Important Dates for Nonpublic Schools

<table>
<thead>
<tr>
<th>School Choice Program</th>
<th>Date</th>
<th>Action, Event, or Deadline</th>
<th>Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDC</td>
<td>12/31/18</td>
<td>Submit financial reports via FTP</td>
<td>School Tuition Organizations</td>
</tr>
<tr>
<td>TDC</td>
<td>12/31/18</td>
<td>Submit Q2 Enrollment via FTP</td>
<td>School Tuition Organizations</td>
</tr>
<tr>
<td>TDC</td>
<td>1/1/19</td>
<td>Submit annual report via FTP</td>
<td>School Tuition Organizations</td>
</tr>
<tr>
<td>All nonpublic high schools</td>
<td>1/2/19</td>
<td>Register for the 2019 Jump Start Convention</td>
<td>High school leaders or counselors</td>
</tr>
<tr>
<td>All nonpublics that received an SCI or early childhood performance score</td>
<td>1/11/19</td>
<td>Submit feedback on performance results</td>
<td>School leaders</td>
</tr>
</tbody>
</table>

Louisiana Scholarship Program (LSP) News

New: Attend the 2019-20 Student Application and Enrollment Webinar

All schools accepting new students for the 2019-20 school year should send at least one representative to the 2019-20 student application and enrollment webinar. This webinar will highlight school responsibilities in regards to verifying student eligibility as well as the award process for the 2019-20 school year.
In order to access either webinar, use the following information:

**Date and Time:** January 8th at 1:00pm  
**Link:** [https://ldoe.zoom.us/j/130498634](https://ldoe.zoom.us/j/130498634)  
**Phone Number:** +1 669 900 6833  
**Access Code:** 130 498 634

If you have any questions, please reach out to studentscholarships@la.gov.

**New: January School System Planning Call**

The January School System Planning Call will take place on January 9 at 1:00 p.m. The following school system supervisors should participate:

- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- Early childhood supervisors
- Federal Program supervisors
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors

- **Webinar Date and Time:** January 9 at 1:00 p.m.
- **Webinar Link:** [https://ldoe.zoom.us/](https://ldoe.zoom.us/)  
- **Meeting ID:** 398875849

Email districtsupport@la.gov with questions.

**Reminder: Parent Guides to 2018-2019 Assessments Now Available**

Please share with principals, teachers, and families.

The following parent guides are now available in the Family Support Toolbox Library to provide families with information on Louisiana's state assessments:

- Parent Guide to the LEAP 2025 Tests (3-12)
- Parent Guide to the ELPT
- Parent Guide to the LEAP Connect
- Parent Guide to LEAP 360

Translated versions in Spanish, Arabic, and Vietnamese are also available for all guides.

Please send these guides home to families, or this flyer to encourage parents to access these guides online.

Please email assessment@la.gov with questions.

**Reminder: For District Testing Coordinators**

**General:**

- Schools are encouraged to send this flyer home to families in early 2019 to encourage them to access the parent guides to all of the state assessments.
- The 2018-2019 Assessment Month-by-Month Checklist is located in the Assessment Library. The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year, provides action steps to ensure readiness for administering statewide assessments, and recommends resources for school systems and school staff.
- 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.

**LEAP 360**

- Paper versions of the high school Interim Form 1 and 2 assessments and Interim Form 1 answer keys have been posted in eDIRECT under General Information, Documents, Diagnostic/Interim 18-19, Paper Tests. Interim Form 1 ELA and math for grades 3-8 and high school will go live on October 23.

**LEAP Connect**

- The TAM and TCM for both LEAP Connect and LAA 1 are now posted in eDIRECT under General Information, Documents, LEAP Connect/LAA 1 Spring 2019.
- DTCs should begin delivering test security, preparation, and administration training for LEAP Connect/LAA1 to STCs and other applicable school and school system personnel, available in the Assessment Library.
- Testing personnel and students should continue to access the LEAP Connect OTTs in INSIGHT or via [website](#)
Testing personnel and students should continue to access the LEAP Connect OTTs in INSIGHT or via website in Google Chrome. OTT DTAs are posted in eDIRECT.

