

# Important News for NONPUBLIC SCHOOLS



March 29, 2018

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
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: Quarterly Call Slides Available for Download

The LDOE hosted the March quarterly call for all Louisiana Scholarship Program schools on March 28th. This call included important information about upcoming deadlines and LDOE resources and also answered many common questions schools raised in the recent LSP mid-year survey.

The slides from the webinar can be downloaded [here](#).

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

## **New: Transfer Window for 2017-18 School Year Closed**

Due to the lottery being run for new and returning students as well as upcoming testing, transfers will no longer be approved for the remainder of the school year unless due to extenuating circumstances.

If there is indeed an extenuating circumstance such as a student being expelled or a family moving, please reach out to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

The transfer window for the 2018-19 school year will reopen during the summer. Further guidance will be forthcoming in future newsletters.

## **Reminder: Important Information for District Testing Coordinators**

### **General**

- All changes to DTC or accountability staff contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the Assessment Library.
- The [Accommodations and Accessibility Features User Guide](#) has been updated and posted in the Assessment Accessibility + Accommodations section of the [Assessment Library](#).

### **LEAP 2025**

- Scholarship students will take all four tests: ELA, Math, Social Studies, and Science. The [FAQ for Testing Home Study and Nonpublic Students](#) and [Participation Form for Nonpublic School Students 2017-2018](#) are posted in the [Assessment Library](#)
- Test setup for grades 3-8 and high school are now open. 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.
- April 9 - May 4: LEAP 2025 grades 3-8 computer-based testing window
- April 23 - May 18: LEAP 2025 high school computer-based testing window
- April 30 - May 4: LEAP 2025 grades 3-4 paper-based testing window
- DTCs should ensure schools are running the readiness check before testing each day. Schools should open INSIGHT, select the purple check mark in the bottom left corner, and type 7745. If the screen does not show all green check marks, the technology coordinator should be notified.
- LEAP 2025 At a Glance documents by [grade band](#) and [content area](#) are now posted in the Assessment Library.
- DTCs should support STCs with delivery of test security, preparation, and administration training for spring testing to TAs and other school personnel for applicable assessments.
- Reference sheets used for the LEAP 2025 grades 3-8 are currently available in eDIRECT for districts who wish to print them out for students.
- The High School Test Administrator Manual and Test Coordinator Manual are posted in [eDIRECT](#).
- Parent Guides for the LEAP 2025 tests and practice tests are available in the [Family Support Toolbox](#).

### **ELPT**

- Test administrators must complete the Post-Administration Oath located in the [ELPT Summative TAM](#).
- The cutoff date for entering non-participation codes in [TIDE](#) is March 30. All districts should review Discrepancy Resolution reports and enter the applicable codes by this date.

### **LEAP Connect/LAA1**

- School test coordinators and test administrators must complete the respective Post-Administration Oaths found in the Test Coordinator Manual and Test Administrator Manual posted in [eDIRECT](#).

### **ACT and WorkKeys**

- April 3 - Last day to administer ACT on paper with accommodation and/or supports
- April 4 - Last day to administer WorkKeys on paper with accommodations and/or supports
- April 5 - Pre-scheduled FedEx pickup for ACT and WorkKeys test booklets, answer documents, and test administration forms from the accommodations testing window
- April 13 - Deadline for ACT to receive materials for scoring (late-arriving answer documents will not be scored)
- April 13 - Last day of the WorkKeys testing window

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## **Tuition Donation Credit (TDC) Program News**

### **Reminder: Prior School Checks Process Open**

The Department began accepting prior school checks for all TDC applicants on Tuesday, March 20th. Prior school checks will be accepted every two weeks on Tuesdays. Please upload the template found [here](#) to your organizations FTP and email [lindsey.bush@la.gov](mailto:lindsey.bush@la.gov).

STO's will receive the verified prior school checks within one week. Prior school check schedule below:

Tuesday, April 3rd (returned to STO's by Tuesday, April 10)

Tuesday, April 17th (returned to STO's by Tuesday, April 24)

This cycle will continue until application season closes for all STO's.

