

CHARTER SCHOOLS

September 9, 2020

Dear Colleagues,

As Louisiana works to recover from Hurricane Laura, the Department is working alongside system and school leaders to aid in the recovery process. I shared [disaster recovery guidance](#) with system leaders across our state Friday afternoon. Whether your schools were directly impacted by Hurricane Laura or your system is home to displaced students, this disaster will be felt by educators across Louisiana.

Our disaster recovery guidance provides information on policy and logistic issues needed immediately to meet acute needs and restore learning environments. At this point, the number of displaced students and educators is unclear and the reopening date for several school systems is unsure.

Last week I visited system leaders in Calcasieu and Jefferson Davis. If a picture is worth 1,000 words, boots on the ground are worth 5,000. This recovery is a marathon, not a sprint. It's made more challenging by the fact that we remain in a global health pandemic. While the recovery presents a new set of challenges during a historically challenging year, I'm confident in our ability to keep pushing forward for our children.

Dr. Cade Brumley
State Superintendent of Education

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Important Dates for School Systems

Office Hours	
Office Hours Title	Zoom Link
EdLink 360 Office Hours	September 10 at 1 p.m.
Career and College Readiness Office Hours	September 10 at 3 p.m.
Assessment and Accountability Office Hours	September 22 at 3:45 p.m.
Monthly Calls*	
Monthly Call Title	Zoom Link
Data Coordinator Monthly Call	September 10 at 2 p.m.
SPED Leader Monthly Call	September 10 at 2 p.m.
Assessment and Accountability Monthly Call	September 15 at 3:45 p.m.
Student Engagement and Success Monthly Call	September 16 at 3:30 p.m.
Federal Programs and Grants Management Monthly Call	September 17 at 10 a.m.
Career and College Readiness Monthly Call	September 17 at 3 p.m.
Reopening Roundtable for System Leaders	September 18 at 9 a.m.
Policy and Governmental Affairs Monthly Call	September 21 at 10 a.m.
Academic Content and Educator Development Monthly Call	September 23 at 1 p.m.
Education Technology Monthly Call	September 24 at 11 a.m.
System Leaders Monthly Call	October 2 at 9 a.m.
<i>*Monthly call presentations are available in the School Improvement Library.</i>	

Upcoming Events	
Event Title	Zoom Link
Early Literacy Commission Meeting	September 14 at 12 p.m.
Quest for Success Webinar	September 14 at 4 p.m.

Children's Hospital Town Hall Meeting	September 15 at 3 p.m.
NCCER Updates for School System and School Leadership	September 16 at 10 a.m.
NCCER Updates for School System and School Leadership	September 16 at 2 p.m.
NCCER Updates for Craft Instructors	September 23 at 10 a.m.
NCCER Updates for Craft Instructors	September 23 at 2 p.m.
High Cost Services Webinar	September 24 at 1 p.m.
Important Deadlines	
Document Link	Deadline
New Teacher Induction Survey	September 18
FY2019-2020 Annual Financial Report (AFR) Collection	September 30
2020-2021 Pupil Progression Plan	October 16

Recovery

Disaster Recovery Guidance

The Department has released [disaster recovery guidance](#). Please continue to check [this link](#), as the guidance will be updated as new information becomes available. The document includes guidance and resources on the following topics:

- Enrollment of displaced students
- Damage to facilities and supply needs
- Staffing capacity
- Issues related to the start of the school year
- Charter school specific guidance

Please contact systemrelations@la.gov with questions.

School System Support

Strong Start Reopening Office Hours Extended Through September

The Department will continue to offer Strong Start reopening office hours through the month of September. These office hours will be rolled into the [Career and Readiness Office Hours](#) and will be held weekly on **Thursdays at 3 p.m.** Information needed to join this call is included in the [Career and College Readiness Office Hours entry below](#).

For more information, please visit [COVID-19 Resources for Schools](#). Please contact LDOECOVID19support@la.gov with questions.

2019-2020 P-EBT Benefits

Louisiana is reopening the Pandemic Electronic Benefit Transfer (P-EBT) program for families who did not apply in May and June. Families of children who receive free or reduced-price school meals are eligible to receive financial benefits for meals missed in 2019-2020 when schools closed due to the pandemic. This includes all students attending a [Community Eligibility Provision \(CEP\) school](#).

The [application portal is open](#) until **September 29 at 5 p.m.** A link to P-EBT information and the application portal is available on the [Department's COVID-19 webpage](#). The Department will publicize the eligibility of these benefits. Schools can use [this toolkit](#) for sample messages to share with families.

