



January 30 , 2020

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
SCP	1/31/20	Submit Notice of Intent to Participate and supporting documentation	School leaders
LSP	2/7/20	Collect eligibility documents for new student applications	Scholarship contacts
LSP	2/7/20	Mark new student's eligibility in SEE/School Force	Scholarship contacts
All nonpublic high schools	2/7/20	Submit designs for 2020 Teacher Leader Summit T-shirt contest	School leaders
All nonpublic high schools	3/6/20	<a href="#">Order</a> diplomas for 2019-20 graduates	School leaders
All nonpublic high schools	4/1/20	Submit nominations for the <a href="#">Principal Fellowship Cohort</a>	School leaders

## Louisiana Scholarship Program (LSP) News

### **New: 2020-2021 Scholarship Program Application Window Closes on 1/31**

Families interested in applying to a Scholarship school in Orleans Parish should do so at [www.EnrollNOLA.org](http://www.EnrollNOLA.org) by January 31st. The application window for schools located outside of Orleans Parish will also close on January 31st. Families applying for schools located outside of Orleans Parish should go to [LouisianaBelieves.com/Scholarship](http://LouisianaBelieves.com/Scholarship).

The Louisiana Department of Education held an application webinar on December 5th detailing key information and dates related

to the 2020-21 Louisiana Scholarship Program application process. Important materials from the webinar are linked here:

- [Application Webinar PowerPoint](#);
- [2020-21 Scholarship Application Guide](#)--recommended that schools familiarize themselves with this document and print a copy to have on hand for anyone interacting with families;
- [LSP Application Receipt form](#)--provide a completed form to parents after verifying that the application is in SEE/SchoolForce and that the family meets income and residency eligibility requirements
- Instructions for marking a student eligible in SEE can be found at the end of the Application Webinar PPT, beginning on slide 28.

For questions about the application, contact [StudentScholarships@LA.gov](mailto:StudentScholarships@LA.gov). For schools located in Orleans that have questions about SchoolForce, please contact [Enrollment\\_Support@nolapublicschools.com](mailto:Enrollment_Support@nolapublicschools.com).

### **New: Final Demand Reports and Eligibility Extension**

The application window for the Louisiana Scholarship Program will close on 1/31. **However, the deadline for applicants to bring in eligibility documentation has been extended until 2/7.** On Monday, 2/3 all schools with new applicants will receive their final demand reports that include all demand data as well as all incomplete applications through the close of the application window. All schools should reach out to families with incomplete applications and have them bring in their eligibility documentation before the eligibility deadline of 2/7. Final demand reports will be placed in the FTP of all schools located outside of Orleans Parish and accepting new Scholarship students in 2020-21. All schools located outside of Orleans Parish should sign in to the FTP to review these demand reports.

The FTP can be accessed here: <https://sftp.doe.louisiana.gov/thinclient/>. The login is your school's site code @nonpublic. For example, a school with the site code ABC001 would login using ABC001@nonpublic. Please note that if you do not have a demand report in your FTP it is because we have not received any applications for your site.

Schools located within Orleans Parish should receive an email from EnrollNOLA with demand report information. If you have not seen this information, please contact [Enrollment\\_support@nolapublicschools.com](mailto:Enrollment_support@nolapublicschools.com). Students should then be marked as eligible in Salesforce or referred to a Family Resource Center,

**All students must be marked as eligible in SEE or by EnrollNOLA by Friday, February 7th. Schools are responsible for marking eligibility; otherwise, the student will not be entered in to the lottery for an award. Please refer to the Verify Student Eligibility for New Student Applications announcement below for detailed instructions as to completing this task.**

If you have any questions, please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

### **New: Budget to Actual - Student Scholarships for Educational Excellence Program (SSEEP) Expenditures**

In October 2019, participating SSEEP schools sent in a proposed budget to LDE showing how their school anticipated using SSEEP funds. The completed [budget form and allocation spreadsheet](#) showing actual SSEEP expenditures through January 31, 2020 are due by **February 14, 2020**.

Submit your budget form and allocation spreadsheet (if applicable) via e-mail to [staudit@la.gov](mailto:staudit@la.gov)

**Please make sure that you provide a complete and accurate Listing of Expenditures to the audit firms as of January 31, 2020. Once a sample is selected, you will not be able to update any listing of expenditures and allocation spreadsheets for testing purposes.**

Should you have any questions, you may contact Ronnie Davis, Jr. at [Ronnie.DavisJr@la.gov](mailto:Ronnie.DavisJr@la.gov).

