

Important News for NONPUBLIC SCHOOLS



October 11, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	10/12/18	Complete annual data submission in NPS	School leaders
LSP	10/12/18	Return signed Tuition & Fee Certification form	School leaders or Scholarship contacts
LSP	10/19/18	Submit ICQ and Scholarship Program Budget	School leaders or finance directors
All nonpublics	10/31/18	Submit EEF application	School leaders or finance directors

Louisiana Scholarship Program (LSP) News

New: Tuition and Fees Certification Sheets

This week, all Scholarship schools received Tuition & Fees certification sheets. These certification sheets are required for all schools participating in the Scholarship program, and must be signed and returned to StudentScholarships@LA.gov by close of business **Friday, October 12th**.

If you have questions after viewing your Tuition & Fees certification sheet, please email StudentScholarships@LA.gov.

New: Louisiana Scholarship Program Notice of Intent Forthcoming

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The Notice of Intent (NOI) to participate in the Louisiana Scholarship Program for the 2019-20 school year will be released next week. All schools that identified that they would like to participate in the Scholarship program for the 2019-20 school year on their Nonpublic School Approval form will receive a direct communication. On the NOI, schools will indicate whether they will take new Scholarship students next year, and in what grades they would like to open seats.

If you have any questions about the Notice of Intent process or have decided after submitting your Nonpublic School Approval form that you would like to participate in the Scholarship program, please contact studentscholarships@la.gov.

New: October Superintendents Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by Superintendent John White on **October 18** at 10:30 a.m. Please follow the instructions below:

- Webinar Link: <https://ldoe.zoom.us/j/841562744> (Please enter your full name, and school system name when logging in.)
- Phone #: 877-475-0109
- Meeting ID#: 1545218
- Please identify yourself in order to be placed into the meeting.

New: Timeline for Fall School System and School Performance Score Release

Please share with principals.

The 2017-2018 school system and school-level performance scores will be released through the Louisiana School Finder on November 8. Below is a timeline of events that will take place before and after this release.

Action	Release Date
Scholarship Cohort Indices and % of students earning Basic or above information will be dropped in school/Diocesan FTP sites	week of 11/5
Briefing calls with Diocesan superintendents	week of 11/5
Release of school and school system performance scores in School Finder	November 8
Briefing calls with individual schools	November 8

Email assessment@la.gov with questions.

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 19, 2018** via e-mail to staudit@la.gov

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.

Beginning this week, the audit firms conducting the financial audits contacted 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 12, or if you have any questions, please contact Andy Ahmed at Anindya.Ahmed@la.gov.

Reminder: 2018-19 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.

A conference call will be setup for participating schools new to the Scholarship program to review the presentation in more detail and answer any questions you may have.

You can access some of the PowerPoint [here](#)

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

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

Reminder: Scholarship Program Budget

The initial [Scholarship Program budget](#) is due **Friday, October 19, 2018**. Schools should provide specific details in this budget demonstrating how the total estimated SSEEPR revenue will be allocated and spent for the 2018-2019 school year (No actual expenditures should be reported in the expenditures column at this time).

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

Please reach out to Anindya.Ahmed@la.gov with any questions or concerns about the audit process.

Reminder: Social Studies Test Reduction Pilot

After analyzing the past two years of assessment data and holding many conversations with stakeholders, the Department is shortening the LEAP 2025 grades 3 and 4 social studies summative assessments to reduce testing time by approximately twenty-five percent.

- The new design of the grades 3 and 4 social studies assessments reduces the number of sessions from three sessions to two by eliminating the task set and one of the item sets.
- The grades 5 to 8 social studies assessments will be shortened by removing an item set and the field-test portion of the tests. The grades 5 to 8 field tests will only be required for a sample of students, rather than all students statewide.

More specific test design information is detailed in the updated [social studies assessment guides](#), which will be available tomorrow, October 3, and provided on the [LEAP 2025 practice test webinars](#). Details below.

Although the 2018-2019 practice tests for social studies do not reflect the new social studies test designs, the [LEAP 2025 Social Studies Practice Test Guidance](#) will be updated to include recommendations on how to address the design changes, especially in grades 3 and 4.

Please contact assessment@la.gov with questions.

Reminder: LEAP 2025 Practice Test Webinars

Please share with school leaders and teachers.

