

This document will serve as guidance for schools and school systems directly impacted by Hurricanes Laura or Delta damage, as well as schools and school systems that may serve as homes for students displaced by the storms.

The guidance in this document is intended to provide information on policy and logistic issues needed immediately to meet acute needs and restore learning environments. The Louisiana Department of Education (LDOE) will continue to work with individual local education agencies (LEAs) to evaluate year-long concerns, such as instructional minutes, accountability and additional state funding.

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Enrollment of Displaced Students

Students displaced due to the hurricanes will enroll in schools across the state. Schools must enroll these students immediately per the federal [McKinney-Vento Homeless Assistance Act of 2001](#), and should maintain the parent certification form ([English](#) | [Spanish](#)) as documentation.

Student Information System (SIS) Enrollments

Enrolling Displaced Students in Local and State SISs, Including Homeless Students

It will be important for school systems to identify, document and report students displaced by the hurricanes who are entering their schools. Student information should be entered into the local systems as soon as possible. Once the student information system (SIS) October 1 MFP collection opens for the 2020-2021 school year, it will be important to report those students using the Entry Reason Codes listed below. Once these codes have been used for a student, it should be used every time the student enrolls anywhere else for the remainder of the school year.

Entry Reason Code	Description
N1	Disaster Entry From Public School within Louisiana
N2	Disaster Entry From Nonpublic School Within Louisiana
N3	Disaster Entry From Out of State
N4	Disaster Entry From Public School within Same District

Students displaced by the hurricanes qualify for homeless status if they are sharing housing with other persons, including those who are doubled-up with family members or are living in shelters, motels, hotels, trailer parks or camping grounds due to lack of adequate accommodations. These students should be enrolled immediately and provided uniform assistance. Please ensure homeless status is also reported through the SIS, as relevant, using the appropriate **Homeless Indicator Code** (see list below) with **Homeless Reason Code “03”** (hurricane).

Homeless Indicator Code	Description
1	Shelters
2	Doubled-up (sharing housing with other persons)
3	Unsheltered/FEMA (cars, parks, campgrounds w/o running water/electricity, abandoned building or substandard housing)
4	Hotels/Motels

eScholar Uniq-ID System Enrollments

Prior to submitting data to the SIS, student data must be submitted to the eScholar Uniq-ID system. The following information is recommended and/or required for all students being enrolled.

eScholar Field Names	Required
SiteCd	Y
Last Name	Y
FirstName	Y
Middle Name	Recommended
Gender	Y
DOB	Y
Grade Placement	Y
Student Local ID	Y
SSN	Recommended
Race/Ethnicity	Y
LEA Code	Y
ESSY	2021
Submission Purpose	001
Person Type	02

Location Active Flag	1/0 (Active/Inactive)
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Exiting Displaced Students

Students who were attending school prior to the hurricanes and are now displaced should be exited using **Exit Reason Code “37” (Disaster Exit)**.

Special Education Needs

To ensure LEAs can provide timely special education services to students, SER will be modified to allow LEAs to pick up jurisdiction for students from affected LEAs without contacting the losing/sending LEA or LDOE. Any students in affected LEAs not moving will not be changed, jurisdiction and services will remain the same. This will be a temporary modification and is scheduled to be complete next week. Once complete, LEAs will be notified via the [System Support Page](#) that they can pick up jurisdiction on these students.

Obtaining Jurisdiction for Displaced Students

A new LEA must provide FAPE to a transfer student with disabilities, in consultation with the parents, that includes "services comparable" to the prior IEP's services until the new LEA completes an evaluation (if necessary) or drafts a new IEP. To ensure LEAs can provide timely special education services to students, the Special Education Reporting System (SER) has been temporarily modified to allow LEAs to add jurisdiction for students from only affected LEAs without contacting the previous LEA or the LDOE. Otherwise, the jurisdiction for these students will remain unchanged and will require the previous LEA to release jurisdiction. For more information on emergency LEA transfers, please refer to [Understanding an Emergency LEA Transfer](#).

Waivers and Emergency Rules

Student Support Services

Students arriving at schools may have faced flooding, home evacuation or rescue, time in a shelter and/or general disruption from their daily lives. [The Substance Abuse and Mental Health Services Administration](#) (SAMHSA) summarizes and defines trauma as consisting of “Three E’s”: Individual trauma results from an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening, and that has lasting adverse effects on the individual’s functioning and mental, physical, social, emotional or spiritual well-being. Thus, school-based staff are encouraged to familiarize themselves with [recognizing the signs of trauma](#) along with their ongoing duty to identify students suspected of having a disability. School mental health professionals (e.g. professional school counselor, school social worker, school psychologist) should consider conducting timely trauma-informed screenings for students, in addition to connecting students and families to community-based resources. If established, a [Well-Being Leadership team](#) can be used to provide training, guidance and assistance to school staff on recognizing signs of trauma exposure, conducting trauma screening and assessments, and intervention strategies to support students who have experienced trauma.

