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**Important Dates for Nonpublic Schools**

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**Louisiana Scholarship Program (LSP) News**

**New: 2018-19 Transfer Window Moratorium**

Due to testing and the upcoming lottery for Scholarship students, the transfer window for the remainder of this school year will close on Wednesday, March 20th. Transfers submitted after this date should not be approved by the receiving school and will not be approved unless due to extenuating circumstances.

Families that wish to transfer their Scholarship award from one school to another due to extenuating circumstances for the remainder of the school year must complete the transfer form. The school leader or Scholarship contact of the student's new school must sign off on the transfer and submit it to studentscholarships@la.gov for approval.
school must sign off on the transfer and submit to studentscholarships@la.gov for approval.

Completion of the transfer form is not a guarantee that a transfer will be granted, and 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.

New: Opening of Cohort Graduation Data Certification

Certification of the 2018 cohort graduation data to be used in the SCI calculations will open in Louisiana Data Review no later than this Friday, March 15. **Failing to complete the cohort graduation data certification process may lead to a negative impact on your school’s SCI and possible enrollment sanctions.** The following steps are important to the data certification process:

1. School systems should make sure that the Department has correct contact information for accountability contacts using this [form](#).
2. The accountability contact and the backup accountability contact are provided with login information via email by the Department prior to opening.
3. Transcripts are up-to-date.
4. Documentation should be available for students who are selected for exit code review (students exiting to out-of-state or nonpublic schools).
5. Documentation should be available for students who are selected for FAFSA review (parental waiver).

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

**New: Assessment Development Educator Review Committee Recruitment**

Please share with principals and teachers.

Educator input is essential to the assessment development process because it ensures that Louisiana’s tests are fair, valid, and reliable metrics of student growth and achievement. The Department is now recruiting diverse educators for a variety of Assessment Development Educator Review Committees scheduled to convene May through August.

- Range finding for LEAP 2025 math, science, and social studies
- Item Content and Bias Review - LEAP 2025 math and LEAP Connect
- Alignment Review - LEAP 2025 math and ELA (includes Passage Review)
- Standard Setting - LEAP 2025 science

Committee members may review newly developed test items, provide guidance on scoring student responses to constructed-response and extended-response test items, or help determine cut scores for the new science tests. Participants can see the built-in mechanisms which ensure the development of high-quality assessments and ensure that tests are aligned to the standards, appropriate for the grade or course, and appropriate for Louisiana students. Additionally, the educators that do this work learn how to better use assessments in their classrooms or school systems.

Please email michelle.mcadams@la.gov for more information.

**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: For District Testing Coordinators**

General:

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the Assessment Library.
- All changes to secure shipping addresses, 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**

- Interim Form 2 reports are now available in eDIRECT. Student reports are located in eDIRECT under Report Delivery and...
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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.
- The High School Spring LEAP 2025 Test Coordinator Manual and Test Administration Manual are posted in eDIRECT.

LEAP Connect
- **March 15**: LEAP Connect testing window closes
- Final testing irregularities should be emailed to assessment@la.gov by this Friday, March 15.
- District and school test coordinators should complete accountability coding in eDIRECT at the end of the testing window. Directions for entering non-participation codes can be found in the eDIRECT User Guide. The eDIRECT user guide is posted in eDIRECT under General Information, Documents, and User Guides.
- All test ticket voids must be completed by **March 18**.
- Test administrators must complete the Post-Administration Oath located in both the LEAP Connect and LAA1 TAMs. The TAMs can be found in eDIRECT under General Information, Documents, LEAP Connect/LAA1 Spring 2019, and Manuals.
- LEAP Connect/LAA1 materials will be picked up on March 18. Complete the Accountability Form and Return Verification form in eDIRECT as soon as UPS has picked up all test materials. Follow the directions for packing materials found in the TCM. The TCM can be found in eDIRECT under General Information, Documents, LEAP Connect/LAA1 Spring 2019, and Manuals.
- The LEAP Connect and LAA1 scores will be available in May and posted in eDIRECT.

