

LDOE Weekly Newsletter



December 18, 2018

Dear Colleagues,

With the holiday break around the corner, you have a lot to think about. I wish not to add to your list. Therefore, please accept warm holiday wishes from our team at the Department and from me. It's my sincere hope that both our team and yours will be spending the next two weeks with family, relaxing, reflecting, and recharging.

We are – all of us – so greatly blessed to serve this sacred mission of educating the next generation. I feel gratitude for that blessing most intensely this time of year. And I am grateful to serve that mission alongside each of you.

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 25 and January 1
- [Super App Weekly Office Hours:](#) January 7 at 11:00 a.m.
- [Monthly Assessment and Accountability Office Hours:](#) January 8 at 1:00 p.m.
- [January School System Planning Call:](#) January 9 at 1:00 p.m.
- [Monthly Data Coordinator Webinar:](#) January 10 at 1:00 p.m.
- [Special Education Leader Monthly Webinar:](#) January 10 at 2:00 p.m.
- [Webinar on Curriculum Tool for Families:](#) January 11 at 3:30 p.m.
- [Yearlong Resident and Mentor Data Collection Process Webinar:](#) January 14 at 1:00 p.m.
- [Data Coordinator Office Hours-Collections Kickoff:](#) January 14 at 2:30 p.m.

Important Deadlines

- [2017-2018 Leader Evaluation Score CIS](#) upload deadline: December 21

- [Reporting on Website Posting of Public School Choice](#) deadline: December 31
- [School Health Survey](#) due: December 31
- [2019 Jump Start Convention Registration](#) deadline: January 2
- [2019 Behavior Intervention Summit Registration](#) deadline: January 2
- [Alternate Assessment Eligibility Verification](#) deadline: January 4
- [SCA Course Choice Spring 2018 Registration](#) deadline: January 9
- [Louisiana School Counselor Association \(LSCA\) 2019 Award Nomination](#) submission deadline: January 15
- [Jump Start Survey](#) deadline: January 18

School System Support

New: January/February Supervisor and Principal Collaborations

Registration for the January/February Collaborations will open on January 7 and close on January 25. The collaborations will offer sessions for supervisors in the morning from 8:00 a.m. - 12:00 p.m. and for principals in the afternoon from 12:00 p.m. - 4:00 p.m.

Sessions will focus on supporting the implementation of School System Redesign Plans for 2018-2019 and School System Planning for 2019-2020 to support early childhood, curriculum and instruction, special education, assessments and accountability, workforce, and high school opportunities.

The Supervisor and Principal Collaborations will be offered on the following dates and locations:

- January 28: Baton Rouge, Hilton Baton Rouge Capitol Center (New Location)
- January 31: Harvey, Jefferson Parish School Board Office
- February 5: Ruston, Trinity Methodist Church
- February 7: Lake Charles, Calcasieu Parish Assessment Office

Please direct all questions to districtsupport@la.gov.

New: January School System Planning Call

The January School System Planning Call will take place on January 9 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
- Federal Program supervisors
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors
- **Webinar Date and Time:** January 9 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Meeting ID#:** 398875849

Email districtsupport@la.gov with questions.

New: Common Charter Application and Timeline

At their December meeting, BESE approved the 2019 common charter application and timeline. All school systems should review the [available information](#) regarding steps they will be required to take **by January 11** in order to run a new charter application process that is compliant with state law and policy.

School systems are invited to participate in a webinar that will (1) provide an overview of charter schools in Louisiana, (2) review local school system legal requirements regarding the charter application process, (3) provide guidance on operating a charter application process, (4) review what has changed between 2018 and 2019 in the common charter application and timeline, and (5) provide resources for local school systems in operating a charter application process. School systems may review the [webinar deck](#) in advance.

- **Webinar Date and Time:** January 7 at 11:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/967306760>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 967306760

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

New: Webinar on Curriculum Tool for Families

Please share with curriculum and family engagement supervisors.

Research shows that students whose families are actively engaged in their learning are more likely to succeed. However, schools often struggle to find ways to help families support student learning at home.

This year, the Department partnered with the Family Engagement Lab to pilot a tool, FASTalk, that engages families in improving literacy outcomes for all students, including English learners and students with disabilities, in six school systems. FASTalk sends text messages with literacy activities that are fully aligned with the ELA Guidebooks in grades 3-5. These message will be expanded to support K-2 Tier 1 curricula next year.

