

Important News for **NONPUBLIC SCHOOLS**



December 5, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublic	12/6/19	Complete FY2019-2020 Education Excellence Fund applications in eGMS	School leaders
LSP	12/6/19	Complete Q2 Enrollment Verification Process by 5:00pm, Friday 12/6	Scholarship contacts
TDC	1/1/20	Submit Annual Report	School leaders
TDC	1/1/20	Prepare and submit financial information report	School leaders
All nonpublic high schools	1/3/20	Register for 2020 Jump Start convention	School leaders

Louisiana Scholarship Program (LSP) News

New: Scholarship Program Application Webinar Materials

The Louisiana Department of Education held an application webinar on December 5th detailing key information and dates related to the 2020-21 Louisiana Scholarship Program application process. Important materials from the webinar are linked here:

- [Application Webinar PowerPoint](#);
- [2020-21 Scholarship Application Guide](#)--recommended that schools familiarize themselves with this document and print a copy to have on hand for anyone interacting with families;
- [LSP Application Receipt form](#)--provide a completed form to parents after verifying that the application is in SEE/SchoolForce and that the family meets income and residency eligibility requirements
- Instructions for marking a student eligible in SEE can be found at the end of the Application Webinar PPT, beginning on slide 28.

For questions about the application, contact StudentScholarships@LA.gov. For schools located in Orleans that have questions about SchoolForce, please contact Enrollment_Support@nolapublicschools.com.

New: 2020-2021 Scholarship Program Application Window

Families interested in applying to a Scholarship school in Orleans Parish should do so at www.EnrollNOLA.org beginning on November 22nd. The EnrollOLA application will close on January 31st.

The application window for schools located outside of Orleans Parish will open the week of December 9th and will also close on January 31st. Families applying for schools located outside of Orleans Parish should go to www.LouisianaBelieves.com/Scholarship. This represents a shift from previous years, when the application opened in early to mid-January. Please note that the application system cannot open until all schools have submitted their Q2 enrollment.

Additional details, documents, and an informational webinar related to the 2020-2021 application window will be made available in subsequent newsletters. Please ensure that school staff involved in the application process monitor this newsletter for weekly updates.

New: Complete Q2 Enrollment Verification Process by 5:00pm, Friday 12/6

The Quarter 2 enrollment verification window for the Louisiana Scholarship Program will close at 5:00pm on Friday, December 6th in [SEE](#). Please complete the enrollment verification process by this time to ensure prompt payment and to ensure that the application window for statewide schools can open on Monday, December 9th.

Please note that student absences and suspensions can now be reported in [SEE](#). The Scholarship Cohort Index includes a Progress Index that measures student growth using the value-added model. Student attendance and discipline are used in the model. If no data are reported, absolute values will be used (zero absences and zero discipline incidences) and your school's SCI may be negatively impacted. Reporting this data is optional.

Please remember that your LEADS password may have expired. In order to reset your password, please visit <https://password.doe.louisiana.gov/>. It is recommended that you reset your password before making multiple attempts to sign in, as making those attempts may lock you out of your account.

Reminder: For School and District Testing Coordinators

Important: Post-Data Certification Rosters

- Student-level rosters for all indices used in the calculation of Scholarship Cohort Index 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.

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 as soon as possible.

ACT and WorkKeys

- Now-January 31: Request accommodations and/or supports for eligible ACT examinees through the [Test Accessibility and Accommodations Systems](#) (TAA).
- The schedule of events for both ACT and WorkKeys spring 2020 are now posted on the [ACT State Testing](#) site. Please refer to these documents for all important dates and deadlines for both ACT and WorkKeys.
- The [ACT State Testing](#) site has an [Orientation](#) tutorial for ACT and [Configuration](#) tutorial for WorkKeys available.
- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk at 800-967-5539 (800-WorkKey).

The next **Assessment and Accountability Monthly Call** will be December 10 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

Please email assessment@la.gov with questions.

