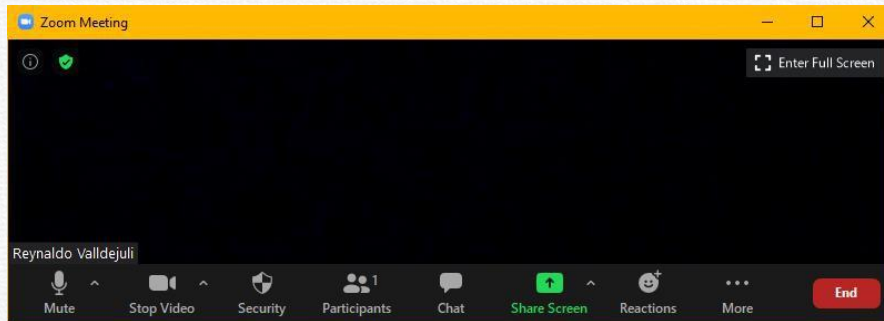


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



VISION for **SUCCESS**



**Leadership Resources for Success
2023-2024**

Diocesan Nonpublic Schools Day

August 16, 2023

Superintendents' Coffee Talk



Dr. Pam Schooler Interim Assistant Superintendent, Office of School Choice

- Dr. Schooler began her career as an elementary teacher in Mississippi. Her career also includes 16 years experience as a school leader including traditional, charter, and virtual schools.
- Prior to joining the Department, Dr. Schooler served as Executive Director of D'Arbonne Woods Charter School, a rural Type 2 charter school in Farmerville, Louisiana. Led by Dr. Schooler, the school underwent a significant performance enhancement, grade expansion, and facility development. The positive changes led to a notable advancement in the school's academic standing.
- Dr. Schooler also previously served in the largest Virtual Charter School in Baton Rouge, leading work in curriculum and instruction, professional development, and school improvement.
- Dr. Schooler holds a Doctorate Degree in Educational Leadership from William Carey University in Hattiesburg, Mississippi.
- Since February 2022, Dr. Schooler has led the work of charter accountability and authorizing for the Office of School Choice.



**Looking Ahead for the 2023-2024
School Year**



New and Continuing Resources

In order to provide better support for all participating scholarship schools, the NP (Nonpublic) Team will be adding the following resources for the upcoming school year beginning in July and August:

Program Calendar:

- An [annual calendar](#) with all the important dates for the upcoming school year
- A monthly version of the calendar will be included in every newsletter

[School Participation Guide](#) and Family Participation Guide

- Updates to the participation guide and a new Family Participation Guide to provide more clarity for schools and families.

Website Updates

- New forms, links and reference documents will be easy to locate.

Form Updates

- [Expulsion](#), Payment Adjustment (upon request), [Declined Award](#), [Transfers](#)



Looking Ahead

Webinars

- Geared toward Navigating Application Process for both families and schools
- More **“How To”** webinars to address every day items/actions related to programs
 - [How to Complete Quarterly Enrollment - August 23](#)

Quarterly Enrollment Dates SY23-24				
Program	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Louisiana Scholarship Program (LSP/SEE)	9/1-9/7	12/1-12/5	2/1-2/6	5/1-5/6
School Choice Program (SCP/SCS)	9/1-9/7	11/3-11/7	2/1-2/6	5/1-5/6





Roundtable Discussion

Questions Submitted

1. With BESE approval coming, how can the diocese ensure that all schools have properly submitted the jotform and Brumfield Dodd? We or each diocese can require that each diocesan school download a copy of their completed application and send it to their superintendents.
2. Required Services:
 - a. Due date?
 - b. Submittal process through Diocese office
 - c. Documents and resources
3. Regarding certifications, will the application change because of new legislation? The 2024-2025 BESE application will not change due to the new legislation.
4. Can we get a similar update that was provided at the non-public commission meeting?
5. How can we get more high schools to participate in LSP?



Questions Submitted

6. Where are we in policy development for allowing diocesan schools that participate in nationally normed standardized testing to use the results of the diocesan adopted tests in lieu of having scholarship students also have to take the LEAP battery of tests. As you know, for our own data use to inform instruction, the scholarship students join their classmates in taking the Terra NovaNext test (summative) and the DRC Beacon tests (formative – pre and post test use). When you add in the LEAP tests, it's just a great challenge for the students to spend that much time in testing and to expect their best effort on all of the tests.



Questions Submitted

7. Regarding staffing, up to now, diocesan teachers and administrators who have either an Ancillary certificate or an Ed Leader certificate have not been able to renew their certificates because the evaluation system used at the diocesan schools is not Compass. We do, however, have an evaluation instrument and a curriculum based on learning standards that mirror the state's. Will policy be changing to allow those professionals to renew their certificates instead of being encouraged to place them in non-practicing status to prevent expiration?



Questions Submitted

8. In terms of schools that participate in the State Scholarship Program, what can we do to further support them? One of the biggest concerns we hear from the principals is relative to the amount of time they spend on the audit and the need to reveal salaries that are not otherwise made public. We understand that once the school accepts funds from the voucher system, some accountability must be in place. Many of them choose to accept the Scholarship Tuition Organization or Tuition Donation Credit students instead.



Questions Submitted

9. While there is no published curriculum, this is the best LDOE is offering at the time until Bayou Bridges is all the way complete. Only for next 3 months. See chart:

Grade 4 Student Reader Teacher Guides & Slide Decks

7/07/2023 7/21/2023 9/22/2023 9/29/2023 10/02/2023 10/03/2023

Grade 5 Student Reader Teacher Guides & Slide Decks

7/19/2023 7/21/2023 10/25/2023 10/27/2023 10/31/2023 10/31/2023

Grade 3 Student Reader Teacher Guides & Slide Decks

10/31/2023 11/09/2023 11/09/2023 11/17/2023 11/22/2023 11/30/2023 12/08/2023

Grade 6 Student Reader Teacher Guides & Slide Decks

12/20/2023 12/29/2023 1/12/2024 1/12/2024 1/18/2024 1/18/2024





Nonpublic Schools Seeking BESE/BvD Approval

Nonpublic Schools Annual Approval & Classification

All nonpublic schools seeking BESE approval are required to apply each fall for approval the following year.

The application, which is located in Jotform will become live on the [Nonpublic Schools](#) webpage.



The screenshot displays the Louisiana Department of Education website. At the top, the logo features the state outline and the text "DEPARTMENT of EDUCATION" with the slogan "Louisiana Believes" below it. A navigation menu includes links for HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, and CONTACT. A secondary menu lists various educational areas: EDUCATORS, EARLY CHILDHOOD, TEACHING + LEARNING, MEASURING RESULTS, and GRADUATION PATHWAYS. On the left, a vertical sidebar lists categories such as ALTERNATIVE EDUCATION REDESIGN, CHARTER SCHOOLS, CHARTER OVERSIGHT AND SUPPORT, HOME STUDY, LOUISIANA SCHOLARSHIP PROGRAMS, and NONPUBLIC SCHOOLS. The main content area is titled "NONPUBLIC SCHOOLS" and contains the following text: "In Louisiana, tens of thousands of students are enrolled in nonpublic schools. Students may attend nonpublic schools approved by the Board of Elementary and Secondary Education (Nonpublic School Seeking State Approval), an approved Home Study program, or a Nonpublic School Not Seeking State Approval. Nonpublic schools may, but are not required to, seek state approval. To be approved by the Board of Elementary and Secondary Education (BESE), schools must offer an education comparable to the quality of public schools. Graduates from confirmed Nonpublic Schools Seeking State Approval and approved Home Study programs are eligible for TOPS, a state-funded college scholarship program."

Nonpublic Schools Annual Approval & Classification

Applications for the 2024-2025 school year will be accepted from **September 1 to October 15, 2023**.

Applications must be complete when submitted. Incomplete applications will be returned, which may cause a delay in moving through the BESE approval process.



Nonpublic Schools Annual Approval & Classification

ACCREDITED SCHOOLS		NON-ACCREDITED SCHOOLS	
New	Returning	New	Returning
<ul style="list-style-type: none"> • Letter of Accreditation • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Initial Application 	<ul style="list-style-type: none"> • Letter of Accreditation • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Annual Compliance Report (Renewal) 	<ul style="list-style-type: none"> • New Application Questionnaire • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Initial Application 	<ul style="list-style-type: none"> • New Application Questionnaire • Department of Health & Hospital Inspection Report • State Fire Marshal Inspection Report • Program of Study Form (For schools that serve 9th-12th grade) • Brumfield v. Dodd Annual Compliance Report (Renewal)

The Jotform survey will be available beginning September 1, 2023 in the [Nonpublic Library](#). All required documents must be submitted with the Jotform survey by October 15, 2023 to be considered for BESE approval. Please contact nonpublicschools@la.gov if you have any questions.



Brumfield v. Dodd



Nonpublic Schools Seeking Brumfield v. Dodd

All nonpublic schools seeking to apply for Brumfield v. Dodd approval as a renewal applicant or new applicant are required to apply each fall to qualify for the following year.

Applications for the 2024-2025 school year will be accepted from **September 1 to October 15, 2023** with their BESE application via JotForm which will be available on our [nonpublic schools webpage](#).



Nonpublic Schools Seeking *Brumfield v. Dodd*

To become eligible for state and federal funding:

1. Schools must be approved by the Board of Elementary and Secondary Education and also comply with *Brumfield v. Dodd*, a federal court order that prohibits discrimination.
2. *Brumfield v. Dodd* Application forms must be completed, notarized and returned along with a copy of the school's Articles of Incorporation (as on file with the secretary of State's Office), and proof of the school's policy of non-discrimination (as ad appeared in a public notice, such as a newspaper advertisement).



Nonpublic Schools Seeking Brumfield v. Dodd

The Brumfield v. Dodd process is handled as followed:

1. Complete applications are reviewed by the U.S. Department of Justice
2. Recommended for approval to the Board of Elementary and Secondary Education (BESE) during regularly scheduled Board meetings
3. Publically shared on our Nonpublic Schools webpage

Annually, nonpublic schools must submit a [Brumfield v. Dodd Compliance Report](#) in order to maintain eligibility for state and federal funding.



EdLink NPS (Nonpublic Schools) Access and Enrollment



EdLink- NPS Enrollment

The NPS reporting consist of school data that must be reported annually. The NPS reporting link will be accessible on our [Nonpublic Schools](#) webpage on September 1 and close on October 15.

Please ensure that the person reporting for the 2023-24 school year have their EdLink username and password ready to log in and report the following information:

- Students by grade (PreK4-12)
- Student Demographics by gender, ethnicity and grade
- Number of instructional days
- Graduating seniors by demographics for 2022-2023 school year
- Number of faculty



EdLink- NPS Enrollment

Who is considered faculty?

Faculty refers to school-based instructional personnel. In addition to full-time classroom teachers, these individuals include principals, assistant principals, guidance counselors, and librarians. Other instructional staff should be included provided these individuals are assigned to teach at least one class in the Program of Studies.



EdLink- NPS Access

If you do not have an account with EdLink, an account can be created with the link below:

<https://ldoe.edlink.la.gov/#/>

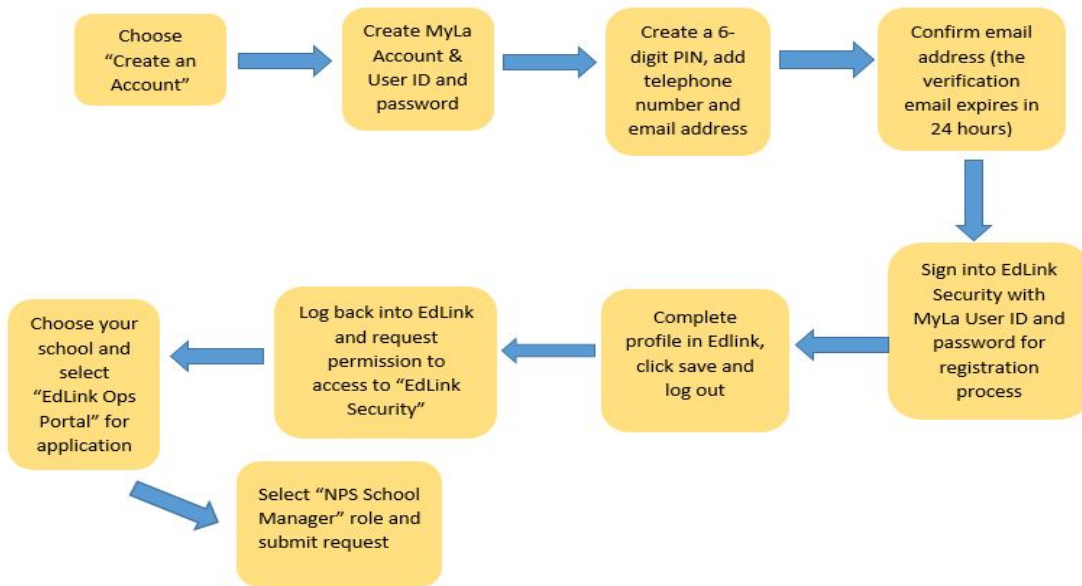
It is recommended that you test your account **prior to September 1.**



EdLink Request for Access

The flowchart shown illustrates how to submit annual reporting information if you are new to EdLink.

