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All Nonpublics

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### Important Dates for Nonpublic Schools

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<th>Action, Event, or Deadline</th>
<th>Owners</th>
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<td>LSP</td>
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<td>Complete ACT action items</td>
<td>High school district test coordinators</td>
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### Louisiana Scholarship Program (LSP) News

**New: Student Application and Enrollment Webinar for New LSP Schools**

The Department will host an application webinar on January 15th at 11:00am for schools new to the Louisiana Scholarship Program for the 2019-20 school year and for continuing schools that were unable to attend the webinar that took place earlier this week. The webinar on 1/15 will highlight school responsibilities in regards to verifying student eligibility as well as the award process for the 2019-20 school year. This webinar will present identical content to what was presented earlier this week on 1/8.
In order to access either webinar, use the following information:

**Date and Time:** January 15th at 11:00 AM  
**Link:** [https://ldoe.zoom.us/j/130498634](https://ldoe.zoom.us/j/130498634)  
**Phone Number:** +1 669 900 6833  
**Access Code:** 130 498 634  

If you have any questions, please reach out to studentscholarships@la.gov.

### New: Verify Student Eligibility for New Student Applications

If a new student is applying for a Scholarship, the parent/guardian will have to prove eligibility by bringing in income and residency eligibility documents to one of the Scholarship schools listed on their application. Please verify that the students documents meet eligibility requirements as outlined on page 5 of the [Application Guide](#). Schools outside of Orleans are then required to log in to [SEE](#) and mark the student's eligibility by following the instructions found [here](#).

Schools located in Orleans must either verify a student's eligibility in Salesforce or refer the family to a [Family Resource Center](#) to verify eligibility.

**If a student's application is not marked as eligible, the student will not be entered in the lottery for an award.** Please ensure that after parents bring in eligibility documents, a representative from the school is marking the student as eligible/eligible in SEE and issuing the parent a [receipt](#).

If you have any questions, please reach out to studentscholarships@la.gov.

### New: 2019-20 Louisiana Scholarship Program Application Resources

The application window for families to apply to the Louisiana Scholarship Program for the 2019-20 school year opened this week for schools located outside of Orleans Parish, and will close on February 22nd. Important resources schools can use to support families as they apply can be found here:

- [Scholarship Program Application Process Webinar](#)  
- [Scholarship Application Guide](#)—includes answers to common questions and a list of schools participating in 2019-20 by grade and parish  
- [Application Receipt Form](#)—completed by the school and given to families after they provide income and residency verification documents  
- [Louisiana School Finder](#)

Schools with questions about their role in the Louisiana Scholarship Program application process should contact [StudentScholarships@LA.gov](mailto:StudentScholarships@LA.gov).

### New: Updates to 2018 Growth to Mastery Student Rosters

The Department provided growth to mastery student-level rosters to school systems last summer via eDirect for grades 4-8 and FTP for high schools. The rosters provided annual growth targets for students who may be included in the progress index component of the school performance score.

The rosters have been updated based on more current enrollment data and will be available on the FTP no later than this Friday, January 11 with file name **LEA Code_Updated High School (or K8) Growth to Mastery Student Rosters**.

Please email [assessment@la.gov](mailto:assessment@la.gov) with questions.

### Reminder: Feedback Survey on 2017-2018 School and Center Results

The Department is committed to providing families with a complete look at school quality and helping them to find the right school or early childhood center for their children through the [Louisiana School and Center Finder](#).

To that end, the Department is seeking feedback on the 2018 school report cards and early childhood performance profiles released in the School and Center Finder in order to make improvements to the system in 2019. School system and school leaders should share their feedback by January 11.

Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

### Reminder: 2018-19 Transfers

Families that wish to transfer their Scholarship award from one school to another for the remainder of the school year may complete the attached [transfer form](#). The school leader or Scholarship contact of the student's new school must sign off on the transfer and submit to studentscholarships@la.gov. Transfer forms must be submitted by the school—forms submitted by parents will not be accepted.

Completion of the form is a prerequisite for a transfer and will be noted on the student's transcript. Schools must continue to monitor the student’s attendance and grades during the period of transition.

Completion of the form is a prerequisite for a transfer and will be noted on the student's transcript. Schools must continue to monitor the student’s attendance and grades during the period of transition.
Completion of the transfer form is not a guarantee that a transfer will be granted. Schools can not exceed their student enrollment caps. Families should not buy uniforms or other supplies until the Department has approved the transfer.

Please contact studentscholarships@la.gov with any questions.

