



# LDOE WEEKLY NEWSLETTER

March 15, 2022

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## Important Dates for School Systems

Office Hours	
Office Hours Title	Zoom Link
Data Coordinator Office Hours	<a href="#">March 17 at 1 p.m.</a>
P-EBT Data Managers Office Hours	<a href="#">March 22 at 10 a.m.</a>
Early Childhood Lead Agencies Office Hours	<a href="#">March 22 at 3 p.m.</a>
Science of Reading Implementation Office Hours	<a href="#">March 22 at 4 p.m.</a>
<a href="#">Assessment and Accountability Office Hours</a>	<a href="#">March 22 at 3:45 p.m.</a>
Monthly Calls*	
Monthly Call Title	Zoom Link
Student Well-Being Monthly Call	<a href="#">March 16 at 9:30 a.m.</a>
Nonpublic Monthly Call	<a href="#">March 16 at 3 p.m.</a>
Federal Support and Grantee Relations Monthly Call**	<a href="#">March 17 at 10 a.m.</a>
Career and College Readiness Monthly Call	<a href="#">March 17 at 3 p.m.</a>
Legislative and Policy Support Monthly Call	<a href="#">March 21 at 10 a.m.</a>
Assessment and Accountability Monthly Call	<a href="#">March 22 at 3:45 p.m.</a>
Teaching and Learning Monthly Call	<a href="#">March 23 at 1 p.m.</a>

Education Technology Monthly Call	<a href="#">March 24 at 9 a.m.</a>
System Leaders Monthly Call	<a href="#">April 1 at 9 a.m.</a>
Nutrition Support Monthly Call	<a href="#">April 5 at 1 p.m.</a>
Data Coordinator Monthly Call	<a href="#">April 7 at 1 p.m.</a>
Charter Authorizers Monthly Call	<a href="#">April 13 at 11 a.m.</a>
BESE Authorized Charter School Monthly Call	<a href="#">April 13 at 3 p.m.</a>
<p><i>*Monthly call presentations are available in the <a href="#">School Improvement Library</a>. View the <a href="#">School System Support Calendar</a> to access a complete schedule of events.</i></p> <p><i>**Achieve! Incentive Round 2 and Super App application office hours and Q&amp;A will take place during this call.</i></p>	
<b>Upcoming Deadlines</b>	
<a href="#">Assessment Development Educator Review Committees Application Due</a>	March 18
<a href="#">SPED Fellow Academy: Cohort 3 Application</a>	April 11-May 13

## Operations

### **Ready to Achieve Operational Guidelines Masking and Transportation Update**

**Please share with system leaders, site administrators and school nurses.**

The Louisiana Department of Health and the CDC released COVID-19 community levels to help communities and individuals make masking decisions based on their local context.

- Universal masking is recommended for any school in a parish with a high community level.
- Schools may continue to require universal masking regardless of community level.
- Individuals attending schools that do not require masking may choose to mask regardless of community level.
- School buses are no longer included in the federal mask requirement for transit.
- Schools should use community levels to determine their policy for wearing masks on school buses but can continue to require universal masking regardless of community level.

[Community levels](#) should be checked weekly to evaluate the need for masking in school systems.

Please contact [LDOECOVID19support@la.gov](mailto:LDOECOVID19support@la.gov) with questions.

### **Outstanding School Support Employee (OSSE) Nominations**

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

The Louisiana Department of Education (LDOE) is requesting nominations for the [Outstanding School Support Employee Awards Program](#). The awards program provides the superintendent of each school system the opportunity to honor an outstanding school support employee at the elementary, middle and high school levels. The winners will be those support employees selected by local school systems for having rendered time and talents beyond the call of duty. Nominations are due April 9.

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

## Assessments, Accountability, and Analytics

### ELPT

Please share with district test coordinators.

- March 18: All materials must be returned to avoid delays in scoring and reporting.
- March 21: All testing irregularities and voids should be submitted to [assessment@la.gov](mailto:assessment@la.gov).

### LEAP 2025

Please share with district test coordinators.

