Louisiana

SCHOLARSHIP PROGRAM
PARTICIPATION
GUIDE

DEPARTMENT of
EDUCATION
Louisiana Believes

TABLE OF CONTENTS

I. OVERVIEW OF THE LOUISIANA SCHOLARSHIP PROGRAM

The Louisiana Scholarship Program provides thousands of low-income families with the opportunity to send their child to the participating school of their choice. The program was launched in 2008 in New Orleans with approximately 600 students and was expanded statewide in 2012.

The Louisiana Legislature allocates funding for the Scholarship program. Participating schools receive a per-student award equal to the school's tuition, student fees, and associated state testing costs.

II. SCHOOL ELIGIBILITY AND PARTICIPATION

Both nonpublic schools and traditional public schools may participate in the Louisiana Scholarship Program (LSP). Schools seeking to participate in the Louisiana Scholarship Program must meet mandatory school eligibility requirements.

Nonpublic School Eligibility and Participation Requirements

Nonpublic schools wishing to participate in the Scholarship program must be both approved by the state Board of Elementary and Secondary Education (BESE) and Brumfield v. Dodd compliant to be considered eligible for participation.

Schools wishing to participate in the program must take the following steps annually according to the timeline published by the Louisiana Department of Education (LDOE).

- **BESE Approval**

  The nonpublic school approval process is intended to confirm that schools utilize "a curriculum of quality at least equal to that prescribed for similar public schools" as required by the Louisiana Constitution. For more information on the BESE Approval process, review the *Nonpublic School Approval Guidelines*.

- **Brumfield v. Dodd Compliance**

  The Brumfield v. Dodd certification process verifies that BESE-approved nonpublic schools do not use racially discriminatory policies and practices. BESE-approved nonpublic schools must annually be certified as Brumfield v. Dodd compliant to be eligible to receive any state or federal funding. Additional information on Brumfield v. Dodd compliance can be found on the *Louisiana Believes website*.

Public School Eligibility and Participation Requirements

- Public schools who wish to participate in the Scholarship Program must have a letter grade of A or B for the most recent school year, have approval to participate by the local superintendent, and must submit documentation requested by the Louisiana Department of Education showing compliance with existing health and safety laws.

Eligible public and nonpublic schools interested in participating in the Scholarship Program should contact *StudentScholarships@LA.gov* for more information.

Notice of Intent Process

All schools that seek to enroll new or continuing Scholarship students during the upcoming school year (even if they do not intend to accept new students) are required to submit an annual Notice of Intent (NOI) to Participate. In the NOI, respondents identify the number of new scholarship seats requested for the upcoming school year, whether the school will provide special education services, and provide additional information requested by the Department or required by Bulletin 133. The Department releases the NOI for the following school year in the fall of the current school year. The NOI process should be completed by administrators or school personnel who have the authority to make enrollment decisions. Schools will have the opportunity to update their information prior to the application process.

Approval of each schools' seat requests is contingent upon results from the Department's capacity review process and a school's prior year academic performance as well as the availability of state funding. The Department notifies schools of their approved number of seats prior to the spring lottery. Please note that the NOI process does not guarantee a specific number of seats will be filled, it simply determines the number of seats that will be made available to families.

If a school requests a significant number of new students, the Department will conduct a review of the school's demonstrated capacity to serve students as well as parent demand. The Department will either grant the school's requested number of seats or determine a specific number of new Scholarship students the school may enroll.

III. STUDENT ELIGIBILITY AND PARTICIPATION

Students are only eligible for the Louisiana Scholarship Program if they meet certain income and residency requirements. To be eligible to receive a Scholarship, new students must:

- Be a resident of Louisiana

- Be entering grades K-12

- Be attending a "C," "D," "F," or "T" school on both October 1 and February 1 of the current application year OR be entering kindergarten for the first time. Homeschool students and students in grades K-12 who currently attend nonpublic schools are not eligible.

- Have a total family household income that does not exceed 250% of the federal poverty guidelines, as established by the Federal Office of Management and Budget.

Schools are responsible for collecting eligibility information for every new Scholarship student. Parents or guardians provide this information when completing an initial application for the Louisiana Scholarship Program and participating schools are responsible for verifying that each new student is eligible. Continuing students do not need to have their eligibility approved each year. Guidance for proving eligibility for the program and required documents for submission can be found in the most recent *Scholarship Application Guide*.

Applicant Type	Description	Required Action(s) to be Considered for an Award
New Student	Any student applying to the Scholarship program for the first time in grades K-12.	• Complete a required application. • Take eligibility documentation to any school to which they applied and meet eligibility criteria or a *Family Resource Center* if applying to a school in Orleans Parish.
NSECD Student	A rising Pre-K 4 student who is applying to the Scholarship program for kindergarten.	• Complete a required application—NSECD students do not receive automatic placement into the Scholarship program. • Take eligibility documentation to any school to which they applied or a *Family Resource Center* if applying to a school in Orleans Parish.
"Terminal Grade" Student	Any current Scholarship student who is completing the final grade offered at their current school.	• Students in terminal grades must complete a new Scholarship application for the following school year. Those students who are in a terminal grade who fail to reapply will lose their Scholarship award—no transfers will be allowed after the application deadline has passed. • Students in terminal grades do not need to provide eligibility documentation to be considered for an award.
Continuing Scholarship Student	Any current Scholarship student who will be continuing at the same school the following year	• No action is necessary to receive an award to the same school for the upcoming year.

Eligibility for Students with Special Needs

Participating schools shall not discriminate against a child with special educational needs during the admissions process, and must accept all students who receive an award to the school regardless of exceptionality. However, a participating nonpublic school is required to offer only those services that it already provides or such services as necessary to assist students with special needs that it can provide with minor adjustments;

If a scholarship recipient enrolled in a participating nonpublic school would have been entitled to receive special education services in the public school s/he would otherwise be attending, the student's parent or legal guardian shall acknowledge in writing, as part of the enrollment process, that the parent or legal guardian agrees to accept only such services as are available to all students enrolled in the nonpublic school.

IV. OPERATIONAL REQUIREMENTS FOR PARTICIPATING SCHOOLS

The Louisiana Scholarship Program requires timely completion of a series of requirements in order to serve students, families, and school leaders as effectively as possible. These operational requirements include but are not limited to action items related to the student application process, submission of required forms and tuition information, enrollment and registration responsibilities, transfer processes, and administration of state assessments.

School leaders are required to identify a primary point of contact to serve as the liaison between the LDOE and the school administration to ensure that all operational requirements are completed in a timely and accurate manner. This person will be responsible for reviewing the weekly nonpublic newsletter and completing the following actions. Should this person change at any time during the school year, the participating school must contact *studentscholarships@la.gov* to update their contact information.

