



September 19, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	9/27/19	Submit BESE approval application for 2020-21 school year	School leaders
TDC	9/30/19	Upload Q1 enrollment to FTP	School Tuition Organizations
All nonpublics	10/1/19	Complete the Information Form for Student of the Year	School leaders or counselors
All nonpublics	10/15/19	Submit NPS annual data submission	School leaders
All nonpublics	11/15/19	Submit nominees for U.S. Presidential Scholars Program	Superintendents or school leaders
All nonpublics	12/2/19	Submit federal grant application	School leaders

Louisiana Scholarship Program (LSP) News

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. Please "create a new contact" for all contacts in the [Louisiana School System Contact Form](#). **Only contacts added to this form will receive communications from the Department.**

Accountability Release

- 2019 high school **Growth-to-Mastery Target Rosters** are now available on the secure FTP. Site codes for both grades 3-8 and high school rosters reflect enrollment at the time of testing.
- After the October 1 SIS collection closes, both grade 3-8 and high school rosters will be updated and released with student inclusion based on the October 1 enrollment in SIS.

ACT and WorkKeys

- **This Week:** Receive WorkKeys accommodated test materials based on the delivery window chosen in [PANext](#).
- **By September 20:** Order additional accommodations and/or support materials in [PANext](#) for the initial WorkKeys testing window, October 1-15, as needed.
- **Due September 30:** ACT MOUs deadline. Originals must be mailed with the **Estimated Number of Testers Form**. There are two MOUs posted in the [Assessment Library](#), one for public and charter schools and one for non-public schools receiving state funding. School systems should make sure that the appropriate MOU type is completed.
- **October 1-15:** Schools manage participation and order WorkKeys accommodated test materials for the fall accommodated testing window.
- **Clarification from WorkKeys Q&A on September 12:** Students who are retesting during the WorkKeys accommodation administration on paper are not required to take all three tests in the booklet if all three tests are not needed to earn an NCRC.
- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk at 800-967-5539.

Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Office Hours** will be September 24 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](#).

Please email assessment@la.gov with questions.

Tuition Donation Credit (TDC) Program News

New: Q1 Count Due September 30th

All STO's must upload the [Q1 enrollment spreadsheets](#) to the FTP by 9/30. The report should also include all students' LASIDs.

This spreadsheet is to be completed by the Student Tuition Organizations, not individual schools.

If you have any questions, please reach out to 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 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)

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: U.S. Presidential Scholars Program

The U.S. Department of Education has invited chief state school officers to nominate outstanding students for the [U.S. Presidential Scholars Program](#). This year, states are allowed to submit nominations for up to twenty-five outstanding students who would otherwise not qualify under the program's traditional academic component (automatically qualified based on ACT/SAT scores) or arts component. Nominations may also include students who have demonstrated outstanding achievements in career and technical education (CTE).

The Department invites school systems to submit nominations for up to three outstanding students. The nominations must include a male and female student for the general category, and at least one nomination should be for a student who has been successful in CTE. Students must be high school seniors scheduled to graduate or receive a diploma between January and August of 2020. Please review the [additional program requirements](#) to learn more.

Nominations should be submitted through a single nomination letter for all nominees (not to exceed three pages total) signed by the local superintendent or school leader, and emailed to leslie.hill@la.gov no later than **November 15 at 4:30 p.m.** Please include the student's name, home mailing address, gender, and email address, as well as the high school name, mailing address, and CEEB code. Selected nominees will be sent through a secure online form to the U.S. Department of Education. Please note "Presidential Scholars" in the subject line.

Please contact leslie.hill@la.gov with questions.

New: Louisiana School System Contact Form Updates

Please share with personnel directors.

Last 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. Personnel directors can email ldoecommunications@la.gov to request a current list of contacts. If any contact information is missing from the contact list, please add the information to the [Louisiana School System Contact Form](#) by October 1.

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 any school or school system is not listed in the form, please email ldoecommunications@la.gov.

Please email ldoecommunications@la.gov with questions.

New: AP Coordinator Exam Order Training Dates

Please share with administrators and AP coordinators.

The preferred AP exam ordering deadline is October 4. Please register for one of the nine remaining [Preparing and Submitting the Exam Order](#) sessions for AP coordinators to prepare for the changes. The sessions will be offered at varying times on the following dates.

- September 25 at 11:00 a.m.
- October 2 at 8:00 a.m.
- October 10 at 6:00 p.m.
- October 31 at 3:00 p.m.
- November 6 at 11:00 a.m.
- November 12 at 8:00 a.m.

