Superintendent's Message

Dear Colleagues,

First, my gratitude to all who attended the fifth annual Jump Start Convention and the first ever Behavioral Intervention Summit, both held last week in Baton Rouge. Both were well attended, and both were well covered by the media (see In Case You Missed It below). But more important than that, the events gave thousands of people a chance to come together and talk about opportunities to provide young people the best possible daily experience and the best possible futures.

It is appropriate that this week is National School Counseling Week. Professional school counselors are on the front lines of both issues addressed in Baton Rouge last week. They are informed guides as to the pathways beyond high school, in education and in work. And they are thoughtful counselors when students struggle with emotional or relational issues. Certainly one thing I took from last week’s events is that counselors cannot bear these responsibilities alone. These must be school wide concerns. Nevertheless, the role of counselors is essential to both missions.

In our state, counselors have played and will continue to play an essential role in these initiatives. To that end, counselors around the state regularly convene in regional collaborations. They come together at the Teacher Leader Summit. They are also called upon to coordinate financial aid planning events so our students have every opportunity for a funded post-secondary or training option. And they use a suite of resources developed by the state to support both behavioral intervention and post-secondary pathway success.

I hope you will celebrate the counselors in your schools and communities this week, and follow our celebrations on social media. But more than that, I hope you will think strategically about how the talents of professional school counselors can be best used in your schools. Too often, we in administration forget to tap the full range of their skills and allow their time to be consumed with tasks that distract from their essential mission. If we are to be successful in addressing the unique needs of every individual student, we ourselves must be disciplined not just about what we put on their plates but also what we take off.

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

John

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### Action Items for Charter Schools

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<td>Submit student and staff data for Title I, Part A and Title I, Part D</td>
<td>Grants managers</td>
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<td>Register for Counselor Collaboration</td>
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<td>2/13/19</td>
<td>Complete IDEA grant feedback <a href="#">survey</a></td>
<td>CEOs, school leaders, grants managers, SPED coordinators and other stakeholders</td>
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<td>2/15/19</td>
<td>Submit mid-year data to STS</td>
<td>Data coordinators</td>
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<td>Submit February 1 MFP and TSDL data</td>
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<td>2/20/19</td>
<td>Complete High Cost Services Grant Round 2 application</td>
<td>School leaders, grants managers and SPED coordinators</td>
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<tr>
<td>2/21/19</td>
<td>Complete <a href="#">interest survey</a> for Early and Accurate identification program</td>
<td>CEOs and school leaders</td>
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<td>3/1/19</td>
<td>Submit volunteers for the Interests and Opportunities review committee</td>
<td>CEOs, school leaders and teachers with visual and performing arts, world language, and fitness and health education expertise</td>
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<tr>
<td>3/15/19</td>
<td>Nominate candidates for the Louisiana Principal Fellowship</td>
<td>CEOs and school leaders</td>
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### LEA Support

**New: Updated School System Support Calendar**

The Department has updated the [2018-2019 School System Calendar](#). Highlights are in yellow and include the following:

- Cancellation of March Supervisor Collaborations
- Date change for March and May SPED Leader monthly calls

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

**New: Supporting Early and Accurate Identification**

When developmental and learning needs are identified early and accurately, children are more likely to receive more timely, appropriate, and effective interventions. Beginning in the spring of 2019, the Department will partner with interested school systems designated as "Lighthouses" to identify the systems and structures necessary for improving the early and accurate identification of children with developmental and learning needs.

Potential partner school systems will be identified based on:

- review of system-level data;
- completion of [interest survey](#) reflecting a willingness to partner with the Department in this work; and
- results of phone interview and/or site visit in March.

Interested school systems should review the presentation from the [January/February Collaborations](#) and attend an hour-long webinar on February 14 that will provide additional details on the pilot:

- **Webinar Date and Time:** February 14 at 1:00 p.m
- **Webinar Link:** [https://ldoe.zoom.us/j/444299304](https://ldoe.zoom.us/j/444299304)
- **Webinar Phone Number:** 699-900-6833
- **Meeting ID #:** 444299304

The [interest survey](#) is due February 21.
Reminder: LBCI Background Requirement for Non-Instructional Personnel

Bulletin 126 and the Charter School Performance Compact require that all charter school employees or contracted providers must complete a Louisiana Bureau of Criminal Identification (LBCI) background check. This includes teachers, substitute teachers, bus drivers, custodians, or "any other school employee who might reasonably be expected to be placed in a position of supervisory or disciplinary authority over school children."

