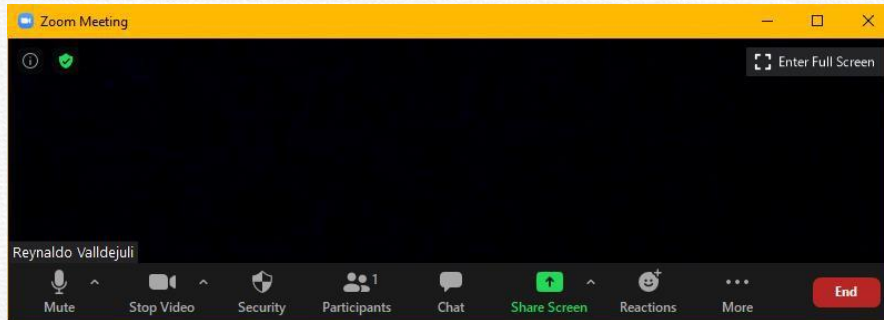


Zoom Meeting Preparation

- 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



September Nonpublic Webinar
September 20, 2023

Agenda

- Important Dates and Deadlines
- Quarter 1 Enrollment Recap
- LSP Enrollment Analysis
- Nonpublic Scholarship Systems User Guide
- Nonpublic Schools Seeking State Approval
- Brumfield v. Dodd Approval
- Edlink Access and Reporting
- Home Study
- Louisiana Scholarship Program
 - Payment Reports/PAF Forms
 - Notice of Intent
 - Transfers/Declined Awards
- School Choice Program
 - Payment Reports
 - Notice of Intent
- Resources

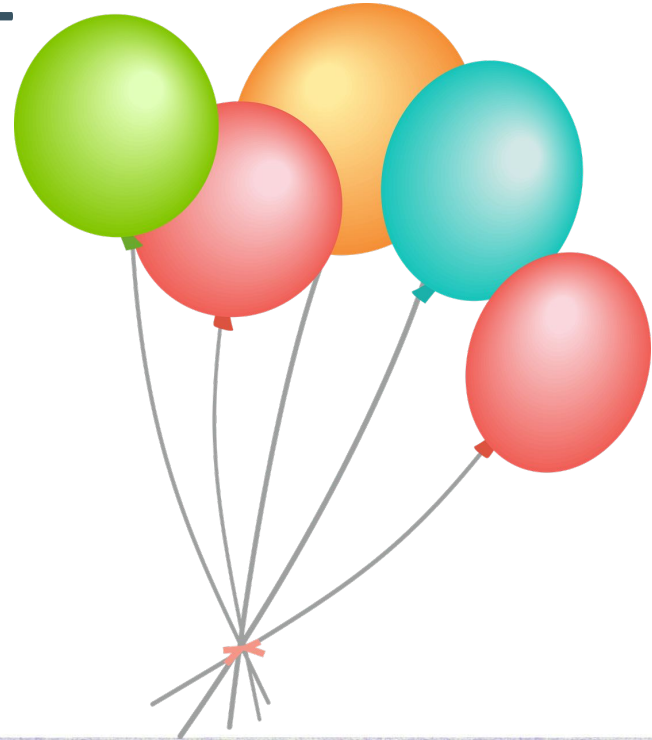


Important Dates and Deadlines

Date	Item	Participants
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 9	Last Day to submit Payment Adjustment Forms for Q1	LSP/SCP Participating Schools
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



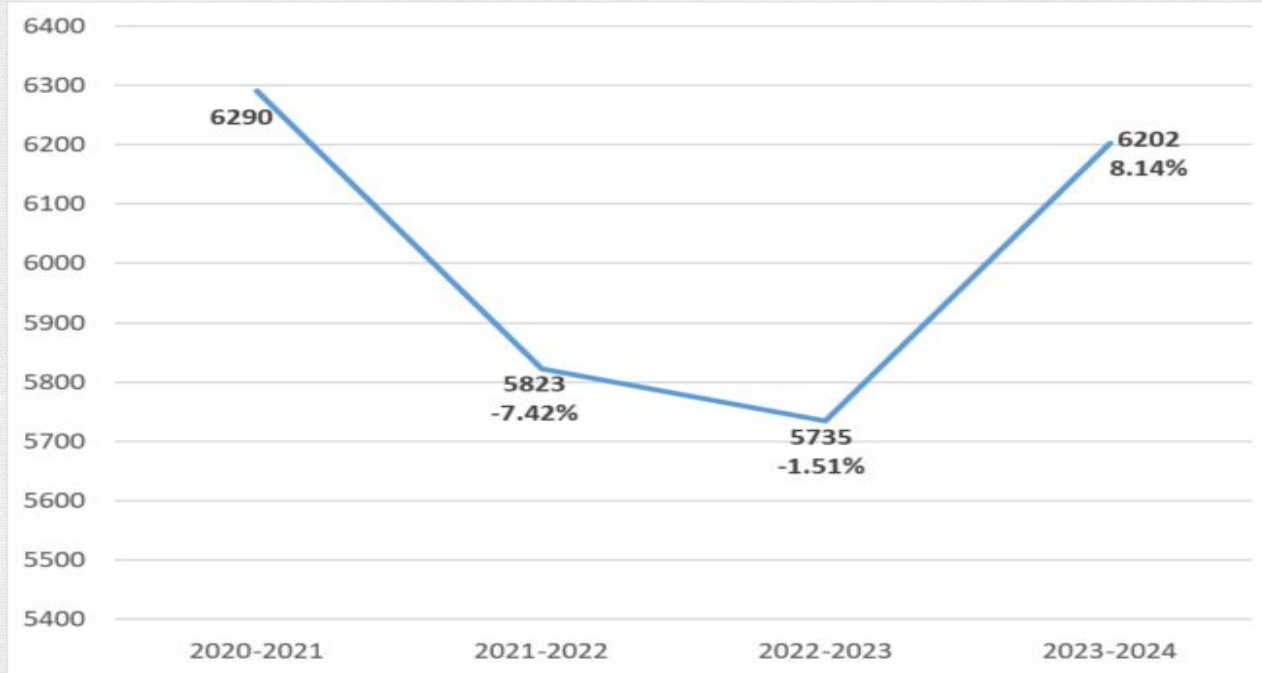
**QUARTER 1 ENROLLMENT
CONGRATULATIONS
TO ALL SCHOOLS
FOR REPORTING ON
TIME!**



LSP and SCP Q1 Student Enrollment SY 2023-24 (9/8/2023)