Reminder: For District Testing Coordinators

General:
- The 2018-2019 Assessment Month-by-Month Checklist is located in the Assessment Library. The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year, provides action steps to ensure readiness for administering statewide assessments, and recommends resources for school systems and school staff.
- All changes to district test coordinators (DTCs) or accountability contacts must be submitted to the Department using the DTC and Accountability Contact Update form found in the Assessment Library.
- The NAEP 2019 Prepare for Assessment activities became available December 3, 2018. The STC for each selected school must review their list of NAEP-sampled students. The STC can select the Prepare for Assessment link from the menu on the left side of MyNAEP. All activities below must be completed prior to the Pre-assessment Review call in during early January:
  - Review and Verify List of Students Selected for NAEP (must be completed first)
  - Complete SD/ELL Student Information
  - Notify Parents
  - Manage Questionnaires
  - Plan for Assessment Day
  - Encourage Participation
  - Update Student List

LEAP 360
- All Interim 2 and 3 assessments will be available beginning January 10. Reports will be refreshed every 24 hours after the initial post date as outlined below:
  - Student Response Map, Test Session Response Map, District Data File: Initial Post- January 11; Additional Posts- within 24 hours of test completion or educator scoring
  - Student Summary Report: Initial Post- January 11; Additional Posts: within 24 hours of educator scoring
  - Test Session Summary Report, School Summary Report: Initial Post- Week of February 25; Additional Posts: within 24 hours of educator scoring
  - Test Session Roster Report: Initial Post- Week of February 25; Additional Posts: within 24 hours of test completion or educator scoring
  - School List Report, Test Session List Report: Initial Post- Week of March 4; Additional Posts- within 24 hours of educator scoring

LEAP 2025
- Practice tests for grades 3-8 are now available for student access. Accommodated materials are posted in eDIRECT.
- The grades 3-8 LEAP 2025 paper-based and computer-based Test Coordinator Manuals and Test Administration Manuals will be posted in eDIRECT next week.

LEAP Connect
- DTCs should begin delivering test security, preparation, and administration training for LEAP Connect/LAA1 to STCs and other applicable school and school system personnel, available in the Assessment Library.
- Testing personnel and students should continue to access the LEAP Connect OTTs in INSIGHT or via website in Google Chrome. OTT DTAs are posted in eDIRECT.

ACT and WorkKeys
- January 16: ACT will host an ACT Test Administration Q & A @ 1:00 p.m. Registration is required.
- An update to the ACT Schedule of Events on the ACT State Testing site in the "Prepare for Makeup Testing" section on page 4 was posted on December 3. All DTCs and STCs should download the updated schedule.
- January 25 is the deadline to:
  - Complete the ACT Mock Administration for any schools considering testing ACT online.
  - Install ProctorCache software and setup proctor caching in PANext (ACT online testing only).
  - Verify the 11th grade students and initial testing 12th grade students in PANext. Use the enroll/unenroll function to add newly enrolled students eligible for testing or remove students no longer enrolled.
  - Upload repeat 12th grade testers in PANext for ACT using the SDU upload.
  - Only students in PANext by the end of the day on January 25 will have bar-code labeled tests.

ACT Match/No Match Lists
The ACT Match/No Match Lists include important information for schools systems as they plan for ACT testing in March. The lists will be posted to the ftp no later than January 10. Please note important accountability policy below.
- All grade 12 students must have an ACT score on file by the end of the 2018-2019 school year, regardless of graduation.
All grade 12 students must have an ACT score on file by the end of the 2018-2019 school year, regardless of graduation cohort assignment, unless the student's score was used in a prior ACT index.

The only grade 12 students who are not required to have an ACT score are students who participated in LEAP Connect testing prior to ACT testing this spring. Students who participate in LEAP Connect will need to have accountability codes applied during the testing window. Please do not wait to do this during data certification.

WorkKeys scores will only be used for accountability purposes if the student also has an ACT score on file with the Department.

Students in grade 12 who are listed on the Match list have scores on file with the Department and can only be retested at the expense of the school system.

Students in grade 12 who are listed on the ACT No Match list must participate in ACT testing unless the school system has a prior year score on file.

The students on the ACT No Match list will be loaded to PANext.

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### Tuition Donation Credit (TDC) Program News

**Reminder: For District Testing Coordinators**

**General:**

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the Assessment Library. The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year, provides action steps to ensure readiness for administering statewide assessments, and recommends resources for school systems and school staff.
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**LEAP Connect**

- DTCs should begin delivering test security, preparation, and administration training for LEAP Connect/LAA1 to STCs and other applicable school and school system personnel, available in the Assessment Library.
- Testing personnel and students should continue to access the LEAP Connect OTTs in INSIGHT or via [website](#) in Google Chrome. OTT DTAs are posted in [eDIRECT](#).

