Superintendent's Message

Dear Colleagues,

The annual Teacher Leader Summit is a time for thousands of Louisiana educators to develop their craft, build their knowledge, and reaffirm their professional community. From teachers of reading to teachers of welding, the Summit celebrates the commitment of teachers and school leaders in reaching further heights in their career, and providing greater opportunity for students.

This year's Summit will be held in New Orleans June 26-28. Registration is ongoing, with most slots already full. Below are additional details on the event that will be helpful to you and your colleagues in getting the most out of the event.

Among the most significant shifts at this year's Summit is the new Principal Track, a sequence of specific sessions designed for school leaders in schools identified for Urgent Intervention Required- Academic (UIR-A) or Comprehensive Intervention Required (CIR). Feedback indicates school leaders need to be better informed as to curricula, professional development vendors, the role of Mentors and Content Leaders, and other pillars of schools' academic plans. The Principal Track will cover the entirety of the Summit and provide each principal with a comprehensive overview of the essential components of their state-approved school improvement plans. Stipends have been built into the Super App allocations that school systems received to support registration and travel for all CIR and UIR-A principals.

A session list details all sessions available to participants at the Summit, however a priority session list is also available that details each session by participant role, differentiating among sessions designed for early childhood, school system, and educator preparation leaders.

This Friday, May 3, all registered participants will receive an email from Sched providing details on how to download this year's Teacher Leader Summit app, usable on Apple and Android devices. For the first time, this year's app (a guide to the app is now available) allows participants to build their schedule and reserve seats for all sessions, giving staff coordinating the event a chance to adjust the size of rooms and the availability of sessions in accordance with pre-registered numbers.

Finally, on May 8 the Department will host a school system planning call that will focus on communications and logistics related to the Summit. The call will include a review of every opportunity you have as school system leaders to take advantage of the event and equip your teams with what they need as the next school year approaches.

Most of all, the Summit is a lot of fun. We've been doing it now for seven years, and I look forward to it every year. I hope to see you in New Orleans.

As always, thank you for all you do for our children,

John

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Action Items for Charter Schools

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<td>Submit Extension Academy Pilot <a href="#">applications</a></td>
<td>School leaders and counselors</td>
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<tr>
<td>5/3/19</td>
<td>Download the Teacher Leader Summit app and register for relevant sessions</td>
<td>Principals and Teacher Leader Summit attendees</td>
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<td>5/6/19</td>
<td>Complete and upload teacher and leader evaluation data into CIS and complete SLT monitoring.</td>
<td>CEOs and school leaders</td>
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<td>Submit projected local revenue data</td>
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<td>5/13/19</td>
<td>Submit Teacher Leader Advisor (TLA) Applications</td>
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<td>5/15/19</td>
<td>Complete board member financial disclosure <a href="#">forms</a></td>
<td>All charter school board members</td>
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<td>5/17/19</td>
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<td>5/31/19</td>
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<tr>
<td>6/30/19</td>
<td>Submit the Sponsor Site Information <a href="#">form</a></td>
<td>CEOs and school leaders of closing, changing or new schools</td>
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<tr>
<td>7/1/19</td>
<td>Submit the <a href="#">selection form</a> for Pupil Progression Plans</td>
<td>CEOs and Pupil Progression Plan coordinators</td>
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LEA Support

**New: Release of 2019 Teacher Leader Session List and App**

Please share with all educators attending the Teacher Leader Summit.

The [session list](#) for the Summit is now available for review. This Friday, May 3 at 4:00 p.m., the 2019 Teacher Leader Summit App will be available for download. All registered attendees will receive a notification from SCHED Friday afternoon once the app is live with instructions for downloading the app, or you can search for it in the app store under "2019 Teacher Leader Summit."

This year, **registered participants will be able to build their schedule and reserve seats for all sessions in advance of the event.** Seating in each session is available on a first-come, first-served basis. **Registrants are strongly encouraged to reserve a seat in the sessions of their choice in the Summit App, or desktop version of Sched, as soon as possible.** If a session is full, participants can still add it to their schedule and get on the waitlist. Participants will be required to print their schedule from the app and present it to room attendants to gain entrance into sessions.

A variety of sessions will be offered each day, for all types of educators, therefore participants should plan to attend all three days. A list of [priority sessions](#) by participant type is available to help participants build their schedule. **Ed Talks** are also back this year offering participants with thought-provoking sessions led by some of the leading voices in education, on how schools and school systems can ensure meaningful growth for every child, every day.

