

Important News for NONPUBLIC SCHOOLS



September 6, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP, SCP	9/7/18	Complete Q1 enrollment count	School leaders or Scholarship contacts
LSP, TDC	9/7/18	Send appeal requests for assessment voids to assessment@la.gov	Testing coordinators
All nonpublics	9/7/18	Submit feedback regarding teacher shortage areas to sara.delano@la.gov	School leaders
All nonpublics that participate in Child Nutrition Program	9/10/18	Complete off-site Administrative Review Forms	Child nutrition supervisors
LSP, TDC	9/10/18	Complete Assessment Development Educator Review Committee Survey	School leaders or ELA teachers
All nonpublics	9/28/18	Complete BESE approval required submissions	School leaders

Louisiana Scholarship Program (LSP) News

New: Quarter One Count Closes September 7th

The quarter one count for Scholarship schools closes tomorrow at 5:00 PM. Enrollment counts are completed in [CEE](#)

The quarter one count for Scholarships schools closes tomorrow at 5:00 PM. Enrollment counts are completed in [SEE](#). Instructions on reporting enrollment can be found [here](#).

Please remember that LEADs passwords expire every 30 days and must be reset at <https://password.doe.louisiana.gov>. If you need access to SEE, please reach out to studentscholarships@la.gov for an access form.

Additionally, student absences and suspensions are now reported in SEE. This information is used towards VAM results that factor in to a school's Progress Index at the end of the year and will impact a school's academic accountability. Progress Index is part of the formula for calculating the Scholarship Cohort Index.

If you have any questions about the Q1 count, please reach out to studentscholarships@la.gov.

New: Release of 2017-2018 School Performance Score Calculator

Any Scholarship school that has an average of 10 or more participating students per K-12 grade or 40 or more participating students enrolled in testing grades receives a Scholarship Cohort Index (SCI) based off the assessment results of their Scholarship students. The SCI is calculated in the same manner as a School Performance Score for public schools. The [2017-2018 School Performance Score Calculator](#) is available in the accountability library. School systems and schools can use the calculator, in conjunction with the data certification rosters that they received, to estimate their SCI. At the September collaboration events, the Department will host a session on how to use the calculator using simulated data.

Please email assessment@la.gov with any additional questions.

Reminder: Release of 2017-2018 LEAP 2025 Progress Data

Last week, the Department released the 2017-2018 LEAP 2025 progress data. These files, along with the media briefing presentation can be found in the [PK-8](#) and [High School Performance](#) libraries. Prior to the release, the Department hosted a webinar to provide school system leaders with an overview of the student progress measure and how this data should be used to improve student achievement. A copy of the [presentation](#) and [recording of the webinar](#) are now available.

Please email assessment@la.gov with additional questions.

Reminder: Practice Test Access and Webinars

Please share with school leaders and teachers.

Practice Test Access

- Practice tests for high school have been available in [teacher access](#) since July and will be available for student access in September.
- Practice tests for grades 3-8 will be available in [teacher access](#) in September and in student access in January.

Practice Test Webinars

The Department will host three webinars in October and January for individuals who may need a refresher on using practice tests or those who are new to this resource.

- October 3 at 4:00 p.m.
- October 16 at 3:00 p.m.
- January 9 at 4:00 p.m.

Teachers and supervisors who attend this webinar will learn general information about resources and specific information about best uses and common misuses. Additional details regarding these webinars will be provided in future newsletters.

Please contact assessment@la.gov with questions.

Reminder: Entering Students in eScholar

In order to use LEAP360, students must be entered into eScholar. Before entering information into eScholar, it is necessary for you to enter into data sharing agreements with both eScholar and LEAP360 (DRC) to ensure the privacy, security, and confidentiality of student data. Please follow the steps below:

- Review the agreement (see below). Use the opt-in link to download and sign the addendum.
- Email the signed addendum to LDEData@la.gov.
- Email Anantha.Lakkakula@la.gov to request an eScholar account.
- Submit your enrollment data to eScholar. This can be done via file upload or online entry. Anantha.Lakkakula@la.gov can also assist with this process.

Contractor	Purpose	Action
eScholar	Developing, deploying, and maintaining a unique statewide student identifier system - LA Secure ID system.	If opted in last school year, no action is needed at this time. If not, opt in as

DRC (Data Recognition Corporation) Non-Summative Assessments	Provide statewide non-summative assessment administration, scoring, and reporting services for all non-summative assessments. This tool is a replacement for EAGLE.	applicable. If opted in last school year, no action is needed at this time. If not, opt in as applicable.
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Reminder: 2018-19 Transfer Window Opened

Families that wish to transfer their Scholarship award from one school to another may complete the attached [transfer form](#). The school leader or Scholarship contact of the student's new school must sign off on the transfer and submit to studentscholarships@la.gov. Transfer forms must be submitted by the school--forms submitted by parents will not be accepted.

Completion of the transfer form is not a guarantee that a transfer will be granted. Schools can not exceed their student enrollment caps. Additionally, newly-awarded students must have accepted their award by the May 25th deadline in order to be eligible for a transfer. Families should not buy uniforms or other supplies until the Department has approved the transfer.

Since the LDOE has received a large number of transfer requests, we appreciate schools patience as we process these requests in the order received.

