

# Important News for NONPUBLIC SCHOOLS



May 3, 2018

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## Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
LSP, SCP	5/4/18	Complete <a href="#">Q4 Enrollment</a>	School leaders or Scholarship contacts
All nonpublics	5/7/18	Register for Jump Start Super Summer Institute	School leaders, administrators, CTE Supervisors
All nonpublics	5/18/18	Register for Teacher Leader Summit	Administrators and teacher leaders
LSP, SCP	5/25/18	Last day for newly awarded students to register at school	School leader or Scholarship contact

## Louisiana Scholarship Program (LSP) News

### **New: 4th Quarter Enrollment Window Closes Friday**

The 4th quarter enrollment window in SEE will close on Friday, May 4th at 5:00 PM. Schools that do not complete enrollment verification by the deadline will not receive timely payment for Scholarship students.

Please remember that LEADs passwords expire every 30 days and must be reset at <https://password.doe.louisiana.gov/>.

Pop-up blockers must be turned off.

Instructions for completing enrollment verification can be found [here](#).

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

## **New: Awards Communications and New Student Registration**

The Department has completed the e-mail notification process for all current students and 2018-19 applicants to the Scholarship Program. Hard copy letters will also be mailed to families at the address listed on their application. Now that awards have been communicated to families, schools can begin reaching out to awarded families to begin the registration process. The registration deadline for new students is **May 25, 2018**. Students who do not register by May 25th will lose their Scholarship award and be dropped from your roster.

As you begin to register and enroll Scholarship students, please remember that **schools are responsible for confirming that new Scholarship students meet income and residency eligibility and must keep the student's eligibility documentation on file**. Continuing Scholarship students (even if they are new to your school) are automatically eligible and do not need to prove their eligibility again. If you have questions about a student's status, please review the attached [Verify Prior Year Scholarship guide](#).

If families reach out to your school that are not on your roster for 2018-19, please first try to answer their questions using the attached [LSP Application FAQ document](#). If the Application FAQ document does not resolve the issue, please direct the family to call the Louisiana Department of Education's call center at 1-877-453-2721.

## **New: Collecting Required Registration Documents for All Students**

During the registration process, all schools should share a copy of all school rules and policies regarding discipline, enrollment, and academic performance. In addition, all Scholarship students, whether they are enrolling at your school for the first time or are returning, must complete three registration forms (attached) every year. Please have parents fill out the forms linked below and maintain a record of these forms at your school:

- Scholarship Program: [Receipt of Rules and Regulations Form](#)
- Scholarship Program: [Parent Acknowledgments Regarding Scholarship Funds](#)
- Scholarship Program: [Special Education Waiver](#)

Please note that parents are not required to bring in their award letter as proof of a Scholarship. Instead, schools use SEE to verify awards. You should not register anyone as a Scholarship student who is not currently listed on your SEE roster. During the quarterly enrollment count, you will not be reimbursed for students who are not listed on your roster, and admitting a student who has not received an award will make them ineligible to participate in the Scholarship program in future years.

## **New: May Superintendents Call**

Diocesan Superintendents are invited to participate in the Superintendents Conference Call hosted by State Superintendent John White on **May 9 at 10:30 a.m.** You may begin dialing into the call 15 minutes in advance. Please follow the instructions below. To join the call:

- go to <https://louisianaschools.adobeconnect.com/suptscall/>;
- dial into the Phone Bridge: 877-475-0109;
- enter the Meeting ID #8695506; and
- identify yourself in order to be placed into the meeting.

## **New: May School System Planning Call**

The May School System Planning Call will take place on May 9 at 1:00 p.m. The following school system supervisors should participate:

- Early childhood supervisors
- District test coordinators and accountability contacts
- Curriculum supervisors
- Talent supervisors: Teacher Leader, Mentor, Content Leader and Principal
- High school and career and technical supervisors
- Compass contacts and personnel directors
- Finance supervisors

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dpc> and
- enter the meeting room as a guest and provide your name; or
- dial 1-855-240-2575 and enter participant PIN # 89147656.

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

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

Due to 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 and an updated transfer form 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 April 23. The remaining scheduled postings will be May 7, May 21, June 4, and June 18.

### **LEAP 2025**

- Test setup for grades 3-8 and high school is 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
- Now - May 18: LEAP 2025 high school computer-based testing window
- April 30 - May 4: LEAP 2025 grades 3-4 paper-based testing window
- May 7-8: Grades 3-4 PBT makeup 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.

