

CHARTER SCHOOLS

October 27, 2020

Dear Colleagues,

Our eyes are on the Gulf this afternoon as we watch the path of Zeta. Unfortunately, this has been a much too common occurrence in 2020. We will continue to connect with systems for any support needed before, during or after the storm. You can view the Department's 2020 Disaster Recovery Guidance [here](#). Should the situation warrant, we will update this guidance for Zeta.

Louisiana has bore the brunt of a historically active hurricane season, which is occurring during a global pandemic. Back in July, our state, along with the rest of the nation, was focused on how students and educators could safely return to the classroom. There was a circle of concern that in-person schooling would lead to super-spreader events. As recent articles in [The Atlantic](#) and [NPR](#) support, that has not been the case thus far in Louisiana or across the nation. I'm so impressed with the extraordinary efforts educators are taking to keep kids safe.

While visiting schools in New Orleans last week, the numerous conversations I had with educators did not center on health and safety standards. Instead, their main concern was how we can turn the corner toward high-quality schooling. We are all working through unprecedented challenges in education - especially our educators. It's reassuring to know our teachers continue to put the education of their students front and center. This speaks directly to the quality of educators in our state and to the immense possibilities 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
Data Coordinator Office Hours	October 29 at 1 p.m.
Career and College Readiness Office Hours	October 29 at 3 p.m.
Education Technology Office Hours	November 5 at 10 a.m.
Assessment and Accountability Office Hours	November 10 at 3:45 p.m.
Educator Development Office Hours	November 17 at 12 p.m.
K-2 CLASS Pilot Office Hours	November 17 at 12 p.m.
Monthly Calls*	
Monthly Call Title	Zoom Link
Charter Authorizers Monthly Call	November 4 at 11 a.m.
BESE Authorized Charter School Monthly Call	November 4 at 3 p.m.
Data Coordinator Monthly Call	November 5 at 1 p.m.
System Leaders Monthly Call	November 6 at 9 a.m.
SPED Leader Monthly Call	November 12 at 2 p.m.
Legislative and Policy Support Monthly Call	November 16 at 10 a.m.
Assessment and Accountability Monthly Call	November 17 at 3:45 p.m.
Nonpublic Monthly Call	November 18 at 2 p.m.
Student Well-Being Monthly Call	November 18 at 3:30 p.m.
Education Technology Monthly Call	November 19 at 9 a.m.
Federal Programs and Grants Management Monthly Call	November 19 at 10 a.m.
Career and College Readiness Monthly Call	November 19 at 3 p.m.
Reopening Roundtable for System Leaders	November 20 at 9 a.m.

Upcoming Events	
Event Title	Zoom Link
LDOE Virtual Fall Counselor Institute	October 28 at 9 a.m.
LDOE Virtual Fall Counselor Institute	October 29 at 8 a.m.
LDOE Virtual Fall Counselor Institute	October 29 at 12 p.m.
Louisiana's Teacher and Principal of the Year Informational Webinar	November 4 at 3 p.m.
Louisiana's Teacher and Principal of the Year Informational Webinar	November 5 at 11 a.m.
2021-2022 Super App Launch	November 6 at 10 a.m.
Louisiana's Teacher and Principal of the Year Informational Webinar	November 9 at 11:30 a.m.
Real-time Early Access to Literacy (REAL) Program Webinar	November 9 at 1 p.m.
Accountability Commission Meeting	November 16 at 10 a.m.
Early Literacy Commission Meeting	November 17 at 12 p.m.
Important Deadlines	
Document Link	Deadline
LEAP 2025 Science Grades 3, 5, 7, and 8 Stimuli Review Committees Interest Survey	October 29
Fall Checkpoint Early Childhood TS GOLD	October 31
USDA 2020 NSLP Equipment Grant Application	November 2
Believe and Prepare ELA Collaborative Application	November 6
2020-2021 School District Boundary Review	November 10
U. S. Presidential Scholar Program Nomination	November 13
KEA and K-3 literacy screener data (with SIS K-3 Assessment Collection)	November 16
Act 688 Survey	November 20
SPED Leader Webinar Survey	November 20
School Plan Family Engagement Survey	December 1

School System Support

Super App Launch

On Friday, November 6, the Department will launch the Super App via webinar. This webinar will support school system planning teams in reviewing Louisiana's Academic Plan, exploring accountability updates, discussing Schools in Need of Intervention and the rationale for the 2021-2022 CIR and UIR requirements, viewing the 2021-2022 New Optional Funding Opportunities, and unpacking the resources and support available to school systems.

