



October 24, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP, TDC	10/28/19	Submit LEAP 2025 testing schedules to assessment@la.gov	District testing coordinators
LSP	10/30/19	Submit Notice of Intent	School leaders or Scholarship contacts
LSP, TDC	10/31/19	Complete pre-test preparations in DRC INSIGHT	District testing coordinators
All nonpublics with outstanding NPS submissions	11/01/19	Submit NPS 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
LSP	12/1/19	Submit Student fees survey	School leaders
LSP	12/5/19	Submit SCI appeal/waiver requests	School leaders or testing coordinators
All nonpublic high schools	1/3/20	Register for 2020 Jump Start convention	School leaders

Louisiana Scholarship Program (LSP) News

New: 2020 Louisiana Scholarship Program Notice of Intent Due 10/30

All currently participating Scholarship schools as well as schools that indicated they would like to participate in the Louisiana Scholarship Program for 2020-21 school year were emailed a link to the Notice of Intent on Tuesday.

Even if your school does not plan to accept new students next year, you must complete the NOI in order to keep current Scholarship students. Please note: a school's ability to accept new students will be contingent upon its 2018-19 accountability results, which will be released in November.

If you have any questions, please email studentscholarships@la.gov.

New: Required Student Fee Policies for Scholarship Program (SSEEP) Schools

[Act 240](#) of the 2019 Regular Legislative Session now requires schools participating in the Student Scholarships for Educational Excellence Program (SSEEP) to adopt fee policies, no later than December 1, 2019, that identify all fees included and not included in students' scholarships, address economic hardship waivers, and withholding of educational records. Please see this [guidance document](#), which also includes instructions for submitting your school's policy to the LDOE.

Contact leslie.hill@la.gov for further information

New: Release of School and Center Performance Communications Toolkits

Please share with family engagement coordinators, principals, and early childhood directors.

Today, the Department released a [toolkit](#) to help school systems, schools, and early childhood centers communicate the release of their 2019 performance scores in the [Louisiana School Finder](#). The toolkit includes resources such as:

- School Finder flyer, poster, website button, and social media graphics
- Sample early childhood and K-12 news releases
- Animated videos to help explain early childhood performance profiles
- Early childhood and K-12 customizable parent night presentations

All resources are available in the [principal support library](#). All videos are available on the Department's [YouTube channel](#) on the "School Finder" playlist.

Please contact ldoecommunications@la.gov with questions.

Reminder: 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 with any questions.

Reminder: 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.**
 - **2018-2019 SCI Appeal/Waiver Form** available in the [accountability library](#) and **must be completed by December 5** for 2019 SCI requests. Please remember that appeals and waivers cannot be based on data that could have been corrected during the data certification process. Please send questions to jennifer.baird@la.gov.

Please view the [communications toolkit](#) for helpful tools in communicating these results to families.

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 SCI in schools with grade combinations from the K-8 range and 5 percent for high schools.
- To streamline the process for superintendents' review and approval of surveys submitted by principals, the Department created an Excel file that contains links to the completed surveys. The **2019 Principal Survey Completion Report** has been posted to the secure FTP and will be updated weekly.

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:** District Test Coordinators must submit their fall LEAP 2025 testing schedules to assessment@la.gov.
- **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 at 800-967-5539 (800-WorkKey).

Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Office Hours** will be October 29 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.

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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.

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

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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: 2020 Louisiana Scholarship Program Notice of Intent Due 10/30

Schools that indicated they would like to participate in the Louisiana Scholarship Program for the 2020-21 school year on their BESE approval application were emailed a link to the Notice of Intent on Tuesday.

If you did not receive the NOI but would like to participate, please email studentscholarships@la.gov.

New: 2020 Jump Start Convention Registration is Open

Please share with administrators and counselors.

[Registration](#) for the 2020 Jump Start Convention is now open and will close on January 3. Participants will learn the latest trends in career and technical education and take a "deep dive" into the new streamlined Jump Start 2.0 pathways that will be considered for adoption in spring 2020. A list of [discounted hotels](#) is available for this event.

Please contact jumpstart@la.gov with questions.

New: AP Classroom Progress Checks

Please share with administrators and instructional leaders.

The College Board has released a subject-specific AP Classroom observation tool, [Checks for Student Understanding: A School Leader's Guide to Support AP Teachers](#). A [digital tutorial](#) is also available that walks school leaders through the student, teacher, and school leader monitoring tool.

Please contact collegereadiness@la.gov with questions.

New: October BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on October 16 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of local education agencies is [available](#).

Please contact ryan.n.gremillion@la.gov for more information.

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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.

Reminder: 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.

Other Department Newsletters

To view the **October 22nd District Newsletter** or the **October 17th 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](#)
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