



Guidance for Literacy Plan Submission

As part of our ongoing commitment to promoting effective literacy instruction and supporting student achievement, we are requesting the submission of school literacy plans from all K-3 schools within your district. Plans are due no later than **Friday, June 30, 2023**.

[Bulletin 741](#) - Louisiana Handbook for School Administrators -

Addresses requirements outlined in R.S. [17:24.10](#) which include:

- C.(1) Beginning June 1, 2023, and triennially thereafter, each school shall develop, and submit to the department, a foundational literacy skills plan for students in **kindergarten through third grade**.
- Each school shall use data from the literacy assessment in order to develop and submit to LDE the school foundational literacy plan for students.
- Each plan shall include:
 - the amount of time to be devoted daily to foundational literacy skills and a description of how the instructional time will be utilized;
 - a list of ELA textbooks and instructional materials adopted by the school;
 - a description of the interventions and supports available to students identified as having literacy skills below grade level; and
 - description of the professional development in foundational literacy skills instruction provided to K-3 teachers.
- Each school shall post its foundational literacy skills plan and the latest report on the literacy screener on its website.

See JotForm submission instructions below.

1. Save literacy plan as PDF document
2. Complete Jotform with school/district data information
3. Upload literacy plan to Jotform
4. Submit

<https://form.jotform.com/231644353087053>



For any questions or technical difficulties related to the JotForm submission process, please reach out to our literacy team at louisianaliteracy@la.gov. They are readily available to provide assistance and address any concerns you may have.

**Please note that schools identified as Comprehensive Intervention Required (CIR) will be prioritized for review. Schools not identified as CIR may be reviewed, but will be if requested. This can be indicated on the Jotform.*