

# Nonpublic Scholarship Programs Systems User Guide



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## Overview

The Office of School Choice currently offers two scholarship programs available for Nonpublic Schools, the Louisiana Scholarship Program (LSP) and the School Choice Program for Students with Exceptionalities (SCP).

This user guide contains information that will help participating Scholarship schools access the Scholarship Program's Online Management Systems.

Its purpose is to provide in-depth instructional guidance on how to utilize all Online Management Systems as well as other scholarship program processes.

The following Scholarship Program Online Management Systems that will be covered in this guide include:

- Louisiana Educational Accountability Data System (LEADS)
  - Scholarships for Educational Excellence (SEE)
  - School Choice System (SCS)
- File Transfer Portal (FTP)
- Password Reset System (PRS)

The following Scholarship Program Process will be covered in this guide include:

- Quarterly Enrollment Reporting
- Notice of Intent
- Application Verification
- Preliminary Roster Verification
- Site Registration
- Accessing Rosters

# Accessing Louisiana Educational Accountability Data System (LEADS)

## Overview

The Louisiana Educational Accountability Data System (LEADS) is the system used to complete the majority of scholarship management tasks. The LEADS portal URL is <https://leads5.doe.louisiana.gov/pt/>. This URL can be accessed in any browser.

## Who Needs Access

All participating nonpublic scholarship schools need access to LEADS. To gain access to LEADS, complete this [request form](#).

- LEADS usernames always begins with the letter E (ex E123456).
- Passwords expire every 60 days and must be reset here: <https://password.doe.louisiana.gov/>

The screenshot displays the LEADS Application Portal. At the top, the logo 'LEADS' is prominent, with the full name 'Louisiana Educational Accountability Data System' below it. A user profile for 'Yshaura Sanders' is visible in the top right corner, along with a 'LOGOFF' button. Below the header, there is a 'User Guides' section with a dropdown menu currently set to 'Annual Financial Report' and a 'View' button. The main content area is divided into two columns. The left column, titled 'LEADS APPLICATION PORTAL', contains a grid of application links: 'TAP - LaTAAP', 'NPS - Non-Public Schools Data Collection', 'SEE - Scholarships for Educ. Excellence', 'SCS - School Choice System', 'STS - Student Transcripts', 'TCA - Teacher Certification Administration', and 'TCM - Teacher Certification Management'. The right column, titled 'ADDITIONAL LINKS', lists various resources: 'LEADS News', 'Timelines', 'Security Request Form', 'Contact Us', 'Check Response Time', 'Browser Popularity', and 'OnBase - Hyland ActiveX Control Software Installer'. At the bottom of the main content area, there is a checkbox labeled 'Show all systems.' and a 'Welcome to the LEADS Portal!' message. The footer of the page contains the text 'Louisiana Department of Education | Terms of Use'.

## Scholarships for Educational Excellence (SEE)

Scholarships for Educational Excellence (SEE) is the tab used to gain access to the Louisiana Scholarship Program online management system. This tab should **ONLY** be used by all participating LSP schools. This is where participating schools will complete all the required scholarship management tasks including:

- Quarterly Enrollment Reporting
- Application Verification
- Accessing Rosters

Once logged in, the tabs below should appear based on the scholarship programs currently available at your school.

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 tabs in the LEADS portal.  
<http://www.wikihow.com/Disable-Popup-Blockers>

The “SEE-Scholarships for Educ. Excellence” tab is for access to the Louisiana Scholarship Program (Red arrow).

**LEADS**  
*Louisiana Educational Accountability Data System*

LEADS APPLICATION PORTAL User Guides | Annual Financial Report

TAP - LaTAAP	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 LINKS**

- ▶ LEADS News
- ▶ Timelines
- ▶ Security Request Form
- ▶ Contact Us
- ▶ Check Response Time
- ▶ Browser Popularity
- ▶ OnBase - Hyland ActiveX C Software Installer

Show all systems.

## School Choice System (SCS)

School Choice System (SCS) is the tab used to gain access to the School Choice Program for with Exceptionalities online management system. This tab should **ONLY** be used by all participating SCP schools. This is where participating schools will complete all the required scholarship management tasks including:

- Quarterly Enrollment Reporting
- Accessing Rosters
- Accessing LASIDs

Once logged in, the tabs below should appear based on the scholarship programs currently available at your school.

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 tabs in the LEADS portal.

<http://www.wikihow.com/Disable-Popup-Blockers>

The “SCS-School Choice System” tab is for access to the School Choice Program (blue arrow).

LEADS APPLICATION PORTAL		User Guides	Annual Financial Report
TAP - LaTAAP	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 LINKS**

- ▶ LEADS News
- ▶ Timelines
- ▶ Security Request Form
- ▶ Contact Us
- ▶ Check Response Time
- ▶ Browser Popularity
- ▶ OnBase - Hyland ActiveX C Software Installer

Show all systems.

# Accessing File Transfer Portal (FTP)

## Overview

The File Transfer Portal is used to submit or share files that contain Personal Identifiable Information (PII). Each nonpublic school has an assigned folder in the portal. You may hear some schools refer to this portal as the "ThinClient" portal. This portal is used to complete the following tasks:

- Preliminary Roster Verification
- Site Registration

The URL to access the FTP portal is <https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>.

## Who Needs Access

All participating nonpublic scholarship schools need access to the FTP portal. To gain access to the FTP portal, please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

- **Please Note:** The login for FTP portal is **NOT** the same username and password used for the LEADS portal.
- The Username for the FTP should be [insert your sitecode]@nonpublic
  - Ex. (999999@nonpublic)
- The password should be a password set by 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

IPSWITCH  
File Transfer  
WS\_FTP Server  
Web Transfer Client

Username

Password

Language

Login

# Password Resets

## Resetting your Password

Enter the PRS URL <https://password.doe.louisiana.gov> in your Internet Browser address bar and press enter. For additional questions about PRS, you can access the full PRS user guide [here](#).

The following screen will be displayed:

Louisiana Department of EDUCATION Password Reset System (PRS)

User ID:

**OR**

If you don't know your User ID or if you need to contact your local security coordinator please select your Site, District, or Agency from the dropdown list below then click the Help button. Your security Coordinators contact information will be displayed in the yellow box on the right side of the screen:

Enter your User ID in the box to the left labeled User ID and then click the Next button.

Click [here](#) for the user guide.

Google Drive  
Shortcut Required  
"LEADS-application-verification-for-statewide-schools.pdf" needs a shortcut to be opened, would you like to create one now?

Enter your User ID in the **User ID** field and click 'Next'.

The following screen will be displayed:

Louisiana Department of EDUCATION Password Reset System (PRS)

User ID: ysanders  
Linked User Accounts: ysanders-adm

Password:

**OR**

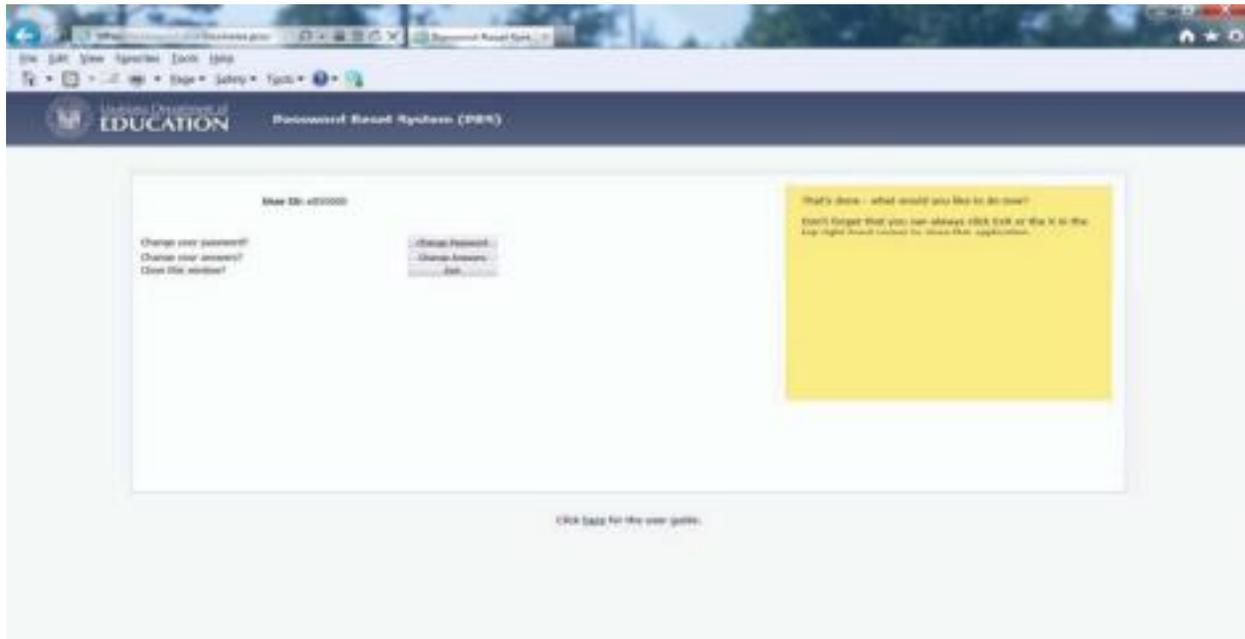
Date Of Birth:  MM/DD/YYYY  
Last 4 digits of SSN:

Welcome back.  
Now we need to verify your identity.  
You can either enter your password (even if another system has told you that it is expired) or answer your personal questions you entered last time you were here.

To verify your identity:

- You may enter **your password** in the Password field and click **'Verify Password'**. **Or**
- You may enter the **answers to your personal questions** and click **'Verify Answers'**.

The following screen will be displayed:



Click **'Change Password'**

The following screen will be displayed:

