



October 3, 2019

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Important Dates for Nonpublic Schools

| School Choice Program | Date | Action, Event, or Deadline | Owners |
|-----------------------|----------|---|------------------------------------|
| All nonpublics | 10/15/19 | Submit NPS annual data submission and BESE approval application | School leaders |
| LSP | 10/18/19 | Email ICQ and budget form to staudit@la.gov | School leaders or finance managers |
| 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

Today's newsletter includes a series of action items related to the financial audit for schools participating in the Louisiana Scholarship Program. Schools were emailed about these same action items earlier. If you have questions about the required next steps, please contact Ronnie.DavisJr@LA.gov and staudit@LA.gov.

New: 2019-20 Scholarship Financial Audit Information

The LDOE finance team has prepared a presentation on the financial audit which include instructions on how to ensure your school is prepared for this year's financial audit.

You can access a copy of the PowerPoint [here](#).

You may contact Ronnie.DavisJr@la.gov with audit-specific questions and studentscholarships@la.gov with Scholarship program-specific questions.

New: Scholarship Audit Engagement Letters

Pursuant to Section 1303 of Bulletin 133, State Board of Elementary and Secondary Education requires the Department to audit the financial performance and capacity of Scholarship schools as a criterion for continued participation in the Scholarship program.

Beginning Monday, October 7th, the audit firms conducting the financial audits will begin contacting schools via an engagement letter. The letter will include audit dates and an in-depth description of the process and school responsibilities.

The audit firm assigned to your school is based on the district in which your school is located. Please click [here](#) for the list of districts covered by each firm.

If your school has not been contacted by the assigned audit firm by October 11th, or if you have any questions, please contact Ronnie Davis at Ronnie.DavisJr@la.gov or 225.342.3621.

New: Scholarship Audit - Internal Control Questionnaire

Participating Scholarship schools are required to complete the [Internal Control Questionnaire](#). This information is provided to assist in evaluating that financial operations are effective and efficient and that schools have a reliable financial reporting system and comply with applicable laws and regulations.

The completed questionnaire is due by **Friday, October 18, 2019** via e-mail to staudit@la.gov

New: Scholarship Program Budget

The initial Scholarship Program budget is due **Friday, October 18, 2019**. Schools should provide specific details in this budget demonstrating how the total estimated SSEEPR revenue will be allocated and spent for the 2019-2020 school year.

Things to know

1. No actual expenditures should be reported in the expenditures column at this time.
2. The total enrollment on the budget should exclude Pre-K students.

Submit your [budget form](#) via e-mail to staudit@la.gov.

New: Updated LEAP 2025 Assessment Guides for Grades 3 and 4

Please share with test coordinators.

The [LEAP 2025 assessment guides](#) for grades 3 and 4 have been updated to include the 2019-2020 paper-based testing schedule, shown below.

| Day 1: April 27 | Day 2: April 28 | Day 3: April 29 | Day 4: April 30 | Day 5: May 1 |
|-----------------|-----------------|-----------------|-------------------|--------------------------|
| ELA session 1 | ELA session 2 | ELA session 3 | science session 1 | social studies session 1 |
| math session 1 | math session 2 | math session 3 | science session 2 | social studies session 2 |

Please contact assessment@la.gov with questions.

New: LEAP Connect Online Tools Training (OTT) Expanded

Please share with supervisors and school test coordinators.

The LEAP Connect Online Tools Training (OTT) has been expanded from one OTT to six. The previous OTT has been separated by ELA and math, and then by grade bands 3 to 5, 6 to 8, and high school. The OTTs not only include tasks from the previous OTT but also include some new tasks from the assessment guides. New Directions for Administration and Reference Materials for each OTT are available in [eDirect](#) and the [Assessment Guidance](#) library. LEAP Connect science OTTs will be added in the winter and will include all the science samples found in the assessment guides.

Please contact assessment@la.gov with any questions.

New: Updated LEAP Connect Assessment Guides

Please share with supervisors and school test coordinators.