This new application window is only for eligible families who did not apply in May and June. To receive these benefits, families must complete an application. Without the requested information, the Department of Children and Family Services cannot issue the Electronic Benefit Transfer (EBT) card and provide benefits. Please note that the information families enter in the application must exactly match what is on file in the student information system.

Please contact LDOECOVID19support@la.gov with questions.

Learning Environment and Connectivity Tool for Systems

The Department has developed a tool for systems and schools to easily track student learning environments as well as device and connectivity data. This tool will also help the Department and systems identify where additional student connectivity supports are needed. System leaders received an email from LDOE with system specific access information needed to complete a brief survey.

School systems are encouraged to add current data as soon as possible. This will help ensure access to the system, as well as accuracy of the information, well before initial data is pulled for BESE on September 18.

Data submitted to this survey will automatically populate dashboards for systems, charter schools and nonpublic schools. A link to the dashboard will be added to the "School Reopening Resources" section of the [Strong Start](#) page in the coming weeks and will be communicated via the weekly newsletter. LDOE will pull data on September 18 at 5 p.m. to create an initial report for BESE and other stakeholders. Systems should update their dashboard throughout the school year as new information becomes available. The most current data will appear on the dashboard as soon as it is submitted through the survey.

Please contact kim.nesmith@la.gov with questions.

Reopening Roundtable Series

Superintendents and charter leaders are invited to participate in a Reopening Roundtable virtual series hosted by Dr. Brumley to be held on **September 18 at 9 a.m.** During this call, a panel of superintendents and school leaders will share their experiences reopening and operating schools during the health crisis. It's important that the Department is a support agency during these uncertain times, and this series will help facilitate discussions of best practices. Information needed to join this call is included below.

- **Webinar Date and Time:** September 18 at 9 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/99887442568>
- **Webinar Passcode:** #0*a2n
- **Webinar Phone Number:** 312 626 6799
- **Meeting ID#:** 998 8744 2568
- **Dial-in Passcode:** 752932

System leaders are asked to enter their full name and school system name when logging in.

Career and College Readiness

Career and College Readiness Office Hours

Please share with school system supervisors, administrators and counselors.

The Office of Career and College Readiness will hold weekly office hours each Thursday at 3 p.m. beginning September 10. **Throughout the month of September, the focus will be on school reopening.** Office hours provide an opportunity for school system leaders to receive updates on reopening guidance and support documents.

On the September 3 office hours, topics included:

- The [proclamation](#) regarding vision and hearing screening updates
- LDH resources for schools to navigate the early warning system:
 - [Guide for School Reporting](#)
 - [COVID Schools Worksheet](#)
 - [Contact Tracing Guide](#)
 - [Contact Tracing Worksheet for Parents](#)
- **Webinar Date and Time:** Thursdays at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/94130675139>
- **Webinar Phone Number:** 301-715-8592
- **Meeting ID#:** 941 3067 5139
- **Meeting Passcode:** 573243

Please contact LDOECOVID19support@la.gov for reopening questions or highschooladacemics@la.gov for career and college readiness with questions.

NCCER Updates for School System and School Leadership

Please share with career and technical education (CTE) supervisors/coordinators and school leadership.

On September 16, the Department will host a webinar to review the National Center for Construction Education and Research (NCCER) updated [guidelines](#) for the 2020-2021 school year. In addition to reviewing the [guidelines](#), the Department will share expectations and responsibilities, including the assurance letter, craft instructor requirements, Department processes, testing guidelines, facility visits, trainings and the [registry](#). There will be two opportunities to attend.

- **Webinar Date and Time:** September 16 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/95397520753>

- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 953 952 0753
- **Webinar Passcode:** nccer1

- **Webinar Date and Time:** September 16 at 2 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/95397520753>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID:** 953 952 0753
- **Webinar Passcode:** nccer1

Please contact martha.moore@la.gov with questions.

NCCER Updates for Craft Instructors

Please share with NCCER craft instructors and school leadership.

On September 23, the Department will host a webinar to support NCCER craft instructors. The webinar will provide support for implementing [NCCER guidelines](#) at Accredited Training and Education Facilities and will include review of instructor training, certifications and processes, facility visits, testing guidelines, training module registration and [registry](#) access. There will be two opportunities to attend.

- **Webinar Date and Time:** September 23 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97806508237>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 978 0650 8237
- **Passcode:** nccer2

- **Webinar Date and Time:** September 23 at 2 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97806508237>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 978 0650 8237
- **Passcode:** nccer2

Please contact martha.moore@la.gov with questions.

