August 18, 2022

Dear Colleagues,

The counsel of teachers has been invaluable throughout my career serving Louisiana families. When I was a teacher, veteran educators helped me be at my best for children. When I became a school leader and later a school system leader, I was intentional about maintaining open lines of communication with those closest to our students

The same has been true in my role as State Superintendent. When we were outlining our beliefs as an agency, one of the first included was "Louisiana believes educators are valued professionals." One of the newest ways we're elevating teacher voice is through the creation of a new teacher advisory council. The application window is now open for all Louisiana PK-12 teachers. If you or someone you know is interested, our application process is quick, easy, and available online.

We're looking for teachers who can represent the many students and school choices found throughout our great state. Help us think through the educational challenges we're facing and how we can move forward together.

Dr. Cade Brumley

In This Issue

Important Dates for School Systems

Office Hours	
Office Hours Title	**Zoom Link**
Assessment and Accountability Office Hours	August 23 at 3:45 p.m.
K-2 Learning Year: Phase I Office Hours	September 7 at 12 p.m.
Monthly Calls*	
Monthly Call Title	**Zoom Link**
Teaching and Learning Monthly Call	August 24 at 1 p.m.
Federal Support and Grantee Relations Monthly Call	August 25 at 10 a.m.
Career and College Readiness Monthly Call	August 25 at 3 p.m.
Certification Monthly Call	August 29 at 10:30 a.m.
Principal Monthly Call	August 31 at 1 p.m.
System Leaders Monthly Call	September 2 at 9 a.m.
Nutrition Support Monthly Call	September 6 at 1 p.m.
CWA Liaisons and Louisiana Attendance Alliance Monthly Call	September 7 at 8 a.m.
Alternative Education Leaders Monthly Call	September 7 at 10 a.m.
School Medicaid Monthly Call	September 20 at 2:30 p.m.
Well-Being Monthly Call	September 21 at 9:30 a.m.
Monthly call presentations are available in the School Improvement Library. View the School System Support Calendar to access a complete schedule of events.	
Upcoming Events	
2022 SPED Leader Back-to-School Webinar	September 8 at 2 p.m.
AEMing for Success Conference	October 18-19

School Choice

Monthly Call

Our next monthly call will be held next week on **September 21st at 2pm**. You can join the monthly calls using this link: https://ldoe.zoom.us/j/93717548403

Office Hours

The Office of School Choice-Nonpublic Schools Team will be offering a new service called Office Hours. We are offering office hours to provide one-on-one assistance regarding any questions you may have.

Office hours will be offered each week for **school administrators and other school system employees.** Office hours will be held Tuesdays and Thursdays from 10:30 a.m. to 12:00 p.m.

You can book your Office Hours call using this link: https://www.picktime.com/LDEnonpublicschools

In order to make sure that every school gets an opportunity to schedule a call, each call will be limited to 15 minutes. When booking your call, you must 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.

PLEASE NOTE: If you miss your scheduled time, you will need to 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 with questions should submit them to* studentscholarships@la.gov**

Sponsor Site Changes

The Sponsor Site Change form must be completed for all schools making any of the following changes:

- Address change
- School leader/Superintendent changes
- Grade level changes
- School openings or closings

Link can be found here

Annual Survey
The annual survey is for participating Louisiana Scholarship Schools and School Choice Schools for Students with Certain Exceptionalities. The purpose of this survey is to measure program satisfaction with the training and supports currently available to all participating schools.

These results will be gathered and shared within the Office of School Choice ONLY, meaning that your individual information and feedback shared will not be publicly reported. Only an overall summary of these results may be included in Department presentations and calls for informative purposes.
You can access the survey here.

Upcoming Dates

You can access the 2022-23 Nonpublic Annual Reporting Calendar here.

All dates are tentative, please review future issues of the Nonpublic newsletter for all updates.