Notice Of Intent to Participate

All new and currently-participating Scholarship schools are required to submit a Notice of Intent to Participate to the Department in the fall. Schools will be given the opportunity to update the request for seats made during the NOI process prior to the application window opening. Once the application window opens, all seat availability information is considered final and schools cannot decrease the number of seats requested. Schools will not be assigned new students in the lottery for any grade that is not listed on the Scholarship application.

Enrollment of Scholarship recipients in a participating school that has been BESE-approved for less than two years shall not exceed 20 percent of the school's total student enrollment. Schools whose Scholarship enrollment exceeds 20% of their total enrollment at any point during the year may face accountability actions up to and including removal from the Scholarship Program.

Student Application Process

The LDOE will use information submitted during the NOI process to create the online application for student enrollment for the subsequent school year. Parents wishing to participate in the Scholarship Program should apply online at *www.LouisianaBelieves.com/Scholarship* (for schools located outside of Orleans Parish) or *www.EnrollNOLA.org* (for schools located in Orleans Parish) during the Main Round application window, which typically takes place in the winter.

After submitting an application online, parents applying to a school located outside of Orleans Parish must then take *eligibility documents* to one of the participating Scholarship schools to which they applied to prove that the student meets the residency and income requirements. Parents applying to a school located outside of Orleans Parish should take documents to a *Family Resource Center*. Schools are required to identify whether applicants have met eligibility requirements by the deadline provided by the LDOE. The Department will verify prior school enrollment. Parents will be notified if their student(s) received an award in the Spring at the contact information provided on the application when it was submitted.

Submitting an application does not guarantee that a student will receive an award for the Louisiana Scholarship Program. Award decisions are made according to the number of seats available, the applicant priorities outlined in Bulletin 133, and the availability of funding from the Legislature.

Award Notification and New Student Registration

The LDOE will conduct a lottery for all applicants and make award decisions according to the policy outlined in Bulletin 133. Once award decisions have been finalized and communicated to schools, families that are new to the Scholarship Program or those students in terminal grades who have reapplied will receive award notification letters and emails from the LDOE using the contact information that was submitted by the family during the application process. Families that have applied for a Scholarship to a school located in Orleans Parish will receive award notification communications from EnrollNola.

After all parents have been notified of award decisions, schools are expected to reach out newly-awarded families to communicate registration information. Those families receiving a new award who wish to retain their Scholarship must register at the school to which they awarded by the deadline provided by the LDOE. New families that do not register by the prescribed deadline will lose their Scholarship award. Parents who would like to change their existing award must first register with the awarded school and then submit a request for transfer once the transfer window opens. Schools will communicate to the Department which students did not register by the published deadline and therefore should be removed from the school's roster.

	Award Notification	Registration Deadline	Transfer Window Opens
Newly-Awarded Students or Current LSP students in a terminal grade	Late April / Early May	Late May—those that do not register will lose their award	Early June
Continuing Students	Late April / Early May	No registration required for continuing students	Early June

School Responsibilities:

Schools are responsible for the following actions as part of the registration process:

- Reviewing and maintaining updated income and residency eligibility documentation for each student, and notifying the LDOE if any students are deemed ineligible following the second review of income and residency eligibility information during the registration process.

- Collecting required registration forms from families
    - » *Parent waiver for special education services*
    - » *Parent acknowledgements regarding Scholarship funds*
    - » *Receipt of rules and regulations form*

- Sharing the school handbook with families

- Complete the Spring and Fall Registration Workbook process according to LDOE guidelines

Scholarship schools must inform families of all school rules, regulations, and policies, and have each family participating in the Scholarship program sign an acknowledgement of receipt of these rules.

Spring Registration Workbooks

- Following this initial registration deadline, the Department will send schools a Spring Registration Workbook containing the names of all newly-awarded students. Participating schools must then identify which newly-awarded students came to the school and registered by the given deadline and submit this information to the Department. This information will then be used to determine transfer eligibility and inform funding decisions. Newly-awarded students that do not register at their awarded school by the deadline will lose their Scholarship award and be dropped from the school's roster.

Fall Registration Workbooks

- Schools will be provided with a current roster of all returning and newly-awarded Scholarship students at the beginning of each school year. All schools are required to identify in this workbook those new- and previously-enrolled students that have attended school already and will remain enrolled for the upcoming school year. Schools can also make corrections to student names and grades through the registration workbook process. All workbooks must be returned to the Department by the deadline provided.

    Failure to complete Fall Registration Workbooks in a timely manner may impact a school's ability to receive timely payment for enrolled students or impact a student's Scholarship eligibility.

Transferring Students

Current Scholarship students who wish to transfer from one participating Scholarship school to another during the school year are required to submit a formal *Hardship Transfer Request form* to the Department signed by both the parent/guardian and a representative of the receiving school. Transfers are only allowed to schools that are not sanctioned and who have not exceeded their new student caps. Additional information and the form necessary to complete the transfer process can be found in Appendix F.

A student is not permitted to enroll at a different participating Scholarship school until the Department has notified participating schools that the transfer has been approved. If a student transfers without a completed transfer form and e-mail approval from the Department, they may lose their Scholarship. It is the school's responsibility to inform the family when the transfer has been approved.

The Scholarship Team will update school rosters in SEE if a transfer is approved. If a student transfers to another Scholarship school during the school year, the school in which the Scholarship recipient is enrolled on the next count date will receive the next payment. The previous school which the student attended should enter the student's last date of attendance and select exit code *42: Transfer Under SSE to NonPub* or *43: Transfer out of District Remain Under SEE* from the pre-populated menu of available *exit codes*.

Scholarship students that transfer schools are considered new placement students for enrollment purposes and count towards a school's new student cap.

Annual Student Enrollment Reporting Requirements

Schools report Scholarship enrollment in SEE in 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. Exact dates of each quarterly count will be communicated via the weekly Scholarship newsletter.

Q1 Student Count	September
Q2 Student Count	December
Q3 Student Count	February
Q4 Student Count	May

Students with excessive absences (>10) should not be included as enrolled for that quarter. Students may be marked as enrolled in subsequent quarters if they meet attendance requirement for that quarter.

All Scholarship schools are required to keep daily paper or electronic attendance records. Schools must maintain up-to-date enrollment records in order to substantiate which students were actually enrolled on each of the four count dates, and are required to update contact information, verify grade levels, and enter accurate exit codes for students. If schools do not properly mark enrollment for a student, they may not receive payment for that student, may negatively impact their Scholarship Cohort Index or Basic and Above Rate, or may have payment rescinded at a later date as a result of a formal audit.

