

Important News for **NONPUBLIC SCHOOLS**



February 22, 2018

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Important Dates for Nonpublic School Choice Programs

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP	2/23/18	Submit budget form and allocation spreadsheets	School leaders
All nonpublics	2/26/18	Verify number of high school diplomas	School leaders
Tuition Donation	2/28/18	Submit Q3 enrollment	STO's
LSP	2/28/18	Deadline to mark all new Scholarship applicants as eligible in SEE	School leaders or Scholarship contacts located outside Orleans
All nonpublics	3/2/18	Register for March Supervisor Collaborations	School leaders
SCP	3/16/18	Upload SCP applications to FTP	School leaders or School Choice contacts
Tuition Donation and all non-Scholarship nonpublics participating in testing	4/13/18	Submit Nonpublic Assessment Participation Forms	District test coordinators

New: Verifying Eligibility Deadline Extended

The deadline to apply for a Scholarship is this Friday, February 23rd. Schools will have until **Wednesday, February 28th** to mark applications as eligible in SEE. **No new applications should be entered in SEE after February 23rd.** Applications entered after 2/23rd will not be eligible for the lottery.

Directions for marking students as eligible can be found [here](#). Schools located inside Orleans are recommended to direct families to one of the Family Resource Centers for eligibility verification.

Schools do not need to keep eligibility documents on file at this time—they only need to provide families with the application [receipt](#).

If a new application is not marked as eligible, it will not be entered in to the lottery for an award. For schools outside Orleans, it is the school's responsibility to mark applications as eligible if the family has proved eligibility.

Please contact studentscholarships@la.gov with any questions.

New: Registration Open for March Supervisor Collaborations

[Register](#) for the [March Supervisor Collaborations](#) by **Friday, March 2**. Registration for the March 14 and March 23 collaborations are on a first come, first served basis. Register early to reserve your spot!

The Registration code for Supervisor Collaborations is **2018SUPR**.

Please contact louisianateacherleaders@la.gov with questions.

Reminder: Budget to Actual - Student Scholarships for Educational Excellence Program (SSEEP) Expenditures

In October 2017, participating SSEEP schools sent in a proposed budget to LDE showing how their school anticipated using SSEEP funds. The completed [budget form and allocation spreadsheet](#) showing actual SSEEP expenditures through **January 31, 2018** are due by **February 23, 2018**.

Submit your [budget form and allocation spreadsheet](#)(if applicable) via e-mail to staudit@la.gov.

Please note that a revised allocation spreadsheet and budget can be found [here](#).

Should you have any questions, you may contact Jameka Henderson at Jameka.Henderson@la.gov or Satoiya Jones at Satoiya.Jones@la.gov or 225.342.4989.

Reminder: New American Institute of Certified Public Accountants (AICPA) Requirements:

Effective SY 2017-2018, all participating scholarship schools are required to sign an attestation letter prior to the 4th quarter payment being released. This attestation letter indicate that each participating schools has provided the audit firm and the Louisiana Department of Education with correct information that pertains to the audit and are in compliance with the state laws and regulations governing the Student Scholarships for Educational Excellence Program (SSEEP).

For additional information on this requirement, please click [here](#).

Should you have any questions, you may contact Jameka.Henderson@la.gov.

Reminder: Alternate Assessments for Scholarship Recipients

Students enrolled in the Louisiana Scholarship Program are required by Bulletin 133 to take standardized assessments. Some students, however, may be eligible for Louisiana's alternative assessments as outlined below.

LEAP Connect

The LEAP Connect ELA/Math assessment is for students in grades 3 - 8 with a LAA1 IEP classification. LEAP Connect is aligned to the K-12 Louisiana Connectors for Students with Significant Disabilities and provides built in supports. The testing window for LEAP Connect is February 5 - March 16. All Scholarship Program students classified as LAA1 are required to take this assessment. For more information, please view the LEAP Connect Test Coordinator Manual and Test Administrator Manual in [eDIRECT](#). For any questions, please contact assessment@la.gov.

