



May 2, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP, SCP	5/3/19	Complete Q4 enrollment in SEE/SCS	School leaders or Scholarship contacts
TDC	5/14/19	Submit prior school checks	School Tuition Organizations
All nonpublics that did not receive approval in fall	5/19/19	Submit BESE approval documents	School leaders
All nonpublics with school changes	7/15/19	Submit SPS change form for school leader, address, or grade configuration changes	School leaders

Louisiana Scholarship Program (LSP) News

New: Complete Q4 Enrollment by Friday, May 3rd

The Quarter 4 enrollment verification window for the Louisiana Scholarship Program is now open. Please complete the enrollment verification process by 5:00 P.M. on **Friday, May 3rd** to ensure prompt payment for the fourth quarter.

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.

Finally, exit codes for "legitimate leavers" can be reported in SEE for any student that no longer attends your school. If no exit codes are entered for these students, it may impact your school's cohort graduation rate and Scholarship Cohort Index (if applicable).

Please remember that your LEADS password may have expired. In order to reset your password, please visit <https://password.doe.louisiana.gov/>.

New: Roster Changes in Progress

The Scholarship team is currently in the process of updating SEE rosters based off each school's roster verification responses. We appreciate your patience while we research all of these issues.

Schools located outside of Orleans Parish should not notify families of award status while these manual adjustments are being made. We will reach out when schools may begin notifying families.

Please note that sibling priority is not applicable to concurrently applying students. It is only applicable if a sibling is applying to a school at which another sibling already attends. Additionally, if any students have mentioned they will not return to your school next year, the student will stay on your roster through the summer in case the family wishes to transfer the Scholarship.

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

New: Parent Guides to the ELPT and LEAP Connect Student Reports

Please share with principals and teachers.

Parent Guides to the LEAP Connect and ELPT Student Reports are available in the [Family Support Toolbox library](#) and should be sent home to families with the student reports in May. The guides, available in English, Arabic, Spanish, and Vietnamese, help parents understand the various components of the reports and how the results should be used to identify additional supports students may need.

Email assessment@la.gov with questions.

Reminder: 2018-19 Transfer Window Moratorium

Due to testing and the upcoming lottery for Scholarship students, the transfer window for the remainder of this school year is closed. Transfers submitted will not be approved unless due to extenuating circumstances.

Families that wish to transfer their Scholarship award from one school to another due to extenuating circumstances for the remainder of the school year must complete the [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 for approval.

Completion of the transfer form is not a guarantee that a transfer will be granted, and 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](#).
- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).
- An updated Technology User Guide with instructions on the new Testing Site Manager, Central Office, is now available in [eDIRECT](#). District Test Coordinators and Technology Coordinators should access this document prior to the May 1 release of downloads.

LEAP 2025

- **Now through May 3:** Grades 3-8 LEAP 2025 CBT window
- **Now through May 3:** Grades 3-4 LEAP 2025 PBT window
- **Now through May 17:** High School LEAP 2025 testing window
- School systems needing to request 2017-2018 test scores for English I and US History 5-level must complete the 2017-2018 Test Score Request Form located in the [Assessment Library](#) under Resources and Forms. Email the completed form to assessment@la.gov.
- Testing irregularities should be sent to assessment@la.gov at the conclusion of each week of testing.
- Seniors needing to take a LEAP 2025 assessment must be placed into the Senior form in [eDIRECT](#). All underclassmen

should be placed in the regular form in [eDIRECT](#). All students regardless of grade levels can test in the same physical location.

LEAP 360

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a [Memorandum of Understanding \(MOU\)](#) to protect the item and test content. Submit the signed MOU to assessment@la.gov.

ACT and WorkKeys

- [The ACT Score Report Schedule](#) and the [WorkKeys Score Report Schedule](#) can be found on the [ACT State Testing](#) site. Please refer to this schedule for estimated access and delivery dates.
- **Beginning April 29:** Students should begin checking their *myworkkeys* accounts for scores and NCRCs if earned.
 - Any students needing help accessing their accounts must contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539).
- **No later than July 2:** School and district level reports for ACT will be available through [PANext](#).
 - Reports must be downloaded before PANext is activated for the 2019-2020 school year, which is usually beginning to mid-August.
- **No later than June 10:** WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in [Validus](#). The [WorkKeys Online Reports Portal User Guide](#) has descriptions of each report and instruction for running the reports.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability **Office Hours** will be May 7 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.

Tuition Donation Credit (TDC) Program News

New: Parent Guides to the ELPT and LEAP Connect Student Reports

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Email assessment@la.gov with questions.

