

LDOE Weekly Newsletter



August 25, 2020

Dear Colleagues,

If there was ever a time that showcased the resilience of our teachers and leaders, it would be these past few days. Already leading schools through a global pandemic, educators have been responding to a pair of tropical weather systems in the Gulf. Tropical Storm Marco has passed, but we must remain vigilant as Hurricane Laura approaches the coast. The Department continues to work alongside state and system leaders and stands ready to support our communities.

Louisiana systems have history responding to hurricanes. That blueprint doesn't exist for our current pandemic. LDOE maintains close communication with the Louisiana Department of Health (LDH). This partnership is invaluable. The medical community are experts on the virus, and best practices for responding to COVID-19 are continually updated.

In order to best serve schools during the pandemic, LDH needs to understand the volume and nature of positive cases among students and staff. The better they can track this information, the better they can help us respond. We're working with LDH on an early warning system. This will help system and school leaders track positive cases and make decisions about school closures. We expect this system to be operable in the coming weeks. Prior to that, I will cover the details of this system and answer questions in a call with system leaders.

Thank you for continuing to serve our children as we adapt to the realities of the pandemic. Together, we will meet the challenges of this school year and continue to move our state forward.

Dr. Cade Brumley
State Superintendent of Education

In This Issue

- [School System Support](#)
- [Career and College Readiness](#)
- [Equity, Inclusion and Opportunity](#)
 - [Special Education](#)
- [State Finance and Policy](#)
- [Teaching and Learning](#)
 - [Academic Content](#)
 - [Assessment and Accountability](#)
 - [Educator Development](#)
- [Reminders](#)

Important Dates for School Systems

Office Hours	
Office Hours Title	Zoom Link
EdLink 360 Office Hours	August 27 at 1 p.m.
Assessment and Accountability Office Hours	September 1 at 3:45 p.m.
Strong Start 2020 Reopening Operations and Resources Office Hours	September 3 at 3 p.m.
Career and College Readiness Office Hours	September 10 at 3 p.m.
Monthly Calls*	
Monthly Call Title	Zoom Link
Data Coordinator Monthly Call	September 3 at 1 p.m.
System Leaders Monthly Call	September 4 at 9 a.m.
Charter Authorizers Monthly Call	September 9 at 11 a.m.
Charters Monthly Call	September 9 at 3 p.m.
SPED Leader Monthly Call	September 10 at 2 p.m.
Assessment and Accountability Monthly Call	September 15 at 3:45 p.m.
Nonpublic Monthly Call	September 16 at 2 p.m.
SEL, Behavior and Well-Being Monthly Call	September 16 at 3:30 p.m.
Career and College Readiness Monthly Call	September 17 at 3 p.m.
Federal Programs and Grants Management Monthly Call	September 17 at 10 a.m.
Reopening Roundtable for System Leaders	September 18 at 9 a.m.
Policy and Governmental Affairs Monthly Call	September 21 at 10 a.m.
Academic Content and Educator Development Monthly Call	September 23 at 1 p.m.
Education Technology Monthly Call	September 24 at 11 a.m.
<i>*Monthly call presentations are available in the School Improvement Library.</i>	

Upcoming Events	
Event Title	Zoom Link
Quest for Success Unit 2 Resources Overview and Q&A	August 31 at 4 p.m.
Children's Hospital Town Hall Meeting	September 1 at 3 p.m.
Early Literacy Commission Meeting	September 14 at 12 p.m.
Important Deadlines	
Document Link	Deadline
Alternate Assessment Review Files Due in FTP	September 2
2020-2021 Pupil Progression Plan	September 11
FY2019-2020 Annual Financial Report (AFR) Collection	September 30

School System Support

Reopening Roundtable for System Leaders and Strong Start 2020 Reopening Office Hours Canceled

Due to Hurricane Laura, the following meetings **scheduled for this week have been canceled**:

- Strong Start 2020 Reopening Operations and Resources Office Hours: Thursday, August 27 at 3 p.m. (canceled)
- Reopening Roundtable for System Leaders: Friday, August 31 at 9 a.m. (canceled)

School System Support Calendar

The [2020-2021 School System Support Calendar](#) has been updated to include weekly office hours and monthly calls. Changes are highlighted yellow within the calendar.

Please contact doecommunications@la.gov with questions.

Children's Hospital Town Hall Meetings Extended

The Department and Children's Hospital New Orleans (CHNOLA) are excited to announce that our partnership has been extended. Children's Hospital will continue to provide town hall meetings throughout the month of September. These meetings provide opportunities for school systems to ask questions of CHNOLA regarding COVID-19 and school reopening.

