

CHARTER SCHOOLS



June 13, 2018

Superintendent's Message

Dear Colleagues,

As we head into the summer and into the June BESE meeting, I wanted to update you on three areas of collaboration between the Department and superintendents that will yield policies BESE will be considering next week.

Superintendent Kelli Joseph urged BESE and the Department to create a less burdensome and more thorough process for determining appropriate test score voids. Under [policy](#) BESE will consider next week, school systems and charter schools will now have a choice as to whether they wish to investigate voids, reducing unnecessary investigations. If investigations yield a desire to appeal voids, LEAs may do so to an independent body appointed by BESE. This body will meet once annually and will consider whether to reverse decisions to void test scores, making recommendations to the state superintendent. If the state superintendent does not accept the recommendation, the appealing LEA may appeal finally to BESE. This process provides several steps of due process, objective inquiry, and reduced bureaucracy. My thanks to the many of you who worked on it with our team.

Several of you also contacted the Department in recent weeks about the timing of a policy that would only count WorkKeys scores in a school performance score when students take the assessment no more frequently than once in 30 days. Too often students are being asked to take this test repeatedly in short periods of time, and this policy seeks to reduce testing time for students. However, the concerns about the timing of this policy's implementation are legitimate, and I have asked BESE to defer the implementation of this policy to 2018-2019, so that schools may adjust to the new requirement. My thanks to those of you who made us aware of this concern.

Finally, personnel directors and superintendents have voiced concern in recent months about the need for teachers working on gaining full certification to be able to continue their work in classrooms. In response to this advocacy, the Department is proposing to BESE that the [temporary authority to teach \(TAT\) policy](#) be extended from one year to three years, contingent on effective evaluations and continued effort to meet full certification requirements. We will continue to work with you on other related issues, especially math-specific certification issues. I look forward to ongoing discussion.

In each case above, school system leaders brought forth legitimate concerns based on their experiences in schools. I appreciate your taking the time to do this, just as I appreciate our staff's efforts to work through the issues and arrive at responsive and responsible solutions. This is, after all, the manner in which government is supposed to work. Thank you for your important role in that process.

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

John
Twitter [@LouisianaSupe](#)

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Action Items for Charter Schools

Date	Action	Owner(s)
6/15/18	DRC Online Cleanup	District testing coordinators
6/15/18	Complete Teacher Leader Summit survey	School leaders and teacher leaders
6/15/18	Complete End-of-Year STS reports	Data managers
6/22/18	Complete End-of-Year SIS and SER reports	Data managers
6/29/18	Submit ACT Data Sharing Agreement addendum	Accountability contacts
6/30/18	Submit budget for High Cost Services Round 1 or Round 2 in eGMS.	Grant coordinators and SPED Coordinators
6/30/18	Submit 2018-2019 Pupil Progression Election Form	CEOs

LEA Support

New: Teacher Leader Summit Follow-Up

Thank you to those that attended the 2018 Teacher Leader Summit! If you attended the Summit, please complete this brief [survey](#) by June 15 so the Department can improve future events.

Educators can find materials from most sessions in the [Teacher Leader library](#). In case you missed it, check out the [video](#) from the plenary highlighting the outstanding work that educators at Sallie Humble Elementary in Monroe City have done to ensure meaningful growth for every student, every day.

Please contact louisianateacherleaders@la.gov with questions.

New: STOP School Violence Federal Grant Announced

The U.S. Department of Justice is seeking applications for funding under the Student, Teachers, and Officers Preventing (STOP) School Violence Act Program. Two grant solicitations have been released:

- [This solicitation](#) specifically seeks applications that address the development and operation of school threat assessment and crisis intervention teams and the development of technology for local or regional anonymous reporting systems.
- [This solicitation](#) specifically seeks applications that address training school personnel and educating students to prevent student violence and training school officials in responding to related mental health crises.

Units of local governments are eligible to apply and may issue subawards to local education agencies. Applications under both solicitations are due on July 23.

