



# LDOE WEEKLY NEWSLETTER

January 18, 2022

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## Important Dates for School Systems

Office Hours	
Office Hours Title	Zoom Link
Data Coordinator Office Hours	<a href="#">January 20 at 1 p.m.</a>
Science of Reading Implementation Office Hours	<a href="#">January 24 at 3:30 p.m.</a>
P-EBT Data Managers Office Hours	<a href="#">January 25 at 10 a.m.</a>
Early Childhood Lead Agencies Office Hours	<a href="#">January 25 at 3 p.m.</a>
<a href="#">Assessment and Accountability Office Hours</a>	<a href="#">January 25 at 3:45 p.m.</a>
<a href="#">Career and College Readiness Office Hours</a>	<a href="#">February 3 at 3 p.m.</a>
April Dunn Act Office Hours	<a href="#">February 10 at 4:30 p.m.</a>
Monthly Calls*	
Monthly Call Title	Zoom Link
Student Well-Being Monthly Call	<a href="#">January 19 at 9:30 a.m.</a>
Charter Authorizers Monthly Call	<a href="#">January 19 at 11 a.m.</a>
Nonpublic Monthly Call	<a href="#">January 19 at 2 p.m.</a>
Federal Support and Grantee Relations Monthly Call**	<a href="#">January 20 at 10 a.m.</a>
Career and College Readiness Monthly Call	<a href="#">January 20 at 3 p.m.</a>
Legislative and Policy Support Monthly Call	<a href="#">January 24 at 10 a.m.</a>
Teaching and Learning Monthly Call	<a href="#">January 26 at 1 p.m.</a>
Education Technology Monthly Call	<a href="#">January 27 at 9 a.m.</a>
Nutrition Support Monthly Call	<a href="#">February 1 at 1 p.m.</a>
Data Coordinator Monthly Call	<a href="#">February 3 at 1 p.m.</a>
System Leaders Monthly Call	<a href="#">February 4 at 9 a.m.</a>
BESE Authorized Charter School Monthly Call	<a href="#">February 9 at 3 p.m.</a>
Assessment and Accountability Monthly Call	<a href="#">February 15 at 3:45 p.m.</a>

\*Monthly call presentations are available in the [School Improvement Library](#). View the [School System Support Calendar](#) to access a complete schedule of events.

\*\*Achieve! Incentive Round 2 and Super App application office hours and Q&A will take place during this call.

### Upcoming Deadlines

<b>Vacancy Survey Due</b>	<a href="#">January 21</a>
SPP/APR Target Setting Survey	<a href="#">January 28</a>
Alternate Assessment Participation Review Request Due	<a href="#">January 31</a>
<a href="#">New Teacher of the Year Application Due</a>	<a href="#">February 18</a>

## Assessments, Accountability, and Analytics

### LEAP Connect

Please share only with District Test Coordinators.

January 26: The department will host a LEAP Connect Administration webinar at 2 p.m.:

- **Webinar Date and Time:** January 26 at 2 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/95290116426>
- **Meeting ID:** 952 9011 6426
- **Webinar Phone Number:**
  - One tap mobile
    - +13126266799,,95290116426# US (Chicago)
    - +14702509358,,95290116426# US (Atlanta)
  - Dial by your location
    - +1 312 626 6799 US (Chicago)
    - +1 470 250 9358 US (Atlanta)
    - +1 470 381 2552 US (Atlanta)
    - +1 346 248 7799 US (Houston)

Available Now: Test setup, test coordinator and test administration manuals in DRC INSIGHT

January 31: Testing schedules for LEAP Connect are due to [assessment@la.gov](mailto:assessment@la.gov)

### ELPT

Please share with District Test Coordinators.

- January 31: Testing schedules due to [assessment@la.gov](mailto:assessment@la.gov)
- The department will host a webinar for ELPT test administration on January 25 at 11 a.m.
  - **Webinar Date and Time:** January 25 at 11 a.m.
  - **Webinar Link:** <https://ldoe.zoom.us/j/96929290605>
  - **Meeting ID:** 969 2929 0605
  - **Webinar Phone Number:** One tap mobile
  - +13126266799,,96929290605# US (Chicago)
  - +14702509358,,96929290605# US (Atlanta)
  - Dial by your location
  - +1 312 626 6799 US (Chicago)
  - +1 470 250 9358 US (Atlanta)
- Available Now: ELPT Test Administration Manuals in TIDE portal:  
<https://la.portal.cambiumast.com/>
- Send requests to transfer students from one school system to another to [assessment@la.gov](mailto:assessment@la.gov)

