



# Important News for **NONPUBLIC SCHOOLS**



**May 4, 2023**

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## **Important Dates for School Systems**

### **Office Hours and Monthly Calls**

- School Finance Support Office Hours: [May 9 at 2 p.m.](#)
- Assessment and Accountability Office Hours: [May 9 at 3:45 p.m.](#)
- Federal Fiscal Compliance Office Hours: [May 10 at 2 p.m.](#)
- Educational Technology Monthly Call: [May 11 at 9 a.m.](#)
- Career and College Readiness Monthly Call: [May 11 at 3 p.m.](#)
- Federal Fiscal Compliance Office hours: [May 16 at 2 p.m.](#)
- Business Manager Monthly Call: [May 17 at 2 p.m.](#)
- Nonpublic Monthly Call: [May 17 at 2 p.m.](#)
- Federal Support and Grantee Relations (FSGR) Monthly Call: [May 18 at 10 a.m.](#)
- School Finance Support Office Hours: [May 23 at 2 p.m.](#)
- Teaching and Learning Monthly Call: [May 24 at 1 p.m.](#)
- Federal Fiscal Compliance Office Hours: [May 24 at 2 p.m.](#)
- Federal Fiscal Compliance Office Hours: [May 30 at 2 p.m.](#)
- Nutrition Support Monthly Call: [June 6 at 1 p.m.](#)

## **Upcoming Events and Deadlines**

- High Cost Services Round 2 Application deadline: May 5
- [2023 Louisiana School Safety Summit](#): June 15
- 8g claims due in eGMS: June 19
- Carl Perkins claims for June expenses due in eGMS: July 5
- State and federal awards (*excluding 8g and Carl Perkins*) ending June 30 due in eGMS: July 14

## **School Choice**

### **Monthly Call**

Our monthly call was held on yesterday, April 19th at 2 pm. During this call, we discussed 2023-24 LSP site registration for the upcoming year. A copy of the [monthly call presentation](#) can be found in the [School Systems Planning library](#). Our next monthly call will be held on [May 17 at 2 p.m.](#)

### **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](mailto:studentscholarships@la.gov) for assistance.

***This service is not available to families. Families with questions should submit them to [studentscholarships@la.gov](mailto: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) was 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](mailto:studentscholarships@la.gov) for assistance.

## Upcoming Dates

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

Date	Item	Participants
May 1	2023-24 SCP Site Registration Begins (Final rosters will be available on the FTP)	SCP Schools
May 1	SCP Award Notification Letters sent to families	SCP schools
May 26	LSP Site Registration Ends	LSP schools
May 31	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

### Site Registration for 2023-24

Site Registration for the 2023-24 Louisiana Scholarship Program began on April 24<sup>th</sup> and will end on May 26<sup>th</sup>.

Please see the reminder below regarding site registration:

- Award notifications were sent out to families via email and mail on **April 24th**.
- The Site Registration Roster File and Final Rosters are available on FTP and SEE.
  - To access scholarship families' contact information, please view your roster in SEE.
- Site Registration ends on **May 26th**
- Site Registration Roster File are due on the FTP by **May 31<sup>st</sup> at 5pm**
- Transfer Window opens **June 12<sup>th</sup>**
  - Scholarship students who wish to transfer to another participating before the start of the 2023-24 school year must accept the scholarship at the original awarded school.

- Families are required to submit a Transfer Request form to the Department signed by both the parent/guardian and a representative of the receiving school.
- Declined Awards
  - Scholarship students who no longer wish to participate in the scholarship program for the 2023-24 school year must complete a declined award form.
  - **This form is NOT to be used for families requesting a transfer.**
  - Declined awards must be submitted to our office by **May 26th**.
  - **Once a family declines the award, they will no longer be eligible to receive a scholarship for the remainder of the 2023-24 school year.** Once the award has been removed, it cannot be reinstated.

If you have any issues or questions about the site registration, please contact our office via email at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.

## School Choice Program

### **Site Registration for 2023-24**

Site Registration for the 2023-24 School Choice Program began on May 1st and will end on May 31st.

Please see the reminder below regarding site registration:

- Award notifications were sent out to families via email and mail on **May 1st**.
- Final Rosters were made available on the FTP on **May 1st**.
- Site Registration ends on **May 31st**.
- All Final Rosters are due on the FTP by **May 31<sup>st</sup> at 5pm**

## Assessment, Accountability and Analytics

### Accountability Policy

#### **2022-2023 Interests & Opportunities**

2022-2023 Interests & Opportunities indicators will be used for calculating 2022-2023 Scholarship Cohort Index. All nonpublic schools (K-12) who participate in the scholarship program must complete this survey with their indicator selection in order to earn points on the Interests and Opportunities Index as part of the Scholarship Cohort Index. The survey will open on **Monday, April 17, 2023**. The survey will remain open until **Monday, May 15, 2023**. In addition, the survey must be validated by your superintendent or their designee by **Friday, May 19, 2023**. The [Interests and Opportunities Menu Based Approach Guidance 2022-2023](#) can be found in the Accountability Library. Please refer to the letter that was sent to principals on Friday, April 14, 2023 for more details.

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

## **LEAP 2025**

Please share with testing coordinators.

- **Senior Rescore:** All LEAP 2025 assessments taken by students who are identified as grade 12 in DRC INSIGHT will automatically be rescored. These students are not eligible for an additional rescore.
- **Administrative Error Assessments:** There is no additional opportunity for students in grades 3 through 8 to retest if a test score is voided in spring. Administrative error tests are only available at the high school level.
- **Applying Accountability Codes:** For students who have transferred from a school, test coordinators should wait until the end of the testing window to apply accountability codes. The students cannot be reassigned to new sites to participate in testing if they have been placed in a test session and coded out.

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

## **LEAP Connect**

Please share with testing coordinators and school leaders.

- LEAP Connect score reports were released in DRC INSIGHT on April 26. There is no embargo, and reports can be sent to families. The [Parent Guide to LEAP Connect](#) should be sent home with the reports to provide families with information about the report. This report is also translated in Spanish, Vietnamese, and Arabic.
- To be eligible to graduate on the Jump Start for Alternate Assessment pathway, students must have participated in all three high school-level LEAP Connect assessments and passed ELA and mathematics. For students who do not pass the assessments, a portfolio option is available to meet graduation requirements. A portfolio option cannot be used if a student has not participated in LEAP Connect.

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

## **Innovative Assessment Program (IAP)**

Please share with school and school system leaders.

**Operational and Field Testing:** The ELA Innovative Assessment Program will be operational for grades 5-8 in 2023-2024. Please complete the [2023-2024 IAP School System Participation survey](#) if your system is interested in participating in any of the following through-year assessments by May 31:

- Grades 5-8 ELA Guidebooks Operational Assessments
- Grade 5 Wit and Wisdom Operational Assessment
- Grades 3 and 4 ELA Guidebooks Field Tests

School systems will be asked to confirm participation and student numbers with superintendent approvals in the fall.

**Pilot Testing:** The Department is working to develop ELA through-year assessments relevant to any high-quality ELA curriculum. The pilot assessments will be administered during three windows in 2023-2024. School systems interested in helping design the assessments and administer the pilot should complete the [2023-2024 IAP-CR School System Interest survey](#) by May 31. School systems will be asked

to confirm participation and student numbers with superintendent approvals in the fall. Please contact [ruth.caillouet@la.gov](mailto:ruth.caillouet@la.gov) with questions.

## School System Financial Services

### **FY23 Year-End Deadlines**

**Please forward to business managers and finance officials.**

The Department established the following deadlines to ensure it uses all FY23 funding. Failure to meet these deadlines puts funding availability at risk. The Department cannot guarantee the payment of late claims, and/or late claims might be delayed until the following fiscal year June 2024. The Department appreciates your cooperation and thanks you for helping be good stewards of our funds.

### **LEA/Subgrantee Claims Deadlines**

- June 19: 8g claims due in eGMS.
- July 5: Carl Perkins claims for June expenses due in eGMS.
- July 14: All other state and federal awards (*excluding 8g and Carl Perkins*) ending June 30 due in eGMS.

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

### **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 to determine if each LEA (1) has not decreased spending of general fund dollars, and (2) is budgeting expenditures to meet the MOE standards.

- 2022 IDEA MOE Confirmation (Compliance) deadline for submission: **June 1**
- 2024 ESSA MOE Verification deadline for submission: **June 30**
- 2024 IDEA MOE Verification (Eligibility) deadline for submission: **June 30**

### **MOE Assistance**

The [MOE Quick Reference Guide](#) is available to assist 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](mailto:nakia.jason@la.gov) with questions regarding the MOE review process; contact [jason.berard@la.gov](mailto:jason.berard@la.gov) for technical inquiries or support.

May Weekly Office Hours will provide technical assistance on MOE and fiscal monitoring compliance. Business managers and other financial officials are encouraged to join one or all of the sessions. Please refer to the Office Hours and Monthly Calls listing above. Please contact [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov) with questions about office hours.

## Teaching and Learning

### Academic Content

#### **ELA Guidebooks Text Updates**

**Please share with ELA teachers, content supervisors, and administrators.**

The Department has made minor updates to two ELA Guidebooks 3-5 (2022) units, The Stories Julian Tells (Grade 3) and Cajun Folktales (Grade 3). More information can be found in the [Teacher Leader newsletter](#). Additionally, due to shifts in text permissions, some ELA Guidebooks unit texts will no longer be accessible in the [XanEdu](#) Unit Readers. Educators should review the one-pager, [ELA Guidebooks Licensing Updates](#), for an overview of the affected units and updates to text access for each impacted unit.

For more information regarding shifts in text permissions and updates to text lists, join our informational webinar.

- **Webinar Date and Time:** May 11 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/95711471811>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID #:** 95711471811

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

#### **ELA Guidebooks 3-5 (2022) Updates**

**Please share with ELA teachers, content supervisors, and administrators.**

This fall, the Department will release three new Level 3 units for ELA Guidebooks 3-5 (2022) on the [Louisiana Curriculum Hub](#): Voices in America (Grade 3), Olympics (Grade 4), and Renaissance Art (Grade 5). Educators should use the updated [ELA Guidebooks 3-5 \(2022\) Overview Document](#) which includes information regarding unit overviews, embedded assessments, and text lists. This overview document should be used to select units for implementation in the upcoming school year. Please contact [elaguidebooks@la.gov](mailto:elaguidebooks@la.gov) with questions.

#### **ELA Summer Guidance**

**Please share with ELA teachers, literacy coaches, content supervisors, and administrators.**

The Department is releasing new [ELA Accelerate](#) materials by this summer, and these resources can be used to build on the literacy materials available in the [Literacy Library](#). To assist systems with planning with these resources, the Department is hosting a webinar to provide guidance for strong academics. This webinar will address summer learning instruction for grades K-10, which includes maximizing the use of the ELA Accelerate and Literacy resources.

- **Webinar Date and Time:** May 16 at 12 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93249456456>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID #:** 932 4945 6456

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

### **Instructional Support: Instructional Material Reviews**

**Please share with content supervisors, administrators, and literacy coaches.**

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

- Science: Activate Learning Certified Version of OpenSciEd, Grade 6
- Early Childhood: The Creative Curriculum® for Preschool, Guided Edition, PreK Ages 4-5
- Early Childhood: The Creative Curriculum® for Infants, Toddlers & Twos, Ages 0-3

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 materials listed below have been reviewed for compliance and posted to the [Tiered Reviews](#) web page.

- ELA: Core Knowledge Language Arts (CKLA) 2<sup>nd</sup> Edition (©2017)
- ELA: EL Education, ELA Grades K-5 (©2017)
- ELA: Wonders, ELA Grades 3-5 (©2020)

The [Act 517 Compliance Reviews Status Report](#) lists the status of all Act 517 compliance reviews, including reviews that have been completed, are under review, and are ready for review. 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 using the [Act 517 Three-Cueing System Ban Guidance](#) located on the [Literacy Instruction, Intervention, and Extension](#) web page to ensure that teachers and students are utilizing high-quality instructional materials that are in compliance.

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

## **Diverse Learners**

### **Discipline Discussions: The Power of Asking “Why?”**

**Please share with special education leaders and teachers.**

In this month’s Office of Special Education and Rehabilitative Services [Discipline Discussions](#) blog, OSEP Director Williams and the IRIS Center address behavior as a form of communication and the importance of asking “why?” of behavior. Please contact [diverselearnersupport@la.gov](mailto:diverselearnersupport@la.gov) with questions.



## **Vision Screening for Students Who Are at a High Risk of CVI**

**Please share with special education teachers and related service providers.**

LA-AEM is hosting a webinar that offers a deep dive into vision screenings for students who are at a high risk of CVI. The training will be held this Thursday, May 4, from 3 until 4:30 p.m. [Registration](#) is now open. Please contact [diverselearnersupport@la.gov](mailto:diverselearnersupport@la.gov) with questions.

## **Mentor Coaching for Cohort 4 of Special Education Fellows**

**Please share with special education leaders.**

The mentor-coach will play a key role in developing Fellows over the course of the academy. Mentor-coaches will build strong relationships with their Fellows, provide expert guidance and feedback on Fellows' executive learning projects, deliver resources and coaching to Fellows based on their development, and facilitate self-reflection and growth. The Department will recruit mentor-coaches with extensive special education experience as special education leaders (administrators). Mentor-coaches should be able to demonstrate strong interpersonal relationship building skills, provide a track record of effective leadership, exhibit an understanding of Louisiana's academic strategy, and show a strong willingness to support the Fellowship.

[Applications are now open](#) and will close on May 31. Please contact [diverselearnersupport@la.gov](mailto:diverselearnersupport@la.gov) with questions.

## **Special Education Parent Involvement Survey**

**Please share with special education leaders.**

Results of the 2021-2022 special education parent involvement survey for school systems selected to participate will be available in the data management FTP the week of May 8. Please contact [specialeducation@la.gov](mailto:specialeducation@la.gov) with questions.

## **Educator Development**

### **Teacher Leader Summit**

**Please share with teacher leaders, school leaders, and school system leaders.**

The Teacher Leader Summit app is now available through Cvent. Participants may schedule sessions, get to know the speakers, and find out which vendors are scheduled to attend this year's Education Expo. Please contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with questions.

### **Mentor and Resident Spring Data Collection**

**Please share with school system leaders.**

The Department is collecting Mentor and resident data in Edlink from school systems for those residents and practitioners who began their residency in spring 2023. An overview call will be held **May 18** to provide further details to school systems and preparation programs about this data collection process.

- **Webinar Date and Time:** May 18, 10 - 11 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/3455048179>

- **Webinar Phone Number:** 470-381-2552
- **Meeting ID#:** 345 504 8179

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

### **Continuous Learning Plan**

**Please share with school system level leaders.**

In accordance with BESE policy, school systems must have a continuous learning plan for extended school closures, updated annually by **June 30** each year.

The plan should be connected to the five focus areas of continuous learning.

- Technology and connectivity
- Student and staff responsibilities
- Attendance
- Family strategic communication, engagement, and support
- Instructional quality

School systems may refer to the [Continuous Learning Toolkit](#) when developing plans for continuous learning outside of normal practices. Please contact [keisha.thomas2@la.gov](mailto:keisha.thomas2@la.gov) with questions.

### **Summer Learning Programs**

**Please share with school system level leaders and summer learning coordinators.**

School systems who received funding through Achieve! and/or the Super App for summer learning programs must measure the effectiveness of their [Summer Learning Programs](#) through the completion of a single [survey](#) following the conclusion of the Summer Learning Program. The [survey](#) is due **August 1** and should be submitted by one system level leader; school systems should only submit **one** survey. All questions can be viewed on the [survey document](#) before submitting.

School systems should complete the [Summer Learning Program System Contact Form](#) to identify the system level coordinator/contact for summer learning programs to ensure they receive all communication about summer learning programs. Please contact [louisianaleaders@la.gov](mailto:louisianaleaders@la.gov) with questions.