



May 24, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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
TDC	5/29/18	Submit prior school checks	STOs
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
TDC	5/31/18	Submit Q4 Enrollment Report to FTP	STOs
LSP, TDC	6/15/18	Complete DRC online cleanup	School leaders or test coordinators
All nonpublics that received EEF funds	7/15/18	Deadline for EEF recipients to submit their Final 6/30 PERs	School leaders or finance managers
LSP	Varies	Collect required registration forms for returning students	School leaders or Scholarship contacts

Louisiana Scholarship Program (LSP) News

New: Registration Workbooks Due Next Week

Next week, the Department will send schools a student registration workbook to complete. 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. Any newly awarded student who is not registered by May 25th will forfeit the award.

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

New: Transfer Window for 2018-19 School Year Opens in June

The transfer window will open in June after schools submit new student registration workbooks. At that time students may transfer awards from one Scholarship school to another. Newly awarded students must first have registered at their awarded schools by May 25th in order to be eligible for a transfer.

Further guidance and an updated transfer form will be forthcoming in future newsletters.

New: Mobility Rate Statistics for Participating Schools

The Department monitors the "Mobility Rate" of each participating Scholarship school on an annual basis. Mobility Rate is defined as the percentage of Scholarship students that are no longer enrolled at the same school for any reason from Q1 of one school year to Q1 of the next school year. To view your school's Mobility Rate from the 2016-17 to 2017-18 school year, [click here](#). If you have questions about your school's current Mobility Rate, please contact StudentScholarships@LA.gov.

Mobility Rate data for 2017-18 to 2018-19 will be made available to schools in Fall of 2019. As stated in Bulletin 133, schools with exaggerated, repeated, or uncorrected patterns of low relative rates of continued enrollment could lead to restrictions on new enrollment.

Reminder: 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

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: 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 22. The remaining scheduled postings will be June 4 and June 18.
- There will be sessions on A District's Guide to LEAP 360 and the updates to A Teacher's Guide to LEAP 360 at the 2018 Teacher Leader Summit

LEAP 2025

- The Summer TAM and TCM are posted in [eDIRECT](#).
- A LEAP 2025 high school CSV file of student results has been posted to [eDIRECT](#). Last week, schools began 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](#).

LEAP Connect and LAA 1

- LEAP Connect/LAA 1 results are available in [eDIRECT](#). For directions on viewing score reports, reference pages 90-94 of the eDIRECT User Guide posted under General Information in [eDIRECT](#).
- Parent guides 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.
- The LEAP Connect Online Tools Training (OTT) will be updated in the summer to include items for grade 11 ELA and math. The OTT can be accessed through the INSIGHT Portal or through the [LEAP OTT site](#), and the OTT DTAs will be posted in [eDIRECT](#) under General Information.

ELPT and ELPS

- ELPT results are available 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 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.
- Beginning on August 1, the English Language Proficiency Screener (ELPS) will be available for school system use. The ELPS is a tool to determine if students entering Kindergarten through grade 12 are English learners (ELs) who require supplementary support services to continue developing language proficiency in English. Students who do not score proficient on the ELPS will be identified as an EL and can receive an [EL Accommodations Plan](#).
- There will be a session on ELPS at the 2018 Teacher Leader Summit.

Assessment Administration Support and Training

The Assessment and Accountability Office Hours will be held on May 29 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.

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

Tuition Donation Credit (TDC) Program News

New: Q4 Count Due 5/31

All STO's must upload the Q4 enrollment spreadsheets to the FTP by 5/31. The report should also include all students' LASIDs.

This spreadsheet is to be completed by the Student Tuition Organizations, not individual schools.

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

Reminder: 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.

Reminder: Prior School Checks Process Open

All students who apply for the TDC program must go through the prior school check process. 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. The next prior school check information should be turned in by STOs by Tuesday, May 29th. These will be returned to STOs by Tuesday, June 5th.

Reminder: Important Information for District Testing Coordinators

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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: Registration Workbooks Due Next Week

Next week, the Department will send schools a student registration workbook to complete. On the workbook, schools should notate the 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. Any awarded student who is not registered by May 25th will forfeit the award.

