



March 28, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
TDC and some nonpublic schools	4/5/19	Submit participation form for TDC and non-Scholarship nonpublic students	STOs and school systems wishing to test nonScholarship students
LSP high schools and diocese	4/5/19	Complete cohort graduation certification action items	School leaders or counselors
All nonpublic high schools	4/26/19	Register for Super Summer Institute	CTE supervisors, school leaders, and counselors
All nonpublics that did not receive approval in fall	5/19/19	Submit BESE approval documents	School leaders
All nonpublics with school changes	7/15/19	Submit SPS change form for school leader, address, or grade configuration changes	School leaders

Louisiana Scholarship Program (LSP) News

New: April Superintendents' Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on April 3 at 10:30 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- Webinar Date and Time: April 3 at 10:30 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/529591599>
- Phone Bridge: 877-475-0109
- Meeting ID#: 5685704
- You will need to identify yourself in order to be placed into the meeting. Please enter your full name, and school system name when logging in.

Reminder: Cohort Graduation Data Certification Action Items

Certification of the 2018 cohort graduation data to be used in the Scholarship Cohort Index (SCI) was opened in Louisiana Data Review on Friday, March 15. The following steps are important to the data certification process:

1. School systems should make sure that the Department has correct contact information for accountability contacts using this [form](#).
2. The accountability contact and the backup accountability contact are provided with login information via email by the Department prior to opening.
3. Transcripts are up-to-date.
4. Documentation should be available for students who are selected for exit code review (students exiting to out-of-state or nonpublic schools).
5. Documentation should be available for students who are selected for FAFSA review (parental waiver).

All schools and diocese with high school students should log in to Louisiana Data Review and complete any required actions by Friday, April 5th.

Please contact jennifer.baird@la.gov with questions.

Reminder: 2018-19 Transfer Window Moratorium

Due to testing and the upcoming lottery for Scholarship students, the transfer window for the remainder of this school year is closed. Transfers submitted will not be approved unless due to extenuating circumstances.

Families that wish to transfer their Scholarship award from one school to another due to extenuating circumstances for the remainder of the school year must complete the [transfer form](#). The school leader or Scholarship contact of the student's new school must sign off on the transfer and submit to studentscholarships@la.gov for approval.

Completion of the transfer form is not a guarantee that a transfer will be granted, and schools can not exceed their student enrollment caps. **Families should not buy uniforms or other supplies until the Department has approved the transfer.**

Please contact studentscholarships@la.gov with any questions.

Reminder: Complete Surveys to Participate in Educator Review Committees

Please share with teachers and supervisors, including those who work with special education (students with disabilities or significant disabilities), visually impaired, deaf or hard of hearing, and English learners.

Please have teachers and supervisors access the [Assessment Development Educator Review Committees](#) document, in the [Assessment Guidance Library](#) to learn specific information about the review committees convening for 2019. This document includes links to surveys for each committee that teachers and supervisors should complete in order to be considered for participation.

Survey closing dates:

- April 5 for late May and early June committees
- April 26 for June committees and science standard setting committees
- May 15 for July committees
- July 5 for August committees

Please contact michelle.mcadams@la.gov with questions.

Reminder: Important Assessment Information for Nonpublic School Students

The [FAQ about Testing Home Study and Nonpublic School Students](#) is available in the Assessment Library. Some highlights from the document includes:

- Nonpublic school students participating in the Louisiana Scholarship Program should test at their Scholarship school site.
- Other nonpublic school students can be tested if the school system is willing to pay DRC directly for testing them. The cost per student/per test is \$35.00.
- The tests must be given in accordance with all guidelines for test administration and test security.
- The LASID for non-public, **non-scholarship** students is the SSN with a leading "0".

Please contact assessment@la.gov with any questions.

Reminder: For District Testing Coordinators

General:

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#).
- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).
- The [2019-2020 Assessment Calendar](#) has been updated in the Assessment Library. The ACT makeup date has been corrected to March 31.