Financial Reporting Requirements

Tuition and Fees

• Schools submit tuition and fee information to the LDOE via email twice during each school year—first during the NOI process (preliminary tuition and fee information) and again during the tuition and fee certification process that takes place at the beginning of each school year. The Department will email school leaders and Scholarship contacts with specific instructions for submitting tuition and fee information.

• Tuition and fees received through the Scholarship Program for participating students must not exceed tuition and fees charged to enrolled students not participating in the program. Scholarship funds may not be used to pay tuition and fees for students not participating in the Scholarship Program. See Appendix D for more information on Tuition and Fee reporting.

State Assessments

Louisiana Scholarship Program schools are held accountable to taking the same state assessments as students in public schools. Student achievement on these assessments is used to determine the status of a school's continued participation in the program. Schools are required to meet all requirements necessary to test students online in applicable grades—those that fail to have >95% of students test may be removed from the program in subsequent school years.

Grades	Required Assessment	Method of Testing
3-4	LEAP 2025	Paper or online
5-8	LEAP 2025	Online only
9-12	LEAP 2025, ACT	Online only

Responsibilities of Testing Coordinators

All participating Scholarship schools are required to identify a testing coordinator. Testing coordinators will be added to the weekly nonpublic school newsletter, take part in monthly webinars led by LDOE assessment personnel, attend quarterly Supervisors Collaborative meetings when necessary, and review and execute the *Assessment Month-by-Month Checklist*. All designated school test coordinators are required to provide the department with a valid work email address. Personal email addresses (Yahoo!, Gmail, Hotmail, etc.) will not be accepted.

Participating Scholarship schools are required to complete the following steps to administer required assessments:

• Designate a school or district test coordinator and share that person's contact information with the LDOE

• Develop a test security policy

• Review assessment rosters via an online data system

• Attend mandatory LDOE-provided trainings related to test administration

• Report and investigate any testing irregularities and/or violations of test security to the Department

• Make arrangements to secure all necessary technology to complete online testing

All schools with students in testing grades will be notified of their academic performance data via the school-specific File Transfer Protocol (FTP) site as soon as it becomes available. This academic performance data will include student-specific test results, Basic and Above Rate, and Scholarship Cohort Index (if applicable). The Louisiana Department of Education will monitor all schools' participation rates on state assessments. Those that fail to test students as required by law will face consequences, up to an including complete removal from the Scholarship Program.

Sharing Student Assessment Results

Louisiana law requires that participating Scholarship schools administer all LEAP 2025 examinations and that the results of such examinations are provided to parents or legal guardians.

Individual Score Reports are available in DRC eDirect for all Scholarship students in grades 3-12 once spring assessment results become available. School Testing Coordinators and the school leadership team at all Scholarship schools are responsible for distributing these Individual Score Reports to families. Schools that fail to distribute score reports in a timely manner may receive a Notice of Violation.

V. ACCOUNTABILITY FOR PARTICIPATING SCHOOLS

The Louisiana Department of Education has a responsibility to families and taxpayers to ensure that all schools participating in the Louisiana Scholarship Program offer an educational setting that will lead to expanded opportunities for students. As such, the Department holds schools accountable for meeting a certain level of academic achievement, completing state assessments, and for the health, safety, and welfare of participating students. Department staff members engage in routine processes for monitoring schools and assessing performance on a variety of metrics.

Monitoring

The Department is accountable for implementing a rigorous and fair monitoring process that respects the autonomy of participating Scholarship schools. This monitoring process includes annual financial audits managed by the Department, comprehensive reviews of available student and programmatic data, responding to parent concerns when necessary, and may include on-site school visits.

Annual Audit and Use of Funds Assurance

School Visits

The Department may at any point send personnel on school visits to monitor the health, safety, and welfare of students. Site visits give the LDOE the opportunity to connect with school leaders, provide context for previous accountability results, and ensure the safety of school facilities. These visits may include classroom visits and a checklist to ensure that schools are meeting the minimum requirements set forth by state law and BESE Bulletins 133 and 741 (Nonpublic).

Parent Concerns

Periodically the Department will receive calls or emails from participating Scholarship families who have a concern about something taking place at their child's school. In these instances, LDOE staff will first ask the parent if they have shared their concern with school leaders and redirect the family to the school if they have not done so. The Louisiana Department of Education respects the autonomy of Scholarship schools and attempts to resolve as many concerns as possible at the school level.

If the parent has already communicated with their child's school, LDOE staff may reach out to school leaders to obtain additional context related to the parent concern and seek a resolution. In some particular instances that may jeopardize the health, safety, or welfare of students, the Louisiana Department of Education reserves the right to conduct an investigation into the parent's allegations.

Academic Data

The Department conducts a thorough review of academic and enrollment data throughout the year. Following analysis of relevant data, low-performing schools may receive school visits from LDOE personnel or limits on the number of new students they can enroll for the subsequent school year.

Expectations and Sanctions

Schools participating in the Louisiana Scholarship Program must meet academic, financial, and student safety requirements in order to continue serving Scholarship students. The Department assesses school performance relative to these requirements through the monitoring process described above. When schools fail to meet expectations in academic, financial, and organizational performance, they can face sanctions up to and including removal from the program.

I. Academic Accountability

All schools that participate in the Scholarship Program and have at least 10 students in testing grades receive a Basic and Above Rate, a Scholarship Cohort Index, or both. The scores earned by participating schools determine whether a school is able to enroll new students in subsequent years.

Basic and Above Rate

All schools with 10 or more students in testing grades will receive a Basic and Above Rate following the conclusion of state testing. This rate is defined as the number of students earning a proficient rating on state assessments divided by the total number of Scholarship students who were eligible to test. Students who did not take the required assessments are counted as non-proficient.

Scholarship Cohort Index

A Scholarship Cohort Index is an accountability performance score for schools participating in the Louisiana Scholarship Program who have an average of ten or more participating students per K-12 grade, and/or 40 or more students enrolled in tested grades. SCIs are produced after the school year in which assessments were taken, and range from 0-150.

SCIs measure only those students in the Scholarship Program, and are calculated in a manner that is substantially similar to the school performance score (SPS) outlined in *Bulletin 111*.

For more information on Scholarship Cohort Index, view *Appendix C*.

Potential Academic Sanctions

For schools receiving a Scholarship Cohort Index:

Schools that do not earn a Scholarship Cohort Index score equivalent to at least a "D" letter grade will not be permitted to accept new Scholarship students the subsequent year, even if they have already requested new students as part of the Notice of Intent process. Schools that fail to earn an SCI equivalent to a "D" letter grade but earn the equivalent of an "A" letter grade on the Progress Index may accept a limited number of new students for the subsequent school year.

