

Zoom Meeting Protocol

Participant Naming Conventions

Please change your Zoom name to reflect your actual name and the Community Network you represent. Hover your mouse over your name in the participants list, then click the ellipsis (three dots) and select "Rename."

Questions

During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your e-mail address, in case our team needs to follow up with you further.

Notice of AI Recording on Zoom

Please be advised that the LDOE does not permit artificial intelligence (AI) meeting recorders to join online meetings and does not consent to having this meeting recorded or transcribed.



Community Network Lead Agency Office Hours



September 9, 2025

Agenda



Agenda

The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

- I. Early Childhood Community Network Updates
- II. Featured Topics:
Child Count Portal: Data Collection
Local Observation Error Correction and Third-Party Appeal Updates
- III. Early Childhood Reminders
- IV. Upcoming Events and Deadlines



Early Childhood Community Network Updates



Early Childhood Language and Literacy Updates



The Importance of Early Childhood Education

The LDOE recognizes that the early childhood years are critical. Early childhood education sets the stage for long-term learning. When families, early childhood educators, and schools work together, transitions are more effective and children are better prepared to thrive from the very first day.

The Early Childhood Key Endeavors align LDOE efforts with the following related to family engagement:

- Early learning builds essential skills in literacy, math, and interpersonal development.
- Smooth transitions into elementary school support Kindergarten readiness and family engagement.
- Collaboration among families, educators, and communities strengthens alignment and success.

Early Childhood Language and Literacy Updates

Please contact earlychildhood@la.gov with questions.



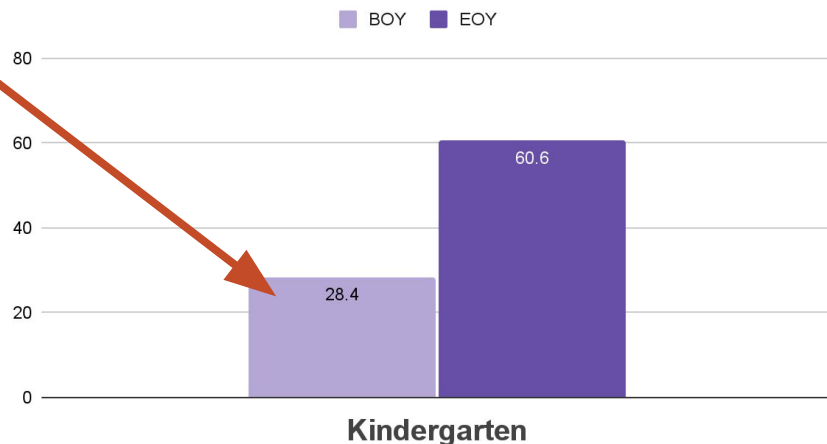
Statewide Kindergarten Literacy Screener

Results from the 2024 - 2025 statewide literacy screener (DIBELS®) indicate that only **28.4% of Louisiana children demonstrate Kindergarten readiness**. While the End of Year (EOY) growth indicates significant growth (32.2%), the need for a focus on increasing the Beginning of Year (BOY) literacy results is evident.

The Louisiana Statewide Literacy Screener provides critical insight into children's foundational literacy skills at the start of Kindergarten.

To build on this data, the Department has developed a strategic plan to increase BOY statewide literacy scores by 2% annually and improve Kindergarten readiness statewide.

2024 - 2025 Statewide Kindergarten Literacy Screener



Early Childhood Language and Literacy Updates

Please contact earlychildhood@la.gov with questions.



Strategic Plan for Kindergarten Readiness

Purpose of Strategic Plan: Implement targeted professional learning, recognition, and policy alignment to strengthen Pre-K instruction and Kindergarten Readiness outcomes.

Phase one of this plan, pending December BESE approval targets early childhood professional learning by providing:

- Targeted Science of Reading (SOR) training tailored specifically for Pre-K teachers to ensure consistent, research-based instruction in Pre-K settings