School systems interested in finding out more about this tool should join an informational webinar on January 11 at 3:30 p.m.

- **Webinar Date and Time:** January 11 at 3:30 p.m.
- **Webinar Link:** <https://zoom.us/j/119399003>
- **Webinar Phone Number:** 929-205-6099
- **Meeting ID#:** 119399003

Email vidya@familyengagementlab.org with questions.

Reminder: New Tier 1 Vendor Webinars

Please share with district test coordinators.

In November, school systems embarked on the school planning process for the 2019-2020 school year. To help school systems understand Tier 1 ELA and math curriculum options, the Department invited Tier 1 vendors to host webinars in December. A master list of webinar dates, times, and information on how to join is now [available](#).

Please contact louisianacurriculumreview@la.gov with questions.

Reminder: Super App Weekly Office Hours and Webinar Resources

The Department is offering recurring office hours for Super App support on Mondays from 11:00 a.m. - 12:00 p.m. through January 28. **Due to the holiday break, Office Hours will not be held on December 24 and December 31, but will resume on January 7.** Schools that have questions outside of the office

hours are still encouraged to log in and send their questions to Department representatives.

- **Webinar Date and Time:** January 7 at 11:00 a.m.
- **Office Hours Link:** <https://ldoe.zoom.us/j/594569803>
- **Office Hours Phone Number:** 669-900-6833
- **Meeting ID#:** 594569803

For schools interested in reviewing webinar materials presented during previous Super App learning experiences, the following materials are available:

- [Coordinated Early Intervention Services](#) presentation from the December 17 office hours
- [Nonpublic Equitable Share](#) presentation from the December 10 office hours
- [2019-2020 Equitable Services timeline](#) sent to nonpublic schools
- [Allowability of Federal Funds](#) presentation from the December 3 office hours
- Collaboration event resources are located in the [School System Support Library](#)

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

Family Engagement

Reminder: Parent Guides for 2018-2019 Assessments Now Available **Please share with principals, teachers, and families.**

The following parent guides are now available in the [Family Support Toolbox Library](#) to provide families with information on Louisiana's state assessments:

- Parent Guide to the LEAP 2025 Tests (3-12)
- Parent Guide to the ELPT
- Parent Guide to the LEAP Connect
- Parent Guide to LEAP 360

Translated versions in Spanish, Arabic, and Vietnamese are also available for all guides.

Please send these guides home to families, or this [flyer](#) to encourage parents to access these guides online.

Please email assessment@la.gov with questions.

Assessment and Accountability

New: For District Testing Coordinators

General:

- Schools are encouraged to send this [flyer](#) home to families in early 2019 to encourage them to access the parent guides to all of the state assessments.
- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the Assessment Library. The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year, provides action steps to ensure readiness for administering statewide assessments, and recommends resources for school systems and school staff.
- 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

- Paper versions of the high school Interim Form 1 and 2 assessments and Interim Form 1 answer keys have been posted in [eDIRECT](#) under General Information, Documents, Diagnostic/Interim 18-19, Paper Tests. Interim Form 1 ELA and math for grades 3-8 and high school will go live on October 23.

LEAP Connect

- The TAM and TCM for both LEAP Connect and LAA 1 are now posted in [eDIRECT](#) under General Information, Documents, LEAP Connect/LAA 1 Spring 2019.
- DTCs should begin delivering test security, preparation, and administration training for LEAP Connect/LAA1 to STCs and other applicable school and school system personnel, available in the Assessment Library.
- Testing personnel and students should continue to access the LEAP Connect OTTs in INSIGHT or via [website](#) in Google Chrome. OTT DTAs are posted in [eDIRECT](#).

ELPT

- The 2018-2019 AIR Secure Browser must be downloaded in the [EL Portal](#) under [Secure Browsers](#). Technology coordinators must have the new browser downloaded by January 1 on all devices being used for ELPT/ELPS.
- DTCs should begin delivering test security, preparation, and administration training for ELPT to STCs and other applicable school and school system personnel, available in the Assessment Library.
- Testing personnel and students should continue to access the ELPT OTTs through the [ELPT Portal](#).

