



May 16, 2019

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics that did not receive approval in fall	5/19/19	Submit <a href="#">BESE approval documents</a>	School leaders
TDC	5/28/19	Submit Prior School Checks	STO's
LSP	5/28/19	Deadline for new Scholarship recipients to register at awarded school	Awarded Scholarship families
LSP	5/30/19	Return new student roster	School leaders or Scholarship contacts
All nonpublics with school changes	7/15/19	Submit <a href="#">SPS change form</a> for school leader, address, or grade configuration changes	School leaders
All nonpublics that received EEF funds	7/15/19	Submit final PER	School leaders or finance managers

## Louisiana Scholarship Program (LSP) News

**New: Awards Communications and New Student Registration**

The Department has completed the e-mail notification process for all current students and 2019-20 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 should begin reaching out to awarded families to begin the registration process. **The registration deadline for new students has been extended to May 28, 2019.** Students who do not register by May 28th will lose their Scholarship award and be dropped from your roster. Schools are encouraged to reach out to students on their roster to invite them to register by the deadline.

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 as well. If a family is using a tax return to prove income eligibility, please ensure it is a 2018 return. 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 families reach out to your school that are not on your roster, 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.

## **New: Newly Awarded Student Registration Workbooks Forthcoming**

Students have until May 28th to accept their Scholarship award and register at their awarded Scholarship school. The Department will send schools a student registration workbook to complete next week. On the workbook, schools should notate the newly-awarded students that have and have not enrolled by the May 28th deadline. This registration workbook will be due back to the Department within 48 hours.

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

## **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 may make them ineligible to participate in the Scholarship program in future years.

## **Reminder: Release of Class of 2018 Results**

The Department has announced performance data for the Class of 2018. All Superintendents should have received via email copies of the public files that are posted to the Department's [Data Center](#) as part of the release. Individual school system and school-level cohort graduation and career credential files were shared via the FTP Monday.

Class of 2018 college enrollment data will be released later this month. Additional details will be provided in this newsletter.

Email [assessment@la.gov](mailto:assessment@la.gov) with 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](#).
- The updated Central Office Testing Site Manager is now available for download in eDIRECT under the Downloads tab. Central Office will replace the TSM for the 2019-2020 school year and must be installed prior to August.

### **LEAP 2025**

- This Friday, May 17: Last day of high school LEAP 2025 testing window
- All 3-8 testing irregularities and void forms should be submitted to [assessment@la.gov](mailto:assessment@la.gov) by this Friday, May 17.
- 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](mailto:assessment@la.gov).

## LEAP Connect:

- LEAP Connect/LAA1 student results are posted in [eDIRECT](#) under Report Delivery and View Reports. Additional guidance on viewing reports in [eDIRECT](#) is located in the [eDIRECT User Guide](#). The [Parent Guide to LEAP Connect Student Reports](#) should be sent home with the report.

## ACT and WorkKeys

- School Test Coordinators can now access student score reports in the [Validus](#) Online Reports Portal for students taking the WorkKeys assessments online. Score reports for WorkKeys assessments taken on paper will be available in the portal on May 15.
- [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.
- Students should begin checking their myworkkeys.com accounts for scores and NCRCs if earned. Students may contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539) for help accessing their accounts.
- 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.
- No later than July 2: ACT school and district level reports will be available through [PANext](#).
  - Reports must be downloaded before [PANext](#) is activated for the 2019-2020 school year, which is usually the beginning to mid-August.

## Assessment Administration Support and Training Office Hours

The next Assessment and Accountability Office Hours will be May 28 at 1:00 p.m. There will be no Office Hours call on May 21.

- 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](mailto:assessment@la.gov) with questions.

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## Tuition Donation Credit (TDC) Program News

### **Reminder: Prior School Check Process Open**

The Department is accepting prior school checks every two weeks on Tuesday. The next submission is due May 28th. 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](mailto:lindsey.bush@la.gov) when uploaded.