LEAP 2025

- Test setup for LEAP 2025 3-8 is open in [eDIRECT](#). DTCs and STCs can begin adding TA numbers, ensuring all students are in [eDIRECT](#) at the appropriate site, verifying accommodations, and creating test sessions on this date.
- Test setup for high school LEAP 2025 will open on March 25.
- Materials for computer based testing for grades 3-8 arrived last week. The additional materials for CBT is open in [eDIRECT](#).
- School systems needing to request 2017-2018 test scores for English I and US History 5-level must complete the 2017-2018 Test Score Request Form located in the [Assessment Library](#) under Resources and Forms. Email the completed form to assessment@la.gov.
- The [Participation Form for Nonpublic School Students](#) is due April 5 to DRC.

LEAP Connect

- School test coordinators and test administrators must complete the Post-Administration Oath located in both the LEAP Connect and LAA1 TAMs. The TAMs can be found in [eDIRECT](#) under General Information, Documents, LEAP Connect/LAA1 Spring 2019, and Manuals.
- The LEAP Connect and LAA1 scores will be available in May and posted in [eDIRECT](#).

ACT and WorkKeys

- Now - March 29: Receive materials for makeup testing at the district office.
- Today, March 26: Deadline to order ACT-approved accommodations and/or support materials for the April 2-8 testing window.
- Now-April 1: Request for ACT to add and remove students by submitting the Enroll or Unenroll Students file and update student information in PANext for makeup testing.
- Conduct sessions for examinees to complete non-test information on the answer document. Only required if not completed previously.
- April 2: Administer the make-up ACT on paper with standard time.
- April 2-8: Administer the make-up ACT on paper with accommodations and/or supports.

Assessment Administration Support and Training

The next Assessment and Accountability Office Hours call will be April 2 at 1:00 p.m.

- Webinar Link: <https://doe.zoom.us/>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

Tuition Donation Credit (TDC) Program News

Reminder: Important Assessment Information for Nonpublic School Students

The [FAQ about Testing Home Study and Nonpublic School Students](#) is available in the Assessment Library. Some highlights from the document includes:

- Nonpublic school students participating in the Tuition Donation Credit Program should test at their school site.
- Other nonpublic school students can be tested if the school system is willing to pay DRC directly for testing them. The cost per student/per test is \$35.00.
- The tests must be given in accordance with all guidelines for test administration and test security.
- The LASID for non-public, **non-scholarship** students is the SSN with a leading "0".

The [Participation Form for Nonpublic School Students](#) is available in the Assessment Library.

- Students participating in the TDC Program will be invoiced to the Sponsor/School Tuition Organization; nonscholarship students will be invoiced to the school system. If there is more than one STO, an additional form should be completed. Only one STO should be indicated on each form.
- Sites will be invoiced via email, and payment is due to DRC within 10 days of invoice receipt to receive reports during the standard reporting window.
- Complete and return this form to DRC no later than noon on **April 5, 2019**.

If you have any questions, please contact assessment@la.gov.

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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	www.acescholarships.org	TDR@acescholarships.org	504-491-1813
Arete Scholars Louisiana	Statewide	www.aretescholars.org	maryhw@aretescholars.org	225-245-3610
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	newschoolsbr.org/our-approach/excellence-scholarship-fund	brandy@newschoolsbr.org	225-384-0271
Son of a Saint	Orleans	www.sonofasaint.org	hello@sonofasaint.org	504-561-7508

School Choice Program for Students with Exceptionalities (SCP)

Reminder: School Choice Program for Students with Exceptionalities Application Review

The Department is currently reviewing all submitted School Choice applications. We will send participating schools awarded student rosters to review in early April.

If you have any questions, please reach out to nonpublicschools@la.gov.

Reminder: Transfer Request Form Available

In order to transfer a School Choice award from one participating school to another, families and receiving schools should complete a [transfer form](#). Please submit transfer forms to nonpublicschools@la.gov.

All Nonpublics

New: BESE Tuition Program for Teachers Application for Summer and Fall 2019

[The BESE Tuition Program for Teachers](#) provides tuition funding for selected classroom teachers to enroll in courses at regionally accredited colleges or universities in Louisiana. Online applications for coursework funding for the summer and fall 2019 semesters is now open and will close on April 1. Program details, as well as a link to the application, can be found on the [Continuing Opportunities for Educators](#) page.