As a final reminder, all Summit participants must register by June 14 to secure the regular registration rate. On-site registration will be available at the rate of $60 per day and by credit card only.

View the [Summit Overview](#) for event details, or email louisianateacherleaders@la.gov.
New: May School System Planning Call

The May School System Planning Call will take place on May 8 at 1:00 p.m. The following school system supervisors should participate:

- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- Early childhood supervisors
- Federal Program supervisors
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors

- **Webinar Date and Time:** May 8 at 1:00 p.m.
- **Webinar Link:** [https://ldoe.zoom.us/](https://ldoe.zoom.us/)
- **Meeting ID:** 398875849

Email districtsupport@la.gov with questions.

Reminder: Financial Disclosures Submissions

Bulletin 126 requires all charter school board members to file annual Tier 3 financial disclosures. These documents must be filed annually by May 15th. The report must be filed each year the office or position is held and the year following the termination of the office or position. The submission due on May 15th, 2019 covers activity during the 2018 school year. The Tier 3B annual financial disclosure form can be found [here](https://ldoe.zoom.us/). If you have questions about the Tier 3 Financial Disclosure Form requirement, please see this FAQ from the Board of Ethics.

Reminder: 2019-2020 Pupil Progression Plan

Please share with superintendents and Pupil Progression Plan Coordinators.

Pupil Progression Plans are the policies and guidelines local school systems use to determine whether students will be promoted to the next grade, retained in the current grade, or advanced to higher grades. The plans also outline the criteria for high school graduation.

For 2019-2020, school systems will have the following options as it relates to the Pupil Progression Plan (PPP):

- Retain the locally approved Pupil Progression Plan for the 2019-2020 school year
- Submit a locally approved addendum outlining Pupil Progression Plan updates for the 2019-2020 school year no later than July 1
- Submit a new locally approved Pupil Progression Plan for the 2019-2020 school year no later than July 1

By July 1, school systems should either submit the selection form indicating they will retain the previously approved Pupil Progression Plan, submit an addendum, or submit a new plan. All submissions should be sent to ppp@la.gov.

Please contact ppp@la.gov for more information.

Family Engagement

New: Parent Guides to the ELPT and LEAP Connect Student Reports

Please share with principals and teachers.

Parent Guides to the LEAP Connect and ELPT Student Reports are available in the [Family Support Toolbox library](https://ldoe.zoom.us/) and should be sent home to families with the student reports in May. The guides, available in English, Arabic, Spanish, and Vietnamese, help parents understand the various components of the reports and how the results should be used to identify additional supports students may need.

Email assessment@la.gov with questions.
Assessment and Accountability

New: 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.
- An updated Technology User Guide with instructions on the new Testing Site Manager, Central Office, is now available in eDIRECT. District Test Coordinators and Technology Coordinators should access this document prior to the May 1 release of downloads.

K-2 Pilots

- May 6-17: Instead of administering the Second Grade Checkup to students, the Department will be collecting feedback through a survey of all teachers and school system personnel involved in the pilot this spring. The survey will include sample test questions for teachers and students to interact with and questions on administration, reporting, and accountability. The survey will be emailed to school system contacts, administrators, and teachers. Participants will have May 6-17 to complete the survey.

K-3 Assessments

- School systems must complete the K-3 Screener survey to indicate the assessment choices for their school system. The survey must be completed by May 17.

LEAP 2025

- Now through May 3: Grades 3-8 LEAP 2025 CBT window
- Now through May 17: High School LEAP 2025 testing window
- Now-May 3: Grades 3-4 LEAP 2025 PBT window
- 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.
- Testing irregularities should be sent to assessment@la.gov at the conclusion of each week of testing.
- Seniors needing to take a LEAP 2025 assessment must be placed into the Senior form in eDIRECT. All underclassmen should be placed in the regular form in eDIRECT. All students regardless of grade levels can test in the same physical location.

LEAP 360

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a Memorandum of Understanding (MOU) to protect the item and test content. Submit the signed MOU to assessment@la.gov.