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

New: 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: EEF PER Reminder

If your school or agency received a payment from the 2017-2018 Education Excellence Fund (EEF) this year, please be advised of the following important dates:

- May 30, 2018: [eGMS](#) opens for recipients to prepare and submit their Final Periodic Expense Report (PER) for EEF
- June 30, 2018: Deadline for EEF recipients to obligate EEF funds
- June 30, 2018 - July 15, 2018: Submission period for Final 6/30 PERs
- July 15, 2018: Deadline for EEF recipients to submit their Final 6/30 PERs

Please note Final PERs are used to calculate EEF allocations for the following year, so EEF recipients that do not submit a Final PER by **July 15** may experience delays in accessing their EEF funds for 2018-2019.

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 will have to be corrected and re-submitted.

For assistance in preparing your Final 6/30 PER for EEF, see:

eGMS Logon Page > Training > Tips & Reminders: Preparing the Periodic Expense Report (PER)
<https://egmsp.doe.louisiana.gov/LDEGMSWeb/logon.aspx>

For further information about PERs, see the [EGMS Payment Quick Reference](#), the [Periodic Expense Report Instructions](#) or contact Tameca Jeanpierre at Tameca.Jeanpierre@la.gov.

New: Preparing for the Teacher Leader Summit

Please share with all Teacher Leader Summit participants

The [2018 Summit](#) is less than two weeks away! To ensure all participants get the most out of this inspiring, sold out event, they should take the following steps:

1. Download the 2018 Teacher Leader Summit app for the most up-to-date information about when and where sessions are happening, and to build a personalized schedule. Search for "Teacher Leader Summit" in the Apple or Android app store. Refer to the [app directions](#) for additional help downloading and using the app.
2. Attend the plenary session. The plenary session, which will take place from 9:00 a.m.-10:00 a.m. on Wednesday, May 30, will feature a performance by [Landry-Walker's celebrated brass band](#), the announcement of our state's [Teacher and Principal of the year finalists](#), an address from Superintendent White, and more. Don't miss it!
3. Attend an Ed Talk. Led by national speakers Chris Stewart and Dr. Daniel Willingham, "[Ed Talks](#)" is a series of thought-provoking sessions designed to start conversations and idea sharing on how Louisiana schools can ensure meaningful growth for every child, every day.
4. Download session materials. Session materials are available in the [Teacher Leader library](#), and additional materials will be added next week.

Email louisianateacherleaders@la.gov with questions.

New: Tier 1 Science Curriculum Identified for 4th Grade

Great Minds has just completed their new grade 4 science curriculum. It is the first science curriculum to be rated Tier 1 in the [Louisiana IMR process](#). While only grade 4 has been completed and reviewed, 3rd and 5th grade units will be released throughout next year. Grades 3-5 educators can [register](#) to attend a two-day training July 25-26 in Baton Rouge.

All educators who attend the training will receive access to the PDFs of the grade 4 curriculum and released grades 3 and 5 units next year. School systems can contact margaret.goodner@greatminds.org for information regarding adoption.

Please contact louisianastandards@la.gov with questions.

New: ELA Guidebooks Update

The next phase of development in ELA Guidebooks is [supports for diverse learners](#). The Department piloted units in grades 6-8 this spring and made updates based on feedback from teachers. Those [revised units](#) are now released.

The Department will also be piloting supports for diverse learners in the fall with grades 3-5 to ensure they work for Louisiana teachers and students. All updated units for grades 3-5 will be released by March 2019.

Learn more about the release of revised units in grades 6-8 and the grades 3-5 pilot by reading the [information sheet](#) or emailing classroomsupporttoolbox@la.gov.

Reminder: 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.

Reminder: Financial Aid Planning

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

The response from Louisiana's students and families has been overwhelmingly positive. Already Louisiana is a national leader, and thousands more students will have their job training or college tuition paid for as a result.

1. If you would like to have financial aid form support stations at your schools before or after graduation ceremonies so that parents can complete their forms, please email ldefinancialaid@la.gov.
2. If parents are signing a letter of non-participation, please make sure letters are signed and stored for graduation cohort verification.
3. If you would like to be featured in a future counselor or school spotlight, please email leslie.gilliland@la.gov.
4. If you have success stories about specific students you would like to share, please email doecommunications@la.gov.

With your leadership, we will make sure every student who wants financial support for future training or education receives that support.

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.

Other Department Newsletters

To view the **May 22nd District Newsletter** or the **May 17th 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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[Contact Us](#)

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