Damage to Facilities and Supply Needs

Applying for Federal Assistance

FEMA Public Assistance funding is available for LEAs within parishes included in the Presidential disaster declaration. This funding is a critical component of the recovery of your facilities, equipment and other emergency work. The items below include resources to assist you in applying and the instructions on submitting the Request for Public Assistance (RPA), which officially starts the process. Once the RPA has been submitted, GOHSEP and FEMA will be working through developing a priority system with our stakeholders to identify and address the most critical needs.

A FEMA Overview to Public Assistance

- [FEMA Assistance for Governments and Private Non-Profits After a Disaster](#)
- [FEMA Individual Assistance](#)
- [FEMA Public Assistance Program and Policy Guide](#)
- [Louisiana Public Assistance Resources](#)
- [Louisiana Procurement Quick Reference](#)
- [FEMA Assistance for Governments and Private Non-Profits After a Disaster](#)
- [FEMA Public Assistance Program and Policy Guide](#)

Under the **Global** heading, you will find procurement tools and documentation checklists. Under the **Recover** heading you will find information on debris management, insurance, etc.

- [Louisiana GOHSEP Resources](#)

Instructions on Requesting FEMA Public Assistance Funding

- **8/21/20:** [State of Emergency Declared](#)
- **8/22/20:** [Gov. John Bel Edwards on Saturday requested a federal emergency declaration from the White House, as Tropical Storms Marco and Laura are forecast to impact Louisiana in quick sequence early next week](#)
- **8/23/20:** [President Donald Trump has approved Gov. John Bel Edwards' request for federal assistance related to Tropical Storm Marco and Hurricane Laura.](#)
- **8/29/20:** [President Trump Approves Louisiana's Major Declaration Request; People in Five Parishes Impacted by Hurricane Laura Can Register for FEMA Aid Now](#)

FEMA Public Assistance funding is available for Local Educational Agencies (LEAs) within parishes included in the Presidential disaster declaration. This funding is a critical component of the recovery of your facilities, equipment and other emergency work. The items below include resources to assist you in applying and the instructions on

submitting the Request for Public Assistance (RPA) which officially starts the process. Once the RPA has been submitted, GOHSEP and FEMA will be working through developing a priority system with our stakeholders to identify and address the most critical needs.

Federal disaster aid has been made available to LEAs that wish to seek Public Assistance funding to supplement recovery efforts from sustained costs due to this disaster as follows:

- FEMA has authorized to provide Public Assistance funding at a 75% cost share for Emergency Protective Measures (Category B) in all 64 Louisiana parishes.
- FEMA has also authorized to provide Public Assistance funding at a 75% cost share for Debris Removal (Category A) in the following parishes **only: Acadia, Allen, Beauregard, Calcasieu, Cameron, Grant, Jackson, Jefferson Davis, Lincoln, Natchitoches, Ouachita, Rapides, Sabine, Vermilion, Vernon and Winn.***

**Additional designations may be made at a later date when warranted by the results of further damage assessments.*

RPAs can be submitted by going to www.LouisianaPA.com and clicking the large red banner. Then simply follow the online instructions as it pertains to your entity. Current deadline to submit your RPA is 30 days from the declaration date which is September 27, 2020.

State: Louisiana	Federal #: FEMA DR 4559	Incident: Hurricane Laura	Incident Period: August 22-27, 2020
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How to submit Request for Public Assistance (RPA)

- Go to www.LouisianaPA.com
- If you are a first-time applicant for FEMA Public Assistance:
 - Click on the APPLY NOW button on the home screen (red banner)
 - Follow the “New User” instructions
 - You will receive an email from www.LouisianaPA.com with your login credentials. Once received and logged in, follow the instructions below.
 - You may also complete a Designation of Authority (DOA) to add necessary personnel to your account. This form must be emailed to LA.PA@LA.gov, and copy your assigned **State Applicant Liaison (SAL)** for tracking purposes.
- If/when you have an existing LAPA account: **Login to your Account.**
- After login, go to the **Applicant You Represent Box** on the right of the screen and click the **New Request for Assistance** link.

- A *Create New Request for Assistance* Box will open.
- In the *Grant* field select the disaster (for Barry, the DR# is DR-4458).
- Next select a user from the drop-down field or create a new one in the Primary, Alternate and Authorized Contact fields.
- If you are a PNP, you must fill out the PNP questionnaire that appears in your form. PNPs are required to submit the following information with their RPA: proof of Tax-exempt status and the organization's articles of incorporation, charter or bylaws. These items should be scanned and attached to your RPA.
- Click **Create** once you have completed the form.

RPA Reminder Submission

- Your DUNS needs to be registered with sam.gov. The following link provides instructions on how to register with sam.gov. [Quick Guide for Grants Registrations](#).
- The following additional documents are required if your entity is a Private Non-Profit (PNP)
 - Charter/Bylaws/Articles of Incorporation—The legal documents that describe who you are and what you do and how you do it
 - PNP Questionnaire — this is a questionnaire that needs to be completed during the RPA process.
 - Proof of Tax-Exempt status — This is in the form of your determination letter from the IRS or evidence from the La. Secretary of State's office that shows you are active in good standing (at the time of the disaster) operating under State law.

School systems should contact the State Applicant Liaison, listed in their region for assistance. If for some reason they are not able to get in contact with the SAL, listed for region, they may reach out to a SAL in another region for assistance.

