

Important News for NONPUBLIC SCHOOLS



June 7, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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

Louisiana Scholarship Program (LSP) News

New: DRC Online Cleanup Window from 6/11 to 6/15

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.

Failure to properly update this information in DRC from 6/11 to 6/15 may impact a school's Scholarship Cohort Index (SCI) or Proficiency Rate.

Email assessment@la.gov with questions

New: Updated LEAP 2025 Parent Guide

The [LEAP 2025 Parent Guide](#) has been slightly updated and a new version is available in the [Family Support Toolbox Library](#). Please send this report home with the student reports later this summer.

Email assessment@la.gov if you have questions.

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

The Department is currently processing submitted New Student Rosters. Afterwards, new students that accepted their awards before the May 25th deadline as well as returning students may choose to transfer awards from one Scholarship school to another.

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 22 and June 4. The remaining scheduled posting will be made on June 18.
- [A District's Guide to LEAP 360](#) serves as support tool for school systems to use when implementing the components of LEAP 360 in schools. School systems should use this guide and its resources to develop a plan for LEAP 360 training, administration, and data analysis and to guide instructional and assessment planning in schools.
- Updates have been made to [A Teacher's Guide to LEAP 360](#) to improve LEAP 360 instruction and implementation. The document is posted to the [Assessment Library](#).
- A new LEAP 360 resource that can be used to facilitate communication between educators and parents is now available. [A Parent Guide to LEAP 360](#) answers the following questions for parents:
 - What is LEAP 360?
 - How can I view and use my child's LEAP 360 results?
 - What questions can I ask my child's teacher when discussing LEAP 360 results?
 - Where can I go for more information?
- 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 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 Department.
- School systems should review the following Summit presentations on LEAP 360.
 - [LEAP 360 Overview](#)
 - [A Teacher's Guide to LEAP 360](#)
 - [A District's Guide to LEAP 360](#)
 - [LEAP 360: ELA Deep Dive](#)
 - [LEAP 360: Math Deep Dive](#)

LEAP 2025

- Summer EOC/LEAP 2025 test setup will open on June 7.
- School systems should review the following summit session materials on LEAP 2025.
 - [Math Assessment Make the Case 3-5](#)
 - [Math Assessment Make the Case 6-8](#)
 - [Math Assessment Make the Case A1-GM](#)
 - [Social Studies Assessment Results Make the Case](#)
 - [Social Studies Assessment Results Make the Case](#)

LEAP Connect and LAA 1

- Interpretive Guides for understanding [LEAP Connect](#) and [LAA1](#) scoring and reporting are posted to the [Assessment Library](#).
- The LEAP Connect Online Tools Training (OTT) is now posted for ELA and math grades 3-8 and 11. The OTT can be accessed through the INSIGHT Portal or through the [LEAP OTT site](#), and the OTT DTAs are posted in [eDIRECT](#) under General Information.
- School Systems should review the Summit presentations [LEAP Connect Grades 3-8 Results](#) and [LEAP Connect High](#)

- School Systems should review the Summit presentations [LEAP Connect Grades 3-8 Results](#) and [LEAP Connect High School Overview](#).

ELPT and ELPS

- The ELPT District Data File Layout is posted to the [ELPT Portal](#) under General Information in Test Coordinator Resources.
- Beginning 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](#). The [Summit ELPS presentation](#) and [ELPS Guidance](#) document are posted in the Assessment Library.
- School systems should review the Summit presentation [ELPT Results: Next Steps](#).

Tuition Donation Credit (TDC) Program News

New: DRC Online Cleanup Window from 6/11 to 6/15

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.

Failure to properly update this information in DRC from 6/11 to 6/15 may impact a school's data in the annual Tuition Donation Credit report.

Email assessment@la.gov with questions.

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Email assessment@la.gov if you have 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, June 12th. These will be returned to STOs by Tuesday, June 19th.

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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 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 Department.

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- School Systems should review the Summit presentations [LEAP Connect Grades 3-8 Results](#) and [LEAP Connect High School Overview](#).

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: 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.

New: Correctly Coding Courses in Student Transcript System (STS)

Please share with school leaders, and counselors.

As processing begins for the graduating class of 2018, it has been observed that courses qualifying for the TOPS weighted GPA are being coded incorrectly in the Student Transcript System (STS). This error could affect students' TOPS GPA, possibly resulting in students being found ineligible or awarded the incorrect level of TOPS.

For example, if the course is English IV: Honors, the course code that should be used is 120342. If it is entered as 120334 English IV and typed in as a 5.00 scale course, the system will not recognize the course as a 5.00 course. The course will only be counted as a 4.00 course.

For a complete list of courses and course codes eligible for the TOPS weighted GPA, click [here](#). Please validate that courses are being entered correctly in STS.

For questions, please contact tristen.guillory@la.gov.

New: End of Year Submissions and Validation Reports

Please share with data coordinators.

To assist with data submissions and error correction for STS, Validation Reports and Validation Rosters are available on the data management FTP in the Data Validation folder.

Data managers for STS should download the validation reports, analyze the data and make any necessary corrections in the source systems. This will help identify any issues before the systems close.

Please refer to the [2017-2018 Benchmark Calendar](#) for upcoming deadlines for STS.

Please email systemsupport@la.gov with questions.

New: Sponsor Site (SPS) Changes for the 2018-2019 school year

School systems are now able to access [electronic forms](#) to request updates/changes to their system and school information that must be reviewed/approved by the Department. SPS rolled over to the 2018-2019 school year on June 1.

Please refer to the [2017-2018 Benchmark Calendar](#) for upcoming SPS deadlines for identifying new schools and other types of updates (e.g. grade configuration, address changes, administrator changes, Alternative Schools, Alternative Programs, etc.).

Please contact kaylie.loupe@la.gov with questions.

New: Equitable Services Regional Meetings

The Division of Federal Programs will conduct two regional meetings on implementing effective and compliant equitable services programs to service Non-Public schools. All federal program directors, private school officials and Non-public support staff are encouraged to attend one of the regional meetings below.

Participants must register at the link below. Registration opens June 6, 2018.

[WisdomWhere](#)

Date	Region and Location	Time
Thursday, June 21, 2018	Northern Region St. Joseph Catholic Center 4400 Coliseum Blvd. Alexandria, LA 71303	8:30 a.m. - 9:00 a.m. - Sign-in 9:00 a.m. - 3:00 p.m. - Meeting
Thursday, June 28, 2018	Southern Region St. Rita School 65 Fontainebleau Dr. New Orleans, LA 70125	8:30 a.m. - 9:00 a.m. - Sign-in 9:00 a.m. - 3:00 p.m. - Meeting

If any additional information is required, please contact LDEGrant@la.gov

Reminder: 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 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.

Other Department Newsletters

To view the **June 5th District Newsletter** or the **May 31st 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

[LDOE Website](#)
[Contact Us](#)

STAY CONNECTED