An informational webinar is forthcoming.



Notice of Intent for Louisiana Scholarship Program



Notice of Intent

- The Notice of Intent (NOI) is submitted to the Department each year in the fall to participate in our scholarship programs and request ***NEW*** seats for the upcoming school year.
- Schools must complete NOIs for each scholarship program even if no new seats are being requested for the upcoming year.
- The NOI will collect information including (but not limited to):
 - Number of available scholarship seats per grade
 - *This does not include returning or transfer students*
 - This is meant to include students who are new to the scholarship program
 - Enrollment Preferences (NSECD, Geographic)
 - Any Special Education services provided
 - Tuition and Fee Amounts (**only for SCP schools**)
 - **Both NOIs will be available on October 1 via Jotform:**
 - An email will be sent to you directly with the link
 - The link will be posted on the website
 - The link will also be available in the weekly newsletter until October 31



Notice of Intent-LSP

0% 0 / 17 Fields Completed.



2023-24 Louisiana Scholarship Program Notice of Intent



Information about the Louisiana Scholarship Program can be found [here](#).

To be eligible to participate in the program and accept eligible students for enrollment in the program, a nonpublic school must meet all of the following criteria:

1. Be a BESE-Approved Nonpublic School
2. Comply with the non-discrimination criteria set forth in Brumfield, et al. v. Dodd

Additionally, starting in 2021-22, schools that were not previously participating in the program must also be accredited or provisionally accredited, per [LA HB280](#).

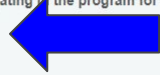
Please note that new schools applying for BESE approval will be considered on a contingent basis, pending approval.

- The link to the Notice of Intent will be provided to you via email from studentscholarships@la.gov.
- Refrain from using links provided in previous years.
- To ensure that you have accessed the right form, make sure that it has the upcoming year and program name along with the agency letterhead at the top. (Red arrow)
- Schools that are applying for BESE approval may apply to participate in our scholarship programs. However, participation will be granted on a contingent basis pending BESE approval.



Notice of Intent-LSP

Is this an Notice of Intent for a new or returning school participating in the program for the first time? *



School Leader first and last name *

School Leader email address *

School Physical Address *

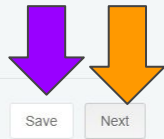
Street Address

Address Line 2

City

Zip Code

Parish *



Save

Next

- This is where you will indicate if you are a new or returning school. (blue arrow)
 - If you participated in LSP for this current school year (2023-24), you are considered a returning school.
 - Returning schools will select their school name and site code from a dropdown list.
 - New schools will be asked to enter their school name and site code.
- Other information collected on this page will included the following:
 - School Leader information
 - School Address
 - Parish
- You can select “save”(purple arrow) to complete the form later OR “next” (orange arrow) to advance to the next page.



Notice of Intent-LSP

Select all grades that will be served by your school in the 2023-24 school year. *

- | | | | |
|-------------------------------|------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> K | <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd | <input type="checkbox"/> 3rd |
| <input type="checkbox"/> 4th | <input type="checkbox"/> 5th | <input type="checkbox"/> 6th | <input type="checkbox"/> 7th |
| <input type="checkbox"/> 8th | <input type="checkbox"/> 9th | <input type="checkbox"/> 10th | <input type="checkbox"/> 11th |
| <input type="checkbox"/> 12th | | | |



Does your school intend to participate in the Louisiana Scholarship Program for the 2023-24 school year? *

- Yes - Currently enroll participating students in this 2022-23 school year
- Yes - Intend to participate for the first time in the 2023-24 school year
- No - Do not have any current participating students and do not intend to participate

Will your school offer services to Students with Exceptionalities? *

- Yes
- No

Does your school ONLY serve Students with Exceptionalities? *

- Yes
- No

Does your school currently participate in NSECD? *

- Yes
- No

Will your school participate in the National School Lunch Program (offering Free/Reduced-Price Meals)? *

- Yes
- No

Will your school offer transportation services for students? *

- Yes
- No

- The next question will ask you to select **ALL grades** that your school plans to serve for the 2024-25 school year. (Yellow arrow)
 - This question is to strictly capture **all grade levels being offered** at your school for the upcoming year.
 - This does not mean that you are asking for seats in these grades.
 - *Example: Your school serves grades 9-12, but you only want seats in grade 9. For this question, you would select grades 9-12 because those are the grade levels that you serve.*



Notice of Intent-LSP

Select all grades that will be served by your school in the 2023-24 school year. *

- | | | | |
|-------------------------------|------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> K | <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd | <input type="checkbox"/> 3rd |
| <input type="checkbox"/> 4th | <input type="checkbox"/> 5th | <input type="checkbox"/> 6th | <input type="checkbox"/> 7th |
| <input type="checkbox"/> 8th | <input type="checkbox"/> 9th | <input type="checkbox"/> 10th | <input type="checkbox"/> 11th |
| <input type="checkbox"/> 12th | | | |

Does your school intend to participate in the Louisiana Scholarship Program for the 2024-25 school year? *

- Yes - Currently enroll participating students in this 2022-23 school year
- Yes - Intend to participate for the first time in the 2023-24 school year
- No - Do not have any current participating students and do not intend to participate



Will your school offer services to Students with Exceptionalities? *

- Yes
- No

Does your school ONLY serve Students with Exceptionalities? *

- Yes
- No

Does your school currently participate in NSECD? *

- Yes
- No

Will your school participate in the National School Lunch Program (offering Free/Reduced-Price Meals)? *

- Yes
- No

Will your school offer transportation services for students? *

- Yes
- No

- The following question will ask you about your intended participation for the upcoming school year. (pink arrow) The options available are:
 - Yes - Intend to participate for the first time in the 2024-25 school year (**new participants**)
 - Yes - Currently participating in the program and wish to enroll new students for the 2024-25 school year (**current participants who would like new seats**)
 - Yes - Currently participating in the program but do NOT wish to enroll new students for the 2024-25 school year (**current participants who do not want new seats but would like to keep their current scholarship students**)
 - No - Do not intend to participate for the 2024-25 school year and/or currently have no participating students (**schools who are closing or leaving the program and do not have scholarship students or will need their scholarship students moved to another school**)
- The remaining questions will ask you about the services offered at your school and other program participation.



Notice of Intent-LSP

New Awards Requested

For each of the grades below, please indicate how many NEW scholarship awards you are willing to receive in that grade. Do not include current students in this request, only your request for NEW scholarship students.

Final award request numbers will be re-confirmed before the application closes, but applications will ONLY be collected for grades with non-zero requests.

Be advised that requesting new awards are NOT a guarantee of receiving new awards. Awards are made based on available funding, student interest, and (when necessary) random lottery.

Be advised that the Louisiana Scholarship Program serves students in grades K-12 only. No Pre-K awards are made through the program.

Instructions: Indicate the number of new students your school is willing to serve in each grade as part of this scholarship program. If you have no students, please enter "0". *

	Number of New Students
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

- The next section will ask you how many **NEW** scholarship awards you are willing to receive in that grade.
- This number is only your request for NEW scholarship students.
 - Do not include current students in this request
 - Do not include transfers in this request
- Each row must have a number entered
 - If you cannot accept any new students at a grade level, please enter "0" in the blank
- Final award request numbers will be re-confirmed later in the year, but applications will ONLY be collected for grades that you indicate availability.
- Once you have completed this chart, you will hit "submit" to complete your NOI.



Notice of Intent-LSP



Thank You!

Your submission has been received. If you have any additional questions, please contact studentscholarships@LA.gov.

- Once you hit submit, you will see this screen to indicate that we have received your submission.
- All submissions are due on **October 31**.

If you have any issues or questions, will completing the NOI, please contact our office at studentscholarships@la.gov for assistance.



**Notice of Intent for School
Choice Students with
Exceptionalities**



Notice of Intent-SCP

- The link to the Notice of Intent will be provided to you via email from studentscholarships@la.gov
- **Please refrain from using links provided in previous years.**
- To ensure that you have accessed the right form, make sure that it has the upcoming year and program name at the top (Red arrow)
- Schools that are applying for BESE approval may apply to participate in our scholarship programs. However, participation will be granted on a contingent basis pending BESE approval.



2023-2024 School Choice Program for Certain Students with Exceptionalities Notice of Intent

The School Choice Program for Certain Students with Exceptionalities (SCP) empowers families of students with certain exceptionalities with the financial resources to choose the school that will best address their students' needs.

Instructions

Please follow these instructions to successfully complete and submit your school's Notice of Intent to Participate in the School Choice Program for Certain Students with Exceptionalities for the 2023–2024 School Year:

1. Review Section I: School Eligibility Requirements
2. Complete Sections II–IV to indicate information about your school and the seats your school will offer.
3. Attach documentation requested in Section V
4. Review program assurances in Section VI and sign Section VII.
5. Submit this form along with any required documentation by **October 31, 2022**.

If you encounter any issues while completing this form please contact our office at studentscholarships@la.gov for assistance

Section I: School Eligibility Requirements

To be eligible to participate in the program and accept eligible students for enrollment in the program, a nonpublic school shall meet all of the following criteria:

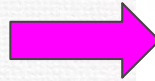
1. Approved Nonpublic School by the Board of Elementary and Secondary Education;
2. Has provided educational services to students with exceptionalities for at least two years prior to participation;
3. Employs teachers that hold appropriate certification in special education;
4. Complies with the non-discrimination criteria set forth in *Brumfield, et al. v. Dodd*;
5. Operate in a parish with a recent census population greater than 190,000 persons:
 - Caddo
 - East Baton Rouge
 - Lafayette
 - St. Tammany
 - Calcasieu
 - Jefferson
 - Orleans

Additionally, starting in 2021–22, schools that were not previously participating in the program must also be accredited or provisionally accredited, per LA HB280.

**Please note that new schools applying for BESE approval in December 2022 will be considered on a contingent basis, pending state approval.*

Notice of Intent-SCP

- The following question will ask you about your intended participation for the upcoming school year. (pink arrow)
The options available are:
 - Yes - Intend to participate for the first time in the 2024-25 school year (**new participants**)
 - Yes - Currently participating in the program and wish to enroll new students for the 2024-25 school year (**current participants who would like new seats**)
 - Yes - Currently participating in the program but do NOT wish to enroll new students for the 2024-25 school year (**current participants who do not want new seats but would like to keep their current scholarship students**)
 - No - Do not intend to participate for the 2024-25 school year and/or currently have no participating students (**schools who are closing or leaving the program and do not have scholarship students or will need their scholarship students moved to another school**)



Section II: School Information

Is this an Notice of Intent for a new school participating in the program for the first time? *

Yes
 No

Does your school ONLY serve Students with Exceptionalities? *

Yes
 No

Does your school currently participate in NSECD? *

Yes
 No

In which district/parish is your school located? *

Does your school intend to participate in the School Choice Program for the 2023-24 school year?