DTCs, STCs, and school system supervisors interested in learning general information about reference materials, and test set-up, administration, scoring, and reporting should join any one of the following practice test webinars.

- Webinar Date and Time: October 16 at 9:30 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/645134288>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 645134288

Teachers and instructional supervisors or coaches interested in learning general information about resources, and specific information about best uses and common misuses of the practice tests should join any one of the following practice test webinars.

- Webinar Date and Time: October 16 at 3:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/j/222125262>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 222125262

Please email assessment@la.gov with questions.

Reminder: Principal Training Deck for SCI Release

Please share with principals.

Scholarship cohort index (SCI) is calculated similarly to School performance score (SPS). 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 school performance scores. That [presentation](#) is now final and available in the [Principal Support Toolbox library](#) in the "School Finder Toolkit" section.

Schools that want to estimate their SCI for 2017-18 can use the [SPS calculator](#).

If you have questions about your data or how to use the calculator, contact Assessment@LA.gov.

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. Families should not buy uniforms or other supplies until the Department has approved the transfer.

Please contact 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](#).
- DRC will only keep the following test results in eDIRECT based on the timeline below. For all administrations, notification will be posted at least 30 days in advance of the administration closure, so that DTCs can download any reports that are needed.
 - summative administration: keep for the two previous years
 - non-summative administration: keep current academic year after the administration
 - placement test: keep one full year after the administration
- Assessment windows for Program for International Assessment (PISA) and the International Early Learning Study (IELS) are listed below. These assessments are administered to selected schools by Westat.
 - PISA: October 8 - November 30
 - IELS: October 15 - December 7

LEAP 2025

- School systems can now indicate the delivery mode, online or paper, in eDIRECT for grades 3 and 4 LEAP 2025 testing. In addition, school systems will verify or adjust the number of test booklets needed for the following conditions:
 - Grades 3 and 4 Regular Books (Paper Testers Only)
 - Grades 3 and 4 Accommodated Books (Paper Testers Only)
 - Grades 3 and 4 Large Print Books (Paper Testers Only)
 - Grades 3 and 4 Spanish Mathematics Books (Paper Tests Only)
 - Grades 3-8 Braille Kits
 - Grades 3-8 Communication Assistance Scripts
- Directions are [available](#) in eDIRECT. The window for selecting test delivery mode and verifying student counts will close on October 31.

ACT and WorkKeys

- October 2 - 16: WorkKeys initial accommodated testing window
- October 3 - 11: Order WorkKeys accommodated materials for makeup testing
- October 18: Materials will be picked up at the district office via the pre-scheduled with FedEx
- The [2018-2019 ACT MOU](#) and related documents are in the [Assessment Library](#). The MOU and [ACT Estimated Number of Testers](#) form was 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.
 - [Bulletin 118](#), §7209. WorkKeys [Formerly LAC 28:CXI.2209]: Students shall be subject to a 30-day wait period before retesting on WorkKeys assessments, during which time LEAs shall provide remediation.
 - School systems must provide student results for all WorkKeys tests taken by every student every year, as outlined by DOE, 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.
- Every Tuesday at 10:00 a.m.: Register for [ACT WorkKeys Online Administration Training](#) offered weekly. The link lists all current available dates and times.
- Every Thursday at 10:30 a.m.: Register for [ACT WorkKeys Groups and Batch Load Training](#) offered weekly. The link lists all current available dates and times.

Assessment Administration Support and Training

The Assessment and Accountability Monthly call for nonpublics is October 16.

- Webinar Date and Time: October 16 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](#).

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)

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: Annual Data Submission in NPS due Tomorrow

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.

Please note that this process is different from the Nonpublic School Approval Process that was completed in September.

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.** Additionally, existing schools will not be recommended for BESE approval at the December BESE meeting without first completing the annual data submission.

If you have any questions about this process, please reach out to NonPublicSchools@LA.gov.

New: Education Excellence Fund (EEF) Application Released

The FY 2018-2019 Education Excellence Fund (EEF) application is currently available in the electronic grants management system ([eGMS](#)). The submission deadline is **October 31**. New to the application this year are revised Education Improvement Codes (EIC) that bring budgeted items in closer alignment with state regulations.

For further information about the Education Excellence Fund (EEF) application submission, please contact ldoe.grantshelpdesk@la.gov.