Date	Item	Participants
August 22nd	All transfers must be completed for Q1	LSP and SCP schools
August 30th	Verify access to NPS system	All Nonpublic schools
August 31st	*NEW* Strategies for Success Bi-weekly Check-ins begin	All new scholarship managers All new scholarship schools*
September 1st	Quarter 1 enrollment begins (LSP and SCP)	LSP and SCP schools
September 3rd	Quarter 1 enrollment ends (LSP and SCP)	LSP and SCP schools

*All scholarship participants are welcome to participate if they need additional support with the items being discussed during the call.

Strategies for Success Bi-weekly Check-In
We will have check-ins for all new participating schools, new scholarship managers, and those needing additional support. These check-ins will be used to provide additional support and step-by-step training for those that are learning the program.
- Our first check in is scheduled for **August 31st at 2pm.**

- You can access the meeting using this link: https://ldoe.zoom.us/j/93717548403
- Topics that will be covered in our next check-in will included:
  - Accessing LEADS and the FTP
  - How to view your roster in LEADs
  - How to view your payment report in LEADs
  - How to complete Quarterly enrollment reporting in LEADs

Louisiana Scholarship Program (LSP)

LSP transfer window

PROCESS	TIMELINE
Transfer Window Reopens	August 1st
Transfer Window Closes for Q1	August 31st

Rosters
Rosters are now available and should be reviewed at the beginning of the school year to make sure they reflect your current scholarship enrollment by **August 22nd.**
- **Please note:** The information reported on the roster will be used for Q1 enrollment for the 2022-23 school year.
- If any information is incorrect or a student is missing from your roster, please contact us immediately at studentscholarships@la.gov for assistance.

Quarterly Enrollment Reporting
All Quarterly Enrollment Reports must be submitted on time via the LEADS portal during each quarter by the dates listed below in order to receive payments on-time.

Quarter 1 reporting for the Louisiana Scholarship Program (SEE) is September 1st-3rd.

- If the enrollment reports are not submitted on time, it affects your student enrollment counts and delays payments.
- Each school is responsible for reviewing the final quarterly enrollment report as entered in the LEADS system.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.

Schools will have 30 days from the last day of quarterly enrollment reporting period each quarter to report any enrollment issues.
- *This means all Payment Adjustment Forms for Quarter 1 must be submitted by October 7th.*
- Any Payment Adjustment Forms for Quarter 1 submitted after October 7th **will be considered on an individual basis and must include an explanation for the late submission.**

Please note that late Payment Adjustment Form submissions are not guaranteed payment.

School Choice Program for Students with Exceptionalities (SCP)

Rosters
Rosters are now available and should be reviewed at the beginning of the school year to make sure they reflect your current scholarship enrollment by **August 22nd.**
- **Please note:** The information reported on the roster will be used for Q1 enrollment for the 2022-23 school year.
- If any information is incorrect or a student is missing from your roster, please contact us immediately at studentscholarships@la.gov for assistance.

Quarterly Enrollment Reporting
All Quarterly Enrollment Reports must be submitted on time via the LEADS portal during each quarter by the dates listed below in order to receive payments on-time.

Quarter 1 reporting for the School Choice Program (SCS) is September 1st-3rd.

- If the enrollment reports are not submitted on time, it affects your student enrollment counts and delays payments.
- Each school is responsible for reviewing the final quarterly enrollment report as entered in the LEADS system.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.

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Please note that late Payment Adjustment Form submissions are not guaranteed payment.

MFP
The MFP amounts for the 2022-23 School Choice Program for Students with Exceptionalities were sent out via email on August 4th. Please remember the following:
- Annual tuition amounts to be paid are 50% of the MFP amount (refer to Column D in attachment of the email)
- The MFP amount to be paid for each student is based on the student's parish of residence.

If you have any additional questions regarding payment amounts, please contact our office at studentscholarships@la.gov for assistance.

Operations

Ready to Achieve! 2022-2023 Operational Guidelines
Please share with school system leaders.