- [PA SAL August 2020 regions powerpoint.pptx](#)

Procurement

Procurement must be in compliance with FEMA regulations in order to assure that funding is not put at risk. As you can see from [this brochure](#), procurement can be complex when FEMA is funding the project. If you need any assistance, please contact Ben Plaia, Legal Counsel for Disaster Recovery Division at 225-456-0374 or ben.plaia@la.gov.

Instructional Materials and Technology Needs

The Department understands that instructional materials and technology may have been damaged as a result of the hurricane. When determining instructional material and technology needs, school systems should do the following:

1. Begin by assessing what materials or technology were destroyed.

2. Document lost materials and make a list of items that needed to be purchased. Remember to include an itemized list of building contents with associated values, purchase receipts, appraisal of items or copies of an itemized insurance policy that specifically cites the contents value, serial numbers, invoices and receipts. Both pictures and video can be extremely helpful in the documentation process.
3. Dispose of damaged materials properly, hiring companies to haul off equipment with batteries. (Note: please check with your insurance company and/or FEMA before disposing of any materials to ensure you are in compliance with program requirements.)
4. Reach out to vendors and follow emergency procurement procedures to purchase lost materials.

School systems needing support working with technology or instructional materials vendors can email classroomsupporttoolbox@la.gov.

E-Rate

The Department is working on a waiver request from the Federal Communications Commission (FCC) to provide directly affected school systems with flexibility on E-Rate filing, program deadlines, document retention, Category 2 funding, as well as additional funding to support rebuilding damaged E-Rate infrastructure or services. The waiver will also include a request for indirectly affected school systems who will be enrolling displaced students. To file this waiver on behalf of school systems, the Department will need a high-level needs assessment and an estimated cost, if known, from each school system to include in the request. To assist school systems with this process the Department is creating an E-Rate Waiver Checklist. School System E-Rate Coordinators can reach out to Carol Mosley at ERate@la.gov for support in preparing the school system's E-Rate assessment, completing the checklist and/or to answer any questions.

Staffing Capacity

Federal Assistance for Educators

How to Apply

To expedite help, subrecipients (applicants) should apply online at DisasterAssistance.gov or by phone. To apply by phone:

- Call (800) 621-FEMA (3362)
- Call TTY (800) 462-7585 for people with speech or hearing disabilities.
- If using 711 or Video Relay Service (VRS), call 1-800-621-3362.

If Internet access or phone service is not available and if DRCs have been established in the area, go to a DRC for assistance with the registration process. Register online at www.disasterassistance.gov or call 1-800-621-FEMA (1-800-621-3362).

Issues Related to the Start of the School Year

Assessments/Screeners

Early Childhood Assessment (ages 3-5), Kindergarten Entry Assessments and K-3 Literacy Screeners

The LDOE will work with those districts that are severely impacted by Hurricanes Laura and Delta. The Department will review BESE policy to ensure alignment with state law and will consider flexibility in timelines for administration and reporting results during times of crisis or natural disaster. For questions, please contact assessment@la.gov.

Charter School Specific Guidance

The Department is committed to ensuring displaced students are able to enroll in schools as soon as they are able. Charter schools are encouraged to accept all students displaced by Hurricanes Laura and Delta. The Department is issuing the following guidance aligned to policies specific to the enrollment of displaced students at Type 2, 4 and 5 charter schools in all parishes of the state.

Enrolling Students Outside of Application Period

In the event of a federally declared disaster such as the recent hurricanes in our state, a charter school may accept applications outside of the designated student application period. The charter school may enroll displaced students on a first-come, first-served basis until the enrollment capacity is reached.

When enrolling students displaced from the recent hurricanes, as is true for all admitted students, enrollment decisions shall be made in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, marital status, religion, ancestry, disability or need for special education services.

Exceeding the Charter's Enrollment Cap

Schools are allowed to enroll students up to 120 percent of the total number of students it is authorized to enroll, as outlined in the Enrollment Projection Table incorporated into each LEA's contract. Charter schools may make reasonable modifications within each grade level approved in the Enrollment Projection Table as to the number of students in any particular grade or class, but may not without written consent of the LDOE eliminate or add a grade that the school is not scheduled to serve.

In the event of a federally declared disaster, the state superintendent may approve a charter school to exceed 120 percent of the total number of students that it is authorized to enroll for the purpose of enrolling students who have been displaced from their homes or are unable to attend the school in which they were previously enrolled. Charter schools that would like to enroll above 120 percent, shall contact sabrah.kingham@la.gov to begin the waiver submission process. It is important to note that the only students that shall be enrolled as a result of the increased enrollment cap are students that have been displaced.

If a school is approved for the enrollment waiver, students cannot be enrolled off an existing waitlist, unless they are affected by the hurricane and families have completed the certification form, which is required of all families. Students enrolled through this waiver shall be permitted to remain enrolled in the charter school for the remainder of the school year.

Documentation for Charter School Enrollments

- [Click here for the certification form each family that is enrolling due to the federally declared disaster must complete](#)

Please email questions about the guidance in this document to systemrelations@la.gov.