



May 23, 2019

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## Important Dates for Nonpublic Schools

| School Choice Program                            | Date    | Action, Event, or Deadline  | Owners                                 |
|--|---------|---|--|
| TDC  | 5/28/19 | Submit Prior School Checks  | STO's                                  |
| LSP  | 5/28/19 | Deadline for new Scholarship recipients to register at awarded school                             | Awarded Scholarship families           |
| LSP schools that received newly awarded students | 5/30/19 | Return new student registration workbook (to be sent 5/28)  | School leaders or Scholarship contacts |
| All nonpublics with school changes               | 7/15/19 | Submit <a href="#">SPS change form</a> for school leader, address, or grade configuration changes | School leaders                         |
| All nonpublics that received EEF funds           | 7/15/19 | Submit final PER  | School leaders or finance managers     |

## Louisiana Scholarship Program (LSP) News

### **New: Student Registration Workbooks for New Awards Due Next Week**

Students have until May 28th to accept their Scholarship award and register at their awarded Scholarship school. The Department will send schools a student registration workbook to complete on Tuesday, May 28th. On the workbook, schools should note the

newly-awarded students that have arrived at the May 28th deadline. This registration workbook will be due back to the Department within 48 hours. **Please ensure that someone on your staff completes the registration workbook by the close of business on Thursday, May 30th.**

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

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

The Department has completed the e-mail notification process for all current students and 2019-20 applicants to the Scholarship Program. Hard copy letters have also been mailed to families at the address listed on their application. Now that awards have been communicated to families, schools should be reaching out to awarded families to begin the registration process. **The registration deadline for new students has been extended to May 28, 2019.** Students who do not register by May 28th will lose their Scholarship award and be dropped from your roster. Schools are encouraged to reach out to students on their roster to invite them to register by the deadline.

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.** This requirement applies to NSECD students moving to kindergarten as well. If a family is using a tax return to prove income eligibility, please ensure it is a 2018 return. Continuing Louisiana Scholarship Program students (even if they are new to your school) are automatically eligible and do not need to prove their eligibility again.

If families reach out to your school that are not on your roster, 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.

## **Reminder: 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 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 may make them ineligible to participate in the Scholarship program in future years.

## **Reminder: Release of Class of 2018 Results**

The Department has announced performance data for the Class of 2018. All Superintendents should have received via email copies of the public files that are posted to the Department's [Data Center](#) as part of the release. Individual school system and school-level cohort graduation and career credential files were shared via the FTP Monday.

Class of 2018 college enrollment data will be released later this month. Additional details will be provided in this newsletter.

Email [assessment@la.gov](mailto:assessment@la.gov) with 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 updated Central Office Testing Site Manager (TSM) is now available for download in [eDIRECT](#) under the Downloads tab. Central Office will replace the TSM for the 2019-2020 school year and must be installed prior to August. TSM 9.2 will no longer work on June 30.

### **LEAP 2025**

- High school testing irregularities and void forms should be submitted to [assessment@la.gov](mailto:assessment@la.gov) by this Friday, May 24.
- Spring high school LEAP 2025 scores for non-seniors are now posting in [eDIRECT](#).
- June 17-21
  - June 17: Summer high school LEAP 2025/EOC test setup and additional materials window opens
  - DTCs should train STCs on test security and administration.

### **LEAP 360**

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a [Memorandum of Understanding \(MOU\)](#) to protect the item and test content. Submit the signed MOU to [assessment@la.gov](mailto:assessment@la.gov).