For schools receiving a Basic and Above Rate:

If a school with >10 testing students has a Basic and Above Rate of greater than 25% but less than 50%, enrollment at the school for the subsequent academic year will be limited to 25% of current Scholarship enrollment or 50 students, whichever is fewer. Schools that earn a Basic and Above Rate of <25% will not be allowed to reenroll any new Scholarship students for the following year.

If a participating school demonstrates gross or persistent lack of basic academic competence, the school may receive sanctions including ineligibility to accept new students or participate in the Louisiana Scholarship Program. The Department may sanction schools that demonstrate lack of basic academic competence even if they are not eligible to receive an SCI.

Schools are considered to lack basic academic competence if:
- The school has participated in the Scholarship Program for at least two years, and
- Has at least ten tested students, and
- Received a Basic And Above Rate of <25% on state assessments during the current year, and/or
- The Department determines that students' academic welfare is in danger based on any other substantial evidence.

	Number of Students	Academic Bar	Potential Sanctions
Basic and Above Rate	Less than 40	50% Basic and Above Rate or higher on LEAP 2025 exams	• Limited enrollment for schools with Basic and Above rate between 25-50% • No new enrollment for schools with <25% Basic and Above
Scholarship Cohort Index (SCI)	Average of 10 enrolled in all grades OR 40 students enrolled in testing grades	Must receive SCI equivalent to a "D" letter grade or a Progress Index equivalent to an "A"	• Schools that fail to earn a "D" letter grade will not be allowed to enroll new Scholarship students in the subsequent year • Schools that fail to earn a "D" letter grade but earn a Progress Index of an "A" will receive a partial enrollment sanction
No Basic and Above Rate or SCI	Schools with <10 students in testing grades	N/A	• Sanctions only if school is found to lack basic academic competence • Total or partial enrollment sanctions only if the school is found to lack basic academic competence or fails to meet requirements for health and safety, finances, or mobility rate.

II. Financial Accountability

Because Scholarship schools receive funds from the Legislature generated from public tax dollars, these funds come with a high level of responsibility and accountability to the State of Louisiana and Louisiana citizens. Bulletin 133 and La. R.S. 17:4022(3) require a financial audit of those schools receiving Scholarship funds by a certified public accountant. This audit serves as the primary mechanism for monitoring a school's compliance with financial requirements.

The audit is performed by the Department on behalf of the schools through contracted services with CPA firms approved by the Louisiana Legislative Auditor. The cost of the audit is paid for by the Department. For more information on the annual audit required of all Scholarship schools, review the _engagement letter_ and _audit guidance_ documents to ensure compliance with state law. Schools that fail to complete the annual audit satisfactorily will be asked to return part or all of any tuition payments received and may be removed from the Scholarship program.

Audit Components

The audit includes five (5) separate tests for compliance (See "_Appendix D: Scholarship Audit Compliance Tests_" for additional detail):

*   Tuition and Fee Verification

*   Income Eligibility

*   Use of Funds

*   Payment Accuracy Verification

*   Special Education Tuition

Potential Financial Sanctions

Schools that demonstrate fiscal irresponsibility by failing to submit required documentation for the audit according to a timeline established and shared by the Department, failing to comply with the audit provisions outlined in LDOE guidance, and/or failing to correct violations of the rules may incur financial enrollment penalties. Schools deemed fiscally irresponsible by Department personnel may be required to remit payment to the Department and be placed on probation for one year, during which time the school will not be allowed to enroll additional Scholarship students. Removal from probation will occur upon correction of the violation. In some cases of fiscal irresponsibility, schools may be declared ineligible to participate in the program effective immediately.

III. Health, Safety, And Welfare Of Students

Participating schools must be in compliance with all federal, state, and local laws and regulations pertaining to the health, safety, and welfare of students for public or nonpublic schools. The LDOE may conduct an investigation of participating schools if the Department has reason to believe that schools are not in compliance with existing law or policy.

The following actions related to health, safety, and welfare of students are required of all Scholarship schools according to state law and BESE policy:

*   Implement a curriculum of similar quality to a local public school (B133, section 1305)

*   Pass a yearly safety inspection from the Office of the State Fire Marshall (B741 Nonpublic, section 3001)

*   Have fire extinguishers present and stamped with a service date within the past 12 months

*   Draft an Emergency Operations Plan and have it available for review (B741 Nonpublic, section 3011)

*   Conduct Louisiana Bureau of Criminal Investigation background checks on all employees who have regular interaction with children (La R.S. 17:15)

*   Complete required training and obtaining permission from parents before administering medication (B133, section 3107)

*   Ensure that facility is clean and free of debris, and that all means of entry and exit are free from blockage

Potential Health, Safety, and Welfare Sanctions

The documents required by law and policy outlined in this section may be requested by LDOE personnel at any time and must be presented by the school upon request. Schools that fail to produce these items or have operated without documents in a way that endangered the safety of students on campus may be removed from the Scholarship program. The state superintendent may immediately declare a school ineligible to participate if the school's continued participation endangers the academic welfare, health, or safety of children.

IV. Mobility Rate

The Department monitors and reports publicly the student re-enrollment rates for all participating Scholarship schools. A participating school's student mobility rate is defined as the percentage of students enrolled in a non-terminal grade in Q1 of the previous school year that are not enrolled at the same school for Q1 of the current school year. Mobility rate encompasses students that have transferred, been expelled, or otherwise left the school for any reason. The calculation of the average mobility rate of all schools shall not include those schools that cease operation or are removed from the Louisiana Scholarship Program.

The LDOE may investigate instances of an exaggerated, repeated, or uncorrected pattern of low relative rates of continued enrollment. Schools whose mobility rate consistently or significantly exceeds the average of all schools participating in the Louisiana Scholarship Program may receive a Notice of Violation and face enrollment sanctions up to and including removal from the program.

The table below outlines the Mobility Rates that may lead to an enrollment sanction. Schools whose Mobility Rate significantly exceeds the average of all participating schools and that have a history of academic, health and safety, financial, or other issues may be removed from the program entirely.

Mobility Rate	Result
Mobility rate > = 75% in one year	Total enrollment sanction
Mobility rate 2x LSP average for one year	Notice of Violation
Mobility rate 2x LSP average for two consecutive years	Total enrollment sanction

The Department will make available a waiver process for all schools that receive a Mobility Rate enrollment sanction to account for extenuating circumstances.

V. Returning from Sanctions

Schools that received a total enrollment sanction previously may have the opportunity to return to the Scholarship program and accept new students after they have satisfied the criteria set forth by the LDOE. Schools that wish to return to the Scholarship program after failing to meet academic expectations for three or more consecutive years or after receiving financial, health and safety, or mobility rate enrollment sanctions must satisfactorily resolve the issue that led to the initial sanction and enter into a Memorandum of Understanding (MOU) prior to accepting new Scholarship students. This MOU may include additional participation requirements for the school to ensure the academic welfare, health, or safety of participating students, or to address extenuating circumstances.

