



Important News for **NONPUBLIC SCHOOLS**



March 23, 2023

Dear Colleagues,

Earlier this week we announced Louisiana's 2024 Teacher and Principal of the Year semifinalists and New Teacher of the Year finalists. [You can view a list of the winners on our website.](#) Congratulations to these remarkable educators. They represent the many dedicated professionals leading our Louisiana Comeback.

Dr. Cade Brumley

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Important Dates for School Systems

Office Hours and Monthly Calls

- Division of Diverse Learners Office Hours: [March 28 at 3 p.m.](#)
- Assessment and Accountability Office Hours: [March 28 at 3:45 p.m.](#)
- School System Financial Services Business Manager Monthly Call: [March 29 at 2 p.m.](#)
- Nutrition Support Monthly Call: [April 4 at 1 p.m.](#)
- CWA and Louisiana Attendance Alliance Monthly Call: [April 5 at 8 a.m.](#)
- Alternative Education Monthly Call: [April 5 at 10 a.m.](#)
- Educational Technology Monthly Call: [April 13 at 9 a.m.](#)
- School-Based Medicaid Monthly Call: [April 18 at 2:30 p.m.](#)
- Well-Being Monthly Call: [April 19 at 9:30 a.m.](#)
- Nonpublic Monthly Call: [April 19 at 2:00 p.m.](#)
- P-EBT support office hours: [May 2, 10:30 -11:00 a.m.](#)

Upcoming Events and Deadlines

- Principal's [Newsletter](#) release: March 23
- Legislative Youth Advisory Council 2023-2024 application deadline: [March 24](#)
- April Dunn Act Training: Self-Assessment Guide Section Two: [March 27 - 29 at 4:30 p.m.](#)
- Reading Prescription – Conferencing with Parents: [March 28 at 4 p.m.](#)
- [LDOE Communications and Website Survey](#) deadline: March 29
- IDEA Plan of Correction deadline: March 31
- P-EBT Program Rules and Data Submission Portal Training: [April 4, 10:30 -11:30 a.m.](#)
- P-EBT Program Rules and Data Submission Portal Training: [April 18, 10:30 -11:30 a.m.](#)
- P-EBT Program Training for New Data Managers: [April 25, 10:30 - 11:30 a.m.](#)
- [AP Exam Fee Reduction Waiver](#) deadline: April 30 at 10:59 p.m.

School Choice

Monthly Call

Our next monthly call will be held on April 19th at 2 pm. During this call, we will be covering 2023-24 site registration for the upcoming year. It is important that schools make every effort to attend.

- You can access the monthly call using this link: <https://ldoe.zoom.us/j/93717548403>
- You can access a copy of March's webinar deck [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

Quarterly 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 4 reporting for both the Louisiana Scholarship Program (SEE) and the School Choice Program (SCP) is May 1-3.

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

If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.

- Note: All on time Quarter 4 submissions will be paid by the end of May.

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

LEADS Reporting Tab

The payment tab has been temporarily removed from the LEADS portal until further notice. If you need to view a report, please send your request to studentscholarships@la.gov and our office will send it directly to you. The reporting tab will be available once all rosters for the 2023-24 school have been finalized and uploaded into LEADS.

Upcoming Dates

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

Date	Item	Participants
April 19	Monthly Call/ School Informational Webinar (Site Registration for the 2023-24 school year)	LSP and SCP schools

April 20	Parent Webinar on Site Registration	LSP schools
April 24	Main Round Roster Verification (Site Registration Begins)	LSP schools
April 24	LSP Award Notification Letters sent to families	LSP schools
May 1	SCP Site Registration Begins	SCP Schools
May 1	SCP Award Notification Letters sent to families	SCP schools
May 26	LSP Site Registration Ends	LSP schools
May 26	Roster Certification Due (declined awards due for non-registered students)	LSP schools
May 31	SCP-Site Registration Ends	SCP schools
June 12	Summer Transfer Window Opens	LSP and SCP schools

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

Louisiana Scholarship Program

Strategies for Success

We will have a check-in on Monday, March 27th at 2pm for all participating LSP Schools that need additional information and guidance on the preliminary roster process.