New: Inquiry Hub High School Biology

High school biology teachers have the opportunity to receive training on and pilot high quality units by Inquiry Hub, an open source biology resource. Inquiry Hub released several units, which are linked in the [Biology Sample Scope and Sequence](#). The units are anchored in phenomena and aligned to Louisiana Student Standards for Science.

In order to support implementation, Inquiry Hub is hosting a two-day training on November 15-16 in Baton Rouge. [Registration](#) is now open.

Email stem@la.gov with questions.

New: BESE Tuition Program for Teachers Spring 2019 Application Released

[Applications](#) for Spring 2019 funding through the BESE Tuition Program for Teachers will be available this Friday, October 12. This program provides tuition funding for selected classroom teachers to enroll in courses at regionally accredited colleges or universities in Louisiana.

The application deadline is November 9. Applicants will be notified in early December regarding acceptance. [Learn more about the program](#) or contact stem@la.gov with questions.

Reminder: November Supervisor Collaborations

The November Supervisor Collaborations will focus on providing resources and training for the new School System Planning Process and the launch of the Super App. This is an all-day event for Supervisors only. The originally scheduled Principal Collaborations will be held in January. Attendees should include those who supervise academic content, assessment, high schools, CTE, workforce development, diverse student populations (including SPED), federal grant programs, and budgeting and finance.

The Collaborations will be offered on the following dates and locations from 8:00 a.m. - 3:30 p.m.:

- November 8: Bossier Parish School for Technology and Innovative Learning, Bossier City
- November 13: Claiborne Building, Baton Rouge
- November 14: Calcasieu Parish School Board Assessment Building, Lake Charles
- November 15: Jefferson Parish School Board, Harvey

Registration will open in WisdomWhere on October 15. Supervisors do not need a code to register.

Please contact districtsupport@la.gov with questions regarding these events.

Reminder: Updated School System Support Calendar

The [School System Support Calendar](#) has been updated to reflect the following changes highlighted in yellow in the calendar.

- October Assessment and Accountability Call moved to October 16
- Change of audience and locations for November and January Supervisor Collaborations
- Addition of the 2018-2019 Counselor Collaborations

Email districtsupport@la.gov with questions.

Reminder: Save-the-Date for the 2019 Jump Start Convention

Please share with school leaders, counselors, and teachers.

The 2019 Jump Start Convention will be held at the Raising Cane Convention Center on January 29, 2019. Registration will open in early November.

For more information, please e-mail jumpstart@la.gov.

Reminder: Science Pilot and Professional Development Opportunities

Great Minds: Grades 3-5

Great Minds is the first science curriculum to be rated Tier 1 in the Louisiana IMR process. While only grade 4 has been completed and reviewed, grades 3 and 5 units will be released throughout the school year. Great Minds is hosting one-day trainings for grade 3 through 5 educators in October. School systems can also review the [PD Vendor Guide](#) for additional professional development information. **[Registration](#) is now open for sessions in Kenner on October 18 and 19.**

OpenSciEd: Middle School

Middle School Science teachers have 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 four-day professional development using the links below. **Registration is now open.**

Date	Vendor	Location	Registration Information
October 13-14	Louisiana Tech	Ruston, LA	Registration Link
October 12-13 and 26-27	LSU Cain Center	Baton Rouge, LA	Registration Link

November 3-4 and 10-11	Louisiana Tech	Ruston, LA	Registration Link
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Email STEM@la.gov with questions.

Reminder: Fresh Fruit and Vegetable Program (FFVP) for School Year 2018-2019

Applications for the 2018-2019 United States Department of Agriculture (USDA) Fresh Fruit and Vegetable Program (FFVP) are now available for returning sponsors via the [Child Nutrition Program \(CNP\)](#) website. The deadline for submission of the FFVP online application is **October 19**.

For additional information, please contact childnutritionprograms@la.gov.

Reminder: Louisiana School Breakfast Challenge

All schools participating in the School Breakfast Program are invited to [register](#) for the 2018 Louisiana School Breakfast Challenge. Schools with the greatest increase in student breakfast participation (October 2017 vs. October 2018) will be eligible to win monetary incentives, Fuel Up to Play 60 Saints gear, or a pep rally with a New Orleans Saints celebrity. The entry deadline is **October 31**.

Please contact melissa.campbell@la.gov for additional information.

Other Department Newsletters

To view the **October 9th District Newsletter** or the **October 4th 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

