

# Important News for NONPUBLIC SCHOOLS



May 31, 2018

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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
LSP, TDC	7/7/18	Return LEAP 360 MOU Amendment	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

On Tuesday, the Department sent schools accepting new students a student registration workbook via the FTP to complete. On the workbook, schools should notate the new students that have and have not enrolled by the May 25th deadline. This registration

the workbook, schools should indicate the new students that have and have not enrolled by the May 25th deadline. This registration workbook will be due back to the Department by today, **May 31st**. Any new student who did not register by May 25th will forfeit the award.

Please upload the renamed file to the FTP. ***Please do not email the completed registration workbook as it contains student-level personally identifiable information that should not be communicated via email.***

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

### **Reminder: 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.

### **Reminder: 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](mailto: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: 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.
- The Department is preparing for the second year of LEAP 360 implementation. School systems that signed a LEAP 360 Memorandum of Understanding (MOU) for the 2017-2018 school year may choose to continue using LEAP 360 through June 30, 2019, under the same terms and conditions. To opt-in and amend your school system's existing agreement, each Superintendent must sign an amendment to the original agreement. Please click [here](#) to download the LEAP 360 MOU

Superintendent must sign an amendment to the original agreement. Please click [here](#) to download the **LEAP 360 MOU Amendment (2018-2019)** form. Complete, sign, and return an electronic copy to [assessment@la.gov](mailto:assessment@la.gov) by **July 7**. School Systems wishing to participate in LEAP 360 during the 2018-2019 school year need to ensure they also have a [non-summative data sharing agreement](#) on file with the LDOE.

## 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](#).

Please reach out to [assessment@la.gov](mailto:assessment@la.gov) with any questions.

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## Tuition Donation Credit (TDC) Program News

### **Reminder: 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](mailto: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](mailto: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](mailto: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, June 12th. These will be returned to STOs by Tuesday, June 19th.

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- The Department is preparing for the second year of LEAP 360 implementation. School systems that signed a LEAP 360 Memorandum of Understanding (MOU) for the 2017-2018 school year may choose to continue using LEAP 360 through June 30, 2019, under the same terms and conditions. To opt-in and amend your school system's existing agreement, each Superintendent must sign an amendment to the original agreement. Please click [here](#) to download the **LEAP 360 MOU Amendment (2018-2019)** form. Complete, sign, and return an electronic copy to [assessment@la.gov](mailto:assessment@la.gov) by **July 7**. School Systems wishing to participate in LEAP 360 during the 2018-2019 school year need to ensure they also have a [non-summative data sharing agreement](#) on file with the LDOE.

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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:esf@newschoolsbr.org">esf@newschoolsbr.org</a>	225-395-1686
Son of a Saint	New 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: Registration Workbooks Due This Week

This week, the Department sent 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](mailto: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](mailto:nonpublicschools@la.gov).

## **All Nonpublics**

### **New: STS EOY Reports Available**

**Please forward to STS data coordinators.**

To assist with data submissions and error correction, STS Validation Reports and Validation Rosters will be available on the nonpublic FTP in the DATA VALIDATION folder on May 24 and again on June 6.

Data managers for STS should download the validation reports, analyze the data and make corrections in the Student Transcript System (STS) if needed. Use of these reports may help identify any issues before the systems close.

Please refer to the [Student Transcript page](#) on the LEADS Portal for information about upcoming STS deadlines and a copy of the STS User Guide.

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

### **Reminder: 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:

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](mailto:Tameca.Jeanpierre@la.gov).

### **Reminder: 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](mailto:margaret.goodner@greatminds.org) for information regarding adoption.

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

### **Reminder: 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](mailto:classroomsupporttoolbox@la.gov).

## Other Department Newsletters

To view the **May 22nd District Newsletter** or the **May 24th 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](#)

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