ELPT

ELPT (English Language Proficiency Test) is aligned with the Louisiana Connectors for English Learners. These connectors act as a bridge between academic content and language. Beginning with the 2017-2018 school year, the ELPT will be administered instead of the English Language Development Assessment (ELDA). Students who take ELPT are those who are enrolled in K-12 and have been identified as an English Learners (EL). The testing window for ELPT is February 5 - March 16. All Scholarship Program students identified as EL are required to take the ELPT. Tuition Donation Program students are not required to take this assessment. For additional guidance and support, view the [ELPT FAQ](#) and visit the [ELPT portal](#). For any questions, please contact assessment@la.gov.

If you believe you have any students who are eligible for these alternate assessments, please reach out to assessment@la.gov.

New: Information for District Testing Coordinators

General

- All changes to DTC or accountability staff must be submitted to LDOE using the [DTC and Accountability Contact Update](#) form found in the Assessment Library.

LEAP 2025

- Test Administrator and Coordinator Manuals for LEAP 2025 are posted in eDIRECT.

LEAP 2025 3-8/HS and EOC

- Schools that need to test past 4pm during spring testing must email the school's site code to assessment@la.gov by March 6th.

LEAP 360

- LEAP 360 Grades 3-8 Interim Assessment Form 2 for ELA is currently available for testing. Answer keys are available [eDirect](#). Under All Applications, select General Information and then Documents. Under Administration select Interim 2017-2018. To see the Answer Keys, you will select Answer Keys/Scoring.

English Language Proficiency Test (ELPT)

- The ELPT assessment window is February 5 - March 16.
- The additional material window is open and orders can be placed through [TIDE](#).
- The ELPT [Data Entry Interface Guide](#) (DEI) is posted in the [ELPT portal](#). The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as item responses and scores. Entering student data is required for the ELPT large print and Braille forms.
- Louisiana and AIR are now supporting Mac OS X 10.13 for ELPT testing. A Secure Browser for use with Mac computers running OS X 10.13 is now available for download on the [Secure Browser](#) page of the portal.

LEAP Connect/LAA1

- The LEAP Connect and LAA1 assessment window is February 5 - March 16.
- The additional materials window opened January 29. Additional material orders are placed through [eDIRECT](#).

ACT

- DTCs are required to make changes to any school test coordinators in the district in PANext. Refer to the [PANext User Guide](#).
- **Feb. 5-March 14:** Add students and update student information in PearsonAccess^{next} and place additional orders for initial ACT test materials.
- **Feb 5-March 16:** Request ACT-approved accommodations on the ACT for eligible examinees through TAA using the ACT-Approved Late Consideration Form.

WorkKeys

- **Feb. 5-March 14:** Order additional WorkKeys accommodations materials.

Reminder: Submitting Transfers for the 2017-18 SY

As in previous years, [transfer forms](#) must be completed and signed by the **receiving school** and sent to StudentScholarships@LA.gov. Families in Orleans parish should be directed toward the receiving school, not the Family Resource Centers. Students should not purchase uniforms or begin attending the new school until the transfer has been processed and approved by the Department of Education.

If you have a particular question or concern regarding a transfer request, you can email studentscholarships@la.gov or call (504) 304-5467.

Tuition Donation Program News

New: Registration Open for March Supervisor Collaborations

[Register](#) for the [March Supervisor Collaborations](#) by Friday, March 2. Registration for the March 14 and March 23 collaborations are on a first come, first served basis. Register early to reserve your spot! **All schools participating in the Tuition Donation**

Program are eligible to sign up for and attend these free professional development opportunities

The Registration code for Supervisor Collaborations is **2018SUPR**.

Please contact louisianateacherleaders@la.gov with questions.

Reminder: Q3 count due 2/28

All STO's must upload the Q3 enrollment spreadsheets to the FTP by **2/28**. The report should also include all students' LASIDs.