## **ACT**

**Please share with school and district test coordinators.**

- Available Now: ACT Match/No Match Lists: These lists should be used to plan for testing of students in grade 12.
  - The ACT Match List includes grade 12 students who have an ACT score on file with the department from a prior administration. The students can be retested in March at the expense of the school system.
  - The ACT No Match List includes grade 12 students who do not have an ACT score on file with the department and who must have an ACT score no later than April 2022. The students can be tested in March at the department's expense.
    - Students who participated in high school level LEAP Connect are not required to take the ACT but should be accountability coded before the close of the testing window to avoid a negative consequence in the calculation of the school performance score.
    - A WorkKeys certificate level will not be used in the school performance score unless a student also has an ACT score.
  - Requests to change the lists will not be accepted at this time.
- The [ACT Schedule of Events](#) is posted on the [ACT State Testing](#) site. Please be sure to use this to keep up with important dates and deadlines for ACT.
  - January 21: Deadline to upload students to [PANext](#)
  - Now-January 21: Verify enrollment, submit the Enroll or Un-enroll student file, review student identifying information in [PANext](#), and correct each examinee's grade level. Students taking paper accommodated tests loaded after 1/21/2022 will not receive barcode labels.
  - Now-February 24: Complete Site Readiness, including mock administration, ProctorCache installation (if needed), validate configuration, and freeze test environment for ACT online testing.
  - Now-March 4: Request qualified exceptions to the deadline (late considerations) for ACT-authorized accommodations and/or supports for eligible examinees in [TAA](#) using the [Qualified Exceptions to the Deadline](#) form. See form for details.
  - See the Preparing for [State Testing FAQs](#)
  - ACT Customer Care Phone – 800-553-6244 ext. 2800 for standard time and ext. 1788 for accommodations and supports

## **Assessment Calendar**

**Please share with district test coordinators, accountability contacts, data managers and curriculum leaders.**

The department is working with selected representatives from school systems to create a draft of the assessment calendar for 2022-2023 with a planned release by the end of January.

## Career and College Readiness

### **2021-2022 Graduate Diploma to Include New BESE President's Signature**

**Please share with principals, counselors, and data coordinators.**

Please use the [Diploma Order Form](#) to submit an order for 2021-2022 high school graduates. Diploma requests should be submitted by Friday, **February 4**. Diplomas ordered will include the signature of the new BESE President, Jim Garvey. Diplomas utilized from this point forward should include the new signature. All other diplomas should be shredded, as they are no longer valid.

Please contact [megan.thompson2@la.gov](mailto:megan.thompson2@la.gov) with questions.

### **New: 2022 - 2023 Alternative Education (AE) Site Application**

**Please share with Alternative Education Site Supervisors.**

The 2022-2023 Alternative Education (AE) site [application window](#) is now open. As a reminder, all sites must apply annually to either:

- Open a new alternative education site
- Make changes to an existing site
- Verify an existing alternative education site (no intent to make changes to site)

Please complete the application by Friday, February 11.

Please contact [terran.perry@la.gov](mailto:terran.perry@la.gov) with questions.

### **NCCER ICTP/Core Instructor Training**

**Share with CTE Supervisors, Principals, Counselors, and Secondary Supervisors.**

NCCER ICTP/Core teacher certification will be held virtually from February 7-9 and continues February 21-25. The master trainer will work with craft instructors to complete performance profiles.

To receive the registration link, documentation of skill of the requested craft is required. The NCCER card number and any one or all of the following should be submitted to [troy.borne@la.gov](mailto:troy.borne@la.gov).

- Resume with industry experience including professional contacts to verify experience in requested craft area(s)
- Diploma with transcript from postsecondary institution in requested craft area(s)
- Registered apprenticeship in requested craft area(s)

The cost of the certification class for ICTP/Core is \$700.00. Instructors that only need ICTP or Core should reach out to [troy.borne@la.gov](mailto:troy.borne@la.gov). Perkins and/or CDF funds may be utilized for training costs.

For more information, please contact [troy.borne@la.gov](mailto:troy.borne@la.gov).

