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Overview

The Louisiana ACT® NOW program provides funding to purchase prebilled registration ACT test vouchers for eligible students in grades 12 and 10 as described in this application. This will expand opportunities for students to take the exam to assist them with reaching their educational goals.

To receive funding for vouchers, school systems shall submit a [planning template](#), provided by LDOE, that includes specific programmatic, physical and accountability assurances no later than . Vouchers should be used for one of three administrations as outlined below. The cost of vouchers for ACT without writing is **\$60.00 per student**. Students who are using a voucher to test must meet the registration deadline. Any late registration fees imposed on a student will be the responsibility of the student’s family.

Test Date	Registration Deadline
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

Eligible Expenses

Students in grade 12 are eligible for an ACT® voucher if all of these apply:

- The student has not earned an ACT® score that qualifies them for college admissions or TOPS, or who are seeking an opportunity to enhance their current level of TOPS Tech → TOPS Opportunity → TOPS Performance → TOPS Honors, or seek other merit-based scholarship opportunities (see LOFSA requirements below).
- The student is on target to complete all coursework necessary to graduate no later than August 31, 2022.
- The student is on target to meet all state assessment graduation requirements no later than August 31, 2022.

Students in grade 10 are eligible for an ACT® voucher if:

- The student requires an ACT® score to qualify for enrollment in a [Dual Enrollment program](#) or other program(s) that require an ACT® score.

Planning Template

- [Louisiana ACT® NOW Planning Template](#)
 - Complete no later than **March 1, 2022**.
 - **Vouchers can be purchased prior to completion of the Louisiana ACT® NOW Planning Template.**
 - **School systems should submit one planning template per school system.**
- [School system allocations](#) - It is the responsibility of a designated school system project coordinator to maintain records for how vouchers are distributed and used by students.

Reporting of expenses

Supporting documentation must be submitted after vouchers have been purchased no later than **July 1, 2022**. The following documentation and assurances will need to be submitted:

- Documentation that vouchers were purchased through ACT® (cancelled check and invoices)
- A detailed list of who were issued vouchers by **Louisiana Secure ID**
- The completed [assurances](#) page
- Please submit one set of documentation per school system to meredith.mcgovern@la.gov

Purchasing and Managing Vouchers

Step 1: Purchasing The ACT (No Writing) Prebilled Registration Vouchers

- Districts will receive a number of eligible allotment of vouchers for each high school in the district from the LDOE
- The DTC and the school will be responsible for:
 - determining the allotted number of vouchers for each school is accurate based on the eligibility requirements for grades 10 and 12 only
 - informing eligible students of the voucher
 - distributing the correct vouchers (No Writing) to eligible students
 - monitoring the use of vouchers
- Once the DTC determines the total number of vouchers each school needs within the total state allotment, DTC must complete the ACT form here [The ACT National Pre-billed Registration Voucher Form](#). **ALL 3 PAGES OF THE REGISTRATION FORM MUST BE SUBMITTED FOR ACT TO PROCESS THE ORDER.**
- Once ACT® receives the registration form, the process to complete the order will take 1-3 business days and ACT will send out Invoice based on the info on the Order Form submitted.
- The district needs to make a copy of the cancelled check used to pay ACT® in order to receive reimbursement from the LDOE.

- The DTC will receive a PDF file via email that includes the number of vouchers ordered. This will include ALL vouchers the district orders for all high schools.

Step II: Managing Vouchers

Part I: Dissemination of Vouchers

- The DTC will receive a PDF file by email of all voucher numbers assigned to the district.
- The DTC is responsible for disseminating the voucher numbers to each school. **DO NOT SEND THE ENTIRE LIST OF VOUCHER NUMBERS TO ANY SCHOOL UNLESS THERE IS ONLY ONE HIGH SCHOOL IN THE DISTRICT.** *Example: If DTC ordered 200 vouchers for their 3 high schools, there will be a pdf file containing 200 pages with one voucher on each page.
- Voucher numbers can only be used one time
- The DTC must keep a record of which voucher numbers are assigned to each high school. Examples of how this can be completed are:
 - The PDF can be subdivided electronically between schools
 - DTC can print out the file and subdivide to its schools via hard copy
 - Track using a spreadsheet with voucher numbers assigned to each school.
- Any transfer of vouchers within the district must be coordinated by the DTC

Part II: Using the Voucher

- Once a student is issued a voucher, the student must go to MyACT.org and take the following steps with the assistance of school personnel:
 1. Create an account, if you do not have one. Your previous account should be available within MyACT. Use the [MyACT Quick Start Guide](#) if needed.
 2. Begin the guided registration process for the ACT test by answering a few short questions.
 3. On the Shopping Cart screen, enter and apply the 11-digit voucher number from this document before proceeding.
 4. Continue the guided registration process
 5. No additional services are allowed using this voucher
 6. Select Submit to complete your registration.

Sample Student Commitment Form

School systems may opt to have students complete such a form to secure a commitment of the student to utilize the voucher as intended. The school system may use another form or process if they so choose.

Commitment Form

My name is _____ and I am receiving an ACT® test voucher that will be used in one of the administrations outlined below. I understand that:

- I will need to make my own arrangements to travel to a national testing site in my area.
- I cannot transfer this voucher to any other student.
- I will notify the school if I need assistance with registering for the test.

Signature of Student

Date

Signature of Parent or Legal Guardian

Date

Test Date	Registration Deadline
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

Assurances

The _____ school system is requesting reimbursement in the amount of _____ for the purchase of ACT® vouchers for eligible students who committed to their use for an ACT national test administration date no later than the July 16, 2022, test administration. In addition, the school system assures that:

- To the best of our knowledge, no voucher was transferred to a student who was not eligible to receive a voucher either by the school, the students or their families
- All families of eligible students were notified of the opportunity to receive an ACT testing voucher as described in this application
- Students and their families indicated a commitment to use the voucher at a national test site in April, June or July 2022 as described in the application
- Schools assisted students with the ACT National test registration process in April, June or July.
- Schools verified the participation of students in an ACT national test administration in April, June or July.

Signature of Superintendent or
Charter CEO/Principal

Date