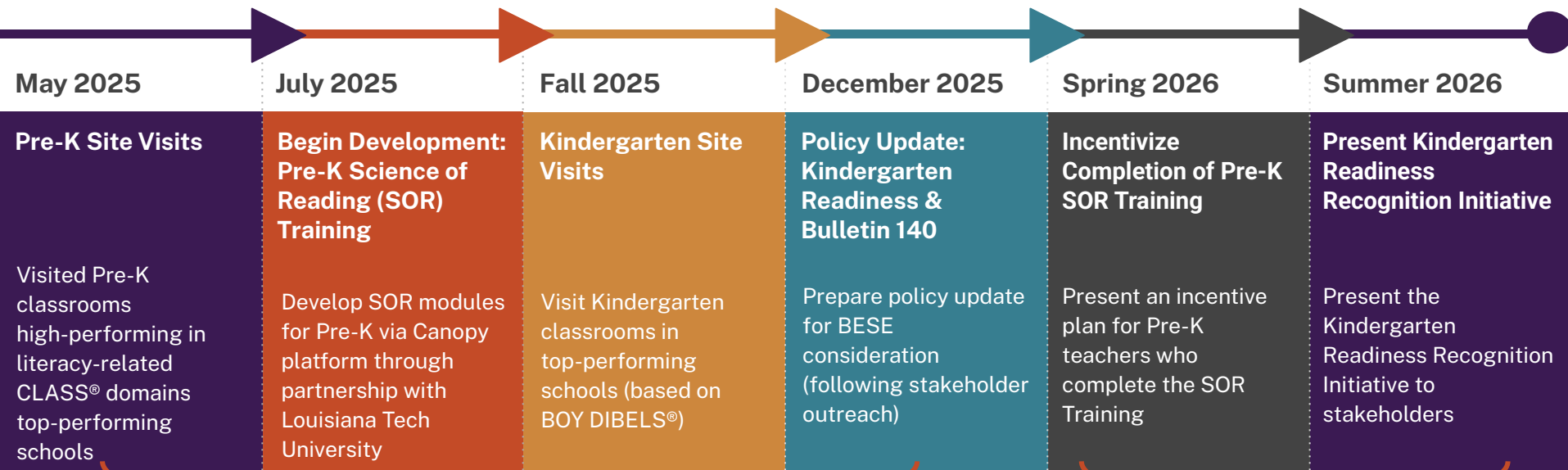


Early Childhood Language and Literacy Updates

Please contact earlychildhood@la.gov with questions.



Strategic Plan for Kindergarten Readiness



Action Step 1: Effectively implement Science of Reading training for all school-based Pre-K teachers in Louisiana.

Action Step 2: Establish performance criteria for BOY DIBELS® as part of the Kindergarten Readiness Recognition Initiative and recognize high-performing schools.

Early Childhood Language and Literacy Updates

Please contact earlychildhood@la.gov with questions.



CLASS® 2nd Edition Infant-Toddler Update



Infant/Toddler 2nd Edition Trainings

Per [Teachstone](#), the original Infant and Toddler CLASS® tools served programs for more than 15 years. However, learning settings — and educators — have evolved.

- The new, 2nd Edition Infant-Toddler product suite reflects current research, field feedback, and the need for greater cohesion across early childhood age groups.
- This version combines Infant and Toddler frameworks into one streamlined tool — with one certification process — making it easier to implement at scale and sustain continuous quality improvement.

In August 2025, Teachstone released the CLASS® 2nd Edition Infant-Toddler tool.

- To assist Community Network Lead Agencies (CNLAs) with the transition to 2nd Edition, the Department and Teachstone will offer a series of trainings from October 2025 through May 2026.

CLASS® 2nd Edition Infant-Toddler

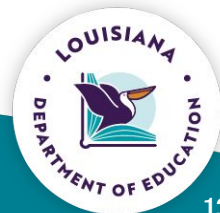
Please contact sonia.fields-gutierrez@la.gov with questions.



Next Steps and Upcoming Changes

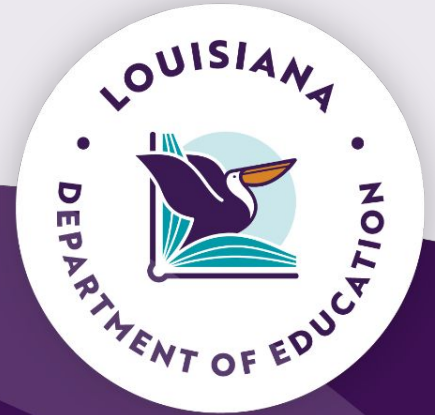
- Each CNLA will receive a unique registration code after this meeting, with an allotted number of seats, that can only be used on the [Louisiana-specific website](#).
- Additional training will be added as sessions reach capacity. Please check the [training website](#) for up-to-date information.

Further information about the transition to 2nd edition and potential changes to Early Childhood Accountability will be shared with CNLAs in the coming months.



Featured Topic:

October 1 Child Count



October Child Count

The LDOE will capture October 2025 Child Count data utilizing the Child Count Portal.

- Child Count is intended to count every publicly-funded child birth through age four in the state.
- Child Count is a snapshot of enrollment as of October 1, 2025.
- Per [Bulletin 140](#) and CNLA assurances, Child Count must be submitted to the LDOE by October 31.
- CNLAs are responsible for ensuring accurate counts are captured and reported for each publicly-funded early learning site within the community network for all publicly-funded children served on October 1, 2025.

October Child Count

Please contact alicia.franklin@la.gov with questions.



October Child Count

CNLAs will work with each early learning site to count and report all publicly-funded children enrolled on October 1, 2025.

CNLAs are encouraged to work with sites in maintaining a copy of classroom rosters per site based on publicly-funded children enrolled on October 1, 2025.

- All publicly-funded children should be included in the October 1 Child Count.
- Child Count is intended to be an unduplicated count of every publicly-funded child birth through age four at each publicly-funded site.
- Only count children under one funding source.

October Child Count

Please contact alicia.franklin@la.gov with questions.