The first September meeting will be held on **September 1 at 3 p.m.** Additional Town Hall meetings will be held on September 15 and September 29. Webinar details are below.

- **Webinar Date and Time:** September 1 at 3 p.m.
- **Webinar link:** <https://zoom.us/j/92567891261>
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 9256 789 1261
- **Passcode:** 912020#

Please contact LDOECOVID19support@la.gov with questions.

Learning Environment and Connectivity Tool for Systems

The Department has developed a tool for systems and schools to easily track student learning environments as well as device and connectivity data. This tool will also help the Department and systems identify where additional student connectivity supports are needed. System leaders will receive an email from LDOE next week with system specific access information needed to complete a brief survey.

School systems are encouraged to add current data as soon as possible. This will help ensure access to the system well before initial data is pulled for BESE on September 18.

Data submitted to this survey will automatically populate dashboards for systems, charter schools and non-public schools. Links to these dashboards will be added to the “School Reopening Resources” section of the [Strong Start](#) page on August 31. LDOE will pull data on **September 18 at 5 p.m.** to create an initial report for BESE and other stakeholders. Systems should update their dashboard throughout the school year as new information becomes available. The most current data will appear on the dashboard as soon as it is submitted through the survey.

Please contact kim.nesmith@la.gov with questions.

Career and College Readiness

Pupil Progression Plans

Please share with school system supervisors, administrators and counselors.

The 2020-2021 Pupil Progression Plan (PPP) template was released in May and is located in the [School Policy Library](#).

The plan ensures school systems are in accordance with applicable laws and regulations related to student placement and promotion and aligned with policy in [Bulletin 1566](#). The template has been updated to include sections related to the credit recovery policy and non-traditional coursework accepted by the NCAA.

The approved PPP should be submitted to PPP@la.gov by **September 11**.

Please contact PPP@la.gov with questions.

2020-2021 Course Choice/SCA Portal

Please share with CTE supervisors, counselors and school system leaders.

Course Choice provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training and dual enrollment course providers. The [SCA Portal](#) is now open for 2020-2021 reporting.

The 2020-2021 [Course Choice Provider Directory](#) is now available. 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](#) closes at 5 p.m. on September 11 for Private Provider Fall and Full Year enrollments. Higher Education enrollments must be reported by 5 p.m. on October 9. The portal will reopen for Spring enrollments on November 23.

Please contact sca@la.gov with questions.

Quest for Success

Please share with CTE leaders and Quest for Success instructors.

A [Quest for Success Curriculum crosswalk](#) has been created to help facilitate virtual and hybrid learning. The guide includes alternate face-to-face activities that may be challenging to complete in a virtual environment or while maintaining social distancing. The tips included provide suggestions for both synchronous and asynchronous learning and alternative activities for virtual environments. A webinar is scheduled to provide an overview of the Quest for Success Unit 2 resources and answer questions pertaining to these resources.

- **Webinar Date and Time:** August 31 at 4 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98206897192>
- **Webinar Password:** quest1
- **Webinar Phone Number:** 646-876-9923
- **Dial-in Passcode:** 714594
- **Meeting ID#:** 982 0689 7192

Please contact ted.holmes@la.gov with questions.

Equity, Inclusion and Opportunity

Special Education

Strong Start 2020: Timelines and Documentation for Students with Disabilities Guidance

This week, the Department released [Strong Start 2020: Timelines and Documentation for Students with Disabilities](#) guidance to help school systems maintain IDEA compliance and provide continuity of services to students with disabilities across operating scenarios. This guidance includes key considerations for school systems in planning and providing services across learning environments, including IEP and evaluation timelines and documentation via amendments and/or contingency plans.

Please contact specialeducation@la.gov with questions.

State Finance and Policy

LaGov Payment System Change **Please share with business managers.**

Recently, the Louisiana Department of Education underwent a change to the payment system. The ISIS payment system has migrated to the LaGov payment system, and payments will look different as a result of this change. Continue to use the [DOA Vendor Payments](#) website and select “LaGov” to look for information on payments received beginning July 1. Reference the available [help document](#) for assistance with using the LaGov payment system and how to locate information on payments.

Please contact natoria.ingram2@la.gov with questions.

Accountability for Weighted Student Funds in the MFP **Please share with business managers.**

Louisiana R.S. 17:7(2)(f)(i) provides for the accountability of weighted student funds included in the MFP. Funds generated in the MFP formula by applying the weighted factors for low income and English Learner (also known as Economically Disadvantaged) students, career and technical education course units, special education students (other than gifted and talented) and gifted and talented students are considered weighted student funds. School systems or schools are required to expend the weighted student funds on personnel, professional services, instructional materials, equipment and supplies that serve the unique needs of students who generate such funds.

