



August 8, 2019

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	8/9/19	Complete <a href="#">cyber security survey</a>	Technology coordinators for all schools that have not completed Phase 6
LSP, TDC	8/23/19	Download LEAP 2025 student score and prepare them for distribution	School and District Testing Coordinators
All nonpublics	8/23/19	Complete <a href="#">teacher</a> and <a href="#">school leadership</a> surveys	Teachers and school leaders
All nonpublics	8/30/19	Complete <a href="#">Louisiana School System Contact Form</a>	Superintendents or school leaders

## Louisiana Scholarship Program (LSP) News

### **New: Tuition and Fees and Registration Workbooks Forthcoming**

Next week, all schools will be emailed instructions for completing two important tasks: Tuition and Fees Submission and Registration Workbooks. Schools will report their required tuition and mandatory fees to the Department via their T&F Workbook. Additionally, schools will report whether awarded students are enrolled and attending their school via the registration workbooks. Any students not enrolled will be dropped from their roster. It is imperative that schools submit these two action items by the deadline.

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

## **New: Release of Science and Biology Scores**

LEAP 2025 grades 3-8 science and high school Biology scores will be released on August 16 in the DRC INSIGHT Portal, pending BESE approval of scale score ranges that determine achievement levels.

School systems will be notified by email when the following reports become available.

- Individual student reports
- School Rosters
- Updated CSV (data) files

Please send questions to [assessment@la.gov](mailto:assessment@la.gov).

## **New: 2019-2020 Interests and Opportunities Course Codes**

The following 2019-2020 Interests and Opportunities resources are now available in the [Accountability Resources Library](#):

- [Course Code List](#)
- [Interests and Opportunities Policy Summary](#)
- [Teacher Leader Summit Session Presentation](#)

New course codes may be requested via the [Course Code Request Portal](#).

Later this month, the Department will be rolling out additional resources to support school systems during the 2019-2020 baseline year, including an FAQ, October 1 CLASS schedule reporting guide, and calculator.

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

## **Reminder: Opening of Data Certification**

Please share with accountability contacts.

The Louisiana Data Review System opened on August 5 at 8:00 a.m. for the purpose of requesting changes to data used in the calculation of the 2018-2019 school, school system, and subgroup performance scores. School system accountability contacts received an email with timelines, reminders, and resources. If the accountability contact has changed, it is extremely important that the Department is notified by email to [assessment@la.gov](mailto:assessment@la.gov) with a completed [DTC and Accountability Contact Update Form](#).

**Please note: This is the final opportunity for schools and systems to request changes to data.** Schools are not eligible for appeals based on any data that could have been corrected during the official data certification period. See below for scheduled release of rosters.

Timeline	Roster Type	Data Provided
August 5-16	ACT and WorkKeys Roster	Highest score earned by students enrolled in grade 12 in 2018-2019
August 12-23	DCAI Roster/Core Credit for Alternative Schools	<ol style="list-style-type: none"><li>1. Credits earned by students who were in grade 8 in 2017-2018 and in a public high school in 2018-2019, as well as dropouts</li><li>2. Credits earned toward alternative school DCAI and Core Credit Attainment Index</li></ol>
Week of August 19	Assessment Roster	Scores earned on state assessments for grades 3-12 in 2018-2019 and prior year banked scores; ELPT proficiency levels for EL students
TBD	Progress Rosters	Points earned for growth on state assessments for students in grades 4-12: Downloadable file only; no additional data certification
TBD	EL Progress Rosters	Points earned for growth on ELPT for information only. Will not be included in 2018-2019 SPS; no additional data certification

## **Reminder: Available Assessment Resources**

Please share with teachers and school leaders.

