



LDOE WEEKLY NEWSLETTER

September 19, 2023

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Important Dates for School Systems

Office Hours and Monthly Calls

- Nonpublic Schools Monthly Call: [September 20 at 2 p.m.](#)
- School Systems Financial Services Monthly Call: [September 20 at 2 p.m.](#)
- Federal Support and Grantee Relations (FSGR) Monthly Call: [September 21 at 10 a.m.](#)
- Annual Financial Report (AFR) Office Hour: [September 21 at 2 p.m.](#)
- [Office of Career and College Readiness Monthly Call](#): [September 21 at 3 p.m.](#)
- Division of Diverse Learners Office Hours: [September 26 at 2 p.m.](#)
- Assessment and Accountability Monthly Call: [September 26 at 3:45 p.m.](#)
- Teaching and Learning Monthly Call: [September 27 at 1 p.m.](#)
- Interests and Opportunities Office Hours: [September 28 at 10 a.m.](#)
- Healthy Schools Community of Practice: [September 28 at 2 p.m.](#)
- Nutrition Support Monthly Call: [October 3 at 1 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.](#)

Upcoming Events and Deadlines

- Deadline to submit [Teacher Exit Survey](#): September 15
- Deadline to submit [Teacher/Principal, New Teacher, and Early Childhood Teacher/Leader of the Year Nominations](#): September 22
- [Principal Webinar Series - Social Studies Updates](#): September 25
- [Special Education Regional Tour](#): September 25 - October 3
- 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
- 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 application for [Immersion Site Certification](#): November 15
- Deadline to [order AP Exams](#): November 15
- Deadline to submit [2023-2024 Title I, Part A - Annual Comparability Report](#): November 17

Governmental, Administrative, Public Affairs, and Operations

Consolidated Monitoring Schedule for SY 2023-2024 (First Quarter Only)

Please share with career and technical education supervisors, federal program directors, special education supervisors, and superintendents.

The LDOE conducts annual monitoring of school systems to ensure compliance with federal and state requirements. To assist school systems in thoughtful planning and preparation for a scheduled monitoring event, the Department is releasing the [first quarter monitoring schedule](#). The full monitoring schedule will be released prior to the start of the second quarter. This schedule is tentative, and the Agency reserves the right to make adjustments as necessary. School systems severely impacted by a disaster and currently listed on the schedule are asked to contact LDOE-program.monitoring@la.gov.

A more detailed monitoring notification reminder and any necessary planning documents or instructions will be emailed directly to superintendents, federal program directors, career and technical education supervisors, and special education supervisors of each school system appearing on the monitoring schedule.

Please contact LDOE-program.monitoring@la.gov with questions.

Homeless Liaison Webinar

Please share with homeless liaisons.

The LDOE will be hosting the fall 2023 Back-to-School McKinney Vento Webinar [September 29 from 8 - 11 a.m.](#) A McKinney Vento 101 session for new homeless liaisons will feature McKinney Vento updates, identification, the Early Childhood CCAP process, transportation, McKinneyVento.org, foster care, and ARP homeless funding.

- 8 - 9 a.m.: New homeless liaisons only
- 9:15 - 11 a.m.: All homeless liaisons

Information needed to join the call is included below.

- **Webinar Date and Time:** September 29 at 8 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97325870540>
- **Webinar Phone Number:** 470-250-9358
- **Meeting ID#:** 973 258 70540

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

Assessment, Accountability, and Analytics

K-3 Literacy Fall Screening

Please share with school leaders and testing coordinators.

State law requires that all school systems participate in a statewide literacy screener selected by the LDOE. Students must be screened within the first 30 school days. As school systems are completing their first 30 days, all students should have a DIBELS 8th free or mCLASS composite score that is reported to the LDOE no later than October 13.

Please contact assessment@la.gov with questions.

Career and College Readiness

AP Exam Ordering Deadline

Please share with AP teachers, AP testing coordinators, and counselors.

The deadline for [submitting orders](#) for AP Exams is **November 15** at 10:59 p.m. This deadline is for full year and first semester AP courses. The deadline for submitting orders for spring courses is **March 15**.

Please contact charmaine.cureton@la.gov with questions.

2023-2024 ACT Counselor's Guide

Please share with administrators, counselors, and testing coordinators.

ACT is offering a free [Counselor's Guide for the 2023-2024 school year](#). The guide provides information regarding national offerings of the ACT test, tools and resources to support students, season-based timelines for juniors and seniors, test preparation, and more.

Please contact charmaine.cureton@la.gov with questions.

School System Financial Services

FY 2022-2023 Annual Financial Report 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 LDOE no later than September 30 each year. The financial data is submitted via the Annual Financial Report through the LEADS portal. The AFR documents needed to assist school districts in the submission of

data can be found on the [Annual Financial Report web page](#). The deadline to submit the Annual Financial Report is **September 29**.

Please contact staudit@la.gov with questions concerning the preparation of the financial information or account classification; email systemsupport@la.gov with questions regarding technical issues such as the electronic submission or online update process.

FY 2023-2024 Annual Adopted Budget and General Fund Budget Submission

Please share with business managers and financial officials.

Louisiana R.S.17:88 requires that city/parish school boards submit an adopted balanced budget to the LDOE no later than September 30 each year. Required forms and instructions are located in the [Business Manager Support Library](#) under City/Parish School System Resources, General Fund Budget. The required documents must be submitted no later than close of business on September 29.

Please contact schoolfinancehelpdesk@la.gov with questions.

School System Relations

Seeking Nominations for Excellent Educators

Please share with school leaders, school system leaders, and teachers.