Background checks completed by third party organizations or anyone other than the LBCI are not compliant with Bulletin 126 or the Charter School Performance Compact. If your school partners with an outside company to provide bus drivers, substitute teachers, or other employees who interact with children, your organization must confirm that the person interacting with students has completed a background check using the following two forms:

- LBCI Authorization Form (employee should check the "School" box on this form, not "Working with Children.")
- Rap Disclosure Form

Failure to comply with the background check requirements in Bulletin 126 and the Charter School Performance Compact may lead to accountability actions. Please email charters@la.gov if you have any questions.

Reminder: Alternative Education School and Program Authorization

Please share with school system staff, administrators, and all alternative education site leaders.

The Department released the new application for alternative education schools and programs last week. The application should be completed by all school systems that are seeking new alternative schools and programs and/or desire to go through the new authorization process for an existing school for the 2019-2020 academic year. School systems not planning to seek authorization using the new process this year will be required to confirm existing alternative education sites.

The Office of Student Opportunities team will host two webinars to describe the new authorization and approval process as well as answer any questions from schools systems.

- Webinar Date and Time: February 7 at 3:00 p.m. or February 12 at 9:00 a.m.
- Webinar Link: https://ldoe.zoom.us/j/980433858
- Webinar Phone Number: 646-876-9923
- Meeting ID#: 980433858

Please email behaviorintervention@la.gov with any immediate questions.

Assessment and Accountability

New: Interests and Opportunities Review Committees

As part of its ESSA plan, Louisiana is developing an Interests and Opportunities measure to be included in the accountability system starting in 2020-2021, pending approval by BESE at their March meeting. The Interests and Opportunities index will make up five percent of school performance scores and is intended to measure enrichment experiences in schools. Assistant Superintendent Jessica Baghian recently wrote about this work for the Thomas B. Fordham Institute.

The Department is currently seeking Louisiana educators with expertise in visual and performing arts, world language, and fitness and health education to provide feedback on draft Interests and Opportunities rubrics and scoring guides developed in partnership with local and national organizations with expertise in these areas.

Review committee participants should:

- have at least three years of experience in the enrichment content area,
- be credentialed in the content area, and
- have deep knowledge of relevant content standards.

Participants should expect to spend approximately 5-8 hours in March to read and provide feedback on the extent to which the rubrics align to Louisiana's content standards and reflect Louisiana values. Participants will attend 1-2 virtual meetings.

To volunteer for the review committees, please email jill.zimmerman@la.gov by 5:00 p.m. on March 1 with the following information:

- Name and current job title
- Enrichment area, years of experience in the content area, and any relevant credentials

School districts may be invited to participate in the Spring 2020 interdistrict collaborative.
New: For District Testing Coordinators

General:

- 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.
- The 2019-2020 Assessment Calendar is posted in the Assessment Library.
- The NAEP assessment is being administered in selected schools from January 28 through March 8.
- The second webinar communicating information for Technology Directors and DTCs regarding the transition from TSM 9.2 to Central Office will be February 7. The webinar will cover how to select the best option for your school and school system, installing Central Office, and moving student devices from TSM 9.2 to Central Office.
  - **Date and Time:** February 7 at 3:00 p.m.
  - **Webinar Link:** https://ldoe.zoom.us/j/886820025

CLEP

- The College Board is offering a series of webinars about the College Level Examination Program (CLEP). Topics include academic advising and best practices for implementing CLEP programs in high schools. Please visit the College Board website for webinar dates, titles, and registration links. For more information about credit by examination, email raphael.curtis@la.gov.

LEAP Connect

- The additional materials form is now posted in eDIRECT. The additional materials form can be used for STCs to submit orders to the DTC.
- Test Administrator numbers can now be assigned and entered in eDIRECT.
- STCs ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for LEAP Connect testing.

ELPT

- TIDE will be offline for updates from February 15 - February 17.