Equity, Inclusion and Opportunity

Special Education

High Cost Services Webinar

The High Cost Services (HCS) fund supports school systems and schools who serve Louisiana's students with the most difficult needs by providing additional funding for high-cost special education services for students with disabilities. The 2020-2021 HCS application will open on **October 5**.

The Department will provide an overview of the HCS Fund for the 2020-2021 school year in an upcoming webinar. SPED directors or personnel responsible for the HCS application should attend.

- **Webinar Date and Time:** September 24 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/91486316321>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 914 8631 6321
- **Passcode:** 926076

Please contact ldoe.grantshelpdesk@la.gov with questions.

Policy and Governmental Affairs

Educator Workforce

Teacher Preparation Program Website Launch

On September 9, the Department — in collaboration with the Board of Regents — will launch a new website, LouisianaTeacherPrep.com, that allows prospective educators to explore teacher preparation programs. The website* includes information on Louisiana's 29 teacher preparation programs, including certification areas offered, testimonials, as well as the demographics of program completers and retention data. Each provider's performance on Louisiana's [Teacher Preparation Quality Rating System](#) will be added to the website this winter. Prospective educators can use the website to select teacher preparation programs that best meet their needs, and school systems can use the information to address their educator workforce needs.

**the website link will remain inactive until it launches on September 9.*

Please contact believeandprepare@la.gov with questions.

System Relations

Excellent Educators

Department Names 2021 Teacher and Principal of the Year State-Level Winners

Last week, the Department — in partnership with [Dream Teachers](#) — celebrated the 2021 Teacher and Principal of the Year state-level honorees at the 14th Annual Cecil. J. Picard Educator Excellence Awards Gala, which was held virtually this year. On this evening, the Teacher and Principal of the Year division-level and statewide winners were also named.

View the [2021 Teacher and Principal of the Year honorees and state-level winners](#).

Congratulations to these outstanding educators!

Please contact excellenteducators@la.gov with questions.

Teaching and Learning

Academic Content

Strong Start 2020 Instructional Material and PD Vendor Guide Updates

Please share with Chief Academic Officers, curriculum coordinators, professional development coordinators and purchasing directors.

The Strong Start 2020 plan includes [Instructional Materials Guidance](#) and [Professional Development Guidance](#), and the Department continues to work with publishers and vendors to update each guide as they build and refine their supports.

New or updated information will be highlighted in yellow within the document.

This week, the following entries have been significantly **updated**:

Instructional Materials Guidance	Professional Development Guidance
Kendall Hunt, Illustrative Mathematics, Grades 6-8, Algebra I	

Please contact classroomsupporttoolbox@la.gov with questions.

Assessment and Accountability

K-2 CLASS[®] Pilot Overview Webinar

The Department is hosting a K-2 CLASS[®] Pilot Overview Webinar **tomorrow, September 9** to provide information around the CLASS[®] tool, including current pilot updates and future opportunities to join.

CLASS[®] is an observation instrument that measures the effectiveness of teacher-student interactions that promote academic learning, engagement and social development. It is used statewide in publicly-funded birth through pre-K classrooms and is now in its fifth pilot year for early elementary. Information needed to join the webinar is listed below.

- **Webinar Date and Time:** September 9 at 2 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/4418921159>
- **Webinar Phone Number:** 1-312-626-6799
- **Meeting ID#:** 441 892 1159

Please contact lisa.holliday@la.gov with questions.

For District Testing Coordinators and Accountability Contacts

New: LEAP 2025 Grades 3-8 Spring Test Administration

- At the request of many school systems who have had especially difficult challenges to the opening of school, the LEAP 2025 spring testing for grades 3-8 has been rescheduled as follows:
 - April 26-May 26: CBT

- April 28-30 ELA and Math: PBT
- May 3-4 Science and Social Studies PBT
- The [2020-2021 Assessment Calendar](#) has been updated and additional key dates will be released in the coming months.

ACT

- **Update:** The ACT [Schedule of Events](#) has been updated on the [ACT State Testing](#) site
- September 7-October 6: Test coordinators verify, as needed, student information in PANext for initial test date of October 6
- September 7-25: Test coordinators order non-college reportable accommodations materials for the initial testing window, October 6-16 and additional standard time materials for the initial test date, October 6

Fall LEAP 2025 High School Assessment Administration

- Fall LEAP 2025 High School Assessments administration is currently scheduled for December 1-18. In response to delayed school openings, a second window has been scheduled for January 6-26. School systems will be asked to submit their choice of window to the Department from October 1-9 through DRC INSIGHT.
- Additional dates and reminders are forthcoming.

