

Frequently Asked Questions for Public School Systems Testing Students

Enrolled in a BESE-Approved Home Study Program

Purpose

The purpose of this document is to provide answers to frequently asked questions regarding the testing of home study and nonpublic/non-scholarship students.

1. *Do public school systems have to test students in a BESE-approved home study program?*

State law requires that BESE-approved home study students be provided access to some state tests. Public school systems must offer testing to home study students for LEAP 2025 grades 3-8 testing when it is requested. School systems can charge up to \$35.00 for testing; however, if the student enrolls in the school system the following fall, the testing fee should be returned to the family. No payment is required by DRC for home study students and a participation form does not need to be completed. Home study students are not eligible to participate in LEAP high school assessments, LEAP Connect, ACT or ELPT.

2. *Can public school systems apply a deadline or requirements for testing?*

Yes. School systems can set up an application process with a deadline in order to meet any special requirements such as accommodations and to plan for needed materials and technology.

3. *Can public school systems determine where and when students are tested?*

Yes. School systems can decide where students are tested and when they are tested within the LDOE-approved testing window. When adding home study students in the DRC INSIGHT portal, school systems/schools should use the 998 site code. The LASID for home study students is the SSN with a leading "0" unless there is a pre-existing LASID available to the school system.

4. *How are test results for home study students reported?*

Test reports will be posted with other student reports in the DRC INSIGHT portal and should be provided to parents using the school system's policy for distribution (i.e. mail, direct pickup). The Louisiana Department of Education will not provide reports to families. Because home study students are not enrolled in the school system or a school, the scores for students enrolled in a home study program will not count in the SPS or DPS. If students are uploaded incorrectly using a school site code, their scores will be included in assessment reporting, such as assessment media reports.

Frequently Asked Questions for School systems or Schools that Choose to Assess Nonpublic/Nonscholarship School Students

1. *Do public school systems have to test students attending a non-public school?*

State law does not require testing of students in nonpublic schools, unless they are attending nonpublic school through the state scholarship program or Tuition Donation Credit (TDC) program. Students attending a nonpublic school through the scholarship or TDC program should be tested by their scholarship or TDC schools. However, public schools and nonpublic schools can offer testing services to nonpublic/non-scholarship school students if they choose to do so. To test nonpublic/non-scholarship school students and TDC students, the school system or school must complete the *Participation Form for Nonpublic School Students*. The system will submit one form for nonpublic school students for the entire system. The deadline to submit completed forms to lahelpdesk@datarecongnitioncorp.com is by noon on the last day of the testing window.

2. *Do all TDC schools have to complete the participation form?*

Yes. TDC students are not included in the state contract. Students must be tested under the 997 site code with other private pay students. The TDC School Tuition Organization (STO)/sponsor will be invoiced directly by DRC. The school offering the TDC program will submit one *Participation Form for Nonpublic School Students* for TDC students. The deadline to submit completed forms to lahelpdesk@datarecongnitioncorp.com is by noon on the last day of the testing window.

3. *Can public or nonpublic school systems determine where and when students are tested?*

The school system can determine how and where the students are tested. The tests must be given in accordance with all guidelines for test administration and test security. The system will submit one [Participation Form for Nonpublic School Students](#) for the entire LEA. The deadline to submit completed forms to lahelpdesk@datarecongnitioncorp.com is by noon on the last day of the testing window.

4. *Will the Louisiana Department of Education be responsible for the cost of testing nonpublic/nonscholarship school students?*

No. The cost per content area is \$35.00 and the school system or STO will submit payment directly to DRC. The invoice will be sent to the system for nonpublic school student testers, and the invoice will be sent to the STO for students in the Tuition Donation Credit program. School systems or schools that provide testing services to nonpublic/nonscholarship school students can determine a method for reimbursement from the students' family that works best for the school system or school. All students who are TDC or private pay must be tested under the 997 site code.

5. *How do school systems or schools assign nonpublic/nonscholarship and TDC students for testing sessions in the DRC INSIGHT portal?*

Nonpublic, non-scholarship students and TDC students must be tested under the 997 site code. TDC students in grades 3-8 will be automatically uploaded to the DRC INSIGHT portal with the students' LASIDs. High school students and other students that are not pre-identified must be manually uploaded to the DRC INSIGHT portal. Nonpublic, non-scholarship students must be loaded to the DRC INSIGHT portal by the School Test Coordinator using the student's Louisiana secure ID. All TDC students entered into the state data system by the October deadline will

automatically receive pre-identified materials for grade 3 paper-based testing if the site chooses the paper testing option during the October enrollment verification period hosted by DRC. The school will need to order materials for students that were not pre-identified through the additional materials process. Materials will be packaged at the school level and shipped to the school system. Since the students' physical testing locations could be at various locations within a school system, DTCs will need to track the distribution of these materials.

IMPORTANT NOTE: Students who are attending schools through the state scholarship program should be tested under the 001 site code. The school will be responsible for the payment for ALL students who test under the 997 site code, even if the testing is done in error.

6. ***How are test results for nonpublic/non-scholarship students reported?***

Test reports will be posted with other student reports in DRC INSIGHT portal and should be provided to parents using the school system's policy for distribution (i.e. communication platform, mail, direct pickup). Since these students are not enrolled in a public school or scholarship program, the scores for non-scholarship students will not count in the SPS or SCI (Scholarship Cohort Index). If students are uploaded incorrectly using a school site code, their scores will be included in assessment reporting, such as assessment media reports.