

LDOE Weekly Newsletter



May 14, 2019

Dear Colleagues,

Thanks to all of you who joined me earlier today to discuss the accomplishments of the class of 2018 and the high schools from which they graduated. As you know, tomorrow at 1:00 p.m., school system and state leaders will announce these results publicly. I hope you'll be able to join us in Baton Rouge on the Capitol steps or via [Facebook Live](#).

The results are exciting not just because of an increase in the number of high school diplomas, but also because those increases are paralleled by indicators that students are moving on to productive, compelling opportunities after high school. The increase in number of students graduating annually, for example, is matched by an increase in the number of graduates earning TOPS, providing them free tuition in universities and community colleges. And those students are going on to postsecondary education more prepared than ever before; the number of students earning dual enrollment credit, passing AP courses, and earning high-wage industry credentials is also at an all-time high.

More than half of all Louisiana high school students now earn such a postsecondary credit or credential before finishing high school. This is huge progress. But it should also leave us compelled to ask about the other half. Even as they graduate from high school, what is their next step? What is their path to a good first job, for example?

The answer for too many, of course, is that there is not an obvious path to a prosperous, self-determined life after graduation. There remains no statewide system to support recent graduates not bound for colleges or the military. So, as we celebrate extraordinary increases in high school graduation, TOPS, and postsecondary credentials, let us re-commit ourselves to assuring a path to what comes next for every graduate.

Our state has proven once again that its students can accomplish big things. More progress is on the horizon. Congratulations on all you and your teams have achieved, and all that is to come.

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

John

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Important Dates for School Systems

Upcoming Events

- [Class of 2018 Press Conference](#) (Facebook Live): May 15 at 1:00 p.m.
- [Early Childhood Care and Education Advisory Council Meeting](#): May 15 at 1:00 p.m.
- [Monthly Data Coordinator Webinar](#): May 23 at 1:00 p.m.
- [Assessment and Accountability Office Hours](#): May 28 at 1:00 p.m.
- [C.A.T.E. for School Systems and Schools Webinar](#): May 30 at 10:00 a.m.
- [C.A.T.E. for School Systems and Schools Webinar](#): May 31 at 10:00 a.m.

Important Deadlines

- Deadline to complete interest surveys for June [Educator Review Committees](#): May 17
- [21st CCLC RFP](#) deadline: May 17
- [K-2 Pilot Post Survey](#) deadline: May 17
- CVR closes for Roster Verification: May 17
- Last day of high school LEAP 2025 testing window: May 17
- [HCS Add/Drop Student Request](#) deadline: May 29
- [Special Education Leader Survey](#) deadline: May 31

School System Support

Reminder: Updates to 2019-2020 School System Support Calendar

The [2019-2020 School System Support Calendar](#) has been updated to include the following changes that are highlighted in yellow within the calendar.

- Updates to the 2019-2020 Assessment and Accountability Office Hours and Monthly Calls
- Addition of the monthly release of Classroom Chronicles

Please email districtsupport@la.gov with questions.

Family Engagement

New: Emergency Preparedness Tools for Students and Families

Please share with principals and school family engagement coordinators.

As schools come to a close, and hurricane season approaches, the Governor's Office of Homeland Security and Emergency Preparedness is sharing resources to help families prepare for an emergency. Families can also visit www.getagameplan.org for more information, or download the "Get A Game Plan" app.

- [Emergency Supply Checklist](#)
- [Louisiana Emergency Preparedness Guide](#)
- [Emergency Preparedness Guide for Persons with Special Needs](#)

Assessment and Accountability

For District Testing Coordinators

General:

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#).

- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).
- The updated Central Office Testing Site Manager is now available for download in eDIRECT under the Downloads tab. Central Office will replace the TSM for the 2019-2020 school year and must be installed prior to August.

K-2 Pilots

- **Now through May 17:** Instead of administering the Second Grade Checkup to students, the Department will be collecting feedback through a survey of all teachers and school system personnel involved in the pilot this spring. The survey will include sample test questions for teachers and students to interact with and questions on administration, reporting, and accountability. The survey will be emailed to school system contacts, administrators, and teachers. **Participants will have May 6-17 to complete the survey.**
- **Due May 17:** K-2 Pilot Post Survey - The Department is collecting feedback from school system contacts, administrators, and teachers that participated in the K-2 Pilots. If you are participating in the Second Grade Checkup Survey, you will **not** take this survey.

K-3 Assessments

- School systems must complete the K-3 Screener [survey](#) to indicate the assessment choices for their school system. The survey must be completed **by this Friday, May 17.**

LEAP 2025

- **This Friday, May 17:** Last day of high school LEAP 2025 testing window
- All 3-8 testing irregularities and void forms should be submitted to assessment@la.gov by this Friday, May 17.
- Seniors needing to take a LEAP 2025 assessment must be placed into the Senior form in [eDIRECT](#). All underclassmen should be placed in the regular form in [eDIRECT](#). All students regardless of grade levels can test in the same physical location.

