



September 27, 2018

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	9/28/18	Complete required submission for <a href="#">BESE approval</a>	School leaders
LPS, TDC	9/30/18	Return ACT MOU and estimated number of testers form	High school testing coordinators
TDC	10/1/18	Upload Q1 enrollment to FTP	STOs
LSP, TDC	10/4/18	Update student data in eDirect	Testing coordinators
All nonpublics	10/12/18	Complete annual data submission in <a href="#">NPS</a>	School leaders

## Louisiana Scholarship Program (LSP) News

### **New: Principal Training Deck for School Performance Score Release**

Please share with principals.

During the September Collaborations, the Department previewed a training deck to be used with principals to help them prepare for the release of the 2017-2018 scholarship cohort index. That [presentation](#) is now final and available in the [Principal Support Toolbox library](#) in the "School Finder Toolkit" section.

School system leaders should begin holding meetings with principals, using this training deck, to prepare them for the upcoming fall release.

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

### **New: October School System Planning Call**

The October School System Planning Call will take place on October 3 at 1:00 p.m. The following school system supervisors should participate:

- Early childhood supervisors
- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors
  
- Webinar Date and Time: October 3 at 1:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/>
- Meeting ID#: 398875849
- Please enter your full name, and school system name when logging in.

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

### **Reminder: 2018 ACT College and Career Readiness Workshop**

Please share with administrators, counselors, and teachers.

The 2018 ACT College and Career Readiness [Workshop](#) will be offered this fall.

- October 3: Shreveport - Centenary College of Louisiana

During this free, half-day workshop participants will:

- get answers to the questions you have about data and the tools used,
- get advice on educational measurement, and
- be introduced to free personalized instructional resources.

Please visit the ACT's [registration](#) page for the latest on all workshops.

### **Reminder: Updated ELPT and LEAP Connect Parent Guides**

Please share with family engagement coordinators and school test coordinators.

The Parent Guides for the [ELPT](#) and [LEAP Connect](#) assessments have been updated to reflect test information for the 2018-2019 school year. Please share these guides with families to help them better understand these assessments and better support their child's preparation.

Both parent guides are available in the [Family Support Toolbox library](#) along with the Parent Guides to the LEAP 2025 tests. Translated versions will be available later this month.

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

### **Reminder: Data Reminders for Accountability Contacts**

**Data Certification: On August 9, the Louisiana Data Certification online system opened to allow schools and school systems an opportunity to review data used in school and school system performance scores.**

- Data certification is closed for new submissions but open for reviews and responses.
- The online system also provides the following files that should be downloaded before the system closes for all activities on September 28:
  - Assessment Roster
  - ACT Roster
  - DCAI Roster
  - K8 and HS Progress Point Rosters
  - VAM Exclusion Roster
  - Output file that captures all requests, correspondence and Department decisions

**Files available on secure ftp**

- Three new files are now available for school systems:
  - LEAP 2025 High School Growth Target Rosters: new growth targets for 2018-2019
  - LEAP 2025 K8 Subgroup Summary: achievement level percentages by subgroup
  - LEAP 2025 HS Subgroup Summary: achievement level percentages by subgroup

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

## **Reminder: BESE Approval and Nonpublic School Annual Data Submission**

All Scholarship schools must complete the Nonpublic School BESE Approval Process (online form) and the Nonpublic School Annual Data Submission (LEADS) to participate in the Scholarship Program. For more information on these required action items, see the "All Nonpublics" section of this newsletter.

## **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](mailto: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. Families should not buy uniforms or other supplies until the Department has approved the transfer.

Please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov) with any questions.

## **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](#).
- At the beginning of the 2018-2019 school year eDIRECT was populated with eSCHOLAR information from the 2017-2018 school year. By October 4th all eSCHOLAR data must be updated for the 2018-2019 school year in order for the students to remain populated in eDIRECT.

### **LEAP 360**

- Paper versions of the high school Interim Form 1 and 2 assessments and Interim Form 1 answer keys have been posted in [eDIRECT](#) under General Information → Documents → Diagnostic/Interim 18-19 → Paper Tests. Interim I for ELA and mathematics in grades 3-8 and high school will go live on October 23.

### **ACT and WorkKeys**

- The [2018-2019 ACT MOU](#) and related documents are now posted in the [Assessment Library](#). The MOU and [ACT Estimated Number of Testers](#) form is due on September 30. Please mail the forms to the address on page 2 of the MOU.
- [The ACT and WorkKeys Updates for 2018-2019](#) contains the changes for ACT and WorkKeys testing for the current school year.
- All WorkKeys test records taken on both Department and non-Department reams are subject to review to ensure that the 30 day wait period is being followed per [Bulletin 118](#), §7209. WorkKeys [Formerly LAC 28:CX1.2209]
  - Students shall be subject to a 30-day wait period before retesting on WorkKeys assessments, during which time LEAs shall provide remediation.
  - School system must provide student results for all WorkKeys tests taken by every student every year, as outlined by the Department, to ensure all results are considered (applies only to school systems/schools not signing the [ACT \(other realms\) Addendum](#)).
  - The 30 day wait period refers to 30 calendar days. Testing on day 30 does not meet the policy requirement. Testing within the official state testing window will be monitored and strictly enforced. Results from any test taken in violation of policy will not be used in accountability.

