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Important Dates for Nonpublic Schools

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<td>School leaders or Scholarship contacts</td>
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<td>All nonpublics</td>
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Louisiana Scholarship Program (LSP) News

New: Verify Student Eligibility for New Student Applications by Tomorrow

Final demand reports were placed in your school's FTP earlier this week. If there are any students on the incomplete applications tab of the report, please reach out to the families to bring in their documentation by Friday, March 1st. Please verify that the student's documents meet eligibility requirements as outlined on page 5 of the Application Guide. Schools outside of Orleans are then required to log in to SEE and mark the student's eligibility by following the instructions found here. All applications must be marked as eligible by Friday in order to be entered in the lottery. It is the school's responsibility to mark applications as eligible when families bring in their documents.
Schools located in Orleans that receive eligibility documentation must verify the student's eligibility in Salesforce. Families can also be referred to a Family Resource Center to verify eligibility.

If you have any questions, please reach out to studentscholarships@la.gov.

**New: ACT Update**

The ACT Match/No Match lists will be updated and provided to school systems via FTP by this Friday, March 1.

- Students who are listed on the ACT Match List have an ACT score on file with the Department and can be retested at the expense of the school system.
- Students who are listed on the ACT No Match List must be tested at no cost to the school system, or they must have a valid accountability code applied in PANext by April 11. Students who participated in LEAP Connect/LAA 1 at the high school level must also have an accountability code applied to their records. Schools should not wait for data certification to apply codes.

Please contact jennifer.baird@la.gov with questions.

**Reminder: Updated U.S. History Practice Test Answer Key with Annotated Student Responses**

Please share with Teacher Leaders and U.S. History teachers.

The updated U.S. History Practice Test Answer Key is available in the Practice Test Library. The key now includes annotated student responses to help teachers and students better understand the scoring of constructed-response and extended-response items.

Practice test answer keys for social studies grades 3-8 with annotated student responses are also available in the Practice Test Library.

Please contact assessment@la.gov with any questions.

**Reminder: Important Assessment Information for Nonpublic School Students**

The FAQ about Testing Home Study and Nonpublic School Students is available in the Assessment Library.

Some highlights from the document includes:

- Nonpublic school students participating in the Louisiana Scholarship Program should test at their Scholarship school site.
- Other nonpublic school students can be tested if the school system is willing to pay DRC directly for testing them. The cost per student/per test is $35.00.
- The tests must be given in accordance with all guidelines for test administration and test security.
- The LASID for non-public, non-scholarship students is the SSN with a leading "0".

Please contact assessment@la.gov with any questions.

**Reminder: 2018-19 Transfers**

Families that wish to transfer their Scholarship award from one school to another for the remainder of the school year may complete the attached transfer form. The school leader or Scholarship contact of the student's new school must sign off on the transfer and submit to studentscholarships@la.gov. Transfer forms must be submitted by the school--forms submitted by parents will not be accepted.

This transfer form is not for students that wish to transfer schools for the 2019-20 school year. In that case, another application should be completed at www.louisianabelieves.com/scholarship for schools located outside Orleans or www.enrollnola.org for schools located in Orleans.

Completion of the transfer form is not a guarantee that a transfer will be granted. Schools cannot exceed their student enrollment caps. Families should not buy uniforms or other supplies until the Department has approved the transfer.

Please contact studentscholarships@la.gov with any questions.

**Reminder: For District Testing Coordinators**

General:

- The 2018-2019 Assessment Month-by-Month Checklist is located in the Assessment Library. The checklist:
  - identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year,
• All changes to DTCs or accountability contacts must be submitted to the Department using the DTC and Accountability Contact Update form found in the Assessment Library.

LEAP 360

• Form 2 Interim Summary and Roster reports for grades 3-8 are now available.

LEAP 2025

• Test setup for LEAP 2025 3-8 will open in eDIRECT on March 18. DTCs and STCs can begin adding TA numbers, ensuring all students are in eDIRECT at the appropriate site, verifying accommodations, and creating test sessions on this date.