This spreadsheet is to be completed by the Student Tuition Organizations, not individual schools.

If you have any questions, please reach out to Lindsey Bush at lindsey.bush@la.gov.

Reminder: Assessment Participation Forms Due April 13th

Tuition Donation schools must complete the [participation form for statewide assessment](#) by **April 13th** and email to LAHelpDesk@datarecognitioncorp.com. STOs should work with partner schools to make sure that all participation forms are completed.

Reminder: Alternate Assessments for Scholarship Recipients

Students enrolled in the Tuition Donation Program are required by Bulletin 134 to take standardized assessments in English and math. Some students, however, may be eligible for Louisiana's alternative assessments as outlined below.

LEAP Connect

The LEAP Connect ELA/Math assessment is for students in grades 3 - 8 with a LAA1 IEP classification. LEAP Connect is aligned to the K-12 Louisiana Connectors for Students with Significant Disabilities and provides built in supports. The testing window for LEAP Connect is February 5 - March 16. All Tuition Donation Program students classified as LAA1 are required to take this assessment. For more information, please view the LEAP Connect Test Coordinator Manual and Test Administrator Manual in [eDIRECT](#). For any questions, please contact assessment@la.gov.

If you believe you have any students who are eligible for these alternate assessments, please reach out to assessment@la.gov.

New: Information for District Testing Coordinators

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LEAP 2025 3-8/HS and EOC

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LEAP 360

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LEAP Connect/LAA1

- The LEAP Connect and LAA1 assessment window is February 5 - March 16.
- The additional materials window opened January 29. Additional material orders are placed through [eDIRECT](#).

Frequently Asked Questions and Contact Information

Information about the Tuition Donation Program can be found in the [Frequently Asked Questions](#) and [Scholarship Programs Comparison Chart](#). Currently, Louisiana has three School Tuition Organizations participating in the Tuition Donation Program: ACE Scholarships Louisiana, Arete Scholars Louisiana, and New Schools for Baton Rouge Excellence Scholarship Fund. Schools interested in participating in the TDR program should communicate directly with one or more School Tuition Organizations.

School Tuition	Regional	STO Website	Email	Phone
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Organization	Focus	SIO Website	Email	Phone
ACE Scholarships Louisiana	Statewide	www.acescholarships.org	TDR@acescholarships.org	504-491-1813
Arete Scholars Louisiana	Statewide	www.aretescholars.org	maryhw@aretescholars.org	225-245-3610
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	newschoolsbr.org/our-approach/excellence-scholarship-fund	esf@newschoolsbr.org	225-395-1686

School Choice Program for Students with Exceptionalities (SCP)

Reminder: School Choice Program for Students with Exceptionalities Applications Due 3/16

The application for the School Choice Program for Students with Exceptionalities is available [here](#). Please upload completed applications and supporting documentation for new applicants to your school's FTP account in the 2018-19 SCP folder. Please place all continuing student applications and new student applications plus supporting documentation in their appropriate folders. **Each application and supporting documentation should be uploaded as one comprehensive file labeled with the child's first initial and last name.**

Please do not email applications as they contain student level information that should not be communicated electronically. Additionally, mailed applications will not be accepted. **All applications must be uploaded to the FTP.** Please see instructions for accessing the FTP [here](#).

Applications will be accepted until **Friday, March 16th**. For more information, please see the SCP FAQ form or contact nonpublicschools@la.gov.

Reminder: Submitting Transfers for the 2017-18 SY

If a student wishes to transfer a School Choice Award for Students with Exceptionalities, [transfer forms](#) must be completed and signed by the receiving school and sent to nonpublicschools@la.gov.

All Nonpublics

New: 2017-2018 Graduate Diploma Orders

Please share with principals, counselors, and data coordinators.