To gain access to all Super App launch presentations on and after November 6, view the [2021-2022 Super App Launch Session List](#)*, which includes virtual session descriptions as well as presentation and recording information.

Information needed to join the Super App Launch Kick-off Webinar is included below.

- **Webinar Date and Time:** November 6 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/9198036620>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 919 803 6620

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

**This list will not be available until November 6.*

School Reopening Dashboard 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 also helps the Department and systems identify where additional student connectivity supports are needed. System leaders received an email from LDOE in September with system-specific access information needed to update the dashboard.

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.

Data submitted to this survey will automatically populate dashboards for systems, charter schools, and nonpublic schools. A [link to the dashboard](#)* has been added to the "School Reopening Resources" section of the [Strong Start page](#).

Please contact edtech@la.gov with questions.

**This link can only be accessed via Chrome.*

Real-time Early Access to Literacy (REAL) Program

[Real-time Early Access to Literacy \(REAL\)](#) provides individualized support for students in pre-K through grade 3 to make progress in their literacy development, with a focus on support for virtual learning. REAL provides devices, connectivity, and tutoring services to eligible students in pre-K through grade 3. School systems receive funding to authorize families to establish microgrant accounts in the REAL Family Portal, where families can browse and select services.

Information needed to join the REAL Program Webinar is included below.

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

Please contact earlyliteracy@la.gov with questions.

Career and College Readiness

2021 Jump Start Virtual Convention

Please share with career and technical education leaders, school systems administrators and counselors.

[Registration](#) is open for the 2021 Jump Start Virtual Convention. The convention will be held the afternoons of **January 26-27, 2021 from 1 p.m. to 3:30 p.m.** each day. Prior to the event, convention registrants will receive communication to select the sessions they will attend each day.

Please contact jumpstart@la.gov with questions.

Legislative and Policy Support

Healthy Communities

Crisis Communication Planning and Implementation for School Leaders

LSU's National Center for Biomedical Research and Training is hosting a virtual workshop on crisis communications for school leaders. This 4-hour workshop provides an overview of the role of communications in planning for, responding to, and recovering from emergencies in K-12 schools. Participants will discuss critical tasks for managing communications during all phases of an incident, outline a process for creating crisis communications plans, and identify communications and warning best practices.

Click on the links below to register:

- [Register](#) to attend the workshop scheduled for Monday, November 9 from 12-4 p.m.
- [Register](#) to attend the workshop scheduled for Tuesday, November 10 from 8 a.m.-12 p.m.

Please contact rlandry@ncbrt.lsu.edu with questions.

School System Financial Services

October 1 MFP Data Collection

Please share with superintendents, school system business managers, and data coordinators.

Due to challenges experienced by school systems in submitting and verifying their data, the **October 1 MFP data collection has been extended to November 13** from the original deadline of October 30. In order to verify data submissions and to ensure the data is both accurate and complete, several iterations of Validation Reports will be dropped on the [DM FTP](#).

Please contact systemsupport@la.gov questions regarding data submissions and LDOEMFPhelpdesk@la.gov with questions regarding use of the data within the MFP formula.

School System Relations

Virtual Instruction Training for Teachers and Leaders

The Louisiana Department of Education is partnering with NIET to help equip teachers and school leaders to plan for and strengthen virtual instruction. Starting this month, Louisiana educators will receive free access to three, 90-minute professional learning sessions that model effective virtual teaching and provide educators with tips, templates, and strategies to use immediately in their virtual classrooms. These sessions will be taught live (synchronously) and offered several times a week over the course of 2020-2021. Asynchronous trainings will be available later this year.