- You can access the meeting using this link: <https://ldoe.zoom.us/j/93717548403>
- Topics that will be covered in our next check-in will included:
 - FTP Access
 - How to verify Preliminary Rosters

Preliminary Rosters

All preliminary rosters for the 2023-24 school year were placed on the FTP in early April.

- You can access your FTP folder using this link:
<https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>
- To login to the FTP please enter your username and password.
 - Username: **[insert your sitecode]**@nonpublic
 - Enter your password for the FTP (this is password that you should have set yourself)
- Click on the folder labeled **"2023-24 LSP"** to access your roster for the upcoming year
- The roster will be labeled as follows: **schoolcode_schoolname_2023-24_Student Rosters**

- Click on the roster to access your list of students for the upcoming year.
 - Please make sure all rollover students are included on the roster
 - If a rollover student is missing from the roster, add the student information at the end of the roster
 - Make sure all information is filled out completely. In the “Other Changes Needed” column please indicate addition. (last column in the file)
 - If the student information is correct, please enter “no change” in the last column
 - If the student information needs to be changed, **please enter a description of the changes needed in the last column (do not make the change to the original record).**
 - Once you have fully completed your roster, change name of file to the following: **Verified_schoolcode_schoolname_2023-24_Student Rosters**

If you have any issues accessing the FTP or questions about the roster, please contact our office via email at studentscholarships@la.gov for assistance.

Operations

Legislative Youth Advisory Council 2023-2024

Please share with school and school system leaders.

The Louisiana Legislative Youth Advisory Council (LYAC) is accepting applications for membership from high school students interested in representing the voices of young people around the state. LYAC is an annually appointed body composed entirely of students tackling issues affecting Louisiana's youth. The purpose of LYAC is to facilitate communication between youth and the legislature and to give students a unique opportunity to be involved in the workings of state government.

Members of the Council are selected from a large pool of applicants who display a strong interest in civic involvement. The thirty-one members include three students representing each of the six congressional districts, and the remaining serve at large.

Applicants must be between the ages of fourteen and nineteen and enrolled in a public or private high school, charter school, home school, or GED skills program during the 2023-2024 school year. The deadline to [apply](#) is **March 24**. Please visit the [Louisiana Commission on Civic Education](#) website for more information. Please contact bellam@legis.la.gov with questions.

Pandemic-EBT (P-EBT) for SY 22-23 and Summer 2023

Please share with school system data managers.

The Department of Child and Family Services' application to provide additional food support during COVID-19 via the P-EBT Program for school year 22-23 and Summer 2023 has been approved by USDA. Bimonthly [webinars](#) with school system data managers to disseminate program rules and provide support on the data submission portal will begin April 4. Meetings will continue through June. All school system data managers should plan to attend these meetings.

- New program rules and data submission portal training: April 4, 10:30 - 11:30 a.m.
- New program rules and data submission portal training: April 18, 10:30 - 11:30 a.m.
- Training for new data managers: April 25, 10:30 - 11:30 a.m.
- P-EBT support office hours: May 2, 10:30 - 11:00 a.m.

New data managers who need MyLa.Gov accounts, please contact edtech@la.gov for support.
Please contact dcfs.pebtsupport@la.gov with programmatic and support questions.

Assessment, Accountability and Analytics

LEAP 2025

Please share with test coordinators.

Due now: Spring testing schedules should be sent to assessment@la.gov.

April 6: Paper-based materials delivered to school systems.

April 10: Additional testing materials ordering window opens.

Please contact assessment@la.gov with questions.

ACT

Please share with test coordinators.

March 7 - 17

- Testing Window 1: Administer ACT online standard time and accommodated and/or supports.
- Purge cached test content from all proctor caching computers.

March 22: FedEx pre-scheduled pickup for materials from test window

Please contact assessment@la.gov with questions.

Interests and Opportunities

Please share with accountability contacts.

2022-2023 La Data Review

- March 27 through June 7: Public school documentation review of rosters and submission of data in La Data Review (LDR). Reviews must be completed by June 28.
- All documentation for document-based indicators must be submitted in LDR by school districts.
- If documentation is not received by June 7, zeros will be issued for those indicators.
- Changes are not allowed to indicator selections.