Please reference the [FY2020-2021 Weighted Student Funding AFR Reporting Details and Calculation](#) for additional information.

Please contact ldoemfphelpdesk@la.gov with questions.

USDA Required School Lunch Match

Please share with business managers and financial officials.

The United States Department of Agriculture (USDA) requires a match of state funds for the school lunch program. The match must be evidenced through the Minimum Foundation Program (MFP) funds in each school system's Annual Financial Report (AFR).

A memorandum that contains the required match amount for each school system and school in FY2020-2021 is available in the [MFP Library](#) under the USDA Required School Lunch Match section.

Please contact ldoemfphelpdesk@la.gov with questions.

FY2019-2020 Annual Financial Report (AFR) Collection Timelines

Please share with business managers and financial officials.

Louisiana R.S. 17:92 requires that local school systems and schools provide financial data to the Department no later than **September 30** each year. The LEADS Portal is now open for submission of financial data. The AFR documents needed to assist with the submission of data can be found on the [Annual Financial Report \(AFR\) System](#) page.

Please contact satoiya.jones@la.gov with questions concerning the preparation of the financial information or account classification. For questions regarding the electronic submission or online update process, please contact systemsupport@la.gov.

FY2019-2020 General Fund Budget Approval List

Please share with business managers and financial officials of city/parish school systems.

The FY2019-2020 General Fund Budget Approval (R.S. 17:88) list for city/parish school systems is now available for reference in the Department's [Budgets Library](#).

The Department encourages school systems and schools not included in the approved list to check their email for information regarding the status of their budgets.

Please contact schoolfinancehelpdesk@la.gov with questions.

Teaching and Learning

Academic Content

ELA Knowledge Pack Training Opportunity

Please share with ELA teachers and ELA curriculum specialists.

In-person and virtual learning focused on high-quality curriculum implementation should be prioritized. However, the Department recognizes that if school buildings do not close quickly or if a hybrid model needs to be implemented, the time available for those types of interactions might be limited.

It is important to remember that learning and activities assigned to students should be meaningful and should be in service of helping students master the knowledge and skills needed for core instruction. Therefore, the Department has partnered with [CommonLit](#) to create six [Knowledge Packs](#) at each grade level, 3-12, to support students in building knowledge and vocabulary as a supplement to in-person and virtual/hybrid models of high-quality curriculum instruction.

To support Louisiana teachers in utilizing this resource, [CommonLit](#) will provide virtual, synchronous training. Two options will be available on a first-come, first-served basis for up to 500 registered participants. Both sessions will provide the same content. The training will be recorded and shared on the [ELA Guidebook webpage](#).

Webinar Topic: Virtual Instruction with CommonLit for Louisiana Knowledge Packs

Webinar Time: This Thursday, August 27 at 4 p.m.

Description: In this hour-long webinar, CommonLit will introduce educators to CommonLit's digital reading program to support the use of Louisiana's Knowledge Packs. Louisiana Educators will learn how to create accounts, navigate CommonLit's curriculum, assign digital lessons, and grade student work. Teachers will also have the opportunity to ask the CommonLit team questions throughout the training.

[Registration](#) for this virtual professional development is now open.

Please contact elaguidebooks@la.gov with questions.

Assessment and Accountability

For District Testing Coordinators and Accountability Contacts

New: Fall LEAP 2025 High School Assessment Administration

- Fall LEAP 2025 High School Assessments administration is currently scheduled for December 1-18. In response to delayed school openings, a second window has been scheduled for January 6-26. School systems will be asked to submit their choice of window to the Department in October through DRC INSIGHT.

• Additional dates and reminders are forthcoming.

Data Certification for DCAI, Partial Assessment and Alternative School Indices

- Data certification for DCAI, ELPT, LEAP Connect and alternative school indices has been postponed until later in the week pending the effects of Tropical Storms Marco and Laura. As soon as an opening date is determined, accountability contacts will receive individual emails with login credentials.

Updates to District Test Coordinator and/or Accountability Contacts

- In order to access Louisiana Data Review and many testing vendor platforms, it is important that school systems record changes to the district test coordinator and/or accountability contact in the [Louisiana School System Contact Form](#). To expedite changes needed for assessments, please contact assessment@la.gov.

Screening for English Learners

- School systems must continue to determine if students entering kindergarten through grade 12 for the first time are English Learners (ELs) who require supplementary support services to continue developing language proficiency in English. Guidance is provided to facilitate the identification of ELs and to determine if EL services are needed when it is not possible to administer the ELPS in the [Guidance for the Provisional Identification of English Learners](#) document.