**ACT and WorkKeys**

- The LDOE ACT Test Administration Webinar from November 29 is available in the Assessment Library.
- An update to the ACT Schedule of Events on the ACT State Testing site in the "Prepare for Makeup Testing" section on page 4 was posted on December 3. All DTCs and STCs should download the updated schedule.
- December 3 - January 25
  - ACT Mock Administration is open for any schools considering testing ACT online.
  - Install ProctorCache software and setup proctor caching in PANext (ACT online testing only).
  - Upload repeat grade 12 students in PANext for ACT using the SDU upload.
- Week of January 10
  - Students in grade 11 and students in grade 12 having no ACT score on record will be uploaded to PANext and should be completed by January 16.
  - Verify the grade 11 students and initial testing 12th grade students. Use the Enroll/Unenroll function to add newly enrolled students eligible for testing or remove students no longer enrolled.
  - The ACT Match/No Match Lists will be placed in the district FTP the week of January 10.

**Assessment Administration Support and Training**

The next Assessment and Accountability Office Hours will be January 8 at 1:00 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. Email assessment@la.gov with questions.

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

**New: 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 or contact lindsey.bush@la.gov.

**New: Q2 Count Due 12/31**

The quarter two enrollment file is due by January 1st. Please upload to your STO FTP. This action item is only for the School Tuition Organizations, not individual schools. Please make sure to include student LASIDs on the quarterly enrollment file.

If you have any questions, please reach out to lindsey.bush@la.gov.

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- Parent Guide to LEAP 360

Translated versions in Spanish, Arabic, and Vietnamese are also available for all guides.

Please send these guides home to families, or this flyer to encourage parents to access these guides online.

Please email assessment@la.gov with questions.

**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. 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, please reach out to lindsey.bush@la.gov.

**Reminder: For District Testing Coordinators**

**General:**
- Schools are encouraged to send this [flyer](#) home to families in early 2019 to encourage them to access the parent guides to all of the state assessments.
- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the Assessment Library. The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year, provides action steps to ensure readiness for administering statewide assessments, and recommends resources for school systems and school staff.
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**Assessment Administration Support and Training**

The next Assessment and Accountability Office Hours will be January 8 at 1:00 p.m.

- **Webinar Link:** [https://ldoe.zoom.us/](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. 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 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.

<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>
</tr>
<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>New Schools for Baton Rouge Excellence Scholarship Fund</td>
<td>Baton Rouge</td>
<td><a href="http://newschoolsbr.org/our-approach/excellence-scholarship-fund">newschoolsbr.org/our-approach/excellence-scholarship-fund</a></td>
<td><a href="mailto:brandy@newschoolsbr.org">brandy@newschoolsbr.org</a></td>
<td>225-384-0271</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>504-561-4725</td>
</tr>
</tbody>
</table>
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: January/February Supervisor and Principal Collaborations

Registration for the January/February Collaborations will open on January 7 and close on January 25. The collaborations will offer sessions for supervisors in the morning from 8:00 a.m. - 12:00 p.m. and for principals in the afternoon from 12:00 p.m. - 4:00 p.m.

Sessions will focus on supporting the implementation of School System Redesign Plans for 2018-2019 and School System Planning for 2019-2020 to support early childhood, curriculum and instruction, special education, assessments and accountability, workforce, and high school opportunities.

The Supervisor and Principal Collaborations will be offered on the following dates and locations:

- January 28: Baton Rouge, Hilton Baton Rouge Capitol Center (New Location)
- January 31: Harvey, Jefferson Parish School Board Office
- February 5: Ruston, Trinity Methodist Church
- February 7: Lake Charles, Calcasieu Parish Assessment Office

Please direct all questions to districtsupport@la.gov.