### **ACT and WorkKeys**

- School Test Coordinators can now access student score reports in the [Validus](#) Online Reports Portal for students taking the WorkKeys assessments online. Score reports for WorkKeys assessments taken on paper are now available in the portal.
- [The ACT Score Report Schedule](#) and the [WorkKeys Score Report Schedule](#) can be found on the [ACT State Testing](#) site. Please refer to this schedule for estimated access and delivery dates.
- Students should begin checking their myworkkeys.com accounts for scores and NCRCs if earned. Students may contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539) for help accessing their accounts.
- No later than June 10: WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in [Validus](#). The [WorkKeys Online Reports Portal User Guide](#) has descriptions of each report and instruction for running the reports.
- No later than July 2: ACT school and district level reports will be available through [PANext](#).
  - Reports must be downloaded before [PANext](#) is activated for the 2019-2020 school year, which is usually the beginning to mid-August.

### **Assessment Administration Support and Training Office Hours**

The last Assessment and Accountability Office Hours for the 2018-2019 school year will be May 28 at 1:00 p.m. Regularly scheduled Office Hours will resume in August.

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

## **Tuition Donation Credit (TDC) Program News**

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

The Department is accepting prior school checks every two weeks on Tuesday. The next submission is due May 28th. Verified prior school checks will be returned to STOs within a week. Please upload the prior school template to your FTP and email [lindsey.bush@la.gov](mailto:lindsey.bush@la.gov) when uploaded.

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

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The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#). Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

## **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      | <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:brandy@newschoolsbr.org">brandy@newschoolsbr.org</a>   | 225-384-0271 |
| Son of a Saint  | 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)**

### **Reminder: Award Communications and Student Registration**

The Department has mailed out award letters for all new and returning students to the School Choice Program for Students with Exceptionalities. Now that communications have been made, schools should begin reaching out to awarded families to register at their school. Parents need to register at your school by 5/28, if they haven't already. At this time, there is no additional action on the school's part.

The exact award amount for students equals 50% of MFP for the parish in which the student resides. Once MFP is determined for 2019, we will email schools exact award amounts per parish.

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

## **All Nonpublics**

### **New: Release of College Enrollment and Persistence Data**

School system leaders received an email from Assistant Superintendent Jessica Baghian alerting them that individual Class of 2018 college enrollment and Class of 2017 college persistence data are available in the FTP. These data were released via a press release and are posted in the [High School Data Center](#). School system leaders received copies of the statewide data files via a second email from Assistant Superintendent Baghian.

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

### **New: Super Summer Institute - Late Registration**

Please share with Career and Technical Education (CTE) supervisors, administrators, and instructors.

Late registration for the 2019 Jump Start Super Summer Institutes (SSI) will open July 1 and close July 5 for a limited number of July sites and sessions.

Late registration sites include Bossier, Livingston, and Operation Spark. Late registration seats, in the following sessions, are limited and additional seating will not be made available after late registration closes on July 5.

- Adobe Visual Design Specialist
- FAA License/Drone Applications
- Quest for Success
- Operation Spark Instructor Intensive

Late registration will also include an additional opportunity for Quest for Success training in Baton Rouge on July 29-30.

No refunds will be provided for late registration. No onsite registration will be available at any SSI sites.

For more information, please e-mail [jumpstart@la.gov](mailto:jumpstart@la.gov).

### **New: Attend the Pre-Summit Principal Track Kick-off Webinar**

Please share with principals.

The Teacher Leader Summit will include a tailored sequence of sessions for principals to ensure they have the tools they need to support teachers in 2019-2020. The Department will host a Pre-Summit Principal Track Kick-off Webinar to:

- introduce school systems and school leaders to the 2019-2020 school system support strategy;
- share a preview of the principal track summit session, "Academic Strategy and School System Support for 2019-2020," and
- provide information and answer questions to ensure principals are prepared to attend the principal track offerings at the Summit.

It is recommended that all CIR/UIR-A principals and school system staff attend one of the two options below. The webinar will be recorded and made available on Louisiana Believes.

- [Webinar Option 1](#): May 28, 9:30 - 10:30 a.m.
- [Webinar Option 2](#): May 30, 3:15 - 4:15 p.m.

### **New: 2019-2020 Louisiana Principal Fellowship Program Registration**

[The Louisiana Principal Fellowship Program](#) partners with the National Institute for School Leaders (NISL) to offer a yearlong executive development program for school and school system leaders in all stages of their careers.