VI. PROGRAMMATIC COMPLIANCE

The Louisiana Department of Education relies on cooperation with participating schools to ensure that the Scholarship program runs efficiently and in a way that benefits all students and families. As part of this cooperation, schools are expected to meet required deadlines for submission of critical items related to enrollment, assessments, finances, or any other action requested by the LDOE. Schools should reach out directly to *StudentScholarships@LA.gov* if they need assistance or clarification in completing programmatic requirements.

Potential Programmatic Compliance Sanctions

Schools that fail repeatedly to meet required deadlines related to general program management, enrollment, or finances may face consequences outlined in the intervention ladder up to and including enrollment sanctions or total removal from the program.

Intervention Ladder

Occasionally, the routine monitoring processes outlined in this document will result in adverse findings. Scholarship schools may fall out of compliance with regard to important legal or policy requirements. Academic standards may come into question or financial soundness may become an issue. When these situations occur, schools may enter into the intervention process. The Louisiana Department of Education is committed to ensuring that all participating schools are aware of monitoring activities that may impact their school's participation in the program.

- **Good Standing**

  All schools begin outside of the intervention ladder and are considered to be in good standing. Schools in good standing receive non-invasive regular oversight and submissions tracking. Schools must meet performance targets and maintain open communication with the Department in exchange for this level of non-invasive oversight.

- **Notice of Violation**

  Schools may receive a formal Notice of Violation if the Department determines that the school violated law or policy, if the school failed to complete required action items in a timely manner, or if regular oversight generates significant questions or concerns. Before any Notices of Violation are given, the LDOE will communicate with school leaders, parents, and any other necessary stakeholders to verify complaints and ensure that the Department is acting on truthful information. When issuing a Notice of Violation, the Department will contact the school leader directly.

  The Notice of Violation may contain specific actions and due dates required to remedy the violation. Upon remedying the concern, the school will return to good standing. If the concern is not remedied in the time allotted, the school may receive limits to enrollment for the subsequent school year or be removed from the program entirely. Repeated Notices of Violation may lead to increased oversight or removal from the program.

- **Accountability Actions**

  Failure to meet the requirements specified in a Notice of Violation, uphold the health, safety and welfare of students, or to complete basic requirements of the Scholarship Program will result in the Department taking accountability actions against a particular school. These actions are outlined throughout this document, and may include complete and immediate removal from the Scholarship Program.

APPENDIX A: SCHOLARSHIP PROGRAM ANNUAL CALENDAR

Please note: this sample Scholarship Program Annual School Year calendar is subject to change.

August

Action	Page	Who does this apply to?
Student Transfer Process Open	6	Schools who are eligible to accept transfer students
Scholarship Student Enrollment • Schools report total number of new and continuing Scholarship students enrolled 10 days after the start of the school year	7	All Schools
Special Education Tuition and Fees • Department collects documentation from schools	7	Schools that charge a higher tuition to provide special education and related services
Tuition and Fees Certification Process • Schools report tuition and fees for each grade level served	7	All Schools

September

Action	Page	Who does this apply to?
Quarter 1 Enrollment Count & Payment	7	All Schools
Educational Purposes Assurance Form and Individual Enrichment Assurance Forms Due	21	All Schools
NPS/BvD Approval Docs • Required documentation shared with schools; due in October	3	All Schools
Notice of Intent Forms released to schools	5	All Schools
Schools complete the NPS Annual Data Submission • Schools enter required information into the Nonpublic Schools Data system		

October

Action	Page	Who does this apply to?
Notice of Intent Due	5	All Schools
Brumfield v. Dodd documentation due	3	All Schools
BESE Nonpublic School Approval Process	3	All Schools
Financial Audit Phase I: Tuition and Fee Verification & Income Eligibility *(through November)*	11	All Schools
Financial Audit: • Initial budget due	21	All Schools

November

Action	Page	Who does this apply to?
EnrollNOLA application process begins	5	Schools located in New Orleans who are able to accept new students

December

Action	Page	Who does this apply to?
Nonpublic School Annual Report released pending assessment data		All Schools
Update Scholarship Application Information • Schools finalize the number of new students they will accept for the subsequent year	6	All Schools
Quarter 2 Enrollment Count & Payment	7	All Schools

January

Action	Page	Who does this apply to?
Scholarship Main Round Application Process Begins	5	Schools outside of Orleans Parish who are able to accept new students

February

Action	Page	Who does this apply to?
Quarter 3 Enrollment Count & Payment	7	All Schools
Financial Audit Phase II: Use of Funds, Payment Accuracy, Special Education Tuition *(through April)*	11	All Schools
Internal Control Questionnaire due	21	All Schools

April

Action	Page	Who does this apply to?
Main Round Award Results • Families receive letters/emails • Schools receive new student rosters	5	Schools accepting new students in the Main Round
Administer Required State Assessments	7	Schools serving students in tested grades (3-12)
Scholarship Round 2 Application Process Begins (if applicable) • Round 2 contingent upon available funding	5	All schools participating in Round 2
Transfer Process Closes • Transfer process will reopen after LDOE notifies schools during the summer	6	All Schools

May

Action	Page	Who does this apply to?
Continue to Administer State Assessments	7	Schools serving students in tested grades (3-12)
Preliminary Audit Results Shared With Schools; Q4 Payments Adjusted as Necessary	11	All Schools
Registration Deadline For Main Round Scholarship Award Recipients	6	Schools who accepted new students in the Main Round
Quarter 4 Enrollment Count & Payment	7	All Schools
End of Year Survey • Department releases survey for Scholarship schools to complete		All Schools

June

Action	Page	Who does this apply to?
Round 2 Award Results (if applicable) • Families receive letters/emails • Schools receive new student rosters	6	Schools accepting new students in Round 2

July

Action	Page	Who does this apply to?
Registration Deadline for Round 2 Scholarship Award Recipients (if applicable)	6	Schools who accepted new students in Round 2
Test Security Policy Due • All schools are required to have test security policies. These policies will be sent to the LDOE upon request.	7	All new schools serving students in tested grades and schools selected for test security audit

Ongoing

Action	Who does this apply to?
Read the Weekly Newsletter – Scholarship Program News	All Schools
Inform Department of Any Expulsion Within 2 Days	All Schools
Maintain Eligibility Documentation in Each Scholarship Student's File	All Schools
Inform the Department Within 15 Days if the School Testing Coordinator Changes	All Schools

APPENDIX B: TECHNICAL APPENDIX

The technical appendix contains information and user guides that will help Scholarship schools access the Scholarship Program's Online Enrollment Management Systems.

