

As part of the Louisiana Department of Education's (LDE's) efforts to increase customer service for families, the LDE will provide families with a simple, user-friendly online system to submit their home study applications or register a nonpublic school. Please read this FAQ to learn more about this online system:

1. How can I register a nonpublic school?

Beginning in the 2016-2017 school year, the registration process for nonpublic schools not seeking BESE-approval will be entirely online. The home study application process is also online but the option to submit paper-based applications for home study remains.

2. How will I benefit from this online application system?

- Easily submit a home study application or register a nonpublic school
- Receive automatic e-mails once you complete the online form
- Significantly reduced wait-time to hear back about your application/registration status
- Approval letters e-mailed directly to you

3. Are there any different requirements between the new system and the old paper-based process?

No. The new online system will ask for and require the exact same information as the paper-based process did. The only difference is that the online system will also allow you the option to provide your e-mail address so you can receive immediate notification on the status of your application.

4. Why is the Louisiana Department of Education asking for my e-mail address?

Providing your e-mail address will allow the LDE to easily and instantaneously communicate with you regarding your Home Study program or Registered Nonpublic School. This communication will include: a) automatic e-mails once you complete the online system; and b) official approval letters e-mailed directly to you instead of by mail. The LDE will **not** provide your email address to any third parties nor will it use the email for any other purpose than to communicate with you about applying for a home study program or registering a school.

5. How do I use the online system to register a nonpublic school?

- 1) Go to the Registered Nonpublic School section of the LDE's website
- 2) Click on the link that says: "Click here to register your nonpublic school online"
- 3) Complete the online form. This online form asks for the same information that schools previously needed to submit in a signed letter.
- 4) Provide your e-mail address (this allows the LDE to easily communicate with you – see step 6)
- 5) Click "Submit"
- 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 e-mail address, the LDE will **not** be able to send you an official registration letter.

6. How do I use the online system to submit a home study application?

- 1) Go to the Home Study section of the LDE's website
- 2) Click on the link that says: "Click here to submit a home study application online"
- 3) Complete the online application form. This online application form asks for the same information previously requested in the paper-application. One question will ask you to upload any required documentation.
- 4) Provide your e-mail address (while optional, this allows the LDE to easily communicate with you – see step 6)
- 5) At the end of the application, click "Submit"
- 6) If you provided your e-mail address, you will receive an automatic e-mail confirming that you properly submitted a home study application. The LDE will then review your application and uploaded documentation and either approve the application or follow up with any additional questions. If you provided your e-mail address, you will receive an e-mail with your official approval letter attached the second the LDE approves your application. If you did not provide your e-mail address, the LDE will mail you the official approval letter.

7. How will I upload a document into the Home Study application if I don't own a scanner?

The online system will require home study program applicants to upload various required files, such as a birth certificate for new applicants. This uploading will occur during one of the online application questions.

Families often use a scanner to create an electronic file out of a paper-based document. Families that do not own scanners typically use one at either a local library or an office-supplies store. In addition, families that do not own scanners can simply take a picture of a paper document with either a digital camera or smart-phone and then upload that image.

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8. Can I still mail/fax in a home study application or signed letter to register a nonpublic school?

Yes and No. Families without internet access may still submit a paper application/registration letter via mail or fax for the home study application *only*. The paper application and instructions will be available on the LDE's website. Mail/fax options are *no* longer available to register a nonpublic school.

9. How should I contact the Department if I have any questions?

If you have any questions about the online system for Home Study programs or Registered Nonpublic Schools, and are unable to make an "Office Hours" session, please contact the LDE's toll-free number at 1.877.453.2721.