

# Nonpublic Scholarship Programs

## Systems User Guide



# Nonpublic Scholarship Programs Systems User Guide

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# Overview

The Office of School Choice offers two scholarship programs for Nonpublic Schools, the Louisiana Scholarship Program (LSP) and the School Choice Program for Students with Exceptionalities (SCP).

This user guide contains information that will help participating Scholarship schools access the Scholarship Program's Online Management Systems.

Its purpose is to provide in-depth instructional guidance on utilizing all Online Management Systems and other scholarship program processes.

The following Scholarship Program Online Management Systems that will be covered in this guide include:

- Louisiana Educational Accountability Data System (LEADS)
  - Scholarships for Educational Excellence (SEE)
  - School Choice System (SCS)
- File Transfer Portal (FTP)
- Password Reset System (PRS)

The following Scholarship Program Process will be covered in this guide include:

- Quarterly Enrollment Reporting
- Notice of Intent (SCP only)
- Application Verification
- Preliminary Roster Verification
- Site Registration
- Accessing Rosters
- Transfer Process
- Declined Award Process
- Removal Expulsion Process
- Accessing Payment Reports
- Accessing LASIDs
- Changing a Student's Grade Level

# Accessing Louisiana Educational Accountability Data System (LEADS)

## Overview

The Louisiana Educational Accountability Data System (LEADS) is used to complete most scholarship management tasks. The LEADS portal URL is <https://leads5.doe.louisiana.gov/ptl/>. This URL can be accessed in any browser.

## Who Needs Access

All participating nonpublic scholarship schools need access to LEADS. To gain access to LEADS, complete this [request form](#).

- LEADS usernames always begin with the letter E (ex E123456).
- Passwords expire every 60 days and must be reset here: <https://password.doe.louisiana.gov/>

LEADS  
Louisiana Educational Accountability Data System

Yshauna Sanders

Logout

LEADS APPLICATION PORTAL

User Guides Annual Financial Report View

TAP - LaTAAP	STS - Student Transcripts
NPS - Non-Public Schools Data Collection	TCA - Teacher Certification Administration
SEE - Scholarships for Educ. Excellence	TCM - Teacher Certification Management
SCS - School Choice System	

ADDITIONAL LINKS

- ▶ LEADS News
- ▶ Timelines
- ▶ Security Request Form
- ▶ Contact Us
- ▶ Check Response Time
- ▶ Browser Popularity
- ▶ OnBase - Hyland ActiveX Control Software Installer

Show all systems.

Welcome to the LEADS Portal!

Louisiana Department of Education Terms of use

# Scholarships for Educational Excellence (SEE)

Scholarships for Educational Excellence (SEE) is the tab used to gain access to the Louisiana Scholarship Program online management system. This tab should **ONLY** be used by all participating LSP schools. This is where participating schools will complete all the required scholarship management tasks including:

- Quarterly Enrollment Reporting
- Application Verification
- Accessing Rosters
- Accessing Payment Reports
- Accessing LASIDs
- Changing a Student's Grade Level

Once logged in, the tabs below should appear based on the scholarship programs currently available at your school.

When you click on the tab a separate pop-up window will open.

Please remember to turn off pop-up blockers when trying to access tabs in the LEADS portal.

<http://www.wikihow.com/Disable-Popup-Blockers>

The "SEE-Scholarships for Educ. Excellence" tab is for access to the Louisiana Scholarship Program (**red arrow**).

LEADS APPLICATION PORTAL		User Guides	Annual Financial Report
TAP - LaTAAP	STS - Student Transcripts		
NPS - Non-Public Schools Data Collection	TCA - Teacher Certification Administration		
SEE - Scholarships for Educ. Excellence	TCM - Teacher Certification Management		
SCS - School Choice System			

Show all systems.

# School Choice System (SCS)

School Choice System (SCS) is the tab used to gain access to the School Choice Program for Children with Exceptionalities online management system. This tab should ONLY be used by all participating SCP schools. This is where participating schools will complete all the required scholarship management tasks including:

- Quarterly Enrollment Reporting
- Accessing Rosters
- Accessing Payment Reports
- Accessing LASIDs

Once logged in, the tabs below should appear based on the scholarship programs currently available at your school.

When you click on the tab a separate pop-up window will open.

Please remember to turn off pop-up blockers when trying to access tabs in the LEADS portal. <http://www.wikihow.com/Disable-Popup-Blockers>

The “SCS-School Choice System” tab is for access to the School Choice Program (red arrow).