ACT and WorkKeys
- **March 12**: Paper based ACT initial test date
- **March 12-14, 19-21**: Administer ACT Online
- **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 Monthly Call for nonpublics will be March 19 at 2:00 p.m.
- **Webinar Link**: https://ldoe.zoom.us/
- **Webinar Phone Number**: 669-900-6833
- **Meeting ID#**: 393463942

Technology Training: Four in-person trainings will be offered for technology staff to learn about how to install and deploy DRC's new Central Office Services which will replace the current TSM services in June. Technology staff can register for the training through the links below. If a training is full, technology coordinators should still sign up to be added to the waitlist, as additional sessions will be offered.
- **March 18**: Bossier
- **March 19**: Monroe
- **March 20**: Jefferson (New Orleans Area)
- **March 26**: Baton Rouge

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

### 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 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; non-scholarship students will be invoiced to the school system. If there is more than one STO, an additional form should
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- 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.

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- March 26: Baton Rouge

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.
### School Choice Program for Students with Exceptionalities (SCP)

**Reminder: School Choice Program for Students with Exceptionalities Application Due Friday**

Student applications for the School Choice Program 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: Title I Equitable Services Non-Regulatory Guidance - Draft for Public Comment**

The U.S. Department of Education (Department) has released a draft document, titled Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act: Providing Equitable Services to Eligible Private School Children, Teachers and Families - Updated Non-Regulatory Guidance, for stakeholder review and comment. The Department has provided specific submission instructions noted below.

**Submission Instructions**
- Send comments to: EquitableServices@ed.gov by March 26, 2019
- Include in the subject line: "Title I Equitable Services"
- Please submit: Succinct, substantive comments regarding the updated Title I, Part A equitable services non-regulatory guidance, which may include:
  - Identifying Title I, Part A equitable services requirements or topics that you think the Department has not addressed but should;
  - Identifying questions or answers in the document that you think are not clear and provide a suggestion for enhancing clarity; and
  - Providing suggestions for enhancing the document overall.
- Please include contact information, including organization name and type (i.e., state educational agency, local educational agency, private school, or private organization).

Please reach out to daphne.flentroy@la.gov with any questions.

**New: Notice of Allocation Requirement for Private Schools**

The Every Student Succeeds Act of 2015 requires each state education agency to annually provide information on the amount of funds, by programs, allocated for equitable services for eligible private school children, teachers, educational personnel and families. In order to adhere to this federal requirement, private school officials and LEAs can review the Private School Allocation Report by District, which is also located under Equitable Services on Louisiana Believes.

For additional information refer to the Non-Regulatory Guidance: Fiscal Changes and Equitable Services Requirements under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended By the Every Student Succeeds Act (ESSA) - ESEA sections 117(a) (4) (C) and 8501(a) (4) (C).
Please contact daphne.flentroy@la.gov with questions.

**New: 2019-2020 School System Planning Calendar**

The [2019-2020 School System Planning Calendar](#) in now available in the Classroom Support Toolbox. The calendar includes dates for all major communication opportunities for the upcoming school year including:

- Monthly calls: School System Planning, Assessment & Accountability, Data Coordinator, Special Education Leader, and Education Technology
- Newsletters: School System, Charter, Nonpublic, Teacher Leader, Believe and Prepare, Counselor Connect and Early Childhood
- Advisory Council/Commission Meetings: BESE, Accountability Commission, ECCE Commission, Superintendent's Advisory Council, ECCE Advisory Council, Nonpublic Schools Council, and 8g Advisory Council

Dates for the 2019-2020 Supervisor, Principal, Teacher Leader, and Counselor Collaborations will be released later this spring.

Email districtsupport@la.gov with questions.

**New: 2019 Super Summer Institute**

Please share with CTE Supervisors, counselors, and principals.

Super Summer Institute (SSI) will be offered regionally across the state to secondary and post-secondary educators. SSI provides educators the opportunity to attend training sessions and earn statewide industry-based certifications aligned to Jump Start pathways. Registration is now open and closes on **April 26**.