Yes - Currently enroll participating students in this 2022-23 school year
 Yes - Intend to participate for the first time in the 2023-24 school year
 No - Do not have any current participating students and do not intend to participate

Please enter your school's physical address. *

Street Address

Street Address Line 2

City State

Zip Code

Please enter your school's phone number. *

Area Code - Phone Number

Please enter your school's website, if applicable.

Please enter the name for your school's administrator for School Choice Program. *

First Name Last Name

Please enter the email address for your school's administrator for School Choice Program. This person will receive all correspondence related to the program and serve as a point of contact. *



Notice of Intent-SCP

Section III: 2023-2024 Total Program Seats Available

Instructions: Indicate the number of total students your school is willing to serve in each grade as part of this scholarship program and the annual tuition for that grade. Currently participating schools should include returning students.

Does your school plan to accept new students for the 2023-2024 school year? Please remember that if you only intend to keep currently enrolled Scholarship students, you would select "No" as their Scholarship will automatically roll over. *

 This field is required.

Please input the grade levels in which you can accommodate NEW students. *

- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th

- The next question will ask you if you plan to accept any new seats for the upcoming year. (Red arrow)
- You will then be asked to select the **grades that you can accommodate new students** for the 2024-25 school year. (green box)
 - This question is to capture only the grade levels in which you would like NEW scholarship students.

Notice of Intent-SCP

- The next section will ask you how many **NEW** scholarship awards you are willing to receive in each grade.
- This number is only your request for NEW scholarship students.
 - Do not include current students in this request
 - Do not include transfers in this request
- Each row must have a number entered
 - If you cannot accept any new students at a grade level, please enter “0” in the blank
- Final award request numbers will be re-confirmed later in the year, but applications will **ONLY** be collected for grades that you indicate availability.

New Awards Requested

For each of the grades below, please indicate how many NEW scholarship awards you are willing to receive in that grade. Do not include current students in this request, only your request for NEW scholarship students.

Final award request numbers will be re-confirmed before the application closes, but applications will **ONLY** be collected for grades with non-zero requests.

Be advised that requesting new awards is **NOT** a guarantee of receiving new awards. Awards are made based on available funding, student interest, and (when necessary) random lottery.

Instructions: Indicate the number of new students your school is willing to serve in each grade as part of this scholarship program. If you have no students, please enter “0”.

	Number of New Students
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

Notice of Intent-SCP

Instructions: Indicate the annual tuition for each grade. The tuition amount entered into the chart is anticipated for 2023-24 and will be confirmed before the start of the school year. *

	Maximum Tuition and Fees
Kindergarten	<input type="text"/>
1st	<input type="text"/>
2nd	<input type="text"/>
3rd	<input type="text"/>
4th	<input type="text"/>
5th	<input type="text"/>
6th	<input type="text"/>
7th	<input type="text"/>
8th	<input type="text"/>
9th	<input type="text"/>
10th	<input type="text"/>
11th	<input type="text"/>
12th	<input type="text"/>

Back

Save

Next

- Indicate the annual tuition for each grade served at your school.
 - All grades must have an entry even if you are not requesting new seats in that grade.
- The tuition amount entered into the chart is anticipated for 2024-25 and will be confirmed before the start of the school year



Notice of Intent-SCP

Section IV: 2023-2024 Special Education Services

Offered By Grade

Instructions: Please select the exceptionalities your school is willing to serve at each grade level. Please only indicate exceptionalities that your school has served for at least two years.

Instructions: Please indicate the exceptionalities your school is willing to serve at each grade level. Please only indicate exceptionalities that your school has served for at least two years *

	Autism	Developmental Delay	Emotional Disturbance	Mental Disability	Other Health Impairment	Specific Learning Disability	Traumatic Brain Injury	Other
Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Please select the exceptionalities your school is willing to serve at each grade level.
- Please only indicate exceptionalities that your school has served for at least two years.



Notice of Intent-SCP

SECTION V: Required Documentation

To participate in the School Choice Program for Certain Students with Exceptionalities, please attach and submit the following documentation with this Notice of Intent to Participate:

1. Your school's Special Education Policy
2. A redacted copy of an Individual Education Plan (IEP), district-provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years.
3. A copy of at least one teacher's certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2023-2024 Special Education Services Offered by Grade.

Please upload your school's Special Education Policy here: *

Browse Files

Please upload a redacted copy of an Individual Education Plan (IEP), district provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years here: *

Browse Files

Please upload a copy of at least one teacher's certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2023-2024 Special Education Services Offered by Grade *

Browse Files

To participate in the School Choice Program for Certain Students with Exceptionalities, please attach and submit the following documentation with this Notice of Intent to Participate:

- Your school's Special Education Policy
- A redacted copy of an Individual Education Plan (IEP), district-provided services plan, or a nonpublic school created service plan, that your school has provided accommodations for within the last two years; or, evidence that the school has provided educational services to students with exceptionalities for at least the last two years.
- A copy of at least one teacher's certificate indicating your staff is certified to provide accommodations to the exceptionalities your school indicated in Section IV: 2024-25 Special Education Services Offered by Grade.



Notice of Intent-SCP

SECTION VI: School Assurances

By participating in the School Choice Program for Certain Students with Exceptionalities, I agree to the following statements:

- I understand that in accordance with timelines as determined by the Department, each eligible nonpublic school choosing to participate in the program shall inform the Department of the types of students with exceptionalities as defined in R.S. 17:1942 that the school is willing to serve.
- I understand that each participating school will determine the number of eligible students it will accept in any year of program participation and may establish criteria for the enrollment of students.
- I understand that each participating school shall have discretion in enrolling eligible students for participation in the program and no school shall be required to accept any eligible student.
- I understand that no eligible nonpublic school shall require any student seeking to enroll and participate in the program to take an entrance examination.
- I understand that prior to enrollment, each eligible nonpublic school shall inform the parent or guardian of an eligible student all rules, policies, and procedures of such school including but not limited to academic policies and disciplinary policies and procedures.
- I understand that enrollment of an eligible student in the school shall constitute acceptance of such rules, policies, and procedures by the parent or guardian individually and on behalf of the eligible student.
- I understand that an eligible student may be disqualified from enrollment if the student is no longer eligible for the program as determined by the Department.
- I attest that the maximum tuition costs provided to the Louisiana Department of Education by this school on the intent to participate form are accurate and represent the true costs charged by this school for school year 2023-2024.
- I agree to accept the value of the certificate, which shall be equivalent to 50% of the per-pupil amount of state funds to the city, parish, or other local public school district in which the eligible student is residing for that school year, not to exceed the tuition charged by the eligible nonpublic school, as the only source of funds to be received from the State Department of Education.
- I understand that any cost of educational services above the amount of the certificate issued to the parent or guardian shall not be paid by the state.
- I attest that by electronically signing this document, as outlined in R.S. 17:4051 as a requirement for participation in this program, that this school has existed and provided educational services to students with exceptionalities, as defined in R.S. 17:1942 for at least two years prior to participation in the program.
- I further attest that by electronically signing this document, as outlined in R.S. 17:4051 as a requirement for participation in this program, this school has an established program in place for instruction of such students.
- I further attest that by electronically signing this document, as outlined in R.S. 17:4051 as a requirement for participation in this program, teachers providing instruction to students hold the appropriate certification in special education or other appropriate training as defined by the department and instruction is in accordance with a student's individual education plan, district-provided services plan or a nonpublic school created services plan, and rules and regulations developed as required in this section.

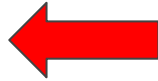
I, the undersigned, am authorized to sign this form on behalf of the school as either sole owner or by appointment as administrator by the school's operating organization. *

Print

Date -

SCP Main Point of Contact - Name *

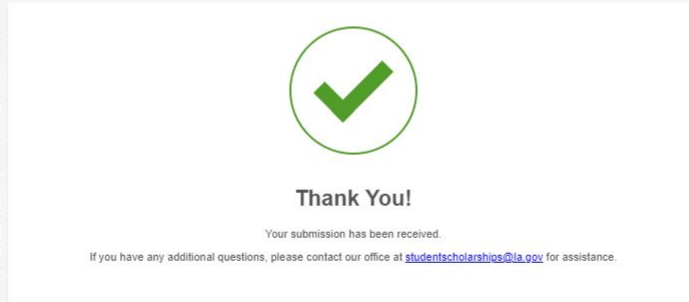
SCP Main Point of Contact - Email *



- The last section includes the School Assurances
- This section must be signed (using your mouse-see red arrow)
- We will also collect the School Choice Point of Contact in this section
- Once this section is completed, you will then hit submit to complete your submission.



Notice of Intent-SCP



- Once you hit submit, you will see this screen to indicate that we have received your submission.
- All submissions are due on **October 31**

If you have any issues or questions, will completing the NOI, please contact our office at studentscholarships@la.gov for assistance.

Nonpublic Allocations



Nonpublic Allocations

- Available only to Brumfield v. Dodd and BESE approved schools
- Appropriations are provided through the Legislature annually:
 - Required Services Reimbursement Program
 - Nonpublic Textbooks and Textbook Administration Reimbursement Program
 - Nonpublic School Lunch Salary Supplement Reimbursement Program
- For assistance contact nonpublicfinancehelpdesk@la.gov.



Required Services Reimbursement Program

Web resources: <https://louisianabelieves.com/resources/library/nonpublic-schools>

NONPUBLIC SCHOOLS FINANCE

File	Download
Form - Required Service Time Log (Monthly or Quarterly)	Download
Form - Required Service-Reimbursement Form 20XX-20XX	Download
Form - Required Service-Summary Time Record Form 20XX	Download
Guidelines - Nonpublic School Required Services	Download
Required Services Memo	Download
Required Services Reimbursement Program Procedures	Download



Required Services Reimbursement Program

What is the eligibility criteria for participation in this program?

Two factors must exist for a school to be eligible for these funds:

- 1) a school must be academically approved and Brumfield vs Dodd approved for the year in which they seek payment; and
- 2) detailed records must have been maintained during the school year for which reimbursement is requested including the actual amount of time dedicated to the performance of the specific services by each employee. Then records are submitted for reimbursement in the subsequent school.



Required Services Reimbursement Program

What is the amount of the reimbursement?

A school's reimbursement payment is based on the funds requested plus or minus any audit adjustments. Then the total net amount requested by all participants is adjusted to equal the funds appropriated.

When are the reimbursement requests forms due to the department?

The Required Services reimbursement packet must be submitted to the Louisiana Department of Education no later than **Friday, September 29, 2023** by close of business (4:30 PM). Any submissions after this date will be ineligible for funding.



Required Services Reimbursement Program

Do the forms have to be submitted together and at the same time?

Yes, the Required Services reimbursement packet MUST include the following:

- Name, phone number and email address of the preparer of the forms
- Required Services Reimbursement Summary Form in PDF format
- Required Services Reimbursement Form and Summary, SY 2022-2023 – Excel format
- Required Services Summary Time Record Forms (2022) for each employee – PDF format

Do the forms have to be signed in order to be considered an acceptable submission?

Yes, the forms MUST be signed by the appropriate staff members to be considered acceptable.



Nonpublic Textbook and Administration Reimbursement

- This allocation is based on the number of (K-12) nonpublic students enrolled in academically approved and *Brumfield v. Dodd* approved nonpublic schools for the 2023-2024 school year. School systems are encouraged to meet with qualifying nonpublic schools early in the school year to discuss placing orders in a timely manner. For questions not addressed in these Guidelines please contact nonpublicschoolfinancehelpdesk@la.gov
- There is vendor and purchasing information here: <https://www.louisianabelieves.com/resources/library/curricular-resources>
- For additional questions regarding contracting and vendors, please reach out to louisianacurriculumreview@la.gov



Nonpublic Textbook and Administration Reimbursement

- Reimbursements are made to local school districts for purchases of secular books for nonpublic school students at the rate of \$27.02 per student based on PRIOR year enrollment.
- All textbooks must be purchased through the local school system for each eligible nonpublic school in their area.
- In no event may these funds be distributed directly to nonpublic schools.

Receipt of Textbooks:

- Orders for textbooks, etc. must be delivered to (and received by) the eligible nonpublic school during the period of July 1, 2023 to June 30, 2024, in order to be eligible for reimbursement.