Birth-Grade 3 Assessment Guidance

- **New:** LDOE will work with those school systems that are severely impacted by Hurricane Laura. The Department will review BESE policy to ensure alignment with state law and will consider flexibility in timelines for administration and reporting results during times of crisis or natural disaster. For questions, please contact assessment@la.gov.

Data Certification for DCAI, Partial Assessment and Alternative School Indices

- Data certification for DCAI, ELPT, LEAP Connect and alternative school indices is open until **September 23**. Accountability contacts received individual emails with login credentials and resources.

Screening for English Learners

- School systems must continue to determine if students entering kindergarten through grade 12 for the first time are English Learners (ELs) who require supplementary support services to continue developing language proficiency in English. Guidance is provided to facilitate the identification of ELs and to determine if EL services are needed when it is not possible to administer the ELPS in the [Guidance for the Provisional Identification of English Learners](#) document.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability **Monthly Call** will be on **September 15 at 3:45 p.m.** A password will now be required for office hours. Webinar details are listed below.

- **Webinar Date and Time:** September 15 at 3:45 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164
- **Password:** 2020202!

Educator Development

New Teacher Induction Survey

In order to be successful, new teachers need support. Support can take on many forms including but not limited to:

- Individual mentoring
- Targeted professional development sessions
- PLCs
- Sheltered schedules

The Division of Educator Development is interested in learning from school systems across the state who provide support to early career teachers. School systems are encouraged to complete this brief [New Teacher Induction Survey](#) by **September 18** to help the Department understand where best practices are already happening and what supports may be needed to further develop new teacher induction programs. The survey should be completed by the leader in each school system who supports new teachers.

Please reach out to believeandprepare@la.gov with questions.

SLT Guidance

Teachers and leaders should develop SLTs by **December 1** in order to understand teaching goals and plan for instruction accordingly. SLTs can be based upon data such as:

- performance data from the first unit or module of this school year
- formative assessment data
- diagnostic data

[Guidance](#) for creating student learning targets is available in the Department's [COMPASS Library](#). Please refer to the [2020-2021 CIS timeline](#) for suggested times to complete the necessary steps.

Teachers are encouraged to progress monitor SLTs using student work throughout the year.

Please contact compass@la.gov with questions.

Reminders

- ***Recovery Reminders***
- ***School System Support Reminders***
- ***Equity, Inclusion and Opportunity Reminders***
 - ***Special Education Reminders***
- ***Operations Reminders***
 - ***Statewide Monitoring Reminders***
- ***Policy and Governmental Affairs Reminders***
 - ***Healthy Communities Reminders***

Recovery Reminders

Rescheduled: Data Coordinator Webinar

Please share with data managers.

The Department has rescheduled its monthly webinar for data coordinators and data managers to **this Thursday, September 10 at 2 p.m.** (immediately following the EdLink 360 extract reviews). Topics will include a review of open collections, submission deadline updates and EdLink 360 Data Warehouse updates.

- **Webinar Date and Time:** September 10 at 2 p.m.
- **Webinar Link:** <https://ldoe.zoom/j/976397929>
- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 976 397 929

Please contact systemsupport@la.gov with questions.

Rescheduled: Quest for Success Webinar

Please share with career and technical education leaders and Quest for Success instructors.

A [Quest for Success Curriculum crosswalk](#) has been created to help facilitate virtual and hybrid learning. The guide includes alternate face-to-face activities that may be challenging to complete in a virtual environment or while maintaining social distancing. The tips included provide suggestions for both synchronous and asynchronous learning and alternative activities for virtual environments.

A webinar is scheduled to provide an overview of the Quest for Success Unit 2 resources and answer questions pertaining to these resources. This webinar *has been rescheduled* from August 31 and **will now occur on September 14 at 4 p.m.**

- **Webinar Date and Time:** September 14 at 4 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98206897192>
- **Webinar Passcode:** quest1
- **Webinar Phone Number:** 646-876-9923
- **Webinar Phone Passcode:** 714594
- **Meeting ID#:** 982 0689 7192

Please contact ted.holmes@la.gov with questions.

Deadline Extended: Pupil Progression Plans Due October 16

Please share with school system supervisors, administrators and counselors.

The 2020-2021 Pupil Progression Plan (PPP) template is in the [School Policy Library](#). New to the template are sections related to BESE approved credit recovery policy and non-traditional coursework accepted by the NCAA.

The approved PPP should be submitted to PPP@la.gov by **October 16**.

Please contact PPP@la.gov with questions.