The final deadline for submitting AP exam orders is **November 15**.

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

New: 2019-2020 Jump Start Updates

Please share with CTE supervisors, counselors, and principals.

The Department has released several [Jump Start](#) updates, listed below, that provide detailed information for implementing various Jump Start programs.

- [2019-2020 Guidelines for Use of CDF Allocation](#)
- [2019-2020 Jump Start Funding Guidance](#)
- [2019-2020 List of CDF Qualifying Courses](#)
- [2019- 2020 Jump Start Pathway Updates](#)

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

Reminder: Federal Grant Opportunity

The Institute of Museum and Library Services is offering a [federal grant opportunity](#) to support projects that strengthen the ability of small and/or rural libraries and archives to serve their communities and to build grantee capacity through participation in a community of practice. This initiative invites applications that focus on transforming K-12 school library practice, community memory, or digital inclusion and are clearly linked to an individual institution's broader community needs. The closing date of this grant is **December 2**.

Please contact julia.desimone@la.gov with questions.

Reminder: Updated School System Planning Calendar

The [2019-2020 School System Support Calendar](#) has been updated to include the following changes that are highlighted in yellow within the calendar.

- 2020 Teacher Leader Summit
- 2019 Accountability Commission Meetings
- November ECCE Commission Meeting

Please email districtsupport@la.gov with questions.

Reminder: Registration for Fall Counselor Institutes

Please share with middle and high school counselors.

Registration is now open for the Fall 2019 Counselor Institutes. Formerly known as Counselor Collaborations, these events provide school counselors with important updates from the Department, and is an excellent opportunity to meet colleagues from schools across the region.

To register, please click on one of the dates below.

Northern Region Contact emily.bradley@la.gov	
Date and Time	Location
October 15 from 9:00 a.m. to 12:00 p.m.	Bossier Instructional Center 2719 Airline Dr., Bossier
October 16 from 9:00 a.m. to 12:00 p.m.	Monroe City School Board 206 Tower Dr., Monroe
October 17 from 9:00 a.m. to 12:00 p.m.	Allen Parish School Board (location change) 1111 West 7 th Ave., Oberlin

Southern Region Contact lee.smith@la.gov	
Date and Time	Location
October 22 from 9:00 a.m. to 12:00 p.m.	Acadia Parish Education Center 2402 N. Parkerson Ave., Crowley
October 23 from 9:00 a.m. to 12:00 p.m.	Jefferson Parish Public School System Administration Building 501 Manhattan Blvd., Harvey
October 24 from 9:00 a.m. to 12:00 p.m.	East Baton Rouge Parish School System (location change) Professional Development Center, Building C 3000 N. Sherwood Forest Blvd., Baton Rouge

Please email leslie.gilliland@la.gov with questions about these events.

Reminder: 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 who have not attended the two-day Quest for Success training and seek to teach the Quest for Success course should attend one of the upcoming training events.

Registration is currently open for the following two-day trainings. Each training will run from 8:00 a.m. to 4:00 p.m. each day.

- September 25-26 in [Opelousas](#)
- October 22-23 in [Mansfield](#)
- November 4-5 in [Chalmette](#)

Please contact teddrick.holmes@la.gov with questions.

Reminder: 2019 USDA Farm to School Census

All school systems participating in the National School Lunch Program will be contacted by Abt Associates, Inc. during the second week in September, regarding the [2019 USDA Farm to School Census](#). The census should be completed by all school

systems no later than **November 29**, including those who do not currently participate in any Farm to School activities.

Please contact melissa.campbell@la.gov with questions.

Reminder: Student of the Year Participation Forms

Please share with Student of the Year Coordinators.

As a reminder, school systems are encouraged to participate in the 2020 Student of the Year program by following the steps listed below.

1. Complete the [Information Form](#) and email it to marian.johnson@la.gov 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.

The Student of the Year Webinar explaining the revisions is available on the Department's [website](#), or coordinators can view the [written guidelines](#) for the program and current [logistics memo](#) for 2020.

Please contact marian.johnson@la.gov with questions.

Reminder: U.S. Senate Youth Program and Scholarship

Please share with high school principals and counselors.

Through the collaboration of the Department and the [William Randolph Hearst Foundation](#), our state delegate selection process for the 2020 United States Senate Youth Program has been initiated. 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 in 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 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 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.

Please contact marian.johnson@la.gov with questions.

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.

To view the **September 17th District Newsletter** or the **September 12th 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](#)

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