

CHARTER SCHOOLS



July 31, 2019

Superintendent's Message

Dear Colleagues,

As you are aware, a number of school systems in our state have been attacked by cybercriminals who target any, large and small, IT infrastructure for the express purpose of encrypting all accessible data, including back-up data, and holding it for ransom. This attack can be particularly devastating due to the fact that the original infection may have occurred weeks or months earlier via an email attachment, link, downloaded file, or a remote desktop tool. Similar attacks have occurred in school systems and other public service facilities around the country and the world.

Many of you have been working with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the Louisiana Division of Administration's Office of Technology Support (OTS) to understand the risk and evaluate the threat to your system. In extreme cases, where an infection has been identified, a tactical team of cyber and information technology experts have been deployed to assist in your recovery.

To prevent more extreme cases, GOHSEP and OTS are strongly recommending that you take the following steps as quickly as possible to protect your technology network and infrastructure:

- Complete the Office of Emergency Preparedness Questionnaire and send it to your parish's [OEP Director](#) in order for GOHSEP to have an accurate accounting of all strategic locations in each parish. Superintendents should have received this survey directly from OEP. If you have not, please reach out to your parish's OEP Director.
- In coordination with your technology coordinators, review this [critical task list](#) and complete phase one immediately. Once phase one is complete, continue with phases two through six.
- By Thursday, August 1 at 9:00 a.m., complete this [brief survey](#) on the status of your prevention.
- If at any time you have questions about the preventative steps, email edtech@la.gov.
- If you have any concerns about a possible cyberattack, call Carol Mosley immediately at 225-588-5584.

A school system's network will not be completely protected unless all phases within the critical task list are completed. A "Cyber Security Info" button has been placed on the homepage of the [Department's website](#) to help you easily access all documents developed in response to this incident and copies of any webinars.

In coordination with GOHSEP and OTS, we have also conducted webinars to share pertinent information. For those charter schools that were unable to make today's webinar, a rerun will be held tomorrow morning at 10:30 a.m. with the intent of walking through the critical task list for participants with less technical expertise. This webinar will not provide new information from what was provided on previous webinars held on this topic this week.. The call information is below:

- **Webinar Date and Time:** August 1 at 10:30 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/305442877>
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID #:** 305 442 877

Last, I have been informed that many school system technology staff members are volunteering to assist in impacted parishes and spending hours into the evenings and weekend helping their colleagues across the state. Please thank them for stepping up in this time of need and serving as an example for us all.

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

John

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Action Items for Charter Schools

Date	Action	Owner(s)
8/1/19	Complete the LDOE Cyber Security survey	CEOs and school leaders
8/1/19	Register for equitable services regional meetings	CEOs, school leaders and federal programs directors
8/2/19	Submit 2018-2019 SIS EOY FINAL Validation Report and EOY Statement of Affirmation Form	SIS data managers
8/2/19	Submit Teacher Exit Survey Interview data	CEOs and school leaders
8/5/19	Submit applications for Mental Health Service Professional Demonstration Grant Program	CEOs, school leaders and grant managers
8/23/19	Submit Teacher and School Leadership Surveys	CEOs, school leaders and teachers
9/13/19	Register SCA/Course Choice for the 2019-20 school year	School leaders and counselors of high schools
9/13/19	Submit Child Nutrition Program Administrative Review forms	Child Nutrition Supervisors

LEA Support

New: Save the Date: 2020 Teacher Leader Summit

Save the date for the 2020 Summit, which will take place May 27-29 at the Morial Convention Center in New Orleans.

The 2019 Teacher Leader Summit was our largest and most successful event to date. It is inspiring to see so many talented, dedicated educators from across the state come together to share innovative ideas and time-tested best practices in the name of improving outcomes for our students. A special thank you to the many teachers, school leaders, and school system leaders who led sessions at the Summit.

2019 Summit session materials are available in the Summit app and the [Teacher Leader library](#).

Please contact louisianateacherleaders@la.gov with questions.

New: Fall 2019 Teacher and School Leadership Surveys

As students head back to school this fall, the Department is launching new [teacher](#) and [school leadership](#) surveys. Information gathered from the anonymous surveys will help school systems and the Department understand how:

- teachers are approaching the planning, delivery, and adaptation of their curriculum; and
- principals and leadership teams are supporting teachers

• principals and leadership teams are supporting teachers.

