



August 15, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	8/16/19	Complete or update the school system's status via this survey	Superintendents or school leaders
LSP	8/23/19	Complete registration and Tuition and Fees workbooks	School leaders or Scholarship contacts
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 teacher and school leadership surveys	Teachers and school leaders
LSP	8/29/19	Attend Scholarship Program Kickoff Webinar	School leaders and Scholarship contacts
All nonpublics	8/30/19	Complete Louisiana School System Contact Form	Superintendents or school leaders
LSP, TDC schools testing for first time	8/31/19	Submit test security plans to assessment@la.gov	Test coordinators

Louisiana Scholarship Program (LSP) News

New: Save the Date--Scholarship Program Kickoff Webinar

The Louisiana Department of Education will be holding a webinar at 2:00pm on August 29th for all school leaders, Scholarship contacts, and Diocesan personnel who will take part in the Louisiana Scholarship Program in 2019-20. This meeting will give school leaders the opportunity to learn about LDOE and Scholarship resources, Scholarship accountability, and will review action items that must be completed at the beginning of the school year for all Scholarship schools.

- Date/Time: Thursday, 8/29 at 2:00pm
- Link: <https://ldoe.zoom.us/j/983126677>
- Meeting ID: 983-126-677
- Audio: computer speakers OR (646) 876-9923

New: Tuition Information for the 2019-20 School Year

The Louisiana Scholarship Program relies on an annual appropriation from the Legislature for funding. As in years past, the demand from families for Scholarship awards and the cost of educating Scholarship students continues to exceed the Legislative appropriations for the program.

The appropriated funds for the 2019-2020 school year allow schools to accommodate all current students as well as new students that received a placement in the Scholarship lottery this spring. However, the continuing demand from families means that the Department is requesting all schools continue to freeze Scholarship student tuition at 2017-2018 levels. This freeze will not impact the amount schools can charge tuition-paying students.

The Department will continue to collect 2019-2020 tuition and fee information in the coming weeks as part of the annual beginning of year action items (see below). If there is a change to student enrollment levels or an increase in the current amount appropriated for the program by the Legislature, the Department will seek to compensate Scholarship schools beyond 2017-2018 tuition levels as additional funds become available.

New: August Superintendents Call

Superintendents are invited to participate in the Superintendents Conference Call hosted by State Superintendent John White on August 21 at 10:30 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- Webinar Date and Time: August 21 at 10:00 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/240763276>
- Phone Bridge: 877-475-0109
- Meeting ID#: 28 833 25

You will need to identify yourself in order to be placed into the meeting. Please enter your full name, and school system name when logging in.

New: Science Test Session Reductions

After analyzing the spring 2019 assessment data and holding many conversations with stakeholders, the Department is shortening the LEAP 2025 grades 3 and 4 science summative assessments to reduce testing time by approximately 30 percent.

- The new designs of the grades 3 and 4 science assessments reduce the number of sessions from three sessions to two by eliminating the task set and making changes in the numbers of item sets and stand-alone items (differs by grade).
- The new designs of the grades 5 to 8 science assessments reduce the number of sessions from three to two by eliminating four stand-alone items and the embedded field-test portion of the tests. The grades 5 to 8 field tests will only be required for a sample of students, rather than all students statewide.

More specific test design information is detailed in the updated [science assessment guides](#), which are currently available. Although the 2019-2020 practice tests for science do not reflect the new science test designs, the [LEAP 2025 Science Practice Test Guidance](#) has been updated to include recommendations on how to address the design changes, especially in grades 3 and 4.

Please contact assessment@la.gov with questions.

New: Dropout Corrections Training

Please share with data managers and accountability contacts.

To assist data teams better understand the dropout correction process, two trainings have been scheduled. The training will identify what students will be considered potential dropouts, the timelines for correcting dropout data, and guidelines for reviewing potential dropout rosters for error correction.

- **Date and Time:** August 22 and 29 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/711178912>

- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 711 178 912

Please contact systemsupport@la.gov with questions.

Reminder: Tuition and Fees and Registration Workbooks Forthcoming

Tomorrow, 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 **Friday, August 23rd**.

If you have any questions, please reach out to studentscholarships@la.gov.

Reminder: 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.

Reminder: 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 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.

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

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. Transfer forms forwarded from parents will not be accepted.

Reminder: For School and District Testing Coordinators

General:

- School systems testing for the first time during the 2019-2020 school year must submit test security plans to assessment@la.gov by August 31.
- ACT data certification is open and school systems should be working to complete submissions by this Friday, August 16. DCAI rosters were posted on August 12.
- Data certification opening announcements are only 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, including the State Placement Test and LEAP 360, 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 Assessment and Accountability Monthly Call will be August 20 at 1:00 p.m.

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

Tuition Donation Credit (TDC) Program News

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](#).

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

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

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
Son of a Saint	Orleans	www.sonofasaint.org	hello@sonofasaint.org	504-561-7508

School Choice Program for Students with Exceptionalities (SCP)

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. Transfer forms forwarded from parents will not be accepted.

All Nonpublics

New: 2020 Student of the Year Recognition Program Guidelines

Each year, the Department recognizes the outstanding accomplishments of our students through the Louisiana Student of the Year Awards Program. The application for the 2020 Student of the Year program is now open, and all school systems are encouraged to participate.

To participate, please review the recently revised [written guidelines](#) for the program and current [logistics memo](#) for 2020 and complete the following steps:

1. Complete the [School System Information Form](#) and email it to Marian Johnson by October 1. This information will enable the Department to determine zone and regional sites, and to communicate directly with coordinators on upcoming events and activities related to this program.
2. Make the [logistics memo](#) available to the parents of students eligible to participate in the program.

Please read the revised [Student of the Year Guidelines](#) concerning charter school submissions and the grade 12 selection guidelines, and join the webinar on August 22 at 10:00 a.m. Pre-registration is not required.

- Webinar Date and Time: August 22 at 10:00 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/737716036>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 737 716 036

Please contact marian.johnson@la.gov with your inquiries.

Reminder: Cyber Security Prevention Status - Quick Action Required

Please share with technology coordinators.

The State's Office of Technology Services is continuing to work with all schools systems to implement the six phases of the preventative steps found in the [Emergency Cyber Incident Prevention Critical Task List](#). This task list provides recommended protocols to prevent cyberattacks and viruses from spreading throughout a school systems network. School systems who have not completed all of the preventative steps still remain at serious risk.

All school systems **who have not already completed Phase 6** and reported their status must take the following steps:

1. Superintendents, or their designee, should **complete or update the school system's status via [this survey](#) by this Friday, August 16 at 5:00 p.m.** The survey takes approximately two minutes to complete and tracks the completion of each phase within the [Emergency Cyber Incident Prevention Critical Task List](#). If you are unable to access the survey for any reason, you can reach out via email to edtech@la.gov.
2. If Phase 6 of the survey has not been completed by the time it is submitted, 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.

Reminder: 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 with questions.

Reminder: 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.

Reminder: 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 with questions.

Reminder: Release of 2019 Advanced Placement Data

2019 state and school system-level Advanced Placement (AP) data has been posted in the [High School Results library](#). Additionally, unsuppressed school and school system-level data files titled *LEA Code_LEA_2019_AP by Subgroup by Exam* are also available in the data management FTP.

Please email assessment@la.gov with questions.

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.

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

Other Department Newsletters

To view the **August 13th District Newsletter** or the **August 8th 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