New: Additional Training Dates for Great Minds Tier 1 Science Curriculum

Great Minds has the first science curriculum to be rated [Tier 1](#) in the Louisiana IMR process. While only grade 4 has been completed and reviewed, grades 3 and 5 units will be released throughout next year. Grades 3-5 educators can [register](#) to attend a two-day training, though grade 4 teachers should be prioritized.

- July 25-26 in Baton Rouge
- July 30-31 in Baton Rouge (added due to high demand)
- August 1-2 in Alexandria (added due to high demand)

All educators who attend a training will receive access to the PDFs of the grade 4 curriculum and released grades 3 and 5 units next year.

School systems can contact margaret.goodner@greatminds.org for information regarding adoption or contact louisianastandards@la.gov with additional questions.

Family Engagement

Reminder: Updated LEAP 2025 Parent Guide

The [LEAP 2025 Parent Guide](#) has been slightly updated and a new version is available in the [Family Support Toolbox Library](#). Please send this report home with the student reports later this summer.

Email assessment@la.gov if you have questions.

Assessment and Accountability

New: DRC Online Cleanup

The DRC Online Cleaning System opened on June 11th and will remain open until June 15th. **This is the only opportunity that school systems and schools will have to apply accountability codes to impending zeroes before the new progress index is calculated.** The system will include student records from LEAP 2025, EOC, LEAP Connect, and LAA 1. School systems should not wait until the August data certification period to address impending zeroes.

Email assessment@la.gov with questions.

New: ACT/WorkKeys MOU

Please share with Accountability Contacts.

The Department has executed and posted a [new data sharing agreement](#) with ACT for other realms in the [Data Sharing Agreement Library](#). This agreement allows ACT to deliver WorkKeys data from non-LDOE realms directly to the Department, eliminating the need to submit individual WorkKeys documentation for students during the August data certification period.

School systems wishing to participate should download the [addendum](#), sign, scan, and email the signed copy to LDEData@la.gov no later than Friday, June 29 in order for the WorkKeys data to be applied to the ACT rosters delivered to school systems in August.

Please email LDEData@la.gov with questions.

New: Action Items and Important Information for District Testing Coordinators

General

- All changes to district test coordinators (DTCs) or accountability contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the Assessment Library.
- On June 28, DRC will release an updated version of its DRC INSIGHT secure browser software. This is a required update, and it applies to all operating systems (Windows, MacOS, ChromeOS, and iOS). You will need to update to this latest version to complete any LEAP 2025 or LEAP 360 testing after June 28. If you configured your devices to auto-update when you installed INSIGHT, the software will automatically download and install this update upon launch. If you did not configure INSIGHT to auto-update, you will need to manually install INSIGHT before completing any testing.

LEAP 360

- LEAP 360 will close for the 2017-2018 school year on June 18. Diagnostic and Interim test setup for 2018-2019 will be available on July 16 in [eDIRECT](#).
- LEAP 360 Interim Assessment District Item Response Files, School Test Session Summary Reports, and Test Session Summary Reports were posted for all forms on May 22. The remaining scheduled posting will be June 18.
- [A District's Guide to LEAP 360](#) serves as support tool for school systems to use when implementing the components of LEAP 360 in schools. School systems should use this guide and its resources to develop a plan for LEAP 360 training.

- LEAP 360 in schools. School systems should use this guide and its resources to develop a plan for LEAP 360 training, administration, and data analysis and to guide instructional and assessment planning in schools.
- Updates have been made to [A Teacher's Guide to LEAP 360](#) to improve LEAP 360 instruction and implementation. The document is posted to the [Assessment Library](#).
- The new [Parent Guide to LEAP 360](#) can be used to facilitate communication between educators and parents is now available. Translated versions in Arabic, Spanish, and Vietnamese are also available.
- School systems that signed a LEAP 360 Memorandum of Understanding (MOU) for the 2017-2018 school year may choose to continue using LEAP 360 through June 30, 2019, under the same terms and conditions. To opt-in and amend your school system's existing agreement, each Superintendent must sign an [amendment](#) to the original agreement and return an electronic copy to assessment@la.gov by July 7. School systems wishing to participate in LEAP 360 during the 2018-2019 school year need to ensure they also have a [non-summative data sharing agreement](#) on file with the Department.
- School systems should review the following Summit presentations on LEAP 360.
 - [LEAP 360 Overview](#)
 - [A Teacher's Guide to LEAP 360](#)
 - [A District's Guide to LEAP 360](#)
 - [LEAP 360: ELA Deep Dive](#)
 - [LEAP 360: Math Deep Dive](#)