Educators will leave these sessions with an understanding of what effective teaching practices look like in an online classroom; ideas for how to plan, transform, and strengthen virtual lessons; and strategies to improve student engagement and increase student growth in a virtual learning environment. There will also be different options for teachers and principals to receive more tailored support based on their role. Sessions for principals and administrators will focus on remote observation and coaching practices, while teacher sessions will provide more content teachers can directly use in their virtual instruction.

Registration is now open, but seats are limited for each district or school system. Teachers should connect with their immediate supervisor to see if seats are available to attend. More details and registration information can be accessed via [NIET's website](#).

Please contact systemrelations@la.gov with questions.

Louisiana's Teacher and Principal of the Year Application Coming Soon

The [Teacher and Principal of the Year application process](#) for the 2020-2021 school year will open on **November 4**. At that time, all applications, materials, and timelines will be available in the [library](#) on the [Awards](#) page.

All school systems are encouraged to select up to three teachers and three principals, one per division (elementary, middle, and high) as their local-level honorees and submit these selections to the state process. School systems without a formal selection process in place may elect to send their candidates directly to the state-level process.

State-level applications are due by **February 4, 2021** and must be submitted via an online application portal which will open later this year.

An informational webinar will be offered to provide Teacher and Principal of the Year Coordinators with information regarding this year's process. Coordinators should join the one webinar that works best for them. School systems without a coordinator should select another team member to join.

- **Webinar Date and Time:** November 4 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93856784405>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 938 5678 4405

- **Webinar Date and Time:** November 5 at 11 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93678098193>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 936 7809 8193

- **Webinar Date and Time:** November 9 at 11:30 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/96991352059>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 969 9135 2059

Please contact excellenteducators@la.gov for more information.

Teaching and Learning

Academic Content

Immersion Program Interest Meeting

Please share with administrators of schools considering adding a One-Way or Two-Way Immersion program.

Join the Department on **December 10 at 3 p.m.** to explore the benefits of immersion programs and receive guidance on staffing, scheduling, student recruitment, and resources among other related topics. [Register](#) to attend this virtual meeting.

Please contact language.acquisition@la.gov with questions.

Assessment and Accountability

For District Testing Coordinators and Accountability Contacts

ACT

- October 28 - Pre-scheduled FedEx pickup for ACT materials from accommodations and/or supports at the district office.
 - *Note: Receipt deadline at ACT is **November 2**. Late arriving answer documents will not be scored.*
- **November 2:** [PANext](#) opens for the spring administration of ACT. Test coordinators should verify system and school contacts and manage participation for both ACT and WorkKeys as soon as possible.
- It is no longer necessary to mail MOUs to the Department. Once the new 2020-2021 ACT MOUs are posted to the library, please complete, sign, scan, and email the MOU and estimation worksheet to patricia.newman@la.gov or assessment@la.gov.
- October 6-April 30: The 2020-2021 WorkKeys testing window is open.
 - Please refer to the *Quick Start Guide for Assigning TTS to a Single Examinee* for WorkKeys. The document will be posted to the ACT State Testing site in the [WorkKeys](#) section.
 - The Department will cover the cost for one WorkKeys administration for students who are on the Jump Start pathway and are in grade 11.
- Please check the [ACT State Testing](#) site for an updated [Schedule of Events](#).

LEAP 2025 Assessment Development

- LDOE Assessment Development will convene LEAP 2025 Science Stimuli Review Committees in Lafayette for the following grades at the listed dates and times:
 - Grade 3: November 14 (9 a.m.-12:30 p.m.)
 - Grade 5: November 21 (9 a.m.-12:30 p.m.)
 - Grade 7: November 14 (1:30 p.m.-5 p.m.)
 - Grade 8: November 21 (1:30 p.m.-5 p.m.)
- The committees will review stimuli to ensure the materials that will be used to develop item and task sets on the LEAP 2025 Science tests are fair and appropriate for all students and will allow an opportunity for students to demonstrate their knowledge and skills in science. Participants may each earn a stipend and be reimbursed for mileage to and from the meeting.
- Interested science teachers (including those who work in special education or with English Learners), supervisors, and content specialists should complete the [interest survey](#) to apply to participate by **October 29**.

