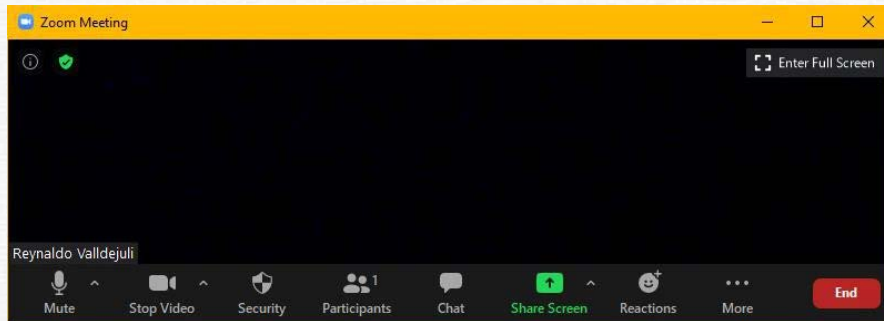


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



VISION for SUCCESS



August Nonpublic Webinar

August 16, 2023

Agenda

- Assistant Superintendent Message
- Assessments, Accountability, and Analytics
- Looking Ahead
- Nonpublic Schools Seeking State Approval
- Brumfield v. Dodd
- Edlink NPS
- Louisiana Scholarship Program
- School Choice Program
- Resources
- Q & A



**Assistant Superintendent
Office of School Choice Transition**



Dr. Pam Schooler Interim Assistant Superintendent, Office of School Choice

Dr. Schooler began her career as an elementary teacher in Mississippi. Her career also includes 16 years' experience as a school leader including traditional, charter, and virtual schools.

Prior to joining the Department, Dr. Schooler served as Executive Director of D'Arbonne Woods Charter School, a rural Type 2 charter school in Farmerville, Louisiana. Led by Dr. Schooler, the school underwent a significant performance enhancement, grade expansion, and facility development. The positive changes led to a notable advancement in the school's academic standing. Dr. Schooler also previously served in the largest Virtual Charter School in Baton Rouge, leading work in curriculum and instruction, professional development, and school improvement.

Dr. Schooler holds a Doctorate Degree in Educational Leadership from William Carey University in Hattiesburg, Mississippi. Since February 2022, Dr. Schooler has led the work of charter accountability and authorizing for the Office of School Choice.



Looking Ahead

Quarterly Enrollment

- Please review your roster in LEADS prior to Quarter 1 Enrollment.
- If you have any changes that need to be made to your roster, please contact our office at studentscholarships@la.gov.
- **We strongly encourage schools to schedule an [Office Hour session](#) if you have any enrollment access issues, questions regarding entering enrollment or questions about a specific student's enrollment.**

Quarterly Enrollment Dates SY23-24				
Program	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Louisiana Scholarship Program (LSP/SEE)	9/1-9/7	12/1-12/5	2/1-2/6	5/1-5/6
School Choice Program (SCP/SCS)	9/1-9/7	11/3-11/7	2/1-2/6	5/1-5/6



Looking Ahead

Date	Item	Participants
September 1	Quarter 1 Scholarship Enrollment opens in LEADS (LSP/SCP)	LSP and SCP Schools
September 1	Brumfield v Dodd and BESE Approval Applications Opens	All Nonpublic Schools Seeking Approval
September 1	NPS Annual Data Opens in EdLink	All Nonpublic Schools
September 7	Quarter 1 Scholarship Enrollment closes in LEADS (LSP/SCP)	LSP and SCP Schools
October 1	Notice of Intent (NOI) for Louisiana Scholarship Program and School Choice Program Opens	Nonpublic schools actively participating or wishing to participate in LSP and/or SCP
October 15	Brumfield v. Dodd & BESE Approval Applications Closes	All Nonpublic Schools Seeking Approval
October 15	NPS Annual Data Closes in EdLink	All Nonpublic Schools
October 31	Notice of Intent (NOI) for Louisiana Scholarship Program and School Choice Program Closes	Nonpublic schools actively participating or wishing to participate in LSP and/or SCP





Assessments, Accountability, and Analytics

**Nonpublic Schools
Seeking State Approval**



Nonpublic Schools Annual Approval & Classification

All nonpublic schools seeking BESE approval are required to apply each fall for approval the following year.

- What form will be used for the BESE application? **Jotform**
- Where can I find the the application?
The jotform link will become live on the [Nonpublic Schools](#) webpage.

2024-25 Nonpublic Schools

Application for Nonpublic Schools Seeking State Approval

All nonpublic schools must submit a series of documents in order to receive BESE approval for the 2024-2025 school year.

Completing this entire form will take approximately 15-30 minutes. Before starting this form please review this guide and prepare and save all required documents listed in this document in either PDF or .Docx format.

BESE approval is required for participation in the Louisiana Scholarship Program (LSP) and/or the School Choice Program (SCP). Schools interested in participating in either of those programs upon BESE approval must submit their Notice of Intent To Participate (NOI). Submissions will be open from October 1- October 31.



Nonpublic Schools Annual Approval & Classification

Applications for the 2024-2025 school year will be accepted from **September 1 to October 15, 2023.**

Applications must be complete when submitted. Incomplete applications will be returned, which may cause a delay in moving through the BESE approval process.



