



April 5, 2018

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
SCP, LSP	4/11/18	Verify award rosters	School leaders or School Choice/Scholarship contacts
TDC and all non-Scholarship nonpublics participating in testing	4/13/18	Submit Nonpublic Assessment Participation Forms	District test coordinators
All nonpublics	5/1/18	Register for Jump Start Super Summer Institute	High school leaders and CTE supervisors
All nonpublics	5/18/18	Register for Teacher Leader Summit	Administrators and teacher leaders

Louisiana Scholarship Program (LSP) News

New: Louisiana Scholarship Award Roster Verification Due April 11th

New and returning student award rosters will be available next week in SEE. Schools will have two additional business days to verify student rosters and notify the Department of any errors so manual adjustments can be made before award letters are mailed to families. More information about this process and specific dates for next week will be communicated to school leaders and Scholarship contacts via email.

As a reminder, schools should not contact families regarding their award status until the LDOE sends out award communications directly to families at the end of April.

If you have any questions, please reach out to studentscholarships@la.gov.

New: Update Regarding Cohort Graduation Data Certification

The CLEP scores for students who are members of the 2016-2017 graduation cohort have been posted to school system secure ftps, and includes all students who earned a score of 50 or greater. The state cohort file has been updated to reflect additional points earned in the strength of diploma index, so it is not necessary to submit these students in the LA Data Review system. Submissions that were completed prior to this notice will be reviewed and approved.

The data certification system is scheduled to close for new submissions on April 10. Students who were selected for exit code review must have documentation provided in LA Data Review to avoid being reclassified as dropouts.

Please send questions to assessment@la.gov.

Reminder: 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.

Reminder: 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.

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 360

- LEAP 360 Interim assessment District Item Response Files, School Test Session Summary Reports, and Test Session Summary Reports were posted for all forms on March 23. Scheduled postings will be March 26, April 9, April 23, May 7, May 21, June 4, and June 18.

LEAP 2025

- Scholarship students will take all four tests: ELA, Math, Social Studies, and Science. Tuition Donation Credit students will take **only** Math and ELA. The [FAQ for Testing Home Study and Nonpublic Students](#) and [Participation Form for Nonpublic School Students 2017-2018](#) are posted in the [Assessment Library](#). The participation form must be completed for nonscholarship and/or TDC students at nonpublic sites being administered the LEAP 2025 assessment. This form is due by April 13 to DRC.
- 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.
- 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

- April 30 - May 4. LEAP 2023 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.
- District Test Coordinators needing the unsert response flags cleared can now contact the Department assessment hotline to have those flags removed. Please check and ensure all responses are cleared from the TSM prior to calling the Department.

ELPT

- Results will be available in [eDIRECT](#) in May.

LEAP Connect/LAA1

- Results will be available in the [Online Reporting System](#) in May.

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 6 - Deadline to order ACT standard time materials for makeup testing
- 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

Tuition Donation Credit (TDC) Program News

New: Donor Credit Report Template

The LDOE has released the [Donor Credit Template](#) referenced in the updated [Tuition Donation Credit Participation Guide](#). STOs should submit this report via the secure FTP site and notify LDOE personnel when the report has been submitted. The LDOE uses this information in the Donor Credit Report to prepare appropriate tax credit documentation.

Donor credit reports are required to be submitted at the conclusion of the Spring application process and again in December if additional awards are made throughout the year. STOs may also submit donor credit reports prior to the required deadlines

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.

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 13th** and email to LAHelpDesk@datarecognitioncorp.com. STOs should work with partner schools to make sure that all participation forms are completed.

Reminder: Important Information for District Testing Coordinators

General

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LEAP 360

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LEAP Connect/LAA1

- Results will be available in the [Online Reporting System](#) in May.

Frequently Asked Questions and Contact Information

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

School Tuition Organization	Regional Focus	STO 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
Son of a Saint	New Orleans	www.sonofasaint.org	hello@sonofasaint.org	504-561-7508

School Choice Program for Students with Exceptionalities (SCP)

New: School Choice Program Award Rosters Due April 11th

The Department is currently reviewing all submitted School Choice applications. We will send participating schools awarded student rosters to review on April 9th. Verified rosters will be due back to the Department by April 11th. More information about this process will be communicated to school leaders and Scholarship contacts via email.

As a reminder, schools should not contact families regarding their award status until the LDOE sends out award communications directly to families.

If you have any questions, please reach out to nonpublicschools@la.gov.

New: Coming Soon - Teacher Leader Summit Registration

The [2018 Louisiana Teacher Leader Summit](#) will take place May 30 - June 1 at the Morial Convention Center in New Orleans.

- All sessions, including those that require pre-registration, will be available for registration the week of April 23.
- The deadline to register is May 18.
- Educators must register for each day they plan to attend the Summit.
- Registration is open to all and no school system code is required; however, some sessions require pre-registration.
- All general sessions are first come, first served.

Please contact louisianateacherleaders@la.gov with questions related to the 2018 Summit.

Reminder: 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.

Reminder: 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.

Please email systemsupport@la.gov with questions.

Reminder: 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.

Please contact ryan.n.gremillion@la.gov with questions.

Reminder: 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.

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 **April 3rd District Newsletter** or the **March 29th Nonpublic Newsletter**, please [visit the LDOE Newsroom](#).

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

LDOE Contacts

[John White](#)

State Superintendent of Education

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Twitter @LouisianaSupe

LDOE Links

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