

# Important News for NONPUBLIC SCHOOLS



March 8, 2018

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics that issue state diplomas	3/9/18	Submit Certificate of Achievement order forms	High school leaders or counselors
LSP	3/13/18	<a href="#">Submit</a> number of new seats	School leaders or Scholarship contacts
SCP	3/16/18	Upload SCP applications to <a href="#">FTP</a>	School leaders or School Choice contacts
LSP, TDC	3/16/18	Submit online test schedules to <a href="mailto:assessment@la.gov">assessment@la.gov</a>	School leaders or district test coordinators
LSP	3/26/18	Attend <a href="#">Scholarship Quarterly Call</a>	School leaders
TDC and all non-Scholarship nonpublics participating in testing	4/13/18	Submit <a href="#">Nonpublic Assessment Participation Forms</a>	District test coordinators
All nonpublics	5/1/18	Register for Jump Start Super Summer Institute	High school leaders and CTE supervisors

## Louisiana Scholarship Program (LSP) News

## **New: Identify New Seats for 2018-19 Scholarship Program Lottery**

Before new awards can be made to Scholarship applicants, schools must first indicate how many seats they are willing to open in each grade by **March 13th**. To indicate the number of new Scholarship students your school is willing to accept in each grade, please [click on this Google Doc link](#) (or copy and paste <http://bit.ly/20182019NewSeatAllocation>) into your browser and follow the instructions in the "READ FIRST" tab.

- Schools only need to indicate the number of *new* Scholarship students they are willing to accept for 2018-19. Continuing students will automatically retain their award at your school unless they applied to attend a different school for 2018-19.
- At this point, schools cannot request to open up seats in grades that were not indicated on the 2018-19 Notice of Intent Form.

If you have any questions, please reach out to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

## **New: Save the Date: Louisiana Scholarship Program Quarterly Call on March 26th**

The Louisiana Department of Education will be holding its next Louisiana Scholarship Program Quarterly Call on March 26th at 12:30 PM. All school leaders are encouraged to attend the call or send a representative from their school.

To access the conference call, use the following information:

- Link: <https://louisianaschools.adobeconnect.com/marchquarterly/>
- Phone Number: 1-855-240-2575
- Access Code: 80736353

## **New: Parent Guidance for the Spring LEAP 2025 Tests**

The Department released two new parent guides to help parents better understand what students should know and be able to do on the spring LEAP 2025 assessments.

- [Parent Guide to the LEAP 2025 Tests](#): guidance for parents on what tests their child will take, when and how they can support their preparation at home
- [Parent Guide to the LEAP 2025 Practice Tests](#): guidance for parents on how to access both online and paper practice tests

Both documents are available in the [Family Support Toolbox](#) and will be translated in Spanish, Arabic, and Vietnamese and available by next week.

## **New: Reminders for District Testing Coordinators**

### **General**

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

### **LEAP 2025**

- LEAP 2025 grades 3-8 online test schedules must be submitted to [assessment@la.gov](mailto:assessment@la.gov) by Friday, March 16.
- Manuals for grades 3-8 testing will be delivered on Friday, March 9 to the district office.
- Test setup for grades 3-8 testing opens March 19. Test coordinators can schedule test sessions, assign students to sessions, and verify accommodations. STCs can use the [eDIRECT User Guide](#) for step-by-step directions.

### **LEAP 360**

- March Supervisor Collaborations will include a session on improvements for the 2018-2019 school year. Supervisor Collaborations will be on March 13 in Ruston, March 14 in Baton Rouge, and March 23 in Baton Rouge.

### **ELPT**

- The ELPT assessment window is February 5 - March 16.
- The additional material window is open and orders can be placed through [TIDE](#).
- District and school test coordinators should enter non-participation codes into [TIDE](#) at the end of the testing window. Directions for entering non-participation codes can be found in the TIDE User Guide posted in the [ELPT Resources Portal](#).
- There is no pre-scheduled pickup day for ELPT materials. Follow the Packing Materials for Return document that arrived with your secure shipment to arrange materials pickup. Materials must be returned no later than five business days after testing is complete.

### **LEAP Connect/LAA1**

- The LEAP Connect and LAA1 assessment window is February 5 - March 16.
- The additional materials window is open and orders can be placed through [eDIRECT](#).
- District and school test coordinators should do accountability coding in [eDIRECT](#) at the end of the testing window. Directions for entering non-participation codes can be found in the eDIRECT User Guide posted in [eDIRECT](#).

