



August 22, 2019

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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 <a href="#">teacher</a> and <a href="#">school leadership</a> surveys	Teachers and school leaders
All nonpublics	8/23/19	Complete <a href="#">new cybersecurity survey</a>	School leaders or technology coordinators
LSP	8/29/19	Attend <a href="#">Scholarship Program Kickoff Webinar</a>	School leaders and Scholarship contacts
All nonpublics	8/30/19	Complete <a href="#">Louisiana School System Contact Form</a>	Superintendents or school leaders
LSP, TDC schools testing for first time	8/31/19	Submit test security plans to <a href="mailto:assessment@la.gov">assessment@la.gov</a>	Test coordinators

## Louisiana Scholarship Program (LSP) News

## New: Tuition and Fees and Registration Workbooks Due Tomorrow

Last week, all schools were emailed instructions for completing two important tasks: Tuition and Fees Submission and Registration Workbooks. Schools report their required tuition and mandatory fees to the Department via their T&F Workbook. Additionally, schools 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 tomorrow, Friday, August 23rd.

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

## New: Preliminary Scholarship Cohort Index Data Available in FTP

Preliminary, pre-data certification Scholarship Cohort Index (SCI) data will be available in the FTP by close of business Friday, 8/23. These data are for information purposes only and should not be shared publicly. The results do not reflect any corrections or documentation that schools have already submitted through data certification.

SCI data will only be available in the FTP for schools earning an SCI. Schools that had fewer than 40 Scholarship students in 2018-19 will not receive a Scholarship Cohort Index.

Starting last week, the Department began releasing the final sets of data in the series with the release of 2018-2019 student-level student progress data, and LEAP 2025 science and Biology results. Here is the timeline for this release:

<u>Date</u>	<u>Data Released</u>	<u>Location</u>
August 16	LEAP 2025 science and biology results including: <ul style="list-style-type: none"><li>• individual student reports</li><li>• school rosters</li><li>• updated CSV files</li></ul> These results may be shared with parents.	DRC's INSIGHT Portal
August 16	2018-2019 student-level progress index rosters providing school systems with final results for students who are eligible for inclusion in the progress index portion of the school performance score (25 percent K8; 12.5 percent High School)	La Data Review
August 20	2018-2019 school system and school-level progress results	La Data Review
August 22	Preliminary pre-data certification school performance scores (for data certification purposes only; not public)	FTP
August 27 at 10:30 a.m.	2018-2019 state, school system, and school-level student progress public results and science and biology public results	Press release (student progress only) <a href="#">PK-8 Performance</a> and <a href="#">High School Performance</a> data libraries

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

## New: Download LEAP 2025 Student Reports

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 with students in testing grades will receive an email from the LDOE next week informing them that score reports are available for request from their school.**

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: 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

## **Reminder: 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.

## **Reminder: 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](mailto:assessment@la.gov) with questions.

## **Reminder: 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 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](mailto:systemsupport@la.gov) with questions.

## **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:**

- School systems testing for the first time during the 2019-2020 school year must submit test security plans to [assessment@la.gov](mailto:assessment@la.gov) by **August 31**.
- ACT and DCAI data certification is open and school systems should be working to complete submissions by **this Friday, August 23**.
- 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**

- **ACT is providing Louisiana schools with an opportunity to upload the names of students taking accommodated WorkKeys paper tests into PearsonAccess<sup>Next</sup>**. This upload will allow ACT to print barcode labels for students who are administered this form of ACT. Printing and affixing barcode labels to student answer documents will ensure more accurate reporting of student demographic data. While this step is not required, the Department strongly recommends it.
- [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 Office Hours** will be August 27 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: 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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## **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 three School Tuition Organizations participating in the Tuition Donation Credit Program: ACE Scholarships Louisiana, Arete Scholars Louisiana, 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

## 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](mailto:nonpublicschools@la.gov). Transfer forms forwarded from parents will not be accepted.

## All Nonpublics

### **New: Cyber Security Update**

The Department would like to thank school systems for being diligent in taking preventative steps and, in unfortunate cases, responding swiftly and working with state officials to remediate infected areas.

The Governor has extended the declaration of emergency for an additional month to allow for the continued support of recovery efforts. He has also directed the Office of Technology Services to collect additional information on the current security and technology infrastructure status of school systems via a new [online survey](#). **This survey is different from the one already completed by many Scholarship schools, and needs to be completed again by all schools by EOD Friday, August 23.** This information will be used to provide additional state guidance and next steps to Superintendents and their IT staff during a meeting at the Claiborne Building in Baton Rouge on September 26 at 10:00 a.m.

Please contact [carol.mosley@la.gov](mailto:carol.mosley@la.gov) with questions or concerns.

### **New: Tips to Completing the New Louisiana School System Contact Form**

**Please share with personnel directors.**

Earlier this month, the Department released the [Louisiana School System Contact Form](#) as a way to streamline the process of collecting contact information for key school system-level supervisors.

Based on feedback from school systems, the Department has updated the [guide](#) for personnel directors to provide definitions for certain roles collected in the form and offers the following tips for completion:

- **All contacts should be entered as "new contact" initially.** No contact information from any previous collection process will be carried over into the new form.
- **The new contact form will replace all other processes for collecting contact information for school system supervisors starting October 1.**
- If your school or school system is not listed in the form, please email [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov).

All contacts should be entered into the form by **September 13**. Please email [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov) with questions.

### **New: Release of 2018-2019 CLEP Results**

**Please share with high school supervisors and principals.**

The 2018-2019 College Level Examination Program, or CLEP, results were [released today](#) highlighting that the number of Louisiana high school students earning college credit increased by 51 percent since last year and 558 percent since 2015. CLEP is a nationally recognized credit-by-examination program that provides students an opportunity to demonstrate their mastery of college-level materials in introductory subjects and earn college credit.

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

### **New: Quest for Success Teacher Training**

**Please share with career and technical education (CTE) supervisors and administrators.**

Quest for Success is an innovative, new, high school-level, career exploration course designed to prepare all Louisiana graduates for career and life success. **Individuals seeking to teach the Quest for Success course should attend the upcoming training located at the Claiborne Building in Baton Rouge on September 16-17 from 8:00 a.m. - 4:00 p.m.** [Registration](#) will open on August 29 and close on September 5. Additional trainings in various regions of the state are forthcoming and will be

will open on August 25 and close on September 5. Additional trainings in various regions of the state are forthcoming and will be publicized in upcoming newsletters.

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

## **Reminder: 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.

Please contact [marian.johnson@la.gov](mailto:marian.johnson@la.gov) with your inquiries.

## **Other Department Newsletters**

To view the **August 20th District Newsletter** or the **August 15th 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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