2023-2024 Menu and Guidance

March 31: The 2023-2024 Interests and Opportunities Menu and Course Codes will be published.

- A final guidance document for the 2023-2024 school year will be published June 2023.
- Sessions will be available at Teacher Leader Summit 2023, and communicated in the School System Leader Newsletter and in monthly call webinars.
- The Accountability Division will hold additional office hours in the fall to support schools with questions or concerns surrounding the Interests and Opportunities Index.
- As always, department staff members are prepared to help you navigate the system or address any policy or data concerns.

Please contact accountability@la.gov with questions.

Innovative Assessment Program (IAP for participating school systems)

Please share with testing coordinators and accountability contacts in participating systems.

- Students must have results from all three end-of-unit IAP assessments to receive an end-of-

year result that is used for accountability. The Department has posted the **LEAP Roster for IAP Schools** via FTP. These rosters identify students who have not participated in one of two windows this academic year and will be required to take LEAP. Students who have taken assessments in all three windows are not eligible to participate in LEAP.

- Please note that students who have had a test voided in a previous window will not be identified on the roster. These students may take LEAP for informational purposes but the LEAP score will not be used for accountability.

Career and College Readiness

AP Exam Fee Reduction Deadline

Please share with school counselors and AP coordinators.

AP coordinators must indicate through AP Registration and Ordering by **April 30 at 10:59 p.m.** each student who is eligible for a fee reduction. For more information about indicating fee reduction status, please see the [AP Coordinator's Manual](#). Additional deadlines can be found on the [AP Central website](#).

Please contact charmaine.cureton@la.gov with questions.

School System Financial Services

Maintenance of Effort (MOE) Fiscal Requirements

Please share with business managers and financial officials.

Meeting yearly Maintenance of Effort (MOE) requirements is part of the business process to confirm compliance and determine eligibility of federal grant funds for ESSA and IDEA grants. The USDOE requires an annual review that determines if each LEA (1) has not decreased spending of general fund dollars, and (2) is budgeting expenditures to meet the MOE standards. There are three MOE measurements submitted in the eGMS system.

- 2022 IDEA MOE Confirmation (compliance) now available; deadline for submission is June 1.
- 2024 ESSA MOE Verification will be available in the near future.
- 2024 IDEA MOE Verification (eligibility) will be available in the near future.

MOE Assistance

The [MOE Quick Reference Guide](#) is available to assist with those new to the MOE submission process. A [Local Only Funds Calculator](#) is available to assist in completing the Local Only Funds section of the IDEA MOEs.

Please contact nakia.jason@la.gov with questions about the MOE review process; contact jason.berard@la.gov with technical inquiries or for support.

School System Relations

Announcing Honorees for Teacher/Principal and New Teacher of the Year

Please share with teachers, school and school system leaders.

The Department is excited to announce the [2024 Teacher and Principal of the Year Semifinalists](#) and the [2024 New Teacher of the Year Finalists](#). These educators are making exceptional gains with students, and their commitment to student success exemplifies Louisiana's teaching profession.

All of these state-level honorees will be honored at the **17th Annual Cecil J. Picard Educator Excellence Awards Gala** to be held at the World War II Museum on the evening of July 22. This exciting event is co-sponsored by [Dream Teachers](#). Congratulations to these outstanding educators! Please contact excellenteducators@la.gov with questions about Teacher/Principal of the Year and laurie.carlton@la.gov about New Teacher of the Year.

LDOE Communications and Website Survey

Please share with all stakeholders.

The Department is in the process of restructuring many of its communication streams, including the agency website. To guide this important work, project management partner Mighty Citizen has designed a brief [survey](#) to gather feedback from the education community, parents and families, community members, and other interested parties. This feedback will be instrumental as the Department develops processes and implements improvements. **Please provide feedback [within the survey](#) by March 29**; contact LDOECommunications@la.gov with questions.

Teaching and Learning

Academic Content

Instructional Support: Instructional Material Reviews

Please share with content supervisors and administrators.

