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Important Dates for Nonpublic Schools

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<th>Date</th>
<th>Action, Event, or Deadline</th>
<th>Owners</th>
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<td>SCP</td>
<td>1/25/19</td>
<td>Submit School Choice for Students with Exceptionalities Notice of Intent</td>
<td>School leaders or School Choice contacts</td>
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<td>All nonpublics</td>
<td>1/25/19</td>
<td>Register for the supervisor/principal collaborations</td>
<td>School leaders</td>
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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

Reminder: Demand and Incomplete Application Reports

The Scholarship team has sent out demand and incomplete application reports for schools located outside Orleans parish. The reports will be dropped in the FTP 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. Schools should review the information and then reach out to those students with incomplete applications to bring in income and residency documentation.

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

For Orleans schools, demand reports can be accessed in Salesforce. The EnrollNola team will reach out to schools with information on how to access these reports as well as guidance on how to mark applications as eligible in Salesforce.

If you have any questions, please reach out to oneapp@opsb.us.
Reminder: 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 Louisiana Scholarship Program 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: 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.

This transfer form is not for students that wish to transfer schools for the 2019-20 school year. In that case, another application should be completed at www.louisianabelieves.com/scholarship for schools located outside Orleans or www.enrollnola.org for schools located in Orleans.

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 student and district testing coordinator (DTC) accountability reports must be submitted to the Department using the
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.

Selected schools for NAEP need to complete their Pre-Assessment Review Activities as soon as possible. The Update Student List activity is the most important. The following videos are available for STCs:

- Submit Current List
- Add Students
- Review Current List

Information regarding the transition from TSM 9.2 to Central Office will be shared via webinar. The webinar will cover how to select the best option for your school and school system, installing Central Office, and moving student devices from TSM 9.2 to Central Office.

- Webinar Date and Time: January 29 at 11:00 a.m.
- Webinar Link: https://ldoe.zoom.us/j/886820025

**LEAP 360**

- All Interim 2 and 3 assessments are available as of 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 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 who are initial testers eligible for testing or remove students no longer enrolled.
  - Upload repeat 12th grade testers in PANext for ACT using the Header Template for the SDU upload.
  - Order initial accommodated materials for WorkKeys paper testing in PANext.
  - Only students in PANext by the end of the day on January 25 will have bar-code labeled tests.

**Assessment Administration Support and Training**

The next Assessment and Accountability Office Hours call will be January 29 at 1:00 p.m.

- Webinar Link: 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: For District Testing Coordinators**

**General:**
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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-</td>
</tr>
</tbody>
</table>
**School Choice Program for Students with Exceptionalities (SCP)**

**Reminder: School Choice Program for Students with Exceptionalities Notice of Intent Due Tomorrow**

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: February Board of Regents Collection for STS**

The February Board of Regents (BOR) collection for the Student Transcript System (STS) will opened yesterday, January 23. This data is important for reporting mid-year graduates and mid-year student transcripts. The Board of Regents (BOR) will begin pulling extracts of this data beginning February 15.

To assist school systems with verifying data submissions and correcting their data, validation reports and rosters will be dropped to the Data Management FTP beginning February 6. Please refer to the 2018-2019 Benchmark Calendar for other important information regarding data submission deadlines.

Please email barrett.adams@la.gov with questions.

**New: Healthy Schools Professional Development Opportunities**

Please share with principals, wellness coordinators, and health and physical education teachers.

The Healthy Schools Training Krewe is a group of expert trainers that have joined forces to support healthier schools. At no cost, the Krewe provides professional development to those working to create healthier schools. The mission of the group is to enhance the knowledge and skills of those working to create healthier schools by providing professional development to schools and school systems. Interested schools are encouraged request a workshop.

**Upcoming Workshops**

- February 6: Classroom Physical Activity, New Orleans 2:30 p.m. - 4:00 p.m.
- February 12: Smarter Lunchrooms, Violet 11:30 a.m. - 1:30 p.m.
- February 15: Ready? Set, Go!, Monroe City 8:30 a.m. - 11:30 a.m.
- March 1: Smarter Lunchrooms, Ville Platte 11:30 a.m. - 1:30 p.m.

**Healthy Schools Collaborative**

The Healthy Schools Collaborative is hosting an all-day summit on February 27 from 9:00 a.m. - 3:00 p.m. for school leaders,
At the conclusion of the summit, participants will be able to:

- identify and apply evidence-based strategies for building a sustainable school health program which includes building school health teams, utilizing the school health index, and implementing an action plan; and
- network and learn from other schools and partners to enhance their work related to school health.

Please contact stephen.guccione@la.gov with questions.

**Reminder: 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.

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

Recently, 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.

**Reminder: 2019 Department Counselor Collaborations**

Please share with middle and high school counselors.

Register now 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 Avoyelles Parish Media Center**, 9:00 a.m. - 12:00 p.m.
- **February 20 at Bossier Instructional Center**, 9:00 a.m. - 12:00 p.m.
- **February 21 at Monroe City School Board**, 9:00 a.m. - 12:00 p.m.
- **February 25 at Acadia Parish Educational Center**, 9:00 a.m. - 12:00 p.m.
- **February 26 at St. Charles Professional Learning Center**, 9:00 a.m. - 12:00 p.m.
- **February 27 at University View Academy**, 9:00 a.m. - 12:00 p.m.

*Note: The events at Avoyelle Parish and Monroe City School Board have changed dates. The above dates and locations are correct.

Please email leslie.gilliland@la.gov if you have questions about these events.

**Reminder: 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.

**Reminder: 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: 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: Upcoming January/February Collaborations

Registration for the January/February Collaborations is open until January 25. The Collaborations will offer Supervisor sessions in the morning from 8:00 a.m. - 12:00 p.m. and Principal sessions 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:

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<tr>
<th>Date</th>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28</td>
<td>Baton Rouge</td>
<td>Hilton Baton Rouge Capitol Center 210 Lafayette Street</td>
</tr>
<tr>
<td></td>
<td>(be prepared to pay for parking)</td>
<td>Baton Rouge, LA 70801</td>
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<tr>
<td>January 31</td>
<td>Harvey</td>
<td>Jefferson Parish School Board Office 501 Manhattan Blvd.</td>
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<tr>
<td></td>
<td></td>
<td>Harvey, LA 70058</td>
</tr>
<tr>
<td>February 5</td>
<td>Ruston</td>
<td>Trinity Methodist Church 1000 Woodward Avenue</td>
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<td></td>
<td></td>
<td>Ruston, LA 71270</td>
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<tr>
<td>February 7</td>
<td>Lake Charles</td>
<td>Calcasieu Parish Assessment Office 1618 Mill Street</td>
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<td>Lake Charles, LA 70601</td>
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</tbody>
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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.

Other Department Newsletters

To view the January 22nd District Newsletter or the January 17th Nonpublic Newsletter, please visit the LDOE Newsroom.

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

LDOE Contacts
John White
State Superintendent of Education
877.453.2721 (toll-free)
Twitter @LouisianaSupe

LDOE Links
LDOE Website
Contact Us

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