Nonpublic School Lunch Salary Supplement Reimbursement Program

- New data collection methods being employed this year will include the attached excel file that will be completed by schools (no more counting from PDF paper).
- Food & Nutrition and School System Financial Services staff will work with the dioceses to go through the new tracker and answer questions.

Due date: August 31 - all tracker forms due from Dioceses





Louisiana Scholarship Program



Access to Portals

LEADS

LEADS APPLICATION PORTAL

Yohanna Sanders

LOGOFF

User Guides: Annual Financial Report View

TAP - LATAP	STS - Student Transcripts
NPS - Non-Public Schools Data Collection	TCA - Teacher Certification Administration
SEE - Scholarships for Educ. Excellence	TCM - Teacher Certification Management
SCS - School Choice System	

ADDITIONAL LINES

- LEADS News
- TimeLines
- Security Request Form
- Contact Us
- Check Response Time
- Browser Popularity
- OnBase - Hybrid ActiveX Control Software Installer

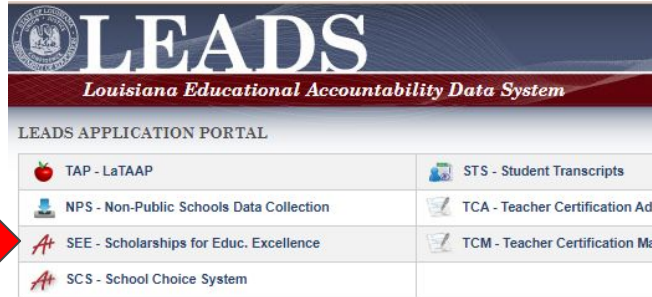
Show all systems.

Welcome to the LEADS Portal!

- Always use the following link to access the LEADS portal:
<https://leads5.doe.louisiana.gov/ptl/>
 - You can use this link in any browser
- Your LEADS username always begins with the letter E (ex E123456).
- Passwords expire every 60 days and must be reset here:
<https://password.doe.louisiana.gov/>
- LEADS is where you will do the following:
 - Quarterly enrollment reporting
 - View rosters
 - View payment reports
- To gain access to SEE in LEADS click [here](#) to complete the request.



LEADS



- When you log in, you should be able to see the following tabs, based on the scholarship programs your school participates in:
 - The “SEE-Scholarships for Educ. Excellence” tab is for access to the Louisiana Scholarship Program (Red arrow)
- When you click on the tab a separate pop-up window will open.
 - Please remember to turn off pop-up blockers when trying to access the LEADS portal.
<http://www.wikihow.com/Disable-Popup-Blockers>



FTP

- You can access your FTP folder using this link:
<https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>
 - We do have some schools that refer to this portal as ThinClient

To login to the FTP please enter your username and password. **It is NOT the same username and password used for LEADS**



IPSWITCH
File Transfer
WS_FTP Server
Web Transfer Client

Username

Password

Language

Login

Username: **[insert your sitecode]**@nonpublic
Ex. (999999@nonpublic)

Enter your password for the FTP (*this is password that you should have set yourself or by someone at your school*)

If this is you are new school logging into the FTP for the first time, your password will be the following:

Password: LA!**[YOURSITECODE]**

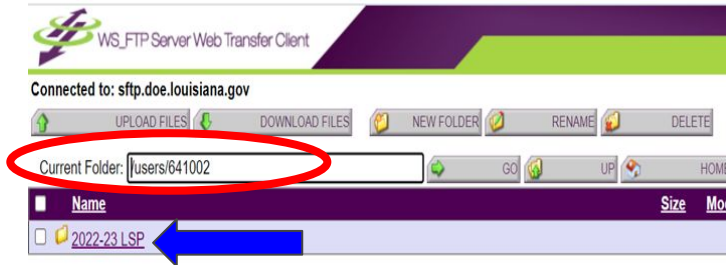
Ex. (LA!999999)

You will be prompted to create a new password



FTP

- Once logged in, you should see your sitecode in the **“current folder”** box. This lets you know that you are in your schools assigned folder. (red circle)
- You will also see subfolders labeled with the year and name of the scholarship program (see blue arrow)
 - “2023-24 LSP” for the Louisiana Scholarship Program
 - You will only see folders for the programs in which your school is currently participating.
- The FTP is mainly used during the application process (typically beginning in December-May)
- It is typically used for the following:
 - Demand Reports
 - Preliminary Rosters for the upcoming year
 - Site Registration for the upcoming year





Viewing Rosters in LEADS

Rosters-LSP

Scholarships for Educational Excellence - Google Chrome
leads5.doe.louisiana.gov/see/FrameWork.aspx

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Covered School District Unacceptable School Participating School Student **Report** Processing Codes Load Rollover

Applicant Verification SEE Schools School Reports

Beginning School Year: 2022 School Type: ALL District: ALL
School: ALL

Seats by Schools
 Funding
 Payment
 SEE Roster
 Awarded Student Letters
 Denied Student Letters
 Waiting List Student Letters
 Site Letters
 Site Labels

Print

- In the SEE pop-up window, click the “Report” tab. (red arrow)
- Next, click the “School Reports” tab (green arrow)
- Select “SEE Roster” from the list of options (blue arrow)
- Select “Print” to download your current roster (purple circle) and view the pdf.





Enrollment Reporting

Enrollment Reporting

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Close | Restart

Participating School Student Report

Apply Update View Enroll

1) Beginning School Session Year: 2014

2) School:

Once I've logged into LEADS and opened your program window, how do I find my school's enrollment report?

1. Select "Student" from the top row (yellow arrow) and "Enroll" from the second row (orange arrow)
2. Select "2023" for Beginning School Year
3. Your school's name will automatically populate under School



Enrollment Reporting

Fill in Entry Dates for students and check off if they are enrolled in the given quarter. Data will "NOT" be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	1			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason

4. Place a check mark in the current quarter if the student is enrolled at your school on the count date (purple arrow)

5. If a student has left your school, enter an "Exit Date" (green circle) and select an "Exit Reason" (pink arrow)

6. Once all students have either a check mark or an exit date next to their name, click "Save Changes" (red box)





Payment Reports

Payment Reports-LSP

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Covered School District Unacceptable Schools Participating School Student Report Processing Codes Load Rollover

Applicant Verification SEE Schools School Reports

Beginning School Year: 2022 School Type: ALL District: ALL

School: ALL

Seats by Schools
 Funding
 Payment
 SEE Roster
 Awarded Student Letters
 Denied Student Letters
 Waiting List Student Letters
 Site Letters
 Site Labels

Print

- In the SEE pop-up window, click the “Report” tab. (red arrow)
- Next, click the “School Reports” tab (green arrow)
- Select “Payment” from the list of options (blue arrow)
- Select “Print” to download your current payment report (purple circle) and view the pdf.

*****Please note that the payment report generated in LEADS are an estimate and do not accurately reflect final payment amounts.***





Transfer Requests

Transfer Requests

- Families seeking to transfer a Scholarship award for the current school year must complete this form together with the awarding school.
- In order to submit a request to transfer an award, students must:
 - Have an award issued by the Louisiana Department of Education (LDOE) for the current school year
 - Be registered at a participating LSP School
 - Not be assigned to a public school



Transfer Requests

- Scholarship students who wish to transfer from one participating scholarship school to another are REQUIRED to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school.
- Transfers are ONLY allowed to schools that meet accountability standards and who have Department approved available scholarship seats.
- The [LSP transfer form](#) can be found in the School Choice Library.
- The receiving school that the student will be attending should submit this form to the LDOE by emailing the completed form to studentscholarships@la.gov.



Families seeking to transfer a Scholarship award from one Scholarship school to a different Scholarship school for the 2023-2024 school year should complete this form together with the school they would like their child to attend. In order to request a transfer, students must:

- Have an award issued by the Louisiana Department of Education (LDOE) for the 2023-2024 school year
- Be registered at a Scholarship school as of May 26th
- Not be assigned to a public school

Scholarship students who wish to transfer from one participating Scholarship school to another are required to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school. Transfers are only allowed to schools that meet accountability standards and who have Department approved available Scholarship seats.

The receiving school should submit this form to the LDOE by emailing the completed form to studentscholarships@la.gov. You will receive a response within 2-5 business days. **Submission of this form does not guarantee transfer approval.**

Student Name:	Last 4 Digits of SS# (NOT LASID):	Student Date of Birth
[REDACTED]	[REDACTED]	[REDACTED]
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email Address:
[REDACTED]	[REDACTED]	[REDACTED]

2023-2024 School Placement and Grade:	Requested Transfer School Name and Site Code:
[REDACTED]	[REDACTED]
Briefly describe reason for transfer request:	
[REDACTED]	

Parent Signature:

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. I understand that if the transfer is approved my child loses his/her seat at his/her current Scholarship school. The information I have provided above is accurate, and I will supply additional documentation as requested.

Parent/Guardian Signature: [REDACTED] Date: [REDACTED]

Receiving School Representative Signature:

I understand that transfers are not guaranteed and acknowledge that I have a seat and will enroll this student in the grade listed.

School Representative Name: [REDACTED] Date: [REDACTED]

School Representative Signature: [REDACTED]

Transfer forms must be completed correctly and signed by the school.

Forms with incorrect or incomplete information will be returned.



Final Dates for Transfers

Date	Action Item	Program
August 25	Final date for Q1 transfers	LSP Schools
November 27	Final date to receive transfers for Q2 *LSP only*	LSP Schools
January 22	Final date to receive transfers for Q3	LSP schools

***No transfers are allowed after Quarter 3 enrollment reporting.**





Declined Awards

Declined Awards

- **Once the award has been removed, it cannot be reinstated.**
- The family must sign the form acknowledging:
 - They are willingly choosing not to participate in the LSP program.
 - They must reapply if they would like to be considered for any future scholarship awards.
- A school representative must also sign the form acknowledging that they have informed the family of the stipulations of declining a scholarship award.



Declined Awards

Scholarship students who no longer wish to participate in the program must complete a [Declined Award form](#).

- **This form is NOT to be used for families requesting a transfer.**
- Once a family declines the award, the student will no longer be eligible to receive a scholarship for the remainder of the 2023-2024 school year.



Families seeking to decline a Scholarship award for the 2023- 2024 school year must complete this form together with the awarding school. In order to request to decline an award, students must:

- Complete the current form provided by the school for the 2023-2024 school year
- Once a family declines the award, they will no longer be eligible to receive a scholarship for the remainder of the 2023-24 school year.

Once the award has been removed for the 2023-24 school year, it cannot be reinstated or transferred to another participating school. If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in the upcoming years. **The family must sign this form acknowledging that they understand they are willingly choosing not to participate in the LSP program for the current school year and must reapply if they would like to be considered for any future scholarship awards.** A school representative must also sign the form acknowledging that they have informed the family of the stipulations of declining a scholarship award.

Student Name:	Student DOB / Last 4 Digits of SS#:	Grade for 2023-2024 school year:
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email Address:

2023-2024 School Placement:	School Site Code:
Briefly describe reason for declining award:	

Parent Signature:

I understand that by declining this award, I am willingly opting out of the Louisiana Scholarship Program for the remainder of the current school year, and I will need to re-apply for the scholarship in order to be considered for scholarships awarded in the upcoming years. The information I have provided above is accurate, and I understand the scholarship terms above.

Parent/Guardian Signature: _____ Date: _____

School Representative Signature:

School Representative Name: _____ Date: _____

School Representative Signature: _____

Declined Award forms must be completed correctly and signed by the school.

Forms with incorrect or incomplete information will be returned.



School Choice Program for Students with Exceptionalities





Access to Portals

LEADS

LEADS APPLICATION PORTAL

user guides: Annual Financial Report View

ADDITIONAL LINES

- LEADS News
- TimeLines
- Security Request Form
- Contact Us
- Check Response Time
- Browser Popularity
- OnBase - Hybrid ActiveX Control Software Installer

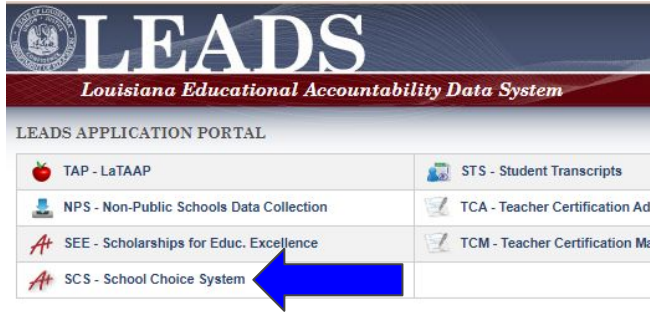
Show all systems.