The Department conducts ongoing reviews of instructional materials to support school systems in adopting curricula in all core subjects. All tiered reviews can be found on the [Annotated Reviews](#) webpage. The status of all instructional materials submissions can be found in the [Weekly Report](#). Newly rated Tier 1 materials are listed below:

- Early Childhood Education: Tools of the Mind Pre-K, ECE Ages 3-4
- Science: Activate Learning Certified Version of OpenSciEd, Grade 6

The Department is reviewing currently posted Tier 1 and 2 ELA curricula that include foundational skills for [Act 517](#) compliance. Upon completion, a cover page is added to the posted review noting the impact of the review for compliance. The **Amplify Core Knowledge Language Arts 2nd edition (©2017)** has been reviewed for compliance and posted to the [Tiered Reviews](#) webpage.

For any materials [Not Reviewed for Compliance Under Act 517](#), the Department recommends that school systems engage in a [local review process](#) of the materials for compliance under Act 517 using the [Act 517 Three-Cueing System Ban Guidance](#) located on the [Literacy Instruction, Intervention, and Extension](#) webpage to ensure that teachers and students are utilizing high-quality instructional materials that are in compliance with Act 517.

Please contact louisianacurriculumreview@la.gov with questions.

Diverse Learners

Planning for Adulthood: Your High School IEP Questions Answered

Please share with special educators, related service providers, and families of students with disabilities.

Families Helping Families is hosting [Planning for Adulthood: Your High School IEP Questions Answered](#), a free webinar that will review the transition process from high school to adult life for students with disabilities. The webinar will be held tomorrow, March 22, from 11 a.m. - 2 p.m. Please contact diverselearnersupport@la.gov for more information.

Waivers Made Simple

Please share with special educators, related service providers, and families of students with disabilities.

Families Helping Families is hosting [Waivers Made Simple](#), a free webinar that will review the types of services available for someone with a developmental disability, how to access services that are outside the Office of Citizens with Developmental Disabilities (OCDD) service system, and the process for obtaining a waiver. The webinar will be held on March 28 from noon until 1 p.m. Please contact diverselearnersupport@la.gov for more information.

2021-2022 Seclusion and Restraint Verification Reports Available

Please share with special education leaders.

The Department is required to collect and annually report the use of seclusion and restraint for students with disabilities. The 2021-2022 Seclusion and Restraint verification report will be available the week of March 20 for systems to verify their data before the final report is published. The report will be available via FTP with the file name **LEACode_LEAName_2021-22_Seclusion and Restraint Verification Report**.

School systems must make all updates in eSER, if needed, and submit new or revised seclusion and restraint policies to specialeducation@la.gov by **April 6** to be reflected in the final report. Please contact specialeducation@la.gov with questions.

IDEA Annual Performance Report (APR) Monitoring Outreach Update

Please share with IDEA directors.

The Department is required to analyze special education data and conduct outreach regarding outcomes for particular indicators as part of the IDEA, Part B State Performance Plan and report these in the special

education annual performance report (APR) annually. **Results for Part C Transition (Indicator 12) are now available.** The report is located in the Early Childhood SPED folder for school systems via FTP. Any school system identified as noncompliant will be required to submit a plan of correction to the Department by **April 14**. Please contact caitlyn.robinson@la.gov with questions.

SEAP Application Now Open

Please share with special education leaders and stakeholders.

The Department is seeking applications for membership on the [Special Education Advisory Panel \(SEAP\)](#). Please share the [application](#) with stakeholders who represent the following roles and may be interested in advising and assisting the Department with the provision of special education and related services:

- Parent of a child with a disability (birth to 26)
- Individual with a disability
- Higher education institution representative who prepares special educators or service providers
- State juvenile corrections or adult corrections agency representative
- Private school representative
- Teacher
- Administrator of a program for students with disabilities

Applicants should email their applications to specialeducation@la.gov by April 14. Please contact specialeducation@la.gov with questions.

FFY23 IDEA Draft Application and Public Comments Open

Please share with special education leaders and stakeholders.