Age Groups

The age of the child on September 30, 2025–not the age configuration of the classroom–determines the age group in which the child should be counted.

Age Group	Children born between....	Children who have....
Infants	October 1, 2024 – September 30, 2025	Not reached their first birthday by September 30, 2025
Ones	October 1, 2023 – September 30, 2024	Reached their first birthday on or by September 30, 2025
Twos	October 1, 2022 – September 30, 2023	Reached their second birthday on or by September 30, 2025
Threes	October 1, 2021 – September 30, 2022	Reached their third birthday on or by September 30, 2025
Fours	October 1, 2020 – September 30, 2021	Reached their fourth birthday on or by September 30, 2025

October Child Count

Please contact alicia.franklin@la.gov with questions.



Funding Source

CNLAs are encouraged to work directly with all sites to ensure children are captured accurately based on the child's age and funding source.

- Because children's time in care may be split between program types, CNLAs should determine the primary funding source based on where the child spends the majority of the instructional day.
- CNLAs are encouraged to review the [Overview of Early Childhood Funding Sources](#) as a resource.



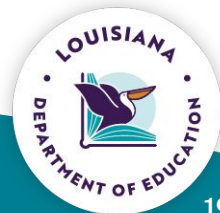
Family Child Care & Instructional Day

Family Child Care (FCC) should only be included in Child Count if the provider is participating in accountability and maintains a certificate of Academic Approval.

- Full-time children enrolled, and receiving at least 6 consecutive hours of instruction per day and/or 20 hours of instruction per week, should be included in Child Count.
- Part-time children enrolled, and receiving less than 6 consecutive hours of instruction per day and/or 20 hours of instruction per week, should not be included in Child Count.

October Child Count

Please contact alicia.franklin@la.gov with questions.



Special Education

Children enrolled in a full-day publicly-funded (center-, school-, or site-based) program with an IEP or IFSP should be counted under the appropriate category.

SPED Category Within Appropriate Fund Source:

- Children receiving funding primarily from a fund source other than IDEA (e.g., Title I, LA 4, CCAP, etc.), should be counted within the SPED category of the appropriate fund source.

IDEA Category:

- The IDEA category should **only** include IDEA-funded children receiving special education services that cannot be counted in any other category.
- Only count children whose primary fund source is IDEA for full-time care.
- Do not count children who are part-time or private pay and receive special education services.
- Do not count children receiving special education services in the home (including Early Steps home-based children).

October Child Count

Please contact alicia.franklin@la.gov with questions.



Demographic & Background Information

Demographic and background information are included in the October 2025 Child Count. Sites should make every effort to identify demographic background and needs at the time of each child's enrollment.

Demographics by Race

- All children must be counted under one racial demographic category.
- If a family selects more than one race for a child, the child should be counted under the category “Two or More Races.”
- If racial information was not provided and cannot be confirmed, the child should be counted under the category “Other or Unknown.”



Demographic & Background Information

Ethnicity

- Ethnic demographic information aligns with the ethnic demographic information collected in K-12.
- A child is either Hispanic/Latino or Not Hispanic/Latino.

Background Information

- Children may be counted under as many background demographic categories as applicable:
 - **Homelessness:** Please refer to [Homeless Children in Child Care](#) for additional information;
 - **Dual Language:** A Dual Language Learner is a child who has at least one guardian who speaks a language other than English at home. This can be determined by asking families about the languages spoken in the household.
 - **Foster Care:** Children in Foster Care should be counted under the appropriate category.

October Child Count

Please contact alicia.franklin@la.gov with questions.



Data Collection

October Child Count will be collected via the [Child Count Portal](#).

Access to the [Child Count Portal](#) will be provided on October 1, 2025, to the authorized network administrator(s) identified via the [CNLA October Child Count Access Form](#).

- CNLAs are asked to identify up to three authorized users to access the Child Count Portal as a Network Administrator on behalf of their network by September 12, 2025.
- Network administrator(s) will be responsible for collecting, entering, and submitting data to the LDOE via the [Child Count Portal](#) by October 31, 2025, at 11:59 p.m.
- Assurance Agreements must be signed prior to data entry.
 - It is recommended that CNLAs access and sign Assurance Agreements no later than Monday, October 6, 2025, to prevent submission delays.

October Child Count

Please contact alicia.franklin@la.gov with questions.



Data Collection

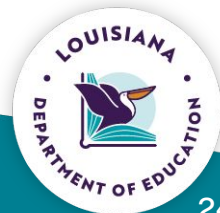
For the 2025-2026 academic year, CNLAs will have the option to involve sites in entering site-level child count data into the [Child Count Portal](#).

CNLAs interested in this option may assign one person per site to enter data for individual sites in the [Child Count Portal](#).

- CNLAs opting to provide site-level access will receive the data immediately and have the option to adjust and correct numbers or to request the site to resubmit the data entered.
- CNLAs are encouraged to work with sites in maintaining a copy of classroom rosters per site based on publicly-funded children enrolled on October 1, 2025.

