



# Important News for NONPUBLIC SCHOOLS



**May 27, 2021**

Dear Colleagues,

This morning I welcomed nearly 2,000 Louisiana educators to our annual Teacher Leader Summit. I helped kick off the celebration during our opening session. Instead of the traditional keynote speech, I stepped back so the voices of our educators could share their experiences leading through this challenging year. Success looked different in the various communities across our state, but they all shared three important commonalities. Louisiana educators are reliable, responsive and resilient. They have done hero's work to ensure our children continue to receive a quality education. In a school year that opened with so much uncertainty, it's difficult to express the feeling of pride I have knowing the progress we've achieved together.

Even if you are unable to attend this year's conference, I encourage you to follow along and join the conversation on social media by using the hashtag #LATEacherLeaders. [Spots are also still available for our virtual Summit](#) that takes place June 1-11. I hope you are able to take advantage of this opportunity for us to further grow and develop together as we prepare for next school year.

Dr. Cade Brumley  
State Superintendent of Education

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## Important Dates for Nonpublic School Systems

Important Deadlines	
Roster Verification Due in FTP	June 1 at 5 p.m.
Submit Tuition and Fees via Jotform	June 2 at 5 p.m.
Student Registration Deadline	June 30 at 5 p.m.

Office Hours	
Office Hours Title	Zoom Link
K-2 CLASS® Pilot Office Hours	<a href="#">June 1 at 12 p.m.</a>
Early Childhood Lead Agencies Office Hours	<a href="#">June 1 at 3 p.m.</a>
<a href="#">Assessment and Accountability Office Hours</a>	<a href="#">June 1 at 3:45 p.m.</a>
<a href="#">Career and College Readiness Office Hours</a>	<a href="#">June 3 at 3 p.m.</a>
Education Technology Office Hours	<a href="#">June 10 at 9 a.m.</a>
Monthly Calls*	
Monthly Call Title	Zoom Link
Nutrition Support Monthly Call	<a href="#">June 1 at 1 p.m.</a>
Literacy Monthly Call	<a href="#">June 3 at 10 a.m.</a>
Data Coordinator Monthly Call	<a href="#">June 10 at 1 p.m.</a>
SPED Leader Monthly Call	<a href="#">June 10 at 2 p.m.</a>
Assessment and Accountability Monthly Call	<a href="#">June 15 at 3:45 p.m.</a>
Nonpublic Monthly Call	<a href="#">June 16 at 2 p.m.</a>
Student Well-Being Monthly Call	<a href="#">June 16 at 3:30 p.m.</a>
Federal Support and Grantee Relations Monthly Call	<a href="#">June 17 at 10 a.m.</a>
Career and College Readiness Monthly Call	<a href="#">June 17 at 3 p.m.</a>
Legislative and Policy Support Monthly Call	<a href="#">June 21 at 10 a.m.</a>
System Leaders Monthly Call	<a href="#">August 6 at 9 a.m.</a>
System Leaders Roundtable	<a href="#">August 20 at 9 a.m.</a>
Academic Content and Educator Development Monthly Call	<a href="#">August 25 at 1 p.m.</a>
*Monthly call presentations are available in the <a href="#">School Improvement Library</a> . View the <a href="#">School System Support Calendar</a> to access a complete schedule of events.	
Upcoming Events	
Event Title	Zoom Link
<a href="#">Staffing Q&amp;A Session</a>	June 16 at 1 p.m.
<a href="#">Scheduling Q&amp;A Session</a>	June 30 at 1 p.m.

## Roster Verification

School rosters for the Louisiana Scholarship Program have been added to the FTP Portal. Please log into your FTP portal to review your roster of awarded students for the upcoming school year.

Be sure to review the [Scholarship Program FAQ guide](#) for further information about lottery priorities, as this may assist in questions that you have.

Each participating school is required to complete the roster verification by **Tuesday, June 1, 2021**. Failure to complete this task will result in delayed award letters for the Louisiana Scholarship Program. As a result, we, and other participating schools are counting on you to complete this task within the required time frame!

To complete the roster verification, complete the following steps:

1. Review the roster to ensure that your continuing students are included. Please remember that some of your students may have chosen to apply for another school.
2. Review the roster for errors in assigned grade level.

If there are errors: Please make the notation on the roster document in the corresponding column. If there are students missing that were previously enrolled for Q3 and Q4, write the student information in the row indicated on the form.

If there are no changes needed to your roster, please type 'No Changes' in the first column.