ACT and WorkKeys

- The LDOE [ACT Test Administration Webinar](#) from November 29 is available in the Assessment Library.
- An update to the [ACT Schedule of Events](#) on the [ACT State Testing](#) site in the “Prepare for Makeup Testing” section on page 4 was posted on December 3. All DTCs and STCs should download the updated schedule.
- December 3 – January 25
 - ACT Mock Administration is open for any schools considering testing ACT online.
 - Install ProctorCache software and setup proctor caching in [PANext](#) (ACT online testing only).
 - Upload repeat grade 12 students in [PANext](#) for ACT using the SDU upload.
- Week of January 10
 - Students in grade 11 and students in grade 12 having no ACT score on record will be uploaded to [PANext](#) and should be completed by January 16.
 - Verify the grade 11 students and initial testing 12th grade students. Use the Enroll/Unenroll function to add newly enrolled students eligible for testing or remove students no longer enrolled.
 - The ACT Match/No Match Lists will be placed in the district FTP the week of January 10.

Assessment Administration Support and Training

The next Assessment and Accountability Office Hours will be January 8 at 1:00 p.m.

- **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.

High School Pathways

New: SCA Course Choice Spring 2018 Registration

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

Registration for Course Choice Spring 2019 is currently open and will close on January 9 at 5:00 p.m. Schools will register students directly with the course providers and/or higher education institutions. Please refer to the [Course Choice Registration Instructions](#) for details on this process. **Schools must document all SCA private provider and dual enrollment enrollments in the [Course Choice Registration System](#) by the end of registration deadlines in order to fund the courses using SCA allocations.**

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. These course offerings will enable schools to provide courses not currently available to their students, including:

- career and technical preparation supporting the Jump Start program;
- academic work required to achieve TOPS;
- advanced coursework not available at the school due to limited resources;
- dual enrollment courses from colleges and universities; and
- intensive remediation for students struggling to stay on pace for graduation.

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

New: Awards for Supervisors, Administrators, Advocates, and Counselors

Please share with school and school system-level personnel.

The Louisiana School Counselor Association (LSCA) is currently seeking nominations for its 2019 awards program in the following categories:

- Administrator/Supervisor Award
- Legislator Award
- Louisiana School Counselor of the Year
- Advocacy Award
- Writing Award

The winning elementary, middle/junior, high school, and postsecondary counselors of the year and all other award recipients is recognized during the annual Louisiana Counseling Association Conference. The [American School Counselor of the Year](#) is awarded in Washington, DC.

Please visit the Louisiana School Counselor Association (LSCA) [award page](#) or see the [information sheet](#) to learn more about these prestigious awards. **The deadline to submit nominations is January 15.**

For more information please contact info@louisianaschoolcounselor.org.

New: Jump Start Survey

Please share with CTE Leaders, professional school counselors, CTE teachers, principals, and Jump Start stakeholders.

In 2014, Louisiana launched Jump Start, revolutionizing career courses and workplace experiences for high school students. Since then, the Department has noted a growth in the number of industry-based certifications awarded, and many more students are pursuing the Jump Start TOPS Tech Diploma. This represents incredible progress in providing opportunities for students, but there is room to improve.

The Department is embarking on a comprehensive, seven-month review of Jump Start to develop a new blueprint – Jump Start 2.0 – that will set the Department’s vision for the next five years.

If you are a CTE leader, professional school counselor, teacher, school administrator or other Jump Start stakeholder, **we need your input. Please take a brief [survey](#) on Jump Start today and learn more. The survey will close on January 18.**

Please reach out to jumpstart@la.gov with questions.

New: 2019-2020 Carl Perkins Plans and Super App

Please share with school system administrators and career and technical education supervisors.

Carl Perkins school system plans for 2019-2020 will not be submitted as part of the February 1 Super App submission. The Department is awaiting final USODE guidance regarding Perkins V local plans. Thus, school system plans will be due later in the spring. **Perkins formula allocations will be uploaded into eGMS in April with competitive allocations and budgets will be due in May** to ensure annual plans are approved prior to the start of the grant period on July 1. Additional information and a new timeline regarding the submission of a Perkins plan and the required needs assessment will be messaged after the USDOE release of Perkins V guidance updates.

If there are further questions regarding Super App, please email ldoe.grantshelpdesk@la.gov.

Reminder: 2019 Behavior Intervention Summit

Please share with school system/charter administrators, school principals, child welfare and attendance staff, professional school counselors, and behavioral interventionists.

