



June 27, 2019

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP, TDC	6/28/19	Submit LEAP 360 MOU	Testing coordinators
LSP	7/3/19	Complete Scholarship End-of-Year Survey	School leaders
LSP, TDC	7/12/19	Complete the <a href="#">End of Year Assessment and Accountability Survey</a>	Testing coordinators
All nonpublics with school changes	7/15/19	Submit <a href="#">SPS change form</a> for school leader, address, or grade configuration changes	School leaders
All nonpublics that received EEF funds	7/15/19	Submit final PER	School leaders or finance managers

## Louisiana Scholarship Program (LSP) News

### **New: LEAP 2025 Data Release**

The Department will begin releasing the 2019 LEAP 2025 results to school systems this week. Here is the detailed timeline:

- By June 30: Grades 3-8 ELA, math, and social studies student-level results posted in [eDIRECT](#); superintendents and

charter leaders notified via email.

- Individual student reports should be distributed to families along with a copy of the [Parent Guide to the LEAP Student Reports](#)
- To identify students requiring remediation, please reference the provided CSV files.
- July 10:
  - Grades 4-8 growth-to-mastery 2019-2020 target rosters in [eDIRECT](#) portal (for planning)
  - Embargoed statewide, school system, and school-level 2018-2019 results emailed to superintendents and charter leaders
- July 11:
  - Prior to 1:00 p.m.: LEAP 2025 briefing with Superintendent White for superintendents and charter leaders (details will be provided in email)
  - 1:00 p.m.: LEAP 2025 media briefing on state-level results; statewide, school system, and school-level results posted to the website
- Early August:
  - 2018-2019 Teacher VAM results in Compass Information System
  - High school growth-to-mastery 2019-2020 target rosters in [La Data Review System](#) (for planning)
- Mid-August: 2018-2019 Accountability Assessment and Progress index results rosters in [La Data Review System](#)

Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **Reminder: Complete the Scholarship End-of-Year Survey**

Last week, school leaders and Scholarship contacts received the annual Louisiana Scholarship Program End-of-Year survey via email. The 2018-19 End-of-Year Survey is designed to help the Office of School Improvement better understand successes and identify the areas of improvement in our work with Scholarship schools. The feedback gathered from this survey will help the Louisiana Department of Education ensure our tools and structures adequately support the work of teachers and schools. Please complete this survey by **July 3, 2019**.

Contact [StudentScholarships@LA.gov](mailto:StudentScholarships@LA.gov) if you are a Scholarship school principal who did not receive the link in your inbox.

## **Reminder: Transfer Window Opened**

The transfer window for the 2019-20 school year is now open. If a student wishes to transfer a Scholarship award to your school, please have the parent/guardian complete the [2019 transfer form](#). If the student is a newly awarded student, the parent must have registered at the awarded school by the May 28th deadline in order to be eligible to request a transfer.

Transfers are at the discretion of the receiving school; however, schools may not exceed new student caps (if applicable). **Schools that received an enrollment sanction for the 2019-20 school year are not eligible to accept transfer students.**

The receiving school should submit the completed transfer form to [studentscholarships@la.gov](mailto:studentscholarships@la.gov). Transfer forms forwarded from parents will not be accepted.

## **Reminder: For District Testing Coordinators**

### **General:**

- **New:** The [2019-2020 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#).
- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).
- **June 30:** Last day to test using DRC's TSM 9.2. Schools must transition to the Central Office Services (COS) prior to testing for the 2019-2020 school year. District technology coordinators can download COS and the user guide from [eDIRECT](#). Technology coordinators can also view the Transition to Central Office presentation in the [Assessment Library](#). Schools needing assistance transitioning from TSM 9.2 to the new COS should complete the [COS Transition Form](#).
- District Test Coordinators and Accountability Contacts should complete the [End of Year Assessment and Accountability Survey](#) by July 12.