Nonpublic Schools Annual Approval & Classification

Supporting documents for BESE application:

- Accreditation Letter from one of the following:
([SACSCOC](#), [Cognia](#), [NAIS](#) or [Louisiana Montessori](#))
- Program of Study Form (For schools serving 9th-12th grade)
- Current State Fire Marshal Inspection Report (Must be dated within the past calendar year to be considered current)
- Department of Health and Hospitals Inspection Report (Must be dated within the past calendar year to be considered current)
- New or Returning Questionnaire (For schools seeking to be or remain non-accredited)



Brumfield v. Dodd



Nonpublic Schools Seeking Brumfield v. Dodd

All nonpublic schools seeking to apply for Brumfield v. Dodd approval as a renewal applicant or new applicant are required to apply each fall to qualify for the following year.

Applications for the 2024-2025 school year will be accepted from **September 1 to October 15, 2023** with their BESE application via JotForm which will be available on our [nonpublic schools webpage](#).



Nonpublic Schools Seeking *Brumfield v. Dodd*

To become eligible for state and federal funding:

- Schools must be approved by the Board of Elementary and Secondary Education and also comply with [*Brumfield v. Dodd*](#), a federal court order that prohibits discrimination.
- [*Brumfield v. Dodd Application*](#) forms must be completed, notarized and returned along with a copy of the school's Articles of Incorporation (as on file with the secretary of State's Office), and proof of the school's policy of non-discrimination (as ad appeared in a public notice, such as a newspaper advertisement).



Nonpublic Schools Seeking Brumfield v. Dodd

The Brumfield v. Dodd process is handled as followed:

- Complete applications are reviewed by the U.S. Department of Justice
- Recommended for approval to the Board of Elementary and Secondary Education (BESE) during regularly scheduled Board meetings
- Publically shared on our Nonpublic Schools webpage

Annually, nonpublic schools must submit a [Brumfield v. Dodd Compliance Report](#) in order to maintain eligibility for state and federal funding.

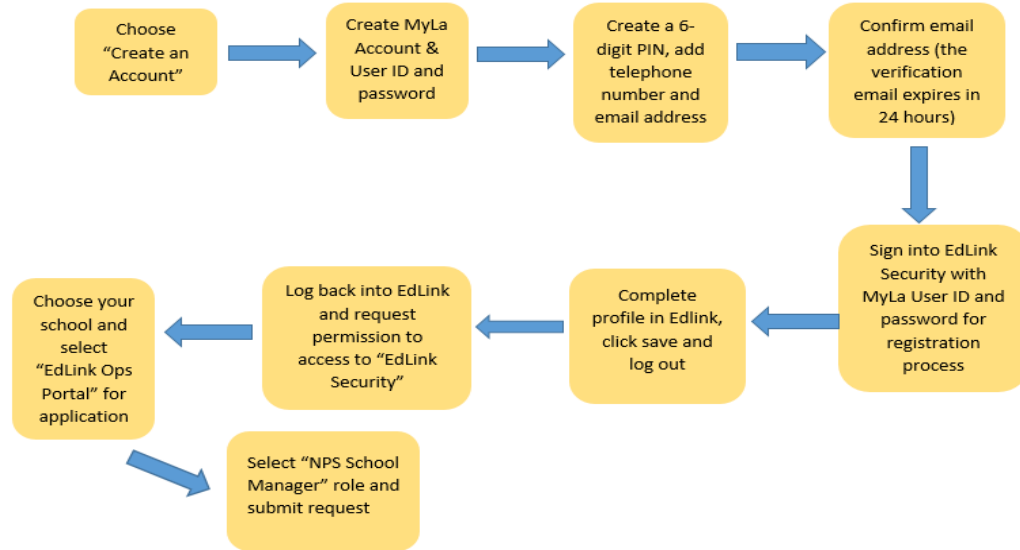


EdLink NPS (Nonpublic Schools) Access and Enrollment

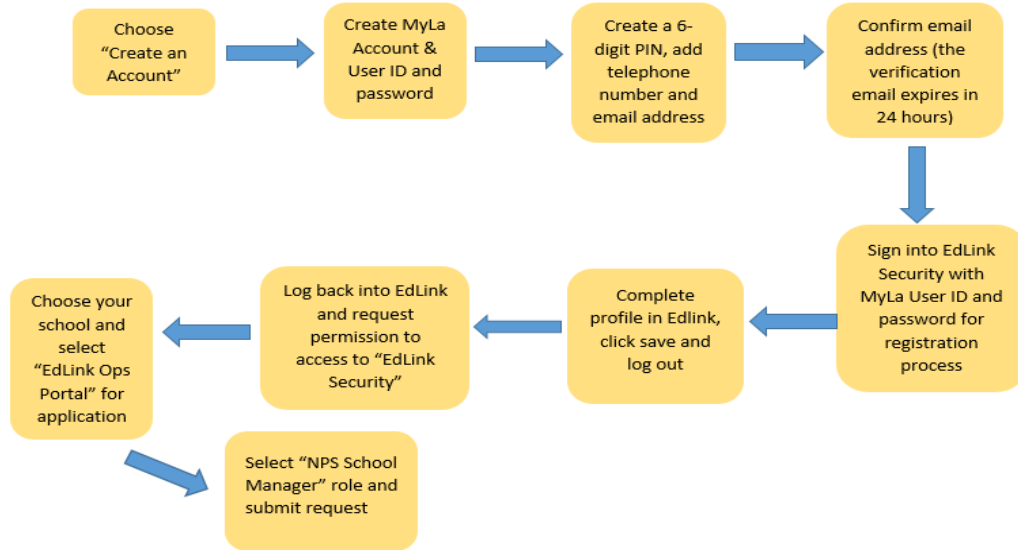


EdLink Request for Access

The flowchart below outlines the steps required to access EdLink Security. If you are new to EdLink this is necessary for annual reporting. An informational webinar is forthcoming.



EdLink Request for Access



EdLink- NPS Enrollment

The NPS reporting consist of school data that must be reported annually. The NPS reporting link will be accessible on our [Nonpublic Schools](#) webpage on **September 1 and close on October 15.**

Please ensure that the person reporting for the 2023-24 school year have their EdLink username and password ready to log in and report the following information:

- Students by grade (PreK4-12)
- Student Demographics by gender, ethnicity and grade
- Number of instructional days
- Graduating seniors by demographics for 2022-23 school year
- Number of faculty



EdLink- NPS Enrollment

Who is considered faculty?

Faculty refers to the school-based personnel. In addition to full-time classroom teachers, these individuals include Principals, Assistant Principals, Guidance Counselors, Librarians, and other Instructional Staff (provided these individuals are assigned to teach at least one class in the Program of Studies)



EdLink- NPS Assess

If you do not have an account with EdLink, an account can be created with the link below:

<https://ldoe.edlink.la.gov/#/>

It is recommended that you test your account prior to September 1.

THANK YOU!!!













Louisiana Scholarship Program



Tuition and Fees 2023-24

Tuition and Fees

- Approved Tuition & Fee sheets will be available on the FTP in your LSP Folders on Monday, August 21st

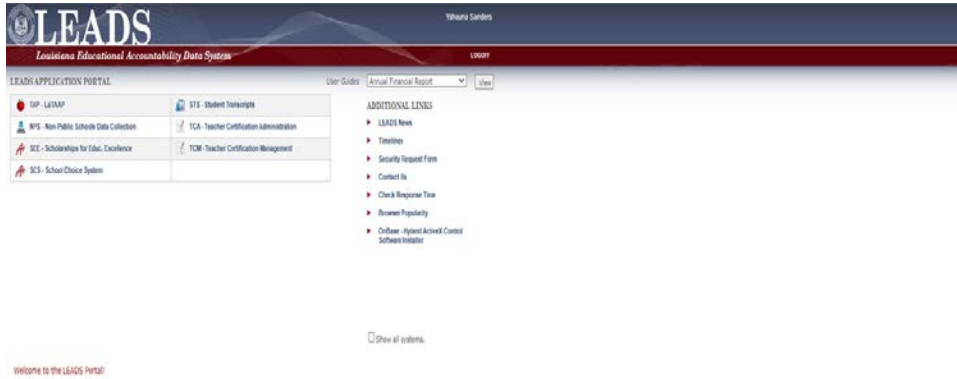
<input type="checkbox"/>	<u>Name</u>
<input type="checkbox"/>	 2015-16 Approval
<input type="checkbox"/>	 2016-17 Approval
<input type="checkbox"/>	 2017-18 Approval
<input type="checkbox"/>	 2022-23 LSP
<input type="checkbox"/>	 2023-24 LSP ←
<input type="checkbox"/>	 Assessments
<input type="checkbox"/>	 .DS_Store
<input type="checkbox"/>	 Advanced Ed. cert..pdf





Access to Portals

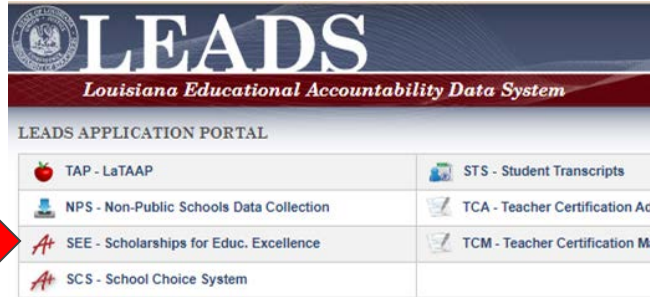
LEADS



- Always use the following link to access the LEADS portal:
<https://leads5.doe.louisiana.gov/ptl/>
 - You can use this link in any browser
- Your LEADS username always begins with the letter E (ex E123456).
- Passwords expire every 60 days and must be reset here:
<https://password.doe.louisiana.gov/>
- LEADS is where you will do the following:
 - Quarterly enrollment reporting
 - View rosters
 - View payment reports
- To gain access to SEE in LEADS click [here](#) to complete the request.