Reminder: Important Information for District Testing Coordinators

General

- All changes to district test coordinators (DTCs) or accountability contacts must be submitted to the Department using the [DTC and Accountability Contact Update form](#) found in the [Assessment Library](#).
- School systems wishing to appeal LDOE assessment voids must send a complete appeal request to assessment@la.gov by September 7.
- Prior to testing in INSIGHT all schools and school systems should run the system readiness check to ensure devices are ready for testing. Instructions can be found in the [Technology User Guide](#).

LEAP 2025

- High school practice tests are now available for student access in INSIGHT.
- Access LEAP 2025 Online Tools Training (OTT) in INSIGHT or via website in Google Chrome and available Student Tutorials in [eDIRECT](#).
- Begin installing TSMs and INSIGHT on devices that will be used for online assessments using the [eDIRECT Technology User Guide](#).

LEAP 360

- New LEAP 360 Diagnostic reports will be available in [eDIRECT](#) within the week. Diagnostic Test Session Summary Reports, Test Session Roster Reports, and School Summary Reports will refresh every 24 hours.
- There will be two LEAP 360 sessions at the September Supervisor and Teacher Leader Collaborations: LEAP 360 Assessment Inventory and LEAP 360 Updates and Resources.

Assessment Administration Support and Training

Assessment and Accountability Office Hours will be held on September 11 at 1:00 p.m.

- Webinar Date and Time: September 11 at 1:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

Tuition Donation Credit (TDC) Program News

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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	www.acescholarships.org	TDR@acescholarships.org	504-491-1813
Arete Scholars Louisiana	Statewide	www.aretescholars.org	maryhw@aretescholars.org	225-245-3610
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	newschoolsbr.org/our-approach/excellence-scholarship-fund	brandy@newschoolsbr.org	225-384-0271

School Choice Program for Students with Exceptionalities (SCP)

New: Quarter One Count Closes September 7th

The quarter one count for School Choice schools closes tomorrow, September 7th. Enrollment counts are completed in [SCS](#). Instructions on reporting enrollment can be found [here](#).

Please remember that LEADs passwords expire every 30 days and must be reset at <https://password.doe.louisiana.gov/>.

If you have any questions or need access to SCS, please reach out to nonpublicschools@la.gov.

Reminder: Transfer Request Form Available

In order to transfer a School Choice award from one participating school to another, families and receiving schools should complete a [transfer form](#). Please submit transfer forms to nonpublicschools@la.gov.

All Nonpublics

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 Fact Sheet](#) with parents. 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: Completing the Nonpublic School Approval Process

All schools must submit a series of documents to the Louisiana Department of Education (LDOE) to receive BESE approval for the 2019-20 school year.

The LDOE has sent a communication regarding the 2019-20 nonpublic school approval process to all schools that are BESE-approved for the 2018-19 school year. If your school leader has changed since Fall of 2018, please email Nonpublicschools@LA.gov with the name and email address of your new school leader to ensure that they receive this communication as well as submit a [change form](#) so that we can update our systems with correct school information.

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 online survey is expected to take 10-15 minutes. This survey and required

complete the NPS approval process. Completing this only survey is expected to take 10-15 minutes. This survey and required submissions are due by **September 28th**.

After reviewing the [attached checklist](#), access the [online survey](#) and submit your school's documents.

Reminder: 2018-2019 Child Nutrition Program Administrative Review (AR) Schedule

Please share with child nutrition supervisors.

As part of the Department's USDA Child Nutrition Program monitoring, the Department has released the [Annual Administrative Review Schedule for 2018-2019](#).

The Department's AR team leader will contact each school system that is scheduled for review. The off-site [Administrative Review Forms](#) are due on September 10.

Please email shanna.legier@la.gov for more information.

Reminder: Shortage Areas for Federal Loan Forgiveness--Feedback Requested

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

For 2018-2019 and 2019-2020, the Department plans to report the below areas, which align with the areas that have the highest percentage of classes being taught by out-of-field/uncertified teachers, as well as foreign language and ESL.

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

Please reach out to Sara DeLano at sara.delano@la.gov by Friday, 9/7 with any feedback regarding these shortage areas.

Reminder: Date Change for 2019 Teacher Leader Summit

Please share with principals and teachers.

The dates previously announced for the 2019 Teacher Leader Summit have changed. The Summit will now take place June 26-28, 2019 at the Morial Convention Center in New Orleans. The [2018-2019 School System Planning Calendar](#) has been updated to reflect this change.

Email louisianateacherleaders@la.gov with questions.

Reminder: Louisiana Office of Student Financial Aid (LOSFA) Workshops

Please share with professional school counselors.

The LOSFA Professional School Counselor Workshops are designed to help students gain college access and persist through the first year of postsecondary education. Topics include LOSFA's 5-Point Match, FAFSA updates from the Department and LOSFA, college admissions procedures, and TOPS application processing.

[Register](#) for one of the following dates:

- Baton Rouge: September 17
- New Orleans: September 18
- Lafayette: September 19
- Lake Charles: September 20
- Shreveport: September 24
- Monroe: September 25
- Alexandria: September 26

Schools can register up to eight counselors at once. Counselors who wish to attend a different or additional workshop must register for that location separately.

Please contact honda.bridevaux@la.gov for more information.

To view the **September 4th District Newsletter** or the **August 30th 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](#)

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