



LOUISIANA DEPARTMENT OF EDUCATION

The 2016-2017 ACT Memorandum of Understanding (MOU) for the ACT and ACT WorkKeys administration is now available in the [assessment library](#). The MOU and supporting document details are outlined below.

1. There are 2 payment choices within the MOU:
 - One time MFP deduction in February
 - Four pre-payments paid by the district by the 10th of each month. Prepayments will begin January 10th and end on April 10th.

Make checks payable to:

Louisiana Department of Education
Division of Appropriation Control
PO Box 94064
Baton Rouge, LA 70804-9064

2. LDOE only pays for the initial WorkKeys test for 11th grade career diploma students. Cost for subsequent tests on any of the three WorkKeys components (Applied Math, Reading for Information, or Locating Information) will be incurred by the district.
3. Before testing, 75% of the total cost must be paid to LDOE. A worksheet is included to estimate 75% of the total cost to be incurred by the district. 75% of the total cost will be calculated on the worksheet by completing the following steps:
 - Enter the estimated number of students to be tested and earn certificates.
 - Press Ctrl+A to select the entire worksheet.
 - Press F9 to apply the calculation formula.
4. A sample of a completed worksheet for the estimated cost can be found in the [assessment Library](#) under Resources & Forms.
5. Mail the completed MOU with original signatures and estimation worksheet to:

Trish Gilbert
Office of Academic Policy and analytics
Louisiana Department of Education
1201 North Third St.
Baton Rouge, LA 70802

Please contact Trish Gilbert at assessment@la.gov with any questions.

Louisiana Believes