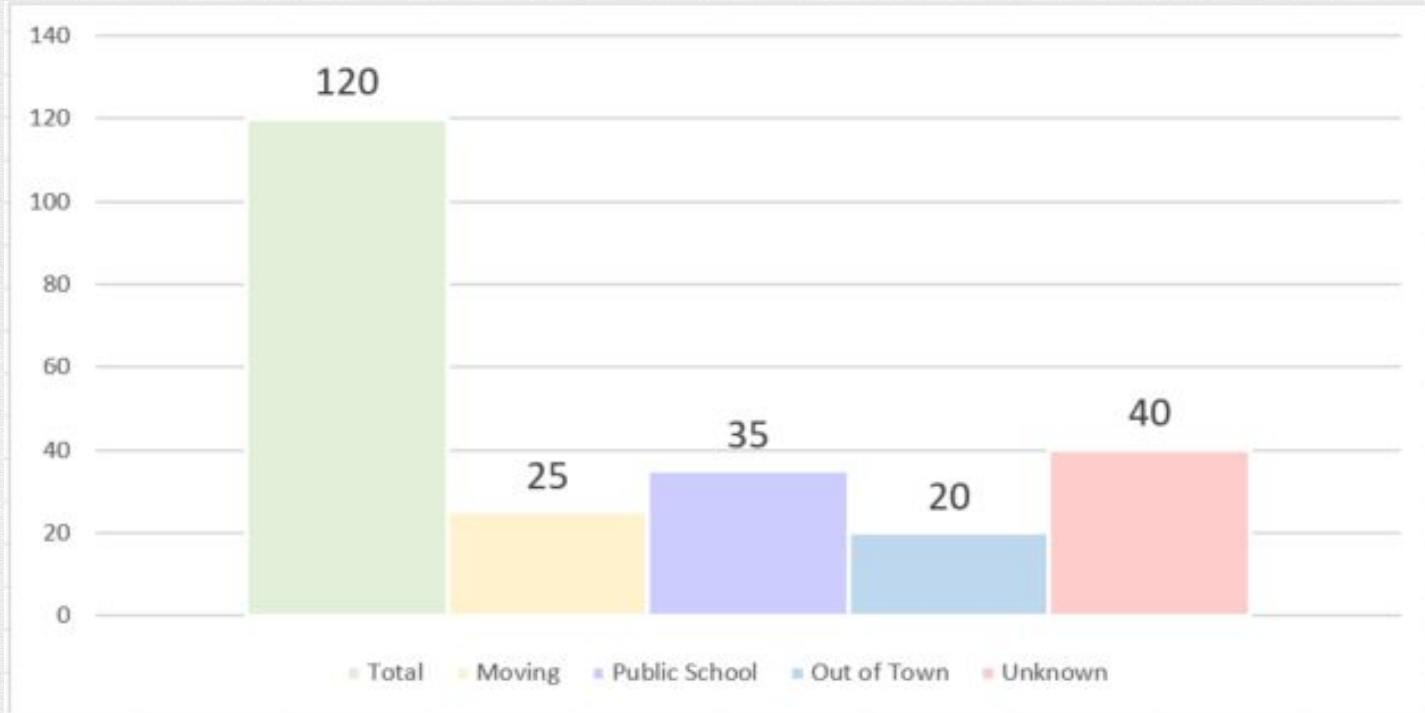
	LSP	SCP
Total Number of Students Enrolled for Q1	6,202	457
Total Number of Schools Reporting	125	21

Enrollment Analysis by Year



Totals taken from Louisiana Scholarship Program Quarter 1
Enrollment Reports for 2023-2024

Declined Awards for 2023-24

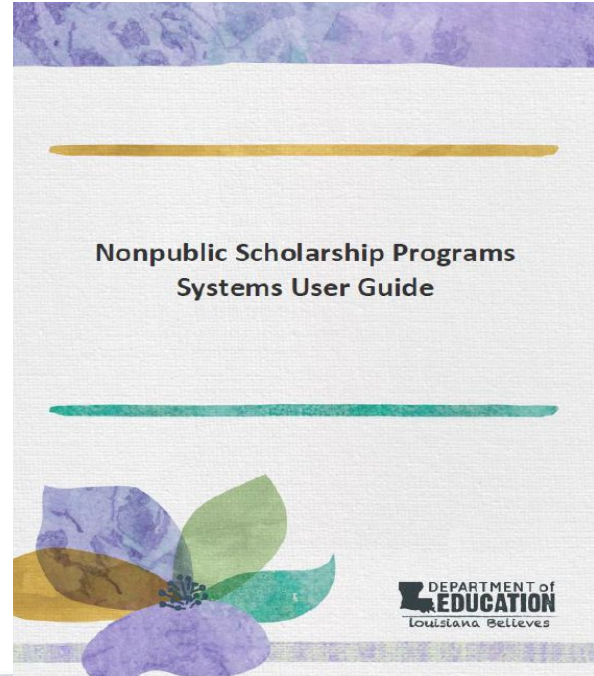


Nonpublic Programs Systems User Guide

This ***NEW*** resource guide contains information that will:

- help participating Scholarship schools access the Scholarship Program's Online Management Systems.
- provide in-depth instructional guidance on how to utilize all Online Management Systems as well as other scholarship program processes.

You can access the guide using this [link](#).



Nonpublic Schools Seeking State Approval



Nonpublic Schools Seeking State Approval

- The application for nonpublic schools seeking BESE (Board of Education & Secondary Education) approval for the 2024-2025 school year is now available and will close on **October 15**.
- The applications are being received via [jotform](#), which is located on our [Nonpublic Schools](#) webpage.
- All applications must be complete when submitted. If incorrect documents have been attached to the application, it may cause a delay in moving through the BESE approval process.