ACT and WorkKeys

- 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.
- February 4- window opens to create test sessions and assign students to test sessions for ACT online only
- February 8- deadline to request reconsideration for ACT-approved accommodations and/or supports on the ACT in the ACT Test Accessibility and Accommodations System (TAA). See page 56 of the ACT Test Accessibility and Accommodations System (TAA) User Guide.
- February 13 at 1:00 p.m. - ACT Test Administration Training webinar hosted by ACT. Please register using the link prior to February 13. The link is also available on the ACT Schedule of Events.
- Now-March 8 is the window to complete the following:
  - Request late consideration of ACT-approved accommodations and/or supports on the ACT for eligible examinees in TAA using the ACT-Approved Late Consideration form in TAA. This is only for newly enrolled students having accommodation plans or newly diagnosed students. Forgetting to submit requests is not a reason for late consideration.

Assessment Administration Support and Training

The next Assessment and Accountability Office Hours will be February 12 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

Reminder: 2019 Jump Start Summers Request for Applications

Please share with school system staff, school administrators, counselors, and instructors.

The Department has released its Request for Applications for the Jump Start Summers program funded by Supplemental Course Allocation (SCA) to launch scaffolded, multi-year summer training sessions in public school facilities and on employer worksites that help students prepare for college, career, and life success at the 2019 Jump Start Convention.

The Department is seeking school systems, charter management organizations, and private party course providers willing to sponsor student summer training sessions in collaboration with industry partners. Sponsoring school systems/charter schools/course providers will be approved to use Course Choice SCA funding to launch and sustain student summer training programs as long as they have at least one committed industry partner willing to provide students with the opportunity to complete on-site job shadowing and/or internships with student stipends.

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

Reminder: AP Summer Institute Scholarships

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

All 2019 AP Fellow Scholarship Applications must be submitted by 10:59 CST February 12.

The AP Fellows Program awards teachers, serving minority or low income students, $1,000 grants that are paid directly to endorsed AP Summer Institutes to cover the cost of tuition. The remaining funds will be sent to teachers directly to be applied to the cost of travel. Due in part to the limited number of endorsed sites operating in Louisiana, this is a great opportunity for our teachers. Although these grants are competitive, they are typically awarded on a first come, first served basis.

Please contact APScholarships@Collegeboard.org with questions.

Educator Preparation

New: Toolkit for Mentoring in Alternate Preparation Programs

Please share with principals and mentor teachers.

In Louisiana, there are two pathways to teaching- undergraduate and post-baccalaureate. Roughly half of all teachers in Louisiana are prepared through post-baccalaureate or "alternate certification" training programs that require fewer pre-service practice experiences as compared to undergraduate residents.

As part of its research and support of alternate certification programs in Louisiana, the Department released a toolkit on January 28, to help schools provide these teaching candidates with significantly more time to practice with an expert mentor.

Please contact believeandprepare@la.gov with questions.

New: Louisiana Principal Fellowship/NISL Nomination Forms Available

The Louisiana Principal Fellowship Program partners with the National Institute for School Leaders (NISL) to offer a yearlong executive development program for school and school system leaders in all stages of their careers.

The enrollment portal for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is now open and available on the Louisiana Principal Fellowship webpage. This newly developed webpage will contain important information about the Principal Fellowship including: unit overviews, agendas, sign-in sheets, newsletters, and payment information.

Nominations are available on a first come, first served basis and should be completed no later than March 15 to ensure a spot.

Please contact teri.roberts@la.gov with questions.

Special Education

New: Alternate Assessment Eligibility Criteria Updates
New: Alternate Assessment Eligibility Criteria Updates

The Department will hold a webinar for pupil appraisal representatives and special education coordinators on February 14 at 9:00 a.m. to discuss alternate assessment eligibility revisions to Bulletin 1530 and implications for pupil appraisal and IEP teams. Pre-registration is not required.

- **Webinar Date and Time:** February 14 at 9:00 a.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/297875259](https://ldoe.zoom.us/j/297875259)
- **Webinar Phone Number:** 646-876-9923

(For dial-in only)

- **Meeting ID#:** 297875259

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

New: February Special Education Leader Monthly Webinar Cancelled

The Special Education Leader Webinar scheduled for February 7 has been cancelled. The monthly webinar for school system directors, supervisors, and coordinators of special education will resume on March 14 at 2:00 p.m. Webinar and call in information will be provided two weeks in advance.

