

LDOE Weekly Newsletter



December 17, 2019

Dear Colleagues,

Christmas and New Year's Day fall in the middle of their respective weeks this year. Whatever your beliefs, whatever you celebrate, that increases the likelihood of a slow workplace for the next two weeks. Hopefully the traffic in your inbox will lighten. Hopefully you'll have peace, and potentially even some quiet.

My 16-month old daughter doesn't make peace and quiet a regular condition in our home, at least not in the waking hours. But when I get it, I value it. And I find my mind going not as much to planning for meetings or checking up on implementations -- not as much to productivity, important as that is. I find myself in those moments drifting into the deeper, and harder, questions about education and raising children. What do we want them to know and not know? What must they have in common and how must they be allowed to differ? What say should we have in what they believe and how they live?

Our answers to these questions may be ever-evolving, but we are called to ask them. Our schools are better if we consider them, discuss them, and act in light of them.

This holiday season, loud as it may get watching the game or around the tree, I hope you'll be given the occasional gifts of peace and of quiet, the time and space to reflect, to imagine, and to give thanks, for all the good works done by and for Louisiana's school children.

There will not be a newsletter next week or the week following. I look forward to corresponding again in the new year.

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

John

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Important Dates for School Systems

Upcoming Events

- **No School System Newsletter:** December 24 and December 31
- [EdLink Statewide Longitudinal Data System Webinar](#): December 19 at 1:00 p.m.
- [Transcript Reporting System Training for Public Schools](#) **changed to:** December 19 at 3:00 p.m.
- [Super App Office Hours](#): January 6 at 11:00 a.m.
- [Supporting Mentor Certification Webinar](#): January 6 at 2:30 p.m.
- [Assessment and Accountability Office Hours](#): January 7 at 1:00 p.m.
- [January School System Planning Call](#): January 8 at 1:00 p.m.
- [CLASS® Overview Webinar](#) **changed to:** January 9 at 10:00 a.m.
- [Monthly Data Coordinator Webinar](#): January 9 at 1:00 p.m.
- [Special Education Leader Monthly Webinar](#): January 9 at 2:00 p.m.
- [Teacher Leader Summit 2020 Early Bird Registration](#) opens: January 10
- [Assessment and Accountability Monthly Call](#) **changed to:** January 14 at 1:00 p.m.

Important Deadlines

- [2020 Jump Start Convention Galleria Walk/School Exhibitions Application](#) **extended deadline:** December 18
- [School Health Survey](#) deadline: December 20
- [2018-2019 Leader Evaluations](#) deadline: December 20
- [2020 Jump Start Convention Registration](#) deadline: January 3
- [Oct 1 CLASS Collection](#) deadline: January 8
- [SCA/Course Choice Spring 2020 Registration](#) deadline: January 10

School System Support

New: January School System Planning Call

The January School System Planning Call will take place on **January 8 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
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- **Webinar Date and Time:** January 8 at 1:00 p.m.
 - **Webinar Link:** <https://ldoe.zoom.us/>
 - **Meeting ID#:** 398 875 849

Please contact districtsupport@la.gov with questions.

New: School System Planning

This month, school system planning teams should be preparing for an approved and funded Super App by:

- collecting feedback from school leaders,
- holding planning team meetings to select strategies, and
- conducting planning team meeting(s) to develop a funding proposal and complete the [Super App Workbook](#).

Super App Office Hours will be held on **January 6 at 11:00 a.m.** for planning team members to review budgeting indirect costs, actions school systems should have taken during the month of December, and questions from teams. Webinar details are listed below.

- **Webinar Date and Time:** January 6 at 11:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/405281497>
- **Webinar Phone Number:** 646-876-9923
- **Webinar ID#:** 405 281 497

Presentations from past Super App Office Hours can be found in the [School Improvement Library](#).

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

Reminder: December School System Planning Call

The [December School System Planning Call Presentation](#) is now available in the [School Improvement Library](#).

Please contact districtsupport@la.gov with questions.

Reminder: Teacher Leader Summit 2020 Registration

The 2020 Teacher Leader Summit will take place May 27–29 at the Morial Convention Center in New Orleans. The Department has published an [overview document](#) to address the most frequently asked questions. **[Early Bird Registration](#) opens on January 10** for the Summit with the two phases below to follow:

- Regular registration (March 2 through May 11)
- On-site registration for those who do not register by May 11

To help offset the cost of running a high-quality, multi-day event for thousands of Louisiana educators, the Department will charge a small registration fee for the 2020 Teacher Leader Summit. This fee will cover:

- admission to conference,
- conference sessions, and
- lunch May 27 and May 28.

