



October 10, 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
All nonpublics	10/15/19	Submit <a href="#">NPS</a> annual data submission and <a href="#">BESE approval application</a>	School leaders
LSP	10/18/19	Email <a href="#">ICQ</a> and <a href="#">budget form</a> to <a href="mailto:staudit@la.gov">staudit@la.gov</a>	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

### **New: 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. **Schools that do not receive BESE approval are not eligible to participate in the Louisiana Scholarship Program.**

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](mailto:nonpublicschools@la.gov) with any questions.

## **New: Complete the Nonpublic School Annual Data Submission by October 15**

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 that participate in the Louisiana Scholarship Program.**

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](mailto:nonpublicschools@la.gov) with any questions.

## **Reminder: 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 an **updated** copy of the PowerPoint [here](#).

You may contact [Ronnie.DavisJr@la.gov](mailto:Ronnie.DavisJr@la.gov) with audit-specific questions and [studentscholarships@la.gov](mailto:studentscholarships@la.gov) with Scholarship program-specific questions.

## **Reminder: 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.

Earlier this week, the audit firms conducting the financial audits contacted schools via an engagement letter. The letter included 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 an **updated** 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](mailto:Ronnie.DavisJr@la.gov) or 225.342.3621.

## **Reminder: 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](mailto:staudit@la.gov)

## **Reminder: 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 SSEE 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](mailto:staudit@la.gov).

## **Reminder: 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](mailto:assessment@la.gov) with questions.

## **Reminder: 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](mailto:assessment@la.gov) with any questions.

## **Reminder: 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](mailto:assessment@la.gov) with any questions.

## **Reminder: 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](mailto: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 to school leaders in early October. Principals will have until November 1 to complete the survey, which is 2.5 percent of the 2020 SCI in schools with grade combinations from the K-8 range and 5 percent for high schools.
- All schools will receive a confirmation email from JotForm once the form has been submitted. To streamline the process for superintendents' review and approval of surveys submitted by principals, the department will send a weekly 2019 Principal Survey Completion Report.

### **General**

- District test coordinator and accountability announcements are only sent to 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.**

## LEAP 2025

- **October 31:** Deadline for district test coordinators to complete important pre-test preparations in DRC INSIGHT:
  - select the delivery mode for LEAP 2025 grades 3 and 4 testing (online or paper);
  - verify or adjust the number of test booklets needed; and
  - verify enrollment numbers for all grades.

## ACT and WorkKeys

- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk, 800-967-5539 (800-WorkKey).
- **Reminder:** The ACT MOU was due September 30. There are two MOUs posted in the [Assessment Library](#), one for public and charter schools and one for non-public schools receiving state funding. Be sure to use the appropriate forms.
- **Now-October 15:** WorkKeys accommodated testing window. All tests administered with accommodations, both online and paper, must be given during this window with the exception of extended time and/or calculators only.
- One, two, or three WorkKeys tests may be given on paper. Tests not taken on paper will not be voided by ACT.
- **October 17:** FedEx pre-scheduled pickup at the district office for all WorkKeys accommodated paper materials.

## Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Office Hours** will be October 15 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](mailto: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](mailto:studentscholarships@la.gov). Transfer forms forwarded from parents will not be accepted.

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## Tuition Donation Credit (TDC) Program News

### **New: Deadline for Nonpublic School Approval Survey**

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. **Schools that do not receive BESE approval are not eligible to participate in the Tuition Donation Credit Program.**

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.

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

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

## **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](mailto: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](mailto:Lindsey.Rhodes@LA.gov).

## **Reminder: For School and District Testing Coordinators**

### **General**

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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	<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
Son of a Saint	Orleans	<a href="http://www.sonofasaint.org">www.sonofasaint.org</a>	<a href="mailto:hello@sonofasaint.org">hello@sonofasaint.org</a>	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](mailto:nonpublicschools@la.gov). Transfer forms forwarded from parents will not be accepted.

## All Nonpublics

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

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

### **New: Instructional Materials Review Weekly Report**

The [Instructional Materials Review \(IMR\) Weekly Report](#) has a new, streamlined look. Materials currently under review are listed in order by subject area and then publisher and title. The gray bar indicates the phase of review and is found just after the projected release date of the review.

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

### **New: 2019 Louisiana Farm to School Conference**

**Registration is open** for the annual [Louisiana Farm to School Conference](#). The conference will take place on **October 23** at the Pennington Biomedical Conference Center. A pre-conference event, *Meet the Buyer, Greet the Grower* will be held on the evening of October 22 to provide an opportunity for networking. The conference [agenda](#) includes topics such as school gardening, child nutrition, produce safety, educational resources, and barriers of farm to school.

Please contact [melissa.campbell@la.gov](mailto:melissa.campbell@la.gov) for more information.

### **New: Resources and Events at the Louisiana Old State Capitol**

Please share with high school teachers.

Louisiana's Old State Capitol, part of the Office of Secretary of State Kyle Ardoin, has partnered with the National Park Service to host an exhibition called [Victory from Within: The American POW Experience](#) through December 20.

Below, please find information on other related upcoming programs and initiatives:

- November 3 from 1:00 p.m.-4:00 p.m.: Free showings of "The Ghost of the Castle" and related activities

- Recommended Audience: All ages

- November 13 at 5:30 p.m.: Part One: An American Prisoner of War Experience
  - Recommended Audience: High school students and above; not for sensitive audiences
- November 14 at 5:30 p.m.: Part Two: Victory from Within
  - Recommended Audience: High school students and above; not for sensitive audiences

Visit [Louisiana's Old State Capitol's](#) webpage for more information on all exhibits and upcoming events, including how to book a tour. Additional materials will be added to the site over the coming weeks.

Please contact [ckennedy@sos.la.gov](mailto:ckennedy@sos.la.gov) for additional information.

## **Reminder: 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](mailto:laurie.carlton@la.gov) with questions.

## **Reminder: 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](mailto:jumpstart@la.gov) with questions.

## **Reminder: 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](mailto:collegereadiness@la.gov) with questions.

## **Reminder: 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 these three tasks:

At present, according to the College Board, Louisiana schools are on track with two or 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](mailto:collegereadiness@la.gov) with questions.

## Other Department Newsletters

To view the **October 8th District Newsletter** or the **October 3rd 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

