

# LDOE Weekly Newsletter



**May 8, 2018**

Dear Colleagues,

I hope you're having a good Teacher Appreciation Week. It's inspiring to see schools and school systems across the state celebrating teachers on social media, holding events, making important awards, and continuing to professionalize teaching. I spent a great day yesterday in Richland and Lincoln parishes observing some of the extraordinary work they're doing on [residency models](#) for new teachers. Thanks to all of you who have made that important work possible.

In other news, the state will release the statewide four-year graduation rate and credentialing rate Thursday of this week. The report will include the cohort rates for individual school systems and schools as well. You will receive your school system and school-level data tomorrow evening. The statewide story will be one of progress and of the need for more progress. But it is an encouraging story, and there has been a lot of hard work behind it.

Later this week, the state will also announce that 50 days remain until financial aid form counts will be taken. All students graduating from public high schools this year are required to submit a [state](#) or [federal](#) financial aid form, a hardship [waiver](#), or a [signed letter](#) from parents who wish not to seek financial aid. The response from Louisiana's students and families has been overwhelmingly positive. Already Louisiana is a [national leader](#), and thousands more students will have their job training or college tuition paid for as a result. But we still have several thousand students left to go.

If you would like to have financial aid form support stations at your schools before or after graduation ceremonies so that parents can complete the forms, please contact [Ken Bradford](#). If parents are signing a letter of non-participation, please make sure letters are signed and stored for graduation cohort verification. With your leadership, we will make sure every student who wants financial support for future training or education receives that support.

There is a lot to celebrate this time of year. Let's make sure high school graduation is just one of many future celebrations for every young adult in Louisiana.

As always, thank you for all you do for our children,

John

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## Important Dates for School Systems

### Upcoming Events

- [May Superintendents Call](#): May 9 at 10:30 a.m.
- [May School System Planning Call](#): May 9 at 1:00 p.m.
- [Career and Technical Education New User Data Entry Webinar](#): May 9 at 3:00 p.m.
- [Introduction to Mentor Teacher Webinar](#): May 9 at 4:00 p.m.
- [2018-2019 System Enhancements Q&A Webinar](#): May 10 at 10:00 a.m.
- [Weekly Support Call for Special Education Training \(CEIS\)](#): May 10 at 2:00 p.m.
- [Introduction to Mentor Teacher Webinar](#): May 10 at 4:30 p.m.
- [Career and Technical Education Current User Data Entry Webinar](#): May 10 at 3:00 p.m.
- [Assessment and Accountability Office Hours Webinar](#): May 15 at 1:00 p.m.

### Important Deadlines

- [Heroin and Opioid Prevention Education Survey](#) due: May 18

## School System Support

### **Reminder: May Superintendents Call**

You are invited to participate in the [Superintendents Conference Call](#) hosted by State Superintendent John White on **May 9 at 10:30 a.m.** You may begin dialing into the call 15 minutes in advance. Please follow the instructions below.

To join the call:

- go to <https://louisianaschools.adobeconnect.com/suptscall/>;
- dial into the Phone Bridge: 877-475-0109;
- enter the Meeting ID #8695506; and
- identify yourself in order to be placed into the meeting.

### **Reminder: May School System Planning Call**

The **May School System Planning Call** will take place on **May 9 at 1:00 p.m.** The following school system supervisors should participate:

- Early childhood supervisors
- District test coordinators and accountability contacts
- Curriculum supervisors
- Talent supervisors: Teacher Leader, Mentor, Content Leader and Principal
- High school and career and technical supervisors
- Compass contacts and personnel directors
- Finance supervisors

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dpc> and
- enter the meeting room as a guest and provide your name; or
- dial 1-855-240-2575 and enter participant PIN # 89147656.

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

### **Reminder: Join the Compass 2017-2018 End of Year Webinar**

The Department is hosting a webinar on **May 10 at 1:00 p.m.** to provide Compass guidance to close out the 2017-2018 school year. The webinar will include information related to completing final evaluations and expectations for entering data into CIS. This includes how CIS will calculate VAM data and what is required of CIS users.

Additionally, more information about compass related sessions that will be offered at the Teacher Leader Summit and more information about training opportunities for new evaluators over the summer will be discussed.

To join the webinar (no preregistration is required):

- go to <https://louisianaschools.adobeconnect.com/academiccontent/>; and
- enter the room as a guest and provide your name; or
- dial 855-240-2575 and enter participant PIN # 89147656.

Please email [compass@la.gov](mailto:compass@la.gov) for more information.

### **Reminder: 2018 Teacher Leader Summit T-Shirts**

Looking for a way to show your Teacher Leader pride at this year's Summit? Then **order your 2018 Teacher Leader t-shirt by May 21** to receive it before the event! A limited number of t-shirts will also be available for purchase at the Summit.

Email [louisianateacherleaders@la.gov](mailto:louisianateacherleaders@la.gov) with questions.

## **Family Engagement**

### **New: Parent Guide to the LEAP 2025 Student Reports**

The Parent Guide to the LEAP 2025 Student Reports for grades 3-12 is now available in the [Family Support Toolbox Library](#).

- This guide helps parents read and interpret the LEAP 2025 student reports, with accompanying online resources.
- **The guide should be sent home with the student reports.**
- Translated versions are available in Spanish, Vietnamese, and Arabic in the Toolbox library.

Translated versions of the student report text and performance levels for all subjects and grade levels are also available in the library to support non-English speaking families in reading their child's report.

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

# Assessment and Accountability

## **New: Reminders for District Testing Coordinators**

### **General**

- All changes to district test coordinators (DTCs) or accountability contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the Assessment Library.

### **LEAP 360**

- LEAP 360 Interim Assessment District Item Response Files, School Test Session Summary Reports, and Test Session Summary Reports were posted for all forms on May 7. The remaining scheduled postings will be May 21, June 4, and June 18.

### **LEAP 2025**

- **Now - May 18:** LEAP 2025 high school computer-based testing window
- May 8: PBT Materials pickup 1
- May 9: Test invalidations and void forms due to [assessment@la.gov](mailto:assessment@la.gov)
- May 10: PBT Materials pickup 2
- May 12-19: PBT Materials pickup 3
- DTCs should ensure schools are running the readiness check before testing each day. Schools should open INSIGHT, select the purple check mark in the bottom left corner, and type 7745. If the screen does not show all green check marks, the technology coordinator should be notified.
- DTCs needing the unsent response flags cleared can now contact the Department assessment hotline to have those flags removed. Please check and ensure all responses are cleared from the TSM prior to calling the Department.
- Any school needing extended day times for test during the summer LEAP 2025/EOC administration should email [assessment@la.gov](mailto:assessment@la.gov) by May 11.

### **ACT and WorkKeys**

- **May 2 – Pre-scheduled FedEx pickup for ACT test materials from the accommodations makeup test date.** (May 10 – deadline for ACT to receive materials. Late arriving materials will not be scored.)

### **LEAP Connect/LAA1**

- The [Parent Guide to the LEAP Connect Student Reports](#) has been posted in the [Assessment Library](#).
- LEAP Connect/LAA 1 results will be available in [eDIRECT](#) in May. For directions on viewing score reports, reference pages 90-94 of the eDIRECT User Guide posted under General Information in [eDIRECT](#).

### **ELPT**

- The [Parent Guide to the ELPT Student Reports](#) has been posted in the [Assessment Library](#).
- ELPT results will be available in the [Online Reporting System](#) in May. An Online Reporting System User Guide will be posted to the [ELPT Portal](#) with the release of results that contains directions on viewing score reports.

### **Assessment Administration Support and Training**

The Assessment and Accountability Office Hours will be held on **May 15 at 1:00 p.m.**

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/assessment-accountability/>; and
- enter the meeting room as a guest and provide your name; or
- dial 1-646-307-1380 and enter participant PIN # 89147656.

## High School Pathways

## **New: 2018-2019 Pupil Progression Plan**

**Please share with school system supervisors.**

Pupil Progression Plans are the policies and guidelines local school systems use to determine whether students will be promoted to the next grade, retained in the current grade, or advanced (or skipped) to higher grades. Pupil Progression Plans also outline the criteria for high school graduation.

Each Local Education Agency (LEA) is required to develop a Pupil Progression Plan for review by the Department. Each agency may have slightly different procedures related to retention, advancement, promotion, and graduation.

As a result of the delayed release of the 2017-2018 Pupil Progression Plan template and related promotion policy updates, school systems may elect to:

- **Option 1:** Retain the locally approved 2017-2018 Pupil Progression Plan through the 2018-2019 school year; or
- **Option 2:** Submit an addendum outlining any plan updates for the 2018-2019 school year. Addendums shall be submitted no later than **August 31**.

The [2018-2019 Pupil Progression Election Form](#) is available on the Department's website. Notification of election must be submitted to [ppp@la.gov](mailto:ppp@la.gov) no later than **June 30**.

For more information, please email [ppp@la.gov](mailto:ppp@la.gov).

## **Reminder: Career and Technical Education Data Submission**

**Please share with school system secondary supervisors, career and technical education supervisors/coordinators, school leadership, and professional school counselors.**

The [Career and Technical Education \(C.A.T.E.\) Data System](#), will be open from May 15 to August 31 to submit 2017-2018 Career and Technical Education data as required for reporting of [Perkins Core Indicators](#) to the US Department of Education.

The Department will host two webinars to support school systems and schools with data entry.

**The first webinar will provide new users with introduction to the system's processes**, and will be offered on the following dates:

- May 9 at 3:00 p.m.
- May 16 at 10:00 a.m. and 3:00 p.m.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/newusers2018/>; and
- enter the meeting room as a guest and provide your name.

**The second webinar will provide current users with updates to the system**, and will be offered on the following dates.

- May 10 at 3:00 p.m.
- May 17 at 10:00 a.m. and 2:00 p.m.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/cate2018/>; and
- enter the meeting room as a guest and provide your name.

For further assistance, please contact [martha.moore@la.gov](mailto:martha.moore@la.gov).

## **Reminder: Financial Aid Planning Regional Events**

**Please share with professional school counselors and/or staff responsible for the implementation of financial aid planning policy in schools.**

It is a requirement that every graduating senior complete the [FAFSA](#), [TOPS application](#), have a parental [waiver](#), or hardship [waiver](#) on file. **Students not having met this requirement will not be considered graduates.**

There are regional events scheduled throughout the state for seniors who still need to submit the FAFSA to meet graduation requirements. Additional individual school events are scheduled and can be viewed at the [Regional Financial Aid Calendar](#).

If you need assistance with a FAFSA event, the Department can come to your site. E-mail [ldefinancialaid@la.gov](mailto:ldefinancialaid@la.gov) to set up a date/time.

For more information, please email [ldefinancialaid@la.gov](mailto:ldefinancialaid@la.gov).

## **Educator Preparation**

### **New: Searching for Louisiana's 2020 State Teacher and Principal of the Year**

The Department recognizes that great teachers and school leaders are critical to student success, and annually honors some of the state's most outstanding educators through the Louisiana Teacher and Principal of the Year programs.

Part of the selection process for naming the school system- and state-level winners each year includes recommendations from teachers, principals, school system employees, parents, colleagues, and community members.

**If you or someone you know meets the criteria below, please submit a nomination for Louisiana's 2020 State Teacher and Principal of the Year.** Self-nominations are also accepted.

- Demonstrates excellence in the field, guiding students of all backgrounds and abilities to achieve excellence.
- Demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning.
- Collaborates with colleagues, students, and families to create a school culture of respect and success.

**Nominations must be submitted via the [nominations portal](#).** The portal may also be accessed by visiting the [Department's website](#). Nominations will be sent to the local school systems for consideration as they select their top candidates.

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

### **Reminder: 2018-2019 Mentor Teacher Training Informational Webinar**

The Department received over 1,200 nominations from school systems for both Mentor Teacher training and Content Leader training for 2018-2019. Thank you for submitting your nominations. The Department has notified school systems of their nominees' acceptance, as well as the nominees themselves.

To kick off 2018-2019 Mentor Teacher training, the Department will host an informational webinar for all nominees. The webinar will provide an overview of the training and prepare participants for the first day of training. Training will begin for Mentor Teachers at this year's [Teacher Leader Summit](#) or during the week of June 5. School system leaders are also welcome to join the webinar. No pre-registration is required.

#### **Introduction to Mentor Teacher Webinar**

- Option 1: May 9 at 4:00 p.m.
- Option 2: May 10 at 4:30 p.m.

#### **To join the webinar:**

- go to <https://louisianaschools.adobeconnect.com/ldoeprofdev/>;
- enter the meeting room as a guest and provide your name; or
- dial 1-855-240-2575 and enter participant PIN # 8914765.

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

## **Special Education**

### **New: IDEA Alternate Assessment Monitoring Results Available**

Under ESSA, alternate assessment participation is limited to no more than 1.0 percent of all students. States that exceeded the 1.0 percent cap, including Louisiana, submit a waiver to the US Department of Education, and monitor school systems where more than 1.0 percent of students participated in the alternate assessment. The Department has concluded IDEA alternate assessment monitoring for the 2016-2017 school year.

All monitored school systems now have a notice of closure (no findings) or a notice of action (findings) available on the FTP.

For additional information, please email [iris.jones@la.gov](mailto:iris.jones@la.gov).

### **Reminder: AEPS to TS GOLD Transition Deadline and Supports**

**Please share with Special Education Directors, school administrators, and staff responsible for AEPS.**

As of July 1, Teaching Strategies Gold (TS GOLD) will replace AEPS as the assessment tool used to measure the progress and growth of 3-5 year old children with disabilities. In order to ensure timely and accurate communication regarding the transition from AEPS to TS GOLD, all Special Education Directors should complete [this form](#) by **May 30**, using information for the 2018-2019 school year.

For more information, please email [specialeducation@la.gov](mailto:specialeducation@la.gov).

## **Data**

### **New: 2018-2019 System Enhancements Q&A Webinar**

**Please share with data managers.**

To engage in further discussion and to answer questions data managers and their vendors may have on the 2018-2019 System Enhancements, the Department will host a webinar on **May 10 at 10:00 a.m.** No pre-registration is required.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dcw/>;
- enter the meeting room as a guest and provide your name; and
- select the "listen only mode."

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

## **New: Department Data Systems Customer Satisfaction Survey**

**Please share with data managers.**

An online Department [Data Systems Customer Satisfaction Survey](#) is available for LEA data coordinators involved in the submission of data to the Department's data systems (SIS, SPC, STS, CUR, PEP, SER, TSDL, SPS, Direct Match, Unique ID Assignment, and eScholar Customer Support). LEA personnel who contact the Department or eScholar staff for preparing, submitting, or correcting data are encouraged to participate in this brief survey. **Please complete submissions by June 8.**

If there are any questions, please email [systemsupport@la.gov](mailto:systemsupport@la.gov).

## **Reminder: 2017-2018 Teacher Roster Verification for VAM and TSG**

The Curriculum Verification and Results (CVR) Reporting Portal roster verification process ensures that teachers are assigned to the correct courses and classroom rosters for the purposes of value-added (VAM) and transitional student growth data (TSGD) analyses.

In 2017-2018, VAM results will account for 35 percent of the Student Growth component of the teacher's final evaluation.

- Teachers in grades 4-8 in ELA, Math, and Social Studies will receive VAM results.
- Teachers in Algebra I, Geometry, and English I will receive TSG results in 2017-2018 because these assessments are in transition to new achievement levels. These TSG results are for information purposes only and will not count in the teacher's final evaluation.
- Teachers in other grades and subjects will not receive VAM or TSGD scores.

**Now through May 18: The CVR portal will be open for roster verification.** During this time, users can view and check the roster data for accuracy, and make changes in the system.

An updated user guide for CVR is available in the [Compass Library](#) with information on this process. Additionally, please email [doecvr@la.gov](mailto:doecvr@la.gov) with questions.

## **Policy**

### **Reminder: 2018-2019 BESE Regulation Waiver Request Submission**

The Department continues to streamline its process for receiving and reviewing BESE regulation waiver requests. BESE regulation waiver requests for the 2018-2019 school year should be submitted to the Department via the [BESE Regulation Waiver Request Form](#) no later than **May 31**. BESE will review all waiver requests received by the Department at its June meeting.

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

### **Reminder: April BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on on April 18 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of local education agencies may be accessed [here](#).

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

## **Grants Management**

### **Reminder: eGMS SY2017-2018 8(g) Amendment Deadline**

**May 15 is the final date to submit SY2017-2018 amendments for 8(g) grants ending June 15.** School systems are to make all final SY2017-2018 program budget changes to ensure that applications can be approved.

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

### **Reminder: FY2017-2018 High Cost Services Round 1 and Round 2 Funds Expire on June 30**

School system that have not submitted their FY2017-2018 High Cost Services Round 1 or Round 2 budget (Amendment 1) should submit them in [eGMS](#) as soon as possible.

The majority of the HCS Round 1 funding is from FY2017-2018 state funds (MFP). All of the HCS Round 2 funding is from FY2017-2018 state funds (MFP). These funds will expire on June 30. Any obligations on these funds must be made by that date.

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

## **Safe and Healthy Schools**

### **Reminder: Complete the Heroin and Opioid Prevention Education Survey**

The Department is interested in learning about existing substance abuse and prevention programming in Louisiana school systems and schools and would appreciate input from the professional(s) with the most knowledge in substance abuse prevention within each school system. **Please have these individuals answer a brief [survey](#) no later than May 18; this may include wellness/health teachers, coordinators, or supervisors.**

Additionally, if an employee in your school system is interested in working with the Department to provide opioid-specific resources to schools across the state, please contact [michael.comeaux@la.gov](mailto:michael.comeaux@la.gov).