- Available now: LEAP high school test administration manuals in DRC INSIGHT.
  - LEAP high school manuals are not printed by the vendor for schools.
- March 17: LEAP grades 3-8 test administration manuals will be available in DRC INSIGHT.
  - LEAP grades 3-8 manuals are printed for schools and will be delivered on March 28.
- March 21: Test setup opens in DRC INSIGHT for both LEAP grades 3-8 and LEAP high school.
- March 21: LEAP 2025 testing schedules are due to [assessment@la.gov](mailto:assessment@la.gov).

### ACT

Please share with district test coordinators.

The [ACT Schedule of Events](#) is on the [ACT State Testing](#) site. Please be sure to use this to keep up with important dates and deadlines for ACT.

- March 8 – 17: Administer the ACT online with standard time or accommodations and/or supports for Test Window 1. (Online testing available on Tuesday, Wednesday, and Thursday only.)
- March 8 – 18: Administer the ACT paper accommodations and/or supports, and non-college reportable test for Test Window.
- The [ACT Technical Guide for Online Testing](#) provides information for preparing for the ACT online test, including minimal hardware requirements for TestNav.
- ACT has made a correction to the Louisiana Questions phone number. The correct direct line for Louisiana is 319-337-1579
- March 14 – 18: Receive materials for testing for Window 2 for ACT (per selection in PANext)
  - After materials arrive, distribute *MyACT* non-test instructions and *Taking the ACT* to all students.
- March 16 – 31: Create and assign student to test sessions for the March 22-31 testing window
- March 18 – 31: Precache test content for Testing Window 2 (if utilizing proctor caching)
- March 22 – 31: Administer ACT online with standard time or accommodations and/or supports, non-college reportable, and paper accommodations and/or supports

## **K-3 Literacy Screening for Fall**

**Please share with district test coordinators.**

This fall, school systems may select from one of four approved options for screening: Acadience Reading, DIBELS 8<sup>th</sup>, STEEP, and STEP. With the exception of STEP, screenings are free of charge. Please see the [K-3 Literacy Screener Guidance 2021-2022](#) for more information.

## **Assessment Content**

### **Assessment Development Educator Review Committees**

**Please share this announcement with school system leaders, school leaders, and teachers.**

The Division of Assessment Content will convene assessment committees in June and July to

- develop scoring parameters for field tested constructed-response items or extended-response tasks,
- review newly developed items and passages for content and bias or sensitivity concerns,
- review leased items for alignment to the Louisiana Student Standards, and
- review data from field-tested items.

Interested educators should access the [Assessment Development Educator Review Committees document](#) for information on exact dates, meeting details, and links to apply to participate on specific committees. The deadline to apply is March 18.

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

## Career and College Readiness

### **Perkins Super App Webinar**

**Please share with Perkins coordinators.**

Join this webinar for more information related to the 2022-2023 Perkins Super App submission. In this webinar we will address frequently asked questions related to program-specific questions, budget, and required uses of funds.

**Webinar Date and Time:** April 1 at 9:30 a.m.

**Webinar Link:** <https://ldoe.zoom.us/j/95187252545>

**Passcode:** 656326

**Meeting ID:** 951 8725 2545

**Webinar Phone Number:** 1-470-250-9358

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

### **LOSFA TOPS Processing Webinars**

**Please share with school counselors.**

LOSFA will be hosting the 2022 TOPS Processing Webinars for Professional School Counselors. These interactive, virtual events are designed to help minimize TOPS processing errors for graduating seniors.

**Part 1: A Comprehensive Review of TOPS Processing.** This webinar will provide an overview of the TOPS processing cycle and review solutions to common errors that prevent or delay TOPS processing, including best practices for submitting documents to LOSFA.

[March 29, 2022 at 9 a.m.](#)

[March 30, 2022 at 12:30 p.m.](#)

**Part 2: Preparing Your Seniors for TOPS Processing.** This webinar will take an in-depth look at residency verification for TOPS, STS requirements for LOSFA, and navigating the Student Hub.