## **Spring Course Choice Reporting**

**Please share with CTE Supervisors, Counselors, and School System Leaders.**

The [SCA Portal](#) is open for Spring 2022 reporting. 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](#) will close at 5 p.m. on January 18 for Private Provider enrollments. Postsecondary enrollments should be reported by March 1 at 5 p.m.

Please contact [sca@la.gov](mailto:sca@la.gov) with questions.

## **2022 Jump Start Convention**

**Please share with CTE Supervisors, Counselors, and School Leaders.**

The 2022 Jump Start Convention will be held on January 25 at the Raising Cane's River Center from 7 a.m. - 2:30 p.m. The convention is at capacity. **There will be no on-site registration.** Please note that a curated selection of sessions will be live streamed. Information on how to access the live stream will be shared in the [2022 Jump Start Convention Schedule](#).

Registered attendees will receive communication through Eventbrite on how to register for sessions. Session registration is required. Participants will be required to follow COVID-19 mitigation policies as established by the River Center. At this time, **masks are required for all events.**

Please contact [erica.spencer@la.gov](mailto:erica.spencer@la.gov) with questions.

## Equity, Inclusion, and Opportunities

### **Charter Authorizer Monthly Call**

**Please share with charter school liaisons.**

The Charter Authorizer Monthly Call originally scheduled for January 12, 2022 has been moved to January 19, 2022 at 11 a.m.

- **Webinar Date and Time:** January 19 at 11 a.m.
- **Webinar Link:**  
<https://ldoe.zoom.us/j/95521812563?pwd=QVIYQ2RaUStEYzdZnWU2WFJZVGVFQT09>
- **Webinar Phone Number:** 470-250-9358
- **Meeting ID #:** 955 2181 2563
- **Passcode:** 014345

Please contact [charters@la.gov](mailto:charters@la.gov) with questions.



## School System Financial Services

### **MFP Certificated and Support Personnel Pay Raise Monthly Payments**

**Please share with Business Managers.**

Funding was provided to school systems for the Certificated and Support Personnel Pay Raises in the July to December monthly 2021-2022 Minimum Foundation Program (MFP) formula payments. The same pay raise allocation amounts will continue in the January and February 2022 monthly MFP payments. The October 1, 2020 staffing data is the basis for the current allocation amounts. Eligible positions and counts from the October 1, 2021 staffing data submission will be compared to the October 1, 2020 staffing data and a final allocation calculated. Payment adjustments, increases or decreases, as applicable, resulting from the reconciliation will be reflected in the March 2022 MFP payments rather than in January 2022 as originally scheduled.

Please contact [LDOEMFPHelpdesk@la.gov](mailto:LDOEMFPHelpdesk@la.gov) with questions.

## Teaching and Learning

### Academic Content

#### **ELA Guidebooks 3-5 (2022) Pilot Updates**

**Please share with ELA supervisors, administrators, and 3-5 ELA teachers.**

The Department is excited to announce we have partnered with [The Writing Revolution](#) to incorporate an explicit writing progression utilizing The Hochman Method® in the ELA Guidebooks. The following updated ELA Guidebook units for grades 3-5 have been added to the [Louisiana Curriculum Hub](#): Because of Winn-Dixie (3rd grade), The Whipping Boy (4th grade), and The Birchbark House (5th grade).

These units include core and optional activities to support diverse learners and progressive writing strategies to strengthen students' writing skills. Teachers can provide feedback on the updated units using the ELA Guidebooks 3-5 (2022) [feedback form](#).

Join the [ELA Guidebooks Overview \(2022\) Webinar](#) for additional information about these updates.

- **Webinar Date and Time:** January 25 at 3 p.m.
- **Webinar Link:**  
<https://zoom.us/j/9540180592?pwd=TTRqaUF6UmhiMGJGamtXWtM3WDNIQT09>
- **Webinar Phone Number:** 470-381-2552
- **Meeting ID #:** 956 0761 3972
- **Passcode:** 046798

Please contact [elaguidebooks@la.gov](mailto:elaguidebooks@la.gov) with questions.

#### **ELA Guidebooks 6-8 (2018) Future Development**

**Please share with ELA supervisors, administrators, and 6-8 ELA teachers.**

The Department is excited to announce that we are planning to update [ELA Guidebooks for grades 6-8 \(2018\)](#). The first phase of development will occur during the 2022-2023 school year, and the units will be available for piloting in 2023-2024. Instructional leaders should encourage educators in grades 6-8 to submit feedback on the current units prior to March 4, 2022 through the [Louisiana ELA Guidebooks 6-8 Feedback Form](#). More details about these updates and future release dates will be announced in future department communications.

