



Important News for **NONPUBLIC SCHOOLS**



February 2, 2023

Dear Colleagues,

Tomorrow is the first day of February and the start of Black History Month. It's an opportunity to recognize and celebrate the tremendous contributions of African-Americans to our state and country. America's ongoing quest for a more perfect union has been fueled by the courageous Black men and women who forged ahead. Their sacrifices led to cornerstone moments in our nation's history such as the abolishment of slavery and the civil rights movement.

Louisiana is a state rich in diversity. This is seen in our classrooms where around 40% of our students and 25% of our educators are African-American. Over the next month, our schools will be filled with special lessons, celebrations, and programs focused on heroes of the civil rights movement in Louisiana and across the nation. It's crucial our students know the struggles and triumphs that went into making America the greatest country in the world.

The most important role we can play as educators is to ensure every child has the same opportunity to be successful. Whether past, present, or future, education is a powerful tool that can be used to move people forward.

Dr. Cade Brumley

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Important Dates for School Systems

Office Hours and Monthly Calls

- Assessment and Accountability Office Hours: [February 6 at 3:45 p.m.](#)
- Nutrition Support Monthly Call: [February 7 at 1 p.m.](#)
- Local Authorizer Monthly Call: [February 8 at 11 a.m.](#)
- Educational Technology Monthly Call: [February 9 at 9 a.m.](#)
- Teaching and Learning Monthly Call: [February 15 at 1 p.m.](#)
- School System Financial Services Business Manager Monthly Call: [February 15 at 2 p.m.](#)
- Educational Technology Monthly Office Hours: [February 23 at 9 a.m.](#)

Upcoming Events and Deadlines

- [School Support Institutes](#) Session 3: January 31 - February 3
- 2023-24 School Choice Program for Students with Exceptionalities Application opens February 1
- [2022-2023 Graduate Diploma and Seal Orders](#) deadline: February 3
- [2023 Jump Start Convention and Child Welfare and Attendance Summit](#): February 8
- Alternative Education Site Authorization [Submission Portal](#) deadline: February 14

School Choice

Monthly Call

Our monthly call was held on January 18th.. You can access a copy of January's webinar deck [here](#).

- The School Application Webinar (LSP Application for 2023-24) was held December 5th. This webinar provided guidance on the application process for participating schools. Schools can access a copy of the presentation [here](#)
- The Parent Application Webinar (LSP Application for 2023-24) was held on December 6th. This webinar provided guidance on the application process for both new and continuing students. Families can access a copy of the presentation [here](#).

Office Hours

The Office of School Choice-Nonpublic Programs Team currently offers a service called [Office Hours](#). We are offering office hours to provide one-on-one assistance regarding any questions you may have regarding our scholarship programs.

Office hours will be offered each week for **school administrators and other school system employees**. Office hours will be held Tuesdays and Thursdays from 10:30 a.m. to 11:30 a.m.

You can book your Office Hours call using this [link](https://www.picktime.com/LDNonpublicschools): <https://www.picktime.com/LDNonpublicschools>

In order to make sure that every school gets an opportunity to schedule a call, each call will be limited to 15 minutes. When booking your call, you must include a description of what you'd like to discuss during the call in the "booking notes" section of the form. This will ensure that our staff is prepared ahead of the call and can effectively use the time to address your concerns.

If you miss your scheduled time, you will need to book a new appointment time. If you have any questions about Office Hours, please reach out to us at studentscholarships@la.gov for assistance.

This service is not available to families. Families with questions should submit them to studentscholarships@la.gov

Quarter 3 Enrollment Reporting

All Quarterly Enrollment Reports must be submitted on time via the LEADS portal during each quarter by the dates listed below in order to receive payments on-time.

Quarter 3 reporting for the Louisiana Scholarship Program (LSP) and the School Choice Program (SCP) opened today February 1st and will close on February 3rd.

- If any information is incorrect or a student is missing from your roster, please contact us immediately at studentscholarships@la.gov for assistance.

If the enrollment reports are not submitted on time, it affects your student enrollment counts and delays payments.

- Each school is responsible for reviewing the final quarterly enrollment report as entered in the LEADS system.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.

*Please note that the payment report generated in LEADS may not accurately reflect final payment amounts.

Schools will have 30 days from the last day of quarterly enrollment reporting period each quarter to report any enrollment issues.

This means all Payment Adjustment Forms for Quarter 3 must be submitted by **March 6th**.

Any Payment Adjustment Forms for Quarter 3 submitted after March 6th will be considered on an individual basis and must include an explanation for the late submission.

Please note that late Payment Adjustment Form submissions are not guaranteed payment.

If you have any questions, please reach out to us at studentscholarships@la.gov for assistance.

Upcoming Dates

You can access the 2022-23 Nonpublic Annual Reporting Calendar [here](#).