For questions about the BESE Tuition Program for Teachers, visit the [Frequently Asked Questions](#) page or contact stem@la.gov.

New: Collegiate Athletics Compliance Informational Session

Please share with professional school counselors.

The [Louisiana Office of Student Financial Assistance](#) (LOFSA) is holding a [workshop](#) for secondary professional school counselors on April 5 at the Galvez State Office Building, 602 North 5th Street, Baton Rouge, LA 70821 from 8:00 a.m. to 12:00 p.m.

The workshop will provide information on student-athlete eligibility and student-athlete registration for major athletic associations (NCAA, NJCAA, and NAIA). It will also provide information on the financial aid/scholarships the associations provide and recommendations for school counselors to effectively advise their student athletes to prepare for their transition to post-secondary education as student-athletes.

For more information, please contact rhonda.bridevaux@la.gov.

New: End-of-Year Data Collections

Please share with data coordinators and data managers.

Several systems are open or will be opening soon for the end of year data submissions. This will be the last opportunity for school systems to submit final school calendars, staff data, student data, and student transcripts. The submission deadlines for these end of year collections are later in the school year. Please refer to the [2018-2019 Benchmark Calendar](#) for deadlines and additional reminders.

Please email systemsupport@la.gov with questions.

New: 2019-2020 Sponsor Site System (SPS)

Sponsor Site requests for the 2019-2020 school year are now being accepted. This includes closure of existing schools/sites, changes to existing schools/sites, and the addition of new schools/sites. Submit requests via the [Sponsor Site Information Form](#) by June 30 (for school closures) and July 15 (for new schools and changes to existing schools).

Please email systemsupport@la.gov with questions.

New: 2019-2020 System Enhancements

The Department is currently working to enhance the following data systems for the 2019-2020 school year, to improve user experiences and adhere to state and federal policies and legislation: Compass, eScholar, PEP, SER, SIS, SPS, and STS. Draft Technical Specifications for 2019-2020 System Enhancements are now live in [INSIGHT](#) for review.

As part of this process, the Department is asking school systems to review the enhancements and submit [feedback](#) by April 9. Following the feedback period, four webinars will be held for school system and vendors to discuss final specifications. Please note, [registration is required](#). Webinar login details will be automatically provided to participants upon registration.

- April 12 1:00-2:30 p.m.
- April 15 2:00-3:30 p.m.
- April 16 9:00-10:30 a.m.
- April 17 9:30-11:00 a.m.

Please email kavlie.loune@la.gov with questions.

Reminder: 2019-20 BESE Approval Documents Due May 19th

The Department is holding a supplemental BESE approval round for the 2019-20 school year for schools that did not submit documentation and receive BESE approval in the fall. Please submit required documents for BESE approval via <https://form.jotform.com/81773454351156>. The list of required documents can be found [here](#). This will be the final opportunity for schools to receive BESE approval for the 2019-20 school year. The jotform and all required documents are due **Friday, May 19th**.

If you have any questions about the BESE approval process, please reach out to nonpublicschools@la.gov.

Reminder: Important Changes to Educator Certification Applications

The Department processes over 4,000 certification questions and applications per month. In order to better serve school systems, the Department recommends the following:

- Use [Teach LA Live!](#) to submit both applications and questions to the certification team
- Schedule [office hours](#) in the online portal for specific certification questions
 - Speak with a Certification Specialist during [office hours](#) -- this is for personnel directors and/or administrative staff only
 - Please include name and contact number when scheduling

To increase efficiency, **the Department will no longer accept paper applications after May 1.**

Please contact christy.bellue@la.gov with questions.

Reminder: March BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on March 13 and approved a number of bulletin revisions and recommendations. A [summary](#) of the approvals that directly impact the activities of school systems is now available.

Please email ryan.n.gremillion@la.gov for more information.

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Other Department Newsletters

To view the **March 26th District Newsletter** or the **March 21st Nonpublic Newsletter**, please [visit the LDOE Newsroom](#).

To be added to the newsletter distribution list, please send an email to nonpublicschools@la.gov.

LDOE Contacts

[John White](#)
State Superintendent of Education
877.453.2721 (toll-free)
Twitter [@LouisianaSupe](#)

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