The Department is in the process of ordering diplomas for 2017-2018 graduates. A Diploma Order file has been created which contains the number of anticipated graduates by Diploma pathway and has been placed on the DM FTP in each LEA's folder. Filename: (LEACODE)_2017-18 Diploma Orders.xls

To ensure your LEA receives the correct number of diplomas (for students in grade 12 and any grade 11 early graduates), please verify the information for each high school and make any needed updates in the file. Rename the file and save to the DM FTP. Verify/Update and Save As Filename: (LEACODE)_2017-18 Diploma Orders VERIFIED.xls

It is important to complete your updates no later than **Monday, February 26, 2018**.

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

New: Statewide Teacher Recruitment Campaign Launched

On February 21, the Department launched a statewide teacher recruitment campaign, [Be A Teacher LA](#), designed to elevate the teaching profession and increases the number of high school graduates and college students who enroll in undergraduate teacher preparation programs.

The campaign, targeted towards high school juniors and seniors and college freshmen and sophomores, will be promoted across the state through:

- radio, television and social media advertisements,
- outdoor billboards, news releases,
- news stories, and
- public support through campaign champions like Governor and First Lady Edwards, Louisiana Teacher of the Year Kim Eckert and many other educators and education advocates.

The Department encourages all school systems to join in on the campaign and help elevate the teaching profession by sharing inspirational stories and messages on social media about teachers using the hashtag #BeATeacherLA.

New: Monthly Data Coordinator Webinar

Please forward to data coordinators.

The Department will hold its monthly webinar for data coordinators and data managers of STS on Thursday, March 1, at 1:00 p.m. Topics will include upcoming deadlines, updates, enhancements, and best practices. No pre-registration is required.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dcwl/>;
- enter the meeting room as a guest and provide your name; and
- select the "listen only mode."

The presentation will be posted on the INSIGHT coordinator's portal under Monthly DC Webinars by Wednesday, February 28.

Please contact systemsupport@la.gov with questions.

Reminder: 2018-2019 Dual Enrollment Policy Update

Please share with high school supervisors, principals, and counselors.

The Louisiana Board of Regents recently approved new [minimum requirements](#) for dual enrollment coursework. The new policy addressed course content and rigor, faculty qualifications, and student eligibility.

Additionally, the Board adopted a revision to the minimum requirements for entry-level, college-level mathematics and English. The [revised policy](#) defines the threshold for access to entry-level, college-level courses. [Alternative minimum scores](#) are offered for college-level enrollment and have been amended to include ACCUPLACER in addition to those instruments previously identified.

In lieu of the process listed above, a college or university may propose its own alternate placement system, but such a system must be validated on the principle that students shall meet, at a minimum, the same level of academic achievement as would have been defined by equivalent scores on the ACT.

For additional information please contact highschoolacademics@la.gov.

Reminder: Advanced Placement Data and Resources Webinar

Please share with new and experienced Advanced Placement teachers.

To support AP teachers in administration of these courses, both new and experienced teachers are encouraged to [participate](#) in a webinar on February 27, from 3:00 p.m. - 4:30 p.m. This College Board led webinar will explore state and national updates related to the AP program, a review of the AP Instructional Planning Report, and an overview of best practices in exam preparation.

To join the webinar:

- enter [the meeting room](#);
- provide the meeting access code: 637 378 847; and
- provide the password: BuZJbN4x.

For additional information please contact highschoolacademics@la.gov.

Reminder: Nonpublic Schools Standardized Testing Participation Form

Nonpublic schools wishing to participate in statewide assessments must complete the [participation form for statewide assessment](#) by April 13th and email it to LAHelpDesk@datarecognitioncorp.com. The cost of the assessment is \$50/subject.

Other Department Newsletters

To view the **February 20th District Newsletter** or the **February 15th Nonpublic School Choice Newsletter**, please [visit the LDOE Newsroom](#).

To be added to the newsletter distribution list, please send an email to studentscholarships@la.gov.

STAY CONNECTED

