



# Important News for **NONPUBLIC SCHOOLS**



June 30, 2022

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## Important Dates for School Systems

| Office Hours   |  |
|--|--|
| Office Hours Title   | Zoom Link                                |
| P-EBT Data Managers Office Hours   | <a href="#">July 5 at 10 a.m.</a>        |
| Early Childhood Lead Agencies Office Hours   | <a href="#">July 5 at 3 p.m.</a>         |
| <a href="#">Assessment and Accountability Office Hours</a>   | <a href="#">July 5 at 3:45 p.m.</a>      |
| Monthly Calls*   |  |
| Monthly Call Title   | Zoom Link                                |
| Nutrition Support Monthly Call   | <a href="#">July 5 at 1 p.m.</a>         |
| Data Coordinator Monthly Call  | <a href="#">July 14 at 1 p.m.</a>        |
| Legislative and Policy Support Monthly Call  | <a href="#">July 17 at 10 a.m.</a>       |
| Assessment and Accountability Monthly Call   | <a href="#">July 19 at 3:45 p.m.</a>     |
| Student Well-Being Monthly Call  | <a href="#">July 20 at 9:30 a.m.</a>     |
| <b>Nonpublic Monthly Call</b>  | <b><a href="#">July 20 at 3 p.m.</a></b> |
| Federal Support and Grantee Relations Monthly Cal  | <a href="#">July 21 at 10 a.m.</a>       |
| Career and College Readiness Monthly Call  | <a href="#">July 28 at 3 p.m.</a>        |
| Alternative Education Leaders Monthly Call   | <a href="#">August 3 at 9 a.m.</a>       |
| Education Technology Monthly Call  | <a href="#">August 11 at 9 a.m.</a>      |
| *Monthly call presentations are available in the <a href="#">School Improvement Library</a> . View the <a href="#">School System Support Calendar</a> to access a complete schedule of events. |  |
| Upcoming Events  |  |
| Guidance for Leading Inclusive Special Education Programs webinar  | <a href="#">July 7 at 1 p.m.</a>         |

## School Choice Monthly Call

Our next monthly call will be held on **July 20th at 2pm**. We will provide information for the upcoming 2022-23 school year during July's call.

- You can get a copy of June's monthly call deck [here](https://www.louisianabelieves.com/docs/default-source/district-support/nonpublic-monthly-call-june-2022.pdf):  
<https://www.louisianabelieves.com/docs/default-source/district-support/nonpublic-monthly-call-june-2022.pdf>
- You can always join the monthly calls using [this link](https://doe.zoom.us/j/95207641144?pwd=SDJib051bkVEemM3SzExcXRTUEJRUT09):  
<https://doe.zoom.us/j/95207641144?pwd=SDJib051bkVEemM3SzExcXRTUEJRUT09>

## Office Hours

The Office of School Choice-Nonpublic Schools Team will be offering a new service called [Office Hours](#). We are offering office hours to provide one-on-one assistance regarding any questions you may have.

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.

PLEASE NOTE: 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)***

## Louisiana Scholarship Program (LSP)

### Louisiana Scholarship Application Timeline

| PROCESS                | DEADLINE |
|------------------------|----------|
| Transfer Window Closes | 7/18     |

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

## **LSP Transfer Window**

The transfer window for the 2022-23 school year opened on June 15th. Please submit all completed transfer forms to [studentscholarships@la.gov](mailto:studentscholarships@la.gov)

- You can access a copy of the 2022-23 summer transfer form [here](https://www.louisianabelieves.com/docs/default-source/nonpublic-schools/2022-23-lsp-summer-transfer-form.pdf?sfvrsn=a2626518_2):  
[https://www.louisianabelieves.com/docs/default-source/nonpublic-schools/2022-23-lsp-summer-transfer-form.pdf?sfvrsn=a2626518\\_2](https://www.louisianabelieves.com/docs/default-source/nonpublic-schools/2022-23-lsp-summer-transfer-form.pdf?sfvrsn=a2626518_2)

## **Assessments, Accountability and Analytics**

### **State Placement Test**

**Please share this information with district and school test coordinators.**

The test coordinator and administrator manuals have been posted in DRC INSIGHT for students who are transferring from an out-of-state school, nonpublic school or home study program and wish to enroll in grades 5 or 9.

### **LEAP 2025**

**Please share this information with school and system leaders.**

LEAP grades 3 through 8 results will be available at the end of July. Updates will continue to be provided through Office Hours and monthly calls.

### **English Language Proficiency Screener (ELPS)**

**Please share this information with school and district test coordinators and school leaders.**

The ELPS proficiency screener will not be available July 15-31. The screener will be available beginning on August 1 in the Louisiana TIDE portal.

### **ACT and WorkKeys**

**Please share this information with school and district test coordinators.**

ACT/WorkKeys invoices and/or reconciliation statements will be sent to superintendents, DTCs, and finance contacts by June 30, 2022. Overpayments will be sent by July 30, 2022. Invoice balances are due by July 15, 2022 and payable to

Louisiana Department of Education  
Division of Appropriation Control  
PO Box 94064  
Baton Rouge, LA 70804-9064

### **District Test Coordinator and Accountability Contact Update Form**

**Please share this information with school and system leaders.**

The [DTC and Accountability Contact Update Form](#) is available on the DTC resources page of the assessment library. Accounts for testing platforms and data certifications are created only for district staff who are district test coordinators or accountability contacts. Please send any changes to these important roles to [assessment@la.gov](mailto:assessment@la.gov) or [patricia.newman@la.gov](mailto:patricia.newman@la.gov) using this form.

## Career and College Readiness

### **Grants to States for the Emergency Management (GSEM)**

**Please share with principals and staff responsible for emergency preparedness.**

The U.S. Department of Education has awarded Grants to States for the School Emergency Management ([GSEM](#)) program funds to the Department in partnership with the LSU National Center for Biomedical Research and Training/Academy of Counter-Terrorist Education (LSU NCBRT/ACE). The program goal is to provide training and technical assistance to school systems for the development and implementation of high-quality school Emergency Operations Plans (EOPs).

At no cost to school systems, LSU NCBRT/ACE will offer assistance in development of new EOPs, review of existing EOPs, and technical assistance workshops. Visit [LSU's GSEM webpage](#) to learn more.

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

### **School Safety Survey**

**Please share with school system leaders, charter management leaders, and nonpublic school leaders.**

At the request of BESE, the Department seeks information on school safety from local school systems. This information will assist the agency in supporting emergency planning. Please complete this [school safety survey](#) by July 8.

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

## School System Financial Services

### **2022-2023 MFP Formula Allocation**

**Please share with business managers.**

The Legislature adopted the 2022-2023 MFP formula during the 2022 Regular Session of the Legislature. The new formula is HCR23 of the 2022 Regular Session. The 2022-2023 MFP formula allocation tables will be released on June 30 and will be located in the [MFP Library](#) under the section entitled 2022-2023 MFP Budget Letter.

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

## Teaching and Learning

### Academic Content

### **Biology, Chemistry, and Physics Curriculum Pilot Deadline Extended to July 1**

**Please share with principals, curriculum/science supervisors, and high schools supervisors.**

Any school systems planning to pilot [OpenSciEd High School](#) Biology, Chemistry, and/or Physics materials during the upcoming school year must be listed with the Department as a participating pilot

system in order to obtain access to materials, professional learning, and implementation support. Systems who indicated plans to implement the pilot within Super App received communication regarding specific action steps required to confirm participation. Due to the nature of this pilot, opportunities to secure kit materials and professional learning are limited and time sensitive. Systems planning to participate in the pilot must contact [STEM@la.gov](mailto:STEM@la.gov) no later than July 1.

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

## Diverse Learners

### **Guidance for Leading Inclusive Special Education Programs**

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

This week, the Department released the sixth issue of Guidance for Leading Inclusive Special Education Programs: [Cultivating High Quality Teaching and Learning Aligned to Louisiana's Vision for Success](#). School system leaders are encouraged to review the guidance document with special education supervisors and attend the hour-long webinar to support implementation on [July 7 at 1 p.m.](#)

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

## Educator Development

### **New Teacher Experience: Summer Kick Off Seats Filling Quickly**

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

The Department will host the [New Teacher Experience: Summer Kick Off](#) on **July 25** in Baton Rouge. This will be a full day of professional development and fun to welcome our new Louisiana teachers.

[Registration](#) for this event will be first come, first served. The [registration link](#) is now open. School systems must have the name and email address of new teachers in order to register for this event. New teachers must already be hired by a school system in order to be registered.

Congratulations to the following school systems who have already registered their new teachers:

- Bienville Parish
- Caddo Parish
- Iberia Parish
- Lafayette Parish
- Livingston Parish
- Rapides Parish
- V. B. Glencoe Charter School
- West Baton Rouge Parish
- Zachary Community Schools

We look forward to hosting these teachers and MANY more!

Registration will close **Friday, July 8** or once capacity is reached, whichever comes first. New teachers registered for this event will receive logistical details via email prior to the event.

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

## **CLASS® Train-the-Trainer Funding Opportunity**

**Please share with systems leaders, school leaders, human resource directors, data directors, and teacher leaders.**

Maintaining trained, certified observers is an important component sustaining the use of CLASS® in K-2. Funding is available for the [CLASS® Observer Train-the-Trainer](#) model for systems with CIR/UIR-A schools. At the school system level, the Train-the-Trainer model will allow school system leaders to build and sustain a cadre of certified observers. Available virtual training session dates include: July 12-14, July 19-20, and August 2-4.

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

## **Workforce Reporting Update**

**Please share with systems leaders, school leaders, human resource directors, security coordinators, and data managers.**

The new Workforce Dashboard is available to all system leaders and site leaders. Leaders now have access to real-time workforce data in several key areas. If you missed the June webinar on how to access and navigate the EdLink Workforce Dashboard, please be sure to join the August session. July's session will focus on best practices for interacting with your Workforce data, so you will still be able to engage in the session, even if you missed the June webinar. Details for the July and August webinars are below:

### **Workforce Reporting: Dashboard Best Practices (using the dashboard in your workflow)**

- **Meeting Date and Time:** July 12 at 10 a.m.
- **Meeting Link:** <https://zoom.us/j/8322783910?pwd=OGNjTTNXQTg4bUVqVHVVaZHVET1gydz09>
- **Meeting ID#:** 832 278 3910
- **Meeting Passcode:** i3PfJs

### **Combination Training: If you are unable to attend in June or July**

- **Meeting Date and Time:** August 9 at 10 a.m.
- **Meeting Link:** <https://zoom.us/j/8322783910?pwd=OGNjTTNXQTg4bUVqVHVVaZHVET1gydz09>
- **Meeting ID#:** 832 278 3910
- **Meeting Passcode:** i3PfJs

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

## **Teacher Leader Summit**

**Please share with summit attendees.**

Check-in reports from the tenth annual Teacher Leader Summit, which was held May 31 through June 2 at the Ernest N. Morial Convention Center in New Orleans, are now available on the [Teacher Leader Summit 2022 webpage](#). Available session materials will be available on the Teacher Leader Summit 2022 web page in mid-July.

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

## **Literacy**

### **Content Literacy Support for Middle and High School Release**

**Please share with middle and high school teachers and leaders.**

The Literacy Division has released a set of activities and resources to support middle and high school teachers in providing targeted literacy support in all content areas. These documents can be found in the [Literacy Library](#) under Instruction, Intervention, and Extension. The Content Literacy Support documents provide guidance for teachers in all content areas around annotating text, independent reading, partner reading, using rubrics, using student exemplars, and whole class read alouds. Additional documents are being developed and will be released soon. A [recording](#) of the [session](#) presented at Teacher Leader Summit on these resources and building literacy in secondary classrooms walks teachers through how to effectively implement these practices.

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

### **Regional Literacy PD Opportunities**

**Please share with literacy teachers and leaders.**

Please refer to the [Literacy PD Tour Summer 2022 Schedule](#) for details on this regional PD opportunity. All schools and systems in the parishes listed for each region are invited to attend. Please use the registration links for each region to sign up for this free professional development opportunity. Topics will include literacy resources to help teachers and interventionists provide targeted support, foundational skills support for upper elementary students, and literacy best practice implementation support for middle and high school instruction.

### **Louisiana Literacy Intervention and Foundational Tools (LIFT) Kit Release**

**Please share with literacy teachers and leaders.**

The Literacy Division has released a set of activities and resources to support teachers in providing targeted literacy support to struggling readers. These tools can be found in the [Literacy Library](#) under Instruction, Intervention, and Extension. The first six guidance documents are available to provide teachers in all content areas with support in annotating text, independent reading, partner reading, using rubrics, using student exemplars, and whole class read alouds. Additional documents to support content literacy are being developed and will be added to the Library by the end of summer. A [recording](#) of the [LIFT: Literacy Interventions Foundational Toolkit Session](#) presented at Teacher Leader Summit walks teachers and interventionists through the tool, how it should be used, and what resources are available to support teachers in providing targeted instruction and intervention.

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

## **Reminders**

- [Assessment, Accountability and Analytics](#)
- [Career and College Readiness](#)
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## ***Assessments, Accountability and Analytics***

### **State Placement Testing**

**Please share this information with school and district test coordinators.**

Pursuant to Bulletin 1566, Chapter 5: Placement Policies, transfer students, students seeking to transfer to a public school in grades 5 or 9 from any in-state nonpublic school, approved home study program, or out-of-state school shall be required to take the English language arts and mathematics portions of the State Placement Test.

- The 2022-2023 state placement test will be available in DRC INSIGHT beginning July 1.
- When possible, please notify DRC 30 days prior to testing students.
- Results will be returned in the reporting section of INSIGHT.
- If a school tested in June with the prior year test, results will return as expected.

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

## ***Career and College Readiness***

### **LEAP 2025 Statewide Graduation Flexibilities**

**Please share with secondary supervisors, high school administrators, district test coordinators and school counselors.**

The Board of Elementary and Secondary Education (BESE) has granted additional opportunities for high school seniors to meet the LEAP 2025 and Career Diploma IBC credentialing requirement for students in all school systems.

The aforementioned opportunities are available to high school seniors statewide who were enrolled during spring 2022 and will have graduated by August 31, 2022; met all other graduation requirements; and attempted all LEAP 2025 assessments at least one time. Please refer to the [Regulatory Flexibility Guidance document](#) for additional information.

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

### **Carl Perkins Leader Retreat**

**Please share with Perkins representatives from each educational agency.**

LCTCS and LDOE will convene an in-person CTE Leaders Retreat on July 20, 2022 at the West Baton Rouge Conference Center. [Registration](#) for the Carl Perkins CTE Leaders Retreat is by invitation only, exclusive to the Perkins representative from each educational agency.

The exclusivity of the retreat is designed with the intention to foster a brave environment that allows for strengthening connections, deepening knowledge, and supporting leadership development.

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

## ***Teaching and Learning***

### **Academic Content**

### **High School Outbreak Science Pilot: Free Summer Professional Learning**

**Please share with CTE supervisors, high school science/STEM supervisors and administrators, and high school STEM teachers.**

The Department is supporting a high school [outbreak science pilot](#) in partnership with the [Operation Outbreak](#) development team from the Broad Institute. Feedback from participating schools and teachers will inform the design and potential future implementation of high school STEM coursework. Interested educators are invited to attend a free four-day virtual summer training July 11-14. To reserve a space in this training, participants must [register](#) no later than June 30.

Please contact [STEM@la.gov](mailto:STEM@la.gov) with questions and for more information about pilot participation.

### **STEM and High School Science Teacher Micro-Credentialing Opportunity Expanded**

**Please share with high school science/STEM supervisors, administrators, and teachers.**

The Department has received an Education Innovation and Research grant from the U.S. Department of Education to research and develop a new mechanism to provide high-quality professional support and one of the nation's first credentialing systems to recognize the expertise of STEM teachers. This opportunity is now expanding to include high school biology, chemistry, and physics teachers who are currently teaching or plan to teach [high-quality science](#) curriculum during the upcoming academic year. Teachers who teach coursework within the Pre-Engineering or Digital Design and Emergent Media high school [STEM Pathways](#) are also eligible.

Please visit the [research project information page](#) for more information. Interested participants should contact [STEM@la.gov](mailto:STEM@la.gov) by August 1 to register.

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

## **Diverse Learners**

### **Reminder: Annual Parent Survey for Parents of Students with Disabilities** **Please share with special education leaders.**

Each year the Department [surveys](#) parents of children with disabilities in specific school systems to seek feedback on parental involvement. **We are looking for input from parents in the following school systems by June 30:** Avoyelles, Calcasieu, Caldwell, Iberia, Iberville, Lafayette, Natchitoches, St. Charles, St. Helena, St. Martin, Tensas, City of Bogalusa, Special School District, Belle Chasse Academy, The MAX Charter School, Community School for Apprenticeship Learning, Inc., Voices for International Business and Education, Lycee Francais de la Nouvelle-Orleans, New Orleans College Preparatory Academies, FirstLine Schools, Inc., Northeast Claiborne Charter, Acadiana Renaissance Charter Academy, Lafayette Charter Foundation, Alice M. Harte Elementary Charter School, New Orleans Charter Science and Mathematics High School, McDonogh 42 Charter School, and GEO Next Generation High School.

School systems listed above should ensure they have sent parents of students with disabilities a letter with survey access information and continue to use all communication structures to encourage parent participation.

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

## **Accelerate Louisiana’s Tutoring Strategy: Diverse Learners**

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

The Department remains committed to our belief that in order to address unfinished learning, we must provide equal-access, effective tutoring. The pandemic, as well as, weather related events has continued to cause an unprecedented disruption in the education of students throughout Louisiana. In response, systems must continue planning to address students’ unfinished learning.

On June 23, the Division of Diverse Learners hosted a webinar to take a deep dive into the existing guidance to support school systems in embedding Louisiana’s Pre-K to High School Tutoring Strategy in their operation structure. School system leaders are encouraged to review the [Accelerate Webinar Diverse Learners June 2022](#) slide deck to support implementation.

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

## **Foundational Literacy Modules for Grades 4-8 Educators Registration Open**

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

The Department has partnered with Public Consulting Group (PCG) to offer five free asynchronous science of reading modules for grades 4 - 8 educators. The Professional Development Modules are focused on content that is teacher-friendly and provides the knowledge and skills necessary for intermediate and middle school classrooms instruction by applying age-appropriate science of reading strategies. The five topics include understanding the science of reading, exploring phonics and advanced word study, creating fluent readers, developing vocabulary and increasing reading comprehension. Modules will open monthly beginning at the end of May and remain available throughout the 2022 - 2023 school year. [Registration](#) is open and will remain open throughout the release.

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

## **Educator Development**

### **Continuous Learning Toolkit Released**

**Please share with system leaders.**

The Department recently released the [Continuous Learning Toolkit](#). This toolkit includes guidance for system leaders on how to develop a continuous learning plan for modified operations during extended school closures. The Department will host a second webinar on July 14 at 9 a.m. System leaders should plan to attend the July webinar if they missed the one held on June 15.

**Webinar Date and Time:** July 14 at 9 a.m.

**Webinar Link:** <https://ldoe.zoom.us/j/99824313990?pwd=eXFsOXMxb0svWmhscWcwNFJBOWtiUT09>

**Webinar Phone Number:** 1-346-248-7799

**Meeting ID#:** 998 2431 3990

**Passcode:** 901854

Please contact [keisha.thomas2@la.gov](mailto:keisha.thomas2@la.gov) with questions.

## Literacy

### **Teacher Leader Summit Session Recordings Added to the Literacy Library**

**Please share with literacy teachers and leaders.**

The sessions that were presented by the Literacy Division at the recent Teacher Leader Summit have been recorded and added to the Literacy Library. Slide decks of the sessions are included for redelivery purposes.

- [Foundational Skills Don't Stop in 2nd Grade! LIFT Kit Overview Video](#)
- [Foundational Skills Don't Stop in 2nd Grade! LIFT Kit Overview Slides](#)
- [Behavior Management and Trauma-Informed Literacy Strategies Video](#)
- [Behavior Management and Trauma-Informed Literacy Strategies Slides](#)
- [Instructional Literacy Implementation and Practices Video](#)
- [Instructional Literacy Implementation and Practices Slides](#)
- [Supporting Reading Foundations in Upper Elementary Video](#)
- [Supporting Reading Foundations in Upper Elementary Slides](#)
- [Building Content Area Literacy in the Secondary Classroom Video](#)
- [Building Content Area Literacy in the Secondary Classroom Slides](#)

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

## School Improvement

### **School Support Institutes 2022 - 2023**

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

#### **School Support Institutes Webinar**

The [Division of School Improvement](#) will be hosting a webinar on June 29 from 10 to 10:30 a.m. This webinar will provide information on School Support Institutes and how the SSI pathways align to existing best practices supports that are provided by the LDOE and its vendor partners. Participants will be able to submit questions during this webinar.

- **Webinar Date and Time:** June 29 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97384699016>
- **Meeting ID#:** 973 8469 9016

#### **School Support Institutes Registration**

[Registration](#) is now open for School Support Institutes 2022- 2023. The following types of traditional public and charter schools should register:

- CIR labeled schools
- UIR-A labeled schools
- UIN CLSD grant recipients to attend the Literacy Pathway
- Non-label schools in systems approved for Achieve! funding to attend SSI

The registration process for system leaders and school-based instructional leadership teams should be coordinated by the system's **SSI point of contact**. The point of contact is the system leader who has been designated to receive all SSI-related information. To assist with the registration process, the point of contact is responsible for ensuring that principals of designated schools complete SSI registration and for

completing registration for any system leaders attending SSI per the [system seat allocation chart](#). Any system that has not yet designated a point of contact for SSI, should send that name and email address to [schoolimprovementdivision@la.gov](mailto:schoolimprovementdivision@la.gov).

Updated information about SSI, including the registration directions, learning pathways, training dates/times, and venues can be accessed on the [Division of School Improvement page](#).

**Registration closes July 8, 2022.**

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