



October 31, 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, TDC	10/31/19	Complete pre-test preparations in DRC INSIGHT	District testing coordinators
All nonpublics with outstanding NPS submissions	11/1/19	Submit <a href="#">NPS</a> annual data submission	School leaders
LSP	11/5/19	Attend <a href="#">auditing webinar</a>	School leaders or finance directors
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 <a href="#">survey</a>	School leaders
LSP	12/5/19	Submit <a href="#">SCI appeal/waiver requests</a>	School leaders or testing coordinators
All nonpublic high schools	1/3/20	<a href="#">Register</a> for 2020 Jump Start convention	School leaders

## **New: Upcoming Mandatory Auditing Webinar**

The Office of State Education Finance & Policy State Audit Staff will hold a webinar on **November 5, 2019** at 3:30p.m for schools participating in the Louisiana Scholarship Program. This webinar is to provide clarity in completing the allocation spreadsheet and budget form. Our hope is that this webinar will be a tool for schools to utilize when completing these documents for Phase II testing.

**The webinar is mandatory for all school representatives.** We ask that every employee that will be involved in Phase II testing be present for this webinar.

Below are the meeting details:

Topic: Scholarship Presentation

Time: Nov 5, 2019 03:30 PM Central Time (US and Canada)

Join Zoom Meeting: <https://ldoe.zoom.us/j/681899876>

Meeting ID: 681 899 876

One tap mobile

+16468769923,,681899876# US (New York)

+14086380968,,681899876# US (San Jose)

Dial by your location

+1 646 876 9923 US (New York)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

## **New: Review and Submit EnrollNOLA Profile Information (Orleans schools only)**

Schools located in Orleans Parish that have indicated they will participate in the 2020-21 Louisiana Scholarship Program lottery have received an email from EnrollNOLA with a link to confirm or correct school information that will be posted on the EnrollNOLA website. Participating schools should complete this form to ensure that applicants for the 2020-21 school year have access to accurate information.

If you have any questions, please contact [Enrollment\\_support@nolapublicschools.com](mailto:Enrollment_support@nolapublicschools.com).

## **New: November Superintendents' Conference Call**

Superintendents and charter leaders are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on November 6 at 10:00 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- Webinar Date and Time: November 6 at 10:00 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/869653325>
- Webinar Phone Number: 877-475-0109
- Meeting ID#: 71 877 25

You will need to identify yourself in order to be placed into the meeting. Please enter your full name and school system name when logging in.

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

## **Reminder: 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

[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](mailto:leslie.hill@la.gov) for further information

## **Reminder: Release of School and Center Performance Communications Toolkits**

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

Last week, 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](mailto:ldoecommunications@la.gov) with 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](mailto:jennifer.baird@la.gov).

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

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 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 emailed to Diocesan superintendents and schools that still need superintendent signatures.**

### **Important: Post-Data Certification Rosters**

- Student-level rosters for all indices used in the calculation of school performance scores have been updated to include approved changes and voids, and are now available on the secure FTP. As schools and districts discuss the SCI with network leaders, the post-data certification rosters should be used to verify data.
- Please note: Corrections that should have been resolved during the data certification process cannot be used as grounds for an appeal or waiver of the SCI.

### **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

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## LEAP 2025

- Fall high school test setup is now open in the DRC INSIGHT portal. District and school test coordinators should create test administrator numbers, verify accommodations, and assign students to test sessions. Please note: Accountability codes should not be applied until the end of the window for initial testers. Accountability codes are not necessary for students who are retesters.
- Fall 2019 [Test Administration](#) and [Test Coordinator](#) manuals are now available in the DRC INSIGHT portal for printing and distribution to school test coordinators and test administrators.
- School systems must submit their fall LEAP 2025 high school test administration schedules for school to [assessment@la.gov](mailto:assessment@la.gov) as soon as possible.
- **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.
- **November 15:** Deadline for school systems to submit requests to [assessment@la.gov](mailto:assessment@la.gov) for fall LEAP 2025 high school after hours testing (later than 4:30 p.m.). Submission should include the six-digit site code of the school.

