

This document will serve as guidance for schools and school systems directly impacted by Hurricane Ida, as well as schools and school systems that serve as homes for students displaced due to the hurricane.

This guidance document contains information on policy and logistic issues needed to immediately meet the acute needs of schools and school systems and restore learning environments. The Louisiana Department of Education (LDOE) will continue to work with individual local education agencies (LEAs) to evaluate year-long concerns.

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## Enrollment of Displaced Students

Students displaced due to Hurricane Ida will enroll in schools across the state. Schools must enroll these students immediately per the [McKinney-Vento Homeless Assistance Act of 2021-2022](#), and should maintain the parent certification form ([English](#) | [Spanish](#)) as documentation.

## Enrolling Displaced and Homeless Students in Local and State Data Systems

It will be important for school systems to identify, document and report students displaced who are entering their schools. School systems should report those students as soon as possible using the Entry Reason Codes listed below to EdLink 360. Once these codes have been used for a student, it should be used every time the student enrolls anywhere else for the remainder of the school year.

Entry Reason Code	Description
N1	Disaster Entry From Public School within Louisiana
N2	Disaster Entry From Nonpublic School Within Louisiana
N3	Disaster Entry From Out of State
N4	Disaster Entry From Public School within Same District

Students displaced by Hurricane Ida qualify for homeless status if they are sharing housing with other persons, including those who are doubled-up with family members or are living in shelters, motels, hotels, trailer parks or camping grounds due to lack of adequate accommodations. These students should be enrolled immediately and provided uniform assistance. Please ensure homeless status is also reported through your local SIS and to EdLink 360, as relevant, using the appropriate **Homeless Indicator Code** (see list below) with **Homeless Reason Code "03"** (hurricane).

Homeless Indicator Code	Description
1	Shelters
2	Doubled-up (sharing housing with other persons)
3	Unsheltered/FEMA (cars, parks, campgrounds w/o running water/electricity, abandoned building or substandard housing)
4	Hotels/Motels

eScholar Uniq-ID System Enrollments

Prior to submitting data to EdLink 360, student data must also be submitted to the eScholar Uniq-ID system. The following information is recommended and/or required for all students being enrolled.

eScholar Field Names	Required
SiteCd	Y
Last Name	Y
FirstName	Y
Middle Name	Recommended
Gender	Y
DOB	Y
Grade Placement	Y
Student Local ID	Y
SSN	Recommended
Race/Ethnicity	Y
LEA Code	Y
ESSY	2022
Submission Purpose	001
Person Type	02
Location Active Flag	1/0 (Active/Inactive)

Exiting Displaced Students

Students who were attending school prior to Hurricane Ida and are confirmed to be displaced and not returning should be exited using **Exit Reason Code "37" (Disaster Exit)**.

## Special Education Needs & Obtaining Jurisdiction

To ensure LEAs can provide timely special education services to students, the Special Education Reporting System (SER) has been modified to allow LEAs to pick up jurisdiction for students from affected LEAs without contacting the losing/sending LEA or LDOE. Any students in affected LEAs not moving will not be changed; jurisdiction and services will remain the same.

A new LEA must provide FAPE to a transfer student with disabilities, in consultation with the parents, that includes "services comparable" to the prior Individualized Education Plan (IEP) services until the new LEA completes an evaluation (if necessary) or drafts a new IEP. To ensure LEAs can provide timely special education services to students, SER has been temporarily modified to allow LEAs to add jurisdiction for students from only affected LEAs without contacting the previous LEA or the LDOE. Otherwise, the jurisdiction for these students will remain unchanged and will require the previous LEA to release jurisdiction. For more information on emergency LEA transfers, please refer to [Understanding an Emergency LEA Transfer](#).

## Waivers and Emergency Rules

### Student Support Services

Students arriving at schools may have faced flooding, home evacuation or rescue, time in a shelter and/or general disruption from their daily lives. [The Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#) summarizes and defines trauma as consisting of "Three E's": Individual trauma results from an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening, and that has lasting adverse effects on the individual's functioning and mental, physical, social, emotional or spiritual well-being. Thus, school-based staff are encouraged to familiarize themselves with [recognizing the signs of trauma](#) along with their ongoing duty to identify students suspected of having a disability. School mental health professionals (e.g. professional school counselor, school social worker, school psychologist) should consider conducting timely trauma-informed screenings for students, in addition to connecting students and families to community-based resources. [The National Child Traumatic Stress Network](#) offers specific resources to support children, families and communities recovering from a hurricane. If established, a [Well-Being Leadership team](#) can be used to provide training, guidance and assistance to school staff on recognizing signs of trauma exposure, conducting trauma screening and assessments, and intervention strategies to support students who have experienced trauma.