The following LEAP 2025, LEAP Connect, and ELPT/ELPS resources are now available in the [Assessment Guidance Library](#):

- 2019-2020 Assessment Guides
- 2019 Teacher Leader Summit presentations and materials
- Updated Mathematics Equation Builder Guides
- LEAP Connect Constructed-Response Sample Items

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

## **Reminder: LEAP 2025 Student Reports Available**

LEAP 2025 score reports for individual students are now available in eDirect. Louisiana Revised Statute 17:4023 requires that participating Scholarship schools provide all students with their individual score reports. In order to access student reports, please follow directions below. Screenshots of instructions can be found [here](#).

- On DRC homepage, select "Report Delivery".
- When you are redirected, select "View Reports"
- Select a specific test administration
- Select school (scholarship schools will have some nonpublic kids that should be on a separate site code of 997 (scholarship site code is always the XXX001 option.
- Under the Report filter, select Student Reports

Testing coordinators will have the option to save, show or download pdf versions of the report.

Score reports should be downloaded by **August 23** and provided in a timely manner to all parents of Scholarship students who took LEAP 2025 assessments in the 2018-2019 school year. Scholarship families will receive a communication from the LDOE in August that score reports are available for review.

If your school has a new testing coordinator for the 2019-2020 school year and you need to inform the LDOE Assessment team, please complete and submit a [District Test Coordinator and Accountability Contact Information Form](#).

If you have any questions, please contact [assessment@la.gov](mailto:assessment@la.gov).

## **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 School and District Testing Coordinators**

### **General:**

- Data certification opening announcements will only be sent to accountability contacts who are on file with the Department. 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](#).
- 2019-2020 administrations are now live in [eDIRECT](#). DTCs should ensure all users have the appropriate permissions for the new administrations.
- DTCs should ensure that Central Office is installed prior to testing during the 2019-2020 school year. Testing cannot begin in the 2019-2020 school year until this is completed.
- DTCs should use the State Placement Test to administer placement tests for the upcoming school year for any student enrolling into grades 5 or 9 into a Louisiana public or charter school from out of state, non-public, or home school. For additional information, please reference the [State Placement Test Overview](#), located in the [Assessment Library](#).
- The [Parent Guide to the State Placement Test](#) is located in the [Assessment Library](#).

### **LEAP 360**

- The 2019-2020 Diagnostic and Interim Quick Start Guides are now available in the [Assessment](#) and [LEAP 360](#) libraries.
- Diagnostic accommodated materials and teacher study guides are available in [eDIRECT](#).

### **LEAP 2025**

- Practice test accommodated materials and teacher study guides are available in [eDIRECT](#).
- 2019-2020 Assessment Guides are now available in the [Assessment Guidance Library](#).

### **ACT and WorkKeys**

- [PANext](#) will be open from August 5-23 for fall WorkKeys testing only.
- Schools must manage participation and order WorkKeys accommodated test materials for the fall accommodated testing window October 1-15.
- School systems must verify the shipping address is correct and make necessary changes if needed.

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

The next monthly Assessment and Accountability Office Hours call will be August 13 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/j/393463942>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393 463 942

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

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## **Tuition Donation Credit (TDC) Program News**

### **Reminder: Available Assessment Resources**

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The following LEAP 2025, LEAP Connect, and ELPT/ELPS resources are now available in the [Assessment Guidance Library](#):

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

### **Reminder: LEAP 2025 Student Reports Available**

LEAP 2025 score reports for individual students are now available in eDirect. Schools may now begin accessing the reports and distributing them to families of students who took LEAP 2025 assessments during the 2018-2019 school year. In order to access student reports, please follow directions below. Screenshots of instructions can be found [here](#).

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If you have any questions, please contact [assessment@la.gov](mailto:assessment@la.gov).

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

The Department is accepting prior school checks every two weeks on Tuesday. The next submission is due August 6th. Verified prior school checks will be returned to STOs within a week. Please upload the prior school template to your FTP and email [lindsey.bush@la.gov](mailto:lindsey.bush@la.gov) when uploaded.

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 Determined

The School Choice Program for Students with Exceptionalities award amount is equal to 50% of MFP for the parish in which the student resides. MFP amounts per parish as well as award amounts can be found [here](#).