LEAP 2025

- LEAP 2025 school system and school-level results will be available in the FTP by June 30.
- The public release of state, school system and school-level data will occur in early July.
- Summer EOC/LEAP 2025 test setup is open. Schools should ensure all accommodations and test sessions are created prior to summer \LEAP 2025 HS/EOC administration. DTCs can use the [eDIRECT User Guide](#) for step by step directions.
- School systems should review the following summit session materials on LEAP 2025.
 - [Math Assessment Make the Case 3-5](#)
 - [Math Assessment Make the Case 6-8](#)
 - [Math Assessment Make the Case A1-GM](#)
 - [Social Studies Assessment Results Make the Case](#)
 - [Social Studies Assessment Results Make the Case](#)

LEAP Connect and LAA 1

- Interpretive Guides for understanding [LEAP Connect](#) and [LAA1](#) scoring and reporting are posted to the [Assessment Library](#).
- The LEAP Connect Online Tools Training (OTT) is now posted for ELA and math grades 3-8 and 11. The OTT can be accessed through the INSIGHT Portal or through the [LEAP OTT site](#), and the OTT DTAs are posted in [eDIRECT](#) under General Information.
- School Systems should review the Summit presentations [LEAP Connect Grades 3-8 Results](#) and [LEAP Connect High School Overview](#).

ELPT and ELPS

- Beginning August 1, the English Language Proficiency Screener (ELPS) will be available for school system use. The ELPS is a tool to determine if students entering Kindergarten through grade 12 are English learners (ELs) who require supplementary support services to continue developing language proficiency in English. Students who do not score proficient on the ELPS will be identified as an EL and can receive an [EL Accommodations Plan](#). The [Summit ELPS presentation](#) and [ELPS Guidance](#) document are posted in the Assessment Library.
- School systems should review the Summit presentation [ELPT Results: Next Steps](#).

High School Pathways

New: Fix the FAFSA Event

Please share with professional school counselors and staff responsible for financial aid planning.

Graduation has passed, but it's not too late for students to fix the FAFSA. The Louisiana Office of Student Financial Assistance (LOSFA) will be holding their Fix the FAFSA event for recent high school graduates and parents who need assistance with correcting errors and completing the FAFSA before the Louisiana July 1 priority deadline. This event is open to anyone who needs assistance with the financial aid application process.

Where: Goodwood Library, 7711 Goodwood Boulevard, Baton Rouge, LA, 70806

When: June 30 from 10:00 a.m. until 2:00 p.m.

Please email brittani.williams@la.gov for more information about Fix the FAFSA, or see the [LDOE Regional Financial Aid Calendar](#) for other events being held throughout the state.

New: LELA FAFSA Support

Please share with professional school counselors and staff responsible for financial aid planning.

The Louisiana Education Loan Authority (LELA) is available via phone to help any recent high school graduate in need of completing or correcting the FAFSA this summer. Call 1-844-463-2372 for live assistance with any FAFSA related question or to receive assistance working through the form. LELA also has scholarships available for recent graduates. Online [registration](#) is now available.

For more information please contact carmichael@lpfa.com.

New: 2018 ACT College and Career Readiness Workshop

Please share with administrators, counselors, and teachers.

The 2018 ACT College and Career Readiness [Workshop](#) will be offered in multiple locations in Louisiana this fall.

- September 25: Baton Rouge- Lod Cook Alumni Center
- September 26: New Orleans- University of New Orleans
- September 27: Lafayette- University of Louisiana at Lafayette
- October 3: Shreveport- Centenary College of Louisiana

During this free, half-day workshop participants will::

- get answers to the questions you have about your data and the tools you use,
- get advice on educational measurement, and
- be introduced to free personalized instructional resources.