**LEADS**  
*Louisiana Educational Accountability Data System*

LEADS APPLICATION PORTAL User Guides | Annual Financial Report

 TAP - LaTAAP	 STS - Student Transcripts
 NPS - Non-Public Schools Data Collection	 TCA - Teacher Certification Administration
 SEE - Scholarships for Educ. Excellence	 TCM - Teacher Certification Management
 SCS - School Choice System 	

**ADDITIONAL LINKS**

- ▶ LEADS News
- ▶ Timelines
- ▶ Security Request Form
- ▶ Contact Us
- ▶ Check Response Time
- ▶ Browser Popularity
- ▶ OnBase - Hyland ActiveX C Software Installer

Show all systems.

# Accessing File Transfer Portal (FTP)

## Overview

The File Transfer Portal is used to submit or share files that contain Personal Identifiable Information (PII). Each nonpublic school has an assigned folder in the portal. You may hear some schools refer to this portal as the "ThinClient" portal. This portal is used to complete the following tasks:

- Preliminary Roster Verification
- Site Registration

The URL to access the FTP portal is <https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>.

## Who Needs Access

All participating nonpublic scholarship schools need access to the FTP portal. To gain access to the FTP portal, please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

- Please Note: The login for FTP portal is NOT the same username and password used for the LEADS portal.
- The Username for the FTP should be [insert your sitecode]@nonpublic
  - Ex. (999999@nonpublic)
- The password should be a password set by yourself or by someone at your school
  - If this is you are new school logging into the FTP for the first time, your password will be the following:
    - Password: LA![YOURSITECODE]
      - Ex. (LA!999999)
    - You will be prompted to create a new password



IPSWITCH  
File Transfer  
WS\_FTP Server  
Web Transfer Client

Username

Password

Language  ▼

Login

# Password Resets

## Resetting your Password

Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter.

The following screen will be displayed:

**Louisiana Department of EDUCATION** Password Reset System (PRS)

User ID:

**OR**

If you don't know your User ID or if you need to contact your local security coordinator please select your Site, District, or Agency from the dropdown list below then click the Help button. Your security Coordinators contact information will be displayed in the yellow box on the right side of the screen:

Enter your user ID in the box to the left labeled User ID and then click the Next button.

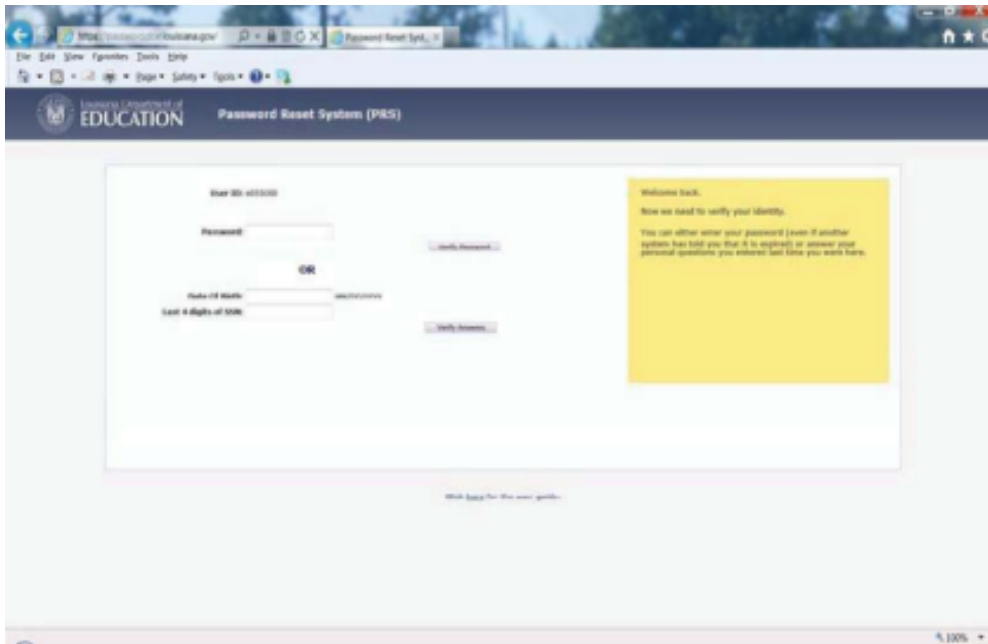
[Click here](#) for the user guide.

Google Drive  
Shortcut Required  
"LEAD5-application-verification-for-statewide-schools.pdf" needs a shortcut to be opened, would you like to create one now?



Enter your User ID in the **User ID** field and click **'Next'**.