If you have any questions, please reach out to [lindsey.bush@la.gov](mailto: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	<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
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	<a href="http://newschoolsbr.org/our-approach/excellence-scholarship-fund">newschoolsbr.org/our-approach/excellence-scholarship-fund</a>	<a href="mailto:brandy@newschoolsbr.org">brandy@newschoolsbr.org</a>	225-384-0271
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

**School Choice Program for Students with Exceptionalities (SCP)**

**New: Award Communications and Student Registration**

The Department has mailed out award letters for all new and returning students to the School Choice Program for Students with Exceptionalities. Now that communications have been made, schools should begin reaching out to awarded families to register at their school.

The exact award amount for students equals 50% of MFP for the parish in which the student resides. Once MFP is determined for 2019, we will email schools exact award amounts per parish.

If you have any questions, please reach out to [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).

**All Nonpublics**

**New: Submit Final PER for Education Excellence Fund (EEF)**

If your school or agency received a payment from the 2018-2019 Education Excellence Fund (EEF) this year, please be advised of the following important dates:

- June 30, 2019: Deadline for EEF recipients to obligate EEF funds
- July 15, 2019: Deadline for EEF recipients to submit their Final 6/30 PERs

Please note that Final PERs are used to calculate EEF allocations for the following year, so EEF recipients that do not submit a Final PER by **July 15th** may experience delays in accessing their EEF funds for 2019-2020.

An important reminder: When completing the PER, notice on the first tab (labeled Expenditure Obligation Summary) that there is a box at the bottom with a checkbox for Final Expenditure. Check that. Otherwise your PER will not be reported as Final and it will have to be corrected and re-submitted.

For assistance in preparing your Final 6/30 PER for EEF, see the Training section on the [eGMS](#) Logon page. (Tips & Reminders: Preparing the Periodic Expense Report (PER)).

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

Please share with data coordinators and data managers.

The Department will hold its monthly webinar for data coordinators and data managers on May 23 at 1:00 p.m. Topics will include 2018-2019 end-of-year collections, data submissions, upcoming deadlines, validation reports and rosters, other updates, and best practices.

- Webinar Date and Time: May 23 at 1:00 p.m.
- Webinar Link: <https://doe.zoom.us/j/976397929>
- Webinar Phone Number: 646-876-9923 (for dial-in only)
- Meeting ID#: 976397929

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

### **New: Emergency Preparedness Tools for Students and Families**

Please share with principals and school family engagement coordinators.

As schools come to a close, and hurricane season approaches, the Governor's Office of Homeland Security and Emergency Preparedness is sharing resources to help families prepare for an emergency. Families can also visit [www.getagameplan.org](http://www.getagameplan.org) for more information, or download the "Get A Game Plan" app.

- [Emergency Supply Checklist](#)
- [Louisiana Emergency Preparedness Guide](#)
- [Emergency Preparedness Guide for Persons with Special Needs](#)

### **New: Louisiana Youth Summit on Opioid Awareness**

Please share with professional school counselors.

Louisiana middle and high schools are encouraged to save-the-date for the [South Louisiana Youth Summit on Opioid Awareness](#) on October 1, at the Lakefront Arena in New Orleans. This half-day event, hosted by the [Mark Wahlberg Youth Foundation](#) and [DEA 360](#), is designed to educate middle and high school students about the dangers of opioid addiction and encourage them to be part of the solution to ending this epidemic. The Summit will seek to empower students to take action in their schools to promote prevention and encourage peers to seek the benefits of leading a healthy lifestyle.

This is a free event, and registration details will be communicated in the newsletter and the school system planning call in August. In the meantime, schools and counselors are encouraged to check the [Summit website](#) for event updates.

Please contact [traynard@therendongroup.com](mailto:traynard@therendongroup.com) with questions.

### **Reminder: Updates to 2019-2020 School System Support Calendar**

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

- Updates to the 2019-2020 Assessment and Accountability Office Hours and Monthly Calls
- Addition of the monthly release of Classroom Chronicles

Please email [districtsupport@la.gov](mailto:districtsupport@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](mailto:nonpublicschools@la.gov).

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## Other Department Newsletters

To view the **May 14th District Newsletter** or the **May 9th 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](#)

[Contact Us](#)

STAY CONNECTED