Please contact [elaguidebooks@la.gov](mailto:elaguidebooks@la.gov) with questions.

## **Teaching and Learning Monthly Calls**

**Please share with Chief Academic Officers/Curriculum Supervisors, Literacy Coordinators, Special Education Directors, Early Childhood Supervisors, Content and Mentor Leader Coordinators, and Talent Supervisors.**

In an effort to streamline communication and integrate content seamlessly, the Office of Teaching and Learning will shift from multiple calls to a comprehensive monthly call beginning January 2022. (Early Childhood monthly call will remain unchanged.)

The Teaching and Learning Monthly Call will focus on academic content, educator development, diverse learner supports (students with disabilities and English learners) and literacy supports. We hope that this will allow your system to streamline communication internally and coordinate efforts across your teams. The call will be on the fourth Wednesday of the month and details can be found on the [School System Support Calendar](#).

Please contact [classroomsupporttoolbox@la.gov](mailto:classroomsupporttoolbox@la.gov) with questions.

## **Diverse Learners Supports**

### **Guidance for Leading Inclusive Special Education Programs**

**Please share with school system leaders.**

School systems often face unique and complex challenges in improving outcomes for students with disabilities. Addressing these challenges is multifaceted and requires leaders who can effectively coordinate programming within and across departments and schools to increase access to inclusive learning opportunities for students with disabilities.

In 2022, the Department will release a series of Guidance for Leading Special Education Programs. Each guidance document will cover a critical topic of special education programming and be accompanied by a webinar that will support school system implementation. School system leaders are encouraged to review the guidance materials and attend webinars in partnership with special education leaders.

In January, the Department released guidance on the the topic [Leveraging Data to Align Budgets and Spending to Priorities](#).

Please contact [rachel.brown@la.gov](mailto:rachel.brown@la.gov) with questions.

## **State Performance Plan (SPP) Target Setting Process**

**Please share with special education staff and other relevant stakeholders.**

The Individuals with Disabilities Education Act (IDEA) requires states to have a plan that describes and evaluates its efforts to implement the requirements of IDEA and how the state will improve implementation. This plan is known as the State Performance Plan (SPP). Each year, states must report against targets set in its SPP in an annual performance report, or APR.

States have entered a new SPP/APR cycle and are required to set new annual targets for FFY 2020 through FFY 2025. Stakeholders can participate in the SPP/APR target setting process by reviewing the [SPP/APR Target Setting Overview](#) document and completing the [SPP/APR Target Setting survey](#) available on the SPP/APR Target Setting [webpage](#) by **January 28**.

Please contact [specialeducation@la.gov](mailto:specialeducation@la.gov) with questions.

## **Teacher Leader Summit Early Bird Registration Now Open**

**Please share with school system, school, and teacher leaders.**

The 2022 Teacher Leader Summit will be held **Tuesday, May 31 - Thursday, June 2** at the New Orleans Ernest N. Morial Convention Center. The Department is celebrating both “Making a Comeback” and the 10th year for this event.

Systems should prioritize sending teachers to the Summit; system and school leaders are also encouraged to attend.

The Summit [Overview document](#), [registration portal](#), and [presenter](#) and [vendor applications](#) can be found on the [Teacher Leader Summit webpage](#). Early Bird registration is now open until **March 2**. Presenter applications are now open until **February 4**.

Teachers and teacher leaders representing all content areas, librarians, counselors, early childhood directors, and school and system leaders are encouraged to apply.

Please contact [LDOEvents@la.gov](mailto:LDOEvents@la.gov) with questions.

## **Pre-Educator Pathway New Programs Webinar**

**Please share with CTE leaders.**

The Educator Development team is hosting a webinar for systems that are beginning or expanding the Pre-Educator Pathway in the 2022-2023 school year. During the call we will share guidance on implementing the Pre-Educator Pathway and will begin to develop your system's Grow Your Own strategy. We strongly encourage system, school, and CTE leaders to attend **either** this webinar or the in-person session being offered at the January 25 Jumpstart Convention.