Please direct any questions to specialeducation@la.gov.

New: IDEA Grant Application Feedback Survey Open

Each year, the Department submits a grant application on the use of state-level IDEA funds to the U.S. Department of Education. As part of the this year’s grant application development process, the Department is seeking feedback from members of the special education community on how to prioritize funding for allowable special education activities. Any interested stakeholders, including school system representatives, parents, and other members of the public should complete this survey by February 13.

Please direct any questions to specialeducation@la.gov.

Data

New: Early and Accurate ID Data

Please share with curriculum and instruction and special education supervisors.

The Department will release school-system level early and accurate ID data files on the FTP by this Friday, February 8. There will be two files named LEACode_LEAName_Early and Accurate ID Data Snapshots and LEACode_LEAName_Early and Accurate ID Data Spreadsheet, which depict trends in LEAP results by school system alongside available early literacy and early intervention data.

These snapshot complement the more detailed discussion of the vision for early literacy presented in the Improving Outcomes for Children Birth to 3rd Grade Through Early and Accurate Identification presentation at the January/February Collaborations.

Please email melissa.mcconnell@la.gov with questions.

Reminder: Spring Data Collections

The February 1 MFP collection is open for submitting data to the Student Information System (SIS), School Calendar System (SPC), and Special Education Reporting System (SER). This data is used for MFP funding, federal reporting, Economically Disadvantaged calculations, assessments and precoding of student labels for ACT. The reporting deadline for the systems is February 15.

The TSDL Spring collection is open for submitting data to the Teacher Student Data Link System (TSDL). This data is used for precoding of student labels for EOC/LEAP 2025 testing. The reporting deadline is February 15.

To assist school systems with verifying data submissions and correcting their data, validation reports and rosters will be dropped to the Data Management FTP beginning January 21. Please refer to the 2018-2019 Benchmark Calendar for other important information regarding data submission deadlines.

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

Reminder: February BOR Collection for STS
Reminder: February BOR Collection for STS

The February BOR collection for the Student Transcript System (STS) is now open. This data is important for reporting mid-year graduates and mid-year student transcripts. The Board of Regents (BOR) will begin pulling extracts of this data beginning February 15.

To assist school systems with verifying data submissions and correcting their data, validation reports and rosters will be dropped to the Data Management FTP beginning February 6. Please refer to the 2018-2019 Benchmark Calendar for other important information regarding data submission deadlines.

Please email barrett.adams@la.gov with questions.

Policy

Reminder: January BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on January 23 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.

Grants Management

New: High Cost Services Round 1 Allocations

Allocations for Round 1 of the High Cost Services grant are now visible in eGMS. School systems that have been approved through the application process must now create budgets by creating an amendment in the High Cost Services Round 1 application in eGMS.

Amendment 1 must be created for all students for whom an allocation was received. The Department will review budget amendments for eligibility and allowability as they are submitted by school systems.

For support, please contact ldoe.grantshelpdesk@la.gov.

Reminder: Title I, Part A and Title I, Part D Counts Due in LEADS Portal by February 8

Please submit 2017-2018 student and staff data for Title I, Part A (TIA) and Title I, Part D (TID) by February 8. October 2017 official data that can be used for part of your TIA submission has been dropped on your district's data managements FTP site under file is name LEACode_LEAName_CSPR Part II Data Collection.

Contact your district security coordinator who can assist with the download of this file. The source of this data is your school system's official October 2017 data submission to the state's Student Information System (SIS). Please note: All TIA and TID counts must be entered by February 8.

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

Safe and Healthy Schools

New: Readiness: Training Identification Preparedness Planning (RTIPP) Course

The Department has partnered with LSU's National Center for Biomedical Research and Training/Academy of Counter Terrorist Education (LSU-NCBRT/ACE) to provide technical assistance and training to schools and local emergency officials. Ouachita Parish will be hosting the next Readiness: Training Identification Preparedness Planning (RTIPP) training course, scheduled February 14-15 from 8:00 a.m. to 3:30 p.m. in Monroe. Please note: Seating is limited.

Please contact rfandry@ncbrt.lsu.edu to register and with any additional questions.