October Child Count

Please contact alicia.franklin@la.gov with questions.



Child Count Portal: Data Collection



Accessing the Child Count Portal - Network-Level User

Log into the software site www.ladatareview.net/child count using your assigned username and password.

Network users will be prompted to complete the Assurance Agreement prior to viewing the dashboard.

Refer to the [Child Count User Guide for Network-Level Users](#) for additional guidance.

The screenshot displays the 'CHILD COUNT PORTAL' interface. At the top, there are navigation links: 'Sample Network | Home | My Announcements | My Profile | Log Out'. Below the header, the page title is 'CHILD COUNT PORTAL' with sub-links 'Community Network' and 'Documentation'. The main content area is titled '999 - SAMPLE NETWORK' and 'Community Network-level October Child Count Dashboard'. A message states: 'Submit October 1 Child Count Numbers to the State'. Below this, a 'Submit' button is shown with a warning: 'The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.' A 'Dashboard | Expanded View' link is present. A table titled 'October Child Count Totals' is shown with columns for 'Community Network / Site', 'Status', 'by Public Funding Source', 'by Demographic Race', and 'All Background Status and Ethnicity Subjects Pass Validity Checks'. The table lists three sites: '999001 - Sample Elementary School 1', '999002 - Sample Elementary School 2', and '999AAT - Sample Head Start Learning Center A'. A modal window with a yellow warning icon and the text 'The required Assurance Agreement is incomplete for this Community Network. You will now be redirected to the Assurance Agreement page.' is overlaid on the table. The modal has an 'OK' button. A 'Key' section at the bottom left explains the status icons: green for 'This number passed the data checks', yellow for 'This number failed the data checks and needs to be reviewed', and grey for 'The funding source is not eligible for this age level'. A legend on the right shows icons for 'Requires Attention', 'Assigned to Site - awaiting response/submition', 'Ready for Submission', and 'Submitted'. The footer text reads: 'Educational Data Collection, Review and Certification Software v2.1 - © 2014-2021 MHCS Consulting, LLC and its Licensees - All Rights Reserved'.

Child Count Portal

Please contact alicia.franklin@la.gov with questions.



Network-Level User - Dashboard

The software will display the dashboard for the network, providing a listing of the sites within the network along with the real-time data entry results and submission status.

Refer to the [Child Count User Guide for Network-Level Users](#) for additional guidance.

The screenshot shows the 'CHILD COUNT PORTAL' interface. At the top, there are navigation links: 'Sample Network | Home | My Announcements | My Profile | Log Out'. Below the header, the page is titled '999 - SAMPLE NETWORK' and 'Community Network-level October Child Count Dashboard'. A section for 'Submit October 1 Child Count Numbers to the State' includes a 'Submit' button and a message: 'The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.' To the right, there are links for 'Dashboard | Expanded View' and an 'Export to Excel' button. A table displays data for the network and its sites. The table has columns for 'Community Network / Site', 'Status', 'October Child Count Totals' (split into 'by Public Funding Source' and 'by Demographic Race'), and 'All Background Status and Ethnicity Subsets Pass Validity Checks'. The data rows show the network status as 'Yes' and three sites with various statuses. A 'Key' section at the bottom explains the status icons: green for 'This number passed the data checks', yellow for 'This number failed the data checks and needs to be reviewed', grey for 'The funding source is not eligible for this age level', red with an exclamation mark for 'Requires Correction', blue with a circle for 'Assigned to Site - awaiting response/submission', green checkmark for 'Ready for Submission', and blue arrow for 'Submitted'. The footer contains the text: 'Educational Data Collection, Review and Certification Software v3.1 - © 2014-2023 MMCIS Consulting, LLC and its Licensors - All Rights Reserved'.

Community Network / Site	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		83	83	Yes
999001 - Sample Elementary School 1		15	15	Yes
999002 - Sample Elementary School 2		0	0	
999AA1 - Sample Head Start Learning Center A		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- ! Requires Correction
- Assigned to Site - awaiting response/submission
- ✓ Ready for Submission
- ➡ Submitted

Child Count Portal

Please contact alicia.franklin@la.gov with questions.



Network-Level Access

Network users have the option to enter data for all sites, enter data for specific sites, or assign data entry to individual sites.

Utilizing the “Site-level Users” menu item, the network can maintain a listing of site-level users to perform data entry with the action icons shown below.

Refer to the [Child Count User Guide for Network-Level Users](#) for additional guidance.

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network | Documentation

2023-24 / Louisiana / 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Community Network-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the State

Submit The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.

Dashboard | Expanded View

Export to Excel

Community Network / Site	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		85	85	Yes
999001 - Sample Elementary School 1		75	75	Yes
999002 - Sample Elementary School 2		0	0	
999AA1 - Sample Head Start Learning Center A		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level

Requires Correction

Assigned to Site - awaiting response/submission

Ready for Submission

Submitted

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Site-Level User - Dashboard

Site-level users will log into the data entry portal using the provided link along with the username (user's e-mail address) and system-generated password.