**Webinar Name:** Pre-Educator Pathway New Programs/Expansion

**Date/Time:** January 24, 2022 at 11 a.m.

**Webinar Link:** <https://ldoe.zoom.us/j/3455048179>

**Meeting ID:** 345 504 8179

**Phone:** 1-470-381-2552

Please contact [believenadprepare@la.gov](mailto:believenadprepare@la.gov) with questions about this webinar, the Pre-Educator Pathway, or Grow Your Own programs.

## Reminders

- **Operations**
  - *Healthy Communities*
- **Assessments, Accountability, and Analytics**
- **Career and College Readiness**
- **School System Financial Services**
- **Teaching and Learning**
  - *Academic Content*
  - *Diverse Learners Supports*
  - *Educator Development*

## *Operations*

### Healthy Communities

#### **School Health Survey**

**Please share with Physical Education/Health or Wellness staff and/or staff that oversee Bullying and Suicide prevention programs.**

As required by state law, the Louisiana Department of Education monitors and evaluates health, recess, physical activity, and employee training in schools to provide an annual report to the Louisiana Legislature.

Participation is critical to providing accurate, high-quality data to the Senate and House Committees on Health and Welfare.

Each school should complete the [survey](#) by or before **January 28**.

Although information may be collected from staff that oversee Physical Education/Health, Bullying and Suicide prevention, only one survey should be submitted per school.

Please contact [michael.comeaux@la.gov](mailto:michael.comeaux@la.gov) with questions.

## ***Assessments, Accountability, and Analytics***

### **2021-22 School District Boundary Review & Verification Survey**

**Please share with Data Coordinators, District Mapping Coordinators, and Federal Programs Coordinators.**

Annually, the Census Bureau requests review and update of school district boundaries through the [School District Review Program](#) (SDRP). The updated school district boundary information submitted through this program, estimates of the number of children aged 5 through 17 in families in poverty for each school district. These estimates are the basis of the Title I allocation for school districts in each state. It is important that each school system review and verify boundaries due to the impact on Title I allocations.

Traditional public school systems were asked to complete the [School District Boundary Review and Verification Survey](#) and submit changes to LDOE by January 14, 2022. Charter schools or other state special schools are not required to verify school district boundaries.

Please contact [crystal.wilkinson@la.gov](mailto:crystal.wilkinson@la.gov) with questions regarding school district boundary verification.

### **Release of Oct 2021 Economically Disadvantaged Student Rosters**

The Department released the October 2021 data file of economically disadvantaged students for each school system on January 11 for the purposes of informing grants, federal funding, and subgroup determinations. The single Excel file named, LEA Code\_LEA Name\_Oct 2021 Economically Disadvantaged, will be available through April 1 on the Data Management FTP site. FTP coordinators should locate their individual school system file and share it with their federal program and finance staff.

Please contact [EdLink360@la.gov](mailto:EdLink360@la.gov) with questions.



## ***Career and College Readiness***

### **2021-2022 Graduate Diploma and Seal Orders**

**Please share with principals, professional school counselors, and data coordinators.**

The deadline to order [diplomas and seals](#) for 2021-2022 graduates is Friday, February 4. All diploma requests must be submitted through the electronic form. Only one form should be completed for each school system. The Department will cover the costs for the initial order and distribution.

For more information, please contact [megan.thompson2@la.gov](mailto:megan.thompson2@la.gov).

## ***School System Financial Services***

### **MFP Certificated and Support Personnel Pay Raise Monthly Payments**

**Please share with Business Managers.**

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Please direct questions to [LDOEMFPHelpdesk@la.gov](mailto:LDOEMFPHelpdesk@la.gov)

## Teaching and Learning

### Academic Content

#### **Academic Summer Learning Guidance and Webinar**

To support systems in planning for 2022 summer learning programs, the Department is developing guidance for accelerating learning. Join the [Academic Summer Learning Guidance webinar](#) for an in-depth look at the instructional guidance and resources designed to align with Louisiana Student Standards for teachers and tutors to use for ELA, [math](#), and [STEM](#) this summer.

- **Webinar Date and Time:** February 2 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93840352784>
- **Webinar Phone Number:** +1 470 250 9358 or +1 470 381 2552 or +1 312 626 6799
- **Meeting ID:** 938 4035 2784
- **Passcode:** 725316

Please contact [classroomsupporttoolbox@la.gov](mailto:classroomsupporttoolbox@la.gov) with questions.

