In This Issue:

Important Dates for Nonpublic Schools

Louisiana Scholarship Program (LSP) News

Tuition Donation Credit (TDC) Program News

School Choice Program for Certain Students with Exceptionalities (SCP) News

All Nonpublics

Other Department Newsletters

Important Dates for Nonpublic Schools

<table>
<thead>
<tr>
<th>School Choice Program</th>
<th>Date</th>
<th>Action, Event, or Deadline</th>
<th>Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td>All nonpublics</td>
<td>3/26/19</td>
<td>Submit comments on Title 1 Equitable Services</td>
<td>School leaders</td>
</tr>
<tr>
<td>TDC and some nonpublic schools</td>
<td>4/5/19</td>
<td>Submit participation form for TDC and nonScholarship nonpublic students</td>
<td>STOs and school systems wishing to test nonScholarship students</td>
</tr>
<tr>
<td>All nonpublic high schools</td>
<td>4/26/19</td>
<td>Register for Super Summer Institute</td>
<td>CTE supervisors, school leaders, and counselors</td>
</tr>
<tr>
<td>All nonpublics that did not receive approval in fall</td>
<td>5/19/19</td>
<td>Submit BESE approval documents</td>
<td>School leaders</td>
</tr>
</tbody>
</table>

Louisiana Scholarship Program (LSP) News

Reminder: 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 is closed. Transfers submitted 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 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.

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

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.

Access Assessment Development Educator Review Committees in the Assessment Guidance Library to learn specific information about the committees, convening dates and locations, travel and reimbursement information, and to apply to participate. 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 2025**

- Test setup for LEAP 2025 3-8 is open in eDIRECT. 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.
- Test setup for high school LEAP 2025 will open on March 25.
- Materials for computer based testing for grades 3-8 arrived last week. The additional materials for CBT is open in eDIRECT.
- School systems needing to request 2017-2018 test scores for English I and US History 5-level must complete the 2017-2018 Test Score Request Form located in the Assessment Library under Resources and Forms. Email the completed form to assessment@la.gov.

**LEAP Connect**

- School test coordinators and 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.
- The LEAP Connect and LAA1 scores will be available in May and posted in eDIRECT.

**ACT and WorkKeys**

- March 12-26: Administer the ACT on paper with accommodations and/or supports during the initial testing window.
- March 12-26: Order ACT approved accommodations and/or supports materials for the April 3-8 makeup testing window by accessing the ACT materials website.

For more information, questions, or updates, please contact assessment@la.gov.
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 13-27: Administer the ACT WorkKeys on paper and online with accommodations and/or supports during the spring testing accommodation window.
March 14-22: Order additional standard time and non-college reportable materials for the April 2 makeup test date.
March 19-21: Administer the ACT online with standard time and accommodations and/or supports during the initial testing window.
March 22: Purge cached content from all proctor caching computers for ACT given online.
Once materials arrive - 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 26 at 1:00 p.m.

- Webinar Link: https://ldoe.zoom.us/
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

Technology Training
The following 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 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; 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.
- 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 2025

- Test setup for LEAP 2025 3-8 is open in eDIRECT. 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.
- Test setup for high school LEAP 2025 will open on March 25.
- Materials for computer based testing for grades 3-8 arrived last week. The additional materials for CBT is open in eDIRECT.
- School systems needing to request 2017-2018 test scores for English I and US History 5-level must complete the 2017-2018 Test Score Request Form located in the Assessment Library under Resources and Forms. Email the completed form to assessment@la.gov.
LEAP Connect

- School test coordinators and 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.
- The LEAP Connect and LAA1 scores will be available in May and posted in eDIRECT.

Assessment Administration Support and Training
The next Assessment and Accountability Office Hours call will be March 26 at 1:00 p.m.

- Webinar Link: https://ldoe.zoom.us/
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

Technology Training
The following 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 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.

<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>225-245-3610</td>
</tr>
<tr>
<td>New Schools for Baton Rouge Excellence Scholarship Fund</td>
<td>Baton Rouge</td>
<td>newschoolsbr.org/our-approach/excellence-scholarship-fund</td>
<td><a href="mailto:brandy@newschoolsbr.org">brandy@newschoolsbr.org</a></td>
<td>225-384-0271</td>
</tr>
<tr>
<td>Son of a Saint</td>
<td>Orleans</td>
<td><a href="http://www.sonofasaint.org">www.sonofasaint.org</a></td>
<td><a href="mailto:hello@sonofasaint.org">hello@sonofasaint.org</a></td>
<td>504-561-7508</td>
</tr>
</tbody>
</table>

School Choice Program for Students with Exceptionalities (SCP)

New: School Choice Program for Students with Exceptionalities Application Review

The Department is currently reviewing all submitted School Choice applications. We will send participating schools awarded student rosters to review in early April.

If you have any questions, please 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: 2019-20 BESE Approval Documents Due May 19th

The Department is holding a supplemental BESE approval round for the 2019-20 school year for schools that did not submit documentation and receive BESE approval in the fall. Please submit required documents for BESE approval via https://form.jotform.com/81773454351156. The list of required documents can be found here. This will be the final opportunity for schools to receive BESE approval for the 2019-20 school year. The jotform and all required documents are due Friday, May 19th.

If you have any questions about the BESE approval process, please reach out to nonpublicschools@la.gov.

New: Important Changes to Educator Certification Applications

The Department processes over 4,000 certification questions and applications per month. In order to better serve school systems, the Department recommends the following:

- Use Teach LA Live! to submit both applications and questions to the certification team
- Schedule office hours in the online portal for specific certification questions
  - Speak with a Certification Specialist during office hours -- this is for personnel directors and/or administrative staff only
  - Please include name and contact number when scheduling

To increase efficiency, the Department will no longer accept paper applications after May 1.

Please contact christy.bellue@la.gov with questions.

New: March BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on March 13 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of school systems is now available.

Please email ryan.n.gremillion@la.gov for more information.

Reminder: 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.

Reminder: 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.

Reminder: 2019-2020 School System Planning Calendar
The 2019-2020 School System Planning Calendar is 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.

Reminder: 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.

Reminder: 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.

Reminder: 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.

Reminder: 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
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: 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.
- 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 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 reach out to assessment@la.gov.

Other Department Newsletters

To view the March 19th District Newsletter or the March 14th 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

STAY CONNECTED