LEAP 360

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a [Memorandum of Understanding \(MOU\)](#) to protect the item and test content. Submit the signed MOU to assessment@la.gov.

LEAP Connect:

- LEAP Connect/LAA1 student results are posted in [eDIRECT](#) under Report Delivery and View Reports. Additional guidance on viewing reports in [eDIRECT](#) is located in the [eDIRECT User Guide](#). The [Parent Guide to LEAP Connect Student Reports](#) should be sent home with the report.

ELPT

- ELPT student results are posted in the AIR Online Reporting System (ORS) that is accessed through the [ELPT portal](#). The [ORS User Guide](#) is available in the ELPT portal.
- The [Parent Guide to the ELPT Student Reports](#) should be sent home with the report in the parents' native language.

ACT and WorkKeys

- School Test Coordinators can now access student score reports in the [Validus](#) Online Reports Portal for students taking the WorkKeys assessments online. Score reports for WorkKeys assessments taken on paper will be available in the portal on May 15.
- [The ACT Score Report Schedule](#) and the [WorkKeys Score Report Schedule](#) can be found on the [ACT State Testing](#) site. Please refer to this schedule for estimated access and delivery dates.
- Students should begin checking their myworkkeys.com accounts for scores and NCRCs if earned. Students may contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539) for help accessing their accounts.
- **No later than June 10:** WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in [Validus](#). The [WorkKeys Online Reports Portal User Guide](#) has descriptions of each report and instruction for running the reports.
- **No later than July 2:** ACT school and district level reports will be available through [PANext](#).
 - Reports must be downloaded before [PANext](#) is activated for the 2019-2020 school year, which is usually the beginning to mid-August.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability **Office Hours** will be May 28 at 1:00 p.m. **There will be no Office Hours call on May 21.**

- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393463942

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#). Email assessment@la.gov with questions.

Reminder: Release of Class of 2018 Results

Tomorrow, May 15, the Department will announce performance data for the Class of 2018 at a press conference **at the Capitol at 1:00 p.m.** All are invited to attend as we celebrate the Class of 2018 as the most successful class in Louisiana history. Those not able to attend in person can view the announcement [live on Facebook](#).

This evening, Superintendents will receive via email copies of the public files that will be posted to the Department's [Data Center](#) tomorrow as part of the release. Individual school system and school-level cohort graduation and career credential files were shared via the FTP yesterday.

Class of 2018 college enrollment data will be released later this month. Additional details will be provided in this newsletter.

Email assessment@la.gov with questions.

High School Pathways

New: 2019-2020 Carl Perkins Grant Date Change

Please share with school system administrators, supervisors, and managers who work with the Carl Perkins Grant.

While the Carl Perkins application may be submitted at any time prior to June 30, the Department is unable to guarantee the application will be reviewed by the grant start date of July 1 if submitted after June 7. As a reminder, school systems with Perkins allocations must include Perkins narratives and budget all funds to pass consistency check and submit their Super App.

For all applications submitted by June 7, the Department team is committed to review by July 1.

For more information about the Carl Perkins Grant please contact jumpstart@la.gov.

New: C.A.T.E. for School Systems and Schools

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 30 to August 31 to submit 2018-2019 Career and Technical Education data as required for reporting of Perkins Core Indicators to the United State Department of Education (USDOE) Office of Career and Technical Adult Education (OCTAE).

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

- **Date and Time:** May 30 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/613151526>

- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 613151526
- **Date and Time:** May 31 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/538610281>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 538610281

For further assistance, please contact jumpstart@la.gov.

Reminder: 2019-2020 Course Choice Catalog

Please share with professional school counselors and district high school coordinators.

Registration for Course Choice 2019-2020 will open on July 1. The preliminary [2019-2020 Course Choice Catalog](#) is now available. Schools will register students directly with the course provider, colleges, and/or universities. Please refer to the [Course Choice Registration Instructions](#) for details on this process. Once students are registered, schools should document enrollments in the [Course Choice Reporting System](#).

Course Choice provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training, and dual enrollment course providers.

For more information, please contact sca@la.gov.

Special Education

New: Final 2017-2018 LEA Determinations

Please share with superintendents and special education directors.

Each year, the Department is required to assess the performance of school systems on the provision of special education and related services. These are called LEA Determinations. The Department will issue final results by the end of the week. The 2017-2018 LEA Determinations will be available on the FTP site with the name: LEA Code_LEA Name_2017-2018 LEA Determinations.