Nonpublic Schools Seeking State Approval

ACCREDITED SCHOOLS		NON-ACCREDITED SCHOOLS	
New	Returning	New	Returning
<ul style="list-style-type: none"> • Letter of Accreditation • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Initial Application 	<ul style="list-style-type: none"> • Letter of Accreditation • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Annual Compliance Report (Renewal) 	<ul style="list-style-type: none"> • New Application Questionnaire • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Initial Application 	<ul style="list-style-type: none"> • New Application Questionnaire • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Annual Compliance Report (Renewal)

The Jotform survey will be available beginning September 1, 2023 in the [Nonpublic Library](#). All required documents must be submitted with the Jotform survey by October 15, 2023 to be considered for BESE approval. Please contact nonpublicschools@la.gov if you have any questions.



Nonpublic Schools Seeking State Approval

Acceptable letters/certificates of accreditation:

- Review the [Accreditation Organizations](#) process to verify that your school's accreditation is acceptable.
- Accreditation letters and certificates are accepted.
- Expired accreditations **will not** be accepted.

DEPARTMENT of EDUCATION
Louisiana Believes

NPS Approval Process: Accreditation Organizations

[HS 17-802](#) lists accrediting agencies as Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation organizations; Cognia accreditation organizations; National Association of Independent Schools (NAIS) accreditation organizations; Louisiana Montessori Association (LMA); and the Diocese and Archdiocese in which the school is located.

Bulletin 741 Nonpublic lists the following designations for BESE-approved schools:

1. **Accredited approved:** currently accredited by SACSCOC, Cognia, or NAIS and meets all other criteria for BESE approval;
2. **Non-accredited approved:** school is not currently accredited by SACSCOC, Cognia, or NAIS, but has met all other criteria for BESE approval;
3. **Louisiana Montessori accredited approved school:** school meets LMA's accreditation requirements and all other criteria for BESE approval; and
4. **Louisiana Montessori provisionally accredited approved school:** school is working toward meeting LMA's accreditation requirements and has met all other criteria for BESE approval.

The table below outlines all accrediting agencies that qualify a school for the *accredited approved*, *Louisiana Montessori accredited approved*, or *Louisiana Montessori provisionally accredited approved* designations.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Cognia Accreditation	National Association of Independent Schools (NAIS) Accreditation Organizations
Lead Partners: <ol style="list-style-type: none">1. Association of Christian Schools International (ACSI)2. International Christian Accrediting Association (ICAA)3. National Lutheran School Accreditation (NLSA)4. International League of Christian Schools (ILCS)5. National Christian School Association (NCSA)6. Alabama Independent Schools Association (AISA)7. South Carolina Independent School Association (SCISA)	<ol style="list-style-type: none">1. Independent School Association of the Southwest (ISAS)2. Southwestern Association of Episcopal Schools (SAES)3. Association of Waldorf Schools of North America (AWSNA)
Integrative Partners: <ol style="list-style-type: none">8. Christian Schools International (CSI)9. Southern Association of Independent Schools (SAIS)10. Independent School Association of the Central States (ISACS)11. Ohio Catholic School Accrediting Association (OCSAA)12. Christian Schools of Florida (CSF)13. American Montessori Society (AMS)14. National Independent and Private School Associations (NIPSA)15. Texas Catholic Conference (TCC)16. Tennessee Association of Christian Schools (TACS)17. Association of Independent Schools of Florida (AISF)18. Mississippi Association of Independent Schools (MAIS)19. Florida Coalition of Christian Private Schools Accreditation (FCCPSA)20. Association of Christian Teachers and Schools (ACTS)21. Catholic School Accreditation Association (CSAA)	Louisiana Montessori Association (LMA) <ol style="list-style-type: none">1. Louisiana Montessori Association (LMA)
Affiliate Partners: <ol style="list-style-type: none">22. Council of Islamic Schools in North America (CISNA)23. International Center for Integral Formation (ICIF)24. Mennoite Education Agency (MEA)	Lumen Accreditation The Catholic University of America The Catholic Diocese of Shreveport


Revised 8/17/2023



Nonpublic Schools Seeking State Approval

Department of Health and Hospitals (DHH) Inspection Reports

- The details of the inspection report must be included.
- Inspection reports completed before September 2022 **will not** be accepted.

 STATE OF LOUISIANA
DEPARTMENT OF HEALTH
OFFICE OF PUBLIC HEALTH

School
Notice of Violations

Routine Renewal

Permit Number	Permit Name Louisiana Department of Education School Building		
Name of Establishment	Owner Name		
Address	Date 09/15/2022	Time 08:30 AM	

LAC TITLE 51 PART XVII

NON-CRITICAL ITEMS: These items should be corrected by the next regular inspection or according to the compliance schedule (see below) established by this office.

Category	Code Reference	Description of Violations

Comments:
Fences on left in downstairs boys restroom in elementary slightly loose.
A copy of the report has been emailed to _____

Number in Attendance
1340

Sanitarian Name/Print	Phone #	Sanitarian Signature	R.S. #

The above mentioned violations were called to my attention and were explained to me in detail. I hereby agree to

Correct Critical Violations by	Correct Non-Critical Violations by
Name/Title	Signature of Recipient



Nonpublic Schools Seeking State Approval

State Fire Marshal Inspection Reports

- City and state fire marshal inspection reports are accepted.
- Inspection reports completed before September 2022 **will not** be accepted.



John Bel Edwards
GOVERNOR

Office of State Fire Marshal
6181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Daniel H. Walls
FIRE MARSHAL

Inspection Report

Report # [REDACTED]

No Deficient/Cautionary Codes cited.