### **LEAP 360**

- **June 28:** Deadline for schools to submit the LEAP 360 [Memorandum of Understanding \(MOU\)](#) to [assessment@la.gov](mailto:assessment@la.gov).
- On June 24, the EAGLE Administration went through a system update to the 2019-2020 EAGLE Administration. Starting at 5:00 a.m. June 24 and ending no later than at 5:00 a.m. July 1, all features within the EAGLE Administration will be unavailable.

### **ACT and WorkKeys**

- WorkKeys Summary Score Reports and Roster Score Reports are available in the Online Reports Portal in Validus. The WorkKeys Online Reports Portal User Guide has descriptions of each report and instruction for running the reports.
- ACT school and district level reports will be available through PANext.
  - Reports must be downloaded before August when PANext rolls over to school year 2019-2020.
- The 2018-2019 ACT and ACT WorkKeys invoice will be emailed to superintendents, finance contacts, and DTCs by June 30. Any prepayment or overpayment will be reflected on the invoice. The State will refund any overpayment (if applicable) to the LEA by July 30. For any balance due, please make checks payable to the Department and remit full payment by July 15 to:

Louisiana Department of Education  
 Division of Appropriation Control  
 PO Box 94064  
 Baton Rouge, LA 70804-9064

- The ACT and WorkKeys rosters will be posted to the district FTP by June 30.

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

The next monthly Assessment and Accountability call will be July 16 at 1:00 p.m. There are not any Office Hours in July. Regularly scheduled Office Hours will resume in August.

- **Webinar Link:** <https://ldoe.zoom.us/j/393463942>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393463942

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#). Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

## Tuition Donation Credit (TDC) Program News

### **New: LEAP 2025 Data Release**

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- By June 30: Grades 3-8 ELA, math, and social studies student-level results posted in [eDIRECT](#); superintendents and charter leaders notified via email.
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Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

### **Reminder: Prior School Check Process Open**

The Department is accepting prior school checks every two weeks on Tuesday. The next submission is due July 9th. Verified prior school checks will be returned to STOs within a week. Please upload the prior school template to your FTP and email [lindsev.bush@la.gov](mailto:lindsev.bush@la.gov) when unloaded.

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

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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
Son of a Saint	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)**

### **Reminder: SCP Award Amounts for 2019**

The School Choice Program for Students with Exceptionalities award amount is equal to 50% of MFP for the parish in which the student resides. Once MFP has been determined, DOE will email all schools with exact award amounts per parish.

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

## **New: Shortage Areas for Federal Loan Forgiveness: Feedback Requested**

The Department is finalizing the shortage areas that are reported to the U.S. Department of Education each year. This information is used to determine eligibility for loan deferment, loan cancellation, or reduction of teaching obligations for participants in the Family Federal Education Loan (FFEL) Program; the Federal Supplemental Loans for Students (SLS) Program; the Federal Perkins Loan Program; the Paul Douglas Teacher Scholarship Program; or the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

For 2019-2020, the Department plans to report the below areas, which align with the areas that have the highest percentage of classes being taught by out-of-field/uncertified teachers, as well as foreign language and ESL.

- Special Education
- Middle and Secondary Mathematics
- Middle and Secondary Science
- Middle and Secondary Foreign Language
- ESL

Please reach out to Sara DeLano at [sara.delano@la.gov](mailto:sara.delano@la.gov) with any feedback regarding these shortage areas.

## **New: Monthly Data Coordinator Webinar**

Please share with data coordinators and data managers.

The Department will hold its monthly webinar for data coordinators and data managers on July 18 at 1:00 p.m. Topics will include 2018-2019 system closeouts, 2019-2020 data submissions, deadlines, other updates, and best practices.

- Webinar Date and Time: July 18 at 1:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/j/976397929>
- Webinar Phone Number: 646-876-9923 (for dial-in only)
- Meeting ID#: 976397929

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

## **New: June BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on June 20 and approved a number of bulletin revisions and recommendations. A [summary](#) of the approvals that directly impact the activities of local education agencies is available.