### **New: 2019-2020 Scholarship Financial Audit Webinar**

On Tuesday, November 5, 2019, the Office of State Education Finance & Policy State Audit Staff held a webinar. This webinar provided clarity in completing the allocation spreadsheet and budget form for Phase II testing.

You may access a copy of the PowerPoint [here](#).

You may contact [Ronnie.DavisJr@la.gov](mailto:Ronnie.DavisJr@la.gov) with audit-specific questions and [studentscholarships@la.gov](mailto:studentscholarships@la.gov) with Scholarship program-specific questions.

### **New: Early Release of Scholarship Cohort Index**

In response to requests from many education leaders, the Department plans to release official public Scholarship Cohort Indexes earlier in 2020. The timeline will affect the traditional data certification process. On February 4, the Department will share information about these changes immediately after the Office Hours call.

## Assessment and Accountability Office Hours:

- Webinar Date and Time: February 4 at 1:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/j/202189164>
- Webinar Phone Number: 646-876-9923
- Meeting ID#: 202 189 164

Please contact [jennifer.baird@la.gov](mailto:jennifer.baird@la.gov) with questions.

## **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](#).

Students must bring in eligibility documentation by Friday, January 31st. To be considered for the lottery, all schools must mark students as eligible by February 7th.

## **Reminder: For School and District Testing Coordinators**

### **English III EOC School System Administration Materials**

- An English III test materials folder is available on the secure FTP, which includes all materials needed to administer and score English III assessments provided three times yearly through a process determined by the school system. Included in the folder are manuals that include specific directions.
- Requests for braille forms of the test are provided as needed by the Department and should be addressed to [assessment@la.gov](mailto:assessment@la.gov).
- Please contact [jennifer.baird@la.gov](mailto:jennifer.baird@la.gov) with questions.

### **LEAP Connect**

- The LEAP Connect testing window is February 3-March 13. All students who are eligible to take alternate assessment should now be identified with documentation in SER.

### **ACT and WorkKeys**

- January 31: Deadline to complete site readiness, including mock administration, ProctorCache installation, and setup for ACT online testing.
- January 31: Deadline to submit students in PANext for barcode labels.
  - Verify enrollment and submit the enroll or unenroll student file if needed.
  - Review students' identifying information and correct if needed.
- Recordings of the ACT Test Administration Q&As [1](#) and [2](#) can be accessed using the links provided

### **Assessment Administration Support and Training Office Hours**

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## **Reminder: Transfer Window Opened**

The transfer window for the 2019-20 school year is now open. If a student wishes to transfer a Scholarship award to your school, please have the parent/guardian complete the [2019 transfer form](#). If the student is a newly awarded student, the parent must have registered at the awarded school by the May 28th deadline in order to be eligible to request a transfer.

Transfers are at the discretion of the receiving school; however, schools may not exceed new student caps (if applicable). Schools that received an enrollment sanction for the 2019-20 school year are not eligible to accept transfer students.

The receiving school should submit the completed transfer form to [studentscholarships@la.gov](mailto:studentscholarships@la.gov). Transfer forms forwarded from parents will not be accepted.

## Tuition Donation Credit (TDC) Program News

### **Reminder: Financial Information Report Due**

According to Bulletin 134, each school tuition organization shall prepare a financial information report that complies with uniform financial accounting standards, to be submitted to the LDE no later than six months after the end of the STO's fiscal year. For most STOs, this means the Financial Information Report is due on January 1st. The report shall be prepared by a certified public accountant and shall contain a certification from an auditor that the report is free of material misstatements.

This report is a requirement for school tuition organizations, not individual schools. If you have any questions or operate on a fiscal year that would me the report due on a date other than January 1st, please reach out to [Lindsey.Rhodes@LA.gov](mailto:Lindsey.Rhodes@LA.gov).

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### **Reminder: 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 three School Tuition Organizations participating in the Tuition Donation Credit Program: ACE Scholarships Louisiana, Arete Scholars Louisiana, and Son of a Saint. Schools interested in participating in the TDC program should communicate directly with one or more School Tuition Organizations.