LEADS



- When you log in, you should be able to see the following tabs, based on the scholarship programs your school participates in:
 - The “SEE-Scholarships for Educ. Excellence” tab is for access to the Louisiana Scholarship Program (Red arrow)
- When you click on the tab a separate pop-up window will open.
 - Please remember to turn off pop-up blockers when trying to access the LEADS portal.
<http://www.wikihow.com/Disable-Popup-Blockers>





Viewing Rosters in LEADS

Rosters-LSP

Scholarships for Educational Excellence - Google Chrome
leads5.doe.louisiana.gov/see/FrameWork.aspx

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Covered School District Unacceptable School Participating School Student **Report** Processing Codes Load Rollover

Applicant Verification SEE Schools School Reports

Beginning School Year: 2022 School Type: ALL District: ALL
School: ALL

Seats by Schools
 Funding
 Payment
 SEE Roster
 Awarded Student Letters
 Denied Student Letters
 Waiting List Student Letters
 Site Letters
 Site Labels

Print

- In the SEE pop-up window, click the “Report” tab. (red arrow)
- Next, click the “School Reports” tab (green arrow)
- Select “SEE Roster” from the list of options (blue arrow)
- Select “Print” to download your current roster (purple circle) and view the pdf.





Enrollment Reporting

Enrollment Reporting

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Close | Restart

Participating School Student Report

Apply Update View Enroll

1) Beginning School Session Year: 2014 ▼

2) School: ▼

Once I've logged into LEADS and opened your program window, how do I find my school's enrollment report?

1. Select "Student" from the top row (yellow arrow) and "Enroll" from the second row (orange arrow)
2. Select "2023" for Beginning School Year
3. Your school's name will automatically populate under School



Enrollment Reporting

Fill in Entry Dates for students and check off if they are enrolled in the given quarter. Data will "NOT" be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	1			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason

4. Place a check mark in the current quarter if the student is enrolled at your school on the count date (purple arrow)

5. If a student has left your school, enter an "Exit Date" (green circle) and select an "Exit Reason" (pink arrow)

- You can access a menu of exit codes [here](#).

6. Once all students have either a check mark or an exit date next to their name, click "Save Changes" (red box)





Payment Reports

Payment Reports-LSP

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Covered School District Unacceptable Schools Participating School Student Report Processing Codes Load Rollover

Applicant Verification SEE Schools School Reports

Beginning School Year: 2022 School Type: ALL District: ALL

School: ALL

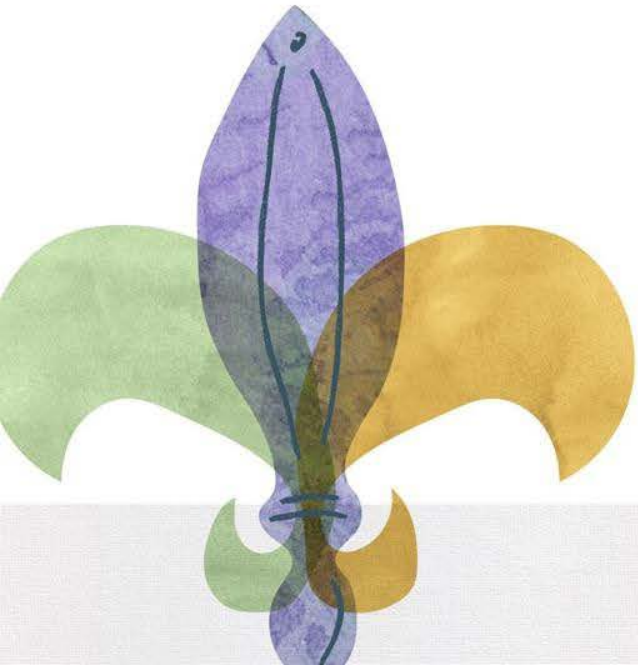
Seats by Schools
 Funding
 Payment
 SEE Roster
 Awarded Student Letters
 Denied Student Letters
 Waiting List Student Letters
 Site Letters
 Site Labels

Print

- In the SEE pop-up window, click the “Report” tab. (red arrow)
- Next, click the “School Reports” tab (green arrow)
- Select “Payment” from the list of options (blue arrow)
- Select “Print” to download your current payment report (purple circle) and view the pdf.

*****Please note that the payment report generated in LEADS are an estimate and do not accurately reflect final payment amounts.***





Transfer Requests

Transfer Requests

- Families seeking to transfer a Scholarship award for the current school year must complete this form together with the awarding school.
- In order to submit a request to transfer an award, students must:
 - Have an award issued by the Louisiana Department of Education (LDOE) for the current school year
 - Be registered at a participating LSP School
 - Not be assigned to a public school



Transfer Requests

- Scholarship students who wish to transfer from one participating scholarship school to another are REQUIRED to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school.
- Transfers are ONLY allowed to schools that meet accountability standards and who have Department approved available scholarship seats.
- The [LSP transfer form](#) can be found in the School Choice Library.
- The receiving school that the student will be attending should submit this form to the LDOE by emailing the completed form to studentscholarships@la.gov.

***The final date for Quarter 1 Transfers is August 25.**





Transfer forms must be completed correctly and signed by the school.

Forms with incorrect or incomplete information will be returned.