Registration for the 2019 Behavioral Intervention Summit is open until January 2. The summit will be held at the Raising Cane's River Center in Baton Rouge on January 30. Sessions at the convention will provide school systems with important information related to building effective multi-tier systems of support utilizing evidence based behavioral interventions.

Please note that the Department's registration platform has switched to Eventbrite. For individuals who previously registered for the 2019 Behavioral Intervention Summit through WisdomWhere, no additional registration is required. Each WisdomWhere registrant will receive an email with 'Next Steps' for downloading the Eventbrite app in order to access the event booklet for the summit. Additional instructions on how to utilize Eventbrite are [available](#).

A list of hotels offering a discounted rate is also [available](#). Regional PBIS Consortia funding may be used to defray the cost of travel and accommodations for summit attendees.

Please contact behaviorintervention@la.gov with questions.

Reminder: 2019 Jump Start Convention

Please share with school system/charter administrators, high school principals, professional school counselors, Jump Start regional team members.

Registration for the 2019 Jump Start Convention is open until January 2. The 2019 Jump Start Convention is scheduled for January 29 at the Baton Rouge River Center.

Please note that the Department's registration platform has switched to Eventbrite. For individuals who previously registered for the 2019 Jump Start Convention through WisdomWhere, no additional registration will be required. Each WisdomWhere registrant will receive an email with 'Next Steps' for downloading the Eventbrite app in order to access the event booklet for the Jump Start Convention. Additional instructions on how to utilize Eventbrite are [available](#).

Please contact jumpstart@la.gov with questions.

Educator Preparation

New: Yearlong Resident and Mentor Data Collection Process

In January, the Department will run a data collection process to make corrections to the 2018-2019 yearlong resident and mentor data. This data was originally collected in August 2018, and allocations were approved by BESE in October 2018. The purpose of this data collection is to make any corrections to the data collected in August. Corrections could include deleting residents who have dropped, adding residents who were accidentally left off of the August collection, or noting changes in mentors. **Data templates must be submitted by school systems no later than January 31.**

The Department will hold a **webinar on January 14** to provide guidance to school system leaders and preparation provider partners about the data collection process. **A link to the data template will be provided during the webinar and will also be accessible via the [Preparation Library](#).** All school systems and preparation providers with yearlong residents should join this webinar. Pre-registration is not required.

- **Webinar Date and Time:** January 14 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/100441367>
- **Webinar Phone Number:** 646-876-9923
(for dial-in only)
- **Meeting ID#:** 100441367

Please email believeandprepare@la.gov with questions.

Reminder: Department Releases Report on Mentoring in Post-Baccalaureate Programs

Roughly half of all teachers in Louisiana are prepared through post-baccalaureate, or “alternate certification” training programs that require significantly less pre-service practice experiences under the tutelage of a mentor teacher, compared to undergraduate residents, before serving as a teacher of record.

Research shows that structured support from and practice with a strong mentor teacher has a significant impact on teacher success and student growth. Therefore, during the 2018-2019 school year, the Department is supporting a pilot community of rural school systems that are implementing innovative approaches to post-baccalaureate preparation, which include:

- strategic partnerships with teacher preparation providers,
- extensive time for practice throughout the school year, and
- mentoring by expert teachers at each school site.

On December 6, the Department released a [report](#) highlighting important lessons learned from these pilots thus far, including the impact of increasing the amount of mentoring required as part of a post-baccalaureate program.

Please email believeandprepare@la.gov with questions.

Reminder: 2017-2018 Compass Leader Evaluation Scores

The **2017-2018 Leader evaluation scores should be uploaded into the Compass Information System (CIS) by this Friday, December 21.** For guidance on uploading the data into CIS, please review [Leader Evaluation Uploads](#), a step-by-step PowerPoint outlining the uploading protocol. This resource is also available in the “Training Materials” section of the [Compass Library](#).

For more information, please review the [2018-2019 CIS Timeline](#) located in the [Compass Library](#) in Louisiana Believes.

Please email compass@la.gov with questions.

Special Education

New: Verify Alternate Assessment Eligibility by January 4

Please share with district test coordinators.

