



September 5, 2019

In This Issue:

Important Dates for Nonpublic Schools

Louisiana Scholarship Program (LSP) News

Tuition Donation Credit (TDC) Program News

School Choice Program for Certain Students with Exceptionalities (SCP) News

All Nonpublics

Other Department Newsletters

Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP, SCP	9/6/19	Complete Q1 enrollment	School leaders or Scholarship contacts
LSP	9/6/19	Review and request changes to the assessment, progress, and EL progress rosters	Test coordinators
All nonpublics	9/27/19	Submit BESE approval application for 2020-21 school year	School leaders
All nonpublics	10/15/19	Submit NPS annual data submission	School leaders

Louisiana Scholarship Program (LSP) News

New: Q1 Count Due Friday

The Quarter 1 enrollment verification window for the Louisiana Scholarship Program will close September 6th in [SEE](#). Please complete the enrollment verification process by 5:00 P.M. on Friday, September 6th to ensure prompt payment for Q1.

Additionally, student absences and suspensions can be reported in [SEE](#). The Scholarship Cohort Index includes a Progress Index that measures student growth using the value-added model. Student attendance and discipline are used in the model. If no data are reported, absolute values will be used (zero absences and zero discipline incidences) and your school's SCI may be negatively

impacted. Reporting this data is optional.

Please remember that your LEADS password may have expired. In order to reset your password, please visit <https://password.doe.louisiana.gov/>.

Schools that have not yet completed their Registration Workbooks, assurances, or Tuition & Fees may have their first quarter payment withheld until all required action items are completed. If you have any questions about completing the Q1 enrollment count, please contact studentscholarships@la.gov.

New: Scholarship Program Kickoff Webinar Recording Available

The Louisiana Department of Education hosted a webinar for all school leaders, Scholarship contacts, and Diocesan personnel taking part in the Louisiana Scholarship Program in 2019-20. This meeting gave school leaders the opportunity to learn about LDOE and Scholarship resources, Scholarship accountability, and reviewed action items that must be completed at the beginning of the school year for all Scholarship schools. A recording of the webinar can be found [here](#).

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

New: Updated 2019-2020 Educator Resource Guide

The [2019-2020 Educator Resource Guide](#) has been updated to include:

- [2019-2020 LEAP 2025 Assessment Guides](#)
- [2019 Understanding Student Progress Webinar](#)

Additional edits to the guide will be posted on October 1.

Email ldoecommunicaitons@la.gov with questions.

Reminder: Data Certification

Data certification for DCAI will not close as planned due to difficulties with SIS. However, please note that school systems should not send requests for changes to 2017-2018 dropout flag as they can no longer be changed. School systems should also not send requests for increased credits. The Department will only update credits based on new information posted to the transcript in STS.

School systems should be working to review and request changes to the assessment, progress, and EL progress rosters now. All requests should be submitted to Louisiana Data Review no later than **this Friday, September 6**.

Any data that are not submitted for review as part of this process cannot be used as grounds for appeal of the official SCI that will be issued later this fall.

Please contact assessment@la.gov for assistance.

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. Transfer forms forwarded from parents will not be accepted.

Reminder: For School and District Testing Coordinators

General:

- 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 LEAP 360 assessment 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 PearsonAccessNext. 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.
- 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 September 10 at 1:00 p.m.

- Webinar Link: <https://ldoe.zoom.us/j/202189164>
- Webinar Phone Number: 646-876-9923
- Meeting ID#: 202 189 164

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

Tuition Donation Credit (TDC) Program News

New: Updated 2019-2020 Educator Resource Guide

The [2019-2020 Educator Resource Guide](#) has been updated to include:

- [2019-2020 LEAP 2025 Assessment Guides](#)
- [2019 Understanding Student Progress Webinar](#)

Additional edits to the guide will be posted on October 1.

Email ldoecommunications@la.gov with questions.

Reminder: For School and District Testing Coordinators

General:

- 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 LEAP 360 assessment 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](#).

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability Monthly Call will be September 10 at 1:00 p.m.