The Scholarship Program utilizes two different online systems for enrollment management and application entry.

- Statewide Scholarship schools utilize the Scholarships for Education Excellence (SEE) system for all enrollment and application purposes.

- Scholarship schools located in Orleans Parish utilize SEE for all enrollment purposes and SchoolForce for all application purposes.

The chart below outlines when schools should use each system and links to guides that provide step by step instructions for accessing and completing enrollment and application.

When to Use	Who Should Use	System Name	User Guide
Application Entry	Schools located outside of Orleans Parish	SEE – Scholarships for Education Excellence*	*Application entry for Statewide Schools*
	Orleans Parish Schools Only	SchoolForce	*Application entry for Orleans Parish Schools*
Eligibility Verification	Schools located outside of Orleans Parish	SEE – Scholarships for Education Excellence*	*Eligibility Verfication for Statewide Schools*
	Orleans Parish Schools Only	SchoolForce	*Eligibility Verfication for Statewide Schools*
Enrollment Verification	All schools	SEE – Scholarships for Education Excellence*	*Enrollment verification*
* The SEE system is accessed through the LEADS portal.			

APPENDIX C: ACADEMIC ACCOUNTABILITY

All schools participating in the LSP must administer state assessments to Scholarship recipients and receive an annual performance rating consistent with that of Louisiana public schools. Student achievement on these assessments is used to determine a school's continued participation in the program.

Scholarship Cohort Index (SCI)

A Scholarship Cohort Index (SCI) is an accountability performance score for schools participating in the LSP. The SCI is only based on students participating in the LSP, and schools receive an SCI if they have an average of 10 or more participating students per K-12 grade or 40 or more participating students enrolled in testing grades. SCIs are calculated in a similar manner to the School Performance Scores received by public schools. Additional information about how School Performance Scores are calculated is available at **www.louisianabelieves.com/assessment/school-letter-grades**.

- Scholarship schools are considered to have met expectations if their SCI is the equivalent of the score that would earn a public school a D letter grade.

- If a school receives an SCI that does not meet expectations in the second year of participation or in any year thereafter, the school may not enroll additional scholarship recipients for the next school year.

- Students attending a school that receives a score that does not meet expectations in any year will have priority admission to attend another participating school the following year. All currently enrolled students are allowed to remain, if families choose to do so.

Scholarship Cohort Index (SCI)	
What is the Scholarship Cohort Index (SCI)?	A Scholarship Cohort Index is an accountability performance score for schools participating in the Louisiana Scholarship Program.
How is SCI calculated?	The SCI is calculated in a similar manner to the School Performance Score (SPS) calculated annually for public schools, as outlined in Bulletin 111; however, the SCI is based only on students participating in the Scholarship Program. Scholarship schools may also receive extra points, called "progress points," for making gains with their lowest performing students.
Which schools receive an SCI?	**A school will receive an SCI if the school has:** • An average of ten or more participating students per grade, and/or • 40 or more students enrolled in tested grades.

Basic and Above Rate

Schools that have 10 or more scholarship recipients taking tests will have a Basic and Above Rate calculated. The Basic and Above rate is the percentage of students who receive a score of Basic, Advanced, or Mastery on LEAP 2025 assessments.

- If the percentage of students scoring basic or above on state tests is between 25% and 50%, schools will receive a partial enrollment sanction. This partial enrollment sanction may limit the number of new Scholarship recipients at a school to 25% of total LSP enrollment or 50 students, whichever is fewer.

- If a school's Basic and Above Rate is lower than 25%, the school will receive a total enrollment sanction and will not be permitted to enroll new Scholarship recipients for the following school year.

- Total or partial enrollment sanctions apply only to the enrollment of new students. All currently enrolled students are allowed to remain if families choose to do so.

APPENDIX D: SCHOLARSHIP AUDIT – ANNUAL COMPLIANCE TESTS

The audit includes five (5) separate tests for compliance:

1. Tuition and Fee Verification
2. Income Eligibility
3. Use of Funds
4. Payment Accuracy Verification
5. Special Education Tuition

1. Tuition and Fee Verification

Purpose: Tuition and fees charged to Scholarship students cannot be higher than amounts charged to non-Scholarship students.

- The tuition and fees charged for a sample of non-Scholarship students will be reviewed to verify that the tuition and fee amount charged for these students is not less than the amounts charged to students participating in the Scholarship Program.

- In the event that the financial audit identifies a finding regarding inappropriate payment of tuition and fees, payment adjustments will be made, schools may be required to reimburse the Department for overpaid tuition and fees, and schools may receive further sanctions.

2. Student Income Eligibility

Purpose: Auditors will examine student income eligibility documentation, as collected in the registration process, to ensure that all students are eligible for the Scholarship program.

- In the event that the financial audit identifies a finding regarding student income eligibility, payment adjustments will be made, schools may be required to reimburse the Department for the ineligible student's tuition and fees, and schools may receive further sanctions.

- In addition, ineligible students will lose their Scholarship and be ineligible to receive a new award because they've attended a nonpublic school and therefore, will not meet prior school eligibility requirements.

3. Use of Funds

Purpose: Verification that Scholarship program funds are managed using an adequate system of accounting controls and that expenditures are for educational purposes. The Use of Funds audit review includes five sub-components: 1) educational purposes; 2) individual enrichment; 3) financial controls; 4) financial reports; and, 5) segregation of Scholarship funds.

Educational Purposes

- The *Educational Purposes Assurance Form* must be completed and returned to the Department.

- Completion of this form serves as an assurance by the school that program funds will be spent only for educational purposes in the categories listed below:
  - » Instructional Programs
  - » Business Services
  - » Pupil Support Programs
  - » Operation and Maintenance of Plant Services
  - » Instructional Staff Programs
  - » School Administration
  - » Transportation
  - » General Administration
  - » Food Services Operations
  - » Facility Acquisition and Construction Services

- For greater detail regarding these expenditure categories, please review the *Louisiana Accounting Uniform Guidance Handbook (LAUGH GUIDE).*

Individual Enrichment

- The *Individual Enrichment Assurance Form* must be submitted by key personnel at each participating school.
- Completion of this form serves as an assurance that no employee of a participating school may use the authority of his office or position in connection with the school's participation in the Scholarship Program, directly or indirectly, in a manner intended to compel or coerce any person to provide himself or any other person with anything of economic value.
- Key personnel that must submit the Individual Enrichment Assurance Form include school board members, school administrators/principals, assistant principals, academic officers/directors.