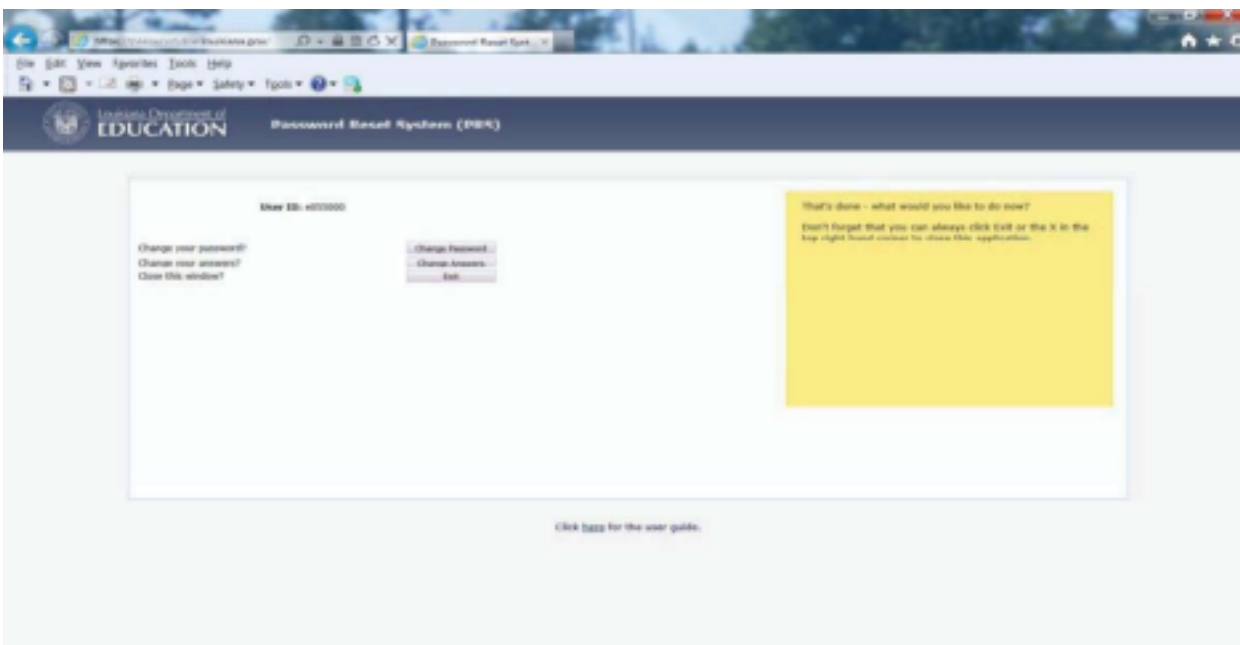
The following screen will be displayed:



To verify your identity:

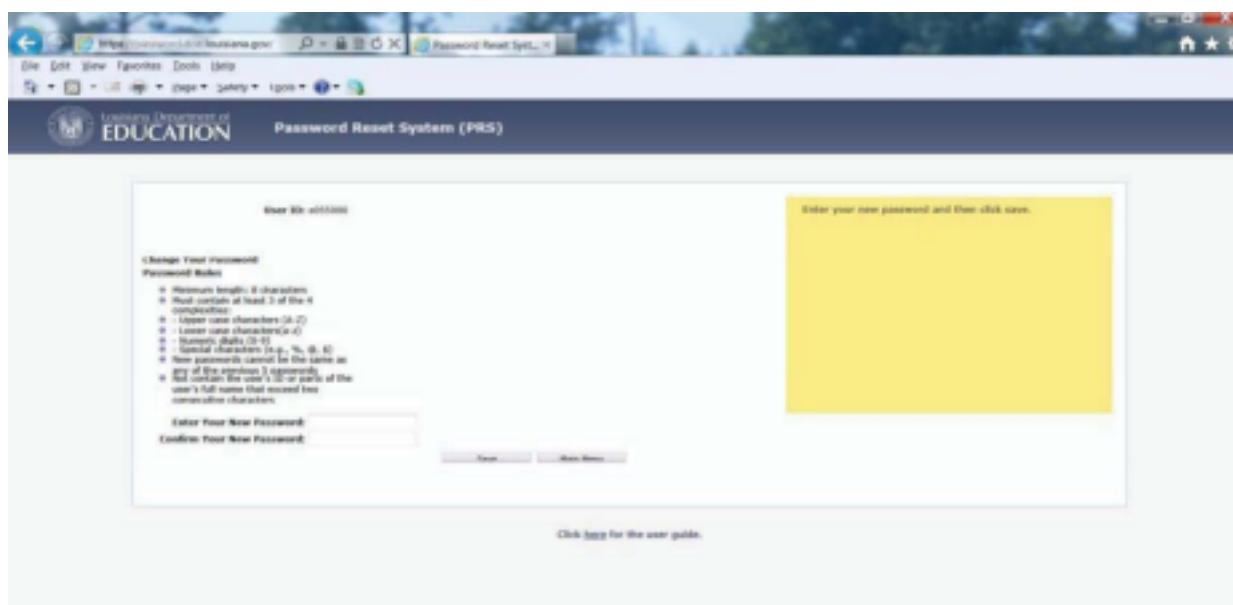
- You may enter **your password** in the Password field and click **'Verify Password'**. Or
- You may enter the **answers to your personal questions** and click **'Verify Answers'**.