School systems are encouraged to share the surveys with [teachers](#) and [school leadership teams](#) through their staff newsletters, at upcoming professional development events, and through any other school system communications.

The survey will take approximately 10-15 minutes to complete and will close on August 23. Respondents are asked to share their school system name so that the Department can provide school system leaders with the information collected from their staff.

Please contact assessment@la.gov with questions.

New: U.S. Senate Youth Scholarship Opportunity

The Department and the [William Randolph Hearst Foundation](#) are pleased to announce the launch of the 2020 United States Senate Youth Program. Two outstanding students from Louisiana will be selected to spend a week in Washington, D.C. in March of 2020 and will each receive a \$10,000 scholarship from the Hearst Foundation. The Department requests your assistance selecting these students.

Please distribute to juniors or seniors who hold elected or appointed offices in school or community groups listed in the [national program brochure](#) and the [logistics memo](#) which includes the application and selection procedures. Please ensure that students understand the rules and regulations governing this competition. For test security reasons, the test secure essay topics will only be released to school systems and will not be available on the Department's website. High school personnel should contact marian.johnson@la.gov as soon as a student request is made for the essay topics.

The names of the students selected and their application portfolios must be received at the email address below no later than October 1. Finalists will be notified by October 21.

If further assistance is needed, please contact marian.johnson@la.gov.

Assessment and Accountability

New: Available Assessment Resources

Please share with teachers and school leaders.

The following LEAP 2025, LEAP Connect, and ELPT/ELPS resources are now available in the [Assessment Guidance Library](#):

- 2019-2020 Assessment Guides
- 2019 Teacher Leader Summit presentations and materials
- Updated Mathematics Equation Builder Guides
- LEAP Connect Constructed-Response Sample Items

Please contact assessment@la.gov with questions.

New: 2019-2020 Interests and Opportunities Course Codes

The following 2019-2020 Interests and Opportunities resources are now available in the [Accountability Resources Library](#):

- [Course Code List](#)
- [Interests and Opportunities Policy Summary](#)
- [Teacher Leader Summit Session Presentation](#)

New course codes may be requested via the [Course Code Request Portal](#).

In the coming month, the Department will be rolling out additional resources to support school systems during the 2019-2020 baseline year, including an FAQ, October 1 CLASS schedule reporting guide, and calculator.

Please contact assessment@la.gov with questions.

New: Opening of Data Certification

Please share with accountability contacts.

The Louisiana Data Review System will open on August 5 at 8:00 a.m. for the purpose of requesting changes to data used in the calculation of the 2018-2019 school, school system, and subgroup performance scores. School system accountability contacts will receive an email with timelines, reminders, and resources. If the accountability contact has changed, it is extremely important that the Department is notified by email to assessment@la.gov with a completed [DTC and Accountability Contact Update Form](#).

Please note: This is the final opportunity for schools and systems to request changes to data. Schools are not eligible for appeals based on any data that could have been corrected during the official data certification period. See below for scheduled release of rosters.

Timeline	Roster Type	Data Provided
August 5-16	ACT and WorkKeys Roster	Highest score earned by students enrolled in grade 12 in 2018-2019
August 12-23	DCAI Roster/Core Credit for Alternative Schools	<ol style="list-style-type: none"> 1. Credits earned by students who were in grade 8 in 2017-2018 and in a public high school in 2018-2019, as well as dropouts 2. Credits earned toward alternative school DCAI and Core Credit Attainment Index
Week of August 19	Assessment Roster	Scores earned on state assessments for grades 3-12 in 2018-2019 and prior year banked scores; ELPT proficiency levels for EL students
TBD	Progress Rosters	Points earned for growth on state assessments for students in grades 4-12: Downloadable file only; no additional data certification
TBD	EL Progress Rosters	Points earned for growth on ELPT for information only. Will not be included in 2018-2019 SPS; no additional data certification

Please contact assessment@la.gov with questions.