Financial Controls

- The financial environment in which Scholarship funds are managed will be audited to determine if adequate internal controls exist to safeguard state funds.
- In anticipation of this review, schools should examine existing financial systems to ensure controls are present as follows:
    - » Up-to-date accounting policies and procedures
    - » Trained finance and accounting staff
    - » Dual signature requirement for issuance of checks
    - » Reconciliation of bank statements and resolution of discrepancies
    - » Ability to report on program funds via system account coding, separate fund/account or a substitutionary system such as an allocation methodology
    - » Limits on access and changes to master payroll files
    - » Adequate segregation of duties
    - » Maintenance of supporting documentation for transactions
- Refer to the Louisiana Legislative Auditor website for various tools and additional guidance.

Financial Reports

- Financial records maintained by a participating school and all financial reports must thoroughly document the use of Scholarship funds.
- Each participating school must complete and submit the following two financial reports:
    1. *Budget* - Each participating school must submit a simple budget to the Department, detailing the manner in which the total estimated program revenue allocated to the school will be spent.
        - » Must be submitted by December each year.
        - » Categories of expenditures may include: Salaries, Benefits, Purchased Services, Supplies and Materials, Property or Other (Other - expenditures that do not fall in the preceding categories).
        - » If an allocation methodology is being used to account for Scholarship funds, the Department approved allocation spreadsheet must be submitted with the annual budget.
    2. *Total Expenditures* - Year to date expenditures as of January 31 must be reported by budgeted category.
        - » Expenditures must be submitted by February of each school year.
        - » If an allocation methodology is used as a means to separately account for Scholarship expenditures, the school must submit the completed Department approved allocation spreadsheet with the expenditure(s) allocation through January 31 of the current year.

Segregation of Scholarship Funds

- Schools are required to implement processes and procedures that will allow Scholarship program revenue and expenditures to be easily segregated from the non-Scholarship revenue and expenditures.
- To effectively distinguish Scholarship funding and related expenditures from private funding and related expenditures, accounting controls should be implemented through the use of one of the following three methods:
    1. Separate bank accounts for each fund source
    2. An accounting system with unique revenue codes or account identifiers for tuition and other income from private sources
    3. Substitutionary System (*Allocation Spreadsheet*)

» The Department approved allocation spreadsheet may be used as a substitutionary system of demonstrating the segregation of funds through an allocation of expenditures based on the percent of Scholarship student population to the total student population by classroom, grade, or school.

» The allocation spreadsheet will provide data relative to Scholarship expenditures in the areas of salaries, benefits, and other charges.

4. Payment Accuracy Verification

Purpose: Enrollment and attendance documentation will be reviewed for a sample of students identified as participating in the Scholarship program to determine that payments are accurate.

- Payments for tuition are based on student enrollment and attendance. Therefore, schools must maintain records in order to substantiate that Scholarship students were actually enrolled and present on each of the four count dates.

- The following documents must be prepared and maintained by the school and available for audit annually:

  » Application and enrollment forms for each Scholarship student

  » Daily attendance rosters (manual or electronic) inclusive of all Scholarship students

- In the event that the financial audit identifies a finding regarding attendance that indicates a particular student should not be funded, payment adjustments will be made, schools may be required to reimburse the Department for students that should not be funded, and schools may receive further sanctions.

5. Special Education Eligibility

Purpose: A sample of eligible special education students will be selected to verify that the school is providing services to those students for which tuition is being charged.

APPENDIX E: GLOSSARY

BESE – The Board of Elementary and Secondary Education (BESE) is the administrative body for all Louisiana public elementary and secondary schools; it also performs certain administrative functions for the state's non-public elementary and secondary schools.

BESE Bulletin 111 – BESE Bulletin that contains policies and procedures related to public school accountability

BESE Bulletin 118 – BESE Bulletin that contains policies and procedures related to assessment administration

BESE Bulletin 133 – BESE Bulletin that outlines the requirements for participation in the Louisiana Scholarship Program

BESE Bulletin 741 for Nonpublic Schools – BESE Bulletin that contains policy information for nonpublic school administrators

Continuing Scholarship Student – A student who was awarded a Scholarship at a Scholarship school who will continue at their current Scholarship school the next school year

Department – the Louisiana Department of Education.

Educational Purposes Assurance Form – This form is due annually on the deadline provided by the Department.

Eligible Nonpublic School – a non-public school that meets the following criteria:
- Is approved, provisionally approved, or probationally approved by the state Board of Elementary and Secondary Education
- Is approved according to Brumfield v. Dodd

Eligible Public School – Public school with a letter grade of "A" or "B", or any variation thereof, for the most recent school year a letter grade is available, pursuant to the school and district accountability system.

Eligible Student – A student who resides in Louisiana, is a member of a family with a total income that does not exceed two hundred fifty percent of the current federal poverty guidelines as established by the federal office of management and budget, and who meets any one of the following criteria:
- Is entering kindergarten and has enrolled in the local school system in which the public school he/she would have otherwise attended is located or in a school under the jurisdiction of the Recovery School District" to "for the first time
- Was enrolled in a public school in Louisiana on October first and on February first of the most recent school year pursuant to the definition of student membership established by the state board for purposes of the Minimum Foundation Program formula, and such school received a letter grade of "C", "D", or "F" or any variation thereof, for the most recent year a letter grade is available, pursuant to the school and district accountability system
- Received a scholarship pursuant to this Program in the previous school year.

Fees – Standard educational fees that are charged to all students at a participating school.

First Time Applicant – An applicant who has not previously applied to the Scholarship Program during the current application period

Individual Enrichment Assurances Form – A form signed by each administrator and key personal at a Scholarship school that assures that school staff will not use their connection with the Scholarship Program to compel or coerce any person to provide himself or any other person with anything of economic value. This form is due annually in October.

Louisiana Scholarship Program – A program that empowers low-income families with the same opportunity more affluent families already have – the ability to send their child to the school of their choice. Eligible applicants may receive state-funded scholarships to enroll in participating nonpublic schools or high-performing public schools.

Minimum Foundation Program (MFP) – In Louisiana, the Minimum Foundation Program is the formula that determines the cost to educate students at public elementary and secondary schools and defines state and local funding contributions to each district. The MFP is adopted each year by the State Board of Elementary and Secondary Education, and is approved by the Louisiana State Legislature.

New Placement Student – A current Scholarship student that transfers to a Scholarship school other than the school they were initially awarded to at any point during the year. New placement students count towards a schools new student cap.

New Scholarship Student – A student who was awarded a Scholarship for the first time. New students count towards a schools new student cap.

Nonpublic School (Approved) – The Louisiana Board of Elementary and Secondary Education approves any nonpublic elementary, secondary, or proprietary school if the school meets and maintains a sustained curriculum or specialized course of study of a quality at least equal to that prescribed for similar public schools.

- After initial approval, the board will annually determine whether the nonpublic school is maintaining such quality and, if not, shall discontinue approval of the school.