- All test ticket voids must be completed by March 19.
- LEAP Connect/LAA1 materials will be picked up on March 19. Complete the Accountability Form and Return Verification form in [eDIRECT](#) as soon as UPS has picked up all test materials.

## ACT

- Now - March 14
  - Order additional materials for ACT initial testing and WorkKeys Accommodations materials
  - Add students and update student information in PearsonAccessnext
- March 13 - Deadline to validate configuration and lock down devices for ACT online.
- Now - March 16 - Request ACT-approved accommodations on the ACT for eligible examinees through TAA using the ACT-Approved Late Consideration Form.
- Now - March 19 - Conduct sessions for examinees to complete non-test information on the answer document for paper ACT testing.
- Now - March 29 - Create test sessions and assign students to test sessions for ACT online.

## Assessment Administration Support and Training

[The Assessment and Accountability Monthly Call](#) will be held on March 13 at 1:00 p.m.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/assessment-accountability/> and
- enter the meeting room as a guest and provide your name; or
- call 1-646-307-1380 and enter participant PIN # 89147656.

## 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](mailto: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. **The transfer form is only to be used for families wishing to transfer schools effective immediately. This form is not to be used for 2018-19 transfers.**

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

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## Tuition Donation Credit (TDC) Program News

### New: Submitting Advertisements to LDOE

Bulletin 134 requires that School Tuition Organizations submit all advertisements intended to communicate with external stakeholders, including donors, families, and nonpublic schools, to the LDOE within 30 working days of when the advertisement was first used. STOs should submit all advertisements used for the 2018-19 application cycle to the FTP in an appropriately labeled folder.

Please contact [Lindsey.Bush@LA.gov](mailto:Lindsey.Bush@LA.gov) with questions.

### New: Parent Guidance for the Spring LEAP 2025 Tests

The Department released two new parent guides to help parents better understand what students should know and be able to do on the spring LEAP 2025 assessments.

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## **Reminder: Assessment Participation Forms Due April 13th**

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

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### **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 Organization	Regional Focus	STO Website	Email	Phone
ACE Scholarships Louisiana	Statewide	<a href="http://www.acescholarships.org">www.acescholarships.org</a>	<a href="mailto:TDR@acescholarships.org">TDR@acescholarships.org</a>	504-491-1813
Arete Scholars Louisiana	Statewide	<a href="http://www.aretescholars.org">www.aretescholars.org</a>	<a href="mailto:maryhw@aretescholars.org">maryhw@aretescholars.org</a>	225-245-3610
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	<a href="http://newschoolsbr.org/our-approach/excellence-scholarship-fund">newschoolsbr.org/our-approach/excellence-scholarship-fund</a>	<a href="mailto:esf@newschoolsbr.org">esf@newschoolsbr.org</a>	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.

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](mailto: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](mailto:nonpublicschools@la.gov).

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## All Nonpublics

### **New: Apply to Lead a Session at the 2018 Teacher Leader Summit**

**Please share with principals and teachers.**

The Department is looking for knowledgeable educators to share resources and best practices with others around the state by designing and facilitating sessions at the [2018 Teacher Leader Summit](#). This is a great way for educators to expand their impact and showcase the work they are doing in their classrooms, schools, and districts.

All types of Louisiana educators are welcome to apply to lead sessions at the Summit. Interested parties must submit their [application](#) online on or before April 2.

Please contact [louisianateacherleaders@la.gov](mailto:louisianateacherleaders@la.gov) with questions.

### **New: Registration Open for Eureka Institutes**

The **Great Minds Professional Development Institute** schedule is now available on the Great Minds [website](#). The New Orleans Institute is scheduled for **June 26-29**. The Eureka Math team crafted a multiyear sequence of professional development. Sessions include foundational topics for year one, including critical coursework for teachers implementing Eureka Math for the first time. Seasoned practitioners who have completed foundational courses can register for advanced coursework to strengthen implementation.

Please contact [jaime.courtright@greatminds.org](mailto:jaime.courtright@greatminds.org) with questions or guidance to register a group of educators.