Welcome to the LEADS Portal!

- Always use the following link to access the LEADS portal:
<https://leads5.doe.louisiana.gov/ptl/>
 - You can use this link in any browser
- Your LEADS username always begins with the letter E (ex E123456).
- Passwords expire every 60 days and must be reset here:
<https://password.doe.louisiana.gov/>
- LEADS is where you will do the following:
 - Quarterly enrollment reporting
 - View rosters
 - View payment reports
- To gain access to SEE in LEADS click [here](#) to complete the request.



LEADS



- When you log in, you should be able to see the following tabs, based on the scholarship programs your school participates in:
 - The “SCS-School Choice System” tab is for access to the School Choice for Students with Exceptionalities Program(Blue arrow)
- When you click on the tab a separate pop-up window will open.
 - Please remember to turn off pop-up blockers when trying to access the LEADS portal.
<http://www.wikihow.com/Disable-Popup-Blockers>



FTP

- You can access your FTP folder using this link:
<https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>
 - We do have some schools that refer to this portal as ThinClient

To login to the FTP please enter your username and password. **It is NOT the same username and password used for LEADS**



IPSWITCH
File Transfer
WS_FTP Server
Web Transfer Client

Username

Password

Language

Login

Username: **[insert your sitecode]**@nonpublic
Ex. (999999@nonpublic)

Enter your password for the FTP (*this is password that you should have set yourself or by someone at your school*)

If this is you are new school logging into the FTP for the first time, your password will be the following:

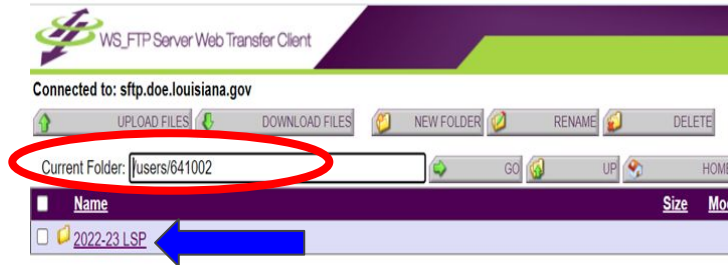
Password: LA!**[YOURSITECODE]**

Ex. (LA!999999)

You will be prompted to create a new password



FTP



- Once logged in, you should see your sitecode in the **“current folder”** box. This lets you know that you are in your schools assigned folder. (red circle)
- You will also see subfolders labeled with the year and name of the scholarship program (see blue arrow)
 - “2023-24 SCP” for the School Choice Program
 - You will only see folders for the programs in which your school is currently participating.
- The FTP is mainly used during the application process (typically beginning in December-May)
- It is typically used for the following:
 - Demand Reports
 - Preliminary Rosters for the upcoming year
 - Site Registration for the upcoming year





Viewing Rosters in LEADS

Rosters-SCP

The screenshot shows the School Choice System (SCS) interface. At the top, there is a navigation bar with the text "SCHOOL CHOICE SYSTEM". Below this, there are several tabs: "Covered School District", "Participating School", "Student", "Report", and "ProcessingPeriod". A red arrow points to the "Report" tab. Below the navigation bar, there are more tabs: "School Reports", "Letters and Labels", "Payment", and "SCS Roster". A green arrow points to the "SCS Roster" tab. Below the tabs, there are two dropdown menus: "Beginning School Session Year" (set to 2022) and "Site" (set to ALL). A purple circle highlights the "Submit" button. Below the "Submit" button, there is a red text instruction: "Make a selection and then click 'Submit'".

- In the SCS pop-up window, click the “Report” tab. (red arrow)
- Next, click the “SCS Roster” tab (green arrow)
- Select “Submit” to download your current roster (purple circle) and view the pdf.





Enrollment Reporting

Enrollment Reporting

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Close | Restart

Participating School Student Report

Apply Update View Enroll

1) Beginning School Session Year: 2014

2) School:

Once I've logged into LEADS and opened your program window, how do I find my school's enrollment report?

1. Select "Student" from the top row (yellow arrow) and "Enroll" from the second row (orange arrow)
2. Select "2023" for Beginning School Year
3. Your school's name will automatically populate under School



Enrollment Reporting

Fill in Entry Dates for students and check off if they are enrolled in the given quarter. Data will "NOT" be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	K			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason
Enrolled	1			8/11/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Select Exit Reason

4. Place a check mark in the current quarter if the student is enrolled at your school on the count date (purple arrow)

5. If a student has left your school, enter an "Exit Date" (green circle) and select an "Exit Reason" (pink arrow)

6. Once all students have either a check mark or an exit date next to their name, click "Save Changes" (red box)





Payment Reports

Payment Reports-SCS

School Choice System - Google Chrome
leads5.doe.louisiana.gov/scs/...eWork.as

SCHOOL CHOICE SYSTEM

Covered School District Participating Schools Student Report ProcessingPeriod

School Reports Letters and Labels Payment SCS Roster

Beginning School Session Year: 2022

Site: All Sites

Submit

Make a selection if necessary and Click 'Submit'.

- In the SCS pop-up window, click the “Report” tab. (red arrow)
- Next, click the “Payment” tab (green arrow)
- Select “Print” to download your current payment report (purple circle) and view the pdf.

*****Please note that the payment report generated in LEADS are an estimate and do not accurately reflect final payment amounts.***





Transfer Requests

Transfer Requests

- Families seeking to transfer a Scholarship award for the current school year must complete this form together with the awarding school.
- In order to submit a request to transfer an award, students must:
 - Have an award issued by the Louisiana Department of Education (LDOE) for the current school year
 - Be registered at a participating SCP school
 - Not be assigned to a public school



Transfer Requests

- Scholarship students who wish to transfer from one participating scholarship school to another are REQUIRED to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school.
- Transfers are ONLY allowed to schools that meet accountability standards and who have Department approved available scholarship seats.
- The [SCP transfer form](#) can be found in the School Choice Library.
- The receiving school that the student will be attending should submit this form to the LDOE by emailing the completed form to studentscholarships@la.gov.



Instructions

Families seeking to transfer their educational certificate should complete this form together with the **receiving** school.

- Students must have been awarded an educational certificate for the current school year to qualify for a transfer.
- This form must be signed by the parent/guardian and a representative of the receiving transfer school.
- The receiving school should submit this form to the Louisiana Department of Education.
- Email the completed form to studentscholarships@la.gov.

Submission of this form is not a guarantee that a transfer will be approved.

Student and Parent Information

Student Name: _____ Student Date of Birth: _____ Grade: _____
 Parent/Guardian Name: _____ Parent/ GuardianEmail: _____
 Parent/Guardian Primary Phone: _____
 Parent/Guardian Secondary Phone: _____
 Current School Placement: _____
 Requested Transfer School: _____ Site Code: _____

Reason for Transfer Request

- Location
- Health and Safety Concerns (Please briefly explain in the box below.)
- Other (Please briefly explain in the box below.)

Signatures

Parent/Guardian

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. The information I have provided above is accurate, and I will supply additional documentation as requested.

Parent/Guardian Signature: _____ Date: _____

Receiving School Representative:

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. I acknowledge that I have a seat for this student in the grade level listed above and will enroll him/her.

School Representative Name: _____

School Representative Signature: _____ Date: _____

Transfer forms must be completed correctly and signed by the school.

Forms with incorrect or incomplete information will be returned.



Final Dates for Transfers

Date	Action Item	Program
August 25	Final date for Q1 transfers	SCP Schools
October 27	Final date for Q2 transfers	SCP Schools
January 22	Final date to receive transfers for Q3	SCP schools

***No transfers are allowed after Quarter 3 enrollment reporting.**



Tuition Donation Credit Program

**Scholarship Assistance Beyond the
Louisiana Scholarship Program**



Tuition Donation Credit Program

The [Tuition Donation Credit Program \(TDC\)](#) empowers Louisiana families with the financial resources to choose the school that will best prepare their child for college and career. This program provides tax credits to Louisiana taxpayers who donate to tax-exempt, not-for-profit organizations called **School Tuition Organizations (STO's)** that provide scholarships to K-12 students.



Tuition Donation Credit Program

School Tuition Organizations (STO's) play a critical role in the Tuition Donation Credit Program by:

- galvanizing Louisiana taxpayers to provide economic resources to Louisiana families; and
- conducting the scholarship award process to enable low-income children to attend the school they feel will best prepare their child for college or career success.



Tuition Donation Credit Program

For schools seeking to participate in the TDC program, a list of the STOs currently participating in the program can be found on the [Tuition Donation Credit Program](#) landing page on the LDOE website.

At a minimum, [Bulletin 134](#) outlines the criteria that participating nonpublic schools must meet. STO's, however, may choose to use additional STO-specific criteria (e.g. academic performance) to determine the schools with which they partner.

Additional criteria exist in [Bulletin 134](#) for nonpublic schools that have been BESE approved for less than five years.



TDC Participating Nonpublic Schools Minimum Criteria

Classification	Criteria
Bulletin 134	Conduct criminal background checks on its employees in compliance with R.S. 17:15 and exclude from employment any person not permitted by state law to work in a nonpublic school.
BESE Approval	<ul style="list-style-type: none">● Utilize “a curriculum of quality at least equal to that prescribed for similar public schools,” as required by the Louisiana Constitution.● Submit information and documentation, which vary based on school characteristics, to the LDOE annually in order to obtain/renew BESE approval for the following school year.
Brumfield v. Dodd Compliance	<ul style="list-style-type: none">● Be Brumfield v. Dodd certified and compliant.<ul style="list-style-type: none">○ The Brumfield v. Dodd certification process verifies that schools receiving state and federal funds are not racially discriminatory.



Tuition Donation Credit Criteria for “New” Nonpublic Schools

Classification	Criteria
BESE Approved for <5 Years	<ul style="list-style-type: none"> ● If a school plans on receiving more than \$50,000 in scholarships from an STO, they must demonstrate their financial viability by: <ul style="list-style-type: none"> ○ filing a surety bond payable to the STO equal to the amount of donations expected to be received during the school year, prior to the start of the school year; or ○ providing financial information to the STO. <ul style="list-style-type: none"> ■ STO’s can determine what specific financial information they require in lieu of the surety bond, and should maintain documentation of a school’s fulfillment of this requirement.
BESE Approved for <2 Years	<ul style="list-style-type: none"> ● Meet the requirements for BESE approved <5 years, AND: ● Maximum of 20% of the school’s enrollment can be scholarship students if the school takes part in both the Tuition Donation Credit Program and Louisiana Scholarship Program.



Tuition Donation Credit Program

LDOE created a [Tuition Donation Participation Guide](#) to provide information and guidance to families, participating schools and STO's. This guide serves as a comprehensive tool designed to enhance understanding of the programmatic requirements and expectations outlined in [Bulletin 134](#).