The data entry portal will display the dashboard for the site, providing a listing of the early childhood ages from infants through 4-year-olds.

Refer to the [Child Count User Guide for Site-Level Users](#) for additional guidance.

The screenshot shows the 'CHILD COUNT PORTAL' interface. At the top, there are navigation links: 'Sample Network | Home | My Announcements | My Profile | Log Out'. Below the portal title, there are tabs for 'Community Network' and 'Documentation'. The main header area displays '2023-24 / Louisiana / 999 - SAMPLE NETWORK' and 'October Child Count Dashboard'. A central box highlights '999 - SAMPLE NETWORK' and 'Site-level October Child Count Dashboard'. Below this, a message says 'Click on the the age level row to view/edit details.' and there are links for 'Dashboard' and 'Expanded View'. An 'Export to Excel' button is also present. The main table has columns for 'Community Network / Site / Age level', 'Status', 'October Child Count Totals' (subdivided into 'by Public Funding Source' and 'by Demographic Race'), and 'All Background Status and Ethnicity Submits Pass Validity Checks'. The table lists '9990002 - Sample Elementary School 2' and its age levels: Infants, One-Year-Olds, Two-Year-Olds, Three-Year-Olds, and Four-Year-Olds. A key at the bottom explains the status icons: green for 'This number passed the data checks', yellow for 'This number failed the data checks and needs to be reviewed', grey for 'The funding source is not eligible for this age level', red with an exclamation mark for 'Requires Correction', blue with a circle for 'Assigned to Site - awaiting response/submission', green checkmark for 'Ready for Submission', and blue arrow for 'Submitted'.

Community Network / Site / Age level	Status	October Child Count Totals		All Background Status and Ethnicity Submits Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		0	0	Yes
9990002 - Sample Elementary School 2		0	0	
Infants		0	0	
One-Year-Olds		0	0	
Two-Year-Olds		0	0	
Three-Year-Olds		0	0	
Four-Year-Olds		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- ! Requires Correction
- Assigned to Site - awaiting response/submission
- ✓ Ready for Submission
- ➡ Submitted

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Network- or Site-Level Data Entry

Clicking on each row (age-level) will open a window to allow the user to enter the October 1 child counts for each appropriate funding source, demographics by race, and counts by ethnicity and background.

Once the required counts have been entered, the user will save the results.

Refer to the [Child Count User Guide for Network-Level Users](#) or [Child Count User Guide for Site-Level Users](#) for additional guidance.

If a site is missing, please e-mail alicia.franklin@la.gov for next steps.

999002 - Sample Elementary School 2 - One-Year-Olds

October Child Count

Site & Age level

Community Network: SAMPLE NETWORK Age level: One-Year-Olds

Site: 999002 - Sample Elementary School 2

Child Counts by Funding Source

	General	SPED	Total
CCAP:	0	0	0
CCAP B-3:	0	0	0
ECE-Local:	0	0	0
ECE-State:	0	0	0
EHS:	0	0	0
Local:	0	0	0
PDG B-3:	0	0	0
Private:	0	0	0
Private Pay:	0	0	0
RST:	0	0	0
Title I:	0	0	0
TOTAL:	0	0	0

Demographics by Race - only count students once

American Indian or Alaska Native:	0
Asian:	0
Black or African American:	0
Native Hawaiian or Pacific Islander:	0
White:	0
Two Or More:	0
Other or Unknown:	0
TOTAL:	0

Ethnicity Subsets

Hispanic/Latino:	0
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Background Status Subsets

Homeless:	0
Foster:	0
Dual Language Learner:	0

Save Close

Network- or Site-level Data Entry

The software will ensure that there are no mismatched totals. If the total count by funding source does not equal the demographic total by race, or the numbers in various background status subsets are greater than total counts by either funding source or demographics, the system will display appropriate error messages for the user and the relevant fields will be highlighted.

Refer to the [Child Count User Guide for Network-Level Users](#) or [Child Count User Guide for Site-Level Users](#) for additional guidance.

Site & Age level

Community Network: SAMPLE NETWORK Age level: Infants

Site: 999001 - Sample Elementary School 1

Child Counts by Funding Source

	General	SPED	Total
CCAP:	25	5	30
CCAP B-3:	5	0	5
ECE-Local:	10	0	10
ECE-State:	5	0	5
EHS:	3	0	3
Local:	0	0	0
PDG B-3:	5	0	5
Private:	0	3	3
Private Pay:	8	0	8
RST:	0	0	0
Title 1:	16	0	16
TOTAL:	77	8	85

Must Match Demographic Total by Race

Demographics by Race - only count students once

American Indian or Alaska Native:	3
Asian:	4
Black or African American:	15
Native Hawaiian or Pacific Islander:	0
White:	20
Two Or More:	0
Other or Unknown:	0
TOTAL:	42

Must Match Total by Funding Source

Ethnicity Subsets

Hispanic/Latino:	0
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Background Status Subsets

Homeless:	6
Foster:	2
Dual Language Learner:	5

Save Close

Network- or Site-Level Data Entry

Once all sites have submitted their data and/or data entry has been completed by the network, the data will be displayed for all sites and the “Submit” button will be enabled.