ACT and WorkKeys

- The ACT Score Report Schedule and the WorkKeys Score Report Schedule can be found on the ACT State Testing site. Please refer to this schedule for estimated access and delivery dates.
- Students should begin checking their myworkkeys accounts for scores and NCRCs if earned.
  - Any students needing help accessing their accounts must contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539).
- No later than July 2: School and district level reports for ACT will be available through PANext.
  - Reports must be downloaded before PANext is activated for the 2019-2020 school year, which is usually the beginning of middle of August.
- No later than June 10: WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in Validus. The WorkKeys Online Reports Portal User Guide has descriptions of each report and how to run them.
  - To access the WorkKeys Online Reports Portal, enter the url for your testing realm. It will look like this: https://vtc.act.org/123456789 (the numbers represent your site's realm number).
  - Reports must be downloaded before Validus is activated for the 2019-2020 school year, which is usually beginning-mid August.

Assessment Administration Support and Training Office Hours will not be held April 23.

The next Assessment and Accountability Office Hours will be April 30 at 1:00 p.m.

- Webinar Link: https://ldoe.zoom.us/
- Webinar Phone Number: 669-900-6833
High School Pathways

**New: Extension Academy Pilot Request for Applications**

The Department, in consultation with the Board of Regents, has released a request for applications for the Extension Academy Pilot in response to the need for a greater connection between high schools, colleges, and employers. This program seeks to provide students who are on track to graduate but not on track to participate in a low-cost postsecondary college or training program with a one-year extension to attain a Regents-recognized associate degree, a registered pre-apprenticeship, or an advanced Industry-Based Credential (IBC). All applications must be submitted by 4:00 p.m. on May 3.

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

**New: Advanced Placement Professional Development**

Please share with counselors, administrators, and AP teachers.

Advanced Placement (AP®) courses offer students the opportunity to earn college credit by taking rigorous courses in high school. In order to support educators teaching AP® coursework a summary of professional development opportunities occurring during this summer has been created.

For more information about any of these opportunities, please contact collegereadiness@la.gov.

Educator Preparation

**New: Schedule Changes for 2019-2020 Math Content Leader Trainings**

A few minor changes have been made to 2019-2020 Math Content Leader training schedule to accommodate travel for northern school systems to the Teacher Leader Summit.

All math Content Leader cohorts will meet in New Orleans before the Teacher Leader Summit; however individual cohorts have been assigned a specific meeting day. The following table outlines the updated meeting dates for participants in each cohort:

<table>
<thead>
<tr>
<th>Meets in New Orleans on Monday, June 24</th>
<th>Meets in New Orleans on Tuesday, June 25</th>
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<tbody>
<tr>
<td>Cohort 1 (New Orleans)</td>
<td>Cohort 2 (Baton Rouge)</td>
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<td>Cohort 6 (Baton Rouge)</td>
<td>Cohort 3 (Ruston)</td>
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<td>Cohort 4 (Shreveport)</td>
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<td>Cohort 8 (Alexandria)</td>
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A revised training schedule has been posted to the Content Leader Library website. Please note that participants only attending Content Leader training on June 24 or 25 and not attending Summit do not need to register for Summit.

Please contact believeandprepare@la.gov for more information.

**Reminder: Department Names 2019 Teacher and Principal of the Year Semi-Finalists**

The Department is proud to announce the 2020 Teacher and Principal of the Year semi-finalists. These educators are making exceptional gains with students. Their commitment to student success exemplifies Louisiana's teaching profession.

All Teacher and Principal of the Year finalists and semi-finalists will be honored at the 13th Annual Cecil J. Picard Educator Excellence Awards Gala on July 19, at the Crowne Plaza Executive Center in Baton Rouge. This exciting event is co-sponsored
Congratulations to these outstanding educators!

Please contact excellenteducators@la.gov for more information.

**Reminder: 2018-2019 Compass End of Year Deadlines**

As the end of the 2018-2019 academic year is approaching, please be aware of the recommended deadlines for completion of evaluations:

- **May 6:** Complete and upload teacher and leader evaluation data into CIS and complete SLT monitoring.

Please refer to the Compass Information System (CIS) Timeline for all targeted evaluation deadlines.

Please contact compass@la.gov with questions.

**Reminder: Teacher Leader Advisor (TLA) Applications Now Open**

The Department is now recruiting Teacher Leader Advisors. Any current Louisiana educator with 3+ years of experience is eligible to apply. The Department is searching for highly-motivated educators who are passionate about ensuring that high-quality materials are available to Louisiana students.