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**Frequently Asked Questions and Contact Information**

Information about the Tuition Donation Credit Program can be found in the [Frequently Asked Questions](#) and [Scholarship Programs Comparison Chart](#). Currently, Louisiana has four School Tuition Organizations participating in the Tuition Donation Credit Program: ACE Scholarships Louisiana, Arete Scholars Louisiana, New Schools for Baton Rouge Excellence Scholarship Fund, and Son of...
ACE Scholarships Louisiana, Arete Scholars Louisiana, New Schools for Baton Rouge Excellence Scholarship Fund, and Son of a Saint. Schools interested in participating in the TDC program should communicate directly with one or more School Tuition Organizations.

<table>
<thead>
<tr>
<th>School Tuition Organization</th>
<th>Regional Focus</th>
<th>STO Website</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE Scholarships Louisiana</td>
<td>Statewide</td>
<td><a href="http://www.acescholarships.org">www.acescholarships.org</a></td>
<td><a href="mailto:TDR@acescholarships.org">TDR@acescholarships.org</a></td>
<td>504-491-1813</td>
</tr>
<tr>
<td>Arete Scholars Louisiana</td>
<td>Statewide</td>
<td><a href="http://www.aretescholars.org">www.aretescholars.org</a></td>
<td><a href="mailto:maryhw@aretescholars.org">maryhw@aretescholars.org</a></td>
<td>225-245-3610</td>
</tr>
<tr>
<td>New Schools for Baton Rouge Excellence Scholarship Fund</td>
<td>Baton Rouge</td>
<td>newschoolsbr.org/our-approach/excellence-scholarship-fund</td>
<td><a href="mailto:brandy@newschoolsbr.org">brandy@newschoolsbr.org</a></td>
<td>225-384-0271</td>
</tr>
<tr>
<td>Son of a Saint</td>
<td>Orleans</td>
<td><a href="http://www.sonofasaint.org">www.sonofasaint.org</a></td>
<td><a href="mailto:hello@sonofasaint.org">hello@sonofasaint.org</a></td>
<td>504-561-7508</td>
</tr>
</tbody>
</table>

School Choice Program for Students with Exceptionalities (SCP)

New: School Choice Program for Students with Exceptionalities Notice of Intent Available

New and continuing schools wishing to participate in the School Choice Program for Students with Exceptionalities for the 2019-20 school year must complete and submit the Notice of Intent to Participate by January 25, 2019. Schools new to the program must also submit supporting documentation as is outlined in the NOI.

For more information, please contact nonpublicschools@la.gov.

Reminder: Transfer Request Form Available

In order to transfer a School Choice award from one participating school to another, families and receiving schools should complete a transfer form. Please submit transfer forms to nonpublicschools@la.gov.

All Nonpublics

New: 2019 Teacher Leader Summit Early Bird Registration

Early bird registration will open this Friday, January 11 for the 2019 Teacher Leader Summit, which will take place June 26-28 at the Morial Convention Center in New Orleans. Additional details are available in the overview and will be provided on tomorrow's School System Planning Call.

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - March</td>
<td>Early Bird Registration</td>
</tr>
<tr>
<td></td>
<td>($35 per day, $80 for three days)</td>
</tr>
<tr>
<td>April - June 14</td>
<td>Regular Registration</td>
</tr>
<tr>
<td></td>
<td>($45 per day, $100 for three days)</td>
</tr>
<tr>
<td>Late April</td>
<td>Session List and Mobile App Available</td>
</tr>
<tr>
<td>June 26 - 28</td>
<td>On-site Registration</td>
</tr>
<tr>
<td></td>
<td>($60 per day)</td>
</tr>
</tbody>
</table>

Please note: All registration fees must be paid by credit card at the time of registration. Seats will not be held for pending payments.

Contact ldoe.registration@la.gov with questions.

New: New Department Event Registration Platform

As of December 31, the Department will no longer use WisdomWhere for event registration. All Department-led events requiring registration will now be on EventBrite. A list of current events is also available at any time. EventBrite is simple to use and all registrations can be completed via mobile phone.
**New: Updates to School System Planning Calendar**

The [2018-2019 School System Planning Calendar](https://ldoe.org/2018-2019schoolsystemplanningcalendar) has been updated and changes are highlighted in yellow. Changes include the addition of 2019 BESE, Accountability Commission, and Early Childhood Care and Education Advisory Council meetings.

