

LDOE Weekly Newsletter



February 2, 2016

Superintendent's Message

Dear Colleagues,

Earlier today, the Louisiana Student Standards Steering Committee overwhelmingly endorsed the proposed Louisiana Student Standards developed and reviewed by three subcommittees over the last seven months. I am looking forward to reading the standards and understanding fully what the committees developed.

Before I discuss the implications of their work, I want to thank the men and women of all four committees. Led by Assistant Superintendent Regina Sanford of St. Tammany Parish, the committee members were tireless in their efforts. They drove long distances and worked long nights. They made hard decisions and worked through complicated problems. Most important, their efforts were motivated by only a love of children and a sense of optimism for the future of this great state. They are owed a debt of gratitude for their work.

BESE will consider the proposed Louisiana Student Standards at its March meeting. In the months following that meeting, per state law, the public may comment on the standards approved by the board, just as the Governor and Legislature may choose to weigh in. This legally prescribed process can and should be concluded in advance of the 2016-2017 school year.

It is important that the need for giving teachers and families immediate clarity on next year's standards be balanced with the need for a patient and open process of public and legislative comment. The Department will share with you a Standards Support Plan on the monthly Superintendents' Call, February 17, and at the all-superintendents meeting in Baton Rouge, February 18, after the Superintendents' Advisory Council meeting. The Support Plan will spell out all adjustments districts and schools should make in anticipation of the Louisiana Students Standards' final adoption, while acknowledging that the public, Legislature, and Governor will continue to examine the proposed standards over the course of the spring.

Included in the Support Plan will be the following elements:

Curriculum: The Department will review all [ELA](#) and [math](#) curricula to determine both alignment with the Louisiana Student Standards as well as any adjustments needed to ensure alignment.

Testing: Based on the Louisiana Student Standards, the Department will release a long-term RFP for the LEAP 2025 assessment series. LEAP 2025 will reduce testing time by confining grade 3-8 tests to no more than 2 percent of instructional minutes, by reducing high school testing from two series (ACT and EOC) to one, and by providing schools with optional, lean, efficient benchmark assessments aligned to state tests.

Professional Development: All Teacher Leader Summit and Collaborative training sessions will be adjusted to focus explicitly on Louisiana Student Standards.

I encourage you to review the proposed Louisiana Student Standards as soon as you can, and I look forward to seeing you in two weeks to discuss how we can support one another in putting them to work for Louisiana's children.

John

John White
Louisiana Department of Education
Twitter @LouisianaSupe

In This Issue:

[Superintendent's Message](#)

[District Support](#)

[Assessment and Accountability](#)

[Assessment Preparation](#)

[High School Opportunities](#)

[Data](#)

[Finance](#)

[Student Programs](#)

[Other](#)

[Education in the News](#)



**CLICK HERE TO VIEW
THE MOST CURRENT
LEA CALENDAR EVENTS**

To view the current District Support Calendar, please click [here](#).

District Support

2016-2017 District Planning Guide

The 2016-2017 District Planning Guide will be released by Friday of this week and can be found [here](#). The guide serves as the primary planning tool for LEAs in making academic and programmatic decisions for the upcoming school year.

Districts should use the guide in conversations with their Network Team to reflect on the data from this past school year and implement necessary changes to ensure that they meet both educators' and students' goals in 2016-2017.

To support this process, the guide provides key planning decisions, available resources, and available funds for the following focus areas for the 2016-2017 academic year:

- Developing high-quality instruction in every classroom
- Preparing children for kindergarten
- Creating a path to prosperity for every student

Please contact districtsupport@la.gov or your Network Leader with questions.

Updated 2015-2016 District Support Calendar

The Department has released an updated [2015-2016 District Support Calendar](#). All new additions or revisions are highlighted in yellow so districts can easily identify these changes. Changes to this version include the addition of the following events:

- February High School Collaboration
- February Counselor Summit
- March 14 Supervisor Collaboration in Jefferson

Please reach out to districtsupport@la.gov with questions related to this calendar.

January Collaboration Follow-Up

Thank you for attending the January Supervisor and Teacher Leader Collaboration events. Please take a moment to review the following:

- Please complete this [survey](#) so we can continue to improve these events. The Department values your feedback.
- Download the [Supervisor sign-in sheets](#) and [Teacher Leader sign-in sheets](#).
- Save the date for the [March Supervisor Collaborations](#).
 - March 10: Baton Rouge
 - March 11: Bossier
 - March 14: Jefferson *NEW*

Please reach out to louisianateacherleaders@la.gov or districtsupport@la.gov with questions related to the collaboration events.

Principal Profiles and Updated Goal Setting Templates Released

Attention Accountability Contacts, Principal Evaluators, and Principals.

The Department provides reports to [support principals](#) as they set goals and focus on improving instruction.

Principal Profiles: Formerly known as Principal Report Cards, the profiles provide LEAs with an in-depth look at student achievement and include a component-by-component breakdown of school and district performance and subgroup data for current and prior years. This data is for internal purposes only and will be used by network teams to facilitate conversations with districts on planning for 2016-2017.

The profiles are available in the FTP as individual PDF files within a folder labeled "LEA Code_LEAName_14-15 Principal Report Card."

Principal Goal Setting Templates: Principal goal setting templates are now updated to include Spring 2015 assessment data and are available [here](#). These templates are to be used to support mid-year conversations between principals and district leaders to determine if the goals set at the beginning of the year effectively reflect the schools' greatest needs. Templates are available for each school configuration (K-8, K-12, and high school) and letter grade.

Please email compass@la.gov with any questions or concerns.

Submit Contact Information for 504 Director or Coordinator

Please submit your lead 504 director or coordinator's contact information. The Department is requesting this information for communication consistency and future collaboration planning purposes. To submit this information, please fill out the document linked [here](#).

Assessment and Accountability

Release of Spring 2015 ELA and Math Transitional Student Growth Data

Spring 2015 Transitional Student Growth data for ELA and math teachers and Composite Percentiles for all content areas (e.g., grades 4-8 Science and Social Studies, Algebra I, Geometry) will be released in the Compass Information System (CIS) on Friday, February 5, 2016.

In order to view the data in CIS:

- Select the "View Only" button at the top of the screen
- Select the appropriate year in the drop down menu of the related tab
 - VAM tab for individual reports
 - Reporting tab for school and district level reports

Transitional Student Growth Data provides teachers with information on how much students grew academically throughout the 2014-2015 school year and should be used by both principals and teachers to make curriculum and instruction adjustments for

the current school year, and to inform planning for 2016-2017.

Please email compass@la.gov with questions.

Assessment Irregularity Reports

Attention District Test Coordinators.

The Test Irregularity Summary Report is designed to provide district leaders with the data and information necessary to improve test security practices. The report includes information on voided tests, administrative error retests, and reopened EOC sessions for 2014-2015. The reports are now available via the FTP as individual PDF files within a folder labeled "LEA Code_LEAName_2014-2015 Test Irregularity Report."

Please email assessment@la.gov with any questions or concerns.

End-of-Course (EOC) December Post-Window Reports Available

EOC reports for the December administration were released in the post-window testing environment at <https://www.louisianaec.org>. These reports include the Student Report, Student Item Analysis Report, Class Report, School Report, and School/District CSV files.

If you have any questions, please contact assessment@la.gov.

Assessment Preparation

Assessment Administration Update

Across the state, educators are preparing for the administration of the Spring 2016 assessments. This section will provide LEAs with a weekly update on all information related to assessment preparation.

Tools & Resources:

- **New Practice Tests:** Paper-based practice tests for grades 3-8 math and grades 3-8 ELA are now available on the [Practice Tests](#) page. Online practice tests will be released by the second week of February in the INSIGHT testing platform.
- **New Guide to Administering and Scoring the Online Practice Tests and Webinars:** A Guide to Administering and Scoring the Online Practice Tests will be available by the end of this week [here](#) and will outline practice test procedures for districts so that test coordinators, administrators, and students are provided an authentic practice in preparation for the operational test this spring.