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

### Reminder: Transfer Window Opened

The transfer window for the 2019-20 school year is now open. If a student wishes to transfer a School Choice award to your school, please have the parent/guardian complete the [2019 transfer form](#).

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

## All Nonpublics

### New: Cyber Security Prevention Status - Quick Action Required

Please share with technology coordinators.

Thank you to the many school systems that have worked around the clock to protect against the recent outbreak of cyber-security incidents across our state. In the school systems that have implemented all recommended protocols, state cyber security experts have been able to mitigate and prevent further incidents. School systems that have not completed all six phases of the preventative steps found in the [Emergency Cyber Incident Prevention Critical Task List](#) remain at serious risk until this is done.

The Department has been asked by the Governor's Office of Homeland Security and Emergency Preparedness to monitor the completion of the critical task list and support, where needed. To do this in the least burdensome manner, we are asking all school systems to take the following steps.

1. Superintendents, or their designee, that have not yet completed [this survey](#) should do so **by Friday, August 9 at 5:00pm**. This action item is past due. The survey takes approximately three minutes to complete and tracks the completion of the [Emergency Cyber Incident Prevention Critical Task List](#). If you are unable to access the survey for any reason, you may also reach out to your network leader.
2. **If you have already submitted the survey but have not yet completed Phase 6, please bookmark the survey and submit a new updated survey every time a phase is completed.**
3. The survey also includes an open-ended question to indicate whether you are in need of additional guidance or information. Selecting "yes" will prompt a representative from the state Office of Technology Services to contact you for more individualized assistance.
4. If, at any time, you believe there may be signs of a cyber-incident within your school system network, call Carol Mosley at 225-588-5584.

### **New: Louisiana School System Contact Form**

Please share with personnel directors.

In order to streamline the process of collecting contact information from school system supervisors, and to ensure timely information is sent to school systems throughout the year, the Department has created the [Louisiana School System Contact Form](#).

Personnel directors will serve as the key point of contact for the form within school systems and will be responsible for entering and updating contacts. Each school system should submit contact information for school system supervisors by **August 30**.

Access this [guide](#) for more information and contact [doecommunications@la.gov](mailto:doecommunications@la.gov) with questions.

### **New: Updated Teaching Authorization Application**

#### **Overview**

Act 634 of 2018 requires the Department to issue a teaching authorization (TA) to substitute teachers in public schools, as well as to substitute teachers, teachers, and administrators in public charter schools and nonpublic schools in which teaching certification is not required.

#### **Updated Application Process**

School systems that applied for a TA for a candidate that has a criminal background must now submit a **professional conduct form** and an **attestation form** as part of the [application](#). Any TAs on hold due to a Criminal Background Check (CBC) issue must also submit the **two new forms**. A new TA **is not** required each year as long as employment in the employing school system is continuous.

The [updated application](#) for teaching authorizations is now available on [Teach LA Live!](#) and should be used.

### **New: Louisiana Youth Summit on Opioid Awareness Registration**

Please share with counselors.

[Registration](#) is now open for the [South Louisiana Youth Summit on Opioid Awareness](#), which will take place on **October 1** at the Lakefront Arena in New Orleans from 9:30 a.m. - 12:30 p.m. This **free event**, hosted by the [Mark Wahlberg Youth Foundation](#) and [DEA 360](#), will **educate middle and high school students about the dangers of opioid addiction** and encourage them to be part of the solution to ending this epidemic. The Summit empowers students to take action in their schools to promote prevention and encourage their peers to seek the benefits of leading a healthy lifestyle.

Please contact [traynard@therendongroup.com](mailto:traynard@therendongroup.com) with questions.