### **Assessment Administration Support and Training**

The Assessment and Accountability Office Hours for nonpublics will be held on October 2 at 2:00 p.m.

- Webinar Date and Time: October 2 at 2:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#).

## **Reminder: Q1 Count for STOs Due at End of Month**

All STO's must upload the Q1 enrollment spreadsheets to the FTP by 10/1. 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 at [lindsey.bush@la.gov](mailto:lindsey.bush@la.gov).

## **Reminder: Updated LEAP Connect Parent Guides**

Please share with family engagement coordinators and school test coordinators.

The Parent Guides for the [LEAP Connect](#) assessment have been updated to reflect test information for the 2018-2019 school year. Please share these guides with families to help them better understand these assessments and better support their child's preparation.

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

## **Reminder: BESE Approval and Nonpublic School Annual Data Submission**

All Scholarship schools must complete the Nonpublic School BESE Approval Process (online form) and the Nonpublic School Annual Data Submission (LEADS) to participate in the Tuition Donation Credit Program. For more information on these required action items, see the "All Nonpublics" section of this newsletter.

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### **Assessment Administration Support and Training**

The Assessment and Accountability Office will be holding a training session for nonpublics on October 9 at 9:00 a.m.

- Webinar Date and Time: October 2 at 2:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#).

## **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	<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
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	<a href="http://newschoolsbr.org/our-approach/excellence-scholarship-fund">newschoolsbr.org/our-approach/excellence-scholarship-fund</a>	<a href="mailto:brandy@newschoolsbr.org">brandy@newschoolsbr.org</a>	225-384-0271

## **School Choice Program for Students with Exceptionalities (SCP)**

### **Reminder: BESE Approval and Nonpublic School Annual Data Submission**

All Scholarship schools must complete the Nonpublic School BESE Approval Process (online form) and the Nonpublic School Annual Data Submission (LEADS) to participate in the School Choice Program. For more information on these required action items, see the "All Nonpublics" section of this newsletter.

### **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](mailto:nonpublicschools@la.gov).

## **All Nonpublics**

### **New: Request for Nominations for the 2019 U.S. Presidential Scholars Program**

The nomination process for the U.S. Presidential Scholars Program is now open. Each state can nominate up to 25 students for one of the following [categories](#):

- General: outstanding academic performance on the ACT or SAT
- Career and Technical Education (CTE): outstanding performance in CTE (new this year)

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 career and technical education. Students must be high school seniors scheduled to graduate or receive a diploma between January-June of 2019. Additional program requirements are available on the U.S. Department of Education's [website](#).

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](mailto:leslie.hill@la.gov) no later than November 2 at 4:30 p.m. with "Presidential Scholars" in the subject line. In the letter, please include the following information for each nominee:

- the student's name, home mailing address, gender, and email address; and
- high school name, mailing address, and (College Entrance Examination Board) CEEB code.

Please contact [leslie.hill@la.gov](mailto:leslie.hill@la.gov) with questions.



## **New: 2018 Louisiana Counseling Association Annual Conference**

Please share with school counselors and system supervisors.

The Louisiana Counseling Association will hold its annual conference at the Baton Rouge Crowne Plaza hotel October 7-9 with pre-conference sessions from the [Louisiana School Counselor Association \(LSCA\)](#) and the [Louisiana Career Development Association \(LCDA\)](#) on October 6. This year's theme is Stronger Together: 50th Anniversary of Counseling and Advocacy. Counselors can expect the latest information in the field and earn Continuing Education Units (CEUs).

Please visit the [LCA Conference](#) for more information.

## **New: Completing the Nonpublic School Approval Process**

All schools received a reminder email earlier this month about the BESE approval process for the 2019-20 school year. This process is different from the NPS Annual Data Submission process, and does not involve the FTP. If your school leader has changed since Fall of 2018, please email [Nonpublicschools@LA.gov](mailto: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 for BESE approval. Schools will no longer need to log in to the FTP to 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. Schools that fail to complete the NPS approval process by this deadline may not be able to participate in the Louisiana Scholarship Program, Tuition Donation Program, or School Choice Program.

After reviewing the [attached checklist](#), access the [online survey](#) and submit your school's documents. Schools with questions about completing the online survey can also review [this help video](#).

## **Reminder: Complete Annual Data Submission in NPS**

All BESE-approved nonpublic schools are required to submit the Nonpublic School Annual Data Submission in the [NPS](#) data system. The Nonpublic School Annual Data 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.

Schools must complete the Nonpublic School Annual Data Submission in the LEADS portal in order to receive BESE approval for the 2019-20 school year. Failure to complete this action item by the October 12th deadline may impact a school from receiving district, state, or federal funding allocated to nonpublic schools.

If you have any questions about this process, please reach out to [NonPublicSchools@LA.gov](mailto:NonPublicSchools@LA.gov).

## **Reminder: September Supervisor Collaborations Review**

The September Supervisor Collaboration events provided supervisors across Louisiana with high-quality tools, resources, and professional development to help them effectively lead in 2018-2019 and plan for 2019-2020. September Supervisor Collaboration presentations and materials are available in the [School System Support Library](#).

### **General**

- **Using the Curriculum Implementation Observation Tools:** Participants explored the recently released ELA and Mathematics Observation Tools to be used by the Department during the Early Phase of Redesign/SRCL grant implementation.
- **K-2 Pilot Tools:** Participants examined the 4 pilot tools and how they will be utilized to evaluate children's classroom experience and mastery of standards and explored how data and feedback from the pilots will help inform K-2 policy anticipated to be in effect statewide in 2019-2020.

### **Social Studies**

- **[Social Studies Companion Documents](#):** This session provided an overview of the Social Studies Companion Documents, as well as guidance on how educators should use these documents to increase the effectiveness of Social Studies instruction. The Social Studies Companion Documents prioritize the content to be taught for each standard and are aligned with the LEAP 2025 assessment.

### **Science**

- **LEAP 2025 Science:** Participants learned how the new LEAP 2025 science assessments and resources support the instructional shifts inherent in the Louisiana Student Standards for Science.

### **Students with Disabilities**

- **Implementation of TS GOLD for OSEP Assessment:** To support the transition from AEPS to TS GOLD for the assessment of students with disabilities age 3-5, this session focused on site administration of the TS GOLD OSEP site. Recommendations were provided to help teachers and service providers manage their assessment caseloads and to

collaborate effectively to ensure timely and accurate assessment.

- **Making Assistive Technology Heroes:** Accessing Mathematics Standards with AT: The session demonstrated how to incorporate assistive technology tools and equipment into Tier I Mathematics curriculum to support the learning needs of students with significant disabilities.
- **Students with Significant Disabilities Eligibility and Instructional Supports:** Participants learned about proper eligibility of students taking the alternative assessment. This session provided clarity on state guidelines, the required documentation in SER, and the instructional supports provided to ensure high quality instruction for these students.

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions about any of these sessions.

## **Reminder: Internet Safety Flyer Now Available in Multiple Languages**

Please share with family engagement coordinators. [Act 369](#) of the 2018 Regular Session requires school systems to provide parents with information relative to Internet safety. The Department has developed a [flyer](#) for families highlighting this important information including the dangers of Internet pornography and cyberbullying. The flyer is available in [English](#), [Spanish](#), [Arabic](#), and [Vietnamese](#) and can be found in the [Family Support Toolbox Library](#).

## **Reminder: OpenSciEd Training**

Please share with middle school science teachers.

The Department is helping educators transition to the [Louisiana Student Standards for Science](#) (LSSS) in the 2018-2019 school year by offering middle school science teachers the opportunity to receive training on and pilot high-quality units by OpenSciEd, a project that is building out a full middle school curriculum. Middle school educators can register for the pilot and the four-day professional development using the links below. Registration is currently open.

Date	Vendor	Cost	Registration Information
October 6-7 and 13-14	Louisiana Tech	\$500	<a href="#">Registration Link</a>
October 12-13 and 26-27	LSU Cain Center	\$200	<a href="#">Registration Link</a>
November 3-4 and 10-11	Louisiana Tech	\$500	<a href="#">Registration Link</a>

Email [classroomsupporttoolbox@la.gov](mailto:classroomsupporttoolbox@la.gov) with questions.

## **Reminder: USDA 2018 National School Lunch Program Equipment Grants**

Please share with child nutrition supervisors.

The consolidated Appropriations Act of 2018 has awarded Louisiana \$558,152 to be distributed to School Food Authorities (SFA's) participating in the National School Lunch Program to purchase equipment to serve healthier meals, improve food safety, and expand access to school meals. Priority will be given to schools in which 50 percent or more of the enrolled students are eligible for free or reduced price meals and have not received equipment grant funding in 2009, 2010, 2014, 2015, 2016, or 2017.

Grant related information is located in the [Equipment Assistance Grants for School Food Authorities](#) memo. Online applications will be accessible at the [Child Nutrition Programs](#) website. A School Food Service Memo will be forthcoming to inform SFA's of the open application period.

For further information about the grant, please contact [helen.folks@la.gov](mailto:helen.folks@la.gov).

## **Reminder: Louisiana Farm to School Conference**

The 2018 Louisiana Farm to School Conference will be held October 10 at the Pennington Biomedical Research Center. The conference brings together farmers, food distributors, school administrators, school nutrition program staff, teachers, and parents in the interest of Louisiana agriculture, school gardens, and healthy school meals. All stakeholders are invited to attend and take advantage of the educational and networking opportunities. Please see the [event flyer](#) for additional information, including registration.

Please contact [melissa.campbell@la.gov](mailto:melissa.campbell@la.gov) with questions.

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## **Other Department Newsletters**

To view the **September 25th District Newsletter** or the **September 20th 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](#)

STAY CONNECTED