### **ACT and WorkKeys**

- 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.)

### **LEAP Connect/LAA1**

- The [Parent Guide to the LEAP Connect Student Reports](#) has been posted in the [Assessment Library](#).
- LEAP Connect/LAA 1 results will be available in [eDIRECT](#) in May. For directions on viewing score reports, reference pages 90-94 of the eDIRECT User Guide posted under General Information in [eDIRECT](#).

### **ELPT**

- The [Parent Guide to the ELPT Student Reports](#) has been posted in the [Assessment Library](#).
- ELPT results will be available in the [Online Reporting System](#) in May. An Online Reporting System User Guide will be posted to the [ELPT Portal](#) with the release of results that contains directions on viewing score reports.

### **Assessment Administration Support and Training**

The Assessment and Accountability Office Hours will be held on May 8 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
- dial 1-646-307-1380 and enter participant PIN # 89147656.

## **Update: Monthly Nonpublic Testing Coordinator Call Rescheduled**

The Monthly Nonpublic Testing Coordinator Call was rescheduled for Tuesday, May 15th at the link and phone number provided below. **All testing coordinators for Scholarship and TDR schools are encouraged to attend.**

Webinar link: <https://louisianaschools.adobeconnect.com/assessment-accountability/>

Toll access number (Toll): 1-646-307-1380

Toll free access number (Toll Free): 1-855-240-2575

## Tuition Donation Credit (TDC) Program News

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

The Department is accepting prior school checks for all TDC applicants. 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, May 15th (returned to STO's by Tuesday, May 22nd)

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

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Toll free access number (Toll Free): 1-855-240-2575

Participant pin code: 89147656

#### **Frequently Asked Questions and Contact Information**

Information about the Tuition Donation Credit Program can be found in the [Frequently Asked Questions](#) and [Scholarship Programs](#)

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

## School Choice Program for Students with Exceptionalities (SCP)

### **New: 4th Quarter Enrollment Window Closes Friday**

Reporting for 4th quarter enrollment in SCS will close on Friday, May 4th at 5:00 PM. Schools that do not complete enrollment verification by the deadline will not receive timely payment for Scholarship students.

Please remember that LEADs passwords expire every 30 days and must be reset at <https://password.doe.louisiana.gov/>. Pop-up blockers must be turned off.

Instructions for completing enrollment can be found [here](#).

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

### **New: Awards Communications and New Student Registration**

The Department has sent out hard copy letters to families at the address listed on their application. Now that School Choice Program awards have been communicated to families, schools can begin reaching out to awarded families to begin the registration process.

The registration deadline for new students is **May 25, 2018**. Students who do not register by May 25th will lose their award and be dropped from your roster.

During registration, we encourage you to share a copy of all school rules and policies regarding discipline, enrollment, and academic performance. Please note that parents are not required to bring in their award letter as proof of a Scholarship. Instead, schools use SCS to verify awards. You should not register anyone as a Scholarship student who is not currently listed on your SCS roster. During the quarterly enrollment count, you will not be reimbursed for students who are not listed on your roster.

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

## All Nonpublics

### **New: 2018-2019 BESE Regulation Waiver Request Submission**

The Department continues to streamline its process for receiving and reviewing BESE regulation waiver requests. BESE regulation waiver requests for the 2018-2019 school year should be submitted to the Department via the [BESE Regulation Waiver Request Form](#) no later than May 31. BESE will review all waiver requests received by the Department at its June meeting.

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

### **New: April BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on April 18 and approved a number of bulletin revisions and recommendations. A summary of the proposals that directly impact the activities of local education agencies may be accessed

recommendations. A summary of the approvals that directly impact the activities of local education agencies may be accessed [here](#).

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

## **Reminder: Registration for 2018 Teacher Leader Summit Now Open**

Please share with principals and Teacher Leaders.

The [2018 Teacher Leader Summit](#) will take place Wednesday, May 30 through Friday, June 1 at the Morial Convention Center in New Orleans. This event will bring together 6,500 educators and content experts from across the state to share their knowledge, and learn new skills to ensure meaningful growth for every child, every day in 2018-2019.

Registration for the Summit is now open in [WisdomWhere](#) and is based on a first come, first served basis, with a small subset of sessions requiring pre-registration. Registration will close in mid-May.