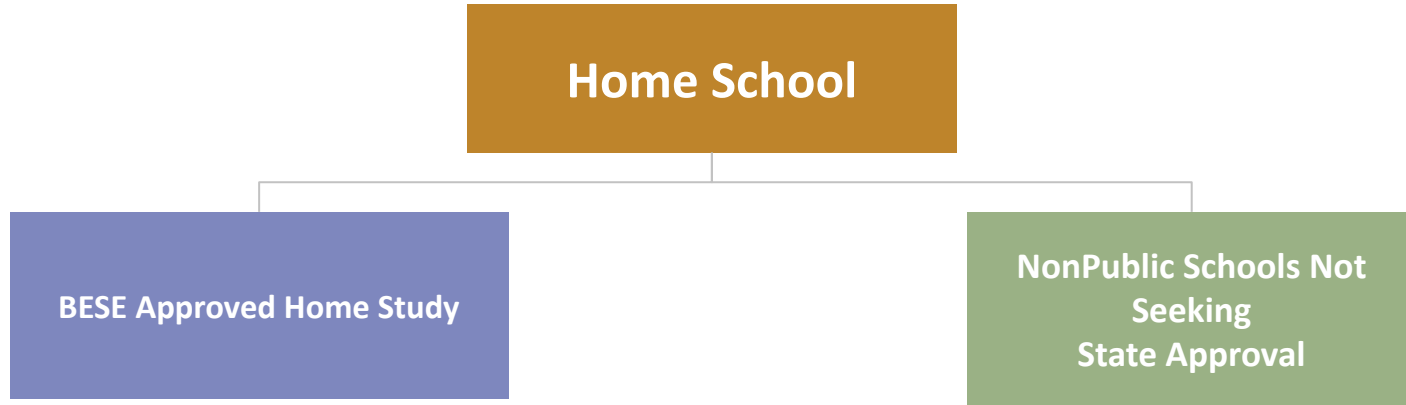


Home School Programs

Resources and Roles for Nonpublic Schools



Program Overview



Program Overview

Louisiana Families may choose to educate their children independently from the public or nonpublic school system. Louisiana families typically provide this independent education through a [Nonpublic School Not Seeking State Approval](#) or a [Board of Elementary and Secondary Education Approved Home Study Program](#).

Parents who enroll their child in an Approved Home Study Program are **solely responsible** for deciding the curriculum and providing instruction. Louisiana does not provide funding or resources for home study programs.

The collection of information on Nonpublic Schools Not Seeking State Approval by the Louisiana Department of Education does not serve as approval of a Home Study Program.



Program Overview

BESE Approved Home Study Program		Registered NonPublic Not Seeking State Approval
<ul style="list-style-type: none"> Students are eligible to apply for TOPS under certain requirements 	<p>TOPS</p>	<ul style="list-style-type: none"> Are not eligible for Tuition Opportunity Program for Students (TOPS) scholarships
<ul style="list-style-type: none"> Diploma is comparable to a diploma by a state approved private school 	<p>Diploma</p>	<ul style="list-style-type: none"> Do not receive a diploma carrying the same weight as a state issued diploma
<ul style="list-style-type: none"> Annual application renewal for the student Parents/Legal guardians must submit the home study application 	<p>Enroll</p>	<ul style="list-style-type: none"> Annually submit enrollment information for the school by using the online attendance submission form



Important Information

- **BESE Approved Home Study:**
 - Schools cannot submit applications for students on behalf of the parents
 - In order to be approved, the assurance statement must be completed by the parent/legal guardian
 - A diploma received in an Approved Home Study program does carry the same weight as a state issued diploma

- **Nonpublic Not Seeking State Approval:**
 - Schools will submit annual attendance
 - Students do not receive a diploma carrying the same weight as a state issued diploma. However, students may still receive a diploma in accordance with the nonpublic school not seeking state approval policies.



How to be Admitted (or Readmitted) into a School System After BESE Approved Home Study

Parents who choose to enter their children in nonpublic or public schools after having been enrolled in a BESE Approved Home Study Program are responsible for all educational documentation and/or verification required by the local school system. Students entering a school system must comply with all school or district requirements.

The local public school system is required to have a written policy included in its Pupil Progression Plan for the admission or readmission of home study students to the public schools. Contact the child welfare and attendance supervisor at the local school board office for the procedures outlined in the Pupil Progression Plan. For admission or readmission procedures to a nonpublic school, contact the nonpublic school directly.



How to be Admitted (or Readmitted) into a School System After BESE Approved Home Study

Administrators responsible for the BESE Approved Home Study Program located at the Louisiana Department of Education will not offer an opinion as to the student's grade level, achievement level, or appropriate academic placement. In addition, a receiving nonpublic or public school, i.e. local school system, must conduct testing or evaluation of the student(s) to determine the student's proper grade level or Carnegie credits.

For students testing in order to enter the public school system, testing fees shall be refunded upon the student's enrollment in that public school system the semester immediately following the testing.



Withdrawal From Public School to Attend A Nonpublic Not Seeking State Approval School

- There is no documentation that a parent or legal guardian must provide in order to withdraw a child from school.
- A public school cannot refuse to let a parent or guardian withdraw their child from school.
- Parents may officially withdraw their student from their current school prior to enrolling in a Nonpublic School Not Seeking State Approval.



Withdrawal From Public School to Attend A Nonpublic Not Seeking State Approval School

Public School Notification:

For any student who has withdrawn from public school during the school year, or who attended public school the year before enrolling in a nonpublic school, the nonpublic school must provide a written notice of enrollment to the public school the student last attended. This notification may include a request for the student's transcript.

In accordance with R.S. 17: 221.3, Nonpublic Schools Not Seeking State Approval have **10 days** of the enrollment of the student to provide the student's former public school with a notice of enrollment that shall:

- Be provided for a student who has withdrawn from a public school during a given school year, as well as for a student who had attended a public school at the end of the previous school year and enrolled in a private school or adult education program the following school year.



Withdrawal From Public School to Attend A Nonpublic Not Seeking State Approval School

Public School Notification:

- Be provided only for a student age twenty-one or younger who attended public school in grades kindergarten through twelve immediately prior to the enrollment of such student in the schools or programs required in this Subsection to provide written notice, and who had not completed twelfth grade.
- Be provided directly to the public school that each student had attended immediately prior to enrollment.
- Be a written notification of enrollment which may be a written request for a student's transcript if such transcript request occurs after the student has been accepted for enrollment, with such written request or notification containing at a minimum the student's legal name, date of birth, gender, and race.
- Occur within **10 days** of the enrollment of such student.



Federal Grants/State Ombudsman's Update





Greetings, Introductions and Purpose

Greetings, Introductions and Purpose

- **Welcome Back!!**
- **Purpose**
- **Let's Work Together!**



**Reaffirming Equitable Services
Protocol and U. S. Department
of Education Charge**

Reaffirming Equitable Services Protocol and U. S. Department of Education Charge

Protocol for Informal and Formal Complaints

- 1st - Collaborate with Non-Public or Private School
- 2nd - Contact State Ombudsman/Office of Federal Support and Grantee Relations
- 3rd - State Ombudsman/Office of Federal Support and Grantee Relations contacts

The United States Department of Education

We agree to follow the protocol above in order to establish workable agreements in order to create and maintain a compliant and effective equitable services program.

Together we'll reach an agreement, find a solution or compromise to build and maintain working relationships. Bottom line... "We Will Fix It" for our most precious treasure... The Children of Louisiana!



Updates and Reviews from U.S. Department of Education

Updates and Reviews from U.S. Department of Education

Focus on Non - Regulatory Guidance...

- 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, October 2019, Updated May 17, 2023
<https://oese.ed.gov/files/2023/05/Title-I-ES-guidance-revised-5-2023.pdf>
- Draft Title VIII, Part F of the Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act: Equitable Services for Eligible Private School Children, Teachers, and Other Educational Personnel
<https://oese.ed.gov/files/2022/03/Draft-Title-VIII-Equitable-Services-Guidance.pdf>

Updates and Reviews from U.S. Department of Education

A-1. What is consultation?

Timely and meaningful consultation with appropriate private school officials is an essential requirement in an LEA's implementation of an effective Title I program for eligible private school children, their teachers, and their families. Consultation involves discussions between public and private school officials on key topics that affect the ability of eligible private school students to participate equitably in Title I programs. Effective consultation provides a genuine opportunity for all parties to express their views and to have those views considered. Successful consultation establishes positive and productive working relationships, makes planning effective, continues throughout implementation of equitable services, and serves to ensure that the services provided meet the needs of eligible students and teachers. A unilateral offer of services by an LEA with no opportunity for discussion, or the application of a blanket rule, is not adequate consultation. Only after discussing key topics relating to the provision of Title I equitable services should an LEA make its final decisions with respect to those services.

Updates and Reviews from U.S. Department of Education

A-1. What is consultation? (Continued...)

Roles for private school officials during the consultation process include participating in consultation; assisting the LEA in obtaining information necessary to identify children from low-income families who reside in a participating Title I public school attendance area, including providing addresses, grade levels, and ages of such children; providing names, addresses, and grade levels of children who meet the criteria for participation eligibility; and suggesting ideas, program designs, and modifications that meet the needs of their eligible children, their teachers, and their families. (See A-15).

Updates and Reviews from U.S. Department of Education

A-17. What assistance might an LEA need from private school officials to obtain information necessary to provide equitable services to eligible private school children and educators?

An LEA is responsible for providing equitable services. Because an LEA may not have all necessary information available to do so, an LEA may need to request assistance from private school officials to obtain information or documentation that enables the LEA to meet its responsibilities. For example, if after timely and meaningful consultation with private school officials, an LEA decides to use a primary home language other than English (PHLOTE) survey to identify children who are eligible for equitable services under Title III, Part A (i.e., those who meet the definition of English learner (EL) in ESEA section 8101(20)), the LEA may obtain a higher response rate to the PHLOTE survey with assistance from private school officials. Although the ESEA does not impose any requirements on private school officials, the only way to ensure that consultation is timely and meaningful is for the private school officials to participate actively in the consultation meetings.

Updates and Reviews from U.S. Department of Education

A-17. What assistance might an LEA need from private school officials to obtain information necessary to provide equitable services to eligible private school children and educators? (Continued...)

By participating, the private school officials will have an opportunity to:

- **provide input in the development of a timeline for consultation;**
- **provide data and information about the needs of their eligible children and educators;**
- **offer suggestions regarding program design, implementation, and evaluation;**
- **inquire about participation in any discretionary grant programs;**
- **address the use of third-party providers, if appropriate; and**
- **complete any appropriate forms needed by the LEA to ensure the delivery of equitable services. However, such paperwork should not require undue administrative effort for the private school officials.**

Updates and Reviews from U.S. Department of Education

A-15. What assistance might an LEA need from private school officials to obtain information necessary to provide Title I services to eligible students in private schools?

An LEA is responsible for providing equitable services. Because an LEA may not have all necessary information available to do so, however, the LEA may need to request assistance from private school officials to obtain information or documentation that enables the LEA to meet its responsibilities. For example, to calculate the proportional share of funds available to provide equitable services, an LEA may need assistance from private school officials regarding which private school students are from low-income families and their addresses so the LEA can determine whether these students reside in a participating Title I public school attendance area.

Updates and Reviews from U.S. Department of Education

A-15. What assistance might an LEA need from private school officials to obtain information necessary to provide Title I services to eligible students in private schools? (Continued...)

Similarly, to identify students who are eligible for equitable services (i.e., they reside in a participating Title I public school attendance area and are low-achieving), an LEA may need assistance in obtaining information on the academic performance of low-achieving private school students as well as their names, addresses, and grades to determine, in consultation with appropriate private school officials, what services will be provided. (See A-1). Private school officials may also need to identify eligible students who reside in an LEA different from the one in which the private school is located and alert the relevant LEA of the students' potential eligibility. (See A-5).

Updates and Reviews from U.S. Department of Education

C-12. Who is responsible for planning and designing equitable services?

After meaningful consultation with appropriate private school officials, an LEA is responsible for planning, designing, and implementing Title I equitable services for private school children and may not delegate that responsibility to the private schools or their officials. (ESEA section 1117(a)(1)(A), (b)(1), and (d); 34 C.F.R. § 200.64(b)(4)).

- Once designed the LEA must present the program design to the non-public school and not only get their input but give it considerable thought and make adjustments if needed.
- If the LEA must put in writing to the non-public school if it agrees not to use the recommendations or requested changes.
- The LEA as per guidance makes the final determination on the LEA Nonpublic Title I Program.

Updates and Reviews from U.S. Department of Education

B-11b. What are examples of practices that LEAs, in consultation with private school officials, may find helpful in increasing the survey response rate?

As noted in Question A-15, there are instances in which an LEA may need assistance from private school officials to obtain information necessary to provide Title I services to eligible students in private schools. Support from private school officials to increase the survey response rate to obtain poverty data comparable to those used for public school students serves as a form of such assistance. For example, an LEA might invite private school officials to provide a cover note to accompany the survey wherein the private school principal encourages participation. Another example is when an LEA agrees in consultation with private school officials for the private school to include the survey in the school's annual registration packet to families.