School Tuition Organization	Regional Focus	STO Website	Email	Phone
ACE Scholarships Louisiana	Statewide	<a href="http://www.acescholarships.org">www.acescholarships.org</a>	<a href="mailto:TDR@acescholarships.org">TDR@acescholarships.org</a>	504-491-1813
Arete Scholars Louisiana	Statewide	<a href="http://www.aretescholars.org">www.aretescholars.org</a>	<a href="mailto:maryhw@aretescholars.org">maryhw@aretescholars.org</a>	225-245-3610
Son of a Saint	Orleans	<a href="http://www.sonofasaint.org">www.sonofasaint.org</a>	<a href="mailto:hello@sonofasaint.org">hello@sonofasaint.org</a>	504-561-7508

## **Reminder: 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 2020-21 school year must complete and submit the [Notice of Intent to Participate](#) by **January 31, 2020**.

Schools new to the program must submit supporting documentation as is outlined in the NOI.

Given the current level of funding, the Louisiana Department of Education (LDOE) is unable to accept applications for new students to the School Choice Program (SCP) for the 2020-21 school year at this time. However, the LDOE will continue to fund awards for all current School Choice students that submit an application at an eligible school for the 2020-2021 school year. As a reminder, all current students must reapply each year to keep their award. The application for families will be released after the conclusion of the NOI process.

For more information, please contact [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).

## **All Nonpublics**

### **New: Spring Data Collections and Reporting Deadlines**

Several spring data collections are open with reporting deadlines in mid-February.

- The Teacher Student Data Link System (TSDL) spring collection is open for reporting class schedules for first time spring LEAP 2025 testers to the TSDL. This data is important for ensuring test sessions are correct in eDirect. The reporting deadline is **February 14**.
- The Student Transcript System (STS) is open for the collection of mid-year transcripts for all students in grades T9-12 for the February BOR extract. Public schools should certify senior mid-year graduates. This data is important for determining admission to post-secondary schools and for accountability. The reporting deadline is **February 14**.

Please refer to the [2019-2020 Benchmark Calendar](#) for other important information regarding data submissions.

Please contact [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.

### **New: Monthly Data Coordinator Webinar**

**Please share with data managers.**

The Department will hold its monthly webinar for data coordinators and data managers on **February 6 at 1:00 p.m.** Topics will include a review of open collections, submission deadlines, and EdLink Data Warehouse updates. Webinar details are listed below.

- **Webinar Date and Time:** February 6 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 976 397 929

Please contact [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.

### **New: 2020 Teacher Leader Summit Overview Document**

The 2020 Teacher Leader Summit will take place May 27-29 at the Morial Convention Center in New Orleans. The Department has published an [overview document](#) to address the most frequently asked questions.

The document also details hotel rooming blocks that are available to Summit participants. Some school systems elect to establish their own agreements with hotels so all educators from that school system are together. School systems are not obligated to use the hotels the Department has contracted with. Room blocks are currently booking at a rapid rate. Reserve a room today!

Please contact the Summit Logistics team at [ldoeevents@la.gov](mailto:ldoeevents@la.gov) with questions.

### **New: Quest for Success Training in the Southwest Region**

**Please share with career and technical education (CTE) supervisors and administrators.**

Quest for Success is a high school-level career exploration course designed to prepare all Louisiana graduates for career and life success. Individuals who are seeking to teach the course for the first time should attend one of the upcoming two-day training events in [Lake Charles](#) on **February 10-11** or **February 12-13**. The training will occur from 8:00 a.m. to 4:00 p.m. each day and lunch will be provided. The deadline for registration is **February 3 at 4:00 p.m.**

The training will take place at the Calcasieu Parish School Board, Curriculum and Instruction Building, 600 S. Shattuck St., Lake Charles, LA 70601.

Please contact [bridgette.culpepper@cpsb.org](mailto:bridgette.culpepper@cpsb.org) with questions.

## **New: Board of Regents Dual Enrollment Policy Update**

**Please share with supervisors, administrators, and counselors.**

The Louisiana Board of Regents recently approved new [minimum requirements](#) for dual enrollment coursework. The policy became effective on January 1.

An informational webinar will be held to provide additional information about the policy changes. There are two opportunities to attend. Information needed to join each webinar is listed below.