Birth-Grade 3 Assessment Guidance

- Because there are no exemptions for the requirement to the KEA and the K-3 Literacy screening outlined in BESE policy and law, the [Pre-K to 3rd Grade Assessment Guidance 2020-2021](#) has been released. The two approved Kindergarten Entry Assessment (KEA) options are DRDP-K and TeachingStrategies GOLD KEA. The four approved K-3 Literacy Screener options are Acadience Reading (formerly DIBELS Next), DIBELS 8th Edition, STEEP and STEP. This guidance includes information about each assessment and links to the following helpful resources:
 - The **updated** [KEA and K-3 Literacy Screener Guidance for Various Learning Environments](#) document outlines requirements and resources for administering the KEA and K-3 Literacy Screener in various learning environments; including traditional, virtual and hybrid.
 - The **updated** [DRDP-K Overview 2020-2021](#): outlines requirements and resources for administering the DRDP-K.
 - [GOLD Overview 2020-2021](#) has been released for Early Childhood, OSEP and KEA.
 - The [Early Childhood \(pre-K\) Assessment Guidance for Various Learning Environments](#) outlines requirements and resources for assessing children in publicly-funded seats (birth-age 5) using TeachingStrategies GOLD in various learning environments; including traditional, virtual and hybrid
 - Birth-Grade 3 Assessments has a [suite of resources](#) available to help school systems (and early learning centers) plan assessment administration for the 2020-2021 school year.

ACT

- **ACT Webinar Opportunities**
 - All school systems that tested students in June 2020 and/or who plan to test students during the October 2020 makeup for 2019-2020 juniors must sign the ACT MOU Addendum that is posted in the [Assessment Library](#).
- **ACT State Administration**
 - October 6 and October 20 paper-based administration only for students who were juniors in 2019-2020 and were unable to test in March or June. The Department will cover the cost for one administration per applicable student.
 - **Important: Materials will be shipped separately for each administration.**
 - Currently, ACT does not offer remote administrations for any scheduled testing dates.
 - The [Schedule of Events](#) for the October ACT administration is posted on the [ACT State Testing](#) site.
 - The [Schedule of Events](#) for the 2020-2021 WorkKeys administration is posted on the [ACT State Testing](#) site.
 - [PearsonAccess^{next}](#) (PANext) is open through August 28 to manage participation and verify secure district shipping addresses for both the ACT October administration and the 2020-2021 WorkKeys assessments.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability Office Hours will be on **September 1 at 3:45 p.m.** A password will now be required for Office Hours. Webinar details are listed below.

- **Webinar Date and Time:** September 1 at 3:45 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164
- **Password:** 2020202!

Educator Development

Mentor Credential Waiver

On August 12, the Board of Elementary and Secondary Education (BESE) approved a waiver of policy*, on a case-by-case basis, regarding the requirement that all undergraduate residents and post-baccalaureate candidates are mentored by a Mentor who holds the Ancillary Mentor Teacher certificate, the Ancillary Provisional Mentor Teacher certificate or the Supervisor of Student Teaching certificate. This waiver is for the 2020-2021 school year only. Any Mentor who does not hold one of the credentials listed above, and who will mentor an undergraduate or post-baccalaureate resident during this school year, must be granted an individual waiver. Waivers will be granted to Mentors who are highly recommended by their principal or their principal's designee.

Preparation providers will be responsible for submitting the mentor credential waiver application. School principals and school system personnel directors will need to sign off on these waiver applications. Please contact preparation provider partners to make sure they have all required information/signatures for the application submission.

Please contact believeandprepare@la.gov with questions.

Reminders

- **[School System Support Reminders](#)**
- **[Career and College Readiness Reminders](#)**
- **[Equity, Inclusion and Opportunity Reminders](#)**
 - **[Special Education Reminders](#)**
- **[Policy and Governmental Affairs Reminders](#)**
 - **[Healthy Communities Reminders](#)**
- **[State Finance and Policy Reminders](#)**

School System Support Reminders

System Leaders Monthly Call

Superintendents and charter leaders are invited to participate in a **System Leaders Monthly Call hosted by Dr. Brumley on September 4 at 9 a.m.** Information needed to join this call is included below.

- **Webinar Date and Time:** September 4 at 9 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97982207566>
- **Webinar Password:** @Ax4Q3
- **Webinar Phone Number:** 312-626-6799
- **Meeting ID#:** 979 8220 7566
- **Dial-in Password:** 744001

Please enter your full name and school system name when logging in.