Location Information			
Inspection Type	Compliance Building Inspection	Inspection Date	10/11/2022 1:58:16 PM
Structure ID	[REDACTED]	No. of Buildings	12
Capacity	[REDACTED]	Year Built	1993
Building/Trade Name	[REDACTED]	Address	[REDACTED]
Owner Information			
Owner Type	Name	Contact Phone	Contact Email
Private Project	[REDACTED]	[REDACTED]	[REDACTED]
Address			
[REDACTED]			
Tenant Information			
Name	Suite Number	Floor Number	Square Footage
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Occupancy Details			
Occupancy Type	Details		
[REDACTED]	[REDACTED]		

Comments

NO APPARENT DEFICIENCIES AT TIME OF INSPECTION.
IN COMPLIANCE.

Name: [REDACTED]	Badge Number: [REDACTED]	Inspector Signature: [REDACTED]
Person to whom requirements were explained		
Name: [REDACTED]	Title: Maintenance	Signature: [REDACTED]

For questions regarding the contents of this report, please call:

R. S. 40: 1621

Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under any provision of Part III, Chapter 7, Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 excepted, shall be fined not more than five hundred dollars or imprisoned, for more than six months or both. Each day's



Brumfield v. Dodd Approval



Nonpublic Schools Seeking Brumfield v. Dodd Approval

- The application for nonpublic schools seeking to be Brumfield v. Dodd approved for the 2024-2025 school year is now available and will close on **October 15**.
- The [Brumfield v. Dodd Initial Application](#) or [Annual Compliance Report](#) must be complete in its entirety and attached to your school's BESE application via [iotform](#), along with the school's nondiscriminatory policy and supporting documents.



Nonpublic Schools Seeking *Brumfield v. Dodd* Approval

In order to become eligible for state and federal funding, nonpublic schools must:

- Be approved by the Board of Elementary and Secondary Education (BESE) and also comply with ***Brumfield v. Dodd***, a federal court order that prohibits discrimination.

Schools that desire to participate in the LSP and SCP program are required to be BESE and *Brumfield v. Dodd* approved and complete the Notice of Intent (NOI), which will be available starting October 1.

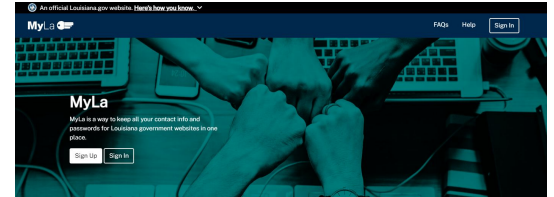


EdLink Access and Reporting



EdLink Access

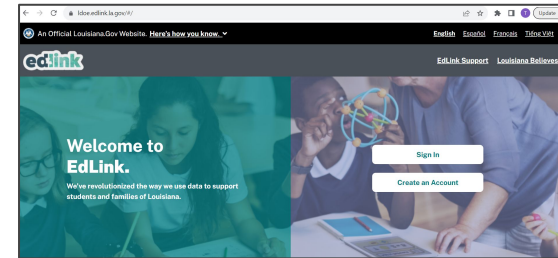
- Prior to completing your school's NPS annual enrollment report, the school administrator that will be entering the accurate data is required to set up an EdLink account and request the "NPS School Manager Role."
- Please reference the [Nonpublic EdLink Manual](#) to create an account.
- Complete a [change request form](#) if there is an update in grade levels served and/or change in staff leadership who needs to access EdLink and receive ongoing notification from LDOE.
- If you encounter an error in the process, please contact us at nonpublicschools@la.gov.



EdLink Reporting

Each fall, all BESE approved nonpublic schools must submit a Nonpublic Annual Enrollment Data report to the Louisiana Department of Education (LDOE) by a specific deadline. The NPS reporting became available on **September 7** and will close on **October 15**. The following data will be required for the NPS reporting:

- Students by grade (PreK3-12)
- Students demographics by gender, ethnicity and grade
- Number of instructional days
- Graduating seniors by demographics for 2022-2023 school year
- Number of faculty



EdLink Reporting

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)

Section 2: Additional Information

*Are Special Education Classes taught at this school?

Yes No

*What is the number of instructional days during the 2023-2024 school year? [?]

175

*What is the total number of faculty at this school during the 2023-2024 school year? [?]

44

← Back to School Information Save and Continue →



EdLink Resources

Link Description

MYLA: Create a User ID and Password or reset a Password

Edlink Ops Portal: Complete Personal Profile, create an Edlink account

EdLink Sign in: Complete NPS annual enrollment report

Edlink Security: Request Permissions

Edlink Tech Support: Direct your questions

Edlink Tech Support: Request Technical Support

Link

<https://my.la.gov/>

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

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

<https://registration.edlink.la.gov/>

nonpublicschools@la.gov

systemsupport@la.gov



EdLink Support

A webinar will be held on Thursday, September 21 at _____ to address and assist EdLink users in the following areas:

- Requesting the NPS School Manager Role
- How to reset your MyLa password
- How to complete your school's NPS annual reporting
- How to update information in EdLink

Please submit details of what you may need help with to nonpublicschools@la.gov.



Entering/Exiting Home School

Roles for Nonpublic Schools



Students entering a Home Study program

- Schools cannot submit applications for students on behalf of the parents.
- A school cannot refuse to let a parent withdraw their child from public school, but if a child between the ages of 5 and 18 (unless the child has graduated) is not enrolled in a public or nonpublic school or is not participating in a BESE Approved Home Study program for at least 180 days in the school year, then the parents of that child could be in violation of the Compulsory Attendance Law.
- All school districts are provided a copy of their district's home study approval letters monthly



Student admission (or readmission) into a Nonpublic School System

- For admission or readmission procedures to a nonpublic school, parents will contact the nonpublic school directly.
- Parents are responsible for all educational documentation and/or verification required by the local school system. Administrators responsible for the BESE Approved Home Study Program located at the Louisiana Department of Education will not offer an opinion as to the student's grade level, achievement level, or appropriate academic placement.
- Students entering a school system must comply with all school or district requirements.
- In addition, a receiving nonpublic must conduct testing or evaluation of the student(s) to determine the student's proper grade level or carnegie credits.





Louisiana Scholarship Program



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.***



Payment Adjustment Forms

Schools have 30 days from the last day of the quarterly enrollment reporting period (September 7) to report any enrollment issues.