Date	Item	Participants
February 1st	SY 2023-24 School Choice Program application opens	SCP schools and families
February 1st	Quarter 3 Enrollment reporting begins (SEE/SCS)	LSP and SCP Schools
February 3rd	Quarter 3 Enrollment reporting ends (SEE/SCS)	LSP and SCP Schools

****All dates are tentative, please review future issues of the Nonpublic newsletter for all updates.***

School Choice Program for Students with Exceptionalities

2023-24 School Choice Program Application

The application for 2023-24 School Choice Program for Students with Exceptionalities opened on February 1st and will close on March 6th, 2023.

All families for both new and returning students will need to submit applications for the 2023-24 school year. Families must apply using the LDOE online application, which can be found [here](https://form.jotform.com/230115292646149):
<https://form.jotform.com/230115292646149>

For the latest information on the application process, please visit our website at <https://www.louisianabelieves.com/schools/louisiana-scholarship-program> for more information or contact our office at studentscholarships@la.gov.

Operations

Two Louisiana Schools Nationally Recognized for Outstanding Performance **Please share with superintendents and federal program directors.**

The Department congratulates Albany Upper Elementary School in Livingston Parish and Baton Rouge Foreign Language Academic Immersion Magnet in East Baton Rouge Parish for being named National ESEA Distinguished Schools for outstanding academic performance.

The National ESEA Distinguished Schools Program, formerly the National Title I Distinguished Schools Program, annually recognizes two schools in every state that have at least 35 percent poverty rate and that either demonstrate high academic achievement for two or more consecutive years or significantly close the achievement gap between specific student groups and their peers.

Baton Rouge Foreign Language Academic Immersion Magnet School was recognized in the category of Exceptional Student Performance Schools, and Albany Upper Elementary School was recognized in the Closing the Achievement Gap category.

Both schools will be honored at the National Association of ESEA State Program Administrators (NAESPA) Conference. Please contact edeltress.brown@la.gov with questions.

Assessment, Accountability and Analytics

ACT

Please share with test coordinators.

- January 13 through March 31
 - Verify enrollment, complete an enroll or unenroll request, and review/correct student identifying information including grade level in PearsonAccess. Students who were loaded into the system after January 20 will not receive barcode labels. (Barcode labels are not needed for online testing.)
- January 23 through March 3
 - Request qualified exceptions to the deadline for ACT-authorized accommodations and/or supports for eligible examinees in TAA using the [Qualified Exceptions to the Deadline Form](#). See form for details.
- January 30 through February 24
 - Order non-college reportable materials for use in the state testing window in PearsonAccess.
- January 30 through March 16
 - Assign students to test sessions for online testing.

Please contact assessment@la.gov with questions.

Career and College Readiness

42nd Governor's Conference on Juvenile Justice

Please share with interested school and system personnel.

Each year the Juvenile Justice and Delinquency Advisory Board hosts a conference that delivers information regarding the current state of juvenile justice and delinquency prevention in Louisiana. National and state experts will once again present powerful and timely messages about the current state of the system, offering innovative solutions to problems facing our juvenile justice professionals. The 42nd Governor's Conference on Juvenile Justice will be held in New Orleans March 21 - 23. Registration is \$125 per person.

Visit the Annual Governor's Conference [website](#) to register and for more information. Please contact Dana Menard, Conference Chair, at gc_dana@earthlink.net with questions.

School System Relations

Youth Preparedness Council is Accepting Applications Until March 6

Please share with teachers and school leaders.

The [Youth Preparedness Council](#) was created by FEMA in 2012 to bring together youth leaders interested in supporting disaster preparedness and making a difference in their communities by completing disaster preparedness projects nationally and locally. The council supports FEMA's commitment to involve America's youth in preparedness-related activities. It also provides young people an opportunity to present their perspectives, feedback, and opinions to FEMA staff. Members regularly meet with staff and attend the annual Youth Preparedness Council virtual summit. Students in grades 8-11 may [apply](#). Please contact FEMA-Prepare@fema.dhs.gov with questions.

School System Financial Services

Budget to Actual – Louisiana Scholarship Program (LSP) Expenditures **Please forward to School Business Officials**

[LDE Approved Budget Form and Allocation Spreadsheet](#) showing actual LSP expenditures through January 31, 2023 are due by Friday, February 10, 2023. The [LSP Audit Webinar](#) provides instructions for completing the form for Phase II testing.

If applicable, a completed budget form and allocation spreadsheet should be submitted to staudit@la.gov.

Submissions must include a complete and accurate listing of expenditures to the audit firm as of January 31, 2023. Once a sample of expenditures are selected, updates to any listing of expenditures and allocation spreadsheets for testing purposes will not be possible.

Please direct questions to staudit@la.gov.

Teaching and Learning

Academic Content

K-2 ELA/Literacy Instructional Materials Update

Please share with content supervisors and administrators.

[Act 517](#) ensures that all textbooks and instructional materials used to teach students to read are scientifically researched with proven results in teaching phonological awareness, letter formation, phonics, decoding, fluency, vocabulary, and comprehension. The Department is continuing to examine instructional materials for changes in alignment resulting from [Act 517](#) and has developed [Act 517 Guidance](#) to assist teachers and leaders in adhering to the policy.