Description	1-Day Ticket	3-Day Ticket
Early Bird Registration (January 10–March 1)	\$35	\$80
Regular Registration (March 2–May 11)	\$45	\$100
On-site Registration (May 27–29)	\$60	N/A

Educators can receive a discount by registering early and registering for all three days at once. Educators can choose to not eat the lunch provided, but may not opt-out of the registration fee.

New for 2020 - Group Registration: School system supervisors may now purchase tickets for up to 10 of their educators in one transaction. School system supervisors who elect this option should be prepared to answer questions specific to each registrant (e.g. email address, content area) at the time of purchase. The supervisor will receive a receipt showing 10 ticket purchases, and each individual registrant will receive an email confirmation with their ticket information.

Please contact ldoeevents@la.gov with questions.

Reminder: 2020 Teacher Leader Summit T-Shirt Design Contest **Please share with teacher leaders.**

The Department is seeking inspiration for 2020 Teacher Leader Summit t-shirt design! Educators with an artistic flair are encouraged to submit their design for consideration by **February 7** to ldoecommunications@la.gov. The winning school will receive \$1 per shirt sold. Last year's school, Montegut Middle, was awarded \$968 from The Inkwell Press.

The winning design will be announced in the March edition of the Teacher Leader newsletter. Reference the [contest rules](#) for details or contact louisianateacherleaders@la.gov with questions.

Reminder: Registration Requirements under the Military Selective Service Act

The Department, U.S. Selective Service System, and U.S. Department of Education would like school systems to remind students of the registration requirements under the [Military Selective Service Act, 50 U.S.C. §§ 3801-3820](#).

Males are required to register beginning 30 days prior to their 18th birthday and extending 30 days thereafter. Late registration is accepted up to the 26th birthday. Failure to register prior to reaching age 26 may result in unfortunate life consequences, including:

- ineligibility for employment by the federal government, U.S. Postal Service, and many state and local governments;
- ineligibility to receive federal and, in some cases, state student financial aid;
- ineligibility to receive job training under the Workforce Innovation and Opportunity Act;
- ineligibility for security clearances; and
- delay in citizenship proceedings.

Registration can be completed [online](#), or by completing a hard copy of the Selective Service System registration form available at any U.S. Post Office, or available for downloading from the [Selective Service System](#) website. Additional registration [details](#) and [resources](#) are available.

Please contact dmcsupport@sss.gov with questions.

Reminder: Updated School System Planning Calendar

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

- Super App Office Hours
- Teacher Leader Summit Registration Opening Dates
- Early Childhood Care and Education Advisory Council Meeting Dates

Please contact districtsupport@la.gov with questions.

Reminder: School Support Institute Materials Available

The SSI materials from the Day 2 pathway events held in November have been posted to the [School Improvement Library](#). The materials include [SSI Day 2 Recap and Follow-up Guide](#).

Please contact delaina.larocque@la.gov with questions.

Assessment and Accountability

New: 2018-2019 Accountability Updates in the Superintendent and Principal Secure Portal

The [Secure Portal](#) has been updated to reflect 2018-2019 accountability results. The results reflect the ELPT learning year.

Please contact assessment@la.gov with questions.

For District Testing Coordinators and Accountability Contacts

Important: English III EOC School System Administration Materials

- The English III EOC is no longer be available as a state-administered test. It will now be administered by school systems to eligible students who need to pass the test as part of their graduation requirements and a paper-based test that school systems will score according to procedures detailed in the scoring guide for each form.
- 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 are 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.
- Please contact jennifer.baird@la.gov with questions.

LEAP 2025

- **The fall high school testing window will close tomorrow, December 18.** All students who have not met graduation requirements must be provided with every opportunity to retest.
- If initial testers do not test, an accountability code must be applied in the testing window. Retesting students who do not test during this administration do not need a code.
- Report any testing violations to assessment@la.gov.

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
 - **Completed:** Schools with age 9 students
 - **January 17:** Schools with age 17 students

Assessment Administration Support and Training Office Hours

Important Change: The next **Assessment and Accountability Monthly Call** has been changed from January 7 to **January 14 at 1:00 p.m.** January 7 will be an Office Hours call.