The Every Student Succeeds Act requires states to ensure that only students with the most significant disabilities take the LEAP Connect alternate assessment. For any student who will participate in the Spring 2019 LEAP Connect alternate assessment, **school systems must add qualifying cognitive and/or adaptive assessment results to verify eligibility in SER by January 4.** Students will not be able to participate in the LEAP Connect alternate assessment in spring 2019 unless eligibility is verified. They will participate in regular statewide assessments.

Please email specialeducation@la.gov with any questions.

New: January Special Education Leader Monthly Webinar

The Department will hold its **monthly webinar for school system directors, supervisors, and coordinators of special education on January 10 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Date and Time:** January 10 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/670515231>
- **Webinar Phone Number:** 408-638-0968
(for dial-in only)
- **Meeting ID#:** 670515231

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

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 of eScholar, SPS, SPC, SIS, SER, and STS on January 10 at 1:00 p.m.** Topics will include 2018-2019 data submissions, upcoming deadlines, system enhancements, other updates and best practices.

- **Webinar Date and Time:** January 10 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.

New: Data Coordinator Office Hours-Collections Kick-Off

Please share with data coordinators and data managers.

The Department will hold office hours for data managers on January 14 at 2:30 p.m. The data management team will be on hand to answer questions regarding the upcoming collections:

SPC/SIS/SER Feb 1 MFP, TSDL Spring, Student Transcript System (STS). The webinar will also include instructions about how to use the data collection Validation Reports and Validation Rosters to ensure data quality and accuracy.

- **Webinar Date and Time:** January 14 at 2:30 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/711178912>
- **Webinar Phone Number:** 646-876-9923
(for dial-in only)
- **Meeting ID#:** 711178912

Please email systemsupport@la.gov with questions.

Reminder: Home Study Reports Now Available via DM FTP

Please share with child welfare/attendance staff and home study personnel.

Home Study Reports from the fall semester are available via the [Data Management FTP](#) (with user names ending in @datamgmt) in zipped files named "LEACode_LEAName_Oct2018HomeStudy" and will remain on the FTP until February 1. Within the zipped file, there will be the following:

- Statewide enrollment numbers of BESE-approved home study students
- Detailed list of students from your LEA enrolled in home study program
- Each student's home study approval notification letter
- Statewide enrollment numbers of registered nonpublic schools and student enrollment
- Detailed list of registered schools and student enrollment from your LEA

Please contact sue.millican@la.gov with questions.

Policy

New: December BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on December 12 and approved a number of bulletin revisions and recommendations. A [summary](#) of the approvals that directly impact the activities of school systems is now available.

Please email ryan.n.gremillion@la.gov for more information.

New: Federal Policy on Military Recruiting in Schools

Please share with principals and counselors to ensure your school system is in compliance with federal law.

Representatives of military recruiting offices have recently contacted the Department to express concerns regarding access to student contact information. By Federal law according to 20 U.S.C. 7908, all school systems that receive funds under the Every Student Succeeds Act (ESSA) must provide student's names, addresses, and telephone listings to military recruiters unless the student's parents or guardians have individually opted out of providing this information. Local education authorities cannot adopt a blanket opt-out policy and 20 U.S.C. 7908 supersedes any conflicting state law.

In addition, please be mindful that schools are to allow recruiters from the various branches of service equitable access to classrooms and/or facilities. Students interested in joining the military after high school should be allowed to receive information from all branches of service so they can make an informed decision if they are considering joining the military.

Contact kim.nesmith@la.gov with questions.

Reminder: Reporting on Website Posting of Public School Choice

[Act 459](#) of the 2018 Regular Session requires each public school governing authority to post their Public School Choice policy on their website by no later than September 30 and report the website link to the Louisiana Department of Education by no later than December 31.

Please send the Public School Choice policy website URL of your local governing authority to leslie.hill@la.gov by no later than December 31 as required by Act 459.

Safe and Healthy Schools

New: Change in Vision Screening Training

The Louisiana Department of Health, together with the Department, is exploring new pathways to integrate national standards and best practices into vision screening training for school nurses. The prior contract that provided vision screening training to school nurses has ended. Information on a new vision screening process will be shared in the newsletter when available.

Please contact the Louisiana Department of Health - Bureau of Family Health at 504-568-5629 for additional information.

Reminder: School Health Survey

Please share with principals.

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 only one person complete the [survey](#) by or before December 31. **Please note, each school should complete the survey.**

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