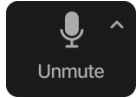


# Nonpublic Schools Webinar

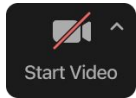
July 17, 2024



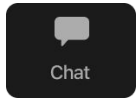
# Zoom Meeting Preparation



- 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](mailto:LDOEcommunications@la.gov)



# Agenda

1. Louisiana Scholarship Program/School Choice Program for Students with Exceptionalities
  - a. LSP Reminders
  - b. Enrollment Timeline
  - c. Roster Verifications
  - d. Transfer Requests
  - e. Declined Awards
  - f. Audit Reminders
2. Resources
3. Q & A





# Louisiana Scholarship Program

# 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**

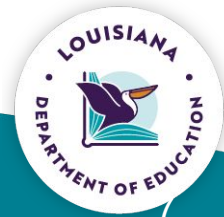
**September 9**      **Q1 Enrollment for LSP and SCP closes**

- 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](mailto:studentscholarships@la.gov).
- Requests received after 30 days will be reviewed but not may not be approved.



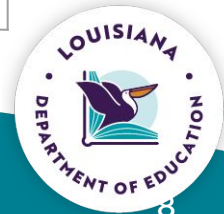
# Roster Verification

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



# Transfer Window Reopens

Date	Item	Participants
<b>July 19</b>	Summer Transfer Window Closes	LSP and SCP schools
<b>August 1</b>	Transfer Window Reopens	LSP and SCP schools
<b>August 1</b>	Review roster in LEADS for the upcoming year	LSP and SCP schools
<b>August 21</b>	Nonpublic Monthly Call	LSP and SCP schools
<b>August 25</b>	All transfers must be completed for Q1	LSP and SCP schools






# Transfer Request

- If a student transfers without a completed transfer form and email approval from the Department, they may lose their Scholarship.
- It is the school's responsibility to inform the family when the transfer has been approved.
  - The transfer window for the 2024-2025 school year will **temporarily close on July 19.**
  - Use this [Transfer Request 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](mailto:studentscholarships@la.gov) and will receive a response within 2-5 business days. **Submission of this form does not guarantee transfer approval.**

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

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: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_

Louisiana Department of Education  
[doe.louisiana.gov](http://doe.louisiana.gov) | P.O. Box 94054 • Baton Rouge, LA • 70804-9064

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# Decline 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.

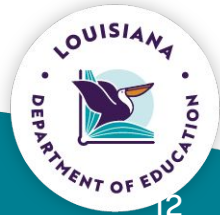
- **This is NOT for families wishing to transfer to another scholarship school for the 2024-2025 school year.**
- **Once the award has been declined, it cannot be reinstated.**
- If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in upcoming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



# Declined Awards

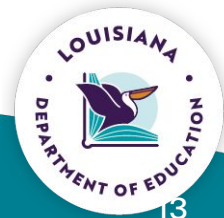
Scholarship students who no longer wish to participate in the program must complete a **Declined Award form**.

- **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.




# Decline Awards

- The family must sign the decline 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.

 **LOUISIANA DEPARTMENT OF EDUCATION**

**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](mailto: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.

<b>Student Name:</b> [REDACTED]	<b>Student Date of Birth:</b> [REDACTED]	<b>Last 4 Digits of SSN:</b> [REDACTED]
<b>Parent/Guardian Name:</b> [REDACTED]	<b>Parent/Guardian Phone:</b> [REDACTED]	<b>Parent/Guardian Email:</b> [REDACTED]
<b>2024-2025 Current School Placement:</b> [REDACTED]	<b>School Site Code:</b> [REDACTED]	<b>Grade:</b> [REDACTED]
<b>Reason for Declining Award:</b> [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: \_\_\_\_\_

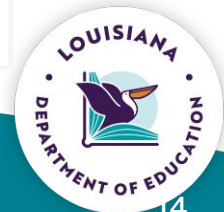
**School Representative Signature:**

School Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_

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# Audit Reminder

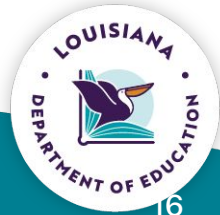
- The audit serves as the primary mechanism for monitoring a school's compliance with financial requirements. The audit is performed by the Department on behalf of the schools through contracted services with CPA firms approved by the Louisiana Legislative Auditor.
- Schools that fail to complete the 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 [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



# 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
- Mondays-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](mailto:studentscholarships@la.gov) for assistance.

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

Families can email questions to [studentscholarships@la.gov](mailto: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](mailto:studentscholarships@la.gov).



# Helpful Links

Name	Link
<p><u><a href="#">LEADS</a></u></p> <ul style="list-style-type: none"><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>	<p><u><a href="https://leads5.doe.louisiana.gov/ptl">https://leads5.doe.louisiana.gov/ptl</a></u></p>
<p><u><a href="#">LDOE School Choice Library</a></u></p> <ul style="list-style-type: none"><li>● Resources for Home Study, Nonpublic and Charter schools</li><li>● Scholarship Programs Resources</li><li>● Annual Enrollment Reports</li></ul>	<p><u><a href="https://www.louisianabelieves.com/resources/library/school-choice">https://www.louisianabelieves.com/resources/library/school-choice</a></u></p>



# Helpful Links

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



# Nonpublic Team Contact Information

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





# Questions





# Thank You For Joining Today's Call!

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

[studentscholarships@la.gov](mailto:studentscholarships@la.gov)