The following screen will be displayed:



Click **'Change Password'**

The following screen will be displayed:

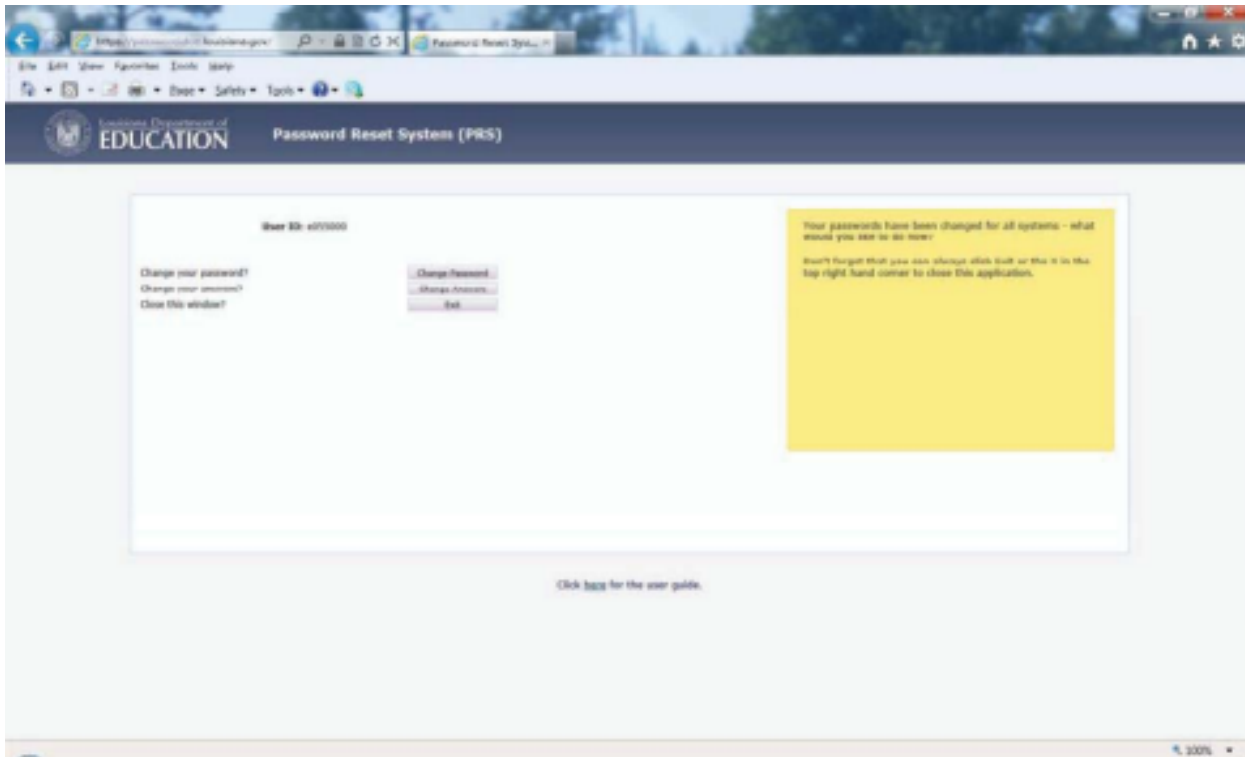


Type the new password value in the **‘Enter Your New Password’** and **‘Confirm Your New Password’** fields and click **‘Save’**.

Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
  - Upper case characters (A-Z)
  - Lowercase characters (a-z)
  - Numeric digits (0-9)
  - Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords.

Passwords will automatically expire every 60 days. The following screen will be displayed:



Notice the message in the yellow box states that your password has been changed.

You may click 'Exit' to close PRS.

# Quarterly Enrollment Reporting

Schools report Scholarship enrollment in LEADS on four quarterly enrollment count dates throughout the year. During each quarterly count, schools are required to mark whether or not a student is enrolled at the school as of the count date. The exact dates of each quarterly count will be communicated via the weekly Scholarship newsletter, monthly calls, email, and the reporting calendar.

Once I've logged into LEADS and opened my program window, how do I find my school's enrollment report?

- Select "Student" from the top row (yellow arrow) and "Enroll" from the second row (orange arrow)
- Select "YYYY" from the dropdown list in Beginning School Year
- Your school's name will automatically populate under School

The screenshot shows the top navigation bar of the LEADS system. On the left is the Louisiana Department of Education logo. The main header reads "SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE" with "Close | Restart" on the right. Below the header is a menu with "Participating School", "Student", and "Report". Underneath are buttons for "Apply", "Update", "View", and "Enroll". The form area contains two fields: "1) Beginning School Session Year:" with a dropdown menu showing "2014", and "2) School:" with a dropdown menu that is currently blank.