New: For District Testing Coordinators

General:

- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#)
- 2019-2020 administrations are now live in eDIRECT. DTCs should ensure all users have the appropriate permissions for the new administrations.
- DTCs should ensure that Central Office is installed prior to testing during the 2019-2020 school year. Testing cannot begin in the 2019-2020 school year until this is completed.
- DTCs should use the State Placement Test to administer placement tests for the upcoming school year for any student enrolling into grades 5 or 9 into a Louisiana public or charter school from out of state, non-public, or home school. For additional information, please reference the [State Placement Test Overview](#), located in the [Assessment Library](#).
- The [Parent Guide to the State Placement Test](#) is located in the [Assessment Library](#).

K-3

- Administer the [Kindergarten Entry Assessment and the K-3 Literacy Screeners](#) within the first 30 days of school
- **October 18:** Deadline for data managers to submit the KEA and K-3 data with the SIS K-3 Assessment Collection or in the Teaching Strategies Platform for GOLD
- Data Managers should reference pages 13-17 for [SIS K-3 Assessment Collection Guidance](#)

LEAP 360

- The 2019-2020 Diagnostic and Interim Quick Start Guides are now available in the [Assessment](#) and [LEAP 360](#) libraries.
- Diagnostic accommodated materials and teacher study guides are available in [eDIRECT](#).

LEAP 2025

- Practice test accommodated materials and teacher study guides are available in [eDIRECT](#).
- 2019-2020 Assessment Guides are now available in the [Assessment Guidance Library](#).

ELPT/ELPS

- Beginning August 1, ELPS will be Louisiana's required standardized entrance screener. All guidance and trainings are available in the [Assessment Library](#).
- ELPS is currently unavailable through July 31.
- The Department has executed and posted a [new data sharing agreement for ELPT/ELPS](#) on the Department's [Data Sharing Agreement](#) webpage. School systems should download the [addendum](#) from the site and sign, scan, and email the signed copy to ldedata@la.gov in order to ensure that they will be able to share student information with for administration of the ELPT purposes. Please email ldedata@la.gov with questions.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability call will be August 6 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393 463 942

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

High School Pathways

Reminder: The 2019-2020 Virtual AP® Classroom

Please share with administrators, AP coordinators, and AP teachers.

On August 1, AP®Coordinators, teachers, students and school-level administrators will have access to the new Advanced Placement classroom registration, ordering and resources portal. After logging in or creating "first time" professional accounts, each stakeholder should expect to receive the following based on their role:

- **AP®Coordinators** - access to the AP®registration and ordering system
- **AP® Teachers** - access to the virtual AP® Classroom system, resources, and tools
- **AP®Students** - access to My AP®to enroll in designated AP classes
- **School Level Administrators** - access to AP®Classroom usage, performance, and progress data

Schools who are administering AP®programs for the first time, or teachers who are teaching AP®courses for the first time, will need to work with their coordinator to create a College Board professional account at myap.collegeboard.org.

The [AP Changes 2019-2020](#) one-pager provides a list of recommended practices and provides links to the College Board's data sharing agreement.

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

Reminder: 2019 College Board Counselor Workshops

Please share with counselors and administrators.

Registration is currently open for fall annual [College Board Counselor workshops](#). 2019 workshop topics include:

- College Board Opportunity Scholarships
- AP®Program updates and changes
- College advising resources

The [University of New Orleans](#) will once again host the sole Louisiana-based workshop on September 19 from 9:00 a.m. to 12:00 p.m., but there are two additional nearby opportunities in neighboring states that may be more regionally convenient.

- **September 4:** [Lamar University](#), Beaumont, TX
- **September 12:** [Millsaps College](#), Jackson, MS

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

Reminder: Supplemental Course Allocation (SCA)/Course Choice Webinars and Registration

Please share with school and school system SCA coordinators and counselors.

The SCA/Course Choice administrative team will hold webinars for school and school system representatives to learn about the [registration process](#), allocations, program policies, and protocols for 2019-2020. Important program information will be shared as well as instructions on using the [mandatory SCA portal for reporting](#). There will be three options for attendance. It is only necessary to attend one of the following options.

SCA/Course Choice School Systems Webinar Option #1

- **Webinar Date and Time:** August 5 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/342006474>
- **Webinar Phone Number:** 646-876-9923

- Webinar Phone Number: 646-876-9923
- Meeting ID#: 342 006 474

SCA/Course Choice School Systems Webinar Option #2

- **Webinar Date and Time:** August 14 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/711109831>
- **Webinar Phone Number:** 1-646-876-9923
- **Meeting ID#:** 711 109 831

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

Reminder: 2019-2020 High School Planning Guidebook

Please share with high school administrators, counselors, and teachers.

