



February 6 , 2020

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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
LSP, SCP	2/7/20	Complete Q3 Enrollment	School leaders and 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	Order diplomas for 2019-20 graduates	School leaders
All nonpublic high schools	4/1/20	Submit nominations for the Principal Fellowship Cohort	School leaders

Louisiana Scholarship Program (LSP) News

New: Verify Student Eligibility for New Student Applications by 2/7

New students who apply for a Scholarship have until **Friday, 2/7** to prove eligibility by bringing in income and residency eligibility documents to one of the Scholarship schools listed on their application. Please verify that your applicants' 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 by 2/7, 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](#). Schools outside of Orleans can find a list of incomplete applications on the demand report that was dropped in the FTP on 2/3.

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

New: Complete Q3 Enrollment in SEE by 2/7

The Quarter 3 enrollment verification window for the Louisiana Scholarship Program will close tomorrow, 2/7. All schools must complete the enrollment verification process by **5:00 P.M. on Friday, February 7th** to ensure prompt payment for the third quarter.

Additionally, student absences, suspensions, and exit codes for "legitimate leavers" 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.

Please remember that your LEADS password may have expired. In order to reset your password, please visit <https://password.doe.louisiana.gov/>. Pop-up blockers must be off in order to access SEE.

Please contact StudentScholarships@LA.gov with any questions.

New: Nominations for TIRC District Test Coordinator Representative

The Testing Irregularity Review Committee is responsible for the review of appeals made by schools for test scores that were voided due to testing irregularities. The Department is seeking nominations from superintendents for a district test coordinator representative to serve on this committee. Please send nominations with a copy of the nominee's resume to assessment@la.gov by **February 14**.

Please contact assessment@la.gov with questions.

Reminder: February Superintendents' Conference Call

Superintendents and charter leaders are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on February 12 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 12 at 10:30 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/717584221>
- Webinar Phone Number: 877-475-0109
- Meeting ID#: 54 994 62

Participants will need to identify themselves in order to be placed into the meeting. Please enter your full name and school system name when logging in.

Reminder: 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

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.

Reminder: 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.

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

You may contact Ronnie.DavisJr@la.gov with audit-specific questions and studentscholarships@la.gov with Scholarship program-specific questions.

Reminder: For School and District Testing Coordinators

Updated Growth to Mastery Student-Level Rosters

- The growth to mastery student-level rosters are being updated to route students to the site code reported for them. Updated rosters will be available on the secure FTP on February 7.

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.
- Please contact jennifer.baird@la.gov with questions.

LEAP Connect

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

ACT and WorkKeys

- 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

The next **Assessment and Accountability Monthly Call** will be on **February 11 at 1:00 p.m.** Webinar details are listed below.

- **Webinar Date and Time:** February 11 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

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. Transfer forms forwarded from parents will not be accepted.

Tuition Donation Credit (TDC) Program News

Reminder: For School and District Testing Coordinators

English III EOC School System Administration Materials

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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	www.acescholarships.org	TDR@acescholarships.org	504-491-1813
Arete Scholars Louisiana	Statewide	www.aretescholars.org	maryhw@aretescholars.org	225-245-3610
Son of a Saint	Orleans	www.sonofasaint.org	hello@sonofasaint.org	504-561-7508

School Choice Program

New: School Choice Program for Students with Exceptionalities Applications Available Next Week

The Department is in the midst of reviewing all submitted NOI's for the School Choice Program and will release the 2020-21 School Choice Program for Students with Exceptionalities student application next week. The application will be emailed to all approved participating schools.

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.

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

New: Complete Q3 Enrollment in SCS by 2/7

The Quarter 3 enrollment verification process is now open in SCS and will close at **5:00 PM on Friday, 2/7**.

Please remember that LEADs passwords expire every 30 days and must be reset at <https://password.doe.louisiana.gov/>. Pop-up blockers must be off in order to access SCS.

Please reach out to nonpublicschools@la.gov with any questions.

New: Family Support Survey

The Department is conducting a [Family Support Survey](#) to better understand the types of assistance families of students with disabilities need to support the educational experience of their child/children. The information gathered from this survey will inform the Department's understanding of how to best support families across the state.

Please share the survey with families of students with disabilities. Participants will have until February 14 to complete the survey.

Please contact specialeducation@la.gov with questions.

New: 2019-2020 Graduate Diploma to Include New BESE President's Signature

Please share with principals, counselors, and data coordinators.

Please use the [Diploma Order Form](#) to submit an order for 2019-2020 graduates. Diploma requests should be submitted through the [Diploma Order Form](#) by March 6. Diplomas ordered will include the signature of the new BESE president. Diplomas ordered from previous years are no longer valid.

Please contact jumpstart@la.gov for more information.

New: National School Counseling Week

Please share with administrators and counselors.

This week is National School Counseling Week (NSCW). Please join the Department in promoting school counseling programs throughout the state.

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. NSCW is a time for school systems to highlight the tremendous impact school counselors have on students.

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 with questions.

New: Updated School System Planning Calendar

The [2019-2020 School System Support Calendar](#) has been updated to include the following changes that are highlighted in yellow within the calendar.

- ECE Collaboration Meetings
- Webinar for Leadership Team Learning Series for CIR/UIR-A schools

Please note: The Accountability Commission Meeting previously scheduled for February 17 has been canceled.

Please email districtsupport@la.gov with questions.

Reminder: 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 with questions.

Reminder: 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 ldoevents@la.gov with questions.

Reminder: Quest for Success Training in the Southwest Region

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

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 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 with questions.

Reminder: 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 with questions.

Other Department Newsletters

To view the **February 4th District Newsletter** or the **January 30th 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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