New: Webinar on Curriculum Tool for Families

Please share with curriculum and family engagement supervisors.

Research shows that students whose families are actively engaged in their learning are more likely to succeed. However, schools often struggle to find ways to help families support student learning at home.

This year, the Department partnered with the Family Engagement Lab to pilot a tool, FASTalk, that engages families in improving literacy outcomes for all students, including English learners and students with disabilities, in six school systems. FASTalk sends text messages with literacy activities that are fully aligned with the ELA Guidebooks in grades 3-5. These messages will be expanded to support K-2 Tier 1 curricula next year.

School systems interested in finding out more about this tool should join an informational webinar on January 11 at 3:30 p.m.

- Webinar Date and Time: January 11 at 3:30 p.m.
- Webinar Link: https://zoom.us/j/119399003
- Webinar Phone Number: 929-205-6099
- Meeting ID#: 119399003

Email vidya@familyengagementlab.org with questions.

New: Awards for Supervisors, Administrators, Advocates, and Counselors

Please share with school and school system-level personnel.

The Louisiana School Counselor Association (LSCA) is currently seeking nominations for its 2019 awards program in the following categories:

- Administrator/Supervisor Award
- Legislator Award
- Louisiana School Counselor of the Year
- Advocacy Award
- Writing Award

The winning elementary, middle/junior, high school, and postsecondary counselors of the year and all other award recipients are recognized during the annual Louisiana Counseling Association Conference. The American School Counselor of the Year is awarded in Washington, DC.
Please visit the Louisiana School Counselor Association (LSCA) award page or see the information sheet to learn more about these prestigious awards. The deadline to submit nominations is January 15.

For more information please contact info@louisianaschoolcounselor.org.

**New: Jump Start Survey**

Please share with CTE Leaders, professional school counselors, CTE teachers, principals, and Jump Start stakeholders.

In 2014, Louisiana launched Jump Start, revolutionizing career courses and workplace experiences for high school students. Since then, the Department has noted a growth in the number of industry-based certifications awarded, and many more students are pursuing the Jump Start TOPS Tech Diploma. This represents incredible progress in providing opportunities for students, but there is room to improve.

The Department is embarking on a comprehensive, seven-month review of Jump Start to develop a new blueprint - Jump Start 2.0 - that will set the Department’s vision for the next five years.

If you are a CTE leader, professional school counselor, teacher, school administrator or other Jump Start stakeholder, we need your input. Please take a brief survey on Jump Start today and learn more. The survey will close on January 18.

Please reach out to jumpstart@la.gov with questions.

**New: Monthly Data Coordinator Webinar**

Please share with data coordinators and data managers.

The Department will hold its monthly webinar for data coordinators and data managers of STS on January 10 at 1:00 p.m. Topics will include 2018-2019 data submissions, upcoming deadlines, system enhancements, other updates and best practices.

- **Webinar Date and Time:** January 10 at 1:00 p.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/976397929](https://ldoe.zoom.us/j/976397929)
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID#:** 976397929

Please email systemsupport@la.gov with questions.

**New: Data Coordinator Office Hours-Collections Kick-Off**

Please share with data coordinators and data managers.

The Department will hold office hours for data managers on January 14 at 2:30 p.m. The data management team will be on hand to answer questions regarding the upcoming collections: Student Transcript System (STS). The webinar will also include instructions about how to use the data collection Validation Reports and Validation Rosters to ensure data quality and accuracy.

- **Webinar Date and Time:** January 14 at 2:30 p.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/711178912](https://ldoe.zoom.us/j/711178912)
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID#:** 711178912

Please email systemsupport@la.gov with questions.

**New: Nonpublic STS Webinar Recap**

On December 13th, the Department held an STS webinar for nonpublic STS data managers. The deck from the webinar can be accessed here.

Please reach out to Barrett.Adams@la.gov with any STS related questions.