This will allow the network to submit the October 1 child counts for all its sites to the LDOE.

Refer to the [Child Count User Guide for Network-Level Users](#) or [Child Count User Guide for Site-Level Users](#) for additional guidance.

The screenshot displays the 'Site & Age level' interface. At the top, it shows 'Community Network: SAMPLE NETWORK' and 'Age level: Infants'. Below this, the 'Site: 999001 - Sample Elementary School 1' is selected. The main section is divided into two tables: 'Child Counts by Funding Source' and 'Demographics by Race - only count students once'.

	General	SPED	Total
CCAP:	25	5	30
CCAP B-3:	5	0	5
ECE-Local:	10	0	10
ECE-State:	5	0	5
EHS:	3	0	3
Local:	0	0	0
PDG B-3:	5	0	5
Private:	0	0	0
Private Pay:	8	0	8
RST:	0	0	0
Title I:	16	0	16
TOTAL:	77	8	85

American Indian or Alaska Native:	3
Asian:	9
Black or African American:	25
Native Hawaiian or Pacific Islander:	0
White:	35
Two or More:	8
Hispanic/Latino:	5
Homeless:	6
Foster:	2
Dual Language Learner:	5

A modal dialog box with a green checkmark and the text 'Saved Successfully.' is centered over the tables, with an 'OK' button below it.

Reminders

September 12: Child Count Portal Network Administrator(s) [identified](#) to the LDOE

October 1: Child Count Portal Opens

October 1: Child Count Snapshot Day

October 31: Child Count Portal Closes at 11:59 p.m.

- October 1 Child Count is a snapshot of enrollment counts on October 1, 2025.
- Child age is based on the age of the child on September 30, 2025.
- Only count children under one funding source.
- Demographic and background counts should align with counts entered for funding sources.



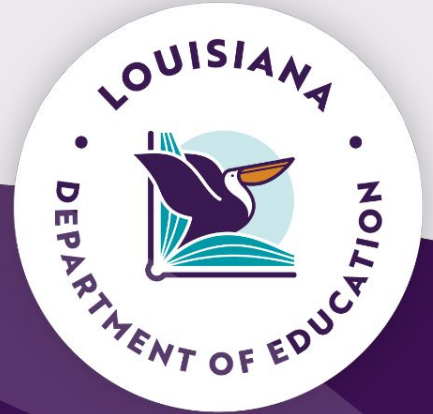
October Child Count

Please contact alicia.franklin@la.gov with questions.



Featured Topic:

Local Observation Error Correction and Third-Party Appeal Updates



Error Corrections

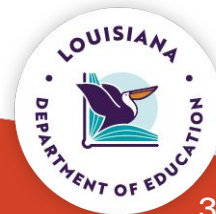
Error correction forms may be submitted for the types of errors listed below:

Error Type	Explanation
Observation Details Correction	An incorrect detail was entered when the observation was submitted in the Portal.
Observation Score Correction	The observer entered an incorrect score in one or more sections of the observation entry in the Portal. Please specify the dimension and cycle in your request.
Observation Score Deleted	An observation was entered in error and should not have been. The observation and its associated score need to be deleted.

Community Network Lead Agencies or designees are encouraged to submit error corrections as soon as errors are identified via the [LDOE Error Correction Jotform](#).

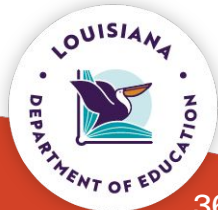
Error Corrections

Please contact alicia.franklin@la.gov with questions.



Error Corrections

- Error corrections must be submitted by no later than 11:59 p.m. on June 15 of the academic year in which the observation occurred.
- Error corrections should be submitted using the [LDOE Error Correction](#) form. Once accepted, the LDOE will open the observation in the EC CLASS® Portal for corrections and alert the user via e-mail.
- Re-opened observations will appear as pending on the EC CLASS® Portal Dashboard. Network Coordinators and the appropriate observer have the ability to make the correction and re-submit the observation.
- Once the observation is corrected, the individual submitting the error correction should respond indicating the error has been corrected and resubmitted.



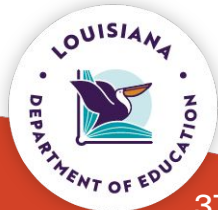
Third-Party Observation Appeals

To appeal a third-party CLASS® observation, an [appeal form](#) may only be submitted by the CNLA on behalf of the individual or site requesting the appeal.

- Submitting an appeal form does NOT guarantee that the appeal will be approved.
 - Appeals of scores based on the justification that the quality of the classroom or teacher is not reflected in the score received may not be approved.
- Please review the [Early Childhood CLASS® Observation Error Correction and Appeal Guidelines](#) to assist in determining whether an observation should be appealed.