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- **Meeting ID:** 956 0761 3972
- **Passcode:** 046798

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Please contact [ELAGuidebooks@la.gov](mailto:ELAGuidebooks@la.gov) with questions.

## **ELA Guidebooks 9-12 (2020) Updates**

**Please share with ELA supervisors, administrators, and 9-12 ELA teachers.**

[Louisiana's ELA Guidebooks 9-12 \(2020\) Pilot Overview document](#) has been updated to include the most recent information about the 9-12 units on Louisiana Curriculum Hub.

The Photojournalism unit for grade 9 is now available on the [Louisiana Curriculum Hub](#). Three new ELA Guidebooks 9-12 units will be released by April 2022: Bioethics (10th grade), Film In America (11th grade), and In the Time of the Butterflies (12th grade).

Materials for the Photojournalism unit may be purchased through [American Reading Company](#) and [XanEdu](#).

The Department is also soliciting teacher feedback through [Louisiana ELA Guidebooks 9-12 Feedback Form](#) for the units being implemented this year. Please encourage educators to bookmark this link for use throughout the 2021-2022 school year.

Please contact [elaguidebooks@la.gov](mailto:elaguidebooks@la.gov) with questions.

## **Instructional Support: Instructional Material Reviews**

**Please share with content supervisors and administrators.**

The Department conducts ongoing reviews of instructional materials to support school systems in adopting curricula in all core subjects. Newly rated Tier 1 materials are listed below. All tiered reviews can be found on the [Annotated Reviews](#) webpage.

Publisher	Title and Grade Levels	Core Subject	Tiered Rating
K12 Inc.	MTH128 Summit Algebra I LA	Math	Tier I

Please contact [louisianacurriculumreview@la.gov](mailto:louisianacurriculumreview@la.gov) with questions.

## Diverse Learners Supports

### **ESSA Alternate Assessment Files on FTP**

Under the Every Student Succeeds Act (ESSA), any school system with more than 1.0 percent of students participating in the ELA, math or science alternate assessment must take certain actions. The Department provided school systems with the following alternate assessment documents via FTP:

- Alternate Assessment Participation Data (SY 2020-2021)
- Alternate Assessment Participation Review Letter (SY 2020-2021)
- Alternate Assessment Participation Justification Form (SY 2020-2021)
- Alternate Assessment Participation Review Request and Assurances Form (SY 2020-2021)

School systems should review their alternate assessment participation data and take the actions outlined in the corresponding documents. School systems can contact their FTP coordinator to retrieve their alternate assessment files.

Please contact [specialeducation@la.gov](mailto:specialeducation@la.gov) with questions.

## Educator Development

### **Principal Webinar Series**

**Please share with school leaders.**

In January's webinar, the LDOE will partner with NIET for this month's topic of building and managing high-performing instructional leadership teams.

- **Webinar Date/Time:** January 31 from 2-4 p.m.
- **Webinar Link:**  
<https://ldoe.zoom.us/j/94171949379?pwd=b3d3SVRHc25zL3RWdzlyNy9Pb3BYQT09>
- **Meeting ID:** 941 7194 9379
- **Passcode:** 216254

Please contact [louisianaleaders@la.gov](mailto:louisianaleaders@la.gov) with any questions.

### **Principal Newsletter**

**Please share with school leaders.**

The monthly Principal Newsletter will be released on **January 27**. The principal newsletter provides an opportunity to recognize outstanding principals in your school/school system. Take a minute to send a shout-out of appreciation to a colleague who is a building-level leader using this [survey link](#). This note of appreciation will be included in our next monthly newsletter.

Please contact [louisianaleaders@la.gov](mailto:louisianaleaders@la.gov) with any questions.

**Human Resources Directors: Vacancy Survey Due January 21**  
**Please share with Human Resource directors.**

The LDOE is releasing a survey to school system human resources directors to identify staffing vacancies across schools within school systems.

For this survey, a vacancy is defined as a position where there is a substitute or no one filling that position as of December 10, 2021.

This survey should be accurately completed by a system-level HR director to their best knowledge and ability. Please complete one survey for each school in your school system. Surveys submitted by January 7, 2022, will be included in the January BESE report. The final date to submit the survey is **January 21, 2022**.

HR directors should use this [link](#) to complete the survey.