All three of the [LEAP Connect assessment guides](#) have been updated to include:

- information about the new science field tests and sample science tasks for grades 4 and 8, and high school; and
- a new appendix which lists the ELA and math vocabulary for American Sign Language (ASL) translation, object replacement, tactile graphics, word boards or word banks, and Assistive Technology and Augmentative/Alternative Communication (AT/AAC) devices.

Please contact assessment@la.gov with any questions.

New: LEAP Connect Sample Math Constructed-Response Tasks Webinar

Please share with supervisors and school test coordinators.

The Department will host a webinar on using the LEAP Connect sample math constructed-response tasks. Participants will learn how to administer, score, and use the [LEAP Connect Sample Math Constructed-Response Tasks](#) and [Directions for Administration](#).

- Webinar Date and Time: October 16 at 3:30 p.m.
- Webinar Link: <https://ldoe.zoom.us/j/448611621>
- Webinar Phone Number: 646-876-9923
- Meeting ID#: 448 611 621

Please contact assessment@la.gov with questions.

Reminder: For School and District Testing Coordinators

Important: Interests and Opportunities Online Principals Survey

- The Online Principals Survey that will be used to award points for the new Interests and Opportunities index was distributed via **accountability contacts** on September 30. Principals will have until **November 1** to complete the survey, which is 2.5 percent of the 2020 SPS in schools with grade combinations from the K-8 range and 5 percent for high schools.

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

- Preliminary, pre-data certification **2018-2019 subgroup performance scores** have been posted to the secure FTP. Letter grades and labels for intervention will not be applied until all data requests have been reviewed and resolved.
- 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.

ACT and WorkKeys

- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk, 800-967-5539 (800-WorkKey).

Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Monthly Call** will be October 8 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.

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.

Tuition Donation Credit (TDC) Program News

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Reminder: Annual Report Due 1/1

As per [Bulletin 134](#), each school tuition organization shall annually provide a public report to the LDE that contains information regarding all scholarships awarded or granted in the previous fiscal year. The report shall be prepared by a certified public accountant and shall be submitted to the department no later than the first day of January each year. **This action item is only for the School Tuition Organizations, not individual schools.**

For more information on the contents of the report, please reference Chapter 7 of [Bulletin 134](#). If you have any questions, please contact lindsey.rhodes@la.gov.

Reminder: Financial Information Report Due

According to Bulletin 134, each school tuition organization shall prepare a financial information report that complies with uniform financial accounting standards, to be submitted to the LDE no later than six months after the end of the STO's fiscal year. For most STOs, this means the Financial Information Report is due on January 1st. **The report shall be prepared by a certified public accountant and shall contain a certification from an auditor that the report is free of material misstatements.**

This report is a requirement for school tuition organizations, not individual schools. If you have any questions or operate on a fiscal year that would me the report due on a date other than January 1st, please reach out to Lindsey.Rhodes@LA.gov.

Reminder: For School and District Testing Coordinators

Important: Interests and Opportunities Online Principals Survey

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Please 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)

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: Revised Deadline for Nonpublic School Approval Survey and Scholarship Notice of Intent

Earlier this semester, all schools were asked submit a series of documents to the Louisiana Department of Education (LDOE) to receive BESE approval for the 2020-21 school year. The original deadline has passed. Any school that has not yet completed their Nonpublic School Approval survey should do so by the revised deadline of October 15. Schools that fail to meet this deadline may miss the opportunity to receive BESE approval at the December meeting.

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, and hard copy documents do not need to be mailed to the LDOE. Completing this survey by the 10/15 deadline is expected to take 10-15 minutes.

Please email nonpublicschools@la.gov with any questions.

New: Early Literacy Commission Meeting

[Senate Resolution 182](#) and [House Resolution 222](#) established the Early Literacy Commission to study and make recommendations on developing and implementing an aligned system to provide effective evidence-based reading instruction for children from birth through third grade. In January of 2020, the Early Literacy Commission will make its final recommendations to BESE and the Legislature.

The Early Literacy Commission met on September 9. During this meeting, the committee:

- read and discussed the current state of reading in Louisiana;
- researched the foundational skills that support reading for understanding in K-3;
- learned more about the science of reading and the importance of what teachers should know about this work; and
- discussed what competencies and supports teachers need to bridge the gap in reading.