## 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 November 5 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 Assessment and Accountability call scheduled for November 12 has been postponed to November 19. **There will be no call or office hours on November 12.**

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

### **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 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**

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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

### **New: Save-the-Date: Teacher Leader Summit 2020**

The 2020 Teacher Leader Summit will take place May 27-29 at the Morial Convention Center in New Orleans. [Registration](#) for the Summit will occur in three phases:

- Early bird registration (January 10 through March 1)
- Regular registration (March 2 through May 11)
- On-site registration for those who do not register by May 11

School systems will not receive a specific allotment of seats. Registration will be filled on a first come, first served basis.

To help offset the cost of running a high-quality, multi-day event for thousands of Louisiana educators, the Department will charge a small registration fee for the 2020 Teacher Leader Summit.

This fee will cover:

- admission to conference;
- conference sessions; and
- lunch (May 27 & May 28).

Description	1-Day Ticket	3-Day Ticket
Early Bird Registration (January 10-March 1)	\$35	\$80
Regular Registration (March 2-May 11)	\$45	\$100
On-site Registration (May 27-29)	\$60	N/A

Educators can receive a discount by registering early and registering for all three days at once. Educators can choose to not eat the lunch provided, but may not opt-out of the registration fee.

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

### **New: U.S. Presidential Scholars Program**

The U.S. Department of Education has invited chief state school officers to nominate outstanding students for the [U.S. Presidential Scholars Program](#). This year, states are allowed to submit nominations for up to twenty-five outstanding students who would otherwise not qualify under the program's traditional academic component (automatically qualified based on ACT/SAT scores) or arts component. Nominations may also include students who have demonstrated outstanding achievements in career and technical education (CTE).

The Department invites school systems to submit nominations for up to three outstanding students. The nominations must include a male and female student for the general category, and at least one nomination should be for a student who has been successful in CTE. Students must be high school seniors scheduled to graduate or receive a diploma between January and August of 2020. Please review the [additional program requirements](#) to learn more.

Nominations should be submitted through a single nomination letter for all nominees (not to exceed three pages total) signed by the local superintendent or school leader, and emailed to [leslie.hill@la.gov](mailto:leslie.hill@la.gov) no later than **November 15 at 4:30 p.m.** Please include the student's name, home mailing address, gender, and email address, as well as the high school name, mailing address, and CEEB code. Selected nominees will be sent through a secure online form to the U.S. Department of Education. Please note "Presidential Scholars" in the subject line.

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

## **New: Developing School Emergency Operations Plans Workshop**

The [LSU NCBRT/Academy of Counter-Terrorist Education at Louisiana State University](#) is holding a unique [training opportunity](#) for school and school system representatives to learn about developing School Emergency Operations Plans.

Important information will be shared as well as instructions on creating and maintaining school crisis plans and emergency operations plans. Training is free to all Louisiana K-12 school personnel and community partners, but seating is limited. Please register below.

<b>Developing and Enhancing School Emergency Operations Plans</b>	
<b>Date and Time</b>	<b>Location and Registration</b>
December 9 from 9:00 a.m. to 4:30 p.m.	<a href="#">LDWF- Lafayette Field Office</a> Room 2039 200 Dulles Drive, Lafayette, LA 70506
December 16 from 9:00 a.m. to 4:30 p.m.	<a href="#">Lincoln Parish Federal Programs Building</a> 504 East Arizona Avenue, Ruston, LA 71270
January 9 from 9:30 a.m. to 5:00 p.m.	<a href="#">Westside Regional Library</a> 5416 Provine Place Alexandria, LA 71303
January 17 from 9:30 a.m. to 5:00 p.m.	<a href="#">Calcasieu Parish Public Library-Central Branch</a> DeBaKey Room 301 W. Claude Street Lake Charles, LA 70605

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

## **Reminder: 2020 Jump Start Convention Registration**

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

## **Reminder: 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](mailto:ryan.n.gremillion@la.gov) for more information.

## **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 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.

## Other Department Newsletters

To view the **October 29th District Newsletter** or the **October 24th 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

