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**Important Dates for Nonpublic Schools**

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<td>10/18/19</td>
<td>Email ICQ and budget form to <a href="mailto:staudit@la.gov">staudit@la.gov</a></td>
<td>School leaders or finance managers</td>
</tr>
<tr>
<td>All nonpublics with outstanding NPS submissions</td>
<td>11/01/19</td>
<td>Submit NPS annual data submission</td>
<td>School leaders</td>
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<tr>
<td>All nonpublics</td>
<td>11/15/19</td>
<td>Submit nominees for U.S. Presidential Scholars Program</td>
<td>Superintendents or school leaders</td>
</tr>
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<td>All nonpublics</td>
<td>11/15/19</td>
<td>Transmit immunization compliance reports to the Louisiana Department of Health</td>
<td>School leaders or nurses</td>
</tr>
<tr>
<td>All nonpublics</td>
<td>12/2/19</td>
<td>Submit federal grant application</td>
<td>School leaders</td>
</tr>
<tr>
<td>LSP</td>
<td>12/2/19</td>
<td>Submit Student fees [survey]</td>
<td>School leaders</td>
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**Louisiana Scholarship Program (LSP) News**

New: Nonpublic School Annual Data Submission Deadline Extended

All BESE-approved nonpublic schools are required to submit the Nonpublic School Annual Data Submission in the [NPS data](https://example.com) portal. The deadline has been extended to 11/01/19. School leaders and finance managers should submit the data to staudit@la.gov.
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 were originally due October 15th; however, the deadline has been extended to November 1st for schools with past due submissions. 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.

Schools that fail to complete the NPS annual data submission by November 1 will be ineligible to receive funding for items such as EEF and textbook allocations, and will be subject to Louisiana Scholarship Program accountability actions. 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.

**New: Student Fee Policies**

Act 240 of the 2019 Regular Legislative Session requires public school governing authorities and schools participating in the Student Scholarships for Educational Excellence Program to adopt policies no later than December 1, relative to fees charged to students. The Department is charged with verifying that policies have been adopted that reflect the new state law and reporting this information to the Louisiana Legislature.

Governing authorities that have already adopted this policy, and for those that have been published to websites, as required, are encouraged to complete this survey at earliest convenience. Governing authorities that have not yet adopted the policy are encouraged to complete the survey as quickly as possible, but no later than December 2. Given the number of policies to be collected and reviewed before the legislative reporting deadline of December 31, Department staff would appreciate as many early submissions as possible.

Please contact david.maestas@la.gov with any questions.

**New: Timeline for Release of 2018-2019 Scholarship Cohort Index and Center Performance Scores**

The 2018-2019 Scholarship Cohort index and center performance scores will be released on November 6 in the Louisiana School Finder. Below is a timeline for when school systems will receive data and resources related to this release:

- **Week of October 28:** School system leaders receive individual, unsuppressed school system and school-level performance scores from Network Leader and participate in briefing calls.
- **November 5:**
  - Early childhood education program "Honor Roll" results publicly released.
  - School system leaders receive statewide, school-system, and school-level suppressed results that evening.
- **November 6:**
  - School system leaders participate in briefing call with Superintendent John White on statewide results at 10:00 a.m.
  - Superintendent White holds media briefing on statewide results and results made public in School Finder and the website at 11:00 a.m.

Please view the communications toolkit for helpful tools in communicating these results to families.

**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 with audit-specific questions and 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 you need assistance completing the engagement letter, please contact the audit firm directly.
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

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 SSEEP 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.

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.
- 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 28: DRC INSIGHT portal opens for fall 2019 LEAP 2025 high school testing setup.
- 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.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability Office Hours will be October 22 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.

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
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.

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**Tuition Donation Credit (TDC) Program News**

**New: Nonpublic School Annual Data Submission Deadline Extended**

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 were originally due October 15th; however, the deadline has been extended to **November 1st** for schools with past due submissions. **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 Tuition Donation Credit 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 with any 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.

**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**

**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.

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- Meeting ID#: 202 189 164

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 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.

<table>
<thead>
<tr>
<th>School Tuition Organization</th>
<th>Regional Focus</th>
<th>STO Website</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE Scholarships Louisiana</td>
<td>Statewide</td>
<td><a href="http://www.acescholarships.org">www.acescholarships.org</a></td>
<td><a href="mailto:TDR@acescholarships.org">TDR@acescholarships.org</a></td>
<td>504-491-1813</td>
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<tr>
<td>Arete Scholars Louisiana</td>
<td>Statewide</td>
<td><a href="http://www.aretescholars.org">www.aretescholars.org</a></td>
<td><a href="mailto:maryhw@aretescholars.org">maryhw@aretescholars.org</a></td>
<td>225-245-3610</td>
</tr>
<tr>
<td>Son of a Saint</td>
<td>Orleans</td>
<td><a href="http://www.sonofasaint.org">www.sonofasaint.org</a></td>
<td><a href="mailto:hello@sonofasaint.org">hello@sonofasaint.org</a></td>
<td>504-561-7508</td>
</tr>
</tbody>
</table>

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: Nonpublic School Annual Data Submission Deadline Extended

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The nonpublic schools found here still have outstanding NPS data submissions.

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.

New: School Immunization Reporting Deadline

The Louisiana Office of Public Health (OPH) reminds schools that the yearly submission of student immunization data is due November 15. Louisiana Revised Statute 17:170 requires chief administrators of all schools in the state, both public and private, to transmit electronically immunization compliance reports to the Louisiana Department of Health. School staff responsible for completing the submission must use the school module within LINKS, the Louisiana Immunization Network. All students attending school in Louisiana must have either a complete immunization record or an immunization exemption on file with the school in order to comply with the school entry law. School officials may exclude any student from attending school who does not present the required documentation.

Beginning with this year's data, the OPH will publish school-level data on the OPH website. Parents and interested persons will be able to look up individual schools to assess how well the school is complying with laws requiring complete immunization records for school entry.
Schools in need of assistance related to the completion of the immunization report and submission of data through LINKS are encouraged to contact parish immunization program consultants. Contact information is available at the OPH Immunization Program website.

Please contact stacy.hall@la.gov with questions.

**Reminder: 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 with questions.

**Reminder: 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 for more information.

**Reminder: 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 for additional information.

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**Other Department Newsletters**

To view the October 15th District Newsletter or the October 10th Nonpublic Newsletter, please visit the LDOE Newsroom.

To be added to the newsletter distribution list, please send an email to nonpublicschools@la.gov.

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**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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