[March 29, 2022 at 12:30 p.m.](#)

[March 30, 2022 at 9 a.m.](#)

Use the links above to register for the webinar(s) of your choice. You will receive an email confirmation containing the Zoom login information after registering. The email will come from Rhonda Bridevaux <no-reply@zoom.us>. Please check your junk or spam mail if you do not receive the email in your inbox.

Please contact [Rhonda.Bridevaux@la.gov](mailto:Rhonda.Bridevaux@la.gov) at LOSFA with questions.

## Teaching and Learning

### Diverse Learners Supports

#### **SPED Fellow Academy: Cohort Three**

[SPED Fellow Academy](#) is a yearlong, comprehensive development program for novice special education leaders (administrators) across Louisiana. The program will provide in-person training, coaching, and a community of practice that will instill the knowledge and skills the next generation of leaders needs to lead and sustain change to improve outcomes for students with disabilities. Learning will cover topics such as strategic budgeting, stakeholder engagement, laws and policies, leveraging data, leadership development including managing teams and sustaining change. In addition to a robust curriculum, the program will support fellows in examining a systems level problem of practice, developing a theory of action to address the problem of practice, and developing an action plan to lead systems level change.

We encourage full-time administrators who are managing across these areas to [apply](#) between April 11 and May 13. To improve our special education leadership pipeline, this year applications will be open to SPED coordinators who plan to be school system special education leaders in the next 3-5 years. Please note that a recommendation letter from the SPED coordinator's current special education supervisor will be required.

If you are interested in learning about SPED Fellow Academy, please attend an informational session on **April 8 at [9 a.m.](#) or [12:30 p.m.](#)**

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

#### **National Down Syndrome Congress Hosting 2022 Convention in New Orleans** **Please share with special educators, students with Down syndrome and their families.**

The [National Down Syndrome Congress Convention](#) is a four-day event designed to provide a meaningful and educational experience for individuals with Down syndrome, their families, caregivers, and medical and educational professionals who dedicate their lives to the Down syndrome community. Attendees will choose **one** of three conferences that run simultaneously during the Convention:

- General Conference, intended for parents, grandparents, adult siblings, and professionals;
- Youth and Adults Conference, for individuals with Down syndrome age 15 (by June 23) and older;  
or
- Siblings Conference, a place for siblings only, who are rising 4th through 12th graders in the 2022-23 school year.

[Registration](#) opens March 14. The convention will be held in New Orleans June 23-26, 2022.

Please contact [info@ndscenter.org](mailto:info@ndscenter.org) with questions.



## Educator Development

### **Mentor Teacher Funding Increase for 2021-2022**

**Please share with system leaders who support mentors.**

The Department has determined that mentors supporting **year-long undergraduate residents** in the 2021-2022 school year will receive a \$1,800 stipend instead of the usual \$1,000 stipend. These funds will be added to school system allocations in eGMS. School systems should have received an email with details regarding the mentor allocations the week of March 7.

This additional funding is for **one year only**, based on availability of funds.

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

### **Post- Baccalaureate Mentors**

**Please share with system leaders who support mentors.**

Policy requires that alternate certification candidates in their first year on a Practitioner's License (PL) be mentored for five hours per week. School systems will verify this mentoring through an attestation form that is part of a candidate's application for a Level 1 certificate or renewal of a Practitioner License. Candidates without the mentoring will be unable to renew the PL or advance to the Level 1 certificate.

A list of [current first year PLs](#) was sent to school systems on February 17. School systems may access this [list](#) using the link provided. The Department will send an updated list to school systems monthly.

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

### **CIS End-of-Year Closeout for Teacher Evaluations**

**Please share with school leaders.**

The Department has issued a [CIS Timeline](#) to guide all school systems through the evaluation process deadlines for the 2021-2022 school year. To create a streamlined teacher evaluation upload process at the end of the year, it is recommended that all sites complete the following tasks in [CIS](#).

- Update rosters to reflect only 2021-2022 educators.
- Assign evaluators and correct evaluation types for each educator.
- Assign SLTs to each educator.

The Compass Information System (CIS) will shut down for the 2021-2022 school year on **September 1, 2022**. Following this date, no teacher evaluation data for the 2021-2022 school year will be able to be amended or added. Please prepare to complete the following no later than **August 26, 2022** in [CIS](#).