- Place a checkmark in the current quarter if the student is enrolled at your school on the count date (red arrow)
- If a student has left your school, enter an “Exit Date” (green circle) and select an “Exit Reason” (green arrow)
  - A menu of Exit Codes can be found [here](#).
- Once all students have either a check mark or an exit date next to their name, click “Save Changes” (blue arrow)

Fill in Entry Dates for students and check off if they are enrolled for the given quarter. Data will \*NOT\* be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	1			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason



Save Changes    Cancel

# Notice of Intent for School Choice Program for Students with Exceptionalities

The link to the Notice of Intent will be provided to you via email from [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

Please refrain from using links provided in previous years.

To ensure that you have accessed the right form, make sure that it has the upcoming year and program name at the top (red arrow)

Schools that are applying for BESE approval may apply to participate in our scholarship programs. However, participation will be granted on a contingent basis pending BESE approval.



## 2025-2026 School Choice Program for Certain Students with Exceptionalities Notice of Intent

The School Choice Program for Certain Students with Exceptionalities (SCP) empowers families of students with certain exceptionalities with the financial resources to choose the school that will best address their students' needs.

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### Section I: School Eligibility Requirements

More information about the School Choice Program can be found [here](#).

For a school to be eligible to participate in the program and accept eligible students to enroll in the program, the nonpublic school shall meet all of the following criteria:

1. Is a BESE-Approved Nonpublic School
2. Complies with the non-discrimination criteria set forth in *Brumfield, et al. v. Dodd*
3. Provided educational services to students with exceptionalities for at least two years prior to participation
4. Employs teachers who hold appropriate certification in special education
5. Operates in a parish with a recent census population greater than 190,000:
  - Calcasieu
  - Caddo
  - East Baton Rouge
  - Jefferson
  - Lafayette
  - Orleans
  - St. Tammany

Additionally, starting in 2021-2022, schools that were not previously participating in the program must also be accredited or provisionally accredited, per [LA HB280](#).

**\*\*\*Please note: New schools that have applied for BESE approval will be considered on a contingent basis, pending approval.\*\*\***

The following question will ask you about your intended participation in the upcoming school year. (pink arrow) The options available are:

- Yes - Intend to participate for the first time in the 2025-2026 school year (new participants)
- Yes - Currently participating in the program and wish to enroll new students for the 2025-2026 school year (current participants who would like new seats)
- Yes - Currently participating in the program but do NOT wish to enroll new students for the 2025-2026 school year (current participants who do not want new seats but would like to keep their current scholarship students)
- No - Do not intend to participate for the 2025-2026 school year and/or currently have no participating students (schools who are closing or leaving the program and do not have scholarship students or will need their scholarship students moved to another school)

## Section II: School Information

Is your school currently participating in the School Choice Program for the current 2024-2025 school year? \*

- Yes
- No

Does your school ONLY serve Students with Exceptionalities? \*

- Yes
- No

Does your school currently participate in NSECD?

- Yes
- No

Please select the Diocese that your school is currently affiliated with. If you are not a Diocese school, please select "Independent". \*

In which district/parish is your school located? \*

Does your school intend to participate in the School Choice Program for the 2025-2026 school year?

- Yes - Intend to participate for the first time in the 2025-2026 school year
- Yes - Currently participating in SCP and wish to enroll new students for the 2025-2026 school year
- Yes - Currently participating in SCP but do NOT wish to enroll new students for the 2025-2026 school year
- No - Do not intend to participate for the 2025-2026 school year and/or currently have no SCP students

The next question will ask you if you plan to accept any new seats for the upcoming year.

You will then be asked to select the grades that you can accommodate new students for the 2025-2026 school year.

- This question is to capture only the grade levels in which you would like NEW scholarship students.

### Section III: 2025-2026 Total Program Seats Available

Instructions: Indicate the number of total students your school is willing to serve in each grade as part of this scholarship program and the annual tuition for that grade. Currently participating schools should include returning students.

Does your school plan to accept new students for the 2025–2026 school year? Remember that if you only intend to keep currently enrolled Scholarship students, you would select "No". \*

Please input the grade levels in which you can accommodate NEW students. \*

- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- None

New Awards Requested



The next section will ask you how many NEW scholarship awards you are willing to receive in each grade. This number is only your request for NEW scholarship students.

- Do not include current students in this request
- Do not include transfers in this request

Each row must have a number entered

- If you cannot accept any new students at a grade level, please enter “0” in the blank

Final award request numbers will be re-confirmed later in the year, but applications will ONLY be collected for grades that you indicate availability.

**New Awards Requested**

For each of the grades below, please indicate how many NEW scholarship awards you are willing to receive in that grade. Do not include current students in this request, only your request for NEW scholarship students.

Final award request numbers will be confirmed before the application closes, but applications will ONLY be collected for grades with non-zero requests.