Third Party CLASS® Observation Appeals

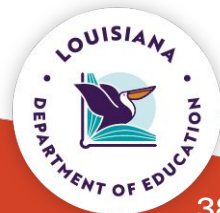
Please contact EarlyChildhoodAppeals@la.gov with questions.



Third-Party Observation Appeals - Fall 2025

To ensure [appeals](#) are submitted within the semester in which the observation occurred, the following timeline will be implemented:

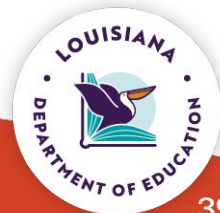
- **Fall Appeals** must be submitted between August 1 and 11:59 p.m. on January 15 of the academic year in which the observation occurred.
 - CNLAs are strongly encouraged to submit appeals within 30 days of the contested observation to allow for a thorough review of the appeal.
 - The LDOE will notify CNLAs of the final appeal determination no later than March 30 of the academic year in which the observation occurred.



Third-Party Observation Appeals - Spring 2026

- **Spring Appeals** must be submitted between January 1 and 11:59 p.m. on June 15 of the academic year in which the observation occurred.
 - CNLAs are strongly encouraged to submit appeals within 30 days of the contested observation to allow for a thorough review of the appeal.
 - The LDOE will notify CNLAs of the final appeal determination no later than July 30 of the academic year in which the observation occurred.

Please review the [Early Childhood CLASS® Observation Error Correction and Appeal Guidelines](#) to assist in determining whether an observation should be appealed.



Early Childhood Reminders



Fall 2025 Observation Period

The [Early Childhood CLASS® Portal](#) is open for the 2025-2026 academic year:

- All classrooms and sites are available for observation scheduling.
- As a reminder, *Bulletin 140* requires that all observations are scheduled in the EC CLASS® Portal by October 1, 2025.

Sites Codes & EC Portal Access	Bulletin 140 Requirements, CLASS®, & Scheduling
Please contact Alicia Franklin at alicia.franklin@la.gov	Please contact Robert Jones at robert.jones4@la.gov

Coordinated Observation Plan

Local Protocol Documents

- The [Fall 2025 Local Observation Protocol Guidance](#) provides Community Network Lead Agencies with observation protocols for the Fall 2025 observation cycle.
- For the most recent updates related to the Fall 2025 coordinated observation plan guidance, please visit the [CLASS® Observations page](#) on the LDOE website and continue to refresh the linked PDF document.

Important Dates and Deadlines

- The Coordinated Observation Plan is due by **October 1, 2025** via [JotForm](#).
- All observations for Fall 2025 should be scheduled in the [EC CLASS® Portal](#) by **October 1, 2025**.
- If you need assistance completing your plan or need to request an extension, please e-mail robert.jones4@la.gov.

The 2027 Early Childhood Teacher and Leader of the Year Nominations Portal is Now Open!

The search is now on for next year's Early Childhood Teacher and Leader of the Year honorees:

- Part of the selection process includes recommendations from teachers, directors, district employees, parents, colleagues, and community members. If you know an outstanding early childhood teacher or leader who works in a Type III early learning center or a Family Child Care, please submit a nomination and/or self-nominations.
- **CNLAs are encouraged to submit parish-level nominations.**

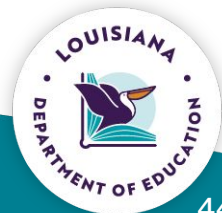
The [nominations portal](#) is open through **October 17, 2025**. Multiple nominations are accepted, as well as self-nominations. At the end of the nominations process, the LDOE will review nominees and the nominees will be encouraged to apply for the award.

To learn more about the current and previous Early Childhood Teacher and Leader of the Year honorees, visit the [Awards Resources](#) library.



Teaching and Learning Reminders & Updates

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



CNLA Office Hours: Network Spotlight

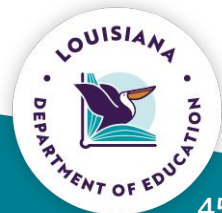
We want to hear from you! The Office of Early Childhood Care and Education invites Community Network Lead Agencies to participate in a “Network Spotlight” during Monthly CNLA Office Hours Webinars.

- This is an opportunity to share your work around [quality processes](#) within early childhood key endeavors. Present your innovative projects, data-driven insights, and best practices to colleagues statewide.
- To present during the October 14 CNLA Office Hours or future CNLA Office Hours, please submit a request to jenny.moran2@la.gov. Include a two-to three-slide presentation highlighting your work and the quality process that this work aligns with. Presentations are limited to 10 minutes.

We look forward to your submissions and continued collaboration!

Early Childhood Reminders

Please contact earlychildhood@la.gov with questions.



Early Childhood Education Fund Application

The [Early Childhood Education Fund Application](#) is available in the Lead Agency Library.

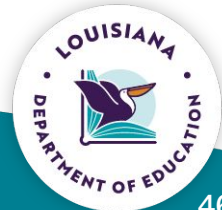
The Early Childhood Education Fund is an opportunity for local entities to raise qualifying local dollars to be potentially matched by the State, up to dollar for dollar, to expand access for children ages birth to three years old.