Webinars will be provided for district and school test coordinators, school leaders and teachers to further support LEAs and schools in preparing for online test administration on the following dates and times:

- **Thursday, February 4 from 2:30 - 3:30 p.m.**
- **Tuesday, February 16 from 3:30 - 4:30 p.m.**

Webinar Login Information (*no pre-registration required)

- Click here to join the meeting: <https://louisianaschools.adobeconnect.com/dtc/>
 - Enter the meeting room as a guest and provide your name.
 - Audio access via phone bridge: (800) 832-0736 / room number: 3423602
 - Select the "listen only mode" if joining the meeting via computer or smartphone.
- **New Accessibility and Accommodation Manual:** The Grades 3-8 Accessibility and Accommodation Manual will be available by the end of the week within eDIRECT. The Accessibility and Accommodation Manual provides guidance to districts and decision-making teams to ensure that assessments provide valid results for all participating students. It also offers test administration guidance for before, during, and after testing.

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- **Office Hours:**The Louisiana Department of Education hosts **weekly office hours every Thursday from 11 a.m. to 12 p.m.** to answer any questions that teachers, supervisors, test coordinators, and test administrators may have regarding statewide assessments.
 - Click here to join the meeting: <https://louisianaschools.adobeconnect.com/dtc>
 - Enter the meeting room as a guest and provide your name.
 - Select the "listen only mode" if joining the meeting via computer or smartphone, or access audio via phone bridge: (800) 832-0736 / room number: 3423602

Test Administration:

- **LAA1/ELDA Assessments:** LAA1 and ELDA assessment administration began yesterday, February 1, and continues through March 11.
- **ACT Assessment:** Starting yesterday, February 1, 2016, district or school test coordinators should submit online orders for non-college reportable accommodation materials for the ACT. The deadline to submit these orders is February 11, 2016. ACT non-secure materials will be delivered to LEAs or districts by February 4 for distribution to schools.
- **LEAP Assessments:**School test coordinators should begin delivering [test security and administration training](#) to test administrators or school personnel for applicable assessments.

Technology Readiness:

- **Preparation for Online Practice Tests:** The online practice tests will be available in the INSIGHT assessment platform by the second week of February. In order for students to access these tests, LEAs will need to upload student rosters into the [Practice eDIRECT](#) prior to the assessment. Directions for upload can be found within the user guide within the documents section of the Practice eDirect site.
- **Technology Readiness Tool (TRT):** Districts should access their [Technology Readiness Tool](#) reports within the TRT online survey system to support them in making informed decisions regarding online testing. A guide highlighting the key reports is posted on the TRT homepage. Once district technology staff have reviewed these reports, they should begin installing their Testing Site Manager (TSM) servers and performing an initial test of their devices and networks with the tools provided in the online [Practice eDirect](#) site.
- **Online vs. Paper Assessment Survey:** This spring, students in grades 3 through 8 may test online. The [survey](#) allows districts to indicate whether they will administer tests to grades 3 through 8 online or on paper. It will also allow districts to sign up to participate in the social studies field test. District responses are due by late February.*

*Note: LEAs will determine testing formats and may chose options by entire LEA, schools, or grade levels.

Please contact assessment@la.gov with any questions.

High School Opportunities

LOSFA College Goal Sunday

The Louisiana Office of Student Financial Assistance (LOSFA) and the Louisiana Association of Financial Aid Administrators (LASFAA) are co-sponsoring Louisiana's 8th annual College Goal Sunday. The first College Goal Sunday event will be held on **Sunday, February 28, 2016**. A second event will be held on **Sunday, March 6, 2016**.

College Goal Sunday is a FAFSA (Free Application for Federal Student Aid) completion event held at postsecondary institutions around the state. Financial aid professionals from the host institutions' Financial Aid offices are on-hand to provide one-on-one, line-by-line, FAFSA completion and submission assistance. The event registration form is available on the LOSFA website,

LOSFA can help students and parents with the FAFSA application process. For questions and assistance, please contact LOSFA at custserv@la.gov or access LOSFA via web at www.osfa.la.gov . To speak to a representative call LOSFA at 1-800-259-5626.