### Supporting Displaced Students with Disabilities

There may be unique challenges that arise for displaced students with disabilities who are enrolling in another school, but lack an IEP, any documentation of the nature of their disability, or previous school records. The enrolling school should immediately request records from the prior school. If records are not available, school leaders should attempt to speak with a teacher and/or case manager at the prior school to obtain information about a student's instructional and service needs. Additional actions to consider:

- Gather and review existing records (IEP, transcripts, grades, beginning of the year (BOY) screeners, standardized assessment scores, etc.)
- Contact previous school teachers and/or counselors for informal assistance with placement decisions.
- Conduct parent and student interviews.
- Use curriculum based assessments, diagnostics and additional screeners to get baseline information to inform placement decisions until further evaluation can be coordinated and completed.

### Supporting Displaced English Learners

Based on Civil Rights laws and the Equal Educational Opportunities Act, public schools must ensure that English learner (EL) students can participate meaningfully and equally in educational programs. Supporting displaced EL students may also be challenging, but school leaders should immediately enroll the students and request records from the prior school. If records are not available, school leaders should consider the following additional actions when determining appropriate supports and services:

- Request previous school records and review the most recent language proficiency assessment along with other records (transcripts, grades, beginning of the year (BOY) screeners, etc).
- If there are no school records immediately available, the district or school should conduct a new language proficiency screener to determine the student's current level. Use other curriculum based assessments, diagnostics and additional screeners to get baseline information to inform supports.
- Conduct parent, student, and previous school teacher/counselor interviews.
- Ensure parent communication and notification of services.
- Use resources in the [English Learner Library](#) to assist with EL Language Check-ups, home language surveys, and sample family interview questions.

### Instructional Minutes Waiver Request

As set forth in law, (R.S. 17:154.1) the required minimum number of instructional minutes cannot be waived by the state superintendent or BESE except in two specific circumstances:

1. A school system is not able to meet the required instructional minutes due to school closure occurring *within the last 30 days of school* when the reason for such closure is a natural catastrophe or disaster.
2. A school cannot meet such instructional minutes because the school temporarily shared facilities with another school due to damages caused by a natural disaster or emergency that was declared by the governor pursuant to *Revised Statute 29:724*, certified by the state superintendent of education, and approved by BESE.

The first exception (disaster within the last 30 days of school) does not apply.

## Damage to Facilities and Supply Needs

### Applying for Federal Assistance

FEMA Public Assistance funding is available for LEAs within parishes included in the Presidential disaster declaration. This funding is a critical component of the recovery of your facilities, equipment and other emergency work. The items below include resources to assist you in applying and the instructions on submitting the Request for Public Assistance (RPA), which officially starts the process. Once the RPA has been submitted, GOHSEP and FEMA will be working through developing a priority system with our stakeholders to identify and address the most critical needs.

#### FEMA Overview to Public Assistance

- [FEMA Assistance for Governments and Private Non-Profits After a Disaster](#)
- [FEMA Individual Assistance](#)
- [FEMA Public Assistance Program and Policy Guide](#)
- [Louisiana Public Assistance Resources](#)
- [Louisiana Procurement Quick Reference](#)
- [FEMA Assistance for Governments and Private Non-Profits After a Disaster](#)
- [FEMA Public Assistance Program and Policy Guide](#)

Under the **Global** heading, you will find procurement tools and documentation checklists. Under the **Recover** heading you will find information on debris management, insurance, etc.

- [Louisiana GOHSEP Resources](#)

#### Instructions on Requesting FEMA Public Assistance Funding

- **8/26/21:** [State of Emergency Declared - Tropical Storm Ida](#); [State of Emergency Declared - Hurricane Ida](#)
- **8/26/21:** [Gov. John Bel Edwards on Saturday requested a federal emergency declaration from the White House](#)
- **8/29/21:** [Governor's Request Expedited Major Disaster for 25 Parishes<sup>1</sup>](#)
- **8/29/21:** [President Biden Approves Gov. John Bel Edwards' Request for Presidential Major Disaster Declaration for Hurricane Ida](#)

Federal disaster aid has been made available to LEAs that wish to seek Public Assistance funding to supplement recovery efforts from sustained costs due to this disaster as follows:

- Individual and Public Assistance Category A, Debris Removal, have been approved for 25 parishes.
- All 64 Louisiana parishes have been approved for Public Assistance Category B (emergency protective measures), including direct federal assistance, at 75 percent federal funding.
- In addition, for a period of 30 days from the start of the incident period FEMA is authorized to provide federal funding for Category A and Category B at 100 percent of eligible costs.

