

The 2023-2024 ACT Memorandum of Understanding (MOU) and supporting documents for the ACT and ACT WorkKeys administration are available in the [Assessment Library](#) under ACT MOU Documents.

**Reminder:** ALL ACT testing will be online except accommodated paper testing.

The ACT MOU and the Estimation Worksheet are one document. Please do not scan and return separately. Do not mail the ACT MOU. Complete, sign (electronic signatures are acceptable), scan, and email the 2023-2024 ACT MOU and the completed Estimated Number of Testers Worksheet to [Patricia.Newman@la.gov](mailto:Patricia.Newman@la.gov) by September 22, 2023.

- The worksheet is used to calculate 75% of the total dollar amount of ACT and WorkKeys tests taken for which the LEA will incur the cost
- **Enter ONLY the estimated number of students to be tested in each category at the LEA's expense**

There are two payment choices within the MOU to pay for 75% of the total cost of testing: **Public and Charter schools only**. The payment options **must match** with the payment option on page 4 of the MOU.

- One-time MFP deduction in February
- Two pre-payments paid by the district to the LDOE
  - Pre-payments will begin December 12, 2023 and ends on January 16, 2024

**Non-Public Schools only**

- One-time payment by the district to the LDOE
  - Pre-payment is due by December 12, 2023
- Two pre-payments paid by the district to the LDOE
  - Pre-payments will begin December 12, 2023 and ends on January 16, 2024

Invoices will be sent to LEAs by June 30, 2024

- Final balance will be due by July 15, 2024
- Overpayments will be refunded by July 30, 2024

Pre-payments are due by the dates listed above and checks should be made payable to the Louisiana Department of Education (include ACT on the memo line of the check) and mailed to:

Louisiana Department of Education  
Division of Appropriation Control  
PO Box 94064  
Baton Rouge, LA 70804-9064

LDOE only pays for the initial WorkKeys test for students in grade 11 on the JumpStart diploma track. The cost of subsequent tests on any of the three WorkKeys components will be at the expense of the LEA. All other students testing WorkKeys will be at the expense of the LEA.

Please contact Trish Newman at [Patricia.Newman@la.gov](mailto:Patricia.Newman@la.gov) or [assessment@la.gov](mailto:assessment@la.gov) with any questions.