- Schools are evaluated annually. A school can be classified "approved" if the school meets all the standards specified in the state's standards for approval of nonpublic schools, "provisionally approved" if the school has deficiencies based on the standards, "probationally approved" if the school assumes one or more of three defined errors, or "unapproved." An unapproved school becomes ineligible for state and federal funding.

- All certificates and diplomas issued by an approved nonpublic school shall carry the same privileges as one issued by a state public school.

Nonpublic School (Registered) – Nonpublic schools that are not BESE approved must be registered with the state of Louisiana in order to comply with Louisiana statute. Registered nonpublic schools (not seeking state approval) may include 1) educational programs or 2) traditional schools with a physical location.

Nonpublic School Early Childhood Development Program (NSECD) – The Nonpublic School Early Childhood Development (NSECD) Program reimburses participating nonpublic schools throughout the state of Louisiana for providing four-year-old children with pre-kindergarten classes, before-and-after-school enrichment activities, and social services to support optimal development.

- Teachers must be early childhood certified by the Louisiana Department of Education.

- Classrooms must meet the child-to-adult ratio of 10 to 1 with no more than 20 children per certified classroom teacher.

- NSECD classrooms are fully integrated; having children served through NSECD Program funds and children served through any other funding source, including private tuition payments, enrolled in the same classrooms.

Notice of Intent (NOI) – The Notice of Intent is submitted to the Department each year in December (schools located in Orleans Parish may be required to submit NOI information earlier). The NOI will collect information including (but not limited to):

- Number of available Scholarship seats per grade

- Enrollment Preferences (NSECD, Geographic)

- Tuition and Fee Amounts

- Any Special Education services provided

OneApp – Scholarship applicants applying to schools located in Orleans Parish use the OneApp Application to submit their Scholarship as well as public school choices.

Parent Acknowledgments Regarding Scholarship Funds – One of three forms families of Scholarship students must sign each school year during the registration process. This form acknowledges that the Department will make tuition payments directly to the school on the family's behalf.

Parent Waiver for Special Education Services – One of three forms families of Scholarship students must sign each school year during the registration process. This form acknowledges that the school is not obligated to provide special education and related services and waives the right that the Scholarship student may have had to these services at a public school.

Receipt of Rules and Regulations Form – One of three forms families of Scholarship students must sign each school year during the registration process. This form acknowledges that all rules, policies, procedures, and regulations of the Scholarship school were explained to the family prior to enrollment.

Sanctioned Scholarship Schools – Schools that have not satisfied Scholarship Program requirements. These schools may keep continuing Scholarship students, but may not accept new Scholarship students.

Scholarship Audit – An independent financial audit conducted each school year by a certified public account that has been approved by the Louisiana Legislative Auditor. Scholarship schools are required to participate in the audit each year. Scholarship schools that fail to complete or comply with the audit process may be placed on probation in accordance with BESE Bulletin 133.

Scholarship Cohort Index (SCI) – A performance score for schools with 40 tested students or an average of 10 tested students per grade that is calculated in a manner similar to the School Performance Score (SPS) used for public school accountability purposes; however, the SCI is based only on students participating in the Scholarship Program.

Scholarship Manager – The School Scholarship Manager acts as the liaison between the school and the Department and is responsible for communicating with the Scholarship team and sharing all relevant information with school staff.

Scholarship School – A public or nonpublic school that meets program requirements and seeks to enroll Scholarship recipients pursuant to BESE Bulletin 133

Scholarship Student – An eligible student who is awarded a Scholarship pursuant to the Scholarship Program

School Test Coordinator – The school test coordinator oversees the assessment process and ensures tests are administered according to specified requirements included in Bulletin 118.

Terminal Grade – The highest grade a Scholarship school serves.

Transfer – A change in enrollment status resulting from the movement of an eligible student from one participating Scholarship school to another participating Scholarship school during the current school year. Transfers must have Department approval before the student can switch schools. Current Scholarship students that transfer to a new school are considered new placement students and count towards a schools new student cap.

Tuition Paying Student – A non-Scholarship student enrolled at a nonpublic school.

Waitlist – A waitlist offered by the Department after Round 2 of the application processes has ended. Scholarship students may be placed on a school's waitlist if they have not yet received a Scholarship award or if they received an award to a Scholarship school they ranked lower on the student's application. Waitlist placements and offers are not guaranteed.

APPENDIX F: LINK INDEX

- *BESE Bulletin 133: http://www.doa.louisiana.gov/osr/lac/28v153/28v153.doc*

- *BESE Bulletin 118: http://doa.louisiana.gov/osr/lac/28v111/28v111.doc*

- *BESE Bulletin 1706: http://www.doa.louisiana.gov/osr/lac/28v43/28v43.doc*

- *"Technical Appendix" Page 19*

- Registration forms
  - » Sped Waiver: *https://www.louisianabelieves.com/docs/default-source/school-choice/3-waiver-for-special-education-services.pdf?sfvrsn=2*
  - » Rules and Regs: *https://www.louisianabelieves.com/docs/default-source/school-choice/5-receipt-of-rules-and-regulations.pdf?sfvrsn=2*

- Payment Update Form: *https://www.louisianabelieves.com/docs/default-source/school-choice/6-payment-update-form.pdf?sfvrsn=2*

- Menu of Exit Codes: *https://www.louisianabelieves.com/docs/default-source/school-choice/7-menu-of-exit-codes.pdf?sfvrsn=2*

- Hardship Transfer form: *https://www.louisianabelieves.com/docs/default-source/school-choice/8-hardship-transfer-request.pdf?sfvrsn=2*

- Finance Documents
  - » Allocation Template: *https://www.louisianabelieves.com/docs/default-source/school-choice/11-allocation-template.pdf?sfvrsn=2*
  - » Allocation Template Instructions: *https://www.louisianabelieves.com/docs/default-source/school-choice/12-allocation-template-instructions.pdf?sfvrsn=2*
  - » Allocation Examples: *https://www.louisianabelieves.com/docs/default-source/school-choice/13-allocation-examples.pdf?sfvrsn=2*
  - » Internal Control Questionnaire: *https://www.louisianabelieves.com/docs/default-source/school-choice/14-internal-control-questionnaire.pdf?sfvrsn=2*
  - » Scholarship Program Budget Form: *https://www.louisianabelieves.com/docs/default-source/school-choice/15-scholarship-program-budget-form.pdf?sfvrsn=2*

- Financial Assurances
  - » Educational Purposes: *https://www.louisianabelieves.com/docs/default-source/school-choice/16-education-purposes-assurance-form.pdf?sfvrsn=2*
  - » Individual Enrichment: *https://www.louisianabelieves.com/docs/default-source/school-choice/17-individual-enrichment-assurance-form.pdf?sfvrsn=2*