# Nonpublic Schools Webinar

August 21, 2024



#### **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.



#### **Agenda**

- 1. August, September and October Dates and Deadlines
- 2. Updated: System User Guide
- 3. Application Information: BESE Approval
- 4. Application Information: Brumfield vs. Dodd Approval
- 5. Nonpublic Annual Enrollment (EdLink Access)
- 6. Louisiana Scholarship Program/School Choice Program for Students with Exceptionalities
  - a. Eligibility Reminders
  - b. Q1 Enrollment Timeline
  - c. Payment Reports and Payment Adjustment Forms
  - d. Roster Verifications
  - e. Transfer Requests and Form
  - f. Declined Awards and Form
  - g. Audit Reminders
- 7. Resources
- 8. Q & A



## **August: Important Dates and Deadlines**

Date	Item	Participants
August 20	BESE Approval Applications Open	All Nonpublic Schools Seeking Approval
August 20	Brumfield v. Dodd Approval Applications Opens	All Nonpublic Schools Seeking Approval
August 23	Transfer Window Closes	LSP/SCP Participating Schools



### **September: Important Dates and Deadlines**

Date	Item	Participants
September 3	Q1 Enrollment Opens	LSP/SCP Participating Schools
September 3	NPS Annual Data Opens in EdLink	All Nonpublic Schools
September 9	Q1 Enrollment Closes	LSP/SCP Participating Schools



# **October: Important Dates and Deadlines**

Date	Item	Participants
October 1	Notice of Intent (NOI) School Choice Program Opens	Nonpublic schools actively participating or wishing to participate in 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 School Choice Program Closes	Nonpublic schools actively participating or wishing to participate in SCP



#### Nonpublic Programs Systems User Guide

- 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 Scholarship Programs

Systems User Guide







- The application for nonpublic schools seeking BESE (Board of Education & Secondary Education) approval for the 2025-2026 school year is now available and will close on October 15.
- The applications are being received via <u>jotform</u>, which is located on our <u>Nonpublic Schools</u> 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.

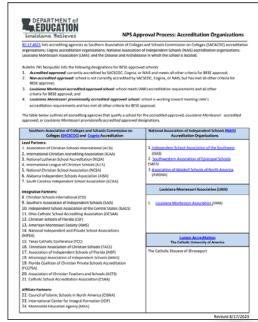
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ACCREDITED SCHOOLS		NON-ACCREDITED SCHOOLS	
New	Returning	New	Returning
<ul> <li>Letter of Accreditation</li> <li>Department of Health &amp; Hospital Inspection Report</li> <li>State Fire Marshal Inspection Report</li> </ul>	Letter of Accreditation     Department of Health & Hospital     Inspection Report     State Fire Marshal Inspection     Report	<ul> <li>New Application Questionnaire</li> <li>Department of Health &amp; Hospital Inspection Report</li> <li>State Fire Marshal Inspection Report</li> </ul>	New Application Questionnaire     Department of Health & Hospital     Inspection Report     State Fire Marshal Inspection     Report
<ul> <li>Program of Study Form (For schools that serve 9<sup>th</sup>-12<sup>th</sup> grade)</li> <li>Brumfield v. Dodd Initial Application</li> </ul>	<ul> <li>Program of Study Form (For schools that serve 9<sup>th</sup>-12<sup>th</sup> grade)</li> <li>Brumfield v. Dodd Annual Compliance Report (Renewal)</li> </ul>	<ul> <li>Program of Study Form (For schools that serve 9<sup>th</sup>-12<sup>th</sup> grade)</li> <li>Brumfield v. Dodd Initial Application</li> </ul>	<ul> <li>Program of Study Form (For schools that serve 9<sup>th</sup>-12<sup>th</sup> grade)</li> <li>Brumfield v. Dodd Annual Compliance Report (Renewal)</li> </ul>



#### Acceptable letters/certificates of accreditation:

- Review the <u>Accreditation Organizations</u> process to verify that your school's accreditation is acceptable.
- Accreditation letters and certificates are accepted.
- Expired accreditations will not be accepted.





# Department of Health and Hospitals (DHH) Inspection Reports

- The details of the inspection report must be included.
- Inspection reports completed before September 2023 will not be accepted.





# **State Fire Marshal Inspection Reports**

- City and state fire marshal inspection reports are accepted.
- Inspection reports completed before September 2023 <u>will</u> <u>not</u> be accepted.





# 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 <u>Brumfield v. Dodd Initial Application</u> or <u>Annual Compliance</u>

  <u>Report</u> must be complete in its entirety and attached to your school's BESE application via <u>jotform</u>, 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 SCP program are required to be BESE and Brumfield v. Dodd approved <u>and</u> complete the Notice of Intent (NOI), which will be available starting October 1.

# Nonpublic Annual Enrollment: 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 <u>Nonpublic EdLink Manual</u> to create an account.
- Complete a <u>change request form</u> 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 early September and will close on **October 31**. 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 2024-2025 school year
- Number of faculty





#### **EdLink Resources**

Link Description	<u>Link</u>
	Use Your Resources
MYLA: Create a User ID and Password or reset a Password	https://my.la.gov/
Edlink Ops Portal: Complete Personal Profile, create an Edlink account	https://ldoe.edlink.la.gov/
EdLink Sign in: Complete NPS annual enrollment report	https://ldoe.edlink.la.gov/#/
Edlink Security: Request Permissions	https://registration.edlink.la.gov/
Edlink Tech Support: Direct your questions	nonpublicschools@la.gov
Edlink Tech Support: Request Technical Support	systemsupport@la.gov

#### **EdLink Support**

We will be scheduling an EdLink webinar soon 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.





LSP and SCP

# Important LSP Scholarship Program Reminders

#### **Income Eligibility**

- Each applicant must have a total family household income that does not exceed 250% of the federal poverty guidelines, as established by the Federal Office of Management and Budget.
- Parents and/or guardians must provide this information when completing an initial application for the Louisiana Scholarship Program.
- Participating schools are responsible for verifying that each
   new student is eligible during the application process.
- Schools are responsible for collecting up to date eligibility information for every new Scholarship student when families complete registration at the awarded site.



#### LSP and SCP Q1 Enrollment Timeline

#### Reminders:

- Transfers must be complete before Q1 enrollment period.
- Schools will check account access and alert the Office of School Choice if needed.

September 3

Q1 Enrollment for LSP and SCP opens

September 9

Q1 Enrollment for LSP and SCP closes

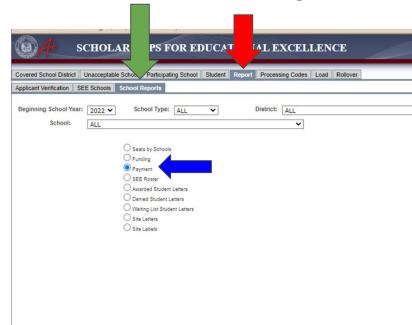
- If an enrollment error is discovered, schools will have 30 days from September 9th to submit a completed/signed Payment Adjustment Form for review to studentscholarships@la.gov.
- Requests received after 30 days will be reviewed but not may not be approved.



# **Payment Reports**



#### **Payment Reports-LSP**



- 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 9) 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.



#### **Roster Verification**

- Check all rosters for accuracy for the current school year
  - Name
  - Grade level
  - SSN (if changes are needed a copy of the SSN card will be required)
  - o DOB
- Verify all current students on the roster
- If a student needs to be dropped send in a <u>Declined Award Form</u>



#### **Transfer Form**

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



Louisiana Department of Education

doe louisiana.gov | P.O. Box 94064 - Baton Rouge, LA - 70804-9064



#### **Declined Awards**

Once a family declines the award, they will no longer be eligible to receive a scholarship for the remainder of the 2024-2025 school year.

- This is NOT for families wishing to transfer to another scholarship school for the 2024-2025 school year.
- Once the award has been declined, it cannot be reinstated.
- If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in upcoming years.



#### **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 2024-2025 school year.



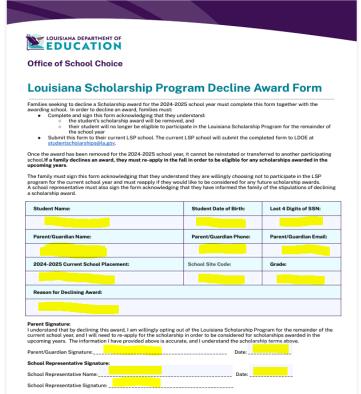
#### **Declined Awards**

- The family must sign the Declined Award Form at the awarding school.
- By completing the form, you understand that you are willingly choosing to not participate in the scholarship program for the 2024-2025 school year.
- Use this Declined Award Form.



#### **Declined Award Form**

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



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#### **Audit Reminder**

- The audit serves as the primary mechanism for monitoring a school's compliance with financial requirements. The audit is performed by the Department on behalf of the schools through contracted services with CPA firms approved by the Louisiana Legislative Auditor.
- Schools that fail to complete the annual audit satisfactorily will be asked to return part or all of any tuition payments received and may be removed from the Scholarship Program.



#### **Audit Reminders**

Schools are responsible for the following actions as part of the registration process. Maintain the information below for auditing purposes:

- Updated income and residency eligibility documentation for both new and returning students
- Required registration forms from ALL scholarship families:
  - Parent waiver for special education services
  - Parent acknowledgements regarding Scholarship funds
  - Receipt of rules and regulations form
- Sharing the school handbook with families
- Informing families of all school rules, regulations and policies, and have each family participating in the scholarship program sign an acknowledgement of receipt of these rules.



Resources

# 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 <u>form</u> 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



#### **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
- Tuesday & Thursdays from 10:30 a.m. to 12:00 p.m.

Booking: <a href="https://www.picktime.com/LDEnonpublicschools">https://www.picktime.com/LDEnonpublicschools</a>

• 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, book a new appointment time.
- If you have any questions about Office Hours, please reach out to us at <a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a> for assistance.

\*\*This service is not available to families.

Families can email questions to <u>studentscholarships@la.gov</u>.

# Username, Passcodes, and the Unlocking Process

• 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
<ul> <li>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.</li> </ul>	https://leads5.doe.louisiana.gov/ptl
<ul> <li>LDOE School Choice Library</li> <li>Resources for Home Study, Nonpublic and Charter schools</li> <li>Scholarship Programs Resources</li> <li>Annual Enrollment Reports</li> </ul>	https://www.louisianabelieves.com/resources/library/school-choice

# **Helpful Links**

Name	Link
<ul> <li>LDOE Weekly Newsletter</li> <li>Information regarding Nonpublic and Scholarship action items</li> <li>The newsletter is released every Tuesday at 4:30 pm.</li> </ul>	https://visitor.r20.constantcontact.com/ d.jsp?llr=rkyvy5eab&p=oi&m=rkyvy5eab &sit=urxao49fb&f=8d3c7b7c-7ae8- 4bd3-8c83-c6e44e5e558c
<ul> <li>Louisiana Scholarship Program</li> <li>Information and resources for the Louisiana Scholarship Program</li> </ul>	https://www.louisianabelieves.com/schools/louisiana-scholarship-program



## **Nonpublic Team Contact Information**

Topic	Email Support
Louisiana Scholarship Program (LSP)	
School Choice Program for Students with Exceptionalities (SCP)	studentscholarships@la.gov
Tuition Donation Credit Program (TDC)	
Operations/BESE Approval/Brumfield v. Dodd Approval	nonpublicschools@la.gov
Approved Home Study Program & Nonpublic Schools Not Seeking State Approval	homestudy@la.gov



# Thank You For Joining Today's Call!

If you have any additional questions, please contact the Office of School Choice at:

studentscholarships@la.gov