- **Webinar Date and Time:** February 4 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/855540480>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 855 540 480
  
- **Webinar Date and Time:** February 4 at 4:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/950936271>
- **Webinar Phone Number:** 646- 876-9923
- **Meeting ID#:** 950 936 271

Please contact [meredith.mcGovern@la.gov](mailto:meredith.mcGovern@la.gov) with questions.

## **New: Jump Start Summers 2020**

**Please share with CTE supervisors.**

Jump Start Summers programs are available to launch summer training sessions for students to:

- earn Carnegie credit,
- earn statewide basic or advanced credentials,
- participate in work-based learning, and
- earn a stipend for participation.

The [2020 Jump Start Summers application](#) is now available. The priority deadline to apply is **February 28**. An informational webinar will be held to provide additional information and answer questions. There are two opportunities to attend. Information needed to join each webinar is listed below.

- **Webinar Date and Time:** January 31 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/564751166>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 564 751 166
  
- **Webinar Date and Time:** February 3 at 9:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/462174797>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 462 174 797

Previous years' programs were approved for a 3-year cycle. The Jump Start Summers team will be in contact with an alternate application.

Please contact [jumpstart@la.gov](mailto:jumpstart@la.gov) with questions.

## **New: Jump Start Construction Scholars Program**

**Please share with counselors.**

The [Jump Start Construction Connect Scholars Program](#) is now accepting applications for a \$1,000 scholarship. The scholarship is geared toward students who have earned the Jump Start Diploma, earned a National Center for Construction Education and Research credential, and enrolled in an LCTCS campus on a construction pathway or in an Associated Builders and Contractors training program.

**This is the state's first and only scholarship dedicated exclusively to Jump Start graduates** . This effort is a collaboration of the Louisiana Construction Education Foundation, Louisiana Community and Technical College System, and the Department.

Please contact [jumpstart@la.gov](mailto:jumpstart@la.gov) with questions.

## **Reminder: National School Counseling Week**

**Please share with administrators and counselors.**

Today's school counselors are an integral part of a school's education team. They support academic achievement, career development, and social/emotional development, ensuring students become productive, well-adjusted adults. National School Counseling Week (NSCW) is a time for school systems to highlight the tremendous impact school counselors have on students. Sponsored by the American School Counselor Association (ASCA), NSCW is always celebrated the first full week of February. NSCW 2020 is February 3-7.

Please visit the ASCA National School Counseling Week [website](#) for ideas and inspiration and download additional resources from the [Counselor Support Library](#).

Please contact [leslie.gilliland@la.gov](mailto:leslie.gilliland@la.gov) with questions.

### **Reminder: ELA Guidebooks 9-12 (2020)**

An informational session dedicated to the new Louisiana ELA Guidebooks 9-12 (2020) will be offered at the [February Collaborations](#) for content directors.

At the [2020 Teacher Leader Summit](#), the Department will offer professional development specific to the new Louisiana ELA Guidebooks 9-12 (2020).

See the updated [Louisiana ELA Guidebooks 9-12 \(2020\) Overview](#) for the most up-to-date information related to:

- draft text lists for each unit,
- draft Culminating Tasks for each unit,
- Louisiana's open source platform launch,
- text access and purchasing, and
- professional development opportunities.

Please contact [elaguidebooks@la.gov](mailto:elaguidebooks@la.gov) with questions.

### **Reminder: Nominations for 2020-2021 Principal Fellowship Cohort (NISL Cohort 6)**

**Nominations are now being accepted for 2020-2021 Principal Fellowship Cohort (NISL Cohort 6) through April 1** . Please submit nominations through the [Principal Fellowship Nomination Form](#). Further information about the Louisiana Principal Fellowship can be found on the [Louisiana Principal Fellowship](#) webpage.

Please contact [jennie.moctezuma@la.gov](mailto:jennie.moctezuma@la.gov) with questions.

## Other Department Newsletters

To view the **January 28th District Newsletter** or the **January 23rd Nonpublic Newsletter**, please [visit the LDOE Newsroom](#).

**To be added to the newsletter distribution list, please send an email to [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).**

### LDOE Contacts

[John White](#)  
State Superintendent of Education  
877.453.2721 (toll-free)  
Twitter [@LouisianaSupe](#)

### LDOE Links

[LDOE Website](#)  
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