

Important News for NONPUBLIC SCHOOLS



May 10, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	5/15/18	Submit 8(g) grant amendments in eGMS	School leaders
All nonpublics	5/18/18	Register for Teacher Leader Summit	Administrators and teacher leaders
LSP, SCP	5/25/18	Last day for newly awarded students to register at school	School leaders or Scholarship contacts
LSP	5/25/18	Collect required registration forms for new students	School leaders or Scholarship contacts
New nonpublic schools seeking BESE approval	5/25/18	Submit all BESE approval documents to FTP	School leaders of schools seeking BESE approval for the first time
LSP	Varies	Collect required registration forms for returning students	School leaders or Scholarship contacts

Louisiana Scholarship Program (LSP) News

New: Parent Guide to the LEAP 2025 Student Reports

The Parent Guide to the LEAP 2025 Student Reports for grades 3-12 is now available in the [Family Support Toolbox Library](#).

- This guide helps parents read and interpret the LEAP 2025 student reports, with accompanying online resources.
- The guide should be sent home with the student reports.
- Translated versions are available in Spanish, Vietnamese, and Arabic in the Toolbox library.

Translated versions of the student report text and performance levels for all subjects and grade levels are also available in the library to support non-English speaking families in reading their child's report.

Please email assessment@la.gov with questions

Reminder: Awards Communications and New Student Registration

The Department has completed the e-mail notification process for all current students and 2018-19 applicants to the Scholarship Program. Hard copy letters have also been mailed to families at the address listed on their application. Now that awards have been communicated to families, schools can begin reaching out to awarded families to begin the registration process. The registration deadline for new students is **May 25, 2018**. Students who do not register by May 25th will lose their Scholarship award and be dropped from your roster.

As you begin to register and enroll Scholarship students, please remember that **schools are responsible for confirming that new Scholarship students meet income and residency eligibility and must keep the student's eligibility documentation on file. This requirement applies to NSECD students moving to kindergarten in 2018-19 as well.**

Continuing Louisiana Scholarship Program students (even if they are new to your school) are automatically eligible and do not need to prove their eligibility again. If you have questions about a student's status, please review the attached [Verify Prior Year Scholarship guide](#).

If families reach out to your school that are not on your roster for 2018-19, please first try to answer their questions using the attached [LSP Application FAQ document](#). If the Application FAQ document does not resolve the issue, please direct the family to call the Louisiana Department of Education's call center at 1-877-453-2721.

Reminder: Collecting Required Registration Documents for All Students

During the registration process, all schools should share a copy of all school rules and policies regarding discipline, enrollment, and academic performance. In addition, all Scholarship students, whether they are enrolling at your school for the first time or are returning, must complete three registration forms every year. Please have parents fill out the forms linked below and maintain a record of these forms at your school:

- Scholarship Program: [Receipt of Rules and Regulations Form](#)
- Scholarship Program: [Parent Acknowledgments Regarding Scholarship Funds](#)
- Scholarship Program: [Special Education Waiver](#)

Please note that parents are not required to bring in their award letter as proof of a Scholarship. Instead, schools use SEE to verify awards. You should not register anyone as a Scholarship student who is not currently listed on your SEE roster. During the quarterly enrollment count, you will not be reimbursed for students who are not listed on your roster, and admitting a student who has not received an award will make them ineligible to participate in the Scholarship program in future years.

Reminder: Transfer Window for 2017-18 School Year Closed

Transfers will no longer be approved for the remainder of the school year unless due to extenuating circumstances.

If there is indeed an extenuating circumstance such as a student being expelled or a family moving, please reach out to studentscholarships@la.gov.

The transfer window for the 2018-19 school year will reopen during the summer. Further guidance and an updated transfer form will be forthcoming in future newsletters.

Reminder: Important Information for District Testing Coordinators

General

- 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.

LEAP 360

- LEAP 360 Interim Assessment District Item Response Files, School Test Session Summary Reports, and Test Session Summary Reports were posted for all forms on May 7. The remaining scheduled postings will be May 21, June 4, and June 18.

LEAP 2025

- **Now - May 18:** LEAP 2025 high school computer-based testing window
- May 10: PBT Materials pickup 2
- May 12-19: PBT Materials pickup 3
- DTCs should ensure schools are running the readiness check before testing each day. Schools should open INSIGHT, select the purple check mark in the bottom left corner, and type 7745. If the screen does not show all green check marks, the technology coordinator should be notified.
- DTCs needing the unsent response flags cleared can now contact the Department assessment hotline to have those flags removed. Please check and ensure all responses are cleared from the TSM prior to calling the Department.
- Any school needing extended day times for test during the summer LEAP 2025/EOC administration should email assessment@la.gov by May 11.

ACT and WorkKeys

- **May 2 - Pre-scheduled FedEx pickup for ACT test materials from the accommodations makeup test date.** (May 10 - deadline for ACT to receive materials. Late arriving materials will not be scored.)

LEAP Connect/LAA1

- The [Parent Guide to the LEAP Connect Student Reports](#) has been posted in the [Assessment Library](#).
- LEAP Connect/LAA 1 results will be available in [eDIRECT](#) in May. For directions on viewing score reports, reference pages 90-94 of the eDIRECT User Guide posted under General Information in [eDIRECT](#).

ELPT

- The [Parent Guide to the ELPT Student Reports](#) has been posted in the [Assessment Library](#).
- ELPT results will be available in the [Online Reporting System](#) in May. An Online Reporting System User Guide will be posted to the [ELPT Portal](#) with the release of results that contains directions on viewing score reports.

