

The logo features the text "Louisiana Believes" in a green, hand-drawn style font, underlined. The background is a light blue watercolor wash.

Louisiana Believes

Registered Nonpublic Schools (Not Seeking State Approval)

Guidelines and Instructions

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State Superintendent of Education

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For further information, contact:
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The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or customerservice@la.gov. Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

Each year, over 20,000+ Louisiana families independently educate their children through either: a) a Registered Nonpublic School (Not Seeking State Approval); or, b) a Board of Elementary and Secondary Education (BESE) Approved Home Study program.

These guidelines provide valuable information to families and schools wishing to register a nonpublic school (not seeking state approval). The Louisiana Department of Education (LDE) provides a similar handbook for families interested in educating their children through a BESE-Approved Home Study Program.

If families have any questions about implementing a Registered Nonpublic School (Not Seeking State Approval), families may contact the LDE's toll free number at 1.877.453.2721.

General Overview:

Registered nonpublic schools not seeking state approval must report student enrollments to the Louisiana Department of Education (LDE) each year in order to comply with Louisiana's compulsory attendance law. Students who participate in registered nonpublic schools are considered: a) in attendance at a day school, and b) compliant with state compulsory attendance laws.

Please note that students enrolled in a Registered Nonpublic School (Not Seeking State Approval):

- a) are **not** considered enrolled in a BESE-Approved Home Study Program or BESE-Approved Nonpublic School;
- b) are **not** eligible for Tuition Opportunity Program for Students (TOPS) scholarships; and,
- c) are **not** required to take state testing. However, testing is available upon request through the local school system for only the 4th and 8th grade LEAP. Contact the school system in January for applicable testing dates and fees.

Applications and guidelines for enrolling under a BESE-Approved Home Study Program may be found at: <http://louisianabelieves.com/schools/home-study>

How to Register a Nonpublic School (Not Seeking State Approval):

Schools or families wishing to become a Registered Nonpublic School must annually register their school. You must notify the LDE annually by the thirtieth day after the school session begins. A public school cannot refuse to let a parent withdraw their child from school. If a child between the ages of 7 and 18 (unless the child has graduated) is not enrolled in a public or nonpublic school, or is not enrolled in a BESE Approved Home Study Program for at least 180 days in the school year, then the parents of that child could be in violation of the Compulsory Attendance Law. A student who is withdrawn from public school during the school year, or who attended public school the year before enrolling in a private school, must provide an Enrollment Notification Letter to the public school he attended within 10 days of enrollment. This notification may include a request for the student's transcript. La. Rev. Stat. Ann. Ss 17:221.3 (B) (1)-(2).

All school districts are provided with a list of their district's registered nonpublic schools on a quarterly basis and can communicate with sue.millican@la.gov if they require additional information.

Information provided to the LDE when registering your nonpublic school (not seeking state approval) includes:

- The school year
- The name of your school
- Contact information
- The number of students enrolled.

Families and schools **MUST** submit their registration through a simple, user-friendly online registration system

Submitting a nonpublic school (not seeking state approval) registration via the online system has the following benefits:

- Online form allows families/schools to easily register their nonpublic school (not seeking state approval); and,
- Families/Schools receive an automatic confirmation e-mail with their official registration letter as soon as they register their nonpublic school.

To learn more about the new online system, please read the Frequently Asked Questions available on the LDE's Home Study Website: <http://www.louisianabelieves.com/docs/school-choice/faq---new-online-system-for-home-study-and-registered-nonpublic-schools.pdf?sfvrsn=2>

The following table provides step-by-step instructions on how to submit an application via online.

Application Instructions:
<ol style="list-style-type: none">1) Go to the Registered Nonpublic School section of the LDE's website: http://www.louisianabelieves.com/schools/nonpublic-schools/registered-nonpublic-schools-(not-seeking-state-approval)2) Click on the link that says: "Click here to register your nonpublic school online"3) Complete the online form. This online form asks for the same information that schools previously needed to submit in a signed letter.4) Provide your e-mail address (this allows the LDE to easily communicate with you—see step 6)5) Click "Submit"6) If you provided your e-mail address, you will receive an automatic e-mail that contains your official registration letter. If you did not provide your e-mail address, the LDE will not be able to send your official registration letter.

Please find further information on Compulsory Attendance Laws, Required Documentation for Obtaining a Driver’s License or Learner’s Permit, and Immunization laws in the table below:

Topic	Topic Description:
<p>Compulsory Attendance Law</p>	<p>Every parent, guardian or other person having custody or control of a child between the ages of seven and eighteen has the primary responsibility of ensuring that the child regularly attends school. Louisiana law provides for parent, state, and school district responsibilities’ regarding compulsory attendance laws:</p> <ul style="list-style-type: none"> • R.S. 17:221. A.1-4. School attendance, compulsory ages, and duty of parents: http://www.legis.state.la.us/lss/lss.asp?doc=80276; • R.S.17:230. Powers and duties of visiting teachers, or supervisors of child welfare and attendance: http://www.legis.state.la.us/lss/lss.asp?doc=80322; and • R.S. 17:232.C. and D. Attendance records, principals' and teachers' duty to furnish; penalty for violation; pupil absence upon own authority prohibited; notice http://www.legis.state.la.us/lss/lss.asp?doc=80324.
<p>Required Documentation for Obtaining a Driver’s License or Learner’s Permit</p>	<p>Pursuant to LA R.S.32:431.1, Louisiana students enrolled in a registered nonpublic school must certify that they meet required school attendance for the purposes of obtaining a driver’s license or a learner’s permit.</p> <p>To certify the required attendance, please keep a copy of the official registration letter sent upon the successful registration of a nonpublic school. If the registered nonpublic school was registered online, then the registration letter will be sent to the e-mail address provided.</p> <p>Families of students enrolled in a registered nonpublic school should provide a copy of this registration letter and confirmation of enrollment in the registered nonpublic school as documentation of required school attendance to the Department of Motor Vehicles for the purpose of obtaining a driver’s license or learner’s permit.</p>
<p>Immunization Law</p>	<p>House Bill 178 of the 2008 Regular Session of the Louisiana Legislature now requires evidence of current immunization against meningococcal disease as a condition for students eleven years old entering any grade.</p> <p>Students who are eleven years old must be immunized against meningococcal disease. Exemptions include: parent/guardian waivers for religious or personal reasons, or a written statement from a physician stating contraindicated medical reasons, including shortage of supply of vaccine.</p> <p>Chief school administrators are responsible for checking and ensuring enforcement of this law.</p>