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Important Dates for Nonpublic Schools

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Louisiana Scholarship Program (LSP) News

**New: Demand and Incomplete Application Reports**

The Scholarship team will begin sending out demand and incomplete application reports for schools located outside Orleans parish starting Friday, January 18th. The reports will be emailed every other week. The report will list the amount of applications received per grade as well as information for students whose applications have not been marked as eligible in SEE. The schools can then reach out to those students with incomplete applications and remind them of the requirement to bring in income and residency documentation.
New: NSECD Students Applications for the Louisiana Scholarship Program

All NSECD students interested in taking part in the Louisiana Scholarship Program must apply for a Scholarship for kindergarten and verify their income and residency eligibility. Current NSECD students will receive priority in the application lottery, but only if they are applying for a Scholarship award at the school they currently attend and there are enough kindergarten seats to accommodate their placement. If your school has an NSECD program, please ensure enough spaces are open in kindergarten to accommodate those students and that your NSECD students are completing applications.

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

Reminder: 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 student's 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/ineligible in SEE and issuing the parent a receipt.

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

Reminder: 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: Please note that income requirements have been updated to reflect 2019 guidelines.
- Scholarship Application Guide: Includes answers to common questions and a list of schools participating in 2019-20 by grade and parish. Please note that income requirements have been updated to reflect 2019 guidelines. The updated application guide will be available shortly at this link. You must delete your cookies in order to see the updated guide.
- 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.

Reminder: 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 are now available on the FTP with file name LEA Code_Updated High School (or K8) Growth to Mastery Student Rosters.

Please email 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 transfer form does not guarantee that the transfer will be granted. Schools must meet all eligibility requirements for students to transfer.
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 the 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.

**LEAP 360**
- All Interim 2 and 3 assessments are available now. 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.
- The Final Practice Test Webinar for DTCs, STCs, and Supervisors has been rescheduled. This webinar includes general information about reference materials, test set-up, administration, scoring, and reporting.
  
  **Date and Time:** January 24 at 10:00 a.m.
  **Webinar Link:** [https://ldoe.zoom.us/j/483914610](https://ldoe.zoom.us/j/483914610)
  **Webinar Phone Number:** 646-876-9923
  **Meeting ID:** 483914610

**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 at 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 are posted to the FTP. 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 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.
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- 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.

**Assessment Administration Support and Training**

The next Assessment and Accountability Monthly Call will be January 22 at 1:00 p.m.

- **Webinar Link:** [https://ldoe.zoom.us/](https://ldoe.zoom.us/)
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393463942

The Office Hours Questions and Answers document is posted in the Assessment Library. Email assessment@la.gov with questions.

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**Tuition Donation Credit (TDC) Program News**

**Reminder: Updates to 2018 Growth to Mastery Student Rosters**

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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 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>
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<td>Arete Scholars Louisiana</td>
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<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>
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<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

Reminder: Title I, Part A and Title I, Part D Counts Due in LEADS portal by 2/8

Please submit 2017-2018 student and staff data for Title I, Part A (TIA) and Title I, Part D (TID) at this: https://leads3.doe.louisiana.gov/ptl/. Oct 2017 official data that can be used for part of your TIA submission has been dropped on your district's datamgmt sFTP site. The file is name is: LEACode_LEAName_CSPR.
Contact your district security coordinator who can assist with download of this file. The source of this data is your district’s official Oct 2017 data submission to the state’s Student Information System (SIS).

All TIA and TID counts must be entered by **EOB February 8th, 2019**.

Please submit all inquiries via the help desk at LDOE.Grantshelpdesk@la.gov

**New: January School System Planning Call Presentation**

Due to a national issues with Zoom last week, the Department was unable to host the January School System Planning Call. This call will not be rescheduled, however a copy of the presentation has been posted to the School Improvement Library. The next call will be held on February 6 at 1:00 p.m.

Email districtsupport@la.gov with questions.