Assessment Administration Support and Training

The Assessment and Accountability Monthly Call will be held on **May 15 at 1:00 p.m.**

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/assessment-accountability/>; and
- enter the meeting room as a guest and provide your name; or
- dial 1-646-307-1380 and enter participant PIN # 89147656.

Reminder: Monthly Nonpublic Testing Coordinator Call Rescheduled

The Monthly Nonpublic Testing Coordinator Call was rescheduled for Tuesday, May 15th at the link and phone number provided below. **All testing coordinators for Scholarship and TDR schools are encouraged to attend.**

Webinar link: <https://louisianaschools.adobeconnect.com/assessment-accountability/>

Toll access number (Toll): 1-646-307-1380

Toll free access number (Toll Free): 1-855-240-2575

Participant pin code: 89147656

Tuition Donation Credit (TDC) Program News

Reminder: Prior School Checks Process Open

The Department is accepting prior school checks for all TDC applicants. Prior school checks will be accepted every two weeks on Tuesdays. Please upload the template found [here](#) to your organizations FTP and email lindsey.bush@la.gov.

STO's will receive the verified prior school checks within one week. Prior school check schedule below:

Tuesday, May 15th (returned to STO's by Tuesday, May 22nd)

This cycle will continue until application season closes for all STO's.

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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	esf@newschoolsbr.org	225-395-1686
Son of a Saint	New Orleans	www.sonofasaint.org	hello@sonofasaint.org	504-561-7508

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The Department has sent out hard copy letters to families at the address listed on their application. Now that School Choice Program awards have been communicated to families, schools can begin reaching out to awarded families to begin the registration process.

The registration deadline for new students is **May 25, 2018**. Students who do not register by May 25th will lose their award and be dropped from your roster.

During registration, we encourage you to share a copy of all school rules and policies regarding discipline, enrollment, and academic performance. Please note that parents are not required to bring in their award letter as proof of a Scholarship. Instead, schools use SCS to verify awards. You should not register anyone as a Scholarship student who is not currently listed on your SCS roster. During the quarterly enrollment count, you will not be reimbursed for students who are not listed on your roster.

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

All Nonpublics

New: 2018-19 BESE Approval Documents Due May 25th

The Department is holding a supplemental BESE approval round for the 2018-19 school year for schools that did not submit documentation and receive BESE approval in the fall. All documents must be uploaded to the secure FTP by **May 25th**. The list of required documents can be found [here](#). This will be the final opportunity for schools to receive BESE approval for the 2018-19 school year.

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

New: eGMS SY2017-2018 8(g) Amendment Deadline

May 15 is the final date to submit SY2017-2018 amendments for 8(g) grants ending June 15. School systems are to make all final SY2017-2018 program budget changes to ensure that applications can be approved.

Please contact ldoe.grantshelpdesk@la.gov with questions.

New: 2018-2019 System Enhancements Q&A Webinar

Please share with data managers.

To engage in further discussion and to answer questions data managers and their vendors may have on the 2018-2019 System Enhancements, the Department will host a webinar on May 10 at 10:00 a.m. No pre-registration is required.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dcw/>;
- enter the meeting room as a guest and provide your name; and
- select the "listen only mode."

Please email systemsupport@la.gov with questions.

New: Department Data Systems Customer Satisfaction Survey

Please share with data managers.

An online Department [Data Systems Customer Satisfaction Survey](#) is available for LEA data coordinators involved in the submission of data to the Department's data systems (SIS, SPC, STS, CUR, PEP, SER, TSDL, SPS, Direct Match, Unique ID Assignment, and eScholar Customer Support). LEA personnel who contact the Department or eScholar staff for preparing, submitting, or correcting data are encouraged to participate in this brief survey. Please complete submissions by June 8.

Reminder: 2018-2019 BESE Regulation Waiver Request Submission

The Department continues to streamline its process for receiving and reviewing BESE regulation waiver requests. BESE regulation waiver requests for the 2018-2019 school year should be submitted to the Department via the [BESE Regulation Waiver Request Form](#) no later than May 31. BESE will review all waiver requests received by the Department at its June meeting.

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

Reminder: April BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on on April 18 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of local education agencies may be accessed [here](#).

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

Reminder: Financial Aid Planning Regional Events

Please share with professional school counselors and/or staff responsible for the implementation of financial aid planning policy in schools.

There are regional events scheduled throughout the state for seniors who still need to submit the FAFSA to meet graduation requirements. Additional individual school events are scheduled and can be viewed at the [Regional Financial Aid Calendar](#).

If you need assistance with a FAFSA event, the Department can come to your site. E-mail ldefinancialaid@la.gov to set up a date/time.

For more information, please email ldefinancialaid@la.gov.

Reminder: Heroin and Opioid Prevention Education Survey

The Department is interested in learning about existing substance abuse and prevention programming in Louisiana school systems and schools and would appreciate input from the professional(s) with the most knowledge in substance abuse prevention within each school system. Please have these individuals answer a brief [survey](#) no later than **May 18**; this may include wellness/health teachers, coordinators, or supervisors.

Additionally, if an employee in your school system is interested in working with the Department to provide opioid-specific resources to schools across the state, please contact michael.comeaux@la.gov.

Other Department Newsletters

To view the **May 8th District Newsletter** or the **May 3rd 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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