The Louisiana Department of Education has updated the [Ready to Achieve! 2022-2023 Operational Guidelines](#) to reflect the most recent recommendations released by the Centers for Disease Control on August 11, 2022. Please share this information with system leaders and administration.

Please contact meredith.mcgovern@la.gov with questions.

Academic Recovery and Acceleration Plan
Share with federal program directors, IDEA supervisors and school system leaders.

As school systems prepare for a strong Comeback 2.0, the Department provided an updated data template to be used to complete the 2022-2023 Academic Recovery and Acceleration Plans, **via the FTP Monday, August 15**.

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

Homeless Liaison Webinar (New Liaisons Only)
Please share with homeless liaisons.

The LDOE will be providing a McKinney Vento 101 training for new homeless liaisons, **10 - 11 a.m**. on **August 26.** The webinar will cover all things McKinney Vento, which includes introducing new liaisons to the McKinney Vento law, funding, EdLink, and much more. All new liaisons are asked to attend. All other liaisons should attend the back-to-school workshop on August 29.

Date and Time: August 26 at 10 a.m.
Link: https://ldoe.zoom.us/j/96511265117?pwd=Mk96OEUxaHV6NTRtSGI1OCttcXRMdz09
Phone Number: +1-470-250-9358
Meeting ID: 965 1126 5117
Passcode: 727530

Please contact antiqua.hunter@la.gov with questions.

Homeless Coordinator and Parent and Family Engagement Coordinator 2022 Back-to-School Training
Please share with homeless liaisons and parent and family engagement coordinators.

LDOE will be providing a back-to-school training for both homeless coordinators and parent and family engagement coordinators on August 29, 8 a.m. - 4:30 p.m. The training will be held in person at the Louisiana Department of Education, 1201 North Third St. Baton Rouge, LA 70802. The variety of sessions offered will provide information on federal mandates and updates for both programs, results of the statewide Parent and Family Engagement Survey, information on migrant and English learners programs, PimsPoints and Be Engaged Bot updates, EdLink, monitoring, and much more.

All homeless and parent and family engagement coordinators are asked to please attend. Please contact antiqua.hunter@la.gov with questions.

Ready to Achieve! 2022-2023 School System Operations Plan Submission
Please share with school system leaders.

A school system that receives ARP ESSER funds must make publicly available on its website a **Ready**

to Achieve! plan for safe return to in-person instruction and continuity of services. School systems can meet this requirement for 2022-2023 by updating their Ready to Achieve 2021 plans to reflect the Ready to Achieve 2022-2023 guidance.

School systems will submit a link to their plan to LDOE **no later than September 12**. Please contact meredith.mcgovern@la.gov with any questions.

Assessments, Accountability and Analytics

Data Certification
Please share with district accountability contacts and system leaders.

On Monday, August 15, the La Data Review system opened for review of ACT and DCAI rosters. Accountability contacts in school systems that had ACT and/or DCAI rosters were sent an email with login credentials, guidance, and additional resources developed to support the review process. Additional emails will be sent to accountability contacts who have only assessment data to check by the end of the month.

Please contact jennifer.baird@la.gov with questions.

ACT
Please share with test coordinators.

August 26: Deadline to enter fall testing dates for WorkKeys and adjust enrollment counts for WorkKeys accommodated paper material in PANext. All accommodations can be administered online except large print and braille.

Please contact assessment@la.gov with questions.

LEAP Connect
Please share with test coordinators, special education teachers and supervisors.

The department approved Prioritized LEAP Connectors for English language arts, mathematics and science to provide instructional support and planning resources for teachers and content leaders.

The Prioritized Connectors Guide is available in the LEAP Connect Assessment Resources section of the Assessment Guidance Library on the department website.

Please contact Tywanna.Dushime@la.gov with questions.

Career and College Readiness

Cybersecurity and Infrastructure Security Agency (CISA) Webinar
Please share with school administrators, school security staff and emergency management staff.