The LDOE is currently seeking nominations for Teacher and Principal of the Year, Early Childhood Teacher and Leader of the Year, and New Teacher of the Year. Candidates for the New Teacher of the Year program must have less than one year of teaching experience.

Please submit nominations via the [nominations portal](#) by **September 22**. Multiple nominations are accepted, as well as self-nominations. Upon portal closure, the nomination information will be shared with school systems for their consideration.

Please share the information for the [nominations portal](#) with stakeholders and encourage everyone to nominate outstanding teachers and leaders.

Please contact the following with questions:

- Teacher/Principal of the Year: excellenteducators@la.gov
- New Teacher of the Year: laurie.carlton@la.gov
- Early Childhood Teacher/Leader of the Year: shallan.jones@la.gov

Teaching and Learning

Academic Content

Instructional Support: Instructional Materials Reviews

Please share with content supervisors, literacy coaches, and school leaders.

The LDOE conducts 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](#) web page. The status of all instructional materials submissions can be found in the [weekly report](#).

- McGraw Hill LLC - Wonders, ELA Grades K-2 (©2020)

Please contact louisianacurriculumreview@la.gov with questions.

Educator Development

New Teacher Experience Support Call

Please share with school leaders and school system leaders.

The LDOE will host a series of support calls for [The New Teacher Experience](#) during the 2023-2024 school year. The support calls are designed to

- give in-depth information on the supports available to early career educators;
- provide updates on the professional learning modules, mentoring, and affinity groups; and
- offer collaboration opportunities and answer questions about the NTE.

The first call will be held **September 28 at 1 p.m.** The New Teacher Experience is a comprehensive induction program that offers multiple services designed to increase teacher effectiveness, enhance skills, and reduce attrition among beginning teachers.

- **Webinar Date/Time:** September 28 at 1 p.m.
- **Webinar Link:** <https://tinyurl.com/4c74bthm>
- **Passcode:** 235470
- **Phone:** 470-381-2552

Contact laurie.carlton@la.gov with questions.

Pre-Educator Pathway System Lead Call

Please share with school leaders and school system leaders.

Offered quarterly, the Pre-Educator Pathway System Lead Professional Learning Community provides virtual opportunities for Pre-Educator Pathway/Grow Your Own System Leads to share best practices related to developing and expanding access to the Pre-Educator Pathway. All school systems are encouraged to attend regardless of current pathway status. The first call will be held **September 28**.

- **Webinar Date and Time:** September 28 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/3455048179>
- **Webinar Phone Number:** 1-346-248-7799,,3455048179#
- **Meeting ID:** 345 504 8179

Please contact believeandprepare@la.gov with any questions.

Viewing Certification Data using EdLink 360

Please share with data managers, human resource directors, site leaders, and school system leaders.

Certification data is available to view on EdLink 360. [Instructions](#) on how to view and filter certification data can be found in the [Workforce Attributes library](#).

Please contact systemsupport@la.gov with questions.

Vacancy Data Reporting in EdLink

Please share with data managers, human resources directors, and school system leaders.

In order to identify staffing vacancies across the state and within school systems, the LDOE is compiling current teaching vacancy data. Data managers should work with their SIS vendors to complete the automatic uploads of the “Vacant Staff” extract so that vacancy data is live in EdLink at the beginning of the school year when schools and systems are filling positions.

It is crucial for the LDOE to have a complete set of data and understand current realities regarding vacancies; therefore, we are asking school systems to complete this task, automatically or manually, by **September 30**.

School systems can find the instructions on how to set up the automatic extract on the [Edlink360 Support webpage](#).

Please contact systemsupport@la.gov with questions.

Compass Information System (CIS) Updates

Please share with data managers, human resource directors, and school system leaders.

All non-VAM teacher, counselor, and librarian evaluations should be finalized. The 2022-2023 VAM data will be released into CIS October 6. All VAM teacher evaluations should be finalized following that date. The final deadline to enter or [upload](#) 2022-2023 evaluation data is **October 27**.

The [Compass Information System \(CIS\)](#) will be open for the 2023-2024 school year November 3. Following this rollover, systems may begin [updating rosters](#) and entering data.

Please contact compass@la.gov with questions.

Numeracy Competency Focus Group

Please share with math teachers, school leaders, and school system leaders.

[ACT 347](#) of the 2023 legislative session requires students in teacher preparation programs to receive instruction on foundational numeracy skills, which includes the revision of the math competencies. The LDOE is seeking focus group participants to provide feedback on the revised competencies. Interested participants should complete the [Numeracy Competency Focus Group Jotform](#) by **September 22**. Additional information, such as the dates and times for the focus groups, can be found on the Jotform. Chosen participants will be notified by **September 29**.

Please contact believeandprepare@la.gov with questions.

School Improvement

Best Practices Level 1 and 2 Trainings

Please share with school leaders and school system leaders.

There are dates still available this year for the Level 1 and 2 ILT and Teacher Collaboration training delivered by NIET. These are offered free of charge and are appropriate for leaders who have not completed this foundational training, including new school leaders, ILT members, and teacher leaders who facilitate Teacher Collaboration sessions. Visit the [NIET Best Practices Training](#) site to register.

Session dates available

- October 5 - 6: TC Level 1 Virtual
- October 5 - 6: TC Level 2 Virtual

- October 10 -11: TC Level 1 Onsite - Shreveport
- October 10 -11: TC Level 2 Onsite - Baton Rouge

Please contact schoolimprovementdivision@la.gov with questions.