In Louisiana, we believe that all students, even those that struggle the most, should have access to the best education. At this year's Teacher Leader Summit, educators will have the opportunity to choose from over [300 sessions](#) led by content experts, and should plan to attend all three days. Approximately 70 percent of sessions will focus on topics relevant to classroom teachers, therefore school systems are encouraged to ensure approximately 70 percent of their attendees are current classroom teachers.

This year's event will also include "Ed Talks," a series of nationally recognized speakers and accompanying session tracks that will provide schools and school systems with innovative strategies to best support struggling students and schools. Details will be provided in early May via the newsletters.

Contact your Teacher Leader coordinator for information about attending this year's Summit, or contact [louisianateacherleaders@la.gov](mailto:louisianateacherleaders@la.gov) with additional questions about the event.

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

Please share with CTE Supervisors, school administrators, and instructors.

Registration for the 2018 Jump Start Super Summer Institute (SSI) will be extended until **May 7**. Please contact [jumpstart@la.gov](mailto:jumpstart@la.gov) with any questions. .

Please see the [SSI 2018 Pre-Planning Document](#) to view when and where sessions for basic and advanced statewide credentials will be offered.

## **Reminder: Assessment Development Educator Review Committees**

Assessment Development Educator Review Committees convene from May through September. Throughout this process, selected educators review potential assessment items or provide recommendations for scoring tasks for LEAP 2025 tests.

The vendor will provide lodging, breakfast, lunch, and stipend, and reimburse for mileage and substitutes.

Deadlines to complete many of the interest surveys have been extended. Interest survey links, information about the different committees, and contact info for the assessment coordinators can be found in [Assessment Development Educator Review Committees](#) overview in the [Assessment Guidance](#) library.

The Assessment Development Team is in most need of special education (low cognitive; learning disorder), English learner, and visually impaired, hard of hearing, or deaf teachers to speak for our most vulnerable populations of students.

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

## **Reminder: Financial Aid Planning Regional Events**

Please share with professional school counselors and/or staff responsible for the implementation of financial aid planning policy in schools.

There are regional events scheduled throughout the state for seniors who still need to submit the FAFSA. Additional individual school events are scheduled and can be viewed at the [Regional Financial Aid Calendar](#).

- **May 7:** East Baton Rouge Parish FAFSA Event Jewel M. Newman Community Center 3:00 p.m.-5:00 p.m.
- **May 16:** East Baton Rouge Parish FAFSA Event Jewel M. Newman Community Center 9:00 a.m.-11:00 a.m.
- **May 25:** East Baton Rouge Parish FAFSA Event Jewel M. Newman Community Center 12:00 p.m.-2:00 p.m.

If assistance with a FAFSA event is needed, the Department can make an onsite visit. Please email [ldefinancialaid@la.gov](mailto:ldefinancialaid@la.gov) to set up a date/time or for more information.

## **Reminder: Heroin and Opioid Prevention Education Survey**

The Department is interested in learning about existing substance abuse and prevention programming in Louisiana school systems and schools and would appreciate input from the professional(s) with the most knowledge in substance abuse prevention within each school system. Please have these individuals answer a brief [survey](#) no later than May 18; this may include wellness/health teachers, coordinators, or supervisors.

Additionally, if an employee in your school system is interested in working with the Department to provide opioid-specific resources to schools across the state, please contact [michael.comeaux@la.gov](mailto:michael.comeaux@la.gov).

## **Reminder: Teach Live: Teacher Certification Portal**

In response to feedback from school system leaders, the Department is excited to announce the upcoming launch of Teach Live, a new educator certification portal that is designed to improve customer service and that will enable digital submission of certification requests.

The portal will allow for:

- direct, interactive communication between the Department, personnel directors and their teams, and educators;
- electronic submission of fillable PDF certification applications; and
- online payment of fees for certification applications.

Teach Live will open this Thursday, April 26.

For guidance on navigating the portal, please refer to the following user guides, which are posted in the [Educators Preparation Library](#).

- [Teach LA Live! User Guide for Educators](#)
- [Teach LA Live! User Guide for Preparation Providers](#)
- [Teach LA Live! User Guide for School System Personnel \(HR\)](#)

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

## **Other Department Newsletters**

To view the **May 1st District Newsletter** or the **April 26th 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](#)

[Contact Us](#)

STAY CONNECTED

