PURPOSE

In order to receive state and federal funding, nonpublic schools in Louisiana must be approved by the state Board of Elementary and Secondary Education (BESE) and be compliant with the nondiscrimination requirements of *Brumfield vs. Dodd.* The nonpublic school approval process is intended to confirm that schools utilize "a curriculum of quality at least equal to that prescribed for similar public schools," as required by the Louisiana Constitution. Additional accountability measures apply for eligible nonpublic schools that participate in the Louisiana Scholarship Program.

APPLICANT CATEGORIES

Nonpublic schools seeking state approval in 2018-2019 will be organized into three categories:

- *Category 1:* Schools with independent accreditation from the Southern Association of Colleges and Schools (SACS), AdvancED, or from an agency recognized by the National Association of Independent Schools (NAIS)
- *Category 2:* Schools with accreditation from an independent group not listed above
- *Category 3:* Schools without accreditation

A "returning applicant" is any nonpublic school with state approval for the 2017-2018 school year. A "new applicant" is any school seeking state approval for the first time or without approval for the 2017-2018 school year.

REQUIREMENTS & TIMELINE

All forms can be downloaded on the Louisiana Department of Education website at http://www.louisianabelieves.com/resources/library/nonpublic-schools.

Category 1 Schools		Category 2 Schools		Category 3 Schools	
Returning	New	Returning	New	Returning	New
- Brumfield v. Dodd compliance report - Fire & Health/Safety Filings*	- Brumfield v. Dodd initial application - Letter of accreditation - Fire & Health/Safety Filings*	- Brumfield v. Dodd compliance report - Returning Applicant Questionairre (changes only) - Program of Study (changes only) - Faculty & Volunteer Letter - Fire & Health/Safety Filings*	- Brumfield v. Dodd initial application - Letter of accreditation - New Applicant Questionnaire - Program of Study - Faculty & Volunteer Letter - Fire & Health/Safety Filings*	- Brumfield v. Dodd compliance report - Returning Applicant Questionairre (changes only) - Program of Study (changes only) - Faculty & Volunteer Letter - Fire & Health/Safety Filings*	- Brumfield v. Dodd initial application - New Applicant Questionnaire - Program of Study - Faculty & Volunteer Letter - Fire & Health/Safety Filings*

All required documents are due by October 3, 2017. The LDE will present nonpublic school approval recommendations to BESE in December 2017.

* Fire- School inspection report must be from the state or local fire marshal   *Health- School inspection report must be completed by the Department of Health and Hospitals

INSTRUCTIONS FOR SUBMITTING DOCUMENTS

The Louisiana Department of Education is using an FTP server to collect documents submitted for 2018-19 nonpublic school approval. FTP stands for File Transfer Protocol. On the FTP server, each nonpublic school will have a unique folder to which all documents may be uploaded.

- New Applicants: Nonpublic schools applying for state approval for the first time should send an email to nonpublicschools@la.gov to request an FTP account.
- Returning Applicants: The Department automatically created an FTP account for all nonpublic schools with 2017-18 state approval.

Logging on to the FTP Server

To log on to the FTP server follow these steps:

Step	Direction	Notes
1	Go to the FTP server website	https://sftp.doe.louisiana.gov/thinclient/
2	Type in your username	All usernames have the form SITECODE@nonpublic. For example, the username for Louisiana Nonpublic School (site code 999001) would be 999001@nonpubilc
3	Type in your password	All passwords are initially set to be Educ@tion2017.
4	Click login	
5	Change your password	Passwords must be at least 12 characters and contain at least one capital letter, at least one lower case letter, at least one non-numerical symbol, and at least one number.

Uploading Documents

Your FTP account has been set up such that you only have the capacity to do one thing: upload documents. All of the other functionalities – including the capacity to download, read, and delete documents – have been disabled. It is therefore incredibly important to make sure that your group only uploads final documents to your FTP account.

After you have logged on to your FTP account, uploading a document should be very simple:

Step	Direction
1	Click on the "Upload Files" button
2	Click "browse"
3	Choose the file to be uploaded and click "open"
4	Click "upload"

QUESTIONS

Any questions or concerns about the nonpublic school approval process, including accessing or using the FTP server, should be directed to nonpublicschools@la.gov.