[Registration](#) is now open and will close two weeks before each event.

Please contact tristen.guillory@la.gov with questions.

New: ACT Workforce Summit 2018

The [2018 ACT Workforce Summit](#) will take place in New Orleans October 8-10. At the 2018 ACT Workforce Summit, educators, workforce and economic developers, Work Ready Community leaders, employers, and industry partners will unveil collaborative and innovative approaches, best practices and success stories that help students and job seekers achieve career and workplace success and employers find the talent they need to be competitive.

For more information, please email elizabeth.conlon@act.org.

Reminder: Correctly Coding Courses in Student Transcript System (STS)

Please share with school leaders, and counselors.

As processing begins for the graduating class of 2018, it has been observed that courses qualifying for the TOPS weighted GPA are being coded incorrectly in the Student Transcript System (STS). This error could affect students' TOPS GPA, possibly resulting in students being found ineligible or awarded the incorrect level of TOPS.

For example, if the course is English IV: Honors, the course code that should be used is 120342. If it is entered as 120334 English IV and typed in as a 5.00 scale course, the system will not recognize the course as a 5.00 course. The course will only be counted as a 4.00 course.

For a complete list of courses and course codes eligible for the TOPS weighted GPA, click [here](#). Please validate that courses are being entered correctly in STS.

For questions, please contact tristen.guillory@la.gov.

Reminder: 2018-2019 Pupil Progression Plan

Please share with school system supervisors.

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

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

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

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

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

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

Educator Preparation

New: Praxis Support Guide Released

Today the Department released the [Praxis Support Guide](#). This guide is designed to assist aspiring teachers with test preparation for the Praxis exams necessary for teacher certification.

The guide includes information about required Praxis exams for each certification area. In addition, it includes directions for creating an individualized study plan, recommendations for how to provide follow up support to someone on a study plan, and a list of test preparation resources.

If you have questions or would like to suggest additional resources to add to the guide please contact believeandprepare@la.gov.

New: 2017-2018 Educator Workforce Reports

Starting this spring, the Department released sections of 2017-2018 educator workforce data. All sections of the educator workforce data are now released in the [secure reporting site](#).

In addition, an updated appendix that contains information regarding classes taught by out-of-field and uncertified teachers has been added to each school system's FTP. Please contact your data manager to access this file.

If additional users need access to the secure portal, please contact systemsupport@la.gov.

The Department also released the [Regional Workforce Reports](#), which contain workforce data around recruiting and hiring, teacher effectiveness, retention, promotion, granting tenure, and compensation for each of the geographic regions and for the state.

Please email believeandprepare@la.gov with questions.

Reminder: Department Names the 2019 Teacher and Principal of the Year Finalists

On May 30, the Department announced the [2019 Teacher and Principal of the Year finalists](#) LIVE from the Teacher Leader Summit in New Orleans. All 48 of the 2019 Teacher and Principal of the Year finalists and semi-finalists were recognized at the summit.

These outstanding educators will be celebrated and honored at the [12th Annual Cecil J. Picard Educator Excellence Awards Gala](#) on July 27, at the Crowne Plaza Executive Center in Baton Rouge, Louisiana. This exciting event is co-sponsored by [Dream Teachers](#). Congratulations to these educators!

If you have any questions, please contact excellenteducators@la.gov.

Special Education

New: Final 2016-2017 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 to school systems by the end of the week. The 2016-2017 LEA Determinations will be available on the FTP site with the name: LEA Code_LEA Name_2016-2017 LEA Determinations.

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

Data

New: End of Year Submissions and Validation Reports

Please share with SIS, SER, and STS data managers.

To assist with data submissions and error correction for SIS, SER and STS, validation reports and validation rosters are available on the data management FTP site beginning June 13 in the Data Validation subfolder. Data managers should download the validation reports, analyze the data and make any necessary corrections in the source systems. This will help identify any issues before the systems close.