School systems are responsible for all travel expenses, textbooks, and the registration fee of $250 per session. The Department will provide lunch for educators attending SSI. School Systems may use their Career Development Funds (CDF) or 2018-2019 Carl Perkins Funds to pay the fee. Registration costs must be paid through Eventbrite at the time of registration.

Register below based on location and date:

- **Lafourche:** June 10-15
- **Calcasieu:** June 10-15
- **Bossier:** July 15-19
- **Livingston:** July 22-26
- **New Orleans:** July 22-26
- **Operation Spark:** July 15-26
- **NEMSA:** May 6-July 19 (check registration for details)

For more information, please e-mail jumpstart@la.gov.

**New: AP Exam Study Sessions**

Please share with administrators, teacher leaders, and content specialists.

The National Math and Science Initiative (NMSI) has agreed to allow Louisiana teachers and students free access to its virtual AP® Physics and AP® Computer Science Principles exam study sessions. The study sessions will broadcast during the hours of 4:00 p.m. to 7:00 p.m. covering multiple topics through the months of March and April. The purpose of the study sessions is to highlight and review key topics in preparation for the May 2019 AP exams.

If interested in attending an in-person English Language and/ or English Literature session, please contact tbunn@nms.org. Stay tuned to the weekly newsletter for more helpful AP exam readiness tips and resources.

For more information, please contact collegereadiness@la.gov.

**New: BESE Tuition Program for Teachers - Applications for Summer and Fall 2019 Coming Soon**

The [BESE Tuition Program for Teachers](#) provides tuition funding for selected classroom teachers to enroll in courses at regionally accredited colleges or universities in Louisiana. Online applications for coursework funding for the summer and fall 2019 semesters will be available on March 19. The deadline to submit completed applications is April 1. Program details, as well as a link to the application once it becomes available, can be found on the [Continuing Opportunities for Educators](#) page.

For questions about the BESE Tuition Program for Teachers, visit the [Frequently Asked Questions](#) page, or contact stem@la.gov.

**New: 39th Governor's Conference on Juvenile Justice**

Each year, the Juvenile Justice and Delinquency Prevention Advisory Board hosts the Louisiana Governor's Conference on Juvenile Justice to deliver information regarding the current state juvenile justice and delinquency prevention in Louisiana. National and
state experts will present on the current state of the system and offer innovative solutions to problems facing our juvenile justice professionals.

The 39th Annual Louisiana Governor's Conference on Juvenile Justice will be held in New Orleans from April 24-26. Registration is currently open and closes on April 12. Registration is $75.

Please contact gc_dana@earthlink.net with questions.

**Reminder: LBCI Background Requirement for Non-Instructional Personnel**

Bulletin 741 Nonpublic requires that all nonpublic school employees or contracted providers must complete a Louisiana Bureau of Criminal Identification (LBCI) background check. This includes teachers, substitute teachers, bus drivers, custodians, or "any other school employee who might reasonably be expected to be placed in a position of supervisory or disciplinary authority over school children."

Background checks completed by third party organizations or anyone other than the LBCI are not compliant with Bulletin 741 Nonpublic. If your school partners with an outside company to provide bus drivers, substitute teachers, or other employees who interact with children, your organization must confirm that the person interacting with students has completed a background check using the following two forms:

- LBCI Authorization Form (employee should check the "School" box on this form, not "Working with Children.")
- Rap Disclosure Form

Failure to comply with the background check requirements in Bulletin 741 Nonpublic may lead to revocation of BESE approval.

Please email nonpublicschools@la.gov if you have any questions.

**Reminder: Jump Start 2.0 Blueprint and Feedback Survey Released**

In February, 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.

**Reminder: 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.

**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 or Louisiana Scholarship 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.
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- 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 reach out to assessment@la.gov.

Other Department Newsletters

To view the March 12th District Newsletter or the February 28th 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
Contact Us

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