Families seeking to transfer a Scholarship award from one Scholarship school to a different Scholarship school for the 2023-2024 school year should complete this form together with the school they would like their child to attend. In order to request a transfer, students must:

- Have an award issued by the Louisiana Department of Education (LDOE) for the 2023-2024 school year
- Be registered at a Scholarship school as of May 26th
- Not be assigned to a public school

Scholarship students who wish to transfer from one participating Scholarship school to another are required to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school. Transfers are only allowed to schools that meet accountability standards and who have Department approved available Scholarship seats.

The receiving school should submit this form to the LDOE by emailing the completed form to studentscholarships@la.gov. You will receive a response within 2-5 business days. **Submission of this form does not guarantee transfer approval.**

Student Name:	Last 4 Digits of SS# (NOT LASID):	Student Date of Birth
[Redacted]	[Redacted]	[Redacted]
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email Address:
[Redacted]	[Redacted]	[Redacted]

2023-2024 School Placement and Grade:	Requested Transfer School Name and Site Code:
[Redacted]	[Redacted]
Briefly describe reason for transfer request:	
[Redacted]	

Parent Signature:
 I understand that transfers are not guaranteed but will be considered on a case-by-case basis. I understand that if the transfer is approved my child loses his/her seat at his/her current Scholarship school. The information I have provided above is accurate, and I will supply additional documentation as requested.

Parent/Guardian Signature: [Redacted] Date: [Redacted]

Receiving School Representative Signature:
 I understand that transfers are not guaranteed and acknowledge that I have a seat and will enroll this student in the grade listed.

School Representative Name: [Redacted] Date: [Redacted]

School Representative Signature: [Redacted]

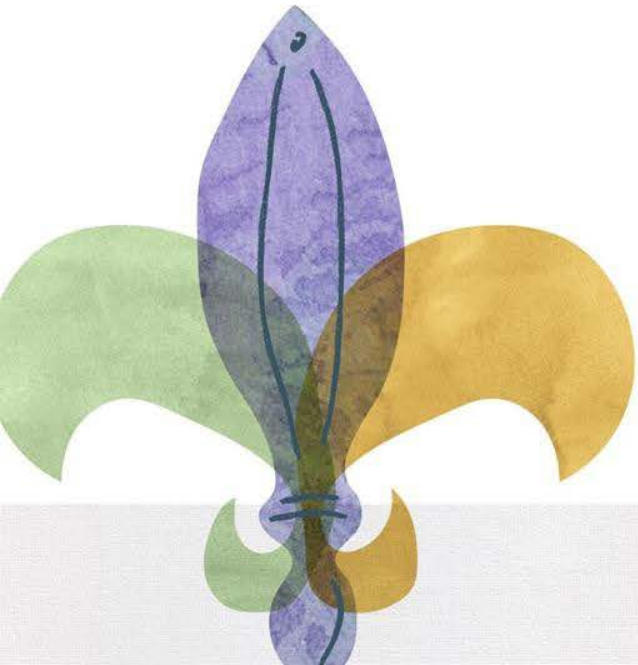


Final Dates for Transfers

Date	Action Item	Program
August 25	Final date for Q1 transfers	LSP Schools
November 27	Final date to receive transfers for Q2 *LSP only*	LSP Schools
January 22	Final date to receive transfers for Q3	LSP schools

***No transfers are allowed after Quarter 3 enrollment reporting.**





Declined Awards



Declined Awards

- **Once the award has been removed, it cannot be reinstated.**
- The family must sign the form acknowledging:
 - They are willingly choosing not to participate in the LSP program.
 - They must reapply if they would like to be considered for any future scholarship awards.
- A school representative must also sign the form acknowledging that they have informed the family of the stipulations of declining a scholarship award.





Declined Awards

Scholarship students who no longer wish to participate in the program must complete a [Declined Award form](#).

- **This form is NOT to be used for families requesting a transfer.**
- Once a family declines the award, the student will no longer be eligible to receive a scholarship for the remainder of the 2023-2024 school year.





Families seeking to decline a Scholarship award for the 2023-2024 school year must complete this form together with the awarding school. In order to request to decline an award, students must:

- Complete the current form provided by the school for the 2023-2024 school year
- Once a family declines the award, they will no longer be eligible to receive a scholarship for the remainder of the 2023-24 school year.

Once the award has been removed for the 2023-24 school year, it cannot be reinstated or transferred to another participating school. If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in the upcoming years. **The family must sign this form acknowledging that they understand they are willingly choosing not to participate in the LSP program for the current school year and must reapply if they would like to be considered for any future scholarship awards.** A school representative must also sign the form acknowledging that they have informed the family of the stipulations of declining a scholarship award.

Student Name:	Student DOB / Last 4 Digits of SS#:	Grade for 2023-2024 school year:
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email Address:

2023-2024 School Placement:	School Site Code:
Briefly describe reason for declining award:	

Parent Signature:

I understand that by declining this award, I am willingly opting out of the Louisiana Scholarship Program for the remainder of the current school year, and I will need to re-apply for the scholarship in order to be considered for scholarships awarded in the upcoming years. The information I have provided above is accurate, and I understand the scholarship terms above.

Parent/Guardian Signature: _____ Date: _____

School Representative Signature:

School Representative Name: _____ Date: _____

School Representative Signature: _____

Declined Award forms must be completed correctly and signed by the school.

Forms with incorrect or incomplete information will be returned.