SIS Data Managers should work with their Food and Nutrition Supervisor to verify their DirectMatch (DC free) and other lunch category counts (DC extended, etc.) and make any necessary corrections in SIS EOY.

End of Year reporting deadlines are June 22 for SIS and SER, and June 15 for STS. Please refer to the [2017-2018 Benchmark Calendar](#) for additional information.

Please email sherry.randall@la.gov with questions.

Reminder: Sponsor Site (SPS) Changes for the 2018-2019 school year

Please forward to SPS data coordinators.

School systems are now able to access [electronic forms](#) to request updates/changes to their system and school information that must be reviewed/approved by the Department. SPS rolled over to the 2018-2019 school year on June 1, and school systems are able to update certain information in SPS (administrator's name, website links, clubs/sports).

Please refer to the [2017-2018 Benchmark Calendar](#) for upcoming SPS deadlines for identifying new schools and other types of updates (e.g. grade configuration, address changes, administrator changes, Alternative Schools, Alternative Programs, etc.).

As an early reminder, school systems should access SPS and certify the 2018-2019 information for their school systems and schools, no later than September 30. This is necessary to ensure data reported to the source systems is accurate and complete, as it will be displayed properly in School Finder.

Please contact kaylie.loupe@la.gov with questions.

Reminder: Department Data Systems Customer Satisfaction Survey

Please share with data managers.

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

If there are any questions, please email systemsupport@la.gov.

Federal Programs

Reminder: 2018-2019 Central Data and eGrant Training

The Department will provide 2018-2019 eGrant trainings for LEAs. All federal program directors are encouraged to attend the most convenient training location. The 2018-2019 eGMS update session topics are specific to:

- Central Data

- ESSA Consolidated Application
- ESSA Maintenance of Effort (MOE) Verification
- IDEA Consolidated Application
- Carl Perkins
- Fiscal Budgeting Protocols

Schedule

Date/ Time	Audience		Locations
Thursday, June 14	New Directors only (3yrs or less in position)	8:30-9:00 a.m. sign-in 9:00-12:00 noon training	Concordia Parish Schools 508 John Dale Drive, Suite B Vidalia, LA 71373 Computer Lab
	Veteran Directors	12:30-1:00 p.m. sign in 1:00-4:00 p.m. training	
Monday, June 18	Follow Up Webinar All LEAS	10:00-11:00 a.m.	Meeting Name: eGrants Training for LEAs and Charters Participant Pin Code: 89147656 Toll free access number: 1-855-240-2575 To join the meeting: https://louisianaschools.adobeconnect.com/egrants/

Participants must register via [Wisdomwhere](#). If any additional information is required, please contact your point of contact.

Reminder: 2018 Homeless Liaison Summer Training

The Department homeless state coordinator and staff will offer "Preparing for the New School Year" trainings. The trainings will include empathy activities and in-depth reviews of the McKinney Vento law, guidance documents, the homeless tracking system, and hands-on planning for the upcoming school year. All homeless liaisons and coordinators are encouraged to attend the most convenient training location.

Participants must register via [Wisdomwhere](#).

Date/ Time	Locations
Monday, June 18	Claiborne Bldg. 1201 North Third St. Baton Rouge, LA 70802 Thomas Jefferson Room 136
Tuesday, June 26	Orleans Parish School Board 3520 General DeGaulle Dr. New Orleans, LA 70114 Multipurpose Room 1050
Thursday, June 28	Ouachita Parish Student Support Services Building 800 Claiborne Street West Monroe, LA 71291

If any additional information is required, please contact antiqua.hunter@la.gov.

Grants Management

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

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

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

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

Statewide Monitoring

New: Consolidated Monitoring Schedule for SY 2017-2018

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 has released the [consolidated monitoring schedule](#) for the 2017-2018 school year.

Additionally, the assigned Statewide 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 [fourth quarter monitoring schedule](#) is also available.

If there are any questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA), please contact tasha.anthony@la.gov, or chauncey.carr-mcelwee@la.gov for monitoring related to the Individuals with Disabilities Education Act (IDEA).

LDOE Contacts

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