Assessment and Accountability Office Hours Call

- **Webinar Date and Time:** January 7 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

Reminder: CLASS® Overview Webinar

The Department is hosting a CLASS® Overview Webinar on **January 9** to provide information around the CLASS® tool, including current pilot updates and future opportunities to join. CLASS® is an observation instrument that measures the effectiveness of teacher-student interactions that promote academic learning, engagement, and social development. It is used statewide in pre-K and is now in its fourth pilot year for kindergarten. Information needed to join the webinar is listed below.

- **Webinar Date and Time:** January 9 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/413420187>
- **Webinar Phone Number:** 646 876 9923
- **Meeting ID#:** 413 420 187

Please contact brandy.brunson@la.gov with questions.

Reminder: LEAP 2025 Science Assessment Stimuli Reviews

Please share with content supervisors.

The Department is now recruiting participants for LEAP 2025 science assessment stimuli review committees. Committee participants, representing a variety of perspectives, will review stimuli to ensure the materials that will be used to develop item and task sets are fair and appropriate for all students and will allow an opportunity for students to demonstrate their knowledge and skills in science.

Stimuli review committees are convening in **two locations on different dates** to accommodate and reduce travel for participants from north and central Louisiana. Any interested teachers and content supervisors should complete an interest survey, linked below.

- Baton Rouge, January 21: [Biology](#)
- Baton Rouge, January 27: [Grade 4 Science, Grade 6 Science](#)
- Bossier City, January 28: [Biology](#)
- Bossier City, January 29: [Grade 4 Science, Grade 6 Science](#)

Please do not sign up for both locations, as committees will be reviewing the same content. Please note that participants will not be reimbursed for travel expenses, meals, or lodging. Input from educators is critical to sound assessment development and support in this endeavor is greatly appreciated.

Please contact danna.clinton@la.gov with questions.

High School Pathways

Reminder: National School Counseling Week

Please share with administrators and counselors.

Today's school counselors are an integral part of a school's education team. They support academic achievement, career development, and social/emotional development, ensuring students become productive, well-adjusted adults. National School Counseling Week (NSCW) is a time for school systems to highlight the tremendous impact school counselors have on students. Sponsored by the American School Counselor Association (ASCA), NSCW is always celebrated the first full week of February. **NSCW 2020 is February 3–7.**

Please visit the ASCA National School Counseling Week [website](#) for ideas and inspiration and download additional resources from the [Counselor Support Library](#).

Please contact leslie.gilliland@la.gov with questions.

Educator Preparation

New: Supporting Mentor Certification Webinar

The Department is developing initiatives to support Mentor candidates as they move through the certification process. An information webinar will be held on **January 6 at 2:30 p.m.** During this webinar, the Department will outline strategies to increase Mentor certification. Webinar details are listed below.

- **Webinar Date and Time:** January 6 at 2:30 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/173328318>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 173 328 318

Please contact andrew.palermo@la.gov with questions.

Reminder: Mentor Certification Support

The Department is seeking certified Mentors to become [Regional Talent Coaches](#). This part-time role will have a significant statewide impact in meeting the need for credentialed Mentors for undergraduate and post-baccalaureate teacher residents, as well as new teachers needing support. Regional Talent Coaches will provide direct support and guidance to Mentor candidates completing the certification process, ensuring all candidates successfully complete the assessment series.

In addition to direct support to Mentor candidates, talent coaches will provide feedback and recommendations to the Department on assessment design.

Mentors who have successfully earned the Mentor ancillary certificate are eligible to apply.

Please contact andrew.palermo@la.gov with questions.

Reminder: Leader Evaluation Uploads

2018-2019 leader evaluations are due to be uploaded into the Compass Information System (CIS) no later than **December 20**. This year, all uploads will be completed via the spreadsheet located in the CIS system and can be uploaded at both the site and the LEA levels. A [step-by-step guide](#) for uploading leader scores in CIS is available in the [Compass Library](#).

Please contact compass@la.gov for further questions.

Special Education

New: Join the Special Education Leader Monthly Webinar

The Department will hold its monthly webinar for school system directors, supervisors, and coordinators of special education on **January 9 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required. Webinar details are listed below.