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

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

Meeting materials and recordings are available on the [State Advisory Council](#) page.

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

New: Save-the-Date 2020 Jump Start Convention

Please share with CTE leaders, administrators, and counselors.

The 2020 Jump Start Convention is scheduled for **January 28** at the Baton Rouge River Center.

Attendees of the convention should include school system administrators, counselors, high school principals, career and technical education leaders, regional economic development, and workforce development organizations.

Please contact jumpstart@la.gov with questions.

New: CLEP Preparation and Exam Funding

Please share with counselors, administrators, and instructional leaders.

[Modern States](#), a philanthropy dedicated to making college more accessible and affordable, offers an opportunity for interested students preparing for CLEP exams to participate in thirty-two free online courses taught by college professors from across the country. Upon successful completion of the course and practice exam, Modern States will provide a voucher to cover the \$89 CLEP exam fee.

School systems are encouraged to have students [register and enroll](#) today to start saving time and money on their college degree. The length of each course is six to eight weeks.

Please contact collegereadiness@la.gov with questions.

New: Critical AP Classroom Action

Please share with administrators and AP coordinators.

In order to gain access to the new Advanced Placement instructional resources, there are **three steps schools must complete**: activate the Advanced Placement registering and ordering system (APRO), create AP sections, and provide students with join codes to individual classroom sections.

At present, according to the College Board, Louisiana schools are on track with two of those three tasks:

- 89 percent have activated the APRO (registration and ordering) system and signed an AP participation form;
- 82 percent have created AP sections; and
- 48 percent of teachers have provided students with join codes to join individual classes, unlocking the new AP resources (Unit exams, Item Bank, Progress Dashboards, etc.).

To better support schools in completing these steps, the Department will host six recurring [Advanced Placement Activation Webinars](#) throughout the month of October that are designed to walk participants through the process of completing the AP Classroom activation process. Each webinar will last approximately twenty minutes with time for Q&A. Each webinar will be the same, so there is no need to attend each one unless participants have additional questions.

Please contact collegereadiness@la.gov with 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. Please note that this is a different process than the Nonpublic School Approval Survey, and is also required for all nonpublic schools.

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: 10th Annual Louisiana Elementary Math Olympiad

The [10th Annual Louisiana Elementary Math Olympiad](#) is a free, paper-and-pencil test of mathematical skills open to 5th grade students. Students will compete for prizes, including gold medals, a 3D printing pen, and an iPad Mini. The winning students' teachers also will receive gift cards. The event will take place on November 2 from 10:00 a.m. to 2:00 p.m. at Kenilworth Science and Technology School (7600 Boone Ave, Baton Rouge, LA 70808) and includes workshops that parents can attend while

students are taking tests. The deadline to [register](#) is October 31.

Please visit the [Louisiana Elementary Math Olympiad webpage](#) for additional information and contact lfischer@kenilworthst.org with questions.

Reminder: USDA Fresh Fruit and Vegetable Program (FFVP)

Applications for the 2019-2020 FFVP will be available for returning sponsors via the [Child Nutrition Programs](#) webpage, beginning on October 1. **Applications must be submitted by October 18.**

Please contact trandra.scott@la.gov with questions.

Reminder: National School Lunch Program (NSLP) Equipment Assistance Grant

The USDA has awarded Louisiana \$602,468.00, provided by the Consolidated Appropriations Act, 2019 (Public Law 116-6), to be distributed to School Food Authorities (SFA's) participating in the NSLP to purchase equipment to serve healthier meals, improve food safety, and expand access to school meals. Priority will be given to schools where fifty 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, 2017, or 2018. Grant related information is [now available](#).

The **online application period starts October 1 and ends on October 31**. Applications will be accessible at the [Child Nutrition Programs](#) webpage.

[Programs](#) webpage.

Please contact helen.folks@la.gov with questions.

Other Department Newsletters

To view the **October 1st District Newsletter** or the **September 26th 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