- This means all Payment Adjustment Forms for Quarter 1 must be submitted by **October 9**.
- Any Payment Adjustment Forms for Quarter 1 submitted after October 9 will be considered on an individual basis and must include an explanation of the late submission.
- Please note that late submissions are not guaranteed payment.

For questions, please contact studentscholarships@la.gov.





Notice of Intent

Notice of Intent

- The Notice of Intent (NOI) is submitted to the Department each year in the fall to participate in our scholarship programs and request ***NEW*** seats for the upcoming school year.
- Schools must complete NOIs for each scholarship program even if no new seats are being requested for the upcoming year.
- The NOI will collect information including (but not limited to):
 - Number of available scholarship seats per grade
 - *This does not include returning or transfer students*
 - This is meant to include students who are new to the scholarship program
 - Enrollment Preferences (NSECD, Geographic)
 - Any Special Education services provided
 - Tuition and Fee Amounts (**only for SCP schools**)
 - **Both NOIs will be available on October 1 via Jotform:**
 - An email will be sent to you directly with the link
 - The link will be posted on the website
 - The link will also be available in the weekly newsletter until October 31



Notice of Intent-LSP

0% 0 / 17 Fields Completed.



2023-24 Louisiana Scholarship Program Notice of Intent



Information about the Louisiana Scholarship Program can be found [here](#).

To be eligible to participate in the program and accept eligible students for enrollment in the program, a nonpublic school must meet all of the following criteria:

1. Be a BESE-Approved Nonpublic School
2. Comply with the non-discrimination criteria set forth in Brumfield, et al. v. Dodd

Additionally, starting in 2021-22, schools that were not previously participating in the program must also be accredited or provisionally accredited, per [LA HB280](#).

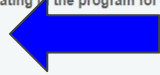
Please note that new schools applying for BESE approval will be considered on a contingent basis, pending approval.

- The link to the Notice of Intent will be provided to you via email from studentscholarships@la.gov.
- Refrain from using links provided in previous years.
- To ensure that you have accessed the right form, make sure that it has the upcoming year and program name along with the agency letterhead at the top. (Red arrow)
- Schools that are applying for BESE approval may apply to participate in our scholarship programs. However, participation will be granted on a contingent basis pending BESE approval.



Notice of Intent-LSP

Is this an Notice of Intent for a new or returning school participating in the program for the first time? *



School Leader first and last name *

School Leader email address *

School Physical Address *

Street Address

Address Line 2

City

Zip Code

Parish *



Save

Next

- This is where you will indicate if you are a new or returning school. (blue arrow)
 - If you participated in LSP for this current school year (2023-24), you are considered a returning school.
 - Returning schools will select their school name and site code from a dropdown list.
 - New schools will be asked to enter their school name and site code.
- Other information collected on this page will included the following:
 - School Leader information
 - School Address
 - Parish
- You can select “save”(purple arrow) to complete the form later OR “next” (orange arrow) to advance to the next page.



Notice of Intent-LSP

Select all grades that will be served by your school in the 2023-24 school year. *

- | | | | |
|-------------------------------|------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> K | <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd | <input type="checkbox"/> 3rd |
| <input type="checkbox"/> 4th | <input type="checkbox"/> 5th | <input type="checkbox"/> 6th | <input type="checkbox"/> 7th |
| <input type="checkbox"/> 8th | <input type="checkbox"/> 9th | <input type="checkbox"/> 10th | <input type="checkbox"/> 11th |
| <input type="checkbox"/> 12th | | | |



Does your school intend to participate in the Louisiana Scholarship Program for the 2023-24 school year? *

- Yes - Currently enroll participating students in this 2022-23 school year
- Yes - Intend to participate for the first time in the 2023-24 school year
- No - Do not have any current participating students and do not intend to participate

Will your school offer services to Students with Exceptionalities? *

- Yes
- No

Does your school ONLY serve Students with Exceptionalities? *

- Yes
- No

Does your school currently participate in NSECD? *

- Yes
- No

Will your school participate in the National School Lunch Program (offering Free/Reduced-Price Meals)? *

- Yes
- No

Will your school offer transportation services for students? *

- Yes
- No

- The next question will ask you to select **ALL grades** that your school plans to serve for the 2024-25 school year. (Yellow arrow)
 - This question is to strictly capture **all grade levels being offered** at your school for the upcoming year.
 - This does not mean that you are asking for seats in these grades.
 - *Example: Your school serves grades 9-12, but you only want seats in grade 9. For this question, you would select grades 9-12 because those are the grade levels that you serve.*



Notice of Intent-LSP

Select all grades that will be served by your school in the 2023-24 school year. *

- | | | | |
|-------------------------------|------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> K | <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd | <input type="checkbox"/> 3rd |
| <input type="checkbox"/> 4th | <input type="checkbox"/> 5th | <input type="checkbox"/> 6th | <input type="checkbox"/> 7th |
| <input type="checkbox"/> 8th | <input type="checkbox"/> 9th | <input type="checkbox"/> 10th | <input type="checkbox"/> 11th |
| <input type="checkbox"/> 12th | | | |

Does your school intend to participate in the Louisiana Scholarship Program for the 2024-25 school year? *

- Yes - Currently enroll participating students in this 2022-23 school year
- Yes - Intend to participate for the first time in the 2023-24 school year
- No - Do not have any current participating students and do not intend to participate



Will your school offer services to Students with Exceptionalities? *

- Yes
- No

Does your school ONLY serve Students with Exceptionalities? *

- Yes
- No

Does your school currently participate in NSECD? *

- Yes
- No

Will your school participate in the National School Lunch Program (offering Free/Reduced-Price Meals)? *

- Yes
- No

Will your school offer transportation services for students? *

- Yes
- No

- The following question will ask you about your intended participation for the upcoming school year. (pink arrow) The options available are:
 - Yes - Intend to participate for the first time in the 2024-25 school year (**new participants**)
 - Yes - Currently participating in the program and wish to enroll new students for the 2024-25 school year (**current participants who would like new seats**)
 - Yes - Currently participating in the program but do NOT wish to enroll new students for the 2024-25 school year (**current participants who do not want new seats but would like to keep their current scholarship students**)
 - No - Do not intend to participate for the 2024-25 school year and/or currently have no participating students (**schools who are closing or leaving the program and do not have scholarship students or will need their scholarship students moved to another school**)
- The remaining questions will ask you about the services offered at your school and other program participation.