Requesting new awards is not a guarantee of receiving new awards. Awards are made based on available funding, student interest, and (when necessary) random lottery.

Instructions: Indicate the number of new students your school is willing to serve in each grade as part of this scholarship program. If you have no students, please enter "0". \*

	Number of New Students
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

Indicate the annual tuition for each grade served at your school.

- All grades must have an entry even if you are not requesting new seats in that grade.

The tuition amount entered into the chart is anticipated for 2025-2026 and will be confirmed before the start of the school year

**Instructions: Indicate the annual tuition for each grade. The tuition amount entered into the chart is anticipated for 2025-2026 and will be confirmed before the start of the school year. \***

	Maximum Tuition and Fees
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

- Select the exceptionalities your school is willing to serve at each grade level.
- Only indicate exceptionalities that your school has served for at least two years.

## Section IV: 2025-2026 Special Education Services Offered By Grade

Instructions: Please indicate the exceptionalities your school is willing to serve at each grade level. Please only indicate exceptionalities that your school has served for at least two years \*

	Autism	Developmental Delay	Emotional Disturbance	Mental Disability	Other Health Impairment	Specific Learning Disability	Traumatic Brain Injury	Other
Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To participate in the School Choice Program for Certain Students with Exceptionalities, please attach and submit the following documentation with this Notice of Intent to Participate:

- Your school’s Special Education Policy
- A redacted copy of an Individual Education Plan (IEP), district-provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years.
- A copy of at least one teacher’s certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2025-2026 Special Education Services Offered by Grade.

### **SECTION V: Required Documentation**

To participate in the School Choice Program for Certain Students with Exceptionalities, please attach and submit the following documentation with this Notice of Intent to Participate:

1. Your school’s Special Education Policy
2. A redacted copy of an Individual Education Plan (IEP), district-provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years.
3. A copy of at least one teacher’s certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2025-2026 Special Education Services Offered by Grade.

Please upload your school's Special Education Policy here: \*

Please upload a redacted copy of an Individual Education Plan (IEP), district provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years here:

\*

Please upload a copy of at least one teacher’s certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2025-2026 Special Education Services Offered by Grade \*

The last section includes the School's Assurances

- This section must be signed (using your mouse-see red arrow)
- We will also collect the School Choice Point of Contact in this section
- Once this section is completed, you will then hit submit to complete your submission.

### **SECTION VI: School Assurances**

By participating in the School Choice Program for Certain Students with Exceptionalities, I agree to the following statements:

- I understand that in accordance with timelines as determined by the Department, each eligible nonpublic school choosing to participate in the program shall inform the Department of the types of students with exceptionalities as defined in R.S. 17:1942 that the school is willing to serve.
- I understand that each participating school will determine the number of eligible students it will accept in any year of program participation and may establish criteria for the enrollment of students.
- I understand that each participating school shall have discretion in enrolling eligible students for participation in the program and no school shall be required to accept any eligible student.
- I understand that no eligible nonpublic school shall require any student seeking to enroll and participate in the program to take an entrance examination.
- I understand that prior to enrollment, each eligible nonpublic school shall inform the parent or guardian of an eligible student all rules, policies, and procedures of such school including but not limited to academic policies and disciplinary policies and procedures.
- I understand that enrollment of an eligible student in the school shall constitute acceptance of such rules, policies, and procedures by the parent or guardian individually and on behalf of the eligible student.
- I understand that an eligible student may be expelled from the school in accordance with the school's discipline policies or may be disqualified from enrollment if the student is no longer eligible for the program as determined by the Department.
- I attest that the maximum tuition costs provided to the Louisiana Department of Education by this school on the Intent to Participate Form are accurate and represent the true costs charged by this school for tuition for the school year 2025-2026.
- I agree to accept the value of the certificate, which shall be equivalent to 50% of the per-pupil amount of state funds to the city, parish, or other local public school district in which the eligible student is residing for that school year, not to exceed the tuition charged by the eligible nonpublic school, as the only source of funds to be received from the State Department of Education.
- I understand that any cost of educational services above the amount of the certificate issued to the parent or guardian shall not be paid by the state.
- I attest that by electronically signing this document, as outlined in R.S. 17:4031 as a requirement for participation in this program, that this school has existed and provided educational services to students with exceptionalities, as defined in R.S. 17:1942 for at least two years prior to participation in the program.
- I further attest that by electronically signing this document, as outlined in R.S. 17:4031 as a requirement for participation in this program, this school has an established program in place for instruction of such students.

# Application Verification

After submitting a Louisiana Scholarship Program application online, parents must then take eligibility documents to one of the participating LSP Schools listed on their application. It is the school's responsibility to verify that the student meets the residency and income requirements. Schools are required to identify whether applicants have met eligibility requirements by entering the student's information in SEE.