Louisiana's comprehensive plan to prepare students for college and career success includes a system of related policies and programs to provide all students with pathways to future prosperity. The [2019-2020 High School Planning Guidebook](#) is designed to consolidate those policies and programs and provide educators with the resources they need to ensure all students are successful from the time they arrive on the high school campus until the day they graduate. Topics include:

- developing a plan for student success;
- creating a layered continuum of support;
- understanding diploma pathways;
- maintaining individual graduation plans;
- supporting students with diverse needs; and
- understanding the Louisiana accountability system.

Note: The guidebook has been updated since the June 2019 printed version. Please visit the [Louisiana's Guidebooks web page](#) to access all Department guidebooks.

For additional questions please contact highschoolacademics@la.gov.

Educator Preparation

New: Compass Information System Customer Service Line

The Department is offering a Compass Information System (CIS) service line to assist with questions regarding evaluation uploads into the CIS system. The call line will be available August 12-23 between the hours of 12:00 p.m. - 2:00 p.m. to assist with all remaining teacher uploads.

CIS Helpdesk Service Line: (225) 342-3664

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

Reminder: 2018-2019 Teacher Exit Interview Survey

The Teacher Exit Interview data for the 2018-2019 school year is due on **August 2**.

Personnel directors in each school system have [received guidance](#) around entering the school system's exit data in the Teacher Exit Interview data portal.

As a reminder, school systems are required by [state law](#) to report information about teachers who leave their roles. Charter schools are not required by law to submit this data.

Please contact cindy.millard@la.gov to access the portal or erich.schultz@la.gov with questions.

Reminder: Department Announces State Teacher and Principal of the Year

On July 19, the Department celebrated the 2020 Teacher and Principal of the Year state-level honorees and Louisiana Milken Educator Award winner at the 13th Annual Cecil J. Picard Educator Excellence Awards Gala, cosponsored by [Dream Teachers](#). The [Teacher and Principal of the Year grade-level and statewide winners](#) were also named at the ceremony.

Congratulations to these outstanding educators! For more information, please contact excellenteducators@la.gov.

Reminder: 2018-2019 VAM Data Availability

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2018-2019 value-added model (VAM) data will be uploaded into the Compass Information System (CIS) on **August 9**. Final evaluation ratings for VAM teachers can then be submitted in CIS.

The deadline for submitting all 2018-2019 evaluation ratings for teachers in CIS is **September 6**.

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

Special Education

New: 2019-2020 SER Enhancements Released

The 2019-2020 individualized education plan (IEP) has been deployed in SER. The 2019-2020 IEP incorporates the BESE-approved alternate assessment eligibility criteria revisions. IEP teams will be required to address these new fields when amending or creating new IEPs. More detailed information regarding these enhancements is available in the Department's [Students with Significant Cognitive Disabilities library](#) or through the July SER enhancements webinar [presentation](#).

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

New: Join the Alternate Assessment Review Process Support Webinar

Under the Every Student Succeeds Act (ESSA), any school system with more than 1.0 percent of students participating in the ELA, math, or science alternate assessment must take certain actions. The Department will host a **webinar for school system directors, supervisors, and coordinators of special education on August 5 at 11:00 a.m.** to help school systems exceeding 1.0 percent participation complete the alternate assessment review process. Pre-registration is not required.

- **Webinar Link:** <https://ldoe.zoom.us/j/481517134>
- **Webinar Phone Number:** 408-638-0968 (for dial-in only)
- **Meeting ID#:** 481 517 134

Alternate assessment participation results are available via FTP with the file name LEA Code_LEA Name_Prelim Alternate Assessment 2019.

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

New: 2018-2019 Seclusion and Restraint Draft Data Available

The Department is required to collect and annually report the use of seclusion and restraint data for students with disabilities. The 2018-2019 seclusion and restraint draft report will be available to provide school systems the opportunity to verify their data before the final report is published. Please contact your FTP coordinator to retrieve the file with file name LEA Code_LEA Name_2017-18_Seclusion and Restraint Report_DRAFT.