The [Registration Nomination Survey](#) for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is open and available on the Louisiana Principal Fellowship website until May 31. The cost per person is \$10,600. NISL will invoice for payment in the early fall.

Principal Fellowship/NISL Orientation

The orientation session for the 5th cohort of the Louisiana Principal Fellowship/NISL will be offered at two times and locations. Confirmed Principal Fellowship/NISL participants for the 2019-2020 school year should plan on attending one of the two orientation sessions:

- June 13 from 9:00 a.m. to 1:00 p.m. at the Rapides Parish School Board Media Center in Alexandria; or
- June 25 from 12:00 p.m. to 4:00 p.m. at the Convention Center in New Orleans (Day prior to Teacher Leader Summit)

Confirmed cohort members will receive further details for orientation in the coming weeks, including the schedule, cohort locations, and calendars for the remainder of the Fellowship.

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

### **New: Updated School Nurse Handbook**

Please share with school nurses.

The [School-Based Nursing Services in Louisiana Schools Handbook](#) has been updated to reflect changes in vision screening and tracheostomy procedures.

Please contact [michael.comeaux@la.gov](mailto:michael.comeaux@la.gov) for additional information.

### **Reminder: Submit Final PER for Education Excellence Fund (EEF)**

If your school or agency received a payment from the 2018-2019 Education Excellence Fund (EEF) this year, please be advised of the following important dates:

- June 30, 2019: Deadline for EEF recipients to obligate EEF funds
- July 15, 2019: Deadline for EEF recipients to submit their Final 6/30 PERs

Please note that Final PERs are used to calculate EEF allocations for the following year, so EEF recipients that do not submit a Final PER by **July 15th** may experience delays in accessing their EEF funds for 2019-2020.

An important reminder: When completing the PER, notice on the first tab (labeled Expenditure Obligation Summary) that there is a

An important reminder: When completing the PER, notice on the first tab (labeled Expenditure Obligation Summary) that there is a box at the bottom with a checkbox for Final Expenditure. Check that. Otherwise your PER will not be reported as Final and it will have to be corrected and re-submitted.

For assistance in preparing your Final 6/30 PER for EEF, see the Training section on the [eGMS](#) Logon page. (Tips & Reminders: Preparing the Periodic Expense Report (PER)).

## **Reminder: Emergency Preparedness Tools for Students and Families**

Please share with principals and school family engagement coordinators.

As schools come to a close, and hurricane season approaches, the Governor's Office of Homeland Security and Emergency Preparedness is sharing resources to help families prepare for an emergency. Families can also visit [www.getagameplan.org](http://www.getagameplan.org) for more information, or download the "Get A Game Plan" app.

- [Emergency Supply Checklist](#)
- [Louisiana Emergency Preparedness Guide](#)
- [Emergency Preparedness Guide for Persons with Special Needs](#)

## **Reminder: Louisiana Youth Summit on Opioid Awareness**

Please share with professional school counselors.

Louisiana middle and high schools are encouraged to save-the-date for the [South Louisiana Youth Summit on Opioid Awareness](#) on October 1, at the Lakefront Arena in New Orleans. This half-day event, hosted by the [Mark Wahlberg Youth Foundation](#) and [DEA 360](#), is designed to educate middle and high school students about the dangers of opioid addiction and encourage them to be part of the solution to ending this epidemic. The Summit will seek to empower students to take action in their schools to promote prevention and encourage peers to seek the benefits of leading a healthy lifestyle.

This is a free event, and registration details will be communicated in the newsletter and the school system planning call in August. In the meantime, schools and counselors are encouraged to check the [Summit website](#) for event updates.

Please contact [traynard@therendongroup.com](mailto:traynard@therendongroup.com) with questions.

## **Other Department Newsletters**

To view the **May 21st District Newsletter** or the **May 16th 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](#)

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