- Webinar Link: <https://ldoe.zoom.us/j/202189164>
- Webinar Phone Number: 646-876-9923
- Meeting ID#: 202 189 164

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 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	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)

New: Q1 Count Due Friday

The Quarter 1 enrollment verification window for the school Choice Program will close September 6th in [SCS](#). Please complete the enrollment verification process by 5:00 P.M. on **Friday, September 6th** to ensure prompt payment.

Please remember that your LEADS password may have expired. In order to reset your password, please visit <https://password.doe.louisiana.gov/>.

Please contact nonpublicschools@la.gov with any questions.

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: Science Tools and Resources Available

To support science educators in effective implementation of high quality science curriculum, the Department is developing guidance documents. Each Louisiana Guide offers curriculum-specific instructional guidance such as a sample scope and sequence and a chart of EAGLE items associated with each unit of instruction as well as information on places in which teachers may need to make strategic decisions considering student needs and time availability.

Grade Band	Resource(s)
K-5	Coming fall 2019: Louisiana Guide to Implementing PhD Science for grade 4
6-8	Louisiana Guides to Piloting OpenSciED for grade 6 , grade 7 , and grade 8 Louisiana Guides to Implementing IQWST for grade 6 , grade 7 , and grade 8
9-12	Louisiana Guide to Piloting InquiryHub for Biology

Please contact science.support@la.gov with questions.

Please contact classroomsupporttoolbox@la.gov with questions.

LEAP 2025 resources available in the [Assessment Guidance Library](#) include the following:

- 2019-2020 Assessment Guides and
- 2019 Teacher Leader Summit presentations and materials.

Please contact assessment@la.gov with any assessment or accountability questions.

New: Science Professional Development

The Department is helping educators implement the [Louisiana Student Standards for Science](#) in the 2019-2020 school year by offering a series of professional developments. Registration is now open for the following training opportunities:

Grades	Title	Rating	Dates, Location, & Registration Information
K-2	Carolina Biological Building Blocks of Science 3D	Tier II	October 16-17 (Baton Rouge) Registration is available online .
6-8	Activate Learning IQWST	Tier I	September 30 - October 1 (Baton Rouge) October 2-3 (Baton Rouge) Registration is available online .

Please contact STEM@la.gov with questions.

New: Updated Personal Financial Literacy Instruction Clearinghouse

The updated [Personal Financial Literacy Instruction Clearinghouse](#) is available in the [Teacher Support Toolbox Library](#) under General Resources. The document reflects new legislation requiring instruction on the process and responsibilities, including repayment and default, or borrowing money to fund post education opportunities and more instructional resources for teachers.

Please email classroomsupporttoolbox@la.gov with any questions.

New: Flu Facts and the Dangers of HPV

On behalf of the Louisiana Office of Public Health Immunization program, the Department is requesting that schools share the [Flu Facts](#) and [HPV Facts](#) sheets with families. Both documents contain information regarding the dangers of the flu and HPV, how students, parents, and school staff can practice prevention, and the importance of vaccination.

Reminder: Complete the Nonpublic School Approval Survey and Scholarship Notice of Intent

All schools must submit a series of documents to the Louisiana Department of Education (LDOE) to receive BESE approval for the 2020-21 school year. To identify which documents your school must submit, please review the [NPS Approval Checklist](#) and collect the relevant documents. BESE typically approves schools for the subsequent school year at its December meeting.

The LDOE has created an [online survey](#) to collect all required documentation. Schools will no longer need to log in to the FTP to complete the NPS approval process. Completing this survey is expected to take 10-15 minutes. This submission is due by **September 27th**.

Please email nonpublicschools@la.gov with any questions.

Reminder: Complete the Nonpublic School Annual Data Submission

All BESE-approved nonpublic schools are required to submit the Nonpublic School Annual Data Submission in the [NPS data system](#). This submission (previously called the "annual report") requires schools to submit basic enrollment and school information, and is submitted electronically using the data system known as LEADS. Submissions must be completed by **October 15, 2019**.

If your school serves SPED students, please see the [attached screenshots](#) for information on how to enter Special Education student data.

If you need NPS access, please complete [this form](#).