Every participating school must submit a roster verification.

Once you have completed the required actions, upload the document back into the FTP. Please add 'Verified' to the file name before uploading.

Submit the roster verification by **Tuesday, June 1, 2021 at the very latest**. It is essential that we get the rosters verified by that date to ensure we have final rosters for registration in a timely manner.

Once all verifications have been received, reviewed and resolved as needed, we will then send award letters to families. Student registration must be completed by **June 30, 2021**. A final roster will be uploaded into your school's FTP by June 7th with the final list of students to register.

Contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov) with any questions.

## Tuition and Fees Submission

Schools submit tuition and fee information to the LDOE. Tuition and fees received through the Scholarship Program for participating students must not exceed tuition and fees charged to enrolled students not participating in the program. Scholarship funds may not be used to pay tuition and fees for students not participating in the Scholarship Program.

All schools must submit 2021-2022 tuition and fee information by 5:00 p.m. on June 2nd via [this form](#).

In addition to submitting tuition information and documentation, schools must upload signed copies of:

- [Individual Enrichment Assurances Form](#), signed by all board members, school administrators and principals

- [Educational Purposes Assurances Form](#), signed by the principal

The tuition and fees charged for a sample of non-Scholarship students will be reviewed to verify that the tuition and fee amount charged for these students is not less than the amounts charged to students participating in the Scholarship Program. In the event that the financial audit identifies a finding regarding inappropriate payment of tuition and fees, payment adjustments will be made, schools may be required to reimburse the Department for overpaid tuition and fees, and schools may receive further sanctions.

Contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov) with any questions.

## Operations

### **Emergency Preparedness and Recovery Webinar**

The Department recently hosted an Emergency Preparedness and Recovery Webinar. During this initial webinar, the Department previewed the Emergency Preparedness and Recovery Dashboard and shared helpful resources. The dashboard has been created to collect preparedness and recovery status information from each Emergency Preparedness and Recovery Contact. This information will enable LDOE to support LEAs with emergency management in Louisiana schools. The presentation [deck](#) and [recording](#) are now available and have been posted to the Department's [Emergency Preparedness and Recovery webpage](#).

As a reminder, [LDOE's Contact Form](#) has been updated to include an Emergency Preparedness and Recovery Contact role. LEA's are asked to add their Emergency Preparedness and Recovery Contact [to this form](#). Access the Department's [guide](#) for assistance with completing the contact form.

Please contact [LDOEcommunications@la.gov](mailto:LDOEcommunications@la.gov) with questions.

### **Grants to States For School Emergency Management Program**

The U.S. Department of Education has awarded Grants to States for the School Emergency Management (GSEM) program funds to the Louisiana Department of Education in partnership with LSU's National Center for Biomedical Research and Training/Academy of Counter-Terrorist Education (LSU NCBRT/ACE). The program goal is to provide training and technical assistance to LEAs for the development and implementation of high-quality school Emergency Operations Plans (EOPs).

**EOP Virtual Office Hours:** Open virtual office hours provide a forum for school crisis teams to engage with a panel of subject matter experts from LSU NCBRT/ACE to troubleshoot issues related to building, maintaining, and implementing their school emergency operations plans (EOPs).

- [Register](#) for June 14 at 10 a.m.
- [Register](#) for July 12 at 10 a.m.

**EOP Virtual Seminar Series:** LSU NCBRT/ACE has partnered with the LSU School of Education to host a series of one-hour topic-specific virtual seminar sessions beginning in June. Sessions will include an informational briefing on the week's topic followed by a facilitated discussion to allow participants to share experiences in their school emergency planning processes.

- [Register](#) for June 9 at 1 p.m.
- [Register](#) for June 23 at 10 a.m.
- [Register](#) for July 7 at 9 a.m.

**Training by Request:** A [catalog of courses](#) covering topics related to building and maintaining school EOPs is available to LEAs and schools by request through the GSEM program. Courses are available virtually or in person at no cost to school systems throughout the state. Training requests may be sent to [schoolsafety@ncbrt.lsu.edu](mailto:schoolsafety@ncbrt.lsu.edu), or register for one of our upcoming trainings below:

- [Register](#) for June 16 from 8 a.m. to 12 p.m.
- [Register](#) for June 24 from 8 a.m. to 12 p.m.

Please contact [rlandry@ncbrt.lsu.edu](mailto:rlandry@ncbrt.lsu.edu) with questions.