### **New: Louisiana Governor's Conference on Juvenile Justice**

**Please share with principals and counselors.**

The 38th Annual Louisiana Governor's Conference on Juvenile Justice will provide training on new trends in Juvenile Justice. National and state experts will present on the current state of the system and offering innovative solutions to problems facing our juvenile justice professionals. **The 38th Annual Louisiana Governor's Conference on Juvenile Justice will be held in Baton Rouge from April 18 through April 20.**

Additional information regarding the conference and registration can be found on their [website](#). Please contact [Dana Menard](#) with questions.

### **New: SAME/Army Engineering and Construction Camp**

The Society of American Military Engineers (SAME) is accepting applications from qualified high school sophomores and juniors interested in attending the SAME/Army Engineering and Construction Camp, June 10-16, in Vicksburg, MS.

Forty students from across the nation will be competitively selected to attend the camp. The students will engage in hands-on engineering and construction activities under the mentorship and supervision of SAME professionals and others from the local engineering community. The program includes interaction with representatives of architecture/ engineering firms, construction companies, Military leaders, and Corps of Engineers' employees. The camp fee is \$100 for selected campers, and the deadline for applications is **April 1**.

Students can apply online at <http://www.same.org/STEMCAMPS>.

### **Reminder: 2017-2018 Certificate of Achievement Orders**

## **Reminder: 2017-2018 Certificate of Achievement Orders**

Please share with superintendents, diploma and transcript coordinators, principals and school counselors.

Beginning with 2016 graduates, submission of the "Documentation For A Certificate of Achievement" form is not required due to Louisiana's student privacy law (R.S. 17:3914) that provides for limitations and prohibitions on the collection and sharing of student information.

Please use the [Diploma Order Form](#) to request Certificates of Achievement. Only one order form should be submitted for each school system. Non-public schools should also submit a diploma order form for certificate of achievement.

Please email completed order forms by March 9 to [jumpstart@la.gov](mailto:jumpstart@la.gov). If there are any questions related to diplomas, please contact [zoa.bain@la.gov](mailto:zoa.bain@la.gov).

## **Reminder: High School Math and STEM Opportunities**

Every high school student should have access to high quality Math and STEM courses. Schools and teachers have three new options for the 2018-2019 school year:

- Intensive Algebra I
- Statistical Reasoning
- LSU STEM Pathways

To find out more information about all three new offerings, [click here](#).

Please contact [louisianastandards@la.gov](mailto:louisianastandards@la.gov) with questions.

## **Reminder: Jump Start Super Summer Institute**

**Please share with CTE supervisors and school administrators.**

Registration for the **2018 Jump Start Super Summer Institute (SSI)** opens on March 26, 2018 and closes on May 1, 2018. Sessions for basic and statewide credentials will be offered at multiple locations and dates around the state.

The Department will pay training costs and provide lunch for educators attending SSI. Schools are responsible for all travel expenses, textbooks, and a registration fee (\$250/educator).

Please direct all questions about Super Summer Institute to [jumpstart@la.gov](mailto:jumpstart@la.gov).

## **Reminder: Grant Opportunity: Seed to Plate Nutrition Education Award**

Recipe for Success Foundation in partnership with United Health Care Foundation has announced a grant opportunity to support the implementation of a school-based nutrition education program in Louisiana. The Seed to Plate Nutrition Education Award grants will provide training, curriculum and select supplies for three years.

One campus will be selected in each of the following Louisiana communities: Baton Rouge, Lafayette, Monroe, New Orleans, and the Northshore. Elementary schools in these five communities may apply by submitting an [online application](#) by March 30.

Please contact [andi@recipe4success.org](mailto:andi@recipe4success.org) with questions.

## **Reminder: 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.

Campaign materials such as videos, social graphics, media kit, and website button and banners are available in the

Campaign materials such as videos, social graphics, media kit, and website button and banners are available in the Department's [newsroom](#).

Please contact [excellenteductors@la.gov](mailto:excellenteductors@la.gov) with questions.

## **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 13<sup>th</sup> and email it to [LAHelpDesk@datarecognitioncorp.com](mailto:LAHelpDesk@datarecognitioncorp.com). The cost of the assessment is \$50/subject.

## Other Department Newsletters

To view the **March 6th District Newsletter** or the **March 1st Nonpublic Newsletter**, please [visit the LDOE Newsroom](#).

*To be added to the newsletter distribution list, please send an email to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).*

### LDOE Contacts

[John White](#)

State Superintendent of Education

877.453.2721 (toll-free)

Twitter [@LouisianaSupe](#)

### LDOE Links

[LDOE Website](#)

[Contact Us](#)

STAY CONNECTED

