the 2016-2017 school year. A "new applicant" is any school seeking state approval for the first time or without approval for the 2017-2018 school year.

REQUIREMENTS & TIMELINE

All forms can be downloaded on the Louisiana Department of Education website at <http://www.louisianabelieves.com/resources/library/nonpublic-schools>.

Category 1 Schools		Category 2 Schools		Category 3 Schools	
Returning	New	Returning	New	Returning	New
- Brumfield v. Dodd compliance report - Letter of accreditation - Fire & Health/Safety Filings*	- Brumfield v. Dodd initial application - Letter of accreditation - Fire & Health/Safety Filings*	- Brumfield v. Dodd compliance report - Returning Applicant Questionnaire - Program of Study (9-12) - Faculty & Volunteer Information Sheet - Fire & Health/Safety Filings*	- Brumfield v. Dodd initial application - Letter of accreditation - New Applicant Questionnaire - Program of Study (9-12) - Faculty & Volunteer Information Sheet - Fire & Health/Safety Filings*	- Brumfield v. Dodd compliance report - Returning Applicant Questionnaire - Program of Study (9-12) - Faculty & Volunteer Information Sheet - Fire & Health/Safety Filings*	- Brumfield v. Dodd initial application - New Applicant Questionnaire - Program of Study (9-12) - Faculty & Volunteer Information Sheet - Fire & Health/Safety Filings*

All required documents are due by October 3, 2016. The LDE will present nonpublic school approval recommendations to BESE in December 2016.

Schools that wish to participate in the Louisiana Scholarship Program must submit their Letter of Intent by October 3, 2016. The link will be available [here](#) by September 12, 2016.

* Fire- school inspection report must be from the state or local fire marshal; Health- school inspection form must be from the Department of Health and Hospitals.

INSTRUCTIONS FOR SUBMITTING DOCUMENTS

The Louisiana Department of Education is using an FTP server to collect documents submitted for 2017-2018 nonpublic school approval. FTP stands for File Transfer Protocol. On the FTP server, each nonpublic school will have a unique folder to which all documents may be uploaded.

- New Applicants: Nonpublic schools applying for state approval for the first time should send email approval documents to nonpublicschools@la.gov.
- Returning Applicants: The Department automatically created an FTP account for all nonpublic schools with 2016-17 state approval.

Logging onto the FTP Server

To log on to the FTP server follow these steps:

Step	Direction	Notes
1	Go to the FTP server website	https://sftp.doe.louisiana.gov/thinclient/
2	Type in your username	<ul style="list-style-type: none">• All usernames have the form sitecode@nonpublic• For example, the username for Louisiana Nonpublic School (site code 999001) would be 999001@nonpublic• Schools can verify their 6-digit site code here
3	Type in your password	<ul style="list-style-type: none">• All passwords are initially set to be LA!sitecode• For example, the password for Louisiana Nonpublic School (site code 999001) would be LA!999001• Click login
4	Change your password	<ul style="list-style-type: none">• Old Password: refer to Step 3• New Password requirements:<ul style="list-style-type: none">○ Minimum of 8 characters in length○ Minimum of 1 special character and 1 numeric character○ Cannot use previous 5 passwords• Click OK

Uploading Documents

After you have logged on to your FTP account, uploading a document should be very simple:

Step	Direction
1	Click on the "Upload Files" button
2	Click "browse"
3	Choose the file to be uploaded and click "open"
4	Click "upload"

QUESTIONS

Any questions or concerns about the nonpublic school approval process, including accessing or using the FTP server, should be directed to nonpublicschools@la.gov.