LEAP Connect

• Now-March 15: LEAP Connect testing window
• Final testing irregularities should be emailed to assessment@la.gov by March 15.
• STCs should ensure that TAs, proctors, and monitors are appropriately assigned to testing groups for LEAP Connect testing.
• The additional materials window is open, and orders can be placed through eDIRECT.
• UPS is pre-scheduled to arrive at the school system office on March 18 to pick up LEAP Connect/LAA1 secure materials. Directions for packaging materials for return are detailed in the LEAP Connect and LAA1 TCMs posted in eDIRECT.

ACT and WorkKeys

• The window is now open to create test sessions and assign students to test sessions for ACT online only.
• Now-March 8: Window to complete the following:
  ○ Request late consideration of ACT-approved accommodations and/or supports on the ACT for eligible examinees in TAA using the ACT-Approved Late Consideration form in TAA. This is only for newly enrolled students having accommodation plans or newly diagnosed students. Forgetting to submit requests is not a reason for late consideration.

  • Now-March 1: Window to order additional standard time and non-college reportable accommodations ACT materials and WorkKeys accommodations and support materials for the initial testing date of March 12.
  • Now-March 11: Window to request for ACT to add and remove students by submitting the Enroll or Unenroll Students file and update student information in PANext.
  • Before March 11: Conduct sessions for examinees to complete the non-test information on the answer documents for paper testing, train room supervisors and proctors, and prepare rooms and materials.
  • March 12: Administer the ACT for initial test date.
  • March 12-13: Order standard time materials for the April 2 makeup test date.
  • March 12-26: Order ACT-approved accommodations and/or supports materials for the April 2-8 makeup testing window by calling ACT Accommodations, 800-553-6244 ext. 1788.
  • March 14-22: Order additional standard time and non-college reportable materials for the April 2 makeup test date.
  • By March 27: Conduct sessions for examinees to complete the non-test information for the ACT taken online or provide the information to examinees to complete on their own.

Assessment Administration Support and Training
The next Assessment and Accountability Office Hours call will be March 12 at 1:00 p.m.

• Webinar Link: https://ldoe.zoom.us/
• Webinar Phone Number: 869-900-6833
• Meeting ID#: 393463942
• The March Monthly call will be March 19.

Tuition Donation Credit (TDC) Program News

Reminder: Important Assessment Information for Nonpublic School Students
The FAQ about Testing Home Study and Nonpublic School Students is available in the Assessment Library.
Some highlights from the document includes:

• Nonpublic school students participating in the Tuition Donation Credit Program should test at their school site.
• Other nonpublic school students can be tested if the school system is willing to pay DRC directly for testing them. The cost per student/per test is $35.00.
• The tests must be given in accordance with all guidelines for test administration and test security.
The tests must be given in accordance with all guidelines for test administration and test security. The LASID for non-public, non-scholarship students is the SSN with a leading "0". The Participation Form for Nonpublic School Students is available in the Assessment Library.

- Students participating in the TDC Program will be invoiced to the Sponsor/School Tuition Organization; nonscholarship students will be invoiced to the school system. If there is more than one STO, an additional form should be completed. Only one STO should be indicated on each form.
- Sites will be invoiced via email, and payment is due to DRC within 10 days of invoice receipt to receive reports during the standard reporting window.
- Complete and return this form to DRC no later than noon on April 5, 2019.

If you have any questions, please contact assessment@la.gov.

**Reminder: For District Testing Coordinators**

**General:**

- The 2018-2019 Assessment Month-by-Month Checklist is located in the Assessment Library. The checklist:
  - identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year,
  - provides action steps to ensure readiness for administering statewide assessments, and
  - recommends resources for school systems and school staff.
- All changes to DTCs or accountability contacts must be submitted to the Department using the DTC and Accountability Contact Update form found in the Assessment Library.

**LEAP 360**

- Form 2 Interim Summary and Roster reports for grades 3-8 are now available.

**LEAP 2025**

- Test setup for LEAP 2025 3-8 will open in eDIRECT on March 18. DTCs and STCs can begin adding TA numbers, ensuring all students are in eDIRECT at the appropriate site, verifying accommodations, and creating test sessions on this date.

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The Office Hours Questions and Answers document is posted in the Assessment Library. Email assessment@la.gov with questions.

