

# LDOE Weekly Newsletter



**November 19, 2019**

Dear Colleagues,

As you may have read or heard, yesterday morning several state agencies, including the Department of Education, temporarily lost all online services because of an attempted ransomware attack. The Department's website has been restored and is functioning properly. However, other Department systems, including CAFÉ portals, child care criminal background check portals, K-12 data systems, teacher certification portals, and the Electronic Grants Management System (eGMS), have not been fully restored. The state Office of Technology Services has been working for the last 24 hours to ensure all concerns have been addressed before bringing these systems back online.

Fortunately, to the best of our knowledge, school systems have not been impacted by this incident. State officials are aware of no devices outside of state agencies that have been infected by viruses related to this incident. We do ask that LEAs not log into statewide data systems such as SER, SIS, and PEP until further notice, as information uploaded may not be stored at this time and will likely be lost.

Individual offices at the Department will be in touch with staff within your school systems regarding upcoming deadlines that may be extended and upcoming webinars that may be rescheduled as a result of this incident. In the meantime, if you have questions related to this incident or other issues of cybersecurity, please contact Carol Mosley at [edtech@la.gov](mailto:edtech@la.gov).

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

John

## **In This Issue**

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## Important Dates for School Systems

### Upcoming Events

- [School Support Institute \(Lafayette Cohort\)](#): November 20 at 8:30 a.m.
- [School Support Institute \(Northern Cohort\)](#): November 21 at 8:30 a.m.
- **No School System Newsletter: November 26**
- [Super App Office Hours](#): December 2 at 11:00 a.m.
- [Assessment and Accountability Office Hours](#): December 3 at 1:00 p.m.
- [December School System Planning Call](#): December 4 at 1:00 p.m.
- [Monthly Data Coordinator Webinar](#): December 5 at 1:00 p.m.
- [Transcript Reporting System Training for Nonpublic Schools](#): December 10 at 3:00 p.m.
- [Transcript Reporting System Training for Public Schools](#): December 12 at 3:00 p.m.

### Important Deadlines

- [2020-2021 Extension Academies RFA](#) priority deadline: November 20
- [FY 2019-2020 Education Excellence Fund Application](#) deadline: November 21
- [2019 School Improvement Parent Meeting Survey](#) deadline: December 1
- [SIS Special Dropout Correction Period](#) deadline: December 2
- [School Support Institutes Statement Agreement](#) deadline: December 2
- [2020 Jump Start Convention Galleria Walk/School Exhibitions Application](#) deadline: December 6

## School System Support

### **New: School System Planning**

The [School System Planning Guide](#), [Super App Workbook](#), and [Super App Launch session presentations](#) can be found in the [School Improvement Library](#). Sign-in sheets for each launch are available in the [School Improvement Library](#) under 2019 Super App Launch. This month, school system planning teams should:

- Focus on establishing a meeting schedule for developing and submitting the Super App.
- Review the key actions located on page 16 of the [School System Planning Guide](#).
- Anticipate estimated 2020-2021 allocations of formula funds (ESSA, IDEA, and Perkins) in Super App in early December.

**Super App Office Hours:** An additional Office Hours will be held **December 2** at 11:00 a.m. to review budgeting indirect cost in Super App. Webinar details are listed below.

- **Webinar Link:** <https://ldoe.zoom.us/j/364654227>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 364 654 227

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

## **New: School Support Institutes Statement Agreement**

This week, school systems who have registered participants for the 2019-2020 School Support Institutes will receive a statement from the Department that includes the number of registered participants and the cost.

School systems should sign and return the statement agreeing to allow the Department to pay on their behalf.

Please return this statement to [ldoe.grantshelpdesk@la.gov](mailto:ldoe.grantshelpdesk@la.gov) by **December 2**.