LEAP 2025

- Now-October 31: School systems should log into DRC INSIGHT and complete the enrollment information for third and fourth grade that is required no later than **October 31**.
 - Schools testing third or fourth grade on paper should also indicate the number of test booklets needed.
 - School systems need to verify the number of braille tests necessary for testing grades 3-8 for both paper-based or computer-based testing formats.
- **November 1:** For school systems that are participating in the December window of the LEAP 2025 high school fall administration, testing schedules should be emailed to assessment@la.gov no later than **November 1**.

NAEP 2021

- All schools selected for participation in the 2021 administration of NAEP have been notified by email from Rebecca Frederick.
- January 25 and March 19, 2021: Testing window has been extended 2 weeks to accommodate variation in school schedules.

- District test coordinators were copied on notifications and should help schools prepare for the assessment.
 - Review the *School Coordinator Responsibilities: A Guide to MyNAEP* that was emailed to all schools selected for NAEP.
 - Remind principals that they must designate a NAEP school coordinator to service as the liaison for all NAEP activities.
 - Encourage designated school coordinators to access the MyNAEP site (www.mynaep.com), and register with the ID number they received in the emailed notification.
- For questions or additional information, please contact Rebecca Frederick at 225-963-8197 or email rebecca.frederick@la.gov.

Birth-Grade 3 Assessment Guidance

- The Birth-Grade 3 Assessments has a [suite of resources](#) available to help school systems (and early learning centers) with assessment administration for the 2020-2021 school year.
- **Due October 31**
 - Fall Checkpoint Early Childhood TS GOLD. Visit the [Early Childhood \(pre-K\) Assessment Guidance for Various Learning Environments](#) for additional information.
- **New Dates - Due November 16:**
 - Deadline for data managers to submit the KEA and K-3 literacy screener data with the [SIS K-3 Assessment Collection](#).
 - The SIS K-3 Assessment Collection window will open October 26 for data submission.
- **Due November 20:**
 - [Act 688 Survey](#): School systems are required to report the number of students referred for gifted screening based on their performance of the literacy screener, with the literacy screener being at least one indicator used in consideration for gifted screening. DTCs and Special Education Coordinators should work together to submit only one form per district. This data will be reported to BESE.
- The Department will work with those school systems that have been severely impacted by the recent hurricanes. 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.

Advanced Placement ® Results

- The 2019-2020 Advanced Placement Results ® rosters are now posted to secure FTP. The roster includes, for the total population and for student groups, exams taken, exams passed (scoring 3+), and student counts for the school system and schools. Suppressed public data has been made available in the Department's [High School Performance Library](#). Please contact assessment@la.gov with questions.

Assessment Administration Support and Training Office Hours

There will be no office hours on November 3, as state offices are closed. The next Assessment and Accountability Office Hours will be on **November 10 at 3:45 p.m.** A password will now be required for office hours. Webinar details are listed below.

- **Webinar Date and Time:** November 10 at 3:45 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164
- **Passcode:** 2020202!

Educator Development

ELA Collaborative Launch - Apply Now

The Department is excited to launch the Believe and Prepare ELA collaborative. This ELA Collaborative will bring together some of the best minds from both higher education and K-12 to design teaching methods syllabi for elementary and secondary literacy courses. These syllabi will, in turn, be available for public use. The goal of the collaborative is to ensure that teachers completing teacher preparation programs are well prepared to effectively implement standards-aligned instruction using high-quality curriculum materials grounded in complex text.

Strong K-12 educators who help support ELA (e.g., ELA curriculum coaches, current ELA content leaders, district ELA supervisors) should apply. Participants will be compensated a total of \$4,500 for participation in the collaborative. The [application](#) is due **November 6**.

Please email believeandprepare@la.gov with any questions.