School staff are invited to join the Cybersecurity and Infrastructure Security Agency (CISA) at 2:00 p.m. on Thursday, August 18, for a webinar on tools and resources to enhance physical security planning at K- 12 schools and campuses. The event will feature an overview of CISA's K-12 School Security Guide

Suite, a set of products that provides K-12 schools with a comprehensive doctrine and methodology to assess vulnerabilities, plan for emergencies, and implement layered elements of security.

The webinar will also include a Q&A session for attendees to engage with members of CISA's School Safety Task Force. K-12 school security staff, administrators, emergency management professionals, regional and local personnel, and other members of the school safety community are encouraged to attend.

Webinar Date and Time: Thursday, August 18, 2 – 3 p.m.
Registration: https://CISAK12SchoolSecurityGuideWebinar.eventbrite.com

Registration is required. The access link to join the webinar (hosted on Webex) will be provided to all registrants one day in advance of the event.

Please contact SchoolSafety@hq.dhs.gov with questions.

Jump Start Funding Guidance
Please share with CTE supervisors and school system leaders.

The Department has released the following updated Jump Start funding guidance for the 2022-2023 school year:

- 2022-2023 List of CDF Qualifying Courses
- 2022-2023 Guidelines for Use CDF Allocation
- 2022-2023 Jump Start Funding Guidance

Please contact jessica.vallelungo@la.gov with questions.

Seizure Disorder Training
Please share with school employees and school nurses.

Louisiana Act 562 requires the Department to approve and provide courses of instruction regarding treating students with seizure disorders, including information about seizure recognition and related first aid, one each for: (1) school nurses, and (2) other school employees, including school bus operators, who have regular interactions with students with seizure management and treatment plans. Nurses and employees are required to complete such courses biennially.

The Epilepsy Alliance of Louisiana offers training on Seizure Recognition and First Aid for School Personnel and Managing Students with Seizures: A Training for School Nurses. The Foundation offers online courses on demand for school employees and nurses.

Please contact michael.comeaux@la.gov with questions.

Clinical Laboratory Improvement Amendment Waiver Requirements for Schools
Please share with school nurses and business managers.

Any facility, including schools performing testing on a sample obtained from an individual (blood, saliva, urine, respiratory swab, etc.), requires a Clinical Laboratory Improvement Amendment (CLIA) certificate covering the complexity of testing. The Clinical Laboratory Improvement Amendments of 1988 are the

regulations for clinical laboratory testing inclusive of any COVID testing, glucometer testing, flu testing or pregnancy testing.

The Center for Medicaid Services issues fee coupons by mail for both initial certification as well as renewal. Certificate cycles are two years and fee is based on complexity of testing. Waived testing is typical for schools and is $180 for a two-year cycle.

Schools may check online to determine certificate status at CMS laboratory demographic lookup at QCOR lookup. Please contact elizabeth.duncan@la.gov with questions.

School System Financial Services

FY2022-2023 Annual Adopted Budget and General Fund Budget Submission
Please share with business managers and financial officials of city/parish school districts.

Louisiana R.S.17:88 requires that city/parish school boards submit an adopted balanced budget to the Department no later than **September 30** each year. The FY2022-2023 Adopted Annual Budget Memo and FY2022-2023 Adopted Budget Submission Instructions provide guidance, documents to be completed, and additional resources.

If you have any questions or need additional information, please email schoolfinancehelpdesk@la.gov or call School System Financial Services at 225-342-3617.

Teaching and Learning

Educator Development

Principal's New slett er Appreciation
Please share with principals and principal supervisors.

The Department's monthly Principal's Newsletter is designed to celebrate and inform building-level leaders of pertinent topics in school leadership. This month's Principal's Newsletter will be released on **August 25**. If you have a building-level leader who you would like to recognize, take a minute to send a shout-out of appreciation using this survey link by **August 22**. This note of appreciation will be included in our August Principal's Newsletter.