## **New: December School System Planning Call**

The December School System Planning Call will take place on **December 4** at 1:00 p.m. The following school system supervisors should participate:

- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- Early childhood supervisors
- English learner supervisors
- Federal program supervisors
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors
  
- **Webinar Date and Time:** December 4 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Meeting ID#:** 398 875 849

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

## **Reminder: 2018-2019 School and Center Performance Score Release**

The 2018-2019 school and center performance scores were released in the [Louisiana School and Center Finder](#) and the [Performance Library](#). The School and Center Performance briefing and related press releases are included below.

### **School and Center Performance**

- [2018-2019 School and Center Performance Briefing](#)

### **Press Releases**

- [Scores Provide First Look at Improvement in Schools Identified in ESSA Plan](#)
- [Nearly 400 Early Learning Centers Earn Spots on State Honor Roll](#)

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

## **Reminder: Early Literacy Commission**

[Senate Resolution 182](#) and [House Resolution 222](#) established the Early Literacy Commission to study and make recommendations on developing and implementing an aligned system to provide effective evidence-based reading instruction for children from birth through third grade. In January, the Early Literacy Commission will make its final recommendations to BESE and the Legislature.

The Early Literacy Commission met on October 14. During this meeting, the committee heard from a panel of educators, who shared experiences and challenges in early literacy.

The remaining Early Literacy Commission meetings are listed below:

- November 20 (Small workgroups)
- [December 16](#) (Full panel meeting/Open Meeting /12:00–3:00 p.m., Thomas Jefferson Room)

Meeting materials and recordings are available on the [State Advisory Council](#) page.

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

## **Reminder: 2019 School Improvement Parent Meeting Survey**

In the 2019 regular session, the Legislature updated and clarified the requirements for school systems relative to parent involvement in school improvement plans. School systems were required to present the 2019-2020 approved school improvement plans to families within 60 days of the start of the school year.

Schools should report the date of their School Improvement parent meetings via this [survey](#) no later than **December 1**. This data will be reported to the legislature in the spring.

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

## **Assessment and Accountability**

### **For District Testing Coordinators and Accountability Contacts**

#### **Important: English III EOC School System Administration Materials**

- The English III EOC will no longer be available as a state-administered test. An English III test materials folder is now available on the secure FTP, which includes all materials needed to administer and score English III assessments provided three times yearly through a process determined by the school system. Included in the folder will be manuals that include specific directions.
- The [End-of-Course \(EOC\) English III School System-Administered Test FAQ](#) is now available in the DTC Resources area of the Assessment Library.
- Requests for braille forms of the test are provided as needed by the Department and should be addressed to [assessment@la.gov](mailto:assessment@la.gov).
- Please contact [jennifer.baird@la.gov](mailto:jennifer.baird@la.gov) with questions.

### Post-Data Certification Rosters

- Student-level rosters for all indices used in the calculation of school performance scores have been updated to include approved changes and voids and are now available on the secure FTP. As schools and school systems discuss the SPS with network leaders, the post-data certification rosters should be used to verify data. **Please note:** Corrections that should have been resolved during the data certification process cannot be used as grounds for an appeal or waiver of the SPS.

### LEAP 2025

- Fall high school test setup is now open in the DRC INSIGHT portal. District and school test coordinators should create test administrator numbers, verify accommodations, and assign students to test sessions. **Please note:** Accountability codes should not be applied until the end of the window for initial testers. Accountability codes are not necessary for students who are retesters.
- Fall 2019 [Test Administration](#) and [Test Coordinator](#) manuals are now available in the DRC INSIGHT portal for printing and distribution to school test coordinators and test administrators.
- School systems must submit their fall LEAP 2025 high school test administration schedules for school to [assessment@la.gov](mailto:assessment@la.gov) as soon as possible.

