



April 12, 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
All nonpublics	5/18/18	Register for Teacher Leader Summit	Administrators and teacher leaders

## Louisiana Scholarship Program (LSP) News

### **New: 2018-19 Scholarship Rosters Forthcoming for Schools Outside of Orleans Parish**

The Department is finalizing award rosters for Scholarship schools located outside of Orleans Parish. The Scholarship team will upload all 2018-19 awarded student rosters in SEE, and will notify schools via email when rosters are available. Schools will receive instructions to verify their rosters in that email and will have two business days to report any discrepancies.

Orleans Parish schools have already received rosters through EnrollINOLA.

**As a reminder, schools located outside of Orleans Parish should not contact families regarding their award status**

until the LDOE sends out award communications directly to families. This will take place in late April or Early May.

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

## **New: Parent Guides to the ELPT and LEAP Connect Student Reports**

This week the Department released parent guides for the new English Language Proficiency Test (ELPT) and LEAP Connect student reports. These guides provides families with information on:

- student achievement level by content or domain;
- a comparison of the student's progress to others; and
- information to help parents understand how to use these results to guide discussions with their child's teacher.

Schools should send the parent guides home to parents along with the student reports in May.

Both of these guides, and all other assessment resources, can be found in the [Family Support Toolbox](#). Translated versions will be available in the Toolbox next week.

Please email [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **New: Third Year Assessment Cohort Rosters**

ESSA statute and BESE policy require that all high school students participate at least one time in both an English language arts and math assessment. In Louisiana, students are required to take the English II and Algebra I LEAP 2025 high school assessments by their third year of high school regardless of course enrollment or diploma pathway.

The Department has posted a file named LEA Code\_LEA Name\_EOC\_Third Year Assessment Cohort to the FTP, along with a Third Year Assessment Cohort FAQ that includes all students who are required to test or have an accountability code applied to their testing record. Please see the FAQ provided with the file for specific details on how to add students to test sessions. There are a limited number of students who are not required to participate based on one of the reasons listed below.

1. Accountability Codes 1-44, 97: Student is no longer enrolled in school.
2. Accountability Code 80: Student has a doctor's letter excusing the student from testing
3. Accountability Code 94: Student took a LAA 1 ELA and math assessment.
4. Accountability Code 96: Student earned an English II credit and/or Algebra I credit from an out of state or nonpublic school as evidenced by the official transcript.
5. Students who take the English III and/or Geometry tests in spring do not need to take the English II and/or Algebra I tests unless they are also enrolled in the courses.

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

## **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 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 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.

### **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. The remaining scheduled postings will be April 23, May 7, May 21, June 4, and June 18.

### **LEAP 2025**

- 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.
- **Now - 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.
- DTCs needing the unsent 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.
- [Parent Guide to the ELPT Student Reports](#) available in the [Family Support Toolbox](#). Translated versions will be available next week.

## LEAP Connect/LAA1

- Results will be available in the [Online Reporting System](#) in May.
- [Parent Guide to the LEAP Connect Student Reports](#) available in the [Family Support Toolbox](#). Translated versions will be available next week.

## ACT and WorkKeys

- **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
- **April 16-20 - Districts receive ACT test materials** for makeup testing
- **April 18 - Deadline to order ACT accommodations materials** for makeup testing by calling ACT Accommodations, 800-553-6244 ext. 1788
- **April 23 - Deadline to conduct sessions for examinees to complete the non-test information** on the answer documents for paper testing
- **April 24 - Deadline to add students and update student information** in PearsonAccess<sup>next</sup> for ACT makeup testing
- **April 24 - Administer the ACT on paper with standard time** on the makeup test date
- **April 24-30 - Administer the ACT on paper with accommodations and/or supports** during the makeup window **for students who are testing due to an administrative error only**
- **April 26 - Pre-scheduled FedEx pickup** for ACT test materials from the standard timemakeup test date (May 4 - deadline for ACT to receive materials. Late arriving materials will not be scored)
- **May 2 - Pre-scheduled FedEx pickup for ACT test materials from the accommodations makeup test date.** (May 10 - deadline for ACT to receive materials. Late arriving materials will not be scored)

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## Tuition Donation Credit (TDC) Program News

### New: Parent Guides to the ELPT and LEAP Connect Student Reports

This week the Department released parent guides for the new English Language Proficiency Test (ELPT) and LEAP Connect student reports. These guides provides families with information on:

- student achievement level by content or domain;
- a comparison of the student's progress to others; and
- information to help parents understand how to use these results to guide discussions with their child's teacher.

Schools should send the parent guides home to parents along with the student reports in May.

Both of these guides, and all other assessment resources, can be found in the [Family Support Toolbox](#). Translated versions will be available in the Toolbox next week.

Please email [assessment@la.gov](mailto:assessment@la.gov) with questions.

### Reminder: 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](mailto:lindsey.bush@la.gov).

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

## Reminder: Important Information for District Testing Coordinators

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- 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.

### LEAP 360

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### LEAP Connect/LAA1

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- [Parent Guide to the LEAP Connect Student Reports](#) available in the [Family Support Toolbox](#). Translated versions will be available next week.

## 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	<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 in SCS**

Schools can view student rosters for the 2018-19 school year in SCS under the "student" tab. The Department will follow up with an email on how to verify rosters by the end of the week. The Department is also in the process of following up with schools/families that have missing information on applications, so that these students can be added to rosters.

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

## All Nonpublics

### **New: 2018-2019 System Enhancements Review**

Please forward to data coordinators and data managers.

At the March collaborations, the Department provided data managers with [proposed changes to data systems for next school year](#); these changes included updates to the Department systems, DRC assessment file layouts/workflow, and eScholar. Data managers and program office staff should sync to review changes to the data systems and submit the [feedback survey](#) by April 13. This feedback will be used to finalize 2018-2019 data system changes.

### **Reminder: 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.

As a reminder, registrants need to coordinate with their school system's Teacher Leader Coordinator if requiring their school system to cover travel expenses.

Please contact [louisianateacherleaders@la.gov](mailto: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](mailto:jumpstart@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 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 **April 10th District Newsletter** or the **April 5th 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

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