## Communications

### **LDH Vaccine Communications Resources**

The Louisiana Department of Health has developed communications resources schools and systems may use in order to inform stakeholders about the availability of vaccines for ages 12-15. This [social media toolkit](#) includes sample posts and LDH graphics that can be used on social media channels. The social media toolkit also includes information about LDH's vaccine hotline and an upcoming parent webinar. LDH also released a [letter from medical professionals](#) about the recent vaccine expansion.

Please contact [ted.beasley@la.gov](mailto:ted.beasley@la.gov) with questions.

## Teaching and Learning

### **Update: Staffing and Scheduling Best Practices**

The LDOE has partnered with the District Management Group to provide a series of resources, live webinars, and targeted training sessions for educators across the state on building strong staffing and scheduling models using best practices.

Three complimentary copies of ***Six Shifts to Improve Special Education and Other Interventions*** will be mailed to superintendents, CAOs, and special education directors later this spring. The book includes details about specific strategies to address unfinished learning and raise achievement. It also offers practical advice on how to help students experiencing social and emotional and behavioral difficulties. More information about the book is [available](#).

Please contact [em.cooper@la.gov](mailto:em.cooper@la.gov) with questions.

## Assessments, Accountability, and Analytics

### **For District Testing Coordinators and Accountability Contacts**

#### **DRC Online Cleanup (Student Corrections)**

- **June 14-18:** DRC will host an online cleanup process for LEAP 2025 and LEAP Connect.
- This cleanup does not require documentation.
- The closing date is final, and there can be no extensions.
- An FAQ will be provided by the assessment team prior to opening.

#### **Test Results Reporting**

- **Available Now:** ELPT test results for all grades

- **Late July:** LEAP grades 3-8 all subjects
- **Late August:** LEAP Connect all grades

#### **Alt-EL Connector Review**

- **Due May 28:** LDOE is looking for educators who support English learners (ELs), students with disabilities, students with significant cognitive disabilities, or a combination of all three, to be part of our Alt LA Connectors for ELs Review committee this summer. The committee will receive a draft copy of the Alt EL Connectors a week before the webinar, scheduled for June 9 from 3-4:30 p.m. Committee members will attend the webinar (or review its recording), and complete a short review via a Google form. Those interested in being a part of this committee are encouraged to complete the [Alt LA Connectors for ELs Reviewer Application](#).

#### **LEAP 2025**

- Spring Administrations: All voids and testing irregularities due no later than the last day of the appropriate testing window.
- Summer Administration
  - **June 10:** Test Setup and Additional Materials Available
  - **June 10-29:** Assign and enter TA numbers
  - **June 21-25:** LEAP 2025 HS Testing Window

#### **Birth-Pre-K Assessment Guidance**

- **Due May 31:** TS GOLD Spring Checkpoint for all publicly-funded children attending public and nonpublic pre-K, Head Start, and child care centers. Visit the [GOLD Overview](#) and [Early Childhood \(pre-K\) Assessment Guidance for Various Learning Environments](#) and for additional information.

#### **NAEP 2021**

- **Additional Monthly Survey**
  - By Executive Order, a NAEP 2021 Monthly School Survey will be collected from approximately 90 schools in Louisiana to understand the impact of COVID-19, including the status of in-person learning.
  - Nationally, the survey will collect data from approximately 3,500 schools that enroll fourth-graders and an equal number of schools that enroll eighth-graders.
- The submission windows have been extended again to add days to each window (April 14-27, May 19-June 2, and June 16-29). NAEP created an alternate data collection process for the final (June 16-29) MSS submission for schools that may be closed in June. The district or school test coordinators were emailed on May, 24 if they chose to participate.
  - The status of in-person learning will be disaggregated by student demographics, including race/ethnicity, disability, English Learner status, and an economic disadvantage indicator.
  - The public will have access to data about school reopenings for in-person instruction and how students are learning.
  - For questions or additional information, please email [jennifer.baird@la.gov](mailto:jennifer.baird@la.gov) or [rebecca.frederick@la.gov](mailto:rebecca.frederick@la.gov).

#### **PIRLS**

- The Progress in International Reading Literacy Study (PIRLS) is an international assessment and research project designed to measure trends in reading achievement at the fourth-grade level and school and teacher practices related to instruction. For the first time, PIRLS will be administered on a tablet with a keyboard. This fall, the assessment will include students in grade five and three schools across the state will be selected.