Updates and Reviews from U.S. Department of Education

A-4. May an LEA set a deadline for private school officials to indicate their intent to participate?

Yes. An LEA may set a reasonable deadline, taking into consideration private school schedules, for private school officials to indicate their intent to participate. An LEA should provide clear and sufficient notice of the deadline, identify potential consequences for not meeting the deadline, and give adequate time for private school officials to respond.

Updates and Reviews from U.S. Department of Education

A-7. When and how often does an LEA consult with private school officials?

Consultation between an LEA and private school officials must include early discussions to prepare for the next school year so that there is a timely start of the Title I program. (ESEA section 1117(a)(3)(A), (b)(3)). To be timely and meaningful, consultation must occur during the design and development of such agency's programs and before the LEA makes any decision that affects the opportunity for eligible private school children, their teachers, and their families to participate in Title I programs. (ESEA section 1117(b)(3)). Consultation must also be ongoing throughout the school year to help ensure effective implementation, service delivery, and assessment of equitable services. (ESEA section 1117(b)(3)).

Updates and Reviews from U.S. Department of Education

A-8. May a group of private school officials designate a single private school official to represent their interests?

Yes. If a group of private schools will be represented by a single official, that representative should inform the LEA in writing that she/he will serve as the designated primary contact for such schools and provide a list of the private schools that she/he represents.

Updates and Reviews from U.S. Department of Education

B-18. If, after timely and meaningful consultation, an LEA chooses to transfer funds to another authorized program under ESEA section 5103, does this have any impact on its equitable service responsibilities under the programs from which and to which funds are transferred?

Yes. Before an LEA may transfer funds from Title II, Part A or Title IV, Part A, the LEA must engage in timely and meaningful consultation with appropriate private school officials. (ESEA section 5103(e)(2)).⁹ With respect to the transferred funds, the LEA must provide eligible private school children and educators equitable services under the applicable program(s) to which, and from which (if less than 100 percent of funds are transferred), the funds are transferred, based on the total amount of funds available to each program after the transfer. For example, if an LEA transfers 50 percent of its Title II, Part A allocation to Title IV, Part A, it must provide Title II, Part A equitable services based on the amount of funds left in the Title II, Part A program after the transfer and must provide Title IV, Part A equitable services based on the total amount of funds available under Title IV, Part A, including the transferred funds.

Title IV strategies may be evidenced - based, researched - based or best practices. (Shared at ESEA Title IV State Coordinator's meeting and on Title IV Office Hours)

Updates and Reviews from U.S. Department of Education

Please Note...

Title IV strategies may be evidenced - based, researched - based or best practices.
(Shared at ESEA Title IV State Coordinator's meeting and on Title IV Office Hours)

Updates and Reviews from U.S. Department of Education

B-9. What is the purpose of the obligation of funds requirement given that an LEA may carry over funds from a given fiscal year and spend those funds in the succeeding fiscal year?

The purpose of the obligation of funds requirement is to ensure that an LEA uses the funds available under a covered ESEA program to provide equitable services in the fiscal year for which the funds were appropriated so that eligible children and educators receive the services to which they are entitled in a timely manner. This provision reinforces the requirement that an LEA conduct timely consultation with private school officials so that services can begin at the beginning of the school year for which the funds are appropriated.

Updates and Reviews from U.S. Department of Education

B-10. May an LEA carryover unobligated funds despite the statutory requirement regarding obligation of funds?

If an LEA is engaging in ongoing consultation, providing equitable services as required, and meeting the obligation of funds requirement in ESEA section 8501(a)(4)(B), it generally should not have any, and certainly no significant, carryover. The ESEA, however, does not prohibit carryover of funds for equitable services and, in most cases, requires it.

Updates and Reviews from U.S. Department of Education

B-12. By what date must an LEA obligate funds under ESEA section 8501(a)(4)(B)?

ESEA section 8501(a)(4)(B) requires an LEA to obligate funds for equitable services “in the fiscal year for which the funds are received by the agency.” The applicable fiscal year is the Federal fiscal year, which ends on September 30 of each year. Although the State in which an LEA is located may operate on a different fiscal year (e.g., July 1 through June 30), September 30 is the date by which an LEA must obligate funds for equitable services to meet ESEA section 8501(a)(4)(B). For example, with respect to fiscal year 2021 ESEA funds that an LEA received for the 2021-2022 school year, section 8501(a)(4)(B) requires an LEA to obligate the funds generated for equitable services by September 30, 2022. In other words, the obligation period does not end with the end of the school year or the State’s fiscal year. (See B-10 for examples of when an LEA might carryover ESEA funds to the subsequent fiscal year).

Updates and Reviews from U.S. Department of Education

B-13. May an LEA impose reasonable deadlines on private school officials to facilitate meeting the obligation of funds requirement in ESEA section 8501(a)(4)(B)?

Yes. An LEA—not private school officials—is responsible for ensuring that funds are obligated in a timely manner. In some cases, however, action by private school officials is necessary for the LEA to meet this obligation. For example, if an LEA plans to reimburse private school educators for the cost of professional development, during consultation it could establish a reasonable deadline by which private school staff must participate in applicable courses (e.g., by September 1) so that the LEA has time to process reimbursement requests before the end of the Federal fiscal year. Similarly, during consultation the LEA may establish a time limit for submission of requests for services and materials by private school officials.

Updates and Reviews from U.S. Department of Education

**B-13. May an LEA impose reasonable deadlines on private school officials to facilitate meeting the obligation of funds requirement in ESEA section 8501(a)(4)(B)?
(Continued...)**

If a deadline is established in consultation and in the context of the requirement to obligate funds generated for equitable services in the current fiscal year, it would be reasonable for the LEA to inform private school officials that, if the deadline is not met and the private school officials have not notified the LEA of obstacles to meeting the deadline in a timely manner, the LEA may consider the private school to have declined services. Generally, however, the ongoing consultation required by the ESEA (see section 8501(c)(3)) will help prevent this situation from occurring because consultation throughout the year provides an established forum for private school officials to alert the LEA if there are obstacles to meeting a deadline (e.g., a private school participant was unable to attend professional development due to an illness).



Equitable Services Circle Meetings and Workgroups

Equitable Services Circle Meeting

- Network of SEA,LEA and/or Non-public Schools to discuss key equitable service topics related to designing, implementing, maintaining, and evaluating an effective and compliant equitable services program.
- Circle Meetings will focus on specific equitable services topic to check - in, ask questions, get guidance, feedback/input and suggestions from those who do the work.
- The goal is for participants to check- out at the end of the meeting with a clearer or complete understanding of the focus topic(s).

LDOE Equitable Services Workgroup

- **A Workgroup is a group of people working together to achieve a specific goal which focus on discussion and activity around a specific subject, or area of need.**
- This interdisciplinary collaboration of people work on activities/projects to help provide technical assistance/support through an organized forum.
- **The Workgroup may last anywhere from a few months to several years.**
- The Workgroup may disband or phase out once the goal has been achieved or the project is completed, as well as, resume when needed.
- **U. S. Department of Education states a Workgroup pertaining to equitable services must be comprised of the SEA, LEA, private school representatives.**
- U.S. Department of Education notes.. Although this is a best practice , unlike COP/Nonpublic Council or ombudsman, ESEA does not require an SEA to establish a working group.

LDOE Equitable Services Workgroup

The LDOE, State ombudsman and Equitable Services Workgroup is seeking assistance with equitable services projects to...

- Review/update our equitable services program documentation.
- **Create a handbook for LEAs and non-public Schools to use regarding the implementation of effective and compliant district and statewide programs.**
- Ensure Circle Meetings address the needs of the LEAs and non-public schools.



Equitable Services Resources

Equitable Services Resources

- ESEA Title VIII Equitable Services Updated Non-Regulatory Guidance (July 17, 2023)

<https://www2.ed.gov/about/inits/ed/non-public-education/files/esea-titleviii-guidance-2023.pdf>

- ESEA Title I, Part A Equitable Services Updated Non-Regulatory Guidance (May 17, 2023)

<https://oese.ed.gov/files/2023/05/Title-I-ES-guidance-revised-5-2023.pdf>

- Non-Regulatory Guidance, Title IX, Part E, Equitable Services for Eligible Private School Students, Teachers and Other Educational Personnel

<https://www2.ed.gov/policy/elsec/guid/equitableserguidance.doc>

Equitable Services Resources continued

- IDEA <https://sites.ed.gov/idea/files/qa-parentally-placed-private-schools-12-2020.pdf>

LRP Publications...

- **Serving Private School Students, Families and Teachers: A Compliance Guide for Title I Practitioners -- 3rd Edition (inquire about the 2nd edition)**
- **Serving Parentally placed Private School Students With Disabilities: Understanding Your District's IDEA**
<https://www.shoplrp.com/>



**TEAM WORK DOES MAKE THE
DREAM WORK**

Team Work Makes the Dream Work

“Great things are never done by one person, they are done by a team of people”

by “phpeopleHum”

- Effective teamwork achieves more than one individual can.
- Working alone and finishing targets is easy, however, what is challenging is to work along with the team and succeed.
- There are higher chances of individuals success while working alone and he/she may accomplish their desired goals but, teamwork has the potential to produce amazing results for the team as a whole.
- The best role of a team is it’s creativity.
- A group of ten people with ten different ideas can create amazing things and plans because creativity thrives when people with different mindsets work together.
- Using “I” statements, each person may express what he/she wants the other team members to know to help the team create/continue a better working relationship.

Team Work Makes the Dream Work

- Each person in this room is apart of a TEAM that is connected to an even bigger TEAM... THE LOUISIANA DREAM TEAM that truly MAKES OUR OVERALL DREAM WORK...

Designing, implementing and maintaining an effective and compliant federal equitable services program in Louisiana!

- If needed revisit the equitable services protocol to set or reset the tone to establish workable agreements in order to create and maintain a compliant and effective equitable services program as needed.

TEAMWORK COUNTS!

Keep Soaring and Making it Work, No Matter What!

Contact the State Ombudsman, Daphne.Flentroy@la.gov, if you have any questions, need clarification or technical assistance regarding the federal equitable services program.

Wishing you All the BEST this school year!

Keep being amazing! Your selfless dedication and leadership does not go unnoticed...

School Policy, Planning and Well-Being



Individual Graduation Plan templates

5 versions of the Louisiana IGP:

- [Individual Graduation Plan \(IGP\) Fillable Form](#)
- [Individual Graduation Plan for students assessed on LEAP Connect](#)
- [Individual Graduation Plan - Arabic](#)
- [Individual Graduation Plan - Spanish](#)
- [Individual Graduation Plan - Vietnamese](#)

We are currently meeting with IGP vendors to determine their ability to obtain electronic parent signatures.

Please contact angela.jordan@la.gov with questions.



Fall 2023 Counselor Institute

Registration for the Fall 2023 Counselor Institute sessions is open. **Each participant will need to register individually through Eventbrite**; registration is on a first come, first served basis.

Date	8 a.m. - 11 a.m.	1 p.m. - 4 p.m.
October 24	West Monroe	Bossier
October 25	Rapides	Lafayette Registration opens August 2
October 26	St. Tammany	East Baton Rouge

Please contact angela.jordan@la.gov with questions.



Post-Secondary Readiness



Diploma and Seal Orders

The Diploma Order Form will be live and reopen to order diplomas and seals on December 1, 2023. The link will be in the Department's System Leaders & Charter School Newsletters.

All diploma requests should be submitted through the electronic form by **February 2, 2024**. Only one form should be completed for each LEA. The Department will cover the costs for the initial order and distribution.

Please contact suzette.rabalais@la.gov with any questions.



Community Service Diploma Endorsement

Students can perform 80 community service hours during their high school career and earn the Community Service Diploma Endorsement. Visit the [Community Service web page](#) on the Louisiana Believes website for more information and documentation options.

Please contact suzette.rabalais@la.gov with questions.



Adverse Childhood Experiences Training Guidance

Louisiana [R.S. 17.437.2](#) requires at least one hour of annual in-service training on recognizing [Adverse Childhood Experiences](#) (ACE's) and the utilization of trauma-informed education.