All Community Network Lead Agencies must submit the application, whether requesting funds or not.

Please submit completed applications to earlychildhood@la.gov by September 30, 2025.

Early Childhood Reminders

Please contact EarlyChildhood@la.gov with questions.



Upcoming Events and Deadlines



Early Childhood Conference 2025



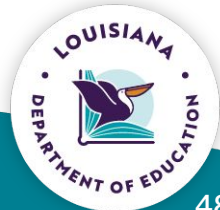
The 2025 Early Childhood Conferences will be held on Saturdays in two locations again this year. This year's theme is ***Early Foundations, Endless Possibilities.***

Registration Information:

Date and Location	Registration Link	Regular Registration Deadline
Shreveport October 11 Shreveport Convention Center 400 Caddo Street	Shreveport Early Childhood Conference Registration Link	September 17

Upcoming Events and Deadlines

Please contact earlychildhood@la.gov with questions.



TS GOLD® OSEP Administrator Training

To provide targeted support to GOLD® users and early childhood special education educators around the state, Teaching Strategies will provide two virtual administrator professional development opportunities. OSEP Administrators are required to attend one session.

- This session will focus on supporting OSEP Administrators who are using GOLD® to provide a better understanding of the GOLD® platform, improve data quality, and support young children with disabilities and the educators who teach children with IEPs.
- *Exploring OSEP Features and Reports within GOLD (virtual sessions)*
 - Session 1: September 16 from 9:00 a.m. - 12:00 p.m.
 - Session 2: September 23 from 2:00 p.m. - 5:00 p.m.
 - Please join using this [Zoom Link](#).
 - Padlet for participants: [Padlet for Training](#)

***Sessions will not be recorded.**

Upcoming Events and Deadlines

For questions please contact ECAssessment@la.gov.



Fall CNLA Collaborations

Save the date for Fall CNLA Collaborative!

During this collaboration CNLAs will check-in on work focusing on the 3 quality processes as well as:

- Deepen learning and streamline processes related to Coordinated Enrollment and Developmental Screening (keep those S.M.A.R.T. Goals handy!)
- Collaborate with CCR&Rs
- Receive information and updates relevant to the all-important work of the CNLA

Date: Tuesday, October 28th

Place: Claiborne Building, Thomas Jefferson Room

Time: 10:00 a.m. to 2:00 p.m.



Monthly Office Hours for New Directors

The LDOE team conducts webinars on various topics related to early childhood quality and improving child care sites' administrative and operational functions. Through engaging sessions and monthly guest speakers, the office hours are designed to support directors seeking training, to facilitate effective ECE leadership development.

This month's topic is "An Introduction to the Early Childhood Accountability System." Participants will learn how the early childhood accountability system promotes quality early care and education across the state and explain how Louisiana uses CLASS® observations to assess quality of care.

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** Friday, September 26, 2025 at 12:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Phone Number:** 1 346-248-7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

Upcoming Events and Deadlines

Please contact earlychildhood@la.gov with questions.



Monthly Provider Update Webinar

CNLAs are encouraged to attend the Department's monthly webinars for early childhood providers. These webinars include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, October 2, 2025 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

Upcoming Events and Deadlines

Please contact earlychildhood@la.gov with questions.



Monthly Young Children with Disabilities Community of Practice

The early childhood strategy team conducts a monthly community of practice on various topics related to young children with disabilities. This month's topic is "Developmental Milestones and Learn the Signs.Act Early." Participants will learn more about child development, which will assist educators and families to monitor the children in their care more closely to determine next steps concerning screening and referral.

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** Tuesday, September 23, 2025 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/91561982271>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 915 6198 2271
- **Passcode:** 787411

Upcoming Events and Deadlines

Please contact Caitlyn.Robinson@la.gov with questions.



Monthly CNLA Office Hours Webinar

CNLAs are encouraged to attend the monthly CNLA Office Hour webinars. These webinars include important updates and reminders for Community Network Lead Agencies.

Attendees can access the next CNLA Office Hours webinar using the information below:

- **Webinar Date/Time:** Tuesday, October 14, 2025 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97220084131>
- **Phone Number:** 1 312 626 6799
- **Meeting ID:** 972 2008 4131
- **Passcode:** 051391

Upcoming Events and Deadlines

Please contact earlychildhood@la.gov with questions.



Events and Deadlines

September 10: LA 4/NSECD/ECE Fund Attendance due

September 13: Early Childhood Conference - Baton Rouge

September 17: [Registration Deadline for Early Childhood Conference - Shreveport](#)

September 23: [Young Children with Disabilities Community of Practice Webinar](#)

September 26: [New Director Office Hours](#)

October 1: [Coordinated Observation Plan due](#)

October 1: Deadline to schedule all fall CLASS® observations in the [EC CLASS® portal](#)

October 2: [Monthly Provider Webinar](#)

October 14: [CNLA Office Hours Webinar](#)

Please contact earlychildhood@la.gov with questions.



Questions