- **Webinar Date and Time:** January 9 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/836904974>
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID#:** 836 904 974

Please contact specialeducation@la.gov for more information.

Data

New: Fall and Spring Data Collections

The Oct 1 CLASS collection deadline is **January 8** for the collection of school calendars and student schedules for all classes including CTE/CDF and interest and opportunities. This data is important for economically disadvantaged calculations/funding, federal reporting, assessments, and accountability (interest and opportunities index).

Several spring data collections will be opening in early January.

- The Feb 1 MFP collection opens January 14 for reporting student enrollment, free/reduced lunch status, homeless data, attendance, and discipline in the Student Information System (SIS) and special education data in the Special Education and Reporting System (SER). This data is important for MFP funding and economically disadvantaged calculations/funding. The reporting deadline is **February 14**.
- The TSDL spring collection opens January 6 for reporting class schedules for first time spring LEAP 2020 testers to the Teacher Student Data Link System (TSDL). This data is important for ensuring test sessions are correct in eDirect. The reporting deadline is **February 14**.
- The Student Transcript System (SIS) opens January 10 for the collection of mid-year transcripts for all students in grades T9–12 for the February BOR extract. Public schools should certify senior mid-year graduates. This data is important for determining admission to post-secondary schools and for accountability. The reporting deadline is **February 14**.

Please refer to the [2019-2020 Benchmark Calendar](#) for other important information regarding data submissions.

Please contact systemsupport@la.gov with questions.

New: EdLink Statewide Longitudinal Data System

The Department will hold several webinars for vendors and school data managers **this Thursday, December 19**, January 7, and January 10 to review the extract file specifications required to upload data to the EdLink Data Warehouse. [Pre-registration](#) is required. Webinar details are listed below.

- **Webinar Date and Time:** December 19, January 7, and January 10 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/659492496>
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID#:** 836 904 974

Please contact sherry.randall@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 **January 9 at 1:00 p.m.** Topics will include a review of open collections, submission deadlines, and EdLink Data Warehouse updates. Webinar details are listed below.

- **Webinar Date and Time:** January 9 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 976 397 929

Please contact systemsupport@la.gov with questions.

Reminder: Economically Disadvantaged Student Rosters

The Department released the October 2019 data file of economically disadvantaged students for each school system on December 10 for the purposes of informing grants, federal funding, and subgroup determinations. The single Excel file *(LEACode)(LEA Name)_Oct_2019_Economically_Disadvantaged* is available on the [Data Management FTP](#) through March 1.

Please contact systemsupport@la.gov with questions.

Federal Programs

Reminder: Funding Available for the Education of Homeless Children and Youth

The Request for Applications (RFA) is now available for LEAs who serve homeless children and youth. The grant will provide resources to improve the identification of homeless children and youth (including preschool-aged homeless children) and enable such children and youths to enroll in, attend, and succeed in school. Please review the [application](#) for details on how to apply for funding.

All LEAs must submit applications to ldoe.grantshelpdesk@la.gov by **January 31 at 12:00 p.m.** In the subject line of the email, please utilize the following format for the title: **2020-2023 EHCY Grant Application for (LEA name).**

[Fillable forms](#) are available in the [School Policy Library](#).

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

Program Monitoring

Reminder: Consolidated Monitoring Schedule for 2019-2020SY

The Department 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 [consolidated monitoring schedule for the 2019-2020 school year](#). This schedule is tentative and the agency reserves the right to make adjustments as necessary.

Quarterly updates will follow this newsletter announcement. Additionally, the assigned program monitoring team leader will send a more detailed monitoring notification reminder, along with any necessary planning documents or instructions, directly to superintendents and federal program directors of each school system appearing on the monitoring schedule. The [second quarter monitoring schedule](#) is also available.

Please contact tasha.anthony@la.gov with questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA). For questions related to the Individuals with Disabilities Education Act (IDEA), please contact iris.jones@la.gov.

Safe and Healthy Schools

Reminder: School Health Survey

As required by state law, the Department monitors and evaluates health, recess, physical activity, and employee training in schools to provide an annual report to the Louisiana Legislature. Participation is critical to providing accurate, high-quality data to the Senate and House Committees on health and welfare.

Please have one person per school complete the [School Health Survey](#) by or before this **Friday, December 20**. Each school should complete the survey.

Please contact michael.comeaux@la.gov with questions.