To complete this process, schools must enter the following information:

1. Select "Student" then click "Apply"
2. Type in applicant's SSN
3. If no SSN exists, click "Next" and complete the application.
4. If the SSN already exists, the family may have already applied at another school or online, or the student is currently enrolled in a scholarship school. Hit "Next" to review and update the application as necessary.
  - a. Note that parents should submit only one application per student.

The screenshot shows the 'SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE' application interface. It includes a navigation bar with 'Participating School', 'Student', and 'Report' buttons. Below that is a bar with 'Apply', 'Update', 'View', and 'Enroll' buttons. The main form area has a 'Beginning School Session Year' dropdown set to '2014', a text input for 'Student Social Security Number', and a 'Submit' button.

The school must verify that the student information entered is correct (purple box) and then select which school the student attended last year from the "School Attended Last Year" box.

- If the student's school does not appear in the dropdown list, please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for next steps.

If the student is a multiple birth sibling (i.e. twins, triplets, etc) you will need to verify that the sibling is listed in the "Multiple Birth Siblings" section (orange box)

- Please note: You should only list Multiple Birth siblings in this box. Also, listing a sibling in this section does not count as an application for the sibling listed. Families must submit individual applications for EACH sibling.

**Student Information**

Student Last Name:  Prior Year SEE Student:  N

Student First Name:

Student Middle Initial:  Suffix:

Date of Birth: (MM/DD/YYYY)

Gender:  Male  Female

Ethnicity: (Hispanic?)  Yes  No  Prefer Not to Answer

Race:  American Indian  Pacific Islander  Asian  White  Black

Street Address:  Apartment Number:  (leave blank if none)

Zip Code:  City:

Student School District:

School Attended Last Year:

Student Grade:

Multiple Birth Siblings:	First Name	Middle Name	Last Name	Social Security Number
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter or update Student data. Click 'Next/Previous' to cycle through different Sections.

Ensure that a separate application is completed for each sibling and that each application lists all siblings and their social security numbers.

**Parent Information**

Parent/Guardian Last Name:

Parent/Guardian First Name:

Parent/Guardian Middle Initial:  Suffix:

Relationship to Student:

Mailing Address:  (include Apt.# if applicable)

Zip Code:  City:

Home Phone: (999-999-9999)  Cell Phone:  (999-999-9999)

E-mail Address:

Family Household Income:  Number in Household:

How did you hear about this program?:

**Sibling Information**

This information only needs to be entered if a sibling of the applicant attends one of the schools the applicant is requesting.

Sibling First Name:	Sibling Middle Name:	Sibling Last Name:	Social Security Number:	School Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter or update Student data. Click 'Next/Previous' to cycle through different Sections.

Schools should verify the Income and Residency eligibility of each applicant for the Scholarship program. Check the box indicating that you verified a student's income and residency documentation.

Applications are not valid until these are marked "yes."

Once complete, schools should hit "save" to complete this process.

Is the student eligible under the income requirement?:	<input type="radio"/> Yes	<input type="radio"/> No	
Is the Student a Resident of Louisiana?:	<input type="radio"/> Yes	<input type="radio"/> No	
Is the Student entering Grades K - 12?:	<input type="radio"/> Yes	<input type="radio"/> No	Eligibility Status: n/a
Special Ed Student:	<input type="radio"/> Yes	<input type="radio"/> No	
Exceptionality:	<input type="text" value="-Select-"/>		

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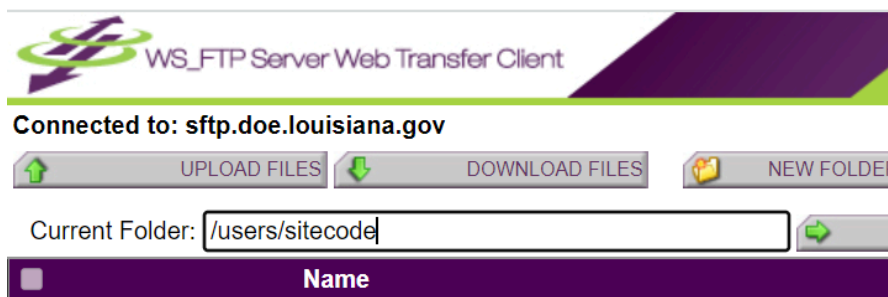
# Preliminary Roster Verification

As part of the Louisiana Scholarship Program application process, schools are provided preliminary rosters after the lottery is complete but before scholarship awards are finalized. The rosters are placed in the FTP portal for schools to verify student information (i.e. address, grade, etc).