## **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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### **LEAP 2025**

- Tuition Donation Credit students will take only Math and ELA assessments. The [FAQ for Testing Home Study and Nonpublic Students](#) and [Participation Form for Nonpublic School Students 2017-2018](#) are posted in the [Assessment Library](#).
- Nonpublic, non-scholarship students and TDC students must be tested under the 997 site code. TDC students will be automatically uploaded to eDIRECT with the student's LASID. Students that are not pre-identified must be manually uploaded to eDIRECT. Nonpublic, non-scholarship students must be loaded to eDIRECT by the School Test Coordinator using the student's SSN with a leading "0".
- Test setup for grades 3-8 and high school are now open. 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.
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### **LEAP Connect/LAA1**

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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

Son of a Saint	New Orleans	<a href="http://www.sonofasaint.org">www.sonofasaint.org</a>	<a href="mailto:hello@sonofasaint.org">hello@sonofasaint.org</a>	504-561-7508
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## School Choice Program for Students with Exceptionalities (SCP)

### **New: School Choice Program Award Rosters**

The Department is currently reviewing all submitted School Choice applications. We will send participating schools awarded student rosters to review in early April.

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

## All Nonpublics

### **New: Jump Start Super Summer Institute Registration**

Please share with CTE Supervisors, principals, and CTE instructors.

Registration for the 2018 Jump Start Super Summer Institute (SSI) opened on March 26 and will close on May 1. Sessions for basic and statewide credentials will be offered at multiple locations and dates.

Sites and Dates:

- June 4-8: [Northwest \(Bossier City\)](#)
- June 11-15: [Bayou \(Lockport\)](#) and [Southwest \(Lake Charles\)](#)
- July 16-20: [Acadiana \(Lafayette\)](#), [Capital \(Gonzales and Livingston\)](#)
- July 23-27: [Northwest Louisiana \(Bossier City\)](#)
- May 1-July 20: [National EMS Academy \(Lafayette\)](#) - This site has sessions with online trainings that will begin May 1. Registration for trainings at this site will close April 20. On-site training will be from July 9 - 20.

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

Schools Systems will be invoiced after registration closes. All registration fees must be paid at least one week prior to the session beginning. For assistance in planning registration and a list of sessions, view the [SSI 2018 Pre-Planning Document](#).

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

### **New: Monthly Data Coordinator Webinar**

Please share with data coordinators and data managers.

The Department will hold training for data coordinators and data managers of the Student Transcript System (STS) on April 5 at 1:00 p.m. The data management team will be on hand to answer STS questions and to review other important information regarding STS transcript submissions. No pre-registration is required.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dcw/>;
- 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 April 4.

### **New: March 2018 BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on March 13 and approved a number of recommendations. Please see the [March 2018 BESE Summary](#) for the approvals that directly impact the activities of local school systems.

### **New: Proposed Fiscal Year 2018-2019 MFP**

The BESE-adopted MFP Resolution and Formula was submitted to the Legislature on March 15. The proposed MFP documents for FY2018-19 are provided in the Department's [Minimum Foundation Program Library](#).

If you have questions regarding this information please contact [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov).

## **Reminder: School Attendance Awards**

Please share with principals and counselors.

The Department and BESE are pleased to provide certificates that may be used by school systems to recognize students with outstanding school attendance during the current school year. The [Attendance Award](#), [Perfect Attendance Award](#), and [Excellence in Attendance Award](#) are made available for schools to determine the appropriate level of "Perfect Attendance" for the awards.

## **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 27th District Newsletter** or the **March 22nd Nonpublic Newsletter**, please [visit the LDOE Newsroom](#).

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

### **LDOE Contacts**

[John White](#)  
State Superintendent of Education  
877.453.2721 (toll-free)  
Twitter [@LouisianaSupe](#)

### **LDOE Links**

[LDOE Website](#)  
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