*\*Additional designations may be made at a later date when warranted by the results of further damage assessments.*

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<sup>1</sup> Ascension, Assumption, East Baton Rouge, East Feliciana, Iberia, Iberville, Jefferson, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Washington, West Baton Rouge, and West Feliciana Parishes.

<b>State:</b> Louisiana	<b>Federal #:</b> FEMA DR-4611-LA	<b>Incident:</b> Hurricane Ida	<b>Declaration Date:</b> 08/29/21	<b>Incident Period:</b> 08/26/21 - Continuing as of 09/07/21
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How to Submit a RPA

- Go to [www.LouisianaPA.com](http://www.LouisianaPA.com)
- If you are a first-time applicant for FEMA Public Assistance:
  - Click on the APPLY NOW button on the home screen (red banner)
  - Follow the “New User” instructions
  - You will receive an email from [www.LouisianaPA.com](http://www.LouisianaPA.com) with your login credentials. Once received and logged in, follow the instructions below.
  - You may also complete a Designation of Authority (DOA) to add necessary personnel to your account. This form must be emailed to [LA.PA@LA.gov](mailto:LA.PA@LA.gov), and copy your assigned **State Applicant Liaison (SAL)** for tracking purposes.
- If/when you have an existing LAPA account: **Login to your Account.**
- After login, go to the **Applicant You Represent Box** on the right of the screen and click the **New Request for Assistance** link.
- A *Create New Request for Assistance* Box will open.
- In the *Grant* field select the disaster (for Barry, the DR# is DR-4458).
- Next select a user from the drop-down field or create a new one in the Primary, Alternate and Authorized Contact fields.
- If you are a PNP, you must fill out the PNP questionnaire that appears in your form. PNPs are required to submit the following information with their RPA: proof of Tax-exempt status and the organization’s articles of incorporation, charter or bylaws. These items should be scanned and attached to your RPA.
- Click **Create** once you have completed the form.
- The Current deadline to submit your RPA is 30 days from the declaration date which is September 29, 2021.

PA Reminder Submission

- Your DUNS needs to be registered with [sam.gov](http://sam.gov). The following link provides instructions on how to register with [sam.gov](http://sam.gov). [Quick Guide for Grants Registrations](#).
- The following additional documents are required if your entity is a Private Non-Profit (PNP)
  - Charter/Bylaws/Articles of Incorporation—The legal documents that describe who you are and what you do and how you do it
  - PNP Questionnaire — this is a questionnaire that needs to be completed during the RPA process.
  - Proof of Tax-Exempt status — This is in the form of your determination letter from the IRS or evidence from the La. Secretary of State’s office that shows you are active in good standing (at



the time of the disaster) operating under State law.

School systems should contact the SAL, listed in their region for assistance. If for some reason they are not able to get in contact with the SAL, listed for region, they may reach out to a SAL in another region for assistance.

- [PA SAL August 2020 regions powerpoint.ppt](#)

### Procurement

Procurement must be in compliance with FEMA regulations in order to assure that funding is not put at risk. As you can see from [this brochure](#), procurement can be complex when FEMA is funding the project. If you need any assistance, please contact Ben Plaia, Legal Counsel for Disaster Recovery Division at 225-456-0374 or [ben.plaia@la.gov](mailto:ben.plaia@la.gov).

### **Instructional Materials and Technology Needs**

LDOE understands that instructional materials and technology may have been damaged as a result of Hurricane Ida. When determining instructional material and technology needs, school systems should do the following:

1. Begin by assessing what materials or technology were destroyed.
2. Document lost materials and make a list of items that needed to be purchased. Remember to include an itemized list of building contents with associated values, purchase receipts, appraisal of items or copies of an itemized insurance policy that specifically cites the contents value, serial numbers, invoices and receipts. Both pictures and video can be extremely helpful in the documentation process.
3. Dispose of damaged materials properly, hiring companies to haul off equipment with batteries. (Note: please check with your insurance company and/or FEMA before disposing of any materials to ensure you are in compliance with program requirements.)
4. Reach out to vendors and follow emergency procurement procedures to purchase lost materials.