Please contact brandy.garrett@la.gov with questions.

Principal Webinar Series
Please share with principals and principal supervisors.

The Department will hold a monthly webinar series for current school leaders. The August webinar will highlight 2023 State Principal of the Year, David Schexnaydre, and Division-Level Honorees Heather Brooks, Michael Hilton, and Tamela Phillips. These celebrated principals will take part in a panel discussion focusing on strong back-to-school practices.

Webinar Date and Time: August 31, 1 - 2 p.m.
Webinar Link: https://ldoe.zoom.us/j/98516144298?pwd=VHoxSlhaNWhFZUNrQWlCS05MRHlzZz09

Meeting ID: 985 1614 4298
Passcode: 125571

Please contact louisianaleaders@la.gov with questions.

Pre-Educator Pathway System Leader Professional Learning Community
Please share with the lead contact for the Pre-Educator Pathway in your school system.

Offered twice each semester, System Lead Professional Learning Community meetings are virtual opportunities for Pre-Educator Pathway/Grow Your Own System leads to share best practices related to developing and expanding access to the Pre-Educator Pathway.

Webinar Dates and Times

- September 1, 10 – 11 a.m.
- November 3, 10 – 11 a.m.
- February 2, 1 – 2 p.m.
- April 6, 10 – 11 a.m.

Webinar Link: https://ldoe.zoom.us/j/3455048179
Webinar Phone Number:
+13462487799,,3455048179# **Meeting ID:** 345 504 8179

Please contact believeandprepare@la.gov with questions.

Literacy

Local Literacy Plan Guidance
Please share with system and school literacy leaders.

The Literacy Division has released the second of a series of webinars to support literacy leaders with the development of local literacy plans. This most recent webinar focuses on the inclusion of explicit literacy instruction, interventions, and extensions in local literacy plan goals and action steps. The resources listed below provide literacy leaders with targeted support for planning and implementing literacy best practices. Look for the next webinar on planning for ongoing professional growth opportunities in local literacy plans in mid-September. These webinars and related resources are located in the Literacy Library under Local Literacy Plan Guidance.

- Planning for Explicit Instruction, Intervention, and Extension slide deck
- Planning for Explicit Instruction, Intervention, and Extension recording
- Updated, fully editable Local Literacy Plan Template

Please contact louisianaliteracy@la.gov with questions.

Reminders

- Assessments, Accountability and Analytics
- Teaching and Learning
- Diverse Learners

Assessments, Accountability and Analytics Reminders

ELPS/ELPT
Please share with Test Coordinators and EL Supervisors.

The English Language Proficiency Screener (ELPS) is now available in the Louisiana Portal provided through Cambium. The ELPS Guidance document is available in the assessment library on the department website.

Please contact assessment@la.gov with questions.

Teaching and Learning Reminders

Diverse Learners

AEMing for Success Conference, October 18 - 19
Please share with special education leaders, assistive technology contacts and educators.

Louisiana Accessible Educational Materials (AEM) is hosting its 4th annual conference at Crown Plaza, Baton Rouge, on October 18-19 for educators working with students with exceptionalities. The conference provides an opportunity to deepen your assistive technology knowledge and strengthen your implementation strategies. Visit the conference website for the agenda, registration information and conference details.

Please contact robin.king@la.gov for details.

2022 SPED Leader Back-to-School Webinar
Please share with special education directors/supervisors.

The Department will be holding a back-to-school webinar to kick-off the 2022 - 2023 school year with important updates and helpful resources to assist school systems in supporting students with diverse needs. Information to attend the September 8 webinar is as follows:

Date/Time: September 8 at 2 p.m.
Zoom: https://ldoe.zoom.us/j/96791988170
Phone: 1-346-248-7799
Meeting ID: 967 9198 8170

Please contact diverselearnersupport@la.gov with questions