Jobs for America's Graduates-Louisiana (JAG-LA) Conference

The Office of Student Opportunities will host the Jobs for America's Graduates-Louisiana (JAG-LA) Virtual Career Development Conference and the Student Development Conference. Participants will include high school and middle school JAG-LA students and JAG-LA Out-of-School Youth.

This year's theme is "JAG-LA: Many Hands, Many Minds, One Goal." Students will participate in virtual competitions categories relating to this theme, which include writing, public speaking, photo contest, community service Power Points, and numerous others. The competitions provide opportunity for JAG-LA students to demonstrate talents and skills learned through the competencies taught by dedicated JAG Specialists.

Entries from the participants of both conferences must be submitted electronically by Friday, March 11, 2016. JAG-LA sites will be notified of winners via Webinar on Wednesday, April 20, 2016. Conference manuals have been forwarded to JAG-LA Specialists identifying the competitions and protocol for submittals.

For questions or additional information, contact Dianna Keller at dianna.keller@la.gov.

Student FAFSA Completion Data

The Louisiana Office of Student and Financial Assistance (LOSFA) has an agreement with the U.S. Department of Education that now allows LOSFA to communicate FAFSA completion rates with each Local Educational Agency (LEAs) in the state as well as with certain college access service providers, provided that those LEAs and service providers enter an agreement with LOSFA. LOSFA is partnering with the state's school boards and college access providers to ensure that all high school seniors have an opportunity to complete the FAFSA. If you would like to participate in this project, please contact LOSFA at custserv@osfa.la.gov with the subject line "FAFSA Completion Project".

Data

Monthly Data Coordinator Webinar

The Department will hold its monthly webinar for LEA managers of SPS, SPC, CUR, SIS, PEP, STS, SER, and AFR on **Thursday, February 4 at 2:00 p.m.** Topics will include upcoming deadlines, updates, enhancements, and best practices.

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: **System Data Coordinator Webinar**
- Click [here](#) or go to <https://louisianaschools.adobeconnect.com/dcw/>
- Enter meeting room as a guest and provide your name
- *Select Listen only mode.*

The presentation will be posted on the INSIGHT Coordinator's Portal under [Monthly DC Webinars](#) by Wednesday, February 3.

Files Available via FTP

Quarterly Home Study Reports: The Quarterly Home Study Reports for January 2016 will be provided via FTP during the week of February 1 and will remain on the FTP until March 4. A zipped file named "LEACode_LEA_Jan2016QuarterlyHomeStudy" will be available on the Data Management FTP site (with usernames ending in @datamgmt).

Within the zipped file, there will be the following:

- Cover Letter
- Enrollment numbers of SBESE-Approved Home Study students
- List of students from your LEA enrolled in Home Study program
- Each student's Home Study approval notification letter

Please supply this information to your superintendent and child welfare/attendance office.

Please email ldedata@la.gov with questions regarding the FTP.

Data Certification for Annual Measurement Achievement Objectives (AMAO) 1 & 2 Reporting

Attention Title III coordinator and accountability coordinators.

The Department has distributed the student rosters to each participating LEA who received Title III funds in 2014-2015 through **Data Management FTP on Friday, January 22**. LEAs should submit corrections to student identification information and test scores, including all required documentation by **Tuesday, February 12, 2016 through the FTP** subfolder "AMAO".

Please email assessment@la.gov with any questions about the data certification process.

Options for Retrieving Transcripts Prior to 2004

Attention Managers of the Official Transcript System

Pursuant to R.S. 17:3914, statewide access to the Official Transcript System (OTS) can no longer be granted to LEAs. Instead, local LEA security coordinators should grant either **view** or **view and print** access to individuals needing to verify official transcripts. This will provide users with access to any transcript record in their LEA from 2004 to present. Records input prior to 2004 were not indexed in a way that allow permissions to work by LEA (most are scanned documents). Until the permanent solution is applied, the following options are available to LEAs. Please allow for a 5- to 10-day turnaround.