#### **Assessment Administration Support and Training Office Hours**

The next Assessment and Accountability office hours will be on **June 1 at 3:45 p.m.** A password will now be required for office hours. Webinar details are listed below.

- **Webinar Date and Time:** June 1 at 3:45 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164
- **Passcode:** 2020202!

## Educator Development

### **Summer Professional Development Opportunity**

The Department will host a free professional development series led by Blue Engine. This series, **The Power of Two: Leveraging Co-teachers to Address Unfinished Learning** is open to all educators and will focus on the use of co-teaching strategies to address unfinished learning. By participating in this full-day training, educators will learn about strategies, practices, and tools for forming effective teams, enacting high-quality co-planning, and thoughtfully responding to student data in order to optimize co-teachers to address unfinished student learning. Educators should [register](#) by **June 12**.

#### **General Co-Teaching**

Sign up to attend **one** full-day session (9 a.m.-4 p.m.) on any of the following dates:

- June 21
- June 23
- June 25

#### **Math Co-Teaching**

Sign up to attend **one** full-day session (9 a.m.-4 p.m.) on any of the following dates:

- June 15
- June 16
- June 17

Please contact [brooke.molpus@la.gov](mailto:brooke.molpus@la.gov) with questions.

## Reminders

### **Pandemic EBT Program Communications Toolkit/Data Submission**

A communications toolkit is now available to help systems and schools keep families informed about the newest round of Pandemic EBT (P-EBT) benefits. The LDOE created sample messaging that can be tailored to the specific needs of individual systems and schools. This includes sample letters to families, text alerts, and social media posts. The Louisiana Department of Children and Family Services (DCFS) has developed [FAQ](#) and [communications resources](#) that will be updated as new information becomes available. DCFS also [resources aimed at answering questions school system employees may have about the program and student eligibility](#). This page will be continuously updated.

#### **2020-2021 P-EBT Communications Toolkit**

- [Sample Messages](#)
- [Talking Points](#)
- [Flyer \(English\)](#)
- [Flyer \(Spanish\)](#)
- [Flyer \(Vietnamese\)](#)
- [Logo A](#)
- [Logo B](#)

- [FAQ](#)
- [Press Release](#)
- [P-EBT Homepage](#)
- [Dynamic P-EBT Toolkit](#)

### **Background Information**

DCFS, in collaboration with LDOE, has received approval to operate the P-EBT program in response to COVID-19 related school closures. P-EBT provides food support to help families with children who are learning in a hybrid or virtual mode and were receiving free and reduced-price school meals. To carry out this program, DCFS and the Office of Technology Services (OTS) will be working with school system data managers who must submit the necessary information to qualify both public and private students for the P-EBT benefit. Additional details regarding data sharing agreements, the submission process, deadlines, etc. were provided on the May Data Managers Monthly Webinar and May System Leaders Webinar.

### **P-EBT Data Submission Deadline Extended:**

DCFS has extended the data submission deadline for P-EBT from May 21 to **May 28** for all school systems.

### **What's different for this P-EBT?**

- P-EBT this year will use direct certification. With direct certification, there is no application process and it does not require any action by the family. DCFS will use the student data provided by the school districts to issue P-EBT benefits.
- Students will receive their P-EBT benefits on a new P-EBT card. A separate P-EBT card will be issued for each eligible student in the household. This means each eligible student in the household will receive a card in the student's name. Previously, one card was issued in the Parent/Guardian's name for all eligible students.
- Benefits are being issued retroactively in installments back to August 2020.

Please contact [carol.mosley@la.gov](mailto:carol.mosley@la.gov) with questions.

## ***Nutrition Support Reminders***

### **P-EBT Local Level Funding for Schools Grant**

Pandemic Electronic Benefit Transfer (P-EBT) administrative funds are available to all National School Lunch (NSLP) and School Breakfast (SBP) program operators responsible for activities related to FY 2021 State Pandemic Electronic Benefit Transfer (P-EBT). Eligible activities include those that occurred between October 2020 and September 2021, in conjunction with P-EBT benefits issued for school year 2020-2021 and summer 2021. Districts that operated the NSLP Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) in place of traditional school meals programs, due to COVID-19 waivers, may also be eligible. To receive funding, schools must submit the P-EBT Administrative Costs online application, located on the LDOE Child Nutrition Program [website](#), to the Division of Nutrition Support. Additional information, as well as grant application instructions, can be accessed in memo [SFS-21-x166](#).

Please contact [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov) with questions.