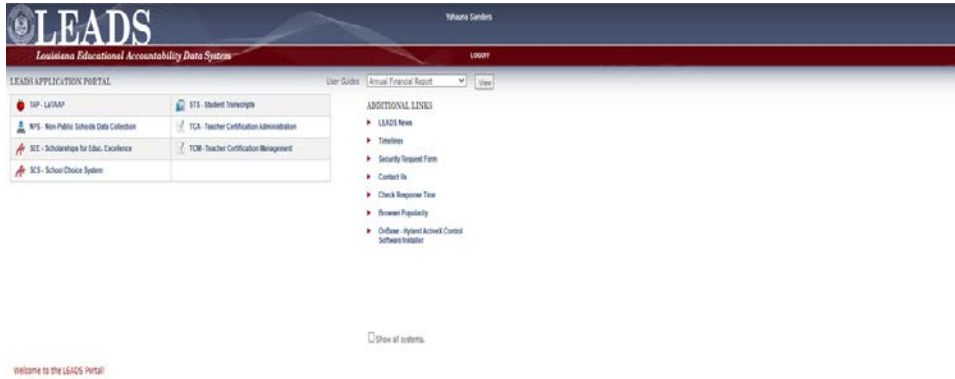
School Choice Program for Students with Exceptionalities





Access to Portals

LEADS



- Always use the following link to access the LEADS portal:
<https://leads5.doe.louisiana.gov/ptl/>
 - You can use this link in any browser
- Your LEADS username always begins with the letter E (ex E123456).
- Passwords expire every 60 days and must be reset here:
<https://password.doe.louisiana.gov/>
- LEADS is where you will do the following:
 - Quarterly enrollment reporting
 - View rosters
 - View payment reports
- To gain access to SEE in LEADS click [here](#) to complete the request.



LEADS



- When you log in, you should be able to see the following tabs, based on the scholarship programs your school participates in:
 - The “SCS-School Choice System” tab is for access to the School Choice for Students with Exceptionalities Program (Blue arrow)
- When you click on the tab a separate pop-up window will open.
 - Please remember to turn off pop-up blockers when trying to access the LEADS portal.
<http://www.wikihow.com/Disable-Popup-Blockers>





Viewing Rosters in LEADS



Rosters-SCP

SCHOOL CHOICE SYSTEM

Covered School District | Participating School | Student | Report | ProcessingPeriod

School Reports | Letters and Labels | Payment | SCS Roster

Beginning School Session Year: 2022

Site: ALL

Submit

Make a selection and then click 'Submit'.

- In the SCS pop-up window, click the “Report” tab. (red arrow)
- Next, click the “SCS Roster” tab (green arrow)
- Select “Submit” to download your current roster (purple circle) and view the pdf.





Enrollment Reporting

Enrollment Reporting

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Close | Restart

Participating School Student Report

Apply Update View Enroll

1) Beginning School Session Year: 2014 ▼

2) School: [Empty]

Once I've logged into LEADS and opened your program window, how do I find my school's enrollment report?

1. Select "Student" from the top row (yellow arrow) and "Enroll" from the second row (orange arrow)
2. Select "2023" for Beginning School Year
3. Your school's name will automatically populate under School



Enrollment Reporting

Fill in Entry Dates for students and check off if they are enrolled in the given quarter. Data will "NOT" be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	1			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason

Save Changes Cancel

4. Place a check mark in the current quarter if the student is enrolled at your school on the count date (purple arrow)

5. If a student has left your school, enter an "Exit Date" (green circle) and select an "Exit Reason" (pink arrow)

- You can access a menu of exit codes [here](#).

6. Once all students have either a check mark or an exit date next to their name, click "Save Changes" (red box)





Payment Reports

Payment Reports-SCS

School Choice System - Google Chrome
leads5.doe.louisiana.gov/scs/FrameWork.asx

SCHOOL CHOICE SYSTEM

Covered School District | Participating Schools | Student | Report | ProcessingPeriod

School Reports | Letters and Labels | Payment | SCS Roster

Beginning School Session Year: 2022

Site: All Sites

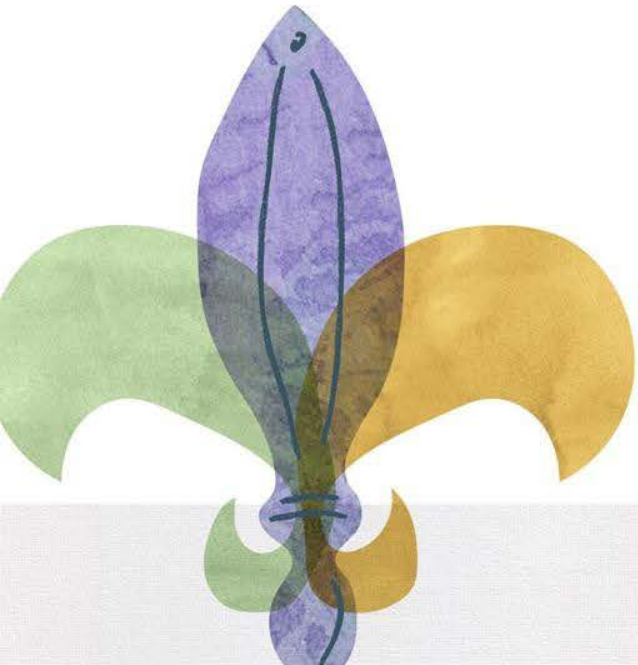
Submit

Make a selection if necessary and Click 'Submit'.