### ACT and WorkKeys

- Now–November 29: [PearsonAccessnext](#) (PANext) opens to manage participation, choose shipping dates, and verify the district secure shipping address for both spring 2020 ACT and WorkKeys.
- Now–January 31: Request accommodations and/or supports for eligible **ACT** examinees through the [Test Accessibility and Accommodations Systems](#) (TAA).
- The schedule of events for both ACT and WorkKeys spring 2020 are now posted on the [ACT State Testing](#) site. Please refer to these documents for all important dates and deadlines for both ACT and WorkKeys.
- The [ACT State Testing](#) site has an [Orientation](#) tutorial for ACT and [Configuration](#) tutorial for WorkKeys available.
- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk at 800-967-5539 (800-WorkKey).

### NAEP 2019-2020

- Thirty-one Louisiana schools are participating in the NAEP 2019-2020 Long-Term Trend Study. Each principal will designate a school coordinator (SC) to support the administration of the NAEP test. The SC will need to complete tasks during the pre-assessment period, collect student information, and enter it online. The deadlines for completing the Provide School Information (PSI) and E-filing are as follows:
  - **Completed:** Schools with age 13 students have completed the PSI and E-filing processes
  - **Completed:** Schools with age 9 students
  - **January 17:** Schools with age 17 students

### Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Office Hours** will be December 3 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

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

## High School Pathways

### **Reminder: 2020 Jump Start Convention Galleria Walk/School Exhibitions**

#### **Application**

**Please share with CTE supervisors, administrators, and counselors.**

The 3rd Annual Galleria Walk/School Exhibitions will be held during the 2020 Jump Start Convention on **January 28**. Due to limited space, approval for the 2020 Galleria Walk/School Exhibitions participants will be through a short application process sent to school systems who demonstrate:

- engagement for a wide diversity of students, in terms of background, interest, and disability;
- alignment to workforce needs with job placement for students;
- dedication to helping students attain culminating statewide credentials (IBCs);
- commitment to blurring the line between high school and post-secondary; and
- potential benefit of your Galleria Walk/School Exhibitions to other schools.

Those interested in applying to become a 2020 Galleria Walk/School Exhibition participant are asked to please complete the [online application](#) by **December 6**. Approved applicants will be notified via email by December 13 with further instructions and guidelines.

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

## Special Education

### **Reminder: 2018-2019 Significant Disproportionality Results Released**

Each year, federal regulations require the Department to analyze the likelihood that students with disabilities from one race or ethnicity will be subject to a certain outcome (over identification, restrictive placement, or exclusionary discipline), relative to students with disabilities from all other races and ethnicities, in each school system across the state.

School systems can now access their [significant disproportionality results 2018-2019](#). If a school system is identified as significantly disproportionate, they must set aside 15 percent of their IDEA Part B funding for coordinated early intervening services (CEIS) in Super App for the 2020-2021 school year. Additional information about CEIS is [available](#).

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

## Data

### **New: SIS Special Dropout Correction Period**

**Please share with data managers.**

The SIS Special Dropout Correction Period deadline is **December 2** to correct data for any students identified as potential dropouts and not corrected during the normal 2018-2019 SIS data collection periods. Please refer to the 2018-2019 EOY Dropout Correction Guidance information located on the Department's INSIGHT Coordinator Portal.

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

## **New: Monthly Data Coordinator Webinar**

**Please share with data managers.**

The Department will hold its monthly webinar for data coordinators and data managers on **December 5** at 1:00 p.m. Topics will include a review of open collections and data reporting updates.

- **Webinar Date and Time:** December 5 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom/j/976397929>
- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 976 397 929

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

## **New: Transcript Reporting System (STS) Training**

**Please share with data managers.**

The Department will hold training for nonpublic and public school data managers, who submit transcript data to the Student Transcript System (STS). The webinar will include a review of the process for submitting transcript and IBC data to STS for the 2019-2020 school year.

