



May 30, 2019

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Important Dates for Nonpublic Schools

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics with school changes	7/15/19	Submit SPS change form 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: Transfer Window to Open in Early June

After the DOE has processed all new student rosters, the transfer window will open for families seeking to transfer their award from one school to another. The Scholarship team will email all schools when the transfer window opens with the updated 2019 transfer form.

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

New: 2018-2019 SPS/SCI Calculator Updates

Please share with accountability contacts.

Scholarship schools receive an SCI if they have an average of 10 or more participating students per K-12 grade or 40 or more participating students enrolled in testing grades. SCI is calculated in the same manner as SPS for public schools. The 2018-2019 SPS calculator has been updated in [Accountability Resources](#), and school systems now have two calculator options.

- 2018-2019 SPS Calculator: This calculator no longer includes ELP progress since this index will not be included in the SPS until 2020. Both calculators were updated to expand the high school progress index table to include two years of data. In 2018-2019, the high school progress index will include points earned from growth demonstrated in 2017-2018 and 2018-2019 in ELA (LEAP 2025 English I and II scores) and math (LEAP 2025 Algebra I and Geometry scores).
- 2018-2019 SPS Calculator with ELPT Simulation: ELPT results are now included in a separate calculator which enables schools and systems to estimate a simulated SPS for 2019 that includes the ELP progress measure. This calculator should only be used to inform planning since the SPS will not include ELP progress until 2020.

Please contact assessment@la.gov with questions.

New: June Superintendents' Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on June 4 at 10:00 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- Webinar Date and Time: June 4 at 10:00 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/726883527>
- Phone Bridge: 877-475-0109
- Meeting ID#: 5287789

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: 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

- Spring high school LEAP 2025 scores for non-seniors are now posting in [eDIRECT](#).
- June 17-21
 - June 7: 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.

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 NCRs 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 next monthly Assessment and Accountability call will be June 18 at 1:00 p.m. There are not any Office Hours in June or July. Regularly scheduled Office Hours will resume in August.

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

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

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 June 11th. 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 when uploaded.

If you have any questions, please reach out to lindsey.bush@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	Statewide	www.acescholarships.org	TDR@acescholarships.org	504-491- 1010

Louisiana				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)

New: SCP Award Amounts for 2019

The School Choice Program for Students with Exceptionalities award amount is equal to 50% of MFP for the parish in which the student resides. Once MFP has been determined, DOE will email all schools with exact award amounts per parish.

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

All Nonpublics

New: Financial Aid Planning Events

Please share with school counselors or other personnel responsible for financial aid planning.

The Department has staff available to assist with FAFSA submission and general financial aid information until the July 1 state priority deadline. Financial aid specialists can come to schools, senior events, libraries, community centers, or any regional location, and are also available on Saturdays. The Department has some regional events scheduled and can also advertise any events school systems are hosting via the [Regional Financial Aid Calendar of Events](#). If school systems need assistance for seniors submitting a FAFSA, correcting applications with errors, or want to advertise an event, please contact ldefinancialaid@la.gov.

For more information, please e-mail ldefinancialaid@la.gov.

New: Teacher Certification Renewal Process

For many teaching certificates, it is time to renew. Most certificates are renewable for calendar years. However, the following certificates are issued for a school session:

- Practitioner Licenses (1, 2, and 3)
- Extended Endorsement Licenses
- Temporary Employment Permits
- Resident Teacher Certificates
- Out-of-Field Authority to Teach

These certificates are not renewed until July 1 of each calendar year. For this reason, the Certification team will not begin processing issuance or renewal of these certificates until July 1.

Please note that any renewal applications for these certificate types submitted prior to July will be held until the July 1 date. Due to processing time, some certificates may show as lapsed or expired until they are processed by the Certification team. Once processed, they will show a retroactive start date of July 1 and no lapse of certification.

Practitioner License (PL) Renewals:

- The program provider applies for PL renewal only if the teacher is enrolled in the Practitioner Teacher Program (PTP) on a PL1.
- The employer applies for the PL renewal when the teacher candidate is enrolled in the Certification-Only Program (PL2) or the Master's Alternative Program (PL3).

As mentioned previously, these certificates are renewed after July 1 each school year.

Please email certification@la.gov with certification questions, or submit a question in our online portal at [TeachLALive!](#)

New: Regional Summer-Easter Care Meetings

New: Regional Summer Foster Care Meetings

The Department is hosting joint regional summer foster care meetings with the Department of Children and Family Services (DCFS). Topics to be covered include notification and communication protocols, transportation plan updates, new resources, and strengthening the relationship between DCFS and local school systems. For convenience, repeat meetings will be held at three locations around the state. All local Foster Care POCs should attend one of the following meetings. Please register below.

Date	Location/Registration	Time
June 11	Rapides Parish School Board Media Center 619 6th Street Alexandria, LA	10:00 a.m. - 2:00 p.m.
June 17	Jefferson Parish School Systems 601 Manhattan Harvey, LA	10:00 a.m. - 2:00 p.m.
June 19	Department Of Children & Family Services 160 South Ardenwood Drive Baton Rouge, LA	1:00 p.m. - 4:30 p.m.

For more information, please contact melanie.mayeux@la.gov.

Reminder: 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.

Reminder: 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 with questions.

Reminder: 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 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 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)).

Please contact tonya.johnson@la.gov with questions.

Other Department Newsletters

To view the **May 28th District Newsletter** or the **May 23rd 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](#)

LDOE Links

[LDOE Website](#)
[Contact Us](#)

STAY CONNECTED