Tuition Donation Credit (TDC) Program News

Reminder: For School and District Testing Coordinators

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.
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Assessment Administration Support and Training Office Hours

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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 NonpublicSchools@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 merit the report due on a date other than January 1st, please reach out to NonpublicSchools@LA.gov.

Reminder: 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

All Nonpublics

New: FY 2019-2020 Education Excellence Fund (EEF) Application Extended to December 6th

The FY 2019-2020 Education Excellence Fund (EEF) Application is now available in the Department's electronic grants management system ([eGMS](#)). The original submission deadline was November 21, but schools received an extension until Friday, December 6th. Please review the EEF Application information under the Announcement section in [eGMS](#) for updates and next steps regarding the submission deadline.

Please contact ldoe.grantshelpdesk@la.gov with questions.

New: LDOE Systems Status Update

The Department continues to work with the state Office of Technology Services to bring all systems back online following the attempted ransomware attack on Monday, November 18. The Department's website and email has been restored and is functioning properly.

Most systems have also been fully restored as noted in the [LDOE Guidance on Systems Status](#) document. The Department will continue to provide real-time updates to this document as the remaining systems are recovered.

Please contact Carol Mosley at edtech@la.gov with questions related to this incident or other issues of cybersecurity.

New: Early Literacy Commission

[Senate Resolution 182](#) and [House Resolution 222](#) established the Early Literacy Commission to study and make recommendations on developing and implementing an aligned system to provide effective evidence-based reading instruction for children from birth through third grade. In January of 2020, the Early Literacy Commission will make its final recommendations to BESE and the Legislature.

The final Early Literacy Commission open meeting will be held from 12:00 p.m. to 3:00 p.m. on [December 16](#) (Full Panel Meeting).

Meeting materials and recordings are available on the [State Advisory Council](#) page.

Please contact laurie.carlton@la.gov with questions.

Reminder: Teacher Leader Summit 2020 Save-the-Date

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 and 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

(March 2 - May 11) On-site Registration (May 27-29)	\$60	N/A
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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 with questions.

Reminder: Transcript Reporting System (STS) Training

Please share with data managers.

The Department will hold training for nonpublic and public school data managers, who submit transcript data to the Student Transcript System (STS). The webinar will include a review of the process for submitting transcript and IBC data to STS for the 2019-2020 school year.

Transcript Reporting System Training for Nonpublic Schools

- **Webinar Date and Time:** December 10 at 3:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/482241313>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 482 241 313

Transcript Reporting System Training for Public Schools

- **Webinar Date and Time:** December 12 at 3:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/482241313>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 482 241 313

Please contact barrett.adams@la.gov with questions.

Reminder: Monthly Data Coordinator Webinar

Please share with data managers.

The Department will hold its monthly webinar for data coordinators and data managers on **December 5** at 1:00 p.m. Topics will include a review of open collections and data reporting updates.

- **Webinar Date and Time:** December 5 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 976 397 929

Please contact systemsupport@la.gov with questions.

Reminder: 2020 Jump Start Convention Galleria Walk/School Exhibitions Application

Please share with CTE supervisors, administrators, and counselors.

The 3rd Annual Galleria Walk/School Exhibitions will be held during the 2020 Jump Start Convention on January 28. Due to limited space, approval for the 2020 Galleria Walk/School Exhibitions participants will be through a short application process sent to school systems who demonstrate:

- engagement for a wide diversity of students, in terms of background, interest, and disability;
- alignment to workforce needs with job placement for students;
- dedication to helping students attain culminating statewide credentials (IBCs);
- commitment to blurring the line between high school and post-secondary; and
- potential benefit of your Galleria Walk/School Exhibitions to other schools.

Those interested in applying to become a 2020 Galleria Walk/School Exhibition participant are asked to please complete the [online application](#) by December 6. Approved applicants will be notified via email by December 13 with further instructions and guidelines.

Other Department Newsletters

To view the **November 19th District Newsletter** or the **November 21st 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](#)

[Contact Us](#)

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