January 31, 2019

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### Important Dates for Nonpublic Schools

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<th>Owners</th>
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<td>LSP, SCP</td>
<td>2/8/19</td>
<td>Complete Q3 Enrollment</td>
<td>School Leaders or Scholarship</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>contacts</td>
</tr>
<tr>
<td>LSP</td>
<td>2/15/19</td>
<td>Submit <a href="#">Budget Form and Allocation Spreadsheet</a> (if applicable)</td>
<td>School leaders or finance managers</td>
</tr>
</tbody>
</table>

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### Louisiana Scholarship Program (LSP) News

**New: Quarter 3 Count Opens February 6th**

The quarter three count for Scholarship schools will be February 6th-8th. Enrollment counts are completed in [SEE](#).

Please remember that LEADs passwords expire every 30 days and must be reset at [https://password.doe.louisiana.gov/](https://password.doe.louisiana.gov/).

Additionally, student absences and suspensions can be reported in SEE. The Scholarship Cohort Index includes a Progress Index that measures student growth using the value-added model. Student attendance and discipline are used in the model. **If no data are reported, absolute values will be used (zero absences and zero discipline incidences) and your school's SCI may be negatively impacted.** Reporting this data is optional.

If you have any questions about the Q3 count, please reach out to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

**New: Budget to Actual - Student Scholarships for Educational Excellence Program (SSEEP) Expenditures**
In October 2018, 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, 2019 are due by February 15, 2019.

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

Please make sure that you provide a complete and accurate Listing of Expenditures to the audit firms as of January 31, 2019. 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 Anindya Ahmed at Anindya.Ahmed@la.gov or Satoiya Jones at Satoiya.Jones@la.gov.

**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 shorty 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...
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 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 2019-2020 Assessment Calendar is posted in the Assessment Library.
- The NAEP assessment is being administered in selected schools from January 28 through March 8.
- The second webinar communicating information for Technology Directors and DTCs regarding the transition from TSM 9.2 to Central Office will be February 7. 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.
  - **Date and Time:** February 7 at 3:00 p.m.
  - **Webinar Link:** https://ldoe.zoom.us/j/886820025

**LEAP Connect**

- The additional materials form is now posted in eDIRECT. The additional materials form can be used for STCs to submit orders to the DTC.
- Test Administrator numbers can now be assigned and entered in eDIRECT.

**ACT and WorkKeys**

- 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.
- February 4- window opens to create test sessions and assign students to test sessions for ACT online only
- February 8- deadline to request reconsideration for ACT-approved accommodations and/or supports on the ACT in the ACT Test Accessibility and Accommodations System (TAA). See page 56 of the ACT Test Accessibility and Accommodations System (TAA) User Guide.
- February 13 at 1:00 p.m. - ACT Test Administration Training webinar hosted by ACT. Please register using the link prior to February 13. The link is also available on the ACT Schedule of Events.
- Now-March 8 is the window to complete the following:
  - Request late consideration of ACT-approved accommodations and/or supports on the ACT for eligible examinees in TAA using the ACT-Approved Late Consideration form in TAA. This is only for newly enrolled students having accommodation plans or newly diagnosed students. Forgetting to submit requests is not a reason for late consideration.

**Assessment Administration Support and Training**

The next Assessment and Accountability Office Hours call will be February 5 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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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.

### School Tuition Organization

<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><a href="http://newschoolsbr.org/our-approach/excellence-scholarship-fund">newschoolsbr.org/our-approach/excellence-scholarship-fund</a></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>

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The quarter three count for School Choice schools will be February 6th-8th. Enrollment counts are completed in SCS. Please remember that LEADs passwords expire every 30 days and must be reset at https://password.doe.louisiana.gov.

If you have any questions or need access to SCS, please reach out to nonpublicschools@la.gov.

**New: School Choice Program for Students with Exceptionalities Application Available February 4th**

The Scholarship team is currently reviewing submitted Notice of Intents to participate in the School Choice Program for 2019-20. Student applications will be available on February 4th and emailed to participating schools.

If you have any questions, please reach out to 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.

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### All Nonpublics

**New: January BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on January 23 and approved a number nonpublic schools. All approved nonpublics for the 2019-20 school year can be found [here](#).

Please email nonpublicschools@la.gov for more information.

**New: February Superintendents Call**

Superintendents are invited to participate in the Superintendents’ Conference Call hosted by State Superintendent John White on February 6 at 10:30 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- **Webinar Date and Time:** February 6 at 10:30 a.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/707496465](https://ldoe.zoom.us/j/707496465)
- **Phone Bridge:** 877-475-0109
- **Meeting ID:** 1472667
- You will need to identify yourself in order to be placed into the meeting. Please enter your full name, and school system name when logging in.

**New: 2019 Louisiana ACT Leadership Summit**

Please share with principals and district test coordinators.

The 2019 Louisiana ACT Leadership Summit, *Preparing for What’s Next in Career and College Readiness*, is taking place on March 28 at the Pennington Biomedical Research Conference Center, 6400 Perkins Road, Baton Rouge, LA 70808. The event will feature breakout sessions, keynotes, and networking time focused on preparing students for success in both college and careers.

Register and find more information on the [Summit webpage](#). Please email shirley.antolik@act.org with questions about the event.

**Reminder: February Board of Regents Collection for STS**

The February Board of Regents (BOR) collection for the Student Transcript System (STS) is now open. 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.

**Reminder: 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, school health partners, parents, and others working to support healthier schools. The summit is free for attendees and funded by the Louisiana Healthy School Communities grant. Registration is currently open to all LEAs and will close on February 20.

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: 2019 Department Counselor Collaborations Revised Dates**

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: 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.

**Other Department Newsletters**

To view the January 29th District Newsletter or the January 24th Nonpublic Newsletter, please visit the LDOE Newsroom.

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