**New: Recording of Curriculum Tool for Families Webinar**

Please share with curriculum and elementary supervisors.

Last Friday, Family Engagement Lab hosted an informational webinar on FASTalk, a curriculum tool for families that sends text messages to parents with literacy activities aligned to the ELA Guidebooks. A recording of the webinar is now available.

FASTalk was piloted in six schools systems this year, in partnership with the Department in grades 3-5, and will be expanded to support K-2 Tier 1 curricula next year.

Please contact vidya@familyengagementlab.org with questions about FASTalk.

**New: 2019 Department Counselor Collaborations**

Please share with middle and high school counselors.

Save the dates for the Spring Counselor Collaborations. Topics to be discussed include Jump Start 2.0, Super Summer Institute, Quest for Success, financial aid planning, and Jobs for America’s Graduates (JAG). Registration is open on Eventbrite and all events will take place from 9:00 a.m. - 12:00 p.m.

- February 19 at Monroe City School Board
- February 20 at Bossier Instructional Center
- February 21 at Avoyelles Parish Media Center
- February 25 at Acadia Parish Educational Center
- February 26 at St. Charles Professional Learning Center
- February 27 at University View Academy

Please email leslie.gilliland@la.gov with questions about these events.

**New: College Level Examination Exams (CLEP) Webinar Series**

Please share with professional school counselors, test coordinators and administrators.

The College Board has released a series of spring College Level Examination Program (CLEP) webinars. Webinar dates, titles, and registration links are now available. The series will focus on themes and topics related to academic advising, military related students, and best practices for implementing CLEP programs in high schools.

For more information, please contact raphael.curtis@la.gov.

**New: Homeschool Guidance**

Please share with child welfare and attendance personnel, principals, school counselors, and clerical staff responsible for student records.

The Department has recently received questions from school systems and parents regarding approved home study and enrollment in non-public schools not seeking state approval.

Please review this guidance and contact erin.bendily@la.gov with any questions.

**Reminder: 2019 Teacher Leader Summit Early Bird Registration**
Early bird registration is now open for the 2019 Teacher Leader Summit, which will take place June 26-28 at the Morial Convention Center in New Orleans.

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
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<tbody>
<tr>
<td>January - March</td>
<td>Early Bird Registration ($35 per day, $80 for three days)</td>
</tr>
<tr>
<td>April - June 14</td>
<td>Regular Registration ($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 ($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.

Reminder: 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.

- iPhone instructions
- Android instructions

Email ldoe.registration@la.gov with questions.

Reminder: Updates to School System Planning Calendar

The 2018-2019 School System Planning Calendar 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.

Reminder: 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 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 for more information or contact michael.anderson@spr.doe.gov with questions.

Reminder: 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 and the newest version of the IGP fillable form. 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
- 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 for assistance.

Reminder: 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.
executive development program for school and school system leaders in all stages of their careers.

The enrollment portal for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is now open and available on our Louisiana Principal Fellowship website. 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 are due no later than March 15.

Please email teri.roberts@la.gov with questions.

**Reminder: 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 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.

For more information, please email stephen.guccione@la.gov.

**Reminder: January/February Supervisor and Principal Collaborations**

Registration for the January/February Collaborations opened on January 7 and will 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: AP Summer Institute Scholarships**

Please share with AP teachers, administrators, and AP coordinators.

The College Board has released its 2019 AP Fellow Scholarship applications. The AP Fellows Program awards teachers, serving minority or low income students, $1,000 grants at schools without funding for professional development. These grants are paid directly to endorsed AP Summer Institutes to cover the cost of tuition, and the remaining funds will be sent to teachers directly to be applied to travel costs. Although these grants are competitive, they are typically awarded on a first come, first served basis.

Please contact APScholarships@Collegeboard.org with questions.

**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.

Other Department Newsletters

To view the January 15th District Newsletter or the January 10th Nonpublic Newsletter, please visit the LDOE Newsroom.

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