School systems needing support working with technology or instructional materials vendors can email [classroomsupporttoolbox@la.gov](mailto:classroomsupporttoolbox@la.gov).

### E-Rate

LDOE is working on a waiver request from the Federal Communications Commission (FCC) to provide directly affected school systems with flexibility on E-Rate filing, program deadlines, document retention, Category 2 funding, as well as additional funding to support rebuilding damaged E-Rate infrastructure or services. The waiver will also include a request for indirectly affected school systems who will be enrolling displaced students. To file this waiver on behalf of school systems, LDOE will need a high-level needs assessment and an estimated cost, if known, from each school system to include in the request. To assist school systems with this process, LDOE is creating an E-Rate Waiver Checklist. School System E-Rate Coordinators can reach out to Carol Mosley at [ERate@la.gov](mailto:ERate@la.gov) for support in preparing the school system's E-Rate assessment, completing the checklist and/or to answer any questions.



## **LEA Staff Support**

### **Federal Assistance for Educators**

#### How to Apply

To expedite help, subrecipients (applicants) should apply online at [DisasterAssistance.gov](https://www.disasterassistance.gov) or by phone. To apply by phone (7:00 a.m. - 1:00 a.m. ET, 7 days a week) :

- Call (800) 621-FEMA (3362)
- Call TTY (800) 462-7585 for people with speech or hearing disabilities.
- If using 711 or Video Relay Service (VRS), call 1-800-621-3362.

If Internet access or phone service is not available and if DRCs have been established in the area, go to a DRC for assistance with the registration process. Register online at [www.disasterassistance.gov](https://www.disasterassistance.gov) or call 1-800-621-FEMA (1-800-621-3362).

## **Issues Related to the Start of the School Year**

### **Assessments/Screeners**

#### Early Childhood Assessment (ages 3-5), Kindergarten Entry Assessments and K-3 Literacy Screeners

LDOE will work with those districts that are severely impacted by Hurricane Ida. LDOE will review BESE policy to ensure alignment with state law and will consider flexibility in timelines for administration and reporting results during times of crisis or natural disaster. For questions, please contact [assessment@la.gov](mailto:assessment@la.gov).

## Charter School Specific Guidance

The department is committed to ensuring displaced students are able to enroll in schools as soon as they are able. Charter schools are encouraged to accept all students displaced by Hurricane Ida in accordance with the guidance below. LDOE is issuing the following guidance aligned to policies specific to the enrollment of displaced students at Type 2, 4 and 5 charter schools in all parishes of the state.

### Enrolling Students Outside of Application Period

In the event of a federally declared disaster such as the recent hurricane in our state, a charter school may accept applications outside of the designated student application period. The charter school may enroll displaced students on a first-come, first-served basis until the enrollment capacity (*120% of the enrollment authorized on your most recent charter operating agreement*) is reached.

When enrolling students displaced from the recent hurricane, as is true for all admitted students, enrollment decisions shall be made in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, marital status, religion, ancestry, disability or need for special education services.

### Enrolling Students

Schools are allowed to enroll students up to 120 percent of the total number of students it is authorized to enroll, as outlined in the Enrollment Projection Table incorporated into each LEA's contract. Charter schools may make reasonable modifications within each grade level approved in the Enrollment Projection Table as to the number of students in any particular grade or class, but may not without written consent of the LDOE eliminate or add a grade that the school is not scheduled to serve.

In the event of a federally declared disaster, the state superintendent may approve a charter school to exceed 120 percent of the total number of students that it is authorized to enroll for the purpose of enrolling students who have been displaced from their homes or are unable to attend the school in which they were previously enrolled. Charter schools that are supporting displaced students and need to enroll above their allowed 120 percent, should contact [danalyn.hypolite@la.gov](mailto:danalyn.hypolite@la.gov) to receive the necessary documentation for charter school enrollments. **It is important to note that the only students that shall be enrolled as a result of the increased enrollment cap are students that have been displaced by the natural disaster.**

If a school notifies the LDOE that they are enrolling displaced students above the allowed 120 percent, students cannot be enrolled from an existing waitlist, unless they are affected by the hurricane and families have completed the certification form ([English](#) | [Spanish](#)), which is required of all families. Students enrolled through this process shall be permitted to remain enrolled in the charter school for the remainder of the school year. At the conclusion of the school year, the students must return to their previously enrolled school.