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

## **Reminder: Super Summer Institute - Late Registration**

Please share with Career and Technical Education (CTE) Supervisors and administrators.

Late registration for the 2019 Jump Start Super Summer Institutes (SSI) will open on July 1 and close on July 5. Late registration will be available for a limited number of July sites and sessions.

Late registration sites include [Baton Rouge](#), [Bossier](#), [Livingston](#), and [Operation Spark](#). Late registration seats, in the following sessions, are limited and additional seating will not be made available after late registration closes on July 5.

- Adobe Visual Design Specialist
- FAA License/Drone Applications
- Quest for Success
- Operation Spark Instructor Intensive

No refunds will be provided for late registration. No onsite registration will be available at any SSI sites.

For more information, please contact [jumpstart@la.gov](mailto:jumpstart@la.gov).

## **Reminder: 2019-2020 Sponsor Site System (SPS)**

Please share with data managers.

Sponsor Site requests for the 2019-2020 school year are still being accepted. This includes closure of existing schools/sites, changes to existing schools/sites, and the addition of new schools/sites. Submit requests via the [Sponsor Site Information Form](#) by June 30 (for school closures) and July 15 (for new schools and changes to existing schools).

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

## **Reminder: Complete the Department Data Systems Customer Satisfaction Survey**

**Please share with data managers.**

A Department [Data Systems Customer Satisfaction Survey](#) is available for school system data managers involved in the submission of data to the data systems (STS). Personnel who contact the Department or eScholar staff for preparing, submitting, or correcting data are encouraged to **complete this brief survey by Friday, July 5th**.

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

## **Reminder: Teacher Certification Renewal Process**

For many teaching certificates, it is time to renew. Most certificates are renewable for calendar years. However, the following certificates are issued for a school session:

- Practitioner Licenses (1, 2, and 3)
- Extended Endorsement Licenses
- Temporary Employment Permits
- Resident Teacher Certificates
- Out-of-Field Authority to Teach

These certificates are not renewed until July 1 of each calendar year. For this reason, the Certification team will not begin processing issuance or renewal of these certificates until July 1.

Please note that any renewal applications for these certificate types submitted prior to July will be held until the July 1 date. Due to processing time, some certificates may show as lapsed or expired until they are processed by the Certification team. Once processed, they will show a retroactive start date of July 1 and no lapse of certification.

Practitioner License (PL) Renewals:

- The program provider applies for PL renewal only if the teacher is enrolled in the Practitioner Teacher Program (PTP) on a PL1.
- The employer applies for the PL renewal when the teacher candidate is enrolled in the Certification-Only Program (PL2) or the Master's Alternative Program (PL3).

As mentioned previously, these certificates are renewed after July 1 each school year.

Please email [certification@la.gov](mailto:certification@la.gov) with certification questions, or submit a question in our online portal at [TeachLALive!](#)

## **Reminder: Submit Final PER for Education Excellence Fund (EEF)**

If your school or agency received a payment from the 2018-2019 Education Excellence Fund (EEF) this year, please be advised of the following important dates:

- June 30, 2019: Deadline for EEF recipients to obligate EEF funds
- July 15, 2019: Deadline for EEF recipients to submit their Final 6/30 PERs

Please note that Final PERs are used to calculate EEF allocations for the following year, so EEF recipients that do not submit a Final PER by **July 15th** may experience delays in accessing their EEF funds for 2019-2020.

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 it will have to be corrected and re-submitted.

For assistance in preparing your Final 6/30 PER for EEF, see the Training section on the [eGMS](#) Logon page. (Tips & Reminders: Preparing the Periodic Expense Report (PER)).

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

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## **Other Department Newsletters**

To view the **June 25th District Newsletter** or the **June 20th 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](#)

*STAY CONNECTED*