Stakeholders across Louisiana submitted 343 comments during the stakeholder input phase of our IDEA budget application process. The Department is now seeking public comment on our [FFY23 IDEA Draft Budget Application](#).

Please submit [public comments](#) by April 21; contact specialeducation@la.gov with questions.

Educator Development

Teacher Leader Lagniappe: New Episode Released

Please share with teachers, school leaders, and system leaders.

LDOE's podcast, [Teacher Leader Lagniappe](#) provides a little something extra for educators to stay inspired, motivated, and connected in the work with students.

Latest Episode: Recruiting Role Models as Educators with Dr. George Noflin Jr. and Ja'Deric Talbert

Em is joined by two exceptional guests who have dedicated their lives to education: Dr. George Noflin Jr. and Ja'Deric Talbert. Dr. Noflin is a renowned educator, administrator, and community leader currently a professor at Grambling State University and the director of the Call Me MiSTER Program. Ja'Deric Talbert

is a passionate student leader who is studying elementary education and serves as president of the Call Me MiSTER Program. Join us as we explore their experiences, their passion for education, and the challenges they face in the field. The Louisiana Recruitment and Retention Fellowship of 2023 is also highlighted.

Educators can [submit pictures and stories](#) of the great work happening in their systems to be highlighted on the podcast. Please contact em.cooper@la.gov with questions.

Principal's Webinar Series

Please share with principals and principal supervisors.

The LDOE hosts a monthly webinar series for current school leaders and principal supervisors on best practices in school leadership aligned to the state's priorities. The March webinar will feature best practices in staffing and scheduling and will be facilitated by professional learning partner, New Solutions K-12.

- **Webinar Date/Time:** March 27, 1 - 2 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98516144298?pwd=VHoxSlhaNWwhFZUNrQWICS05MRHlzZz09>
- **Meeting ID:** 985 1614 4298
- **Passcode:** 125571

Please contact louisianaleaders@la.gov with questions.

Summer Learning Programs

Please share with summer learning coordinators.

Summer learning programs require year-round planning. During the upcoming months, school systems can utilize the checklist located in the [Summer Learning Program Guidance](#) to continue planning for their 2023 programs. Some of the checklist items for this time of the planning process include

- creating schedules for grade levels/grade bands;
- preparing for transportation needs;
- purchasing supplies; and
- planning professional development content.

Please contact louisianaleaders@la.gov with questions.

Geaux Teach Scholarship Program

Please share with system level leaders and human resources directors.

Act 463 of the 2022 regular session of the Louisiana Legislature established the Geaux Teach Program, which provides scholarships to students who are enrolled in teacher preparation programs at the state's postsecondary institutions, including alternative teacher programs approved by the Board of Elementary and Secondary Education (BESE).

Students may receive up to \$5,000 annually to cover the cost of tuition fees, textbooks, and instructional materials required for enrollment. School systems are encouraged to share this information with future

educators and educators enrolled in alternative certification programs.

Additional information about the Geaux Teach Program, including eligibility requirements, the [Geaux Teach Application](#), and answers to [Frequently Asked Questions](#) may be accessed on the [LOSFA website](#). Please contact deborah.paul@la.gov with any questions.

School Improvement

Level Up: School Improvement Best Practices at Teacher Leader Summit

Please share with system and school leaders

[Level Up: School Improvement Best Practices](#), required for all CIR schools for 2023-2024, will be delivered at [Teacher Leader Summit 2023](#).

LDOE is providing funding to systems to cover costs associated with sending three Instructional Leadership Team (ILT) members from each CIR school to Teacher Leader Summit 2023 to attend this session. Prepaid registration links were sent to principals of CIR schools to register themselves and two additional ILT members from their schools. The registration is valid for the entire TL Summit, with the requirement to attend one of the full day **Level Up** sessions on May 30 or May 31.

System leaders should confirm with principals of CIR schools in their system that a three-member ILT from each CIR school has registered using the prepaid link provided in the email. If the principal from a CIR school did not get this email and link, please contact schoolimprovementdivision@la.gov with the principal's name, email address, and school. Please contact schoolimprovementdivision@la.gov if you have any questions.