**Frequently Asked Questions and Contact Information**

Information about the Tuition Donation Credit Program can be found in the Frequently Asked Questions and Scholarship Programs Comparison Chart. Currently, Louisiana has four School Tuition Organizations participating in the Tuition Donation Credit Program: ACE Scholarships Louisiana, Arete Scholars Louisiana, New Schools for Baton Rouge Excellence Scholarship Fund, and Son of a Saint. Schools interested in participating in the TDC program should communicate directly with one or more School Tuition Organizations.

<table>
<thead>
<tr>
<th>School Tuition Organization</th>
<th>Regional Focus</th>
<th>STO Website</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE Scholarships Louisiana</td>
<td>Statewide</td>
<td><a href="http://www.acescholarships.org">www.acescholarships.org</a></td>
<td><a href="mailto:TDR@acescholarships.org">TDR@acescholarships.org</a></td>
<td>504-491-1813</td>
</tr>
<tr>
<td>Arete Scholars Louisiana</td>
<td>Statewide</td>
<td><a href="http://www.aretescholars.org">www.aretescholars.org</a></td>
<td><a href="mailto:maryhw@aretescholars.org">maryhw@aretescholars.org</a></td>
<td>225-245-</td>
</tr>
</tbody>
</table>
Reminder: School Choice Program for Students with Exceptionalities Application Available Now

Student applications for the School Choice Program are now available. Applications are due by March 15th. Schools should upload student applications and supporting documentation to their nonpublic FTP by the March 15th deadline. Please upload each student's documents as one PDF file saved as the student's name.

If you have any questions, please refer to the FAQ or reach out to nonpublicschools@la.gov.

Reminder: Transfer Request Form Available

In order to transfer a School Choice award from one participating school to another, families and receiving schools should complete a transfer form. Please submit transfer forms to nonpublicschools@la.gov.

All Nonpublics

New: Jump Start 2.0 Blueprint and Feedback Survey Released

Today, the Department released for public feedback the Jump Start 2.0 blueprint outlining the future of career and technical education in Louisiana. The blueprint calls for enhancements to Jump Start by collaboratively working with school systems, and business and industry, to reduce the stigma attached to career education and ensuring every student graduating with a Career Diploma is fully prepared to succeed in a high-wage, high-growth industry.

School system leaders, CTE supervisors and teachers, and principals are encouraged to share feedback on the blueprint by completing this survey by March 15.

Email jumpstart@la.gov with questions.

New: Nomination Forms Available for 2019-2020 Louisiana Principal Fellowship

The Louisiana Principal Fellowship Program partners with the National Institute for School Leaders (NISL) to offer a yearlong executive development program for school and school system leaders in all stages of their careers.

The enrollment portal for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is now open and available on the Louisiana Principal Fellowship website. This newly developed website will contain important information about the Principal Fellowship including: unit overviews, agendas, sign-in sheets, newsletters, and payment information.

Nominations are available on a first come, first served basis and should be completed no later than March 15 to ensure a spot.

Please contact teri.roberts@la.gov with questions.

New: Monthly Data Coordinator Webinar Rescheduled

Please share with data coordinators and data managers.

The Department has rescheduled its monthly webinar to March 14 at 1:00 p.m. Topics will include 2018-2019 end-of-year collections kickoff, data submissions, upcoming deadlines, validation reports and rosters, other updates, and best practices.

- Webinar Date and Time: March 14 at 1:00 p.m.
- Webinar Link: https://ldoe.zoom.us/j/976397929
- Webinar Phone Number: 646-876-9923 (for dial-in only)
- Meeting ID#: 976397929

Please email systemsupport@la.gov with questions.
Reminder: Important Assessment Information for Nonpublic School Students

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- Complete and return this form to DRC no later than noon on April 5, 2019.

If you have any questions, please reach out to assessment@la.gov.

Other Department Newsletters

To view the February 25th District Newsletter or the February 21st Nonpublic Newsletter, please visit the LDOE Newsroom.

To be added to the newsletter distribution list, please send an email to nonpublicschools@la.gov.

LDOE Contacts

John White
State Superintendent of Education
877.453.2721 (toll-free)
Twitter @LouisianaSupe

LDOE Links

LDOE Website
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