Deadline Extended: 2020-2021 Course Choice/SCA Portal

Please share with CTE supervisors, counselors, and system leaders.

Course Choice provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training and dual enrollment course providers. The [SCA Portal](#) is now open for 2020-2021 reporting.

The 2020-2021 [Course Choice Provider Directory](#) is now available. Schools register students directly with the course provider college and/or university. Please refer to the [Course Choice Registration Procedures](#) for details on this process. Once students are registered, schools should document enrollments in the Course Choice Reporting System.

The [SCA Portal](#) has been rescheduled to close at 5 p.m. on September 25 for Private Provider Fall and Full Year enrollments. Higher Education enrollments must be reported by 5 p.m. on October 9. The portal will reopen for Spring enrollments on November 23.

Please contact sca@la.gov with questions

Equity, Inclusion and Opportunity Reminders

Special Education Reminders

Strong Start 2020: Timelines and Documentation for Students with Disabilities Guidance

The Department released [Strong Start 2020: Timelines and Documentation for Students with Disabilities](#) guidance to help school systems maintain IDEA compliance and provide continuity of services to students with disabilities across operating scenarios. This guidance includes key considerations for school systems in planning and providing services across learning environments, including IEP and evaluation timelines and documentation via amendments and/or contingency plans.

Please contact specialeducation@la.gov with questions.

State Finance and Policy Reminders

LaGov Payment System Change

Please share with business managers.

Recently, the Louisiana Department of Education underwent a change to the payment system. The ISIS payment system has migrated to the LaGov payment system, and payments will look different as a result of this change. Continue to use the [DOA Vendor Payments](#) website and select “LaGov” to look for information on payments received beginning July 1. Reference the available [help document](#) for assistance with using the LaGov payment system and how to locate information on payments.

Please contact natoria.ingram2@la.gov with questions.

Accountability for Weighted Student Funds in the MFP

Please share with business managers.

Louisiana R.S. 17:7(2)(f)(i) provides for the accountability of weighted student funds included in the MFP. Funds generated in the MFP formula by applying the weighted factors for low income and English Learner (also known as Economically Disadvantaged) students, career and technical education course units, special education students (other than gifted and talented) and gifted and talented students are considered weighted student funds. School systems or schools are required to expend the weighted student funds on personnel, professional services, instructional materials, equipment and supplies that serve the unique needs of students who generate such funds.

Please reference the [FY2020-2021 Weighted Student Funding AFR Reporting Details and Calculation](#) for additional information.

Please contact ldoemfphelpdesk@la.gov with questions.

USDA Required School Lunch Match

Please share with business managers and financial officials.

The United States Department of Agriculture (USDA) requires a match of state funds for the school lunch program. The match must be evidenced through the Minimum Foundation Program (MFP) funds in each school system's Annual Financial Report (AFR).

A memorandum that contains the required match amount for each school system and school in FY2020-2021 is available in the [MFP Library](#) under the USDA Required School Lunch Match section.

Please contact ldoemfphelpdesk@la.gov with questions.

FY2019-2020 Annual Financial Report (AFR) Collection Timelines

Please share with business managers and financial officials.

Louisiana R.S. 17:92 requires that local school systems and schools provide financial data to the Department no later than **September 30** each year. The LEADS Portal is now open for submission of financial data. The AFR documents needed to assist with the submission of data can be found on the [Annual Financial Report \(AFR\) System](#) page.

Please contact satoiya.jones@la.gov with questions concerning the preparation of the financial information or account classification. For questions regarding the electronic submission or online update process, please contact systemsupport@la.gov.

Teaching and Learning Reminders

Educator Development Reminders

Mentor Credential Waiver

On August 12, the Board of Elementary and Secondary Education (BESE) approved a waiver of policy*, on a case-by-case basis, regarding the requirement that all undergraduate residents and post-baccalaureate candidates are mentored by a Mentor who holds the Ancillary Mentor Teacher certificate, the Ancillary Provisional Mentor Teacher certificate or the Supervisor of Student Teaching certificate. This waiver is for the 2020-2021 school year only. Any Mentor who does not hold one of the credentials listed above, and who will mentor an undergraduate or post-baccalaureate resident during this school year, must be granted an individual waiver. Waivers will be granted to Mentors who are highly recommended by their principal or their principal's designee.

Preparation providers will be responsible for submitting the mentor credential waiver application. School principals and school system personnel directors will need to sign off on these waiver applications. Please contact preparation provider partners to make sure they have all required information/signatures for the application submission.

Please contact believeandprepare@la.gov with questions.