

The 2019-2020 ACT Memorandum of Understanding (MOU) and supporting documents for the ACT and ACT WorkKeys administration are available in the [Assessment Library](#) under ACT MOU Documents. There are separate MOUs for Public/Charter and Non Public School receiving state funding.

Mail the completed 2019-2020 ACT MOU with original signatures and the completed Estimated Number of Testers Worksheet to:

Trish Newman
Office of Academic Policy and Analytics
Louisiana Department of Education
1201 North Third St.
Fourth Floor, Office 4-137
Baton Rouge, LA 70802

There two payment choices within the MOU to pay for 75% of the total cost of testing in full:

Public and Charter Schools

- One-time MFP deduction in February
- Two pre-payments paid by the district to the LDOE by
 - November 10, 2019
 - February 10, 2020

Non-Public School Receiving State Funding

- One pre-payment paid by the district/school to the LDOE by
 - November 10, 2019
- Two pre-payments paid by the district/school to the LDOE by
 - November 10, 2019
 - February 10, 2020

Make checks payable to the Louisiana Department of Education (include ACT on the memo line of the check) and mail to:

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

LDOE only pays for the initial WorkKeys test for students in grade 11 on the JumpStart or career diploma track. The cost of subsequent tests on any of the three WorkKeys components will be at the expense of the LEA. All other students testing WorkKeys will be at the expense of the LEA.

The Estimated Number of Testers Worksheet must be submitted with the MOU by September 30, 2019. There are 2 separate worksheets, Public and Charter Schools and Non-Public Schools Receiving State Funding. 75% of the total cost must be paid to the LDOE. This worksheet is self-calculating; please complete the form online.

- The worksheet is used to calculate 75% of the total dollar amount of ACT and WorkKeys tests taken for which the LEA will incur the cost.
- Enter ONLY the estimated number of students to be tested in each category at the LEA's expense.

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