If you have any questions concerning this survey, please contact [victoria.dunn@la.gov](mailto:victoria.dunn@la.gov).

**Real-time Early Access to Literacy Tutoring Service Providers Webinar**  
**Please share with tutoring service providers.**

The Department will host a webinar for REAL Tutoring Service Providers on January 25 at 2 p.m. School systems serving as Tutoring Service Providers should plan to attend the webinar.

Webinar Date and Time: January 25 at 2 p.m.

Webinar Link: <https://ldoe.zoom.us/j/96702694193?pwd=ZE9uamtYYktqc3dZQ1lxeVNzMGh3QT09>

Meeting ID: 967 0269 4193

Passcode: 475043

Phone: 1-346-248-7799

Please contact [April.Davis2@la.gov](mailto:April.Davis2@la.gov) with questions.

## **Summer Learning Programs**

**Please share with school system supervisors.**

Summer learning programs require year-round planning. During the months of January through April, school systems can utilize the checklist located in the [Summer Learning Program Guidance](#) to continue planning for their 2022 program.

The Department will host a Summer Learning Program Overview [webinar](#) on **January 20 at 2 p.m.** to provide systems with updated guidance on Summer Learning Programs.

**Webinar Date and Time:** January 20 at 2 p.m.

**Webinar Link:** <https://ldoe.zoom.us/j/98166613579?pwd=TTYrY2puc0dST0lBMjZ5ZHNTaThoZz09>

**Meeting ID:** 981 6661 3579

**Passcode:** 866676

**Phone:** 1-346-248-7799

In Super App, school systems must provide a summer learning program that includes tutoring for all students at CIR and UIR-A schools next summer.

Please contact [Markecia.Barthelemy@la.gov](mailto:Markecia.Barthelemy@la.gov) with any questions.

## **School Improvement Best Practices**

**Please share with school system supervisors.**

The [School Improvement Best Practices](#) strategy is designed to support schools in adopting the essential components that drive professional and student growth and will continue during the 2022-2023 school year. LDOE has partnered with the National Institute for Excellence in Teaching (NIET) to develop, implement, and support five [School Improvement Best Practices](#). The five best practices are:

- instructional leadership team support,
- teacher collaboration support,
- teaching standards support,
- principal standards support, and
- career pipeline support.

All CIR and UIR-A schools are required to participate in particular aspects of the School Improvement Best Practices strategy: the Instructional Leadership Team Support and Teacher Collaboration Support training sessions, as well as the accompanying online portal and two days of on-site and/or virtual coaching as follow-up support to the training.

- If a CIR or UIR-A school participated in ILT support or Teacher Collaboration support trainings in Summer 2021, then it is required that they complete the “next level” training in that area in Summer 2022.
- If a CIR or UIR-A school did not participate in ILT support and Teacher Collaboration support trainings in Summer 2021, then it is required that they complete the “foundational” training in those areas in Summer 2022.

## Registration Procedures

All schools in Louisiana can [register](#) to attend this professional development [opportunity](#) during Summer 2022. School systems should complete this [form](#) to indicate the training they anticipate their schools will participate in. Upon receipt of the form, NIET will connect with the school system contact to begin planning. Completing the form does not commit you to selecting these trainings, but it helps to inform the conversation and planning with NIET.

## Tasks and Timeline for Success

The required components for CIR & UIR-A schools (ILT training, Teacher Collaboration training, EE PASS portal subscription with two support days) are mandatory and registration for these trainings should be finalized with NIET as soon as possible.

Below are some of the actions and recommended timelines for all school systems to consider in your plans for success.

Task	Timeline
Complete <a href="#">Louisiana Best Practices Interest Inventory</a> .	Immediately
Planning meeting with NIET regarding potential selected training(s).	Upon receipt of the <a href="#">Louisiana Best Practices Interest Inventory</a> , NIET will contact school systems to schedule a planning meeting.
Discuss plans for this work with all schools selected and required to attend.	At least a week after finalized discussion with NIET
Finalize a statement of work with NIET.	February 2022
Ensure that all of your targeted schools have registered for the contracted, required trainings.	April 2022
Verify attendance of School ILT members in all of the contracted trainings.	At least two days following the training session

School systems may apply for funds through their Achieve! application or use other funding sources for schools without an intervention label.

Please contact [Markecia.Barthelemy@la.gov](mailto:Markecia.Barthelemy@la.gov) with questions.