Please email nonpublicschools@la.gov with any questions.

Reminder: Early Literacy Commission

[Senate Resolution 182](#) and [House Resolution 222](#) established the Early Literacy Commission to study and make recommendations to develop and implement an aligned system to provide effective evidence-based reading instruction for children

from birth through third grade.

All Early Literacy Commission open meetings will be held from 12:00 p.m. to 3:00 p.m. and are listed below.

- [September 9](#) (Full Panel Meeting)
- October 14 (Full Panel Meeting)
- November 20 (Small Workgroup)
- December 16 (Full Panel Meeting)

A recording of the webinars will be available on the [State Advisory Council](#) page. The commission's report of recommendations will be completed in January.

Please contact laurie.carlton@la.gov with questions.

Reminder: Louisiana Association of Principals Annual Conference

Please share with principals.

The Louisiana Association of Principals (LAP) Annual Conference will be held September 22-24 at the L'auberge Casino Hotel. LAP is pleased to have Todd Whitaker as the feature speaker this year.

[Register](#) by September 6 to receive an early registration member discount. For hotel reservations, call the L'auberge at 866-261-7777 and use the group code, RLAP19, to receive the conference rate. Rooms must be reserved by September 7.

Please contact debra.schum@laprincipals.org with questions.

Reminder: Fall Counselor Institutes

Please share with middle and high school counselors.

Counselors should save the date for the fall Counselor Institutes (formerly Counselor Collaborations) listed below. These events are designed to provide middle and high school counselors with information and resources to support them in their work throughout the year.

North Region	
Date and Time	Location
October 15 from 9:00 a.m. to 12:00 p.m.	Bossier Instructional Center
October 16 from 9:00 a.m. to 12:00 p.m.	Monroe City School Board
October 17 from 9:00 a.m. to 12:00 p.m.	Avoyelles Parish School Board

South Region	
Date and Time	Location
October 22 from 9:00 a.m. to 12:00 p.m.	Acadia Parish Educational Center
October 23 from 9:00 a.m. to 12:00 p.m.	Jefferson Parish Public School System Administration Building
October 24 from 9:00 a.m. to 12:00 p.m.	David C. Treen Instructional Technology Center in St. Tammany

For more information, please contact leslie.gilliland@la.gov.

Reminder: Updated Teaching Authorization Application Forms

Overview

Act 634 of 2018 amending R.S.17:7 (10), R.S. 17:7 (6)(h), R.S. 17:15, and R.S. 17:3996(B)(45), 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.

continuous.

The [updated application](#) for teaching authorizations is now available on [Teach LA Live!](#)

For more information, please contact certification@la.gov.

Reminder: Praxis Exam Changes

Please share with teachers, school leaders, and school system leaders.

In response to recommendations made by the Louisiana Association of Colleges for Teacher Education (LACTE), BESE approved revisions to the Social Studies PRAXIS exam (5086) score in June. The current required score is 160. Approved policy revised the required score to 153.

Educational Testing Service (ETS) is retiring or changing several exams in 2019-2020. At the August meeting, BESE considered and approved the following updates:

- Adoption of a new PRAXIS Core Academic Skills for Educators: Reading (5713), Writing (5723), and Mathematics (5733)
- Adoption of a new PRAXIS Teaching Reading Exam (5206)
- Adoption of a new PRAXIS School Superintendent Assessment (6991)

PRAXIS Core Academic Skills for Education

- Effective September 1, educators may take either the currently adopted exams or the newly proposed exams.
- The new exams (5713, 5723, and 5733) are required effective August 1, 2020.

PRAXIS Teaching Reading Exam and the PRAXIS School Superintendent Assessment,

- Effective September 1, educators may take either the currently adopted exams or the newly proposed exams.
- The new exams (5206 and 6991) are required effective August 1, 2020.

School Leaders Licensure Assessment

- Prior to September 1, candidates should take exam #6011.
- Effective September 1, candidates should take exam #6990.

For more information, please contact certification@la.gov.

