



Important News for **NONPUBLIC SCHOOLS**



September 28, 2023

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Important Dates for School Systems

Office Hours and Monthly Calls

- Nutrition Support Monthly Call: [October 3 at 1 p.m.](#)
- Assessment and Accountability Office Hours [October 3 at 3:45 p.m.](#)
- Child Welfare and Attendance Monthly Call: [October 5 at 8 a.m.](#)
- System Leaders Monthly Call: [October 6 at 9 a.m.](#)
- Monthly Principal Webinars – Math and Literacy: [October 9 at 1 p.m.](#)
- Zearn Support for Middle School Leaders: [October 10 at 9 a.m.](#)
- Educational Technology Monthly Call: [October 12 at 9 a.m.](#)
- Alternative Education Monthly Call: [October 12 at 10 a.m.](#)
- Nonpublic Schools Monthly Call: [October 18 at 2:00 p.m.](#)
- Federal Support and Grantee Relations (FSGR) Monthly Call: [October 19 at 10 a.m.](#)
- Office of Career and College Readiness Monthly Call: [October 19 at 3 p.m.](#)
- School System Planning Office Hours: [October 24 at 11 a.m.](#)
- Division of Diverse Learners Office Hours: [October 24 at 2 p.m.](#)
- School System Planning Office Hours: [October 30 at 2 p.m.](#)

Upcoming Events and Deadlines

- [Special Education Regional Tour](#): September 25 - October 3
- Deadline to submit U.S. Senate Youth Scholarship [application](#): October 3 at 11:59 p.m.
- Deadline to submit Annual Financial Report (AFR): September 29
- Deadline to submit Budget Form A: September 29
- Deadline to submit ESSER II funding obligation: September 30
- [Program Approval Notices of Intent](#) due: October 1
- Deadline to submit Outstanding School Support Employee [nominations](#): October 12
- [ACT College & Career Readiness Workshops](#): October 10-17
- [School Support Institutes](#) Session 2 (virtual): October 17-20
- School System Planning Guide/Super App launch: October 19
- [Mentor and Resident data](#) due in Edlink: October 20
- [Fall 2023 Counselor Institutes](#): October 24-26
- Deadline to submit [2023-2024 PPP](#): October 31
- Deadline to submit [Immersion Site Certification](#) application: November 15
- Deadline to [order AP Exams](#): November 15
- Deadline to submit [2023-2024 Title I, Part A - Annual Comparability Report](#): November 17

Office of School Choice

EdLink Security - Setting Up A New Account

Each fall, all nonpublic schools that are currently BESE approved must submit their school's annual enrollment data. Nonpublic school reporting managers will need to create an account with EdLink and request the ***NPS School Manager role***. The detailed steps can be found in the [EdLink Manual](#), which will guide each school through the steps to create an EdLink account.

If support is needed, please email nonpublicschools@la.gov.

Nonpublic Schools Annual Enrollment Period

All nonpublic schools that are BESE approved (Nonpublic Seeking State Approval) must submit their annual enrollment data for 2023. Please refer to the [NPS Schooler Manager User Guide](#) to assist all users in getting an EdLink account setup & be able to complete their school's annual reporting. The last day to submit your school's NPS annual enrollment is **October 15**. Do not create more than one MyLa account when setting up your Edlink account. This could cause a delay in your school being able to complete the enrollment report.

For questions please contact nonpublicschools@la.gov.

SPECIAL OFFICE HOURS FOR EDLINK TRAINING: NPS Annual Enrollment

To provide assistance to schools encountering errors within Edlink, special office hours will be offered via Zoom every Monday, Wednesday and Friday from 2pm-3pm starting on Monday, October 2nd. Registration is required for each Edlink User Training. See dates and the links below for the upcoming Edlink User Training sessions.

**These days and times are subject to change. Our team will notify all users if any changes occur.

Important Dates and Deadlines

[Click to access the full Nonpublic Programs Scholarship Annual Calendar for 2023-24](#)

Date	Item	Participants
October 1	Notice of Intent (NOI) for Louisiana Scholarship Program and School Choice Program Opens	Nonpublic schools actively participating or wishing to participate in LSP and/or SCP
October 2	Edlink User Training via Zoom (2pm-3pm)	All BESE Approved Nonpublic Schools
October 4	Edlink User Training via Zoom (2pm-3pm)	All BESE Approved Nonpublic Schools
October 6	Edlink User Training via Zoom (2pm-3pm)	All BESE Approved Nonpublic Schools
October 15	NPS Annual Enrollment Closes	All BESE Approved Nonpublic Schools
October 15	BESE Approval Application Closes	All Nonpublic Schools Seeking Approval
October 15	Brumfield v. Dodd Application Closes	All Nonpublic Schools Seeking Approval
October 31	Notice of Intent (NOI) for Louisiana Scholarship Program and School Choice Program Closes	Nonpublic schools actively participating or wishing to participate in LSP and/or SCP

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

BESE (Board of Elementary & Secondary Education) Application

All nonpublic schools seeking BESE approval for the 2024-2025 BESE school year must complete their [BESE application](#) by **October 15** via Jotform. For additional information visit [Nonpublic Schools](#).