Reminders

- [**School System Support Reminders**](#)
- [**Career and College Readiness Reminders**](#)
- [**Equity, Inclusion, and Opportunities Reminders**](#)
 - [**Special Education Reminders**](#)
- [**Legislative and Policy Support Reminders**](#)
 - [**Healthy Communities Reminders**](#)
- [**Operations Reminders**](#)
 - [**Statewide Monitoring Reminders**](#)
- [**School System Financial Services Reminders**](#)
- [**School System Relations Reminders**](#)
- [**Teaching and Learning Reminders**](#)
 - [**Academic Content Reminders**](#)

School System Support Reminders

Deadline: School Plan Family Presentation Survey

Per state law, CIR and UIR schools must present families with their state-approved school improvement plan within 60 days of the start of the school year at a school meeting. The School Plan Family Presentation [template](#) was released in the spring and is located in the [School Improvement Library](#).

Schools are required to communicate the following to families in these meetings:

- School and student performance data that caused the Department to identify the school as being in need of improvement
- Detailed overview of the improvement plan
- Timelines for implementation of the plan and attainment of performance goals
- Implications of the plan for students, families, and educators

Families shall be notified at least one week prior to the date of the meeting. Meeting dates must be reported to the LDOE no later than **December 1** via the [School Plan Family Engagement Survey](#).

Please contact em.cooper@la.gov with questions.

Career and College Readiness Reminders

U.S. Presidential Scholar Program

Please share with counselors and school system administrators.

The nomination process for the [U.S. Presidential Scholars Program](#) to honor our nation's most distinguished graduating high school seniors is now open. This is a joint program of the Department and the U.S. Department of Education.

The [U.S. Presidential Scholar program information guide](#) provides key details about the program and submission procedures. School systems may submit, for consideration, up to two students in the General Component and up to two students in the Career and Technical Education (CTE) Component. In order to recommend students for nomination to the program, school systems are required to submit to the LDOE a [parental release form](#) for each nominated student and a nomination letter for each nominated student not to exceed one page for each student.

Nomination letters and the parental consent form are due by **4 p.m. November 13**. Please submit these documents to jumpstart@la.gov with U.S. Presidential Scholar Program in the subject line. Additional information is available on the [Department's website](#).

Please contact cathy.stromain@la.gov with questions.

Blue Ocean High School Entrepreneur Pitch Competition

Please share with counselors, school administrators, and career and technical education instructors.

The [Blue Ocean High School Entrepreneurship Competition](#) is a virtual entrepreneurship competition in which individual students or teams pitch their innovative business concepts to experienced entrepreneurs and business people, receive feedback on their ideas, join a community of like-minded students, and compete for thousands in cash prizes.

Blue Ocean offers prize money for students or schools and the competition is free to educators, students, and schools. Schools and students can win up to \$1,000 in prize money. The due date for pitch submissions is **February 19, 2021**.

Please visit the [Blue Ocean website](#) for more information and to register for the competition.

Please contact blueoceancompetition@gmail.com with questions.

Adobe Creative Cloud and Certiport Compass Testing

Please share with career and technical education supervisors.

School systems that utilize the Certiport Compass testing for on-premise deliveries of the live-in-the-app Adobe Certified Associate exams should be aware that Adobe traditionally releases new versions of Creative Cloud apps each year leading up to the Adobe MAX conference. Certiport has exams that support the 2018, 2019, and 2020 versions of the apps. Certiport will have exams that support the 2021 versions of the apps, but not until next year.

Systems using Compass for on-premise deliveries of the live-in-the-app Adobe Certified Associate exams will want to make sure Creative Cloud is not set to automatically update when the newest versions are released. There are options for individuals to turn off the auto-update feature, or systems can deploy a package that prevents individual users from seeing any update options at all. Please contact Adobe for additional support.

Please contact jumpstart@la.gov with questions.

Equity, Inclusion, and Opportunities Reminders

Special Education Reminders

SPED Leader Webinar Feedback Survey

The Department is conducting a feedback survey about the effectiveness of the monthly SPED Leader webinar. The information gathered from this survey will help the Department ensure that the webinar is as effective as possible for special education leaders across the state. The [survey](#) will be open until **November 20**.

Please contact specialeducation@la.gov with questions.

Legislative and Policy Support Reminders

Healthy Communities Reminders

Louisiana Vision Screening Guidelines

The Department, in collaboration with the School Nurse Advisory Council and the Louisiana Department of Health, has developed [Louisiana Vision Screening Guidelines](#) - Procedures for vision screening in Louisiana Schools. These guidelines are based on national recommendations for an evidence-based vision screening and eye health program for students in Louisiana schools.

Please contact janice.zube@la.gov with questions.

Operations Reminders

Statewide Monitoring Reminders

Consolidated Monitoring Schedule for 2020-2021SY

The Department conducts annual monitoring of school systems to ensure compliance with federal and state requirements. To assist school systems in thoughtful planning and preparation for a scheduled monitoring event, the Department is releasing the [consolidated monitoring schedule for the 2020-2021 school year](#).^{*} This schedule is tentative, and the agency reserves the right to make adjustments as necessary.

Quarterly updates will follow this newsletter announcement. Additionally, the assigned program monitoring team leader will send a more detailed monitoring notification reminder, along with any necessary planning documents or instructions, directly to superintendents and federal program directors of each school system appearing on the monitoring schedule. The [first quarter monitoring schedule](#) is also available.

Please contact tasha.anthony@la.gov with questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA). For questions related to the Individuals with Disabilities Education Act (IDEA), please contact cindy.hilton@la.gov.

**School systems that have been severely impacted by a hurricane and are currently listed on the schedule are asked to contact tasha.anthony@la.gov.*

School System Financial Services Reminders

2020-2021 School District Review Program

Please share with superintendents and school system mapping coordinators.

The U.S. Department of Education's (ED) School District Boundary Review Program is a program that requires city/parish school districts to review and verify school district physical boundaries. Accurate school district boundary information is critical to determining each state's allocation under Title I of the Every Student Succeeds Act (ESSA). This year and annually going forward, each city/parish school district is required to complete the boundary review and verification process detailed in this [memorandum](#). Submit your document(s) to the email below no later than **November 10**.

Please contact schoolfinancehelpdesk@la.gov with questions.

FY2020-2021 First Quarter Financial Report

Please share with Business Managers and Financial Officials of Type 2 and Type 5 Charter Schools.

The First Quarter Financial Report for FY2020-2021 is due Monday, November 2, 2020 due to October 31st falling on a weekend. The [quarterly report form](#) along with the [Statement of Affirmation](#) should be submitted via email to CharterFinanceHelpdesk@la.gov.

The First Quarter Financial Report shall contain year-to-date actual data from July 1, 2020 through September 30, 2020 along with budgeted data for FY2020-2021 (July 1, 2020 through June 30, 2021.) If your organization operates more than one charter school, you must submit the financial report for each individual school.

If you have any questions or require further information, contact [Karen McCarvy](#) or call 225-342-3776.

School System Relations Reminders

Virtual Support Tools

The Department, in partnership with NIET, has developed Virtual Classroom Support Tools. The K-2 Virtual Classroom Tool, 3-12 Virtual Classroom Tool, Common Planning Support Tool, ELA Common Planning Companion Tool, Math Common Planning Companion Tool, and Science Common Planning Companion Tool can all be found now in the [School Improvement Library](#), under the Implementation Resources section.

These tools will serve as the basis of the NIET Virtual Instruction Training for Teachers and Leaders. School system leaders received this training information last week via email from their School System Relations coach.

Please contact systemrelations@la.gov with questions.

Teaching and Learning Reminders

Academic Content Reminders

ELA Guidebooks: High School Guidebooks (2020) Updates

Please share with ELA supervisors for grades 9-12.

The [Louisiana's ELA Guidebooks 9-12 \(2020\)](#) standards overview document is now [available](#).

Please contact elaguidebooks@la.gov with questions.