As materials are being re-reviewed for compliance with [Act 517](#), the Department recommends that school systems continue to engage in a [local review process](#) of their instructional materials to ensure that they **require students to draw on their phonics knowledge to decode words and do not prompt students to use cues** such as looking at the picture or drawing on context to identify words. Classroom instruction and practice should continue to be modified to remove any and all use of three cueing, MSV, etc. Examples of three cueing include instructing students to memorize sight words, pre-teaching words using context clues (often pictures), using predictable texts that often rely on pictures, and using images with a main focus on the first letter of the word.

In addition, school leaders should be selecting new instructional materials and professional learning to replace any curriculum options that are no longer [Tier 1](#) during the current Super App cycle for implementation during the 2023-2024 school year. Please contact elaguidebooks@la.gov with questions.

Grades 3-5 ELA Guidebooks (2022)

Please share with ELA supervisors, administrators, and 3rd grade ELA teachers.

Beginning March 2023, the anchor text in the 3rd grade ELA Guidebooks (2018) and (2022) unit, *Stories Julian Tells*, *Stories Julian Tells* by Ann Cameron, will be published with revisions to the first chapter. The current version of the text that is used in the ELA Guidebooks (2018) and (2022) unit will not be reprinted and will only be available on the [American Reading Company](#) portal as long as the current stock lasts.

For successful implementation, ensure that all class sets are the same version of *Stories Julian Tells* and double check your order, especially if you are not purchasing through the [American Reading Company](#) portal. Class sets purchased through the portal will contain the same version of the text within orders.

Additionally, the Department will begin revising the unit to align with the new version of the text. The updated unit will be available through a new unit icon on the [Louisiana Curriculum Hub](#). Additional information about the availability of the revised text and the updated unit will be shared in future communications. Please contact elaguidebooks@la.gov with questions.

Educator Development

Principal Advisory Group Nominations Open

Please share with system leaders and principal supervisors.

In order to prepare new principals for success in their first year, the Louisiana Department of Education is in the process of developing a Principal Mentor Program. The Department is currently looking for outstanding practicing principals to serve on the Principal Advisory group to assist with the development of the program. School system leaders, human resources directors, and/or principal supervisors should submit [nominations](#) by **February 3**. Please contact louisianaleaders@la.gov with questions.

Principal's Newsletter Appreciation

Please share with principals and principal supervisors.

Recognize school leaders in the February Principal's Newsletter by sending a shout-out of appreciation using this [survey link](#) by **February 14**. The Department's monthly [Principal's Newsletter](#) is designed to celebrate and inform building-level leaders around pertinent topics in school leadership. The February Principal's Newsletter will be released on **February 23**. Please contact louisianaleaders@la.gov with questions.

Literacy

Summer Literacy Regional PD Tour

Please share with school literacy leaders and teachers.

The Literacy Division is planning to conduct another regional professional development tour this summer. Last summer provided teachers and leaders with on-site support by providing overviews of literacy resources for foundational skills instruction and content literacy support. For this summer, the focus will be on application-based literacy sessions to support teachers with implementation of literacy best practices and specific activities to improve literacy skills. To ensure that the needs of the teachers are met at these sessions, please complete an [interest survey](#) by February 10. Interactive sessions will be planned based on the results of this survey. [Please contact louisianaliteracy@la.gov](mailto:louisianaliteracy@la.gov) with questions.

Diverse Learners

Developing Strong Literacy Skills in Grades 4 - 8 Online Learning Series

Please share with system leaders, special education leaders, special educators, interventionists, and EL educators.

The Department has partnered with Public Consulting Group (PCG) to offer five free progressive reading modules. Grounded in the science of reading, Developing Strong Literacy Skills in Grades 4-8 is a comprehensive, online professional learning series for developing successful adolescent readers. The series specifically addresses the most current research on adolescent literacy and how to meet the unique needs of intermediate and middle school students to accelerate literacy growth.

[Registration](#) is open and the first module will be released this month. Year-long access will be provided to participants and the modules should be completed by January 2024. Please [submit](#) any

questions you have about the series; a response will be provided within two business days. Please contact diverselearnersupport@la.gov with questions.

Guidance for Leading Inclusive Special Education Programs

Please share with school system leaders and special education directors/supervisors.

The Department is excited to release the eighth issue of [Guidance for Leading Inclusive Special Education Programs: Supporting Attendance for Students with Disabilities](#). School system leaders are encouraged to review the guidance document along with special education supervisors. Please contact diverselearnersupport@la.gov with any questions.

Spring into AAC

Please share with special educators, service providers, and school and system leaders.

Louisiana Accessible Education Materials (LA-AEM) is hosting a full day of free professional development focused on Augmentative and Alternative Communication. [Registration](#) information is now available for the **March 31** training. Please contact diverselearnersupport@la.gov with questions.