The Louisiana Department of Health, in partnership with the Louisiana Child Welfare Training Academy, created a [training](#) for school systems to utilize in providing this training to educators.

Please contact stephen.guccione@la.gov with any questions.




Quality Diplomas





In order for Louisiana's economy to thrive, students need to enter into the workforce with the literacy, numeracy, and technical skills required for high-quality jobs.





During the first two years of high school, students should focus on building on the knowledge and skills they gained in previous grades.

Every 9th and 10th grade student (beginning 2014-2015 and thereafter) will take core academic classes to work towards a diploma. Following the student's 10th grade year, a student may choose to work toward a Jump Start TOPS Tech Pathway or pursue the TOPS University Pathway. Students may choose both pathways.

Decisions are made with counseling and guidance, based on the student's interests, capabilities, and ambitions.



TOPS University Diploma Course Requirements

For Incoming Freshmen Beginning Fall 2014

For students who plan on attending a four-year college or university, requiring students to complete coursework that will qualify them for TOPS scholarships

[The full list of courses that meet the graduation requirements can be found on the LDOE website](#)

Course	Units
English	4 Units
Math	4 Units
Science	4 Units
Social Studies	4 Units
Foreign Language	2 Units
Health/PE	2 Units
Art	1 Unit
Electives	3 Units
Total	24 Units



Jump Start TOPS Tech Diploma Course Requirements

For Incoming Freshmen Beginning 2014-2015

For students interested in preparing for college and career, requiring students to complete coursework that prepares them to continue their education at a technical or community college and to earn industry credentials that will help them attain entry-level employment

[The full list of courses that meet the graduation requirements can be found on the LDOE website](#)

Course	Units
English	4 Units
Math	4 Units
Science	2 Units
Social Studies	2 Units
Health/PE	2 Units
Jump Start	9 Units
Total	23 Units



Understanding shifts in Jump Start 2.0

Understanding the major shifts in Jump Start 2.0

- Capstone Credentials
- Streamlined Pathways

Understanding the communication shifts in Jump Start 2.0

- Multi-audience document
- College and Career Connections
- Streamlining of common documents

Understanding the procedural shifts in Jump Start 2.0

- Jump Start 2.0 Review Committee
- [State Focus List IBC process](#)
- Pathway Quality Management
- STS Quality Management



Understanding what did not change in Jump Start 2.0

Understanding what did not change with Jump Start 2.0

- 9 course requirement
- Career Readiness course requirement
- April Dunn Act and IEP Team



Office of Career and College Readiness Monthly Call

Date and Time: 3rd Thursday of each month, starting **July 20**

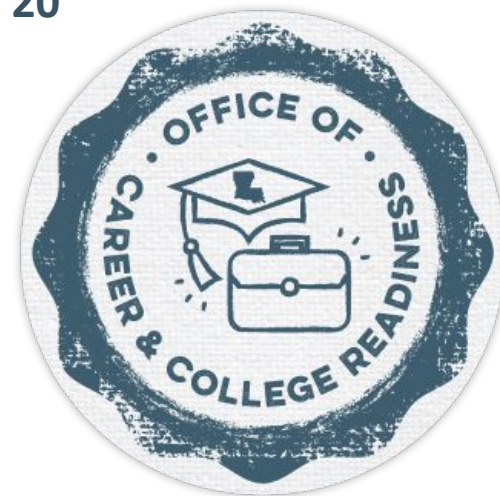
Webinar Link: <https://ldoe.zoom.us/j/92322549210>

Phone Number: (312) 626-6799

Meeting ID: 923 2254 9210

Passcode: 130834

Contact erica.spencer@la.gov with questions.

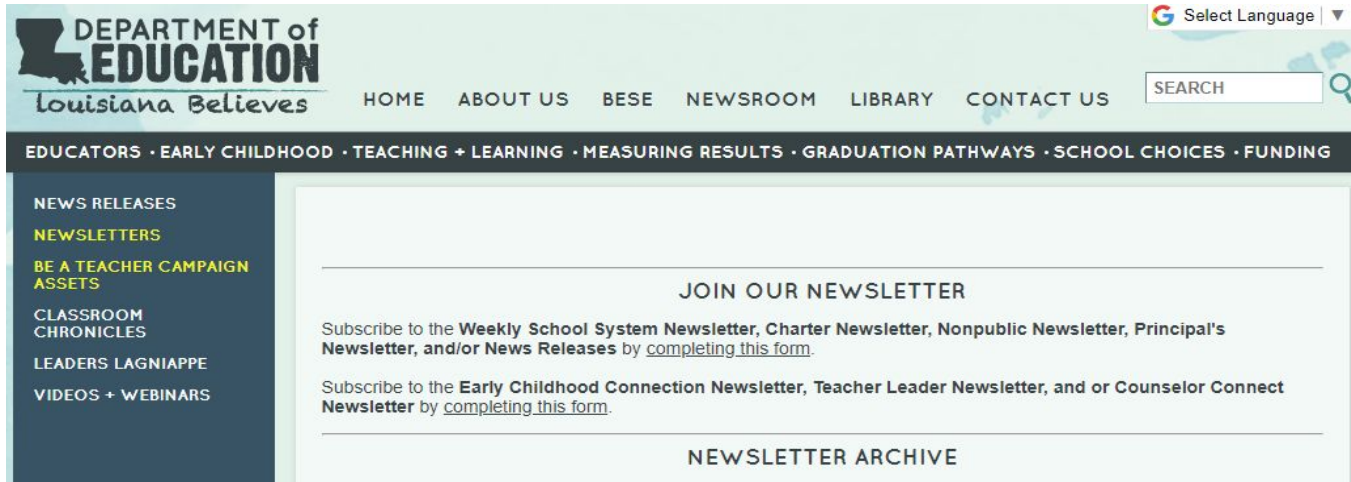




Resources

Weekly Communications - Newsletters

How to receive weekly LDOE Newsletters - Go to <https://www.louisianabelieves.com/newsroom/newsletters> to sign up for newsletters important for your role and to find archived newsletters.



The screenshot shows the top navigation bar of the Louisiana Department of Education website. The logo on the left reads "DEPARTMENT of EDUCATION Louisiana Believes". The navigation menu includes "HOME", "ABOUT US", "BESE", "NEWSROOM", "LIBRARY", and "CONTACT US". A search bar is located on the right. Below the navigation bar is a dark banner with white text listing various categories: "EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING". On the left side of the main content area, there is a dark blue sidebar with white text listing: "NEWS RELEASES", "NEWSLETTERS", "BE A TEACHER CAMPAIGN ASSETS", "CLASSROOM CHRONICLES", "LEADERS LAGNIAPPE", and "VIDEOS + WEBINARS". The main content area features a "JOIN OUR NEWSLETTER" section with two paragraphs of text and a "NEWSLETTER ARCHIVE" link below it.

DEPARTMENT of
EDUCATION
Louisiana Believes

HOME ABOUT US BESE NEWSROOM LIBRARY CONTACT US

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EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING

NEWS RELEASES
NEWSLETTERS
BE A TEACHER CAMPAIGN ASSETS
CLASSROOM CHRONICLES
LEADERS LAGNIAPPE
VIDEOS + WEBINARS

JOIN OUR NEWSLETTER

Subscribe to the **Weekly School System Newsletter, Charter Newsletter, Nonpublic Newsletter, Principal's Newsletter, and/or News Releases** by [completing this form](#).

Subscribe to the **Early Childhood Connection Newsletter, Teacher Leader Newsletter, and or Counselor Connect Newsletter** by [completing this form](#).

NEWSLETTER ARCHIVE



Sign Up for Weekly Newsletters

This [form](#) applies to system, charter and nonpublic newsletters.

Important notices and materials are posted in these weekly newsletters.



Sign up to stay in touch!

Thanks for your interest in joining our mailing list. Please complete the information below and click Sign Up.

* Email Address

* First Name

* Last Name

* Job Title

* District/Parish

Email Lists

- Charter Newsletter
- News Releases
- Nonpublic Newsletter
- Principals Newsletter
- Weekly System Leaders Newsletter



- Newsletters include information by different LDOE Offices
- Items will specifically mention the school staff who would benefit from the information provided
- Entries and reminders draw attention to important timelines

In This Issue

- Important Dates for School Systems
- School Choice
 - Monthly Call
 - Office Hours
 - Quarterly Enrollment Reporting
 - Upcoming Dates
- Louisiana Scholarship Program
 - 2023-24 Tuition and Fee Certification Worksheets
- Operations
- Assessments, Accountability and Analytics
- Career and College Readiness
- Teaching and Learning



Click School Choice link to go directly to the relevant entries.



- Special section addresses dates, times and links to monthly calls, office hours and webinars

Important Dates for School Systems

Office Hours and Monthly Calls

- Assessment and Accountability Monthly Call: [June 20 at 3:45 p.m.](#)
- Nonpublic Monthly Call: [June 21 at 2 p.m](#)
- School System Financial Support (SSFS) Monthly Call: [June 21 at 2 p.m.](#)
- Nutrition Support Monthly Call: [August 1 at 1 p.m.](#)



Nonpublic Equitable Services Support and Technical Assistance

Please feel free to contact the State Ombudsman for any assistance or clarification regarding the federal non-public equitable services program.

The Federal Programs and Grantee Relations Monthly Call is every 3rd Thursday of each month. Please feel free to join us for equitable services updates.

All the BEST! Keep Soaring!

State Ombudsman
Daphne Flentroy @ daphne.flentroy@la.gov



Office Hours

Office hours are provided to offer one-on-one assistance for any questions you have.

- Available each week for **school administrators and other school system employees**
- Tuesdays and Thursdays from **10:30 a.m. to 12:00 p.m.**
- Booking: <https://www.picktime.com/LDNonpublicschools>
- In order to make sure that every school gets an opportunity to schedule a call, each call will be limited to 15 minutes.



Office Hours

- When booking, include a description of what you'd like to discuss during the call in the “booking notes” section of the form. This will ensure that our staff is prepared ahead of the call and can effectively use the time to address your concerns.
- If you miss your scheduled time, you will need to book a new appointment time.
- If you have any questions about Office Hours, please reach out to us at studentscholarships@la.gov for assistance.

This service is not available to families.

Families can email questions to studentscholarships@la.gov.



Username, Passcodes, and Unlocks

- If you are having a problem with your account please always include your **username** and **school code** in the email.
- Please remember to only send one email request stating problem to studentscholarships@la.gov.



Helpful Links

Name	Link
<p><u>LEADS</u></p> <ul style="list-style-type: none">• Passwords expire every 60 days and must be reset. If you are having a problem with your account include your username and school code in the email sent.	<p>https://leads5.doe.louisiana.gov/ptl</p>
<p><u>LDOE School Choice Library</u></p> <ul style="list-style-type: none">• Resources for Home Study, Nonpublic and Charter schools• Scholarship Programs Resources• Annual Reports	<p>https://www.louisianabelieves.com/resources/library/school-choice</p>
<p><u>LDOE Weekly Nonpublic Newsletter</u></p> <ul style="list-style-type: none">• Information regarding Nonpublic and Scholarship action items• The newsletter is released every Thursday at 4:30 pm.	<p>https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&p=oi&m=rkyvy5eab&sit=urxao49fb&f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c</p>
<p><u>Louisiana Scholarship Program</u></p> <ul style="list-style-type: none">• Information and resources for the Louisiana Scholarship Program	<p>https://www.louisianabelieves.com/schools/louisiana-scholarship-program</p>

Nonpublic Team Contact Information

FOR QUESTIONS ABOUT	EMAIL
Louisiana Scholarship Program	studentscholarships@la.gov To ensure a timely response, send one email with your questions.
School Choice Program for Students with Exceptionalities	
Tuition Donation Credit Program	
Operations/BESE Approval/Brumfield v Dodd Approval	nonpublicschools@la.gov To ensure a timely response, send one email with your questions.
Approved Home Study Program Nonpublic Schools Not Seeking State Approval	nonpublicschools@la.gov To ensure a timely response, send one email with your questions.



VISION

for **SUCCESS**



Questions?