**New: 2019 Louisiana Regional Science Bowl Registration**

The U.S. Department of Energy (USDOE) created the National Science Bowl® in 1991 to encourage students to excel in math and science and to pursue careers in these fields. More than 275,000 students have participated in the National Science Bowl® throughout its 28-year history, and it is one of the nation's largest science competitions. The USDOE is currently looking for school teams to join the National Science Bowl being held at the University of New Orleans on March 16 from 8:00 a.m. - 3:00 p.m. [Registration](https://ldoe.org/sciencebowlregistration) is now open.

- There is no registration fee for the event, but teams will be selected on a first come, first served basis.
- The top four teams will receive cash prizes.
- First place winners will be invited on an all-expenses paid trip to compete for the national title in Washington D.C.

Please view the Science Bowl Guide on the [USDOE's website](https://ldoe.org/usdoeswebsite) for more information or contact [michael.anderson@spr.doe.gov](mailto:michael.anderson@spr.doe.gov) with questions.

**New: Join the 2019 Individual Graduation Plan Webinar**

Please share with middle and high school counselors.

The Department is hosting a webinar to support professional school counselors with the Individual Graduation Plan (IGP) and diploma pathway selection process. Participants will review the IGP [guidance document](https://ldoe.org/igpguidance) and the newest version of the [IGP fillable form](https://ldoe.org/igpfillableform). This 30-minute long webinar is being offered twice: January 23 at 3:30 p.m. and January 24 at 9:00 a.m.

- **Webinar Dates and Times:** January 23 at 3:30 p.m. and January 24 at 9:00 a.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/150940171](https://ldoe.zoom.us/j/150940171)
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 150940171

**Note:** This is a repeat of the September 2018 webinar.

Please email [leslie.gilliland@la.gov](mailto:leslie.gilliland@la.gov) for assistance.

**New: Louisiana Principal Fellowship Nominations Now Open**

The Louisiana Principal Fellowship Program partners with the National Institute for School Leaders (NISL) to offer a yearlong executive development program for school and school system leaders in all stages of their careers.

The [enrollment portal](https://ldoe.org/enrollmentportal) for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is now open and available on our [Louisiana Principal Fellowship website](https://ldoe.org/louisianaprfellowshipwebsite). This newly developed website will contain important information about the Principal Fellowship, including: unit overviews, agendas, sign-in sheets, newsletters, and payment information.

Nominations are available on a first come, first served basis.

Please email [teri.roberts@la.gov](mailto:teri.roberts@la.gov) with questions.

**New: Webinar on Creating and Maintaining School Wellness Committees**

Please share with principals, wellness coordinators, and health and physical education teachers. The Department will host webinar opportunities, in coordination with The Alliance for a Healthier Generation, to explore the benefits and strategies of an effective and successful School Wellness Committee. Webinar participants will find ways to lead teams to improved health and wellness for students and the entire school community.

Participants must [create an account](https://ldoe.org/createaccount) before joining the webinar.

**Webinar dates and times:**

- **January 16** at 12:00 p.m.
- **January 16** at 3:30 p.m.
- **January 24** at 7:30 a.m.
Reminder: January/February Supervisor and Principal Collaborations

Registration for the January/February Collaborations will open on January 7 and close on January 25. The collaborations will offer sessions for supervisors in the morning from 8:00 a.m. - 12:00 p.m. and for principals in the afternoon from 12:00 p.m. - 4:00 p.m. Supervisors will need the code supv19 to register for this event. Principals do not need a code to register.

Sessions will focus on supporting the implementation of School System Redesign Plans for 2018-2019 and School System Planning for 2019-2020 to support early childhood, curriculum and instruction, special education, assessments and accountability, workforce, and high school opportunities.

The Supervisor and Principal Collaborations will be offered on the following dates and locations:

- January 28: Baton Rouge, Hilton Baton Rouge Capitol Center (New Location)
- January 31: Harvey, Jefferson Parish School Board Office
- February 5: Ruston, Trinity Methodist Church
- February 7: Lake Charles, Calcasieu Parish Assessment Office

Please direct all questions to districtsupport@la.gov.

Reminder: Webinar on Curriculum Tool for Families

Please share with curriculum and family engagement supervisors.

Research shows that students whose families are actively engaged in their learning are more likely to succeed. However, schools often struggle to find ways to help families support student learning at home.

This year, the Department partnered with the Family Engagement Lab to pilot a tool, FASTalk, that engages families in improving literacy outcomes for all students, including English learners and students with disabilities, in six school systems. FASTalk sends text messages with literacy activities that are fully aligned with the ELA Guidebooks in grades 3-5. These message will be expanded to support K-2 Tier 1 curricula next year.

School systems interested in finding out more about this tool should join an informational webinar on January 11 at 3:30 p.m.

- Webinar Date and Time: January 11 at 3:30 p.m.
- Webinar Link: https://zoom.us/j/119399003
- Webinar Phone Number: 929-205-6099
- Meeting ID#: 119399003

Email vidya@familyengagementlab.org with questions.

Reminder: Feedback Survey on 2017-2018 School and Center Results

The Department is committed to providing families with a complete look at school quality and helping them to find the right school or early childhood center for their children through the Louisiana School and Center Finder.

To that end, the Department is seeking feedback on the 2018 school report cards and early childhood performance profiles released in the School and Center Finder in order to make improvements to the system in 2019. School system and school leaders should share their feedback by January 11.

Email assessment@la.gov with questions.

Reminder: Awards for Supervisors, Administrators, Advocates, and Counselors

Please share with school and school system-level personnel.

The Louisiana School Counselor Association (LSCA) is currently seeking nominations for its 2019 awards program in the following categories:

- Administrator/Supervisor Award
- Legislator Award
- Louisiana School Counselor of the Year
- Advocacy Award
- Writing Award

The winning elementary, middle/junior, high school, and postsecondary counselors of the year and all other award recipients is recognized during the annual Louisiana Counseling Association Conference. The American School Counselor of the Year is awarded in Washington, DC.

Please visit the Louisiana School Counselor Association (LSCA) award page or see the information sheet to learn more about these prestigious awards. The deadline to submit nominations is January 15.
these prestigious awards. The deadline to submit nominations is January 15.

For more information please contact info@louisianaschoolcounselor.org.

**Reminder: Jump Start Survey**

Please share with CTE Leaders, professional school counselors, CTE teachers, principals, and Jump Start stakeholders.

In 2014, Louisiana launched Jump Start, revolutionizing career courses and workplace experiences for high school students. Since then, the Department has noted a growth in the number of industry-based certifications awarded, and many more students are pursuing the Jump Start TOPS Tech Diploma. This represents incredible progress in providing opportunities for students, but there is room to improve.

The Department is embarking on a comprehensive, seven-month review of Jump Start to develop a new blueprint - Jump Start 2.0 - that will set the Department's vision for the next five years.

CTE leaders, professional school counselors, CTE teachers, and school administrators are encouraged to take a brief survey share their feedback on how to shape Jump Start in the future by January 18.

Please reach out to jumpstart@la.gov with questions.

**Reminder: Data Coordinator Office Hours-Collections Kick-Off**

Please share with data coordinators and data managers.

The Department will hold office hours for data managers on January 14 at 2:30 p.m. The data management team will be on hand to answer questions regarding the upcoming collections: Student Transcript System (STS). The webinar will also include instructions about how to use the data collection Validation Reports and Validation Rosters to ensure data quality and accuracy.

- Webinar Date and Time: January 14 at 2:30 p.m.
- Webinar Link: https://ldoe.zoom.us/j/711178912
- Webinar Phone Number: 646-876-9923 (for dial-in only)
- Meeting ID#: 711178912

Please email systemsupport@la.gov with questions.

**Reminder: December BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on December 12 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of school systems is now available.

Please email ryan.n.gremillion@la.gov for more information.

**Reminder: Federal Policy on Military Recruiting in Schools**

Please share with principals and counselors to ensure your school system is in compliance with federal law.

Representatives of military recruiting offices have recently contacted the Department to express concerns regarding access to student contact information. By Federal law according to 20 U.S.C. 7908, all school systems that receive funds under the Every Student Succeeds Act (ESSA) must provide student's names, addresses, and telephone listings to military recruiters unless the student's parents or guardians have individually opted out of providing this information. Local education authorities cannot adopt a blanket opt-out policy and 20 U.S.C. 7908 supersedes any conflicting state law.

In addition, please be mindful that schools are to allow recruiters from the various branches of service equitable access to classrooms and/or facilities. Students interested in joining the military after high school should be allowed to receive information from all branches of service so they can make an informed decision if they are considering joining the military.

Contact kim.nesmith@la.gov with questions.

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Other Department Newsletters

To view the January 8th District Newsletter or the December 20th Nonpublic Newsletter, please visit the LDOE Newsroom.

To be added to the newsletter distribution list, please send an email to nonpublicschools@la.gov.