Reminder: Prior School Check Process Open

The Department is accepting prior school checks every two weeks on Tuesday. The next submission is due May 14th. Verified prior school checks will be returned to STOs within a week. Please upload the prior school template to your FTP and email lindsey.bush@la.gov when uploaded.

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

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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	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
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	newschoolsbr.org/our-approach/excellence-scholarship-fund	brandy@newschoolsbr.org	225-384-0271
Son of a Saint	Orleans	www.sonofasaint.org	hello@sonofasaint.org	504-561-7508

School Choice Program for Students with Exceptionalities (SCP)

New: Quarter 4 Count Due May 3rd

The quarter four count for School Choice schools will close **Friday, May 3rd**. 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.

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: Release of 2019 Teacher Leader Session List and App

Please share with all educators attending the Teacher Leader Summit.

The [session list](#) for the Summit is now available for review. This Friday, May 3 at 4:00 p.m., the 2019 Teacher Leader Summit App will be available for download. All registered attendees will receive a notification from SCHED Friday afternoon once the app is live with instructions for downloading the app, or you can search for it in the app store under "2019 Teacher Leader Summit."

This year, registered participants will be able to build their schedule and reserve seats for all sessions in advance of the event. Seating in each session is available on a first come, first served basis. Registrants are strongly encouraged to reserve a seat in the sessions of their choice in the Summit App, or desktop version of Sched, as soon as possible. If a session is full, participants can still add it to their schedule and get on the waitlist. Participants will be required to print their schedule from the app and present it to room attendants to gain entrance into sessions.

A variety of sessions will be offered each day, for all types of educators, therefore participants should plan to attend all three days. A list of [priority sessions](#) by participant type is available to help participants build their schedule. [Ed Talks](#) are also back this year offering participants with thought-provoking sessions led by some of the leading voices in education, on how schools and school systems can ensure meaningful growth for every child, every day.

As a final reminder, all Summit participants must register by June 14 to secure the regular registration rate. On-site registration will be available at the rate of \$60 per day and by credit card only.

View the [Summit Overview](#) for event details, or email louisianateacherleaders@la.gov.

New: Advanced Placement Professional Development

Please share with counselors, administrators, and AP teachers.

Advanced Placement (AP®) courses offer students the opportunity to earn college credit by taking rigorous courses in high school. In order to support educators teaching AP® coursework a summary of [professional development opportunities occurring during this summer](#) has been created.

For more information about any of these opportunities, please contact collegereadiness@la.gov.

New: Schedule Changes for 2019-2020 Math Content Leader Trainings

A few minor changes have been made to 2019-2020 Math Content Leader training schedule to accommodate travel for northern school systems to the Teacher Leader Summit.

All math Content Leader cohorts will meet in New Orleans before the Teacher Leader Summit; however individual cohorts have been assigned a specific meeting day. The following table outlines the updated meeting dates for participants in each cohort:

Meets in New Orleans on Monday, June 24	Meets in New Orleans on Tuesday, June 25
Cohort 1 (New Orleans)	Cohort 2 (Baton Rouge)
Cohort 6 (Baton Rouge)	Cohort 3 (Ruston)
	Cohort 4 (Shreveport)
	Cohort 5 (Lafayette)
	Cohort 7 (Shreveport)
	Cohort 8 (Alexandria)

A revised training schedule has been posted to the [Content Leader Library](#) website. Please note that participants only attending Content Leader training on June 24 or 25 and not attending Summit do not need to register for Summit.

Please contact believeandprepare@la.gov for more information.

Reminder: April BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on April 17 and approved a number of recommendations. A [summary](#) of the approvals that directly impact the activities of school systems is now available.

Please contact ryan.n.gremillion@la.gov for more information.

Reminder: Important Changes to Educator Certification Applications

Reminder: Important Changes to Educator Certification Applications

Starting today, the Department will no longer accept paper certification applications. Moving forward, school systems should use [Teach LA Live!](#) to submit both applications and questions to the certification team.

While school system leaders may contact the certification team at any time at certification@la.gov, they may **schedule office hours in the online portal for a guaranteed time to discuss specific certification questions.** Please include name and contact number when scheduling.

Please contact christy.bellue@la.gov with questions.

Reminder: 2019-20 BESE Approval Documents Due May 19th

The Department is holding a supplemental BESE approval round for the 2019-20 school year for schools that did not submit documentation and receive BESE approval in the fall. Please submit required documents for BESE approval via <https://form.jotform.com/81773454351156>. The list of required documents can be found [here](#). This will be the final opportunity for schools to receive BESE approval for the 2019-20 school year. The jotform and all required documents are due **Friday, May 19th**.

If you have any questions about the BESE approval process, please reach out to nonpublicschools@la.gov.

Other Department Newsletters

To view the **April 30th District Newsletter** or the **April 25th 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](#)
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