



October 17, 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
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 with outstanding NPS submissions	11/01/19	Submit <a href="#">NPS</a> annual data submission	School leaders
All nonpublics	11/15/19	Submit nominees for U.S. Presidential Scholars Program	Superintendents or school leaders
All nonpublics	11/15/19	Transmit immunization compliance reports to the Louisiana Department of Health	School leaders or nurses
All nonpublics	12/2/19	Submit federal grant application	School leaders
LSP	12/2/19	Submit Student fees <a href="#">survey</a>	School leaders

## 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](#)

[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 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](mailto: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](mailto:david.maestas@la.gov) with any questions.

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

Please share with principals.

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](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 SSEEPP 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: 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**

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.

---

## 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](mailto: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](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**

- 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

#### **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](#).

## 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

### 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 in order to receive federal funding.**

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

## 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](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](#)