- Rate both SLTs for teachers and staff.
- Enter professional practice scores for teachers and staff. (Reminder: any teacher scoring a 2.5 or above is only required to have one professional practice score for the 2021-2022 school year only. This will be entered two times to ensure the CIS average is correct. Further guidance for uploads will be forthcoming.)
- Once data is uploaded, finalize teacher evaluations.

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

## Literacy

### **Middle and High School Professional Development Series**

**Please share with middle and high school teachers, leaders, and support staff.**

The [sixth session](#) of a new professional development series focused on middle and high school literacy was released today! This session shares ways to build reading comprehension and implement support for struggling readers by providing instruction on how to identify topics to write about in order to help develop expertise in that content area. Additional sessions will be released weekly on Tuesdays in the [Literacy Library](#). Pre-recorded sessions will include topics designed to build knowledge around implementing literacy strategies and best practices across all content areas in the middle and high school grades. Teachers and leaders can access the [Middle and High School PD Schedule](#) for a listing of session titles, session descriptions, and release dates.

#### **Session Links**

- [Recording: Session 6 - Building Comprehension - Writing Summaries](#)
- [Slide deck: Session 6 - Reading Comprehension - Writing Summaries](#)

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

## Reminders

- *Operations*
- *Career and College Readiness*
- *Teaching and Learning*
  - *Diverse Learners Supports*
  - *Literacy*

## **Operations**

### **2021-2022 ESSA and IDEA Monitoring Rubrics Released**

**Please share this announcement with school system leaders, federal program directors, and special education coordinators.**

The Department will continue to implement a risk-based monitoring selection process for federal program monitoring. The ESSA monitoring rubric will be made available to every school system assigned a letter grade. Additionally, the IDEA monitoring rubric will be made available to every school system assigned an LEA Determination. In most circumstances, school systems will receive two monitoring rubrics, ESSA and IDEA.

The monitoring rubrics, also known as a monitoring report card, provide a detailed preview of compliance factors and performance data analyzed to determine the most appropriate monitoring experience for school systems. Monitoring rubrics will be available for download via FTP March 11 and will be accessible until April 15. The Department reserves the right to make adjustments to monitoring rankings based on factors which may not be included on the rubric. For any school system selected to participate in program monitoring, a formal monitoring notification from an assigned Department monitoring team leader will follow.

Please direct all questions regarding ESSA and IDEA monitoring rubrics to Tasha Anthony and Cindy Hilton at [DOE-program.monitoring@la.gov](mailto:DOE-program.monitoring@la.gov).

### **Louisiana Comeback Plan**

**Please share with school system leaders and federal program directors.**

The Department called on school systems across the state to join the Louisiana Comeback, a cooperative campaign to accelerate student learning and ignite academic recovery.

This year, school systems made significant investment in three key areas:

1. Attendance and well-being
2. Recovery and acceleration
3. Professional learning

The Department anticipates celebrating our schools who have made a comeback, with student academic achievement. This year, we will reward “Comeback Campuses” to schools who achieve the following:

#### **Elementary/Middle Schools**

In 2022, achieved or exceeded percent proficient rates of 2019 without increasing the percent of unsatisfactory rates from 2019.

#### **High Schools**

In 2022, achieved or exceeded perfect proficient rates of 2019 without increasing the perfect of unsatisfactory rates from 2019, **and** achieved or exceeded their ACT average score of 2019.

More information about our “Comeback Campuses” will be provided on the April System Leaders Call.

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

### **LOSFA ACT Guide**

**Please share with school counselors, assistant principals and ACT prep instructors.**

The Louisiana Office of Student Financial Assistance has developed an [ACT Guide](#) to help students and parents navigate the ACT registration process and access test prep materials and information for test day.

[The ACT Guide](#) is conveniently located on the LOSFA website under [Financial Aid 101](#), [TOPS](#), and the [Counselor Corner](#).

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

## Teaching and Learning

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### Literacy

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#### **Session Links**

- [Recording: Session 5 - Reading Comprehension](#)
- [Slide deck: Session 5 - Reading Comprehension](#)

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