Reminder: Certification Updates

Operational Role Status

In April, policy went into effect creating a new way for teachers to maintain certification while serving in roles that cannot be evaluated per the student growth component of Compass. Teachers in these roles may now apply to put their teaching certificates into an **operational role** status. Examples include: Educational Diagnosticians and Attendance Officers.

Operational role takes effect on the **first day** of employment in a role that cannot be evaluated via Compass. Previously earned effectiveness ratings **are retained** while in operational role status. [Applications](#) for operational role status **must be submitted by the employing school system**.

Local Personnel Evaluations for Educational Leaders

Effective April 20, 2019 local evaluations may be used to advance or renew **Educational Leadership certificates** for leaders serving in roles at the **school system level**.

Educational Leaders serving in roles at the **school level** must be evaluated per state statute, with a combination of observations and student learning targets.

School systems using local personnel evaluations must submit an attestation form included in the [Educational Leader packet](#) when applying for educational leader certification renewal or advancement.

Verification of Out-of-State Experience

In June, BESE approved policy to align out-of-state experience for teachers and leaders with state law. In order to receive credit for out-of-state experience teaching or leader experience, evidence of successful experience must be provided to the Department.

By September 1, certification application packets will include an out-of-state experience attestation form. **The form must be completed by the out-of-state employing school system or the out-of-state credentialing agency.** Any educator using out-of-state experience for initial certification or to advance certification must have this form completed as part of the application packet.

For more information, please contact certification@la.gov.

Reminder: Rave Panic Button for School Safety

School safety and security continue to be a priority for the state of Louisiana, and as a result, Governor Edwards and the Louisiana State Police (LSP) have funded [Rave Panic Button](#) for all K-12 schools in the state. The Rave Panic Button smartphone app is designed to speed up emergency response by simultaneously placing a 9-1-1 call while delivering immediate notification of the nature and location of the emergency to other school employees and first responders.

In the coming weeks, school systems will be provided with specific instructions for setting up Rave Panic Button for each school, as well as recommendations for how to best roll it out to staff. Please join LSP and representatives from Rave Mobile Safety for a [Panic Button Overview Webinar](#) to discuss this new system on September 5 at 10:00 a.m. Registration is required.

More information about Rave Panic Button can be found on their [website](#) or by contacting ldedata@la.gov with questions.

Reminder: Grants to States for School Emergency Management Program

Louisiana State University's National Center for Biomedical Research and Training/Academy of Counter-Terrorist Education (LSU-NCBRT/ACE) will be conducting two workshops to assist school systems in the development and implementation of high-quality emergency operations plans (EOPs). Register below.

Developing and Enhancing School EOPs Workshop

- **Date and Time:** September 9 from 8:00 a.m. to 4:30 p.m.
- **Location:** LSU School of Education, 225 Peabody Hall, Baton Rouge

School EOP Analysis Workshop

- **Date and Time:** September 10 from 8:00 a.m. to 4:30 p.m.
- **Location:** LSU School of Education 225 Peabody Hall, Baton Rouge

Please contact randry@ncbrt.lsu.edu with questions.

Reminder: Life Skills Training - Prescription Drug Abuse Prevention (LST Rx)

The Louisiana Department of Health (LDH) has secured funds to purchase the new 8th Module of Life Skills Training Prescription Drug Abuse Prevention (LST Rx) that gives adolescents the skills and knowledge necessary to help them avoid the misuse/abuse of opioids and prescription drugs. [This module](#) is ideal for school systems, community-based organizations, and agencies serving students in grades 6-9, as it can be implemented as a standalone component specifically as a prevention initiative addressing the middle school population or in conjunction with the LST Middle School program. There is a middle school pre-/post-test that has been recently updated to include a question related to prescription drugs. Please note: It is a requirement that the pre-/post-test be administered.

School systems interested in receiving this [training module](#) should complete this [survey](#) by September 6. LDH will purchase 1,000 modules which will be disseminated on a first come, first served basis.

Please contact michael.comeaux@la.gov with questions.

Reminder: 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.

All contacts should be entered into the form by **September 13**. Please email ldoecommunications@la.gov with questions.

Other Department Newsletters

To view the **September 3rd District Newsletter** or the **August 29th 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