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

New: Bulletin 1530 Advisement

BESE approved alternate assessment eligibility criteria revisions to Bulletin 1530 at their December meeting and the revisions are effective for the 2019-2020 school year. However, the version of Bulletin 1530 on BESE's website contains a technical error. This will be updated in the fall. Until then, to access documents that incorporate the revisions made to this policy, school systems can use the following links:

- [Bulletin 1530 policy revisions effective for the 2019-2020 school year](#)
- [Criteria for students entering a high school cohort during the 2020-2021 SY or beyond](#)
- [Criteria for students entering a high school cohort on or before the 2019-2020 SY](#)

Please note that the BESE-approved revisions are accurately reflected in the updated IEP forms and pages in SER.

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

Reminder: 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 August 1 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Link:** <https://ldoe.zoom.us/j/836904974>
- **Webinar Phone Number:** 646-876-9923

(for dial-in only)

- **Meeting ID#:** 836 904 974

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

Reminder: Professional Development and Direct Services Supports - Request for Applications

The Department is accepting [applications](#) from organizations interested in partnering with school systems to support the unique needs of students with disabilities. The application is open to:

- organizations that can provide high-quality professional development in targeted areas of specialized support; and
- organizations that provide direct services to students defined in their individual education plans.

The deadline to submit this application is **August 16**.

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

Data

New: File Available via FTP - July Quarterly Home Study Reports

The Quarterly Home Study Reports for July 2019 are available via the Data Management FTP (with user names ending in @datamgmt) in zipped files named LEACode_LEAName_July2019HomeStudyand will remain on the FTP until October 31.

Within the zipped file, are:

- statewide enrollment numbers of BESE-approved home study students;
- detailed list of students from your school system enrolled in home study program; and
- each student's home study approval notification letter.

If there are any questions related to this report, please contact sue.millican@la.gov.

Reminder: SIS End of Year Final Validation Report and Statement of Affirmation

Please share with SIS data managers.

The **2018-2019 SIS EOY FINAL Validation Report and EOY Statement of Affirmation Form**(last page of the report) are available on the [Data management FTP](#) in the Data Validation folder. SIS data managers should download the form, obtain the required signatures, scan, and submit using the [2018-2019 SIS EOY Statement of Affirmation Return](#) link by **this Friday, August 2**.

Please contact systemsupport@la.gov with questions.

Federal Programs

New: Developing School Emergency Operations Plans Workshop

The [LSU NCBRT/Academy of Counter-Terrorist Education at Louisiana State University](#) is holding a unique [training opportunity](#) for school and school system representatives to learn about developing School Emergency Operations Plans. Important information will be shared as well as instructions on creating and maintaining school crisis plans and emergency operations plans. Training is free to all Louisiana K-12 school personnel and community partners, but seating is limited. Please register below.

Date and Time	Location and Registration
August 16 from 9:00 a.m. - 4:30 p.m.	Westside Regional Library 5416 Provine Place Alexandria, LA
August 19 from 9:30 a.m. - 5:00 p.m.	Calcasieu Public Library-Central Branch

	301 W. Claude Street Lake Charles, LA 70605
August 20 from 9:30 a.m. - 5:00 p.m.	Calcasieu Public Library-Central Branch 301 W. Claude Street Lake Charles, LA 70605
September 12 from 8:30 a.m. - 4:30 p.m.	Bossier Parish School for Technology and Innovative Learning 1020 Innovation Drive Bossier City, LA 71111

Please contact catherine.pozniak@la.gov with questions.

Safe and Healthy Schools

Reminder: School Safety Grant Opportunities

The U.S. Department of Education is now accepting applications for the Mental Health Service Professional Demonstration Grant Program, a \$15 million [grant competition](#) that promotes partnerships between colleges or universities and high-need school systems in order to expand the pipeline of trained school-based mental health services providers. The deadline to submit an application is August 5.

Please contact mental.health@ed.gov with questions.

Reminder: School Year 2019-2020 Child Nutrition Program Administrative Review (AR) Schedule

Please share with Child Nutrition Supervisors.

As part of the Louisiana Department of Education's USDA Child Nutrition Program monitoring, the Department has released the [2019-2020 Administrative Review Schedule](#).

The Department's AR team leader will contact each school system that is scheduled for review. The deadline to submit off-site [AR forms](#) is September 13.

Please email childnutritionprograms@la.gov for more information.

LDOE Contacts

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LDOE Links

[LDOE Website](#)
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