- In the SCS pop-up window, click the “Report” tab. (red arrow)
- Next, click the “Payment” tab (green arrow)
- Select “Print” to download your current payment report (purple circle) and view the pdf.

*****Please note that the payment report generated in LEADS are an estimate and do not accurately reflect final payment amounts.***





Transfer Requests

Transfer Requests

- Families seeking to transfer a Scholarship award for the current school year must complete this form together with the awarding school.
- In order to submit a request to transfer an award, students must:
 - Have an award issued by the Louisiana Department of Education (LDOE) for the current school year
 - Be registered at a participating SCP school
 - Not be assigned to a public school



Transfer Requests

- Scholarship students who wish to transfer from one participating scholarship school to another are REQUIRED to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school.
- Transfers are ONLY allowed to schools that meet accountability standards and who have Department approved available scholarship seats.
- The [SCP transfer form](#) can be found in the School Choice Library.
- The receiving school that the student will be attending should submit this form to the LDOE by emailing the completed form to studentscholarships@la.gov.

***The final date for Quarter 1 Transfers is August 25.**





Transfer forms must be completed correctly and signed by the school.

Forms with incorrect or incomplete information will be returned.

Instructions

Families seeking to transfer their educational certificate should complete this form together with the **receiving** school.

- Students must have been awarded an educational certificate for the current school year to qualify for a transfer.
- This form must be signed by the parent/guardian and a representative of the receiving transfer school.
- The receiving school should submit this form to the Louisiana Department of Education.
- Email the completed form to studentscholarships@la.gov.

Submission of this form is not a guarantee that a transfer will be approved.

Student and Parent Information

Student Name: _____ Student Date of Birth: _____ Grade: _____
 Parent/Guardian Name: _____ Parent/ GuardianEmail: _____
 Parent/Guardian Primary Phone: _____
 Parent/Guardian Secondary Phone: _____
 Current School Placement: _____
 Requested Transfer School: _____ Site Code: _____

Reason for Transfer Request

- Location
- Health and Safety Concerns (Please briefly explain in the box below.)
- Other (Please briefly explain in the box below.)

Signatures

Parent/Guardian

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. The information I have provided above is accurate, and I will supply additional documentation as requested.

Parent/Guardian Signature: _____ Date: _____

Receiving School Representative:

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. I acknowledge that I have a seat for this student in the grade level listed above and will enroll him/her.

School Representative Name: _____
 School Representative Signature: _____ Date: _____



Final Dates for Transfers

Date	Action Item	Program
August 25	Final date for Q1 transfers	SCP Schools
October 27	Final date for Q2 transfers	SCP Schools
January 22	Final date to receive transfers for Q3	SCP schools

***No transfers are allowed after Quarter 3 enrollment reporting.**

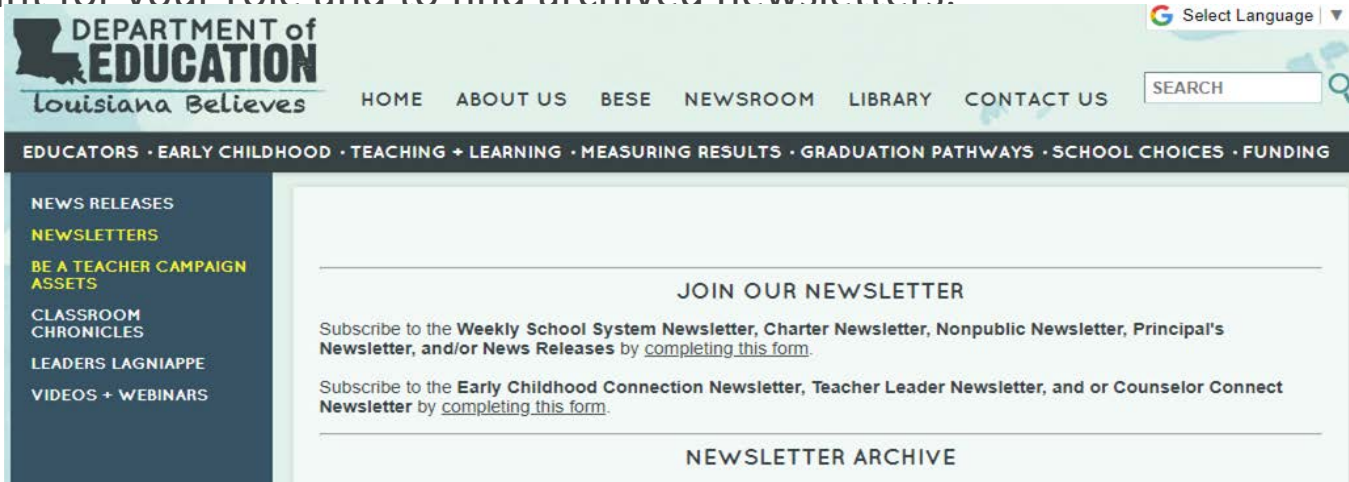




Resources

Weekly Communications - Newsletters

How to receive weekly LDOE Newsletters - Go to <https://www.louisianabelieves.com/newsroom/newsletters> to sign up for newsletters important for your role and to find archived newsletters.