2020-2021 Reopening and Operations Resource Updates

The Department and the Louisiana Department of Health (LDH) have been working together to provide updated resources and guidance for schools relative to reopening and operations for the 2020-2021 school year. The most recent updates include:

- Facial Coverings
- Cleaning Protocols
- Hearing/Vision Screening Update
- Student Illness at School Protocol
- CHNOLA Town Hall Updates

In addition, the Department is holding office hours every Thursday at 3 p.m. for school system leaders and support staff to hear the latest updates on policy implementation, supportive guidance and tool development. Webinar details are listed below.

- **Webinar Date and Time:** Thursdays at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/91419461028>
- **Webinar Phone Number:** 301-715-8592
- **Meeting ID#:** 914 1946 1028
- **Meeting Password:** 408891

Please contact LDOECOVID19support@la.gov with questions.

Career and College Readiness Reminders

Quest for Success

Please share with career and technical education leaders.

The dynamic [2020 Jump Start Super Summer Institute Digital Training Opportunities](#) guide has been updated to include additional Quest for Success training opportunities.

- September 2, 9, 16 and 23, in the evening (all days required)
- October 5, 6, 7 and 8, in the evening (all days required)
- October 19 and 26 and November 5 and 12, in the evening (all days required)

Registration costs for training sessions are paid directly to the provider. Carl Perkins and Career Development Funds are eligible funding sources for registration.

Additional Quest for Success training opportunities will be available throughout the school year and will be communicated through the newsletter. These additional training opportunities will include a variety of flexible training opportunities for new Quest for Success instructors such as once a week, weekly and weekend opportunities.

Quest for Success teachers, who begin the school year without having attended training, have multiple resources available to assist teachers prior to attending a training including [Recorded introduction and refresher session](#) and [Unit overviews and preparation points videos](#).

Please contact jumpstart@la.gov with questions.

Equity, Inclusion and Opportunity Reminders

Special Education Reminders

Alternate Assessment Review Files Due in 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 all school systems with an alternate assessment package via FTP with the file name: LEA Code_LEA Name_AA_2020. All school systems should review the participation data included in the package. Those school systems with more than 1.0 percent participation need to complete the following actions:

- Complete and submit the alternate assessment [review request form](#). Save using filename “**LEA Code_LEA Name_ReviewRequest_2020**.”
- Compile and submit the required student-specific records. Individual student files should be saved using the format “**StudentIDNumber_LEACode**” and placed in a folder named “**LEA Code_LEA Name_AAReviewStudentFiles**.”

All files are due on the FTP no later than **September 2**. For more information, school systems can access the recorded [Alternate Assessment Review Process Webinar](#).

Please contact specialeducation@la.gov with questions.

Policy and Governmental Affairs Reminders

Healthy Communities Reminders

Immunization Update

The Louisiana Department of Health Immunization Program has received many questions about school entry requirements and reporting and has provided a [memo](#) and [guidance](#) for vaccine providers.

Please contact stacy.hall@la.gov with questions.

Stop the Bleed

[SCR 62](#) of the 2020 Regular Session of the Louisiana Legislature urges and requests the State Board of Elementary and Secondary Education, through the Louisiana Department of Education, to develop and implement a traumatic injury response program to ensure each city, parish or other local public school in the state is prepared to respond to a traumatic injury emergency.

The Department has partnered with the Louisiana Emergency Response Network (LERN) to provide training through its network. **The training is free and will be provided at school sites.**

Schools may purchase [wall mount kits](#) or [individual bleeding control kits](#), which should be stored next to the Automatic External Defibrillator (AED).

Schools may also purchase [training kits](#), which will help comply with incorporating training into each school's emergency plans.

To schedule a training, call the LERN office at 225-756-3440. For more information on these efforts visit LERN's [Stop the Bleed](#) webpage.

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

State Finance and Policy Reminders

FY2020-2021 Annual Adopted Budget and General Fund Budget Submission

Please share with business managers and financial officials of city/parish public school systems.

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 following items provide the **UPDATED** guidance and documents to complete this task:

- [FY2020-2021 Annual Adopted Budget Submission memo](#) (updated guidelines and requirements)
- [Submission Instructions and Required Signature Sheet](#)
- [FY2020-2021 General Fund Budget - Form A](#)
- [Steps for Budget Adoption](#) (Legislative Auditor document for reference)
- [Local Government Budget Act \(LGBA\) R.S. 39:1301-1315](#) (FAQ summary of general principles and guidelines)
- [Best Practices and Resources in Budgeting](#)

Please contact schoolfinancehelpdesk@la.gov with questions.