Please note that LEA Determinations are made at the school system level required by IDEA, while plans to improve struggling schools identified as UIR for students with disabilities is a separate process required by ESSA.

For more information, please email specialeducation@la.gov.

New: Special Education Leader Survey

The Department is seeking feedback on the needs of school systems in providing high-quality, specialized supports and related services to support students with disabilities. **Special education directors and coordinators should complete this [survey](#) by May 31.**

Please contact specialeducation@la.gov with questions.

Data

New: Monthly Data Coordinator Webinar

Please share with data coordinators and data managers.

The Department will hold its **monthly webinar for data coordinators and data managers** on May 23 at 1:00 p.m. Topics will include 2018-2019 end-of-year collections, data submissions, upcoming deadlines, validation reports and rosters, other updates, and best practices.

- **Webinar Date and Time:** May 23 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Phone Number:** 646-876-9923
(for dial-in only)
- **Meeting ID#:** 976397929

Please email systemsupport@la.gov with questions.

Finance

New: FY 2018-2019 Fiscal Risk Assessment

Please share with business managers.

By law, each city, parish, or other local public school board shall be notified on a regular basis of its financial status per the annual Fiscal Risk Assessment. The FY2018-2019 Fiscal Risk Assessment has been updated and populated for each school system or school to include the latest available data.

Preliminary data is now available on each LEA's "edfin" FTP site. Responses received by May 24 will be used to update each LEA's data (if necessary) prior to submitting the report to BESE. Please submit responses to schoolfinancehelpdesk@la.gov.

Additional information about the Fiscal Risk Assessment process is provided below.

- [FY2018-19 Fiscal Risk Assessment Memo](#)
- [Description of Factors](#)
- [School System or School Response Form](#)
- [Purpose of Fiscal Risk Assessment](#)

Please contact schoolfinancehelpdesk@la.gov with questions.

Reminder: 70 Percent Instructional Requirement FY2017-2018

Please share with business managers and all other finance officials.

Per the MFP Resolution, LEAs must ensure that **70 percent of the local school system general fund expenditures are in the areas of instruction and school administration at the school building level.** The instructional requirement calculation is complete for FY2017-2018, and an overview of the 70 percent expenditure process is [now available](#).

The items listed below are available in each LEA's "edfin" FTP site.

- **70% Calculation Summary - 2017-18.pdf** is a one-page summary of an LEA's 70 percent instructional requirement calculation.
- **Funds Proration.xlsx** provides a line-by-line item account of how each expenditure is allocated and the basis for that allocation.
- **Salary Distribution.xlsx** provides proration percentages by functional area based on PEP general fund salaries used to allocate AFR salaries, benefits, and certain other expenditures.
- **Staff-Student Distribution.xlsx** provides proration percentages by functional area based on PEP staff full-time equivalents (FTE) and separate percentages comprised of staff FTE and SIS student counts. These percentages are applied as indicated in the funds proration document.

Please review the data and contact doemfphelpdesk@la.gov with questions. A summary of this data will be presented to BESE at the June Finance Committee Meeting.

Grants Management

New: 21st Century Community Learning Centers Request for Proposals (21st CCLC RFP) Addendums

There are **several addendums to the 21st CCLC RFP, due this Friday, May 17**. The addendums are available for review on the [State's centralized solicitation site](#).

All questions must be sent in writing via email to rfp_ide@la.gov.

New: High Cost Services Round 2 Allocations

Allocations for Round 2 of the High Cost Services (HCS) grant are now visible in [eGMS](#). School systems that have been approved through the application process must now create budgets by creating an amendment in the HCS Round 2 application in eGMS. Amendment 1 must be created for all students for whom an allocation was received. The Department will review budget amendments for eligibility and allowability as they are submitted by school systems.

The next phase of the HCS application process is the student add/drop process. A request to add/drop a student must be submitted via email to terri.byrd@la.gov by May 29.

Please contact ldoe.grantshelpdesk@la.gov with questions.

Safe and Healthy Schools

New: Louisiana Youth Summit on Opioid Awareness **Please share with professional school counselors.**

Louisiana middle and high schools are encouraged to **save-the-date for the [South Louisiana Youth Summit on Opioid Awareness](#) on October 1**, at the Lakefront Arena in New Orleans. This half-day event, hosted by the [Mark Wahlberg Youth Foundation](#) and [DEA 360](#), is designed to educate middle and high school students about the dangers of opioid addiction and encourage them to be part of the solution to ending this epidemic. The Summit will seek to empower students to take action in their schools to promote prevention and encourage peers to seek the benefits of leading a healthy lifestyle.

This is a **free event**, and **registration details will be communicated** in the newsletter and the school system planning call **in August**. In the meantime, schools and counselors are encouraged to check the [Summit website](#) for event updates.

Please contact traynard@therendongroup.com with questions.