If anyone needs access to STS or needs to update their permissions, please complete the security request form found here. Please reach out to Lindsey.Bush@la.gov in regards to user account permissions.

**New: December BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on December 12 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of school systems is now available.

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

**Reminder: New Tier 1 Vendor Webinars**
Reminder: New Tier 1 Vendor Webinars
Please share with district test coordinators.

In November, school systems embarked on the school planning process for the 2019-2020 school year. To help school systems understand Tier 1 ELA and math curriculum options, the Department invited Tier 1 vendors to host webinars in December. A master list of webinar dates, times, and information on how to join is now available.

Please contact louisianacurriculumreview@la.gov with questions.

Reminder: Federal Policy on Military Recruiting in Schools
Please share with principals and counselors to ensure your school system is in compliance with federal law.

Representatives of military recruiting offices have recently contacted the Department to express concerns regarding access to student contact information. By Federal law according to 20 U.S.C. 7908, all school systems that receive funds under the Every Student Succeeds Act (ESSA) must provide student's names, addresses, and telephone listings to military recruiters unless the student's parents or guardians have individually opted out of providing this information. Local education authorities cannot adopt a blanket opt-out policy and 20 U.S.C. 7908 supersedes any conflicting state law.

In addition, please be mindful that schools are to allow recruiters from the various branches of service equitable access to classrooms and/or facilities. Students interested in joining the military after high school should be allowed to receive information from all branches of service so they can make an informed decision if they are considering joining the military.

Contact kim.nesmith@la.gov with questions.

Reminder: 2019 Behavior Intervention Summit
Please share with school system/charter administrators, school principals, child welfare and attendance staff, professional school counselors, and behavioral interventionists.

Registration for the 2019 Behavioral Intervention Summit is open until January 2. The summit will be held at the Raising Cane's River Center in Baton Rouge on January 30. Sessions at the convention will provide school systems with important information related to building effective multi-tier systems of support utilizing evidence based behavioral interventions.

Please note that the Department's registration platform has switched to Eventbrite. For individuals who previously registered for the 2019 Behavioral Intervention Summit through WisdomWhere, no additional registration is required. Each WisdomWhere registrant will receive an email with 'Next Steps' for downloading the Eventbrite app in order to access the event booklet for the summit. Additional instructions on how to utilize Eventbrite are available.

A list of hotels offering a discounted rate is also available. Regional PBIS Consortia funding may be used to defray the cost of travel and accommodations for summit attendees.

Please contact behaviorintervention@la.gov with questions.

Reminder: 2019 Jump Start Convention
Please share with school system/charter administrators, high school principals, professional school counselors, Jump Start regional team members.

Registration for the 2019 Jump Start Convention is open until January 2. The 2019 Jump Start Convention is scheduled for January 29 at the Baton Rouge River Center.

Please note that the Department's registration platform has switched to Eventbrite. For individuals who previously registered for the 2019 Jump Start Convention through WisdomWhere, no additional registration will be required. Each WisdomWhere registrant will receive an email with 'Next Steps' for downloading the Eventbrite app in order to access the event booklet for the Jump Start Convention. Additional instructions on how to utilize Eventbrite are available.

Please contact jumpstart@la.gov with questions.

Other Department Newsletters
To view the December 18th District Newsletter or the December 13th Nonpublic Newsletter, please visit the LDOE Newsroom.

To be added to the newsletter distribution list, please send an email to nonpublicschools@la.gov.
<table>
<thead>
<tr>
<th>LDOE Contacts</th>
<th>LDOE Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>John White</td>
<td>LDOE Website</td>
</tr>
<tr>
<td>State Superintendent of Education</td>
<td>Contact Us</td>
</tr>
<tr>
<td>877.453.2721 (toll-free)</td>
<td></td>
</tr>
<tr>
<td>Twitter @LouisianaSupe</td>
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STAY CONNECTED