

Important News for NONPUBLIC SCHOOLS



May 17, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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, SCP	Week of 5/29	Return student registration workbooks within 48 hours of receipt	School leaders or Scholarship contacts
LSP, TDC	6/15/18	Complete DRC online cleanup	School leaders or test coordinators
LSP	Varies	Collect required registration forms for returning students	School leaders or Scholarship contacts

Louisiana Scholarship Program (LSP) News

New: Newly Awarded Student Registration Workbooks Forthcoming

As noted in this newsletter and award communications sent to families, students have until May 25th to accept their Scholarship award and register at their awarded Scholarship school. The Department will send schools a student registration workbook to complete after Memorial Day. On the workbook, schools should notate the newly-awarded students that have and have not enrolled by the May 25th 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.

New: Release of LEAP 2025 High School Results

Please share with principals.

A LEAP 2025 high school CSV file of student results has been posted to [eDIRECT](#). Tomorrow schools will begin to receive student score reports, with the exception of US History, in [eDIRECT](#). For directions on viewing score reports, reference pages 90-94 of the eDIRECT User Guide posted under General Information in [eDIRECT](#). The [Parent Guide to the LEAP 2025 Student Reports](#) is posted in the [Assessment Library](#).

Email assessment@la.gov with questions.

New: DRC Online Cleanup

DRC will open the Online Cleanup System (OCS) from June 11 to June 15. **This is the only opportunity that school systems and schools will have to apply accountability codes to impending zeroes before the new progress index is calculated.** The system will include student records from LEAP 2025, EOC, LEAP Connect, and LAA 1. School systems should not wait until the August data certification period to address impending zeroes.

Email assessment@la.gov with questions.

New: Release of LEAP Connect/LAA1/ELPT Results

Please share with principals.

The LEAP Connect/LAA1 and English Language Proficiency Test results will be released this Friday. For details on these releases see information below:

LEAP Connect and LAA 1

- LEAP Connect/LAA 1 results will be available Friday in [eDIRECT](#). For directions on viewing score reports, reference pages 90-94 of the eDIRECT User Guide posted under General Information in [eDIRECT](#).

ELPT

- ELPT results will be available Friday in the [Online Reporting System](#). The Online Reporting System User Guide is posted in the [ELPT Portal](#) which contains directions on viewing score reports.

Parent guides to both the LEAP Connect and ELPT are available in the [Assessment Library](#), and should be sent home with the student reports. Translated versions in Spanish, Vietnamese, and Arabic are also available in the library. More information regarding statewide trends for LEAP Connect, LAA 1, and ELPT will be shared in the June School System Planning call.

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 [LSB Application FAQ document](#). If the Application FAQ document does not resolve the issue, please direct the family to

attached [LEAP 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: 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: 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
- **Now - May 19:** PBT materials pick-up 3
- The Summer TAM and TCM are posted in [eDIRECT](#).
- 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.

Assessment Administration Support and Training

The Assessment and Accountability Office Hours will be held on **May 22 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.

The [Office Hours Questions and Answers](#) document is posted in the Assessment Library.

Tuition Donation Credit (TDC) Program News

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Email assessment@la.gov with questions.

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 29th (returned to STO's by Tuesday, June 5th)

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

School Choice Program for Students with Exceptionalities (SCP)

New: Student Registration Workbooks Forthcoming

As noted in this newsletter and award communications sent to families, students have until May 25th to accept their School Choice for Students with Exceptionalities award and register at their participating school. The Department will send schools a student registration workbook to complete after Memorial Day. On the workbook, schools should notate the students that have and have not enrolled by the May 25th deadline. This registration workbook will be due back to the Department within 48 hours.

If a student would like to transfer an award from one participating school to another, the receiving school must complete the [transfer form](#) and send to nonpublicschools@la.gov.

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

Reminder: Awards Communications and New Student Registration

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: Student Attendance Award Templates

The Department and BESE are pleased to support school systems and schools by providing printable certificates for students with outstanding school attendance. The Department encourages all school systems to plan and develop activities to recognize the thousands of students who attend school regularly. School systems should define the levels of attendance for the awards and issue the following certificates accordingly:

- [2018 Meritorious Attendance Award](#)
- [2018 Perfect Attendance Award](#)
- [2018 Excellence in Attendance Award](#)

Email janice.zube@la.gov with questions.

New: Funding Available for Displaced Students Attending Public and Non-Public Schools

The U.S. Department of Education has announced that applications are available for two of the hurricane and disaster relief programs authorized by the Bipartisan Budget Act of 2018: the Temporary Emergency Impact Aid for Displaced Students (Emergency Impact Aid) Program and the Assistance for Homeless Children and Youth Program.

The Emergency Impact Aid program will provide assistance to LEAs and nonpublic schools that have enrolled students displaced during the 2017-2018 school year by Hurricane Harvey, Irma, or Maria or the 2017 California wildfires and the Assistance for Homeless Children and Youth program will provide assistance to LEAs to support the needs of homeless students displaced by a covered disaster or emergency.

Please review the [Emergency Impact Aid Guidance Document](#) for details on how to apply for funds. All LEAs and non-public schools must submit applications to ldoe.grantshelpdesk@la.gov by May 22 by 4:00 p.m. In the subject line of the email please utilize the following format for the title: 2018 Emergency Impact Aid Application for (LEA/Nonpublic name).

Please review the [Assistance for Homeless Children and Youth Program Guidance Document](#) for more information on available funding.

Please contact ldoe.grantshelpdesk@la.gov with questions related to these programs.

Reminder: 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.

Reminder: 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.

If there are any questions, please email systemsupport@la.gov.

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.

Other Department Newsletters

To view the **May 15th District Newsletter** or the **May 10th 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

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