



# Important News for **NONPUBLIC SCHOOLS**



**September 21, 2023**

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## **Important Dates for School Systems**

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

- Division of Diverse Learners Office Hours: [September 26 at 2p.m.](#)
- Assessment and Accountability Monthly Call: [September 26 at 3:45 p.m.](#)
- Teaching and Learning Monthly Call: [September 27 at 1 p.m.](#)
- Interests and Opportunities Office Hours: [September 28 at 10 a.m.](#)
- Healthy Schools Community of Practice: [September 28 at 2 p.m.](#)
- Nutrition Support Monthly Call: [October 3 at 1 p.m.](#)
- Child Welfare and Attendance Monthly Call: [October 5 at 8 a.m.](#)
- System Leaders Monthly Call: [October 6 at 9 a.m.](#)
- Monthly Principal Webinars – Math and Literacy: [October 9 at 1 p.m.](#)
- Zearn Support for Middle School Leaders: [October 10 at 9 a.m.](#)
- Educational Technology Monthly Call: [October 12 at 9 a.m.](#)
- Alternative Education Monthly Call: [October 12 at 10 a.m.](#)

## Upcoming Events and Deadlines

- Deadline to submit [Teacher/Principal, New Teacher, and Early Childhood Teacher/Leader of the Year Nominations](#): September 22
- [Principal Webinar Series - Social Studies Updates](#): September 25
- [Special Education Regional Tour](#): September 25 - October 3
- Deadline to submit Annual Financial Report (AFR): September 29
- Deadline to submit Budget Form A: September 29
- Deadline to submit ESSER II funding obligation: September 30
- Deadline to submit Outstanding School Support Employee [nominations](#): October 12
- [ACT College & Career Readiness Workshops](#): October 10 - 17
- [School Support Institutes](#) Session 2 Virtual: October 17 - 20
- School System Planning Guide/Super App launch: October 19
- [Mentor and Resident data](#) due in Edlink: October 20
- [Fall 2023 Counselor Institutes](#): October 24 - 26
- Deadline to submit [2023-2024 PPP](#): October 31
- Deadline to submit application for [Immersion Site Certification](#): November 15
- Deadline to [order AP Exams](#): November 15
- Deadline to submit [2023-2024 Title I, Part A - Annual Comparability Report](#): November 17

## Office of School Choice

### Quarterly Scholarship Enrollment Reminders

- Please note that the payment report generated in LEADS does not accurately reflect final payment amounts.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.
- Schools will have **30 days** from the last day of quarterly enrollment reporting period (September 7) to report any enrollment issues using a Payment Adjustment Form.
- All Payment Adjustment Forms for Quarter 1 are due by **October 9**. **Please note that late Payment Adjustment Forms submissions are not guaranteed payment.** Forms submitted after the deadline will be reviewed on case by case basis.

For questions, please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov) .

### Important Dates and Deadlines

[Click to access the full Nonpublic Programs Scholarship Annual Calendar for 2023-24](#)

Date	Item	Participants
October 1	Notice of Intent (NOI) for Louisiana Scholarship Program and School Choice Program Opens	Nonpublic schools actively participating or

		wishing to participate in LSP and/or SCP
October 15	NPS Annual Enrollment Closes	All BESE Approved Nonpublic Schools
October 15	BESE Approval Application Closes	All Nonpublic Schools Seeking Approval
October 15	Brumfield v. Dodd Application Closes	All Nonpublic Schools Seeking Approval
October 31	Notice of Intent (NOI) for Louisiana Scholarship Program and School Choice Program Closes	Nonpublic schools actively participating or wishing to participate in LSP and/or SCP

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

### **EdLink Security - Setting Up A New Account**

Each fall, all nonpublic schools that are currently BESE approved must submit their school's annual enrollment data. Nonpublic school reporting managers will need to create an account with EdLink and request the **NPS School Manager role**. The detailed steps can be found in the [EdLink Manual](#), which will guide each school through the steps to create an EdLink account. If support is needed, please email [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).

### **Nonpublic Schools Annual Enrollment Period**

NPS annual enrollment opened on **September 6**. All nonpublic schools that are BESE approved (Nonpublic Seeking State Approval) must submit their annual enrollment data. Please refer to the [NPS EdLink Manual](#) to assist new users in getting an EdLink account setup in order to complete their school's annual reporting. The last day to submit your school's NPS annual enrollment is **October 15**.

For questions please contact [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).

### **BESE (Board of Elementary & Secondary Education) Application**

All nonpublic schools seeking BESE approval for the 2024-2025 BESE school year must complete their [BESE application](#) from September 1-October 15 via Jotform.

For questions please contact [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).

### **Brumfield v. Dodd 2024-2025 Application**

The 2024-2025 Brumfield v. Dodd's application will open on **September 1** for nonpublic schools located on our [Nonpublic Schools](#) webpage. Schools must complete the [Brumfield v. Dodd application](#) or [Brumfield v. Dodd Annual Compliance Report](#) and attach it to your BESE application, which will be submitted via Jotform again this year. The application will close on October 15.

For questions please contact [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).

## **2024-25 Notices of Intent for Scholarship Programs**

The 2024-25 Notices of Intent for the Louisiana Scholarship Program and the School Choice Program for Students with Exceptionalities will be available on October 1. The link to the forms will be available via email, the scholarship website, and newsletter on that date.

The Notice of Intent is submitted to the Department each year in the fall by schools that wish to participate in the Louisiana Scholarship Programs and request \*NEW\* scholarship seats for the upcoming school year.

**Schools must complete NOIs for each scholarship program even if no new seats are being requested for the upcoming year.**

For questions please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.

## **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)***

## **Monthly Webinar Call**

Our [September Nonpublic Schools Monthly Call](#) was held on September 20. Previous presentations of each monthly call are currently available in the [School Systems Planning Library](#). Our next Nonpublic Schools Monthly Call will be held on [October 18 at 2 p.m.](#)

## Governmental, Administrative, Public Affairs, and Operations

### **Consolidated Monitoring Schedule for SY 2023-2024 (First Quarter Only)**

**Please share with career and technical education supervisors, federal program directors, special education supervisors, and superintendents.**

The LDOE conducts annual monitoring of school systems to ensure compliance with federal and state requirements. To assist school systems in thoughtful planning and preparation for a scheduled monitoring event, the Department is releasing the [first quarter monitoring schedule](#). The full monitoring schedule will be released prior to the start of the second quarter. This schedule is tentative, and the Agency reserves the right to make adjustments as necessary. School systems severely impacted by a disaster and currently listed on the schedule are asked to contact [LDOE-program.monitoring@la.gov](mailto:LDOE-program.monitoring@la.gov).

A more detailed monitoring notification reminder and any necessary planning documents or instructions will be emailed directly to superintendents, federal program directors, career and technical education supervisors, and special education supervisors of each school system appearing on the monitoring schedule.

Please contact [LDOE-program.monitoring@la.gov](mailto:LDOE-program.monitoring@la.gov) with questions.

### **Homeless Liaison Webinar**

**Please share with homeless liaisons.**

The LDOE will be hosting the fall 2023 Back-to-School McKinney Vento Webinar [September 29 from 8 - 11 a.m.](#) A McKinney Vento 101 session for new homeless liaisons will feature McKinney Vento updates, identification, the Early Childhood CCAP process, transportation, McKinneyVento.org, foster care, and ARP homeless funding.

- 8 - 9 a.m.: New homeless liaisons only
- 9:15 - 11 a.m.: All homeless liaisons

Information needed to join the call is included below.

- **Webinar Date and Time:** September 29 at 8 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97325870540>
- **Webinar Phone Number:** 470-250-9358
- **Meeting ID#:** 973 258 70540

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

## Assessment, Accountability, and Analytics

### **K-3 Literacy Fall Screening**

**Please share with school leaders and testing coordinators.**

State law requires that all school systems participate in a statewide literacy screener selected by the LDOE. Students must be screened within the first 30 school days. As school systems are completing

their first 30 days, all students should have a DIBELS 8th free or mCLASS composite score that is reported to the LDOE no later than October 13.

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

## Career and College Readiness

### **AP Exam Ordering Deadline**

**Please share with AP teachers, AP testing coordinators, and counselors.**

The deadline for [submitting orders](#) for AP Exams is **November 15** at 10:59 p.m. This deadline is for full year and first semester AP courses. The deadline for submitting orders for spring courses is **March 15**.

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

### **2023-2024 ACT Counselor 's Guide**

**Please share with administrators, counselors, and testing coordinators.**

ACT is offering a free [Counselor's Guide for the 2023-2024 school year](#). The guide provides information regarding national offerings of the ACT test, tools and resources to support students, season-based timelines for juniors and seniors, test preparation, and more.

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

## Federal Support and Grantee Relations

### **2023-24 Education Excellence Fund (EEF) Application**

**Please share with: Superintendents, School Leaders, EEF Coordinators, and Business Managers**

To assist schools systems in preparing for the upcoming release of the 2023-2024 Education Excellence Fund (EEF) application, Grants Management will host two Zoom meetings on Tuesday, September 26, 2023. The morning session will begin at 10:30 a.m. and the afternoon session will begin at 2:30 p.m.

Meeting information is provided below for the morning and afternoon sessions.

#### **Morning Session:**

- **Webinar Date and Time:** Tuesday, September 26, 2023 @ 10:30 a.m.
- **Webinar Link:**  
<https://doe.zoom.us/j/97361522811?pwd=ZkJta1hFZ1NTSThZT1F5UFI2dEJkZz09>
- **Webinar Phone Number:** US: +13126266799,,97361522811# or +14702509358,,97361522811#
- **Meeting ID:** 973 6152 2811

### **Afternoon Session**

- **Webinar Date and Time:** Tuesday, September 26, 2023 @ 2:30 p.m.
- **Webinar Link:**  
<https://ldoe.zoom.us/j/98125475637?pwd=amlUUmlJNU5NTWVRbDVWZXpROVhqdz09>
- **Webinar Phone Number:** US: +13126266799,,98125475637# or +14702509358,,98125475637#
- **Meeting ID:** 981 2547 5637

Please contact the LDOE Grants Help Desk ([LDOE.Grantshelpdesk@la.gov](mailto:LDOE.Grantshelpdesk@la.gov)) with any questions.

## **School System Financial Services**

### **FY 2022-2023 Annual Financial Report Collection Timelines**

**Please share with business managers and financial officials.**

Louisiana R.S. 17:92 requires that local school systems and schools provide financial data to the LDOE no later than September 30 each year. The financial data is submitted via the Annual Financial Report through the LEADS portal. The AFR documents needed to assist school districts in the submission of data can be found on the [Annual Financial Report web page](#). The deadline to submit the Annual Financial Report is **September 29**.

Please contact [staudit@la.gov](mailto:staudit@la.gov) with questions concerning the preparation of the financial information or account classification; email [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions regarding technical issues such as the electronic submission or online update process.

### **FY 2023-2024 Annual Adopted Budget and General Fund Budget Submission**

**Please share with business managers and financial officials.**

Louisiana R.S.17:88 requires that city/parish school boards submit an adopted balanced budget to the LDOE no later than September 30 each year. Required forms and instructions are located in the [Business Manager Support Library](#) under City/Parish School System Resources, General Fund Budget. The required documents must be submitted no later than close of business on September 29.

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

## **School System Relations**

### **Seeking Nominations for Excellent Educators**

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

The LDOE is currently seeking nominations for Teacher and Principal of the Year, Early Childhood Teacher and Leader of the Year, and New Teacher of the Year. Candidates for the New Teacher of the Year program must have less than one year of teaching experience.

Please submit nominations via the [nominations portal](#) by **September 22**. Multiple nominations are



accepted, as well as self-nominations. Upon portal closure, the nomination information will be shared with school systems for their consideration.

Please share the information for the [nominations portal](#) with stakeholders and encourage everyone to nominate outstanding teachers and leaders.

Please contact the following with questions:

- Teacher/Principal of the Year: [excellenteducators@la.gov](mailto:excellenteducators@la.gov)
- New Teacher of the Year: [laurie.carlton@la.gov](mailto:laurie.carlton@la.gov)
- Early Childhood Teacher/Leader of the Year: [shallan.jones@la.gov](mailto:shallan.jones@la.gov)

## Teaching and Learning

### Academic Content

#### **Instructional Support: Instructional Materials Reviews**

**Please share with content supervisors, literacy coaches, and school leaders.**

The LDOE conducts 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](#).

- McGraw Hill LLC - Wonders, ELA Grades K-2 (©2020)

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

### Educator Development

#### **New Teacher Experience Support Call**

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

The LDOE will host a series of support calls for [The New Teacher Experience](#) during the 2023-2024 school year. The support calls are designed to

- give in-depth information on the supports available to early career educators;
- provide updates on the professional learning modules, mentoring, and affinity groups; and
- offer collaboration opportunities and answer questions about the NTE.

The first call will be held **September 28 at 1 p.m.** The New Teacher Experience is a comprehensive induction program that offers multiple services designed to increase teacher effectiveness, enhance skills, and reduce attrition among beginning teachers.

- **Webinar Date/Time:** September 28 at 1 p.m.
- **Webinar Link:** <https://tinyurl.com/4c74bthm>
- **Passcode:** 235470



- **Phone:** 470-381-2552

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

### **Pre-Educator Pathway System Lead Call**

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

Offered quarterly, the Pre-Educator Pathway System Lead Professional Learning Community provides virtual opportunities for Pre-Educator Pathway/Grow Your Own System Leads to share best practices related to developing and expanding access to the Pre-Educator Pathway. All school systems are encouraged to attend regardless of current pathway status. The first call will be held **September 28**.

- **Webinar Date and Time:** September 28 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/3455048179>
- **Webinar Phone Number:** 1-346-248-7799,,3455048179#
- **Meeting ID:** 345 504 8179

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

### **Viewing Certification Data using EdLink 360**

**Please share with data managers, human resource directors, site leaders, and school system leaders.**

Certification data is available to view on EdLink 360. [Instructions](#) on how to view and filter certification data can be found in the [Workforce Attributes library](#).

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

### **Vacancy Data Reporting in EdLink**

**Please share with data managers, human resources directors, and school system leaders.**

In order to identify staffing vacancies across the state and within school systems, the LDOE is compiling current teaching vacancy data. Data managers should work with their SIS vendors to complete the automatic uploads of the “Vacant Staff” extract so that vacancy data is live in EdLink at the beginning of the school year when schools and systems are filling positions.

It is crucial for the LDOE to have a complete set of data and understand current realities regarding vacancies; therefore, we are asking school systems to complete this task, automatically or manually, by **September 30**.

School systems can find the instructions on how to set up the automatic extract on the [Edlink360 Support webpage](#).

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

### **Compass Information System (CIS) Updates**

**Please share with data managers, human resource directors, and school system leaders.**

All non-VAM teacher, counselor, and librarian evaluations should be finalized. The 2022-2023 VAM data will be released into CIS October 6. All VAM teacher evaluations should be finalized following that date. The final deadline to enter or [upload](#) 2022-2023 evaluation data is **October 27**.

The [Compass Information System \(CIS\)](#) will be open for the 2023-2024 school year November 3. Following this rollover, systems may begin [updating rosters](#) and entering data.

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

### **Numeracy Competency Focus Group**

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

[ACT 347](#) of the 2023 legislative session requires students in teacher preparation programs to receive instruction on foundational numeracy skills, which includes the revision of the math competencies. The LDOE is seeking focus group participants to provide feedback on the revised competencies. Interested participants should complete the [Numeracy Competency Focus Group Jotform](#) by **September 22**. Additional information, such as the dates and times for the focus groups, can be found on the Jotform. Chosen participants will be notified by **September 29**.

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

## **School Improvement**

### **Best Practices Level 1 and 2 Trainings**

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

There are dates still available this year for the Level 1 and 2 ILT and Teacher Collaboration training delivered by NIET. These are offered free of charge and are appropriate for leaders who have not completed this foundational training, including new school leaders, ILT members, and teacher leaders who facilitate Teacher Collaboration sessions. Visit the [NIET Best Practices Training](#) site to register.

Session dates available

- October 5 - 6: TC Level 1 Virtual
- October 5 - 6: TC Level 2 Virtual
- October 10 -11: TC Level 1 Onsite - Shreveport
- October 10 -11: TC Level 2 Onsite - Baton Rouge

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