



Louisiana Believes

**Nonpublic Schools  
(Not Seeking State Approval)**

**Guidelines and Instructions**

John White

State Superintendent of Education

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## State Board of Elementary and Secondary Education

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Each year, over 20,000+ Louisiana families independently educate their children through either: a) a Nonpublic School (Not Seeking State Approval); or, b) a Board of Elementary and Secondary Education (BESE) Approved Home Study program.

These guidelines provide valuable information to families and schools wishing to attend a nonpublic school (not seeking state approval). The Louisiana Department of Education (LDE) provides a similar handbook for families interested in educating their children through a BESE-Approved Home Study Program.

If families have any questions about implementing a Nonpublic School (Not Seeking State Approval), families may contact the LDE's toll free number at 1.877.453.2721.

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**General Overview:**

Families wishing to independently educate their children have the option of attending a nonpublic school (not seeking state approval) rather than seeking state approval as a BESE-Approved Home Study Program. It is important to note that attending a nonpublic school (not seeking state approval) does not serve as confirmation that students are meeting compulsory attendance laws.

Additionally, please note that students enrolled in a Nonpublic School (Not Seeking State Approval):

- a) are **not** considered enrolled in a BESE-Approved Home Study Program or BESE-Approved Nonpublic School;
- b) are **not** eligible for Tuition Opportunity Program for Students (TOPS) scholarships; and,
- c) are **not** required to take state testing. However, testing is available upon request through the local school system for only the 4th and 8th grade LEAP. Contact the school system in January for applicable testing dates and fees.

**How to Submit Attendance Information for a Nonpublic School (Not Seeking State Approval):**

Schools or families wishing to attend a Nonpublic School (Not Seeking State Approval) must annually submit attendance information for their school. You must notify the LDE annually by the thirtieth day after the school session begins. A public school cannot refuse to let a parent withdraw their child from school. If a child between the ages of 7 and 18 (unless the child has graduated) is not enrolled in a public or nonpublic school, is not enrolled in a BESE Approved Home Study Program, or cannot otherwise demonstrate that they satisfy the Compulsory Attendance Law for at least 180 days in the school year, then the parents of that child could be in violation of the Compulsory Attendance Law. A student who is withdrawn from public school during the school year, or who attended public school the year before enrolling in a private school, must provide an Enrollment Notification Letter to the public school he attended within 10 days of enrollment. This notification may include a request for the student's transcript. La. Rev. Stat. Ann. Ss 17:221.3 (B) (1)-(2).

All school districts are provided with a list of their district's nonpublic schools (not seeking state approval) on a quarterly basis and can communicate with Sue.Millican@LA.gov if they require additional information.

Information provided to the LDE when submitting attendance information for your nonpublic school (not seeking state approval) includes:

- The school year
- The name of your nonpublic school (not seeking state approval)
- Contact information
- The number of students enrolled.

Families and schools **MUST** submit their attendance information through a simple online system.

To learn more about the online system, please read the Frequently Asked Questions available on the LDE’s Home Study Website: <http://www.louisianabelieves.com/docs/school-choice/faq---new-online-system-for-home-study-and-registered-nonpublic-schools.pdf?sfvrsn=2>

The following table provides step-by-step instructions on how to submit attendance information.

Application Instructions:
<ol style="list-style-type: none"><li>1) Go to the Nonpublic School (Not Seeking State Approval) section of the LDE’s website: <a href="http://www.louisianabelieves.com/schools/nonpublic-schools/registered-nonpublic-schools-(not-seeking-state-approval)">http://www.louisianabelieves.com/schools/nonpublic-schools/registered-nonpublic-schools-(not-seeking-state-approval)</a></li><li>2) Click on the link that says: “Enter Attendance Information For a Nonpublic School (Not Seeking State Approval)”</li><li>3) Complete the online form. This online form asks for the same information that schools previously needed to submit in a signed letter.</li><li>4) Provide your e-mail address (this allows the LDE to easily communicate with you—see step 6)</li><li>5) Click “Submit”</li><li>6) If you provided your e-mail address, you will receive an automatic e-mail that contains your official registration letter. If you did not provide your email address, the LDE will <b>not</b> be able to send your official registration letter.</li></ol>

Please find further information on Compulsory Attendance Laws, Required Documentation for Obtaining a Driver’s License or Learner’s Permit, and Immunization laws in the table below:

Topic	Topic Description:
<p align="center"><b>Compulsory Attendance Law</b></p>	<p>Every parent, guardian or other person having custody or control of a child between the ages of seven and eighteen has the primary responsibility of ensuring that the child regularly attends school. Louisiana law provides for parent, state, and school district responsibilities’ regarding compulsory attendance laws:</p> <ul style="list-style-type: none"> <li>• R.S. 17:221. A.1-4. School attendance, compulsory ages, and duty of parents: <a href="http://www.legis.state.la.us/lss/lss.asp?doc=80276">http://www.legis.state.la.us/lss/lss.asp?doc=80276</a>;</li> <li>• R.S.17:230. Powers and duties of visiting teachers, or supervisors of child welfare and attendance: <a href="http://www.legis.state.la.us/lss/lss.asp?doc=80322">http://www.legis.state.la.us/lss/lss.asp?doc=80322</a>; and</li> <li>• R.S. 17:232.C. and D. Attendance records, principals' and teachers' duty to furnish; penalty for violation; pupil absence upon own authority prohibited; notice <a href="http://www.legis.state.la.us/lss/lss.asp?doc=80324">http://www.legis.state.la.us/lss/lss.asp?doc=80324</a>.</li> </ul>
<p align="center"><b>Required Documentation for Obtaining a Driver’s License or Learner’s Permit</b></p>	<p>Pursuant to LA R.S.32:431.1, Louisiana students enrolled in a nonpublic school (not seeking state approval) must certify that they meet required school attendance for the purposes of obtaining a driver’s license or a learner’s permit.</p> <p>To certify the required attendance, please keep a copy of the letter sent upon the successful submission of attendance information for a nonpublic school (not seeking state approval). If the nonpublic school (not seeking state approval) submitted attendance information online, then the registration letter will be sent to the e-mail address provided.</p> <p>Families of students enrolled in a nonpublic school (not seeking state approval) should provide a copy of this letter and confirmation of enrollment in the nonpublic school (not seeking state approval) as documentation of school attendance to the Department of Motor Vehicles for the purpose of obtaining a driver’s license or learner’s permit.</p>
<p align="center"><b>Immunization Law</b></p>	<p>House Bill 178 of the 2008 Regular Session of the Louisiana Legislature now requires evidence of current immunization against meningococcal disease as a condition for students eleven years old entering any grade.</p> <p>Students who are eleven years old must be immunized against meningococcal disease. Exemptions include: parent/guardian waivers for religious or personal reasons, or a written statement from a physician stating contraindicated medical reasons, including shortage of supply of vaccine.</p> <p>Chief school administrators are responsible for checking and ensuring enforcement of this law.</p>