There is a specific need for expert educators in the areas of early literacy, intervention specialist, and K-12 science. Also needed are K-12 teachers across ELA and math content areas. Special education teachers who specialize in these areas are also encouraged to apply. Applications are now available and are due by May 13.

Please contact louisianateacherleaders@la.gov with questions.

**Reminder: 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.
- While school system leaders may contact the Certification Team at any time at certification@la.gov, they may schedule office hours in the online portal for a guaranteed time to discuss specific certification questions.
- 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.

**Special Education**

**New: Join the Special Education Leader Monthly Webinar**

The Department will hold its monthly webinar for school system directors, supervisors, and coordinators of special education on May 9 at 2:00 p.m. Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- Webinar Date and Time: May 9 at 2:00 p.m.
- Webinar Link: https://ldoe.zoom.us/j/432848651
- Webinar Phone Number: 408-638-0968

(for dial-in only)

- Meeting ID#: 432848651

For more information, please contact specialeducation@la.gov.
**New: April Quarterly Home Study Reports**
Please share with superintendents, child welfare/attendance officers, and home study personnel.

The Quarterly Home Study Reports for April 2019 are available via the Data Management FTP (with user names ending in @datamgmt) in zipped files named "LEACode_LEAName_Apr2019HomeStudy" through July 31. Within the zipped file, there will be the following:

- Statewide enrollment numbers of BESE-Approved Home Study students
- Detailed list of students from your LEA enrolled in Home Study program
- Each student's Home Study approval notification letter

Please contact sue.millican@la.gov with questions.

Please share with principals and teachers.

The Curriculum Verification and Results (CVR) Reporting Portal roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of value-added (VAM) analyses. The data in CVR will be used to calculate a teacher's VAM score even if the teacher and/or the principal do not verify the roster. Teachers instructing ELA, math, social studies (grades 4-8), and Algebra, Geometry, English I and English II EOC courses (all grades) should verify their rosters as they are eligible to receive VAM scores.

**May 6-17 (2 weeks): CVR opens for roster verification**
This process is required and allows teachers and principals the ability to verify and correct records for specific courses and students. Data managers will use the system to track verification completion at the school system and school level. An updated CVR user guide is available to support educators in this process.

Please contact idoeqcrr@la.gov with questions regarding roster verification, and compass@la.gov with general Compass related questions.

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**Finance**

**Reminder: FY2018-2019 Projected Local Revenue Data**
Please share with business managers and superintendents.

In order to complete the FY2019-2020 MFP calculations for charter schools, projected FY2018-2019 local revenue data (and expenditures related to the collection of the revenue) must be submitted to the Department by each school system. The FY2018-2019 local revenue data is being collected through the LEADS portal using the same process that was used last year.

A list of the required keypunch codes and step-by-step instructions for submitting this data has been provided. **Please submit this data no later than May 8.**

Please contact idoempfhelpdesk@la.gov with questions.

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**Policy**

**Reminder: April BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on April 17 and approved a number of recommendations. A summary of the approvals that directly impact the activities of school systems is now available.

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

**Reminder: BESE Special Meeting**

BESE has scheduled a special meeting for May 7 at 9:30 a.m., in the Louisiana Purchase Room of the Claiborne State Office Building in Baton Rouge, for consideration of the Minimum Foundation Program (MFP) formula.

Please email erin.bendily@la.gov for more information.
New: 21st Century Community Learning Centers RFP Webinar

In early April, the Department released a 21st Century Community Learning Centers (CCLC) Request for Proposals (RFP) seeking qualified applicants who are interested in partnering with school systems to provide students, particularly those who attend high-poverty and low-performing schools, with academic and enrichment opportunities through before and after school programs, as well as programs offered in the summer.

Tomorrow, the Department is providing a 21stCCLC Mandatory Pre-Proposal Conference for anyone planning to submit a proposal under the RFP.

- **Date and Time**: May 1 at 9:30 a.m.
- **Webinar Link**: https://ldoe.zoom.us/j/681792008
- **Webinar Phone Number**: 646-876-9923
- **Webinar ID #**: 681792008

Please contact antiqua.hunter@la.gov with questions.

LDOE Contacts

[John White](mailto:StateSuperintendentofEducation@state.la.us)
(toll-free) 877.453.2721
Twitter @LouisianaSupe

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