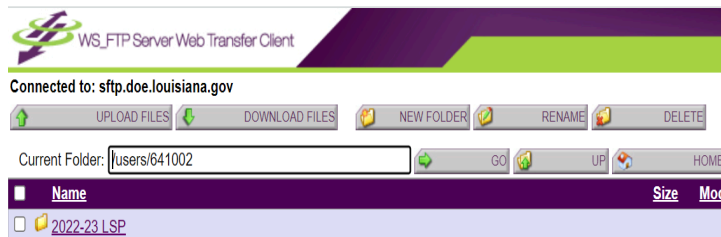
This ensures that the most up-to-date information is in LEADs before award notifications are sent out later in the process.

Preliminary Rosters ARE NOT final and should not be shared with families. Schools will be financially responsible if information is shared prematurely.

- Once logged in to the FTP, schools should see your site code in the “current folder” box.



- Click on the folder labeled “2025-26 LSP” to access your roster for the upcoming year.
- The roster will be labeled as follows: **schoolcode\_schoolname\_2025-26\_Student Rosters**
- Click on the roster to access your list of students for the upcoming year.



Once you click on the roster, the student information will be available. The information will include the following:

- Award Site Code
- SSN
- Grade
- Date of Birth
- Name
- Gender

Schools should ensure the following:

- Make sure all rollover students are included on the roster.
- If a rollover student is missing from the roster for the 2024-25 school year:
- Add the student information at the end of roster list.
- Make sure all information is filled out completely.
- In the “Other Changes Needed” column, indicate the change. (Red arrow)
- If the student information needs to be changed, enter a description of the changes needed in the last column. (red arrow)

Award_SiteName	GradeCd	Grade Level Changes	LastName	FirstName	MiddleName	SuffixName	SSN	LASID	BirthDt	SexCd	Other Changes Needed
ABC Academy	1	2	Anderson	James	Lee		123456789	1230001111	09-Oct-14	M	No change



Once you have fully completed your roster, change name of file to “**Verified\_schoolcode\_schoolname\_2024-25\_Student Rosters**” and upload the file to the FTP.

# Site Registration

All participating Louisiana Scholarship Program Schools are responsible for the following actions as part of the registration process:

- Maintaining updated income and residency eligibility documentation for each student
- Collecting required registration forms from families
  - [Parent waiver for special education services](#)
  - [Parent acknowledgments regarding Scholarship funds](#)
  - [Receipt of rules and regulations form](#)
- Sharing the school handbook with families.
- Informing families of all school rules, regulations, and policies, and have each family participating in the Scholarship program sign an acknowledgment of receipt of these rules.

Schools are provided with a copy of their final roster via the FTP. Once a family completes registration, schools must indicate “Y” or “N” in the registered column (green arrow) to confirm the student’s registration status.

	New or Returning to Site	Current Scholarship Student	Award_SiteCd	Award_SiteName	GradeCd	LastName	FirstName	MiddleName	SuffixName	SSN	LASID	BirthDt	SexCd	Registered (Y/N)	Changes Needed
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

Once you have fully completed your roster, change name of file to **“Verified\_schoolcode”** and upload the file to the FTP.

# Accessing Rosters in LEADS

## Rosters for Louisiana Scholarship Program (LSP)

1. In the SEE pop-up window, click the “Report” tab.
2. Next, click the “School Reports” tab.
3. Select “SEE Roster” from the list of options.
4. Select “Print” to download your current roster and view the pdf.

The screenshot shows a web browser window with the URL `leads5.doe.louisiana.gov/see/FrameWork.aspx`. The page title is "SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE". The interface includes a navigation bar with tabs: "Covered School District", "Unacceptable School", "Participating School", "Student", "Report", "Processing Codes", "Load", and "Rollover". Below this, there are sub-tabs: "Applicant Verification", "SEE Schools", and "School Reports". The "School Reports" sub-tab is active. The main content area contains a form with the following fields and options:

- Beginning School Year:
- School Type:
- District:
- School:
- Radio button options:
  - Seats by Schools
  - Funding
  - Payment
  - SEE Roster
  - Awarded Student Letters
  - Denied Student Letters
  - Waiting List Student Letters
  - Site Letters
  - Site Labels
- Print button:

## Rosters for School Choice Program (SCP)

1. In the SCS pop-up window, click the “Report” tab.
2. Next, click the “SCS Roster” tab.
3. Select “Submit” to download your current roster and view the pdf.

The screenshot shows a web browser window with the title "School Choice System - Google Chrome" and the URL "leads5.doe.louisiana.gov/scs/FrameWork.aspx". The page header features the Louisiana Department of Education logo and the text "SCHOOL CHOICE SYSTEM". Below the header is a navigation menu with tabs: "Covered School District", "Participating School", "Student", "Report", and "ProcessingPeriod". A secondary menu below that includes "School Reports", "Letters and Labels", "Payment", and "SCS Roster". The main content area contains two dropdown menus: "Beginning School Session Year" with "2022" selected, and "Site" with "ALL" selected. A "Submit" button is positioned below these menus. A red text instruction reads: "Make a selection and then click 'Submit'."