### **Transcript Reporting System Training for Nonpublic Schools**

- **Webinar Date and Time:** December 10 at 3:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/482241313>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 482 241 313

### **Transcript Reporting System Training for Public Schools**

- **Webinar Date and Time:** December 12 at 3:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/482241313>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 482 241 313

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

**New: 2019-2020 Teacher Roster Verification for VAM**  
**Please share with principals.**

The [Curriculum Verification and Results \(CVR\) Reporting Portal](#) roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of value-added (VAM) analyses. The data in CVR will be used to calculate a teacher's VAM score even if the teacher and/or principal do not verify the roster. Teachers instructing ELA, math, science, social studies (grades 4–8), and Algebra, Geometry, English I, and English II courses (all grades) should verify their rosters, as they are eligible to receive VAM scores.

November 1–December 13 (6 weeks): CVR Open for View-only

- Users can view and check the roster data for accuracy and make changes in the source data systems (SIS, CUR, PEP). The CVR Help Desk will be able to assist with any issues that a school system must correct in the source data systems.

An updated user guide for CVR is [now available](#).

Please contact [ldocvr@la.gov](mailto:ldocvr@la.gov) with questions regarding roster verification and [compass@la.gov](mailto:compass@la.gov) with general Compass related questions.

**Reminder: October Quarterly Home Study Reports**

The Quarterly Home Study Reports for October 2019 are available via the Data Management FTP (with user names ending in @datamgmt) in zipped files named *LEACode\_LEAName\_October2019HomeStudy* and will remain on the FTP until **February 1**.

Within the zipped file, there will be the following:

- Statewide enrollment numbers of SBESE-Approved Home Study students
- Detailed list of students from your LEA enrolled in Home Study program
- Each student's home study approval notification letter

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

**Reminder: HiSet Completer Files Available**  
**Please share with Data Managers and Accountability Staff.**

HiSet completer files are available on the [eScholar FTP](#). A HiSet completer file is available for download for those school systems that have students, grades 7 through 12, who passed the HiSet and have a completed Louisiana Community and College System (LCTCS) data sharing agreement on file with the Department. Student data for these HiSet completers can be updated in SIS 2018-2019 EOY during the Special Dropout Correction period, which ends on **December 2**.

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

## Policy

### **New: Example Student Fee Policy**

Act 240 of the 2019 Louisiana Legislative Session requires that school systems update their student fee policy to comply with new requirements no later than **December 1**. To assist in the effort of policy adoption, the St. Martin Parish School System has allowed the Department to share their recently adopted [policy](#) as an example of a compliant policy.

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

## Grants Management

### **Reminder: FY 2019-2020 Education Excellence Fund (EEF) Application**

The FY 2019-2020 Education Excellence Fund (EEF) Application is now available in the Department's electronic grants management system (eGMS). The submission deadline is **November 21**. Please review the EEF Application information under the Announcement section in [eGMS](#).

All applicants are encouraged to ensure EEF Contact Information and EEF Assurances have been completed and saved in the central data section in order to create the 2019-2020 EEF Application.

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

## Program Monitoring

### **New: SY 2019-2020 ESSA and IDEA Monitoring Rubrics Released**

The Department will continue to implement a risk-based monitoring selection process for federal program monitoring. The ESSA monitoring rubric will be made available to every school system assigned a letter grade. Additionally, the IDEA monitoring rubric will be made available to every school system assigned an LEA Determination. In most circumstances, school systems will receive two monitoring rubrics, ESSA, and IDEA.

The monitoring rubrics, which are the equivalent to a monitoring report card, provide a detailed preview of compliance factors and performance data analyzed to determine the most appropriate monitoring experience for school systems. Monitoring rubrics will be available for download via FTP **tomorrow, November 20** and will be accessible until **January 10**. The Department reserves the right to make adjustments to monitoring rankings based on factors which may not be included on the rubric. For any school system selected to participate in program monitoring, a formal monitoring notification from an assigned Department monitoring team leader will follow.

Questions regarding ESSA monitoring rubrics should be directed to [tasha.anthony@la.gov](mailto:tasha.anthony@la.gov). Questions regarding IDEA monitoring rubrics should be directed to [chauncey.carr-mcelwee@la.gov](mailto:chauncey.carr-mcelwee@la.gov).