Notice of Intent-LSP

New Awards Requested

For each of the grades below, please indicate how many NEW scholarship awards you are willing to receive in that grade. Do not include current students in this request, only your request for NEW scholarship students.

Final award request numbers will be re-confirmed before the application closes, but applications will ONLY be collected for grades with non-zero requests.

Be advised that requesting new awards are NOT a guarantee of receiving new awards. Awards are made based on available funding, student interest, and (when necessary) random lottery.

Be advised that the Louisiana Scholarship Program serves students in grades K-12 only. No Pre-K awards are made through the program.

Instructions: Indicate the number of new students your school is willing to serve in each grade as part of this scholarship program. If you have no students, please enter "0". *

	Number of New Students
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

- The next section will ask you how many **NEW** scholarship awards you are willing to receive in that grade.
- This number is only your request for NEW scholarship students.
 - Do not include current students in this request
 - Do not include transfers in this request
- Each row must have a number entered
 - If you cannot accept any new students at a grade level, please enter "0" in the blank
- Final award request numbers will be re-confirmed later in the year, but applications will ONLY be collected for grades that you indicate availability.
- Once you have completed this chart, you will hit "submit" to complete your NOI.



Notice of Intent-LSP



Thank You!

Your submission has been received. If you have any additional questions, please contact studentscholarships@LA.gov.

- Once you hit submit, you will see this screen to indicate that we have received your submission.
- All submissions are due on **October 31**.

If you have any issues or questions, will completing the NOI, please contact our office at studentscholarships@la.gov for assistance.





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.

- The [LSP transfer form](#) can be found in the School Choice Library.
- Transfer forms must be completed correctly and signed by the school.
- Forms with incorrect or incomplete information will be returned.
- 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.





Declined Awards

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.

Declined Award forms must be completed correctly and signed by the school. Forms with incorrect or incomplete information will be returned.



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.



School Choice Program for Students with Exceptionalities





Payment Reports

Payment Reports-SCS

School Choice System - Google Chrome
leads5.doe.louisiana.gov/scs/...eWork.as

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.***



Example of SCS Payment Report

<i>Grade Level</i>	<i>Last 4 SSN Digits</i>	<i>Student Name</i>	<i>Student Home District</i>	<i>Educational Certificate Amount</i>	<i>1st Qtr. Payment based on 09/15/2022 Enrollment</i>	<i>2nd Qtr. Payment based on 11/15/2022 Enrollment</i>	<i>3rd Qtr. Payment based on 02/15/2023 Enrollment</i>	<i>4th Qtr. Payment based on 05/05/2023 Enrollment</i>	<i>Total Payments To Date</i>
4	5092	Donald Duck	St. Tammany Parish	\$2,803.00	\$700.75	\$700.75	\$700.75	\$700.75	\$2,803.00
4	5542	Minnie Mouse	St. Tammany Parish	\$2,803.00	\$700.75	\$700.75	\$700.75	\$700.75	\$2,803.00
5	7812	Mickey Mouse	St. Tammany Parish	\$2,803.00	\$700.75	\$700.75	\$700.75	\$700.75	\$2,803.00



It is **strongly suggested** that each SCP school view a payment report to confirm that each student's assigned parish is correct.



**Notice of Intent for School
Choice Students with
Exceptionalities**



Notice of Intent-SCP

- The link to the Notice of Intent will be provided to you via email from studentscholarships@la.gov
- **Please refrain from using links provided in previous years.**
- To ensure that you have accessed the right form, make sure that it has the upcoming year and program name at the top (Red arrow)
- Schools that are applying for BESE approval may apply to participate in our scholarship programs. However, participation will be granted on a contingent basis pending BESE approval.



2023-2024 School Choice Program for Certain Students with Exceptionalities Notice of Intent

The School Choice Program for Certain Students with Exceptionalities (SCP) empowers families of students with certain exceptionalities with the financial resources to choose the school that will best address their students' needs.

Instructions

Please follow these instructions to successfully complete and submit your school's Notice of Intent to Participate in the School Choice Program for Certain Students with Exceptionalities for the 2023–2024 School Year:

1. Review Section I: School Eligibility Requirements
2. Complete Sections II–IV to indicate information about your school and the seats your school will offer.
3. Attach documentation requested in Section V
4. Review program assurances in Section VI and sign Section VII.
5. Submit this form along with any required documentation by **October 31, 2022**.

If you encounter any issues while completing this form please contact our office at studentscholarships@la.gov for assistance

Section I: School Eligibility Requirements

To be eligible to participate in the program and accept eligible students for enrollment in the program, a nonpublic school shall meet all of the following criteria:

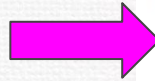
1. Approved Nonpublic School by the Board of Elementary and Secondary Education;
2. Has provided educational services to students with exceptionalities for at least two years prior to participation;
3. Employs teachers that hold appropriate certification in special education;
4. Complies with the non-discrimination criteria set forth in *Brumfield, et al. v. Dodd*;
5. Operate in a parish with a recent census population greater than 190,000 persons:
 - Caddo
 - East Baton Rouge
 - Lafayette
 - St. Tammany
 - Calcasieu
 - Jefferson
 - Orleans

Additionally, starting in 2021–22, schools that were not previously participating in the program must also be accredited or provisionally accredited, per LA HB280.

**Please note that new schools applying for BESE approval in December 2022 will be considered on a contingent basis, pending state approval.*

Notice of Intent-SCP

- The following question will ask you about your intended participation for the upcoming school year. (pink arrow)
The options available are:
 - Yes - Intend to participate for the first time in the 2024-25 school year (**new participants**)
 - Yes - Currently participating in the program and wish to enroll new students for the 2024-25 school year (**current participants who would like new seats**)
 - Yes - Currently participating in the program but do NOT wish to enroll new students for the 2024-25 school year (**current participants who do not want new seats but would like to keep their current scholarship students**)
 - No - Do not intend to participate for the 2024-25 school year and/or currently have no participating students (**schools who are closing or leaving the program and do not have scholarship students or will need their scholarship students moved to another school**)



Section II: School Information

Is this an Notice of Intent for a new school participating in the program for the first time? *

Yes
 No

Does your school ONLY serve Students with Exceptionalities? *

Yes
 No

Does your school currently participate in NSECD? *

Yes
 No

In which district/parish is your school located? *

Does your school intend to participate in the School Choice Program for the 2023-24 school year?

Yes - Currently enroll participating students in this 2022-23 school year
 Yes - Intend to participate for the first time in the 2023-24 school year
 No - Do not have any current participating students and do not intend to participate

Please enter your school's physical address. *

Street Address

Street Address Line 2

City State

Zip Code

Please enter your school's phone number. *

Area Code - Phone Number

Please enter your school's website, if applicable.

Please enter the name for your school's administrator for School Choice Program. *

First Name Last Name

Please enter the email address for your school's administrator for School Choice Program. This person will receive all correspondence related to the program and serve as a point of contact. *



Notice of Intent-SCP

Section III: 2023-2024 Total Program Seats Available

Instructions: Indicate the number of total students your school is willing to serve in each grade as part of this scholarship program and the annual tuition for that grade. Currently participating schools should include returning students.

Does your school plan to accept new students for the 2023-2024 school year? Please remember that if you only intend to keep currently enrolled Scholarship students, you would select "No" as their Scholarship will automatically roll over. *

 This field is required.

Please input the grade levels in which you can accommodate NEW students. *

- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

- The next question will ask you if you plan to accept any new seats for the upcoming year. (Red arrow)
- You will then be asked to select the **grades that you can accommodate new students** for the 2024-25 school year. (green box)
 - This question is to capture only the grade levels in which you would like NEW scholarship students.



Notice of Intent-SCP

- The next section will ask you how many **NEW** scholarship awards you are willing to receive in each grade.
- This number is only your request for NEW scholarship students.
 - Do not include current students in this request
 - Do not include transfers in this request
- Each row must have a number entered
 - If you cannot accept any new students at a grade level, please enter “0” in the blank
- Final award request numbers will be re-confirmed later in the year, but applications will **ONLY** be collected for grades that you indicate availability.

New Awards Requested

For each of the grades below, please indicate how many NEW scholarship awards you are willing to receive in that grade. Do not include current students in this request, only your request for NEW scholarship students.

Final award request numbers will be re-confirmed before the application closes, but applications will **ONLY** be collected for grades with non-zero requests.

Be advised that requesting new awards is **NOT** a guarantee of receiving new awards. Awards are made based on available funding, student interest, and (when necessary) random lottery.

Instructions: Indicate the number of new students your school is willing to serve in each grade as part of this scholarship program. If you have no students, please enter “0”.

	Number of New Students
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

Notice of Intent-SCP

Instructions: Indicate the annual tuition for each grade. The tuition amount entered into the chart is anticipated for 2023-24 and will be confirmed before the start of the school year. *

	Maximum Tuition and Fees
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

Back

Save

Next

- Indicate the annual tuition for each grade served at your school.
 - All grades must have an entry even if you are not requesting new seats in that grade.
- The tuition amount entered into the chart is anticipated for 2024-25 and will be confirmed before the start of the school year



Notice of Intent-SCP

Section IV: 2023-2024 Special Education Services

Offered By Grade

Instructions: Please select the exceptionalities your school is willing to serve at each grade level. Please only indicate exceptionalities that your school has served for at least two years.

Instructions: Please indicate the exceptionalities your school is willing to serve at each grade level. Please only indicate exceptionalities that your school has served for at least two years *

	Autism	Developmental Delay	Emotional Disturbance	Mental Disability	Other Health Impairment	Specific Learning Disability	Traumatic Brain Injury	Other
Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Please select the exceptionalities your school is willing to serve at each grade level.
- Please only indicate exceptionalities that your school has served for at least two years.



Notice of Intent-SCP

SECTION V: Required Documentation

To participate in the School Choice Program for Certain Students with Exceptionalities, please attach and submit the following documentation with this Notice of Intent to Participate:

1. Your school's Special Education Policy
2. A redacted copy of an Individual Education Plan (IEP), district-provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years.
3. A copy of at least one teacher's certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2023-2024 Special Education Services Offered by Grade.

Please upload your school's Special Education Policy here: *

Browse Files

Please upload a redacted copy of an Individual Education Plan (IEP), district provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years here: *

Browse Files

Please upload a copy of at least one teacher's certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2023-2024 Special Education Services Offered by Grade *

Browse Files

To participate in the School Choice Program for Certain Students with Exceptionalities, please attach and submit the following documentation with this Notice of Intent to Participate:

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- A redacted copy of an Individual Education Plan (IEP), district-provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years.
- A copy of at least one teacher's certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2024-25 Special Education Services Offered by Grade.



Notice of Intent-SCP

SECTION VI: School Assurances

By participating in the School Choice Program for Certain Students with Exceptionalities, I agree to the following statements:

- I understand that in accordance with timelines as determined by the Department, each eligible nonpublic school choosing to participate in the program shall inform the Department of the types of students with exceptionalities as defined in R.S. 17:1942 that the school is willing to serve.
- I understand that each participating school will determine the number of eligible students it will accept in any year of program participation and may establish criteria for the enrollment of students.
- I understand that each participating school shall have discretion in enrolling eligible students for participation in the program and no school shall be required to accept any eligible student.
- I understand that no eligible nonpublic school shall require any student seeking to enroll and participate in the program to take an entrance examination.
- I understand that prior to enrollment, each eligible nonpublic school shall inform the parent or guardian of an eligible student all rules, policies, and procedures of such school including but not limited to academic policies and disciplinary policies and procedures.
- I understand that enrollment of an eligible student in the school shall constitute acceptance of such rules, policies, and procedures by the parent or guardian individually and on behalf of the eligible student.
- I understand that an eligible student may be disqualified from enrollment if the student is no longer eligible for the program as determined by the Department.
- I attest that the maximum tuition costs provided to the Louisiana Department of Education by this school on the intent to participate form are accurate and represent the true costs charged by this school for school year 2023-2024.
- I agree to accept the value of the certificate, which shall be equivalent to 50% of the per-pupil amount of state funds to the city, parish, or other local public school district in which the eligible student is residing for that school year, not to exceed the tuition charged by the eligible nonpublic school, as the only source of funds to be received from the State Department of Education.
- I understand that any cost of educational services above the amount of the certificate issued to the parent or guardian shall not be paid by the state.
- I attest that by electronically signing this document, as outlined in R.S. 17:4051 as a requirement for participation in this program, that this school has existed and provided educational services to students with exceptionalities, as defined in R.S. 17:1942 for at least two years prior to participation in the program.
- I further attest that by electronically signing this document, as outlined in R.S. 17:4051 as a requirement for participation in this program, this school has an established program in place for instruction of such students.
- I further attest that by electronically signing this document, as outlined in R.S. 17:4051 as a requirement for participation in this program, teachers providing instruction to students hold the appropriate certification in special education or other appropriate training as defined by the department and instruction is in accordance with a student's individual education plan, district-provided services plan or a nonpublic school created services plan, and rules and regulations developed as required in this section.

I, the undersigned, am authorized to sign this form on behalf of the school as either sole owner or by appointment as administrator by the school's operating organization. *

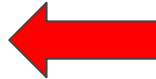
Date

Date -
mm-dd-yyyy

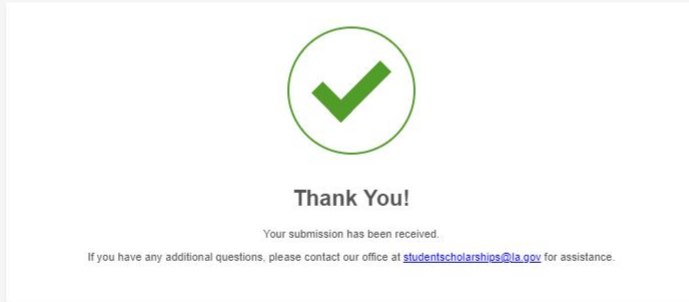
SCP Main Point of Contact - Name *

SCP Main Point of Contact - Email *

- The last section includes the School Assurances
- This section must be signed (using your mouse-see red arrow)
- We will also collect the School Choice Point of Contact in this section
- Once this section is completed, you will then hit submit to complete your submission.



Notice of Intent-SCP



- Once you hit submit, you will see this screen to indicate that we have received your submission.
- All submissions are due on **October 31**

If you have any issues or questions, will completing the NOI, please contact our office at studentscholarships@la.gov for assistance.

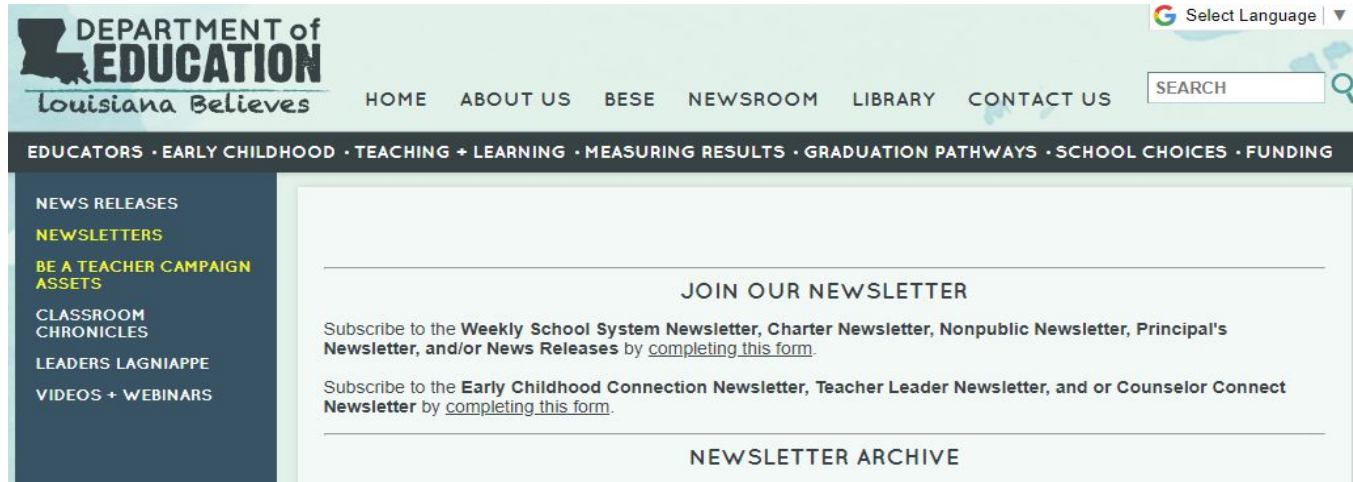




Resources

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 a "Select Language" dropdown. The main navigation menu contains "HOME", "ABOUT US", "BESE", "NEWSROOM", "LIBRARY", and "CONTACT US". A search bar is located on the right. Below the navigation is a dark banner with categories: "EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING". On the left, a dark sidebar lists: "NEWS RELEASES", "NEWSLETTERS", "BE A TEACHER CAMPAIGN ASSETS", "CLASSROOM CHRONICLES", "LEADERS LAGNIAPPE", and "VIDEOS + WEBINARS". The main content area features a "JOIN OUR NEWSLETTER" section with two subscription options: "Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, Principal's Newsletter, and/or News Releases" and "Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter". Below this is a "NEWSLETTER ARCHIVE" link.



Sign Up for Weekly 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.

- 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	Homestudy@LA.Gov To ensure a timely response, send one email with your questions.



VISION

for **SUCCESS**



Questions?