### **New: Release of 2019 Advanced Placement Data**

The Department will post 2019 state and school system-level Advanced Placement (AP) data **this Thursday, August 7** in the [High School Results library](#). The Department will also provide unsuppressed school and school system-level data files in the data

management FTP on Thursday titled *LEACode\_LEA\_2019\_APbySubgroupbyExam*. School system leaders and accountability contacts will receive an email from Assistant Superintendent Ken Bradford once the files are available.

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

## **Reminder: Save the Date: 2020 Teacher Leader Summit**

Save the date for the 2020 Summit, which will take place May 27-29 at the Morial Convention Center in New Orleans.

The 2019 Teacher Leader Summit was our largest and most successful event to date. It is inspiring to see so many talented, dedicated educators from across the state come together to share innovative ideas and time-tested best practices in the name of improving outcomes for our students. A special thank you to the many teachers, school leaders, and school system leaders who led sessions at the Summit.

2019 Summit session materials are available in the Summit app and the [Teacher Leader library](#).

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

## **Reminder: Fall 2019 Teacher and School Leadership Surveys**

As students head back to school this fall, the Department is launching new [teacher](#) and [school leadership](#) surveys. Information gathered from the anonymous surveys will help school systems and the Department understand how:

- teachers are approaching the planning, delivery, and adaptation of their curriculum; and
- principals and leadership teams are supporting teachers.

School systems are encouraged to share the surveys with [teachers](#) and [school leadership teams](#) through their staff newsletters, at upcoming professional development events, and through any other school system communications.

The survey will take approximately 10-15 minutes to complete and will close on **August 23**. Respondents are asked to share their school system name so that the Department can provide school system leaders with the information collected from their staff.

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

## **Reminder: U.S. Senate Youth Scholarship Opportunity**

The Department and the [William Randolph Hearst Foundation](#) are pleased to announce the launch of the 2020 United States Senate Youth Program. Two outstanding students from Louisiana will be selected to spend a week in Washington, D.C. in March of 2020 and will each receive a \$10,000 scholarship from the Hearst Foundation. The Department requests your assistance selecting these students.

Please distribute to juniors or seniors who hold elected or appointed offices in school or community groups listed in the [national program brochure](#) and the [logistics memo](#) which includes the application and selection procedures. Please ensure that students understand the rules and regulations governing this competition. For test security reasons, the test secure essay topics will only be released to school systems and will not be available on the Department's website. High school personnel should contact [marian.johnson@la.gov](mailto:marian.johnson@la.gov) as soon as a student request is made for the essay topics.

**The names of the students selected and their application portfolios must be received at the email address below no later than October 1. Finalists will be notified by October 21.**

If further assistance is needed, please contact [marian.johnson@la.gov](mailto:marian.johnson@la.gov)

## **Reminder: Developing School Emergency Operations Plans Workshop**

The [LSU NCBRT/Academy of Counter-Terrorist Education at Louisiana State University](#) is holding a unique [training opportunity](#) for school and school system representatives to learn about developing School Emergency Operations Plans. Important information will be shared as well as instructions on creating and maintaining school crisis plans and emergency operations plans. Training is free to all Louisiana K-12 school personnel and community partners, but seating is limited. Please register below.

<b>Date and Time</b>	<b>Location and Registration</b>
August 16 from 9:00 a.m. - 4:30 p.m.	<a href="#">Westside Regional Library</a> 5416 Provine Place Alexandria, LA
August 19 from 9:30 a.m. - 5:00 p.m.	<a href="#">Calcasieu Public Library-Central Branch</a> 301 W. Claude Street Lake Charles, LA 70605
August 20 from 9:30 a.m. - 5:00 p.m.	<a href="#">Calcasieu Public Library-Central Branch</a>

[Louisiana State University Central Campus](#)  
301 W. Claude Street  
Lake Charles, LA 70605

September 12 from 8:30 a.m. - 4:30 p.m.

[Bossier Parish School for Technology and Innovative Learning](#)  
1020 Innovation Drive  
Bossier City, LA 7111

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

## Other Department Newsletters

To view the **August 6th District Newsletter** or the **August 1st 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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