The screenshot shows the Louisiana Department of Education website. The header includes the logo "DEPARTMENT of EDUCATION Louisiana Believes" and navigation links: HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, CONTACT US. A search bar and a "Select Language" dropdown are also visible. A dark navigation bar contains links: EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING. A left sidebar lists: NEWS RELEASES, NEWSLETTERS (highlighted in yellow), BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, and VIDEOS + WEBINARS. The main content area features a "JOIN OUR NEWSLETTER" section with the following text: "Subscribe to the **Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, Principal's Newsletter, and/or News Releases** by [completing this form](#)." and "Subscribe to the **Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter** by [completing this form](#)." Below this is a "NEWSLETTER ARCHIVE" link.



Sign Up for Weekly Newsletters

This [form](#) applies to system, charter and nonpublic newsletters.

Important notices and materials are posted in these weekly newsletters.



Sign up to stay in touch!

Thanks for your interest in joining our mailing list. Please complete the information below and click Sign Up.

- Email Address
- First Name
- Last Name
- Job Title
- District/Parish

Email Lists

- Charter Newsletter
- News Releases
- Nonpublic Newsletter
- Principals Newsletter
- Weekly System Leaders Newsletter



- Newsletters include information by different LDOE Offices
- Items will specifically mention the school staff who would benefit from the information provided
- Entries and reminders draw attention to important timelines

In This Issue

- Important Dates for School Systems
- [School Choice](#)
 - [Monthly Call](#)
 - [Office Hours](#)
 - [Quarterly Enrollment Reporting](#)
 - [Upcoming Dates](#)
- [Louisiana Scholarship Program](#)
 - [2023-24 Tuition and Fee Certification Worksheets](#)
- Operations
- Assessments, Accountability and Analytics
- Career and College Readiness
- Teaching and Learning



Click School Choice link to go directly to the relevant entries.



- Special section addresses dates, times and links to monthly calls, office hours and webinars

Important Dates for School Systems

Office Hours and Monthly Calls

- Assessment and Accountability Monthly Call: [June 20 at 3:45 p.m.](#)
- Nonpublic Monthly Call: [June 21 at 2 p.m](#)
- School System Financial Support (SSFS) Monthly Call: [June 21 at 2 p.m.](#)
- Nutrition Support Monthly Call: [August 1 at 1 p.m.](#)



Office Hours

Office hours are provided to offer one-on-one assistance for any questions you have.

- Available each week for **school administrators and other school system employees**
- Tuesdays and Thursdays from **10:30 a.m. to 12:00 p.m.**
- Booking: <https://www.picktime.com/LDNonpublicschools>
- In order to make sure that every school gets an opportunity to schedule a call, each call will be limited to 15 minutes.



Office Hours

- When booking, include a description of what you'd like to discuss during the call in the “booking notes” section of the form. This will ensure that our staff is prepared ahead of the call and can effectively use the time to address your concerns.
- If you miss your scheduled time, you will need to book a new appointment time.
- If you have any questions about Office Hours, please reach out to us at studentscholarships@la.gov for assistance.

This service is not available to families.

Families can email questions to studentscholarships@la.gov.



Username, Passcodes, and Unlocks

- If you are having a problem with your account please always include your **username** and **school code** in the email.
- Please remember to only send one email request stating problem to studentscholarships@la.gov.



Helpful Links

Name	Link
<p><u>LEADS</u></p> <ul style="list-style-type: none">• Passwords expire every 60 days and must be reset. If you are having a problem with your account include your username and school code in the email sent.	<p>https://leads5.doe.louisiana.gov/ptl</p>
<p><u>LDOE School Choice Library</u></p> <ul style="list-style-type: none">• Resources for Home Study, Nonpublic and Charter schools• Scholarship Programs Resources• Annual Reports	<p>https://www.louisianabelieves.com/resources/library/school-choice</p>
<p><u>LDOE Weekly Nonpublic Newsletter</u></p> <ul style="list-style-type: none">• Information regarding Nonpublic and Scholarship action items• The newsletter is released every Thursday at 4:30 pm.	<p>https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&p=oi&m=rkyvy5eab&sit=urxao49fb&f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c</p>
<p><u>Louisiana Scholarship Program</u></p> <ul style="list-style-type: none">• Information and resources for the Louisiana Scholarship Program	<p>https://www.louisianabelieves.com/schools/louisiana-scholarship-program</p>



Nonpublic Team Contact Information

FOR QUESTIONS ABOUT	EMAIL
Louisiana Scholarship Program	studentscholarships@la.gov To ensure a timely response, send one email with your questions.
School Choice Program for Students with Exceptionalities	
Tuition Donation Credit Program	
Operations/BESE Approval/Brumfield v Dodd Approval	nonpublicschools@la.gov To ensure a timely response, send one email with your questions.
Approved Home Study Program Nonpublic Schools Not Seeking State Approval	nonpublicschools@la.gov To ensure a timely response, send one email with your questions.



VISION

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Questions?