For questions please contact nonpublicschools@la.gov.

Brumfield v. Dodd 2024-2025 Application

The 2024-2025 Brumfield v. Dodd's application opened **September 1** for nonpublic schools located on our [Nonpublic Schools](#) webpage. Schools must complete the [Brumfield v. Dodd application](#) or [Brumfield](#)

[v. Dodd Annual Compliance Report](#) and attach it to your BESE application, which will be submitted via Jotform again this year. **The application will close on October 15.**

For questions please contact nonpublicschools@la.gov.

2024-25 Notices of Intent for Scholarship Programs

The 2024-25 Notices of Intent for the Louisiana Scholarship Program and the School Choice Program for Students with Exceptionalities will be available on October 1. The link to the forms will be available via email, the scholarship website, and newsletter on that date.

The Notice of Intent is submitted to the Department each year in the fall by schools that wish to participate in the Louisiana Scholarship Programs and request *NEW* scholarship seats for the upcoming school year.

Schools must complete NOIs for each scholarship program even if no new seats are being requested for the upcoming year.

For questions please contact studentscholarships@la.gov for assistance.

General Nonpublic School Office Hours

The Office of School Choice-Nonpublic Programs Team currently offers a service called [Office Hours](#). We are offering office hours to provide one-on-one assistance regarding any questions you may have regarding our scholarship programs.

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 11:30 a.m.

You can book your Office Hours call using this [link: https://www.picktime.com/LDNonpublicschools](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. 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.

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

Monthly Webinar Call

Our [September Nonpublic Schools Monthly Call](#) was held on September 20. Previous presentations of each monthly call are currently available in the [School Systems Planning Library](#). Our next Nonpublic Schools Monthly Call will be held on [October 18 at 2 p.m.](#)

Assessment, Accountability, and Analytics

New Social Studies/Civics Assessment Resources

Please share with school and system leaders and testing coordinators.

New social studies and civics class activities are now available in the [Assessment Library](#).

Please contact assessment@la.gov with questions.

ACT MOU

Please share with school system leaders and testing coordinators.

All school systems that plan to administer the ACT in the state's spring testing window to students who are not eligible for testing under state contract must send a signed ACT MOU as soon as possible. They are now past due.

- Grade 11 students are eligible to test under state contract.
- Grade 12 students who do not have an ACT score from a prior administration are eligible to test under state contract.
- Grade 11 students on the Jump Start pathway who have never taken the Workkeys assessment are eligible to test one time under state contract.

Please contact assessment@la.gov with questions.

Innovative Assessment Program Fall Administration

Please share with participating school system leaders and testing coordinators.

All participating school testing schedules for the fall administration of the Innovative Assessment are due to assessment@la.gov by October 6.

Please contact assessment@la.gov with question.

Career and College Readiness

Post-Secondary Readiness

U.S. Senate Youth Scholarship Program

Two Louisiana juniors or seniors will be chosen to attend the 62nd annual [U.S. Senate Youth Program](#) in Washington D.C. during the week of March 2-9, 2024. Upon completion of all on-site events, these two delegates will each receive a \$10,000 education scholarship. Juniors or seniors may qualify to apply through leadership positions they hold during the 2023-2024 school year per the [USSYP official criteria](#) for the current academic school year. All student leadership-qualifying positions are subject to the judgment of the state selection administrator and will be verified and confirmed. Students nominated by

their principals must submit an [application](#) of required USSYP official criteria information to the Louisiana Department of Education by Tuesday, October 3, 2023 at 11:59 p.m.

Please read the [national brochure](#) and [Louisiana logistics](#) memo for more information including eligibility requirements and the application process. State finalists will be notified by Thursday, October 26, and delegates and alternates will be informed in mid-December of their selection.

Please contact marian.johnson@la.gov with questions.

School System Financial Services

FY 2023-2024 Student Scholarships for Educational Excellence Program Audit

Please share with principals and financial officials

Pursuant to Section 1303 of Bulletin 133, State Board of Elementary and Secondary Education requires the Department to audit the financial performance and capacity of Scholarship schools as a criterion for continued participation in the Scholarship Program.

Scholarship Audit - Internal Control Questionnaire

Participating schools are required to complete the [Internal Control Questionnaire](#). This information is provided to assist in evaluating that financial operations are effective and efficient and that schools have a reliable financial reporting system and comply with applicable laws and regulations. The completed questionnaire is due by Friday, October 20, 2023 via e-mail to staudit@la.gov.

Scholarship Audit Engagement Letters

Beginning Monday, October 9, 2023, the audit firms conducting the financial audits will begin contacting schools via an engagement letter. The letter will include audit dates and an in-depth description of the process and school responsibilities.

The audit firm assigned to your school is based on the [district](#) in which it is located. If your school has not been contacted by the assigned audit firm by October 13, or if you have any questions, please contact staudit@la.gov.

2023-2024 Scholarship Financial Audit Information

As an additional resource, the School System Financial Services state audit team has prepared a [financial audit presentation](#) which includes instructions on how to ensure your school is prepared for the FY 2023-2024 audit.

You may contact staudit@la.gov with audit specific questions and studentscholarships@la.gov with Scholarship program-specific questions.

Scholarship Program Budget

The initial [Scholarship Program budget](#) is due Friday, October 20, 2023. Schools should provide specific details in this budget demonstrating how the total estimated SSEEP revenue will be allocated and spent for the 2023-2024 school year. Submit your budget form via e-mail to staudit@la.gov.

Please contact staudit@la.gov with any questions about the audit process.

Teaching and Learning

Diverse Learners

Resources for Students with Significant Cognitive Disabilities

Please share with special education teachers and related service providers of students with significant cognitive disabilities.

The LDOE is excited to announce the release of updated resources for students with significant cognitive disabilities.

- [Modified ELA Guidebooks](#) for students in grades 3-5 are aligned to the Louisiana Connectors for students with significant cognitive disabilities.
- [Prioritized Connectors for LEAP Connect](#) is a resource for teachers that provides essential understandings and instructional resources for the Connectors regularly assessed.
- [LEAP Connect Practice Tests](#) in ELA, math, and science assist teachers in preparing students for the LEAP Connect assessments and provide instructional tools/supplemental activities.

Please contact diverselearnersupport@la.gov with questions.

AEMing for Success

Please share with special education teachers.

The Louisiana Accessible Education Materials (AEM) Center provides an annual conference focused on providing professional development anchored in evidence-based practices, enabling student access to grade-level content by implementing Universal Design for Learning, and utilizing the accessibility features of assistive technology.

This year's conference will be held October 23-24 at the Crowne Plaza in Baton Rouge. [Register](#) by September 29.

Please contact diverselearnersupport@la.gov with questions.

2023-2024 High-Cost Services

Please share with special education leaders.

The LDOE will host an overview webinar of the High Cost Services (HCS) Fund for the 2023-2024 school year. The HCS fund supports school systems and schools that serve Louisiana's students with the most challenging needs by providing additional funding for high-cost special education services for students with disabilities. Special education leaders are encouraged to invite personnel in their LEA responsible for the HCS application to attend this webinar.

- **Webinar Date and Time:** October 5 at 2 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/96099946792>

- **Meeting ID:** 960 9994 6792
- **Webinar Phone Number:** 1-312-626-6799

Please contact ashley.augustine@la.gov with questions.

Educator Development

Pre-Educator Pathway Learning Visit Registration

Please share with school and system leaders.

Pre-Educator Pathway System Leads, Teacher Leaders, and Postsecondary Teacher Preparation Partners are invited to attend a Grow Your Own learning visit for a day of learning and community building. During learning visits, participants will have opportunities to observe the Grow Your Own strategy being implemented in other school systems and strategize to improve Grow Your Own efforts in their systems.

The first visit will be held November 14 in Lafayette. [Register](#) by **October 1**, as space is

limited. Please contact believeandprepare@la.gov with questions.

Literacy

2023 Summer Literacy PD Tour Videos Now Available

Please share with school and system leaders.

Videos and slide decks from the presentations delivered as part of the 2023 Summer Literacy PD Tour are now available under the Professional Growth tab in the [Literacy Library](#). There are three sessions focused on using screener data to support core instruction and comprehension and fluency in grades 3 and up.

Please contact louisianaliteracy@la.gov with questions.

Parent Reporting and Individual Reading Improvement Plans

Please share with school and school system leaders.

As a reminder, schools are required to provide written notification to parents or legal custodians of students who are identified as having literacy skills that are below grade level based on the results of the statewide literacy screener. In addition, within thirty days of the student scoring below grade level, the parent/legal custodian shall receive an individual reading improvement plan that 1) describes the evidence-based reading intervention services the student will receive and 2) gives suggestions for strategies parents can use at home.

Templates that can be used for parent reporting and individual reading improvement plans are available on the [Louisiana Literacy Screener](#) web page under Family Reporting.

Please contact louisianaliteracy@la.gov with questions.