

NONPUBLIC SCHOOL CHOICE NEWS

A Publication for Participating Nonpublic Choice Schools



October 12, 2017

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Important Dates for Nonpublic School Choice Programs

School Choice Program	Date	Action, Event, or Deadline	Owners
All nonpublics	Past due	Upload all Brumfield v Dodd and BESE approval documents to FTP	School leaders
All nonpublics	10/16/17	Complete annual report in NPS	School leaders
LSP	10/16/17	Complete NOI to participate in Scholarship Program for 2018-19 school year	School leaders or Scholarship contacts
LSP	10/20/17	Submit Internal Control Questionnaire	School leaders or finance directors
LSP	10/27/17	Submit Scholarship budget form and allocation spreadsheet	School leaders or finance directors
All nonpublics	10/27/17	Complete NSECD Application	Orleans Parish school leaders or early childhood directors

Louisiana Scholarship Program (LSP) News

New: Final Reminder to Complete the 2018-19 Louisiana Scholarship Notice of Intent Form

This is the final reminder to submit a Notice of Intent for the Louisiana Scholarship Program prior to the **10/16 deadline**.

This action item is required for those schools that are currently participating in the Louisiana Scholarship Program or those that wish to participate for the 2018-19 school year. Schools that are currently participating in the Scholarship Program should submit the NOI even if they do not intend to take new students next year.

To submit your school's Notice of Intent to participate in the Louisiana Scholarship Program for 2018-19, please complete the 5-minute survey found at this link: <https://goo.gl/forms/pp5uhnEHyHvKh5SS2> by **October 16th**.

If you have questions about participating in the Louisiana Scholarship Program or the NOI process, please review the [Scholarship Participation Guide](#) or email StudentScholarships@LA.gov.

New: October Superintendents' Call

You are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on Monday, October 16, 2017, at 10:30 a.m. You may begin dialing into the call 15 minutes in advance.

To join the Superintendents' October 16 Conference Call

- Go to <https://louisianaschools.adobeconnect.com/suptscall/>;
- Dial into the phone bridge: 877-475-0109;
- When prompted, give meeting ID #95387401.

You will need to identify yourself in order to be placed into the meeting.

New: TOPS University Diploma AP[®] Physics I and II Update

At its meeting on June 21, 2017, the Board of Elementary and Secondary Education (BESE) approved changes to the TOPS University Diploma as it pertains to AP[®] Physics I and AP[®] Physics II such that a student can meet high school graduation requirements by taking either course and that each course will be given a full Carnegie Unit of credit.

Please be advised that this change does not apply to TOPS eligibility requirements. Students who choose to use AP[®] Physics I and AP[®] Physics II to fulfill their TOPS Core science requirements for a TOPS Opportunity, Performance, or Honors award must take and earn credit for both AP[®] Physics I and AP[®] Physics II. Students completing and earning credit for both courses will receive two of the required four units of science required for TOPS. If a student only takes one of these courses, he/she will not receive any credit toward the two units of science electives required for TOPS.

Please see the [AP[®] Physics I and II High School Advisory](#) for more information, including options that satisfy science requirements for both the TOPS University diploma and the TOPS Core Curriculum.

Please contact highschoolacademics@la.gov with any questions.

New: Join the AP[®] Course Audit Webinar

Please share with AP teachers

To support Advanced Placement (AP[®]) programs statewide, the Department will host a webinar providing AP[®] teachers and administrators with clear guidelines on building and sustaining an [AP[®] program](#) as well as curricular and resource [requirements](#) that must be in place for AP[®] courses. Teachers of AP[®] courses are invited to participate, whether for the first time or as a refresher.

To join the AP[®] Course Audit Process Webinar on October 19 or November 2 from 3:30 until 4:30 p.m.

- Go to <https://louisianaschools.adobeconnect.com/apcourseauditprocess/>
- Dial 855-240-2575
- Enter meeting room number 38582295

For more information, please email highschoolacademics@la.gov.

Reminder: School Finder and Scholarship Cohort Index Webinar

In order to provide families with information on school progress towards improving student performance and opportunities, the Department is releasing the Louisiana School Finder. This new interactive tool allows families to explore public schools, early childhood centers, and nonpublic Scholarship schools in their area or an area where they are moving to, and provides them with academic data, clubs and sports offered, websites and social media links, and pick-up and drop-off times. This tool will be available to families later this Fall.

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Jill Zimmerman, who presented the data session at the Scholarship Kickoff Meeting in August, will be hosting a webinar next month to preview the School Finder tool for all Scholarship schools. On this webinar, Jill will also be available to answer questions about how the Scholarship Cohort Index is calculated in advance of scores being released publicly later this Fall.

To join this webinar at **12:00pm on Thursday, October 19th**:

- Go to <https://louisianaschools.adobeconnect.com/rvdmmqyn80dj/>
- Dial access number **1-855-240-2575**
- Enter Access Code **80736353**

Reminder: Join the New Principals' Workshop

Please share with principals.

New Principals' Workshop: Designed for Principals with 0 to 3 Years of Experience: Monday, October 23 from 12:30 until 4:30 p.m. in Ruston, LA.

This half-day workshop is intended to provide new principals an opportunity to network and share best practices with educators from around the state. The cost is free, and seats are filled on a first-come-first-serve basis. The workshop in Baton Rouge is full, but there are still several seats open in Ruston. Please see the workshop [flyer](#) for registration information and details about the topics and presenter.

Please email debra.schum@laprincipals.org for more information.

Reminder: The Writing Revolution Language Links for ELA

Please share with middle school ELA teachers

The Department in partnership with The Writing Revolution, Inc., a national nonprofit organization, has developed new resources for ELA teachers in [Grade 6](#), [Grade 7](#), and [Grade 8](#). Language Links are aligned to the ELA Guidebooks 2.0 units, and are located on the [K-12 ELA Planning Resources page](#). The sentence-level writing activities in these Language Links provide the foundation students need to write with clarity and fluency. They are also effective tools for teaching content and assessing comprehension.

Please contact classroomsupporttoolbox@la.gov with any questions.

Reminder: Draft Grade 7 Social Studies Sample Scope and Sequence Units 1-3

Please share with middle school social studies teachers.

The updated version of grades 3, 4, 5, 6, 8 and Civics Scope and Sequence documents have been released on the [K-12 Social Studies Resources page](#) and in each [grade level teacher library](#).

In addition, Grade 7 Sample Scope and Sequence Units 1-3 are now available in draft form. Download the draft [Word version](#) or [PDF version](#) by opening the link and clicking on the download icon in the upper right corner. Downloading allows access to the full content and resource links not available in the preview mode.

Please contact classroomsupporttoolbox@la.gov with any questions.

Reminder: Scholarship Audit - Internal Control Questionnaire

Participating Scholarship schools are required to complete the [Internal Control Questionnaire](#). This information is provided to assist in evaluating that financial operations are effective and efficient and that schools have a reliable financial reporting system and comply with applicable laws and regulations. The completed questionnaire is due by **Friday, October 20, 2017** via e-mail to staudit@la.gov

Reminder: Scholarship Audit Engagement Letters

Pursuant to Section 1303 of Bulletin 133, State Board of Elementary and Secondary Education requires the Department to audit the financial performance and capacity of Scholarship schools as a criterion for continued participation in the Scholarship program.

Beginning Monday, October 9, the audit firms conducting the financial audits contacted schools via an engagement letter. The letter includes audit dates and an in-depth description of the process and school responsibilities.

The audit firm assigned to your school is based on the district in which your school is located. Please click [here](#) for the list of districts covered by each firm.

If your school has not been contacted by the assigned audit firm by October 13, or if you have any questions, please contact Christina Pitre, Auditor I, at Christina.Pitre@la.gov or 225.342.4989.

Reminder: 2017-18 Scholarship Financial Audit Information

The LDOE finance team has prepared a presentation on the financial audit which include instructions on how to ensure your school is prepared for this year's financial audit.

A conference call will be setup for participating schools new to the Scholarship program to review the presentation in more detail and answer any questions you may have.

You can access a copy of the PowerPoint [here](#).

You may contact Christina.Pitre@la.gov with audit-specific questions and studentscholarships@la.gov with Scholarship program-specific questions.

Reminder: Scholarship Program Budget

The initial Scholarship Program budget is due **Friday, October 27, 2017**. Schools should provide specific details in this budget demonstrating how the total estimated SSEEP revenue will be allocated and spent for the 2017-2018 school year (**No actual expenditures should be reported in the expenditures column at this time**).

Should your school decide to utilize an allocation methodology to segregate funds, the allocation spreadsheet must also be submitted with your initial budget. Click [here](#) for allocation methodologies.

Submit your [budget form](#) and [allocation spreadsheet](#) (if applicable) via e-mail to staudit@la.gov.

Please reach out to Christina.Pitre@la.gov with any questions or concerns about the audit process.

Reminders for District Testing Coordinators and Accountability Contacts

Assessment Administration Support and Training

Assessment and Accountability Office Hours: Tuesday, October 17, 2017, at 1:00 p.m.

- Webinar link: <https://louisianaschools.adobeconnect.com/assessment-accountability/>
- Phone Number: 1-646-307-1380
- Participant PIN code: 89147656

Resources

The [Online Scheduling Guidance](#) has been updated in the Assessment Library. The guidance allows schools and districts to view best practices for reducing testing time. Districts can decide how long they want their computer-based testing window to be based on the following:

- Number of devices
- Internet speeds
- Number of sessions given in a day

The [Technology Requirements for 2017](#) document has been updated to include

- TSM Requirements
- ELPT device specifications
- ELPT headset specifications and discounted pricing information

The updated [Office Hours Questions and Answers document](#) has been added to [the Assessment Library](#).

Test Security

The LDOE has partnered with Caveon Test Security to offer test security services at a reduced cost to LEAs. A complete [list of services](#) and instructions is located in the [Assessment Library](#).

LEAP 360

Teacher Access versions of the Diagnostic and Interim assessments are now available as PDFs in [eDIRECT](#).

ACT and WorkKeys

The window for ACT WorkKeys accommodated testing closes on October 17.

Please email assessment@la.gov with questions.

Reminder: Submitting Transfers for the 2017-18 SY

As in previous years, [transfer forms](#) must be completed and signed by the **receiving school** and sent to StudentScholarships@LA.gov. Families in Orleans parish should be directed toward the receiving school, not the Family Resource Centers. Students should not purchase uniforms or begin attending the new school until the transfer has been processed.

Resource Centers. Students should not purchase uniforms or begin attending the new school until the transfer has been processed and approved by the Department of Education.

If you have a particular question or concern regarding a transfer request, you can email studentscholarships@la.gov or call (504) 304-5467.

Tuition Donation Rebate Program (TDR) News

Frequently Asked Questions and Contact Information

Information about the Tuition Donation Rebate Program can be found in the [Frequently Asked Questions](#) and [Scholarship Programs Comparison Chart](#). Currently, Louisiana has three School Tuition Organizations participating in the Tuition Donation Rebate Program: ACE Scholarships Louisiana, Arete Scholars Louisiana, and New Schools for Baton Rouge Excellence Scholarship Fund. Schools interested in participating in the TDR program should communicate directly with one or more School Tuition Organizations.

School Tuition Organization	Regional Focus	STO Website	Email	Phone
ACE Scholarships Louisiana	Statewide	www.acescholarships.org	TDR@acescholarships.org	504-491-1813
Arete Scholars Louisiana	Statewide	www.aretescholars.org	maryhw@aretescholars.org	225-245-3610
New Schools for Baton Rouge Excellence Scholarship Fund	Baton Rouge	newschoolsbr.org/our-approach/excellence-scholarship-fund	esf@newschoolsbr.org	225-395-1686

School Choice Program for Students with Exceptionalities (SCP)

Reminder: Submitting Transfers for the 2017-18 SY

If a student wishes to transfer a School Choice Award for Students with Exceptionalities, [transfer forms](#) must be completed and signed by the receiving school and sent to nonpublicschools@la.gov.

All Nonpublic Schools

New: Final Reminder to Complete the Nonpublic Annual School Report

Each nonpublic school seeking state approval are required to submit a Nonpublic Annual School Report in the NPS data system by **October 16th**. The Nonpublic Annual School Report requires schools to submit basic enrollment and school information and is submitted electronically using the data system known as LEADS.

To complete this action item, follow these four steps or consult the [Nonpublic Annual School Report User Guide](#):

1. Log in to the [LEADS](https://leads3.doe.louisiana.gov/pt/) portal (<https://leads3.doe.louisiana.gov/pt/>).
 - o If you need to reset your password, go to <https://password.doe.louisiana.gov>.
 - o Pop-up blockers on your browser must be turned off.
 - o If you are a new school or a new user to LEADS, email a completed [Site Level Security Request Form](#) (NP-002) to nonpublicschools@la.gov. If the information listed for your school is incorrect, submit a [Nonpublic School Information Change Form](#) (NP-005) to nonpublicschools@la.gov.
2. Click on the "NPS - Nonpublic Schools Data Collection" link.
3. Follow the instructions listed on Pages 18 - 29 of the [Nonpublic Annual School Report User Guide](#).
4. Complete all sections and click the "Submit Section [X] Data" buttons to save data. Once you have completed your submission, you do not need to notify the LDOE of submission via email.

New: 2018 Student of Year Guidelines and Documents

Each year, the Department of Education recognizes the outstanding accomplishments of our students through the Louisiana Students of the Year Awards Program. The Department strongly encourages all school systems to play an active role in celebrating the exceptional students in their area. To participate, please review the revised written [guidelines](#) for the program and [logistics memo](#).

To ensure your school system is represented, please

1. Complete the school system [Information Form](#) and email it to [Marian Johnson](mailto:Marian.Johnson) by November 1.
2. Make the [logistics memo](#) available to the parents of students eligible to participate in the program.

2. Make the [registration forms](#) available to the parents of students eligible to participate in the program.
If you have any questions, please contact marian.johnson@la.gov or call 225-219-7372.

New: Farm to School Conference

Please share with child nutrition program supervisors, principals, and other interested stakeholders.

The Louisiana Farm to School Conference will take place October 24, 2017, at the Pennington Biomedical Research Center (PBRC) in Baton Rouge. The statewide conference is a forum for attendees to become familiar with the three aspects of farm to school: school gardening, education, and local food procurement. Participants will also have an opportunity to learn from successful programs in the state. Please see the [conference website](#) for event and registration information.

Please email melissa.campbell@la.gov for more information.

New: Louisiana Seafood Student Design Competition

The Louisiana Seafood Promotion and Marketing Board (LSPMB) is hosting a student design competition for a new Louisiana Seafood logo. All high school-aged students in Louisiana are encouraged to use their creativity, innovation, and love for Louisiana seafood to design and submit a new logo for the program. Submissions will be accepted through December 15, 2017.

Please visit the [LSPMB contest web page](#) for more information.

Reminder: National School Lunch Week

Please share this information with the child nutrition program director.

This week is National School Lunch Week (NSLW). School systems are invited to submit pictures and descriptions of NSLW activities for recognition on the [Louisiana Fit Kids website](#).

Please email melissa.campbell@la.gov for more information.

Reminder: Fresh Fruit and Vegetable Program

Please share this information with child nutrition supervisors.

Applications for the 2017-2018 Fresh Fruit and Vegetable Program are available for returning sponsors via the [Child Nutrition Program \(CNP\) website](#). **Applications must be completed and submitted by October 16, 2017.**

Please email trandra.scott@la.gov for more information.

Reminder: Submit all documents for BESE Approval

All schools must submit a series of documents to the FTP in order to receive BESE approval for the 2018-19 school year, though the type and number of documents depends on your school's category. **This action item was originally due on 9/22.** Schools that fail to submit documents in a timely manner may not receive BESE approval for the 2018-19 school year.

If your school has not yet submitted all required documents for BESE approval to the [FTP site](#), please follow the instructions listed here: https://docs.google.com/document/d/1JFxFK_NiPQv6VODzMTMRL04kN_gkIHFmZZ42zP3A2iFY/edit

Orleans Parish

New: New Orleans Applications for 2018-19 NSECD Program Due October 27, 2017

Any New Orleans nonpublic school wishing to continue participation or begin participation in the NSECD (Nonpublic Schools Early Childhood Development) program for the 2018-19 school year must submit an application to the New Orleans Early Education Network by **October 27, 2017**.

For detailed information, including the nonpublic school application and rubric, please visit

<http://www.agendaforchildren.org/coordinated-funding-request.html>. There will also be an informational webinar on October 12th from 11:00 a.m. Please register for the webinar [here](#).

- **School Eligibility:** Registered nonpublic schools and Type III early learning centers
- **School Year 2017-2018 Enrollment:** There are approximately 460 four-year-olds enrolled at 14 different nonpublic schools and early learning centers located in Orleans Parish.
- **Target population:** Four-year-olds from households at or below 185% of the Federal Poverty Line

- **Target population:** Four-year-olds from households at or below 185% of the Federal Poverty Line.
- **Program description:** NSECD provides four-year-olds from low-income families the opportunity to attend Pre-K in state-approved nonpublic schools and early learning centers. Funding for the NSECD program is limited statewide, so not every operator requesting NSECD seats will be granted them.

If you have any questions about the Coordinated Funding Request or these recommendations, please contact talgoust@agendaforchildren.org or 504-586-8509.

Other Department Newsletters

To view the **October 10th District Newsletter** or the **October 5th Nonpublic School Choice Newsletter**, please [visit the LDOE Newsroom](#).

To be added to the newsletter distribution list, please send an email to studentscholarships@la.gov.

LDOE Contacts

[John White](#)
State Superintendent of Education
877.453.2721 (toll-free)
Twitter [@LouisianaSupe](#)

LDOE Links

[LDOE Website](#)
[Contact Us](#)

STAY CONNECTED