Option 1-Superintendent Consent:

- LEAs may list any individuals requesting a transcript for the years prior to 2004 in the student name box on the [superintendent consent form](#) by last name, first name, date of birth, social security number, and site code.
- LEAs upload superintendent consent form (with superintendent signature) to the data management FTP site and email the filename to SystemSupport@la.gov.
- The Department delivers the saved transcript files back to LEAs via the data management FTP.

Option 2-Personal Consent:

- LEAs require requesters to complete [this form](#) in order to receive a transcript for the years prior to 2004.
- To request a transcript for the years prior to 2004, LEAs upload a list of individuals in an Excel spreadsheet, using the following format, to the data management FTP site and email the filename to SystemSupport@la.gov.
- The Department delivers the saved transcript files back to LEAs via the data management FTP.

FirstName	LastName	Date of Birth	SocSecNum	Site Code	Consent on file? (only send if Yes)

LEAs should maintain a copy of all consent records.

For questions concerning student privacy, please contact LDEData@la.gov. All other questions should be directed to SystemSupport@la.gov.

Finance

The Cecil J. Picard LA4 Early Childhood Program

Attention district coordinators for the LA4 Program, business managers and financial officials of public school districts and charter schools.

The revised allocations for the FY 2015-16 Cecil J. Picard LA4 Early Childhood Program have been released:

[LA4 Revised Allocation FY2016](#)

[LA4 Revised Allocation FY2016 -Memo](#)

Please complete and submit revisions through the Electronic Grant Management System (EGMS) to reflect your revised allocations **no later than Friday, March 4, 2016**. Revised grant award notifications are available in the Grant Award Program (GAP) system. Should you have questions regarding this information, please contact Kim Lamonte at Kim.Lamonte@la.gov or 225-342-3352.

Student Programs

Homeless Education LEA Forms

Every LEA must have a Homeless Liaison who is aware of homeless education regulations and policies. Each Homeless Liaison is responsible for ensuring that every homeless child or youth has the appropriate enrollment documentation. [The Student Residency Questionnaires](#) are available in English as well as six of Louisiana's most common languages. The [LEA Title X Referral Form](#) is an internal form for LEA staff to refer homeless students to the appropriate schools and services. Both forms have been edited to allow LEAs to put the LEA letterhead on each form.

Health, Physical Education and Vending Survey

In response to Revised Statute 17:17.4 of the Louisiana Legislature, the Healthy Communities Section is requesting your assistance in completing the annual health and physical education survey.

The Department of Education is required to monitor and evaluate health and physical education, vending machine policies and School Health Advisory Council activities and provide an annual report to the Legislature. Your participation in this survey is critical in providing quality, accurate data to the Senate and House Committees on Health and Welfare. It is important to note that data is analyzed and disseminated collectively and not by individual district.

The survey can be found [here](#). Please have only one person complete the survey by **February 29, 2016**.

Other

Instructions on Safe Haven Law- Correction

Last week's newsletter included a reminder about the requirements of R.S. 17:81(R) relative to instruction on the state's Safe Haven Law, comprised of Children's Code Articles 1149 through 1160, which provides a mechanism whereby any parent may

relinquish the care of an infant to the state in safety and anonymity and without fear of prosecution. R.S. 17:81(R) notes that infants who may be relinquished in accordance with the Safe Haven Law are those who are not more than 30 days old. However, the Safe Haven Law itself was amended in 2013 to increase this age limitation, and now provides that infants who may be relinquished are those who are not more than 60 days old. Legislative staff are aware of the error in the age reference in R.S. 17:81(R), and expect that legislation to make the necessary change from "30 days old" to "60 days old" will be filed in the 2016 Regular Session. Except for the age reference, all provisions of R.S. 17:81(R) relative to Safe Haven instruction in schools are accurate and current.

Education in the News

[New analysis says Louisiana college students missed out on over \\$44 million in financial aid last year](#)

[1 in 5 Common Core standards should be changed, educators say](#)

[One year after first Common Core exams, this years tests sparking little heat](#)

LDOE Contacts

[John White](#)

State Superintendent of Education

(toll-free) 877.453.2721

Twitter @LouisianaSupe

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