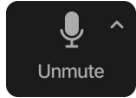


Nonpublic Schools Webinar

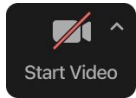
October 16, 2024



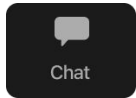
Zoom Meeting Preparation



- 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.

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



Agenda

- October - January Dates and Deadlines
- Application Information: BESE Approval
- Application Information: Brumfield vs. Dodd Approval
- Nonpublic Annual Enrollment (EdLink Access)
- Louisiana Scholarship Program/School Choice Program for Students with Exceptionalities
 - SCP Notice of Intent
 - Payment Adjustment Forms
 - Roster Verifications
 - Transfer Requests and Form
 - Declined Awards and Form
- Resources
- Q & A



October: Important Dates and Deadlines

Date	Item	Participants
October 15	Brumfield v. Dodd & BESE Approval Applications Closes	All Nonpublic Schools Seeking Approval
October 15	NPS Annual Data Closes in EdLink (An extension can be requested via Edlink)	All Nonpublic Schools
October 31	Notice of Intent (NOI) for SCP Closes	Nonpublic schools actively participating or wishing to participate in SCP
October 31	SCP Transfer window closes for Q2	SCP Participating Schools

NPS: Nonpublic Schools
SCP: School Choice Program



November: Important Dates and Deadlines

Date	Item	Participants
November 4	SCP Q2 Enrollment Opens	SCP Participating Schools
November 8	SCP Q2 Enrollment Closes	SCP Participating Schools
November 22	LSP Transfer window closes for Q2	LSP Participating Schools

SCP: School Choice Program

LSP: Louisiana Scholarship Program



December: Important Dates and Deadlines

Date	Item	Participants
December 2	LSP Q2 Enrollment Opens	LSP Participating Schools
December 6	LSP Q1 Enrollment Closes	LSP Participating Schools
December 8	Last Day to submit Payment Adjustment Forms for Q2	SCP Participating Schools

SCP: School Choice Program

LSP: Louisiana Scholarship Program



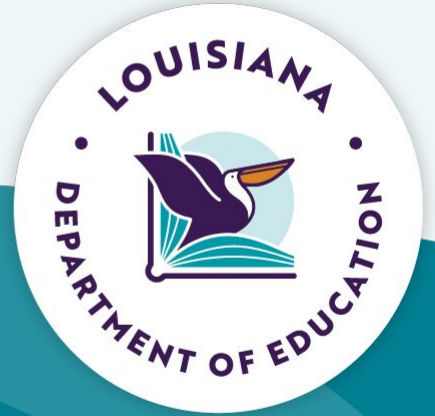
January: Important Dates and Deadlines

Date	Item	Participants
January 6	Last Day to submit Payment Adjustment Forms for Q2	LSP Participating Schools

LSP: Louisiana Scholarship Program



Nonpublic Schools Seeking State Approval



Nonpublic Schools Seeking State Approval

- The application for nonpublic schools seeking Board of Education & Secondary Education approval for the 2025-2026 school year has closed.

Contact nonpublicschools@la.gov with questions.



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 closed.

Contact nonpublicschools@la.gov with questions.



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 refer to 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 notifications from LDOE.
- If you encounter an error in the process, please contact us at nonpublicschools@la.gov.

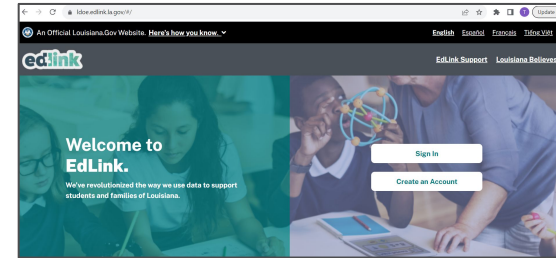


EdLink Reporting

Each fall, all BESE approved nonpublic schools must submit a Nonpublic Annual Enrollment Data report to the Louisiana Department of Education (LDOE). NPS reporting was available early September and is now closed. An enrollment reporting extension can be requested via Edlink.

Data required for 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	Link
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

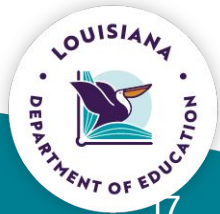




LSP and SCP

Notice of Intent (SCP only)

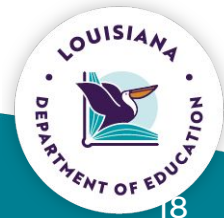
- The Notice of Intent is submitted to the Department each year in the fall to participate in our scholarship program and request *NEW* seats for the upcoming school year.
- SCP schools must complete the Notice of Intent (NOI) even if no new seats are being requested for the 2025-26 school year.
- The 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



Notice of Intent (SCP only)

- Any Special Education services provided
- Tuition and Fee Amounts (SCP schools only).
- The NOI will be available on October 1st via Jotform that will be sent to all participating SCP school and it will be posted on the Louisiana Believes website.

Reminder: The Notice of Intent will be available October 1-October 31 via Jotform




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)
 - DOB
- Verify all current students on the roster
- If a student needs to be dropped send in a [Declined Award Form](#).



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

Office of School Choice

Louisiana Scholarship Program Transfer Form

Families seeking to transfer a Scholarship award from one Scholarship school to a different Scholarship school for the 2024-2025 school year should complete this form together with the receiving 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 2024-2025 school year
- Have accepted and registered at a Scholarship school as of May 24, 2024
- 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 and will receive a response within 2-5 business days. **Submission of this form does not guarantee transfer approval.**

Student Name: [Redacted]	Student Date of Birth: [Redacted]	Last 4 Digits of SSN: [Redacted]
Parent/Guardian Name: [Redacted]	Parent/Guardian Phone: [Redacted]	Parent/Guardian Email: [Redacted]
2024-2025 Current School Placement: [Redacted]	Grade: [Redacted]	
Requested Transfer School Name: [Redacted]	Site Code: [Redacted]	
Reason for Transfer Request: [Redacted]		

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]

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]

Louisiana Department of Education
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Payment Adjustment Forms

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

- This means all Payment Adjustment Forms for SCP Quarter 2 must be submitted by December 8.
- Any Payment Adjustment Forms for Quarter 2 submitted after December 8 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.

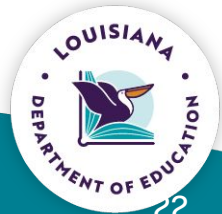
For questions, please contact studentscholarships@la.gov.



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.

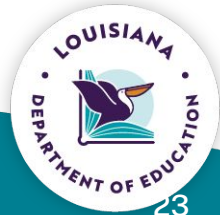
- **This is NOT for families wishing to transfer to another scholarship school for the 2024-2025 school year.**
- **Once the award has been declined, it cannot be reinstated.**
- If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in upcoming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



Declined Awards

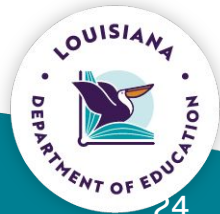
Scholarship students who no longer wish to participate in the program must complete a Declined Award Form.

- 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.


Office of School Choice

Louisiana Scholarship Program Decline Award Form

Families seeking to decline a Scholarship award for the 2024-2025 school year must complete this form together with the awarding school. In order to decline an award, families must:

- Complete and sign this form acknowledging that they understand:
 - the student's scholarship award will be removed, and
 - their student will no longer be eligible to participate in the Louisiana Scholarship Program for the remainder of the school year
- Submit this form to their current LSP school. The current LSP school will submit the completed form to LDOE at studentscholarships@la.gov.

Once the award has been removed for the 2024-2025 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 Date of Birth:	Last 4 Digits of SSN:
[REDACTED]	[REDACTED]	[REDACTED]
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email:
[REDACTED]	[REDACTED]	[REDACTED]
2024-2025 Current School Placement:	School Site Code:	Grade:
[REDACTED]	[REDACTED]	[REDACTED]
Reason for Declining Award:		
[REDACTED]		

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: _____

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Resources

Sign Up for Weekly Newsletters



Sign up to stay in touch!

How to receive weekly LDOE Newsletters -

Go to, <https://public.govdelivery.com/accounts/LADOE/signup/40771>, to sign up for newsletters important for your role and to find archived newsletters.

Important notices and materials are posted in these weekly newsletters.

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: <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, 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.



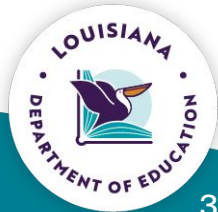
Username, Passcodes, and the Unlocking Process

- 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
<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><u>https://leads5.doe.louisiana.gov/ptl</u></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 Enrollment Reports	<p><u>https://www.louisianabelieves.com/resources/library/school-choice</u></p>



Helpful Links

Name	Link
<p><u>LDOE Weekly Newsletter</u></p> <ul style="list-style-type: none">● Information regarding Nonpublic and Scholarship action items● The newsletter is released every Tuesday at 4:30 pm.	<p><u>https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&p=oi&m=rkyvy5eab&sit=urxao49fb&f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c</u></p>
<p><u>Louisiana Scholarship Program</u></p> <ul style="list-style-type: none">● Information and resources for the Louisiana Scholarship Program	<p><u>https://www.louisianabelieves.com/schools/louisiana-scholarship-program</u></p>



Nonpublic Team Contact Information

Topic	Email Support
Louisiana Scholarship Program (LSP)	studentscholarships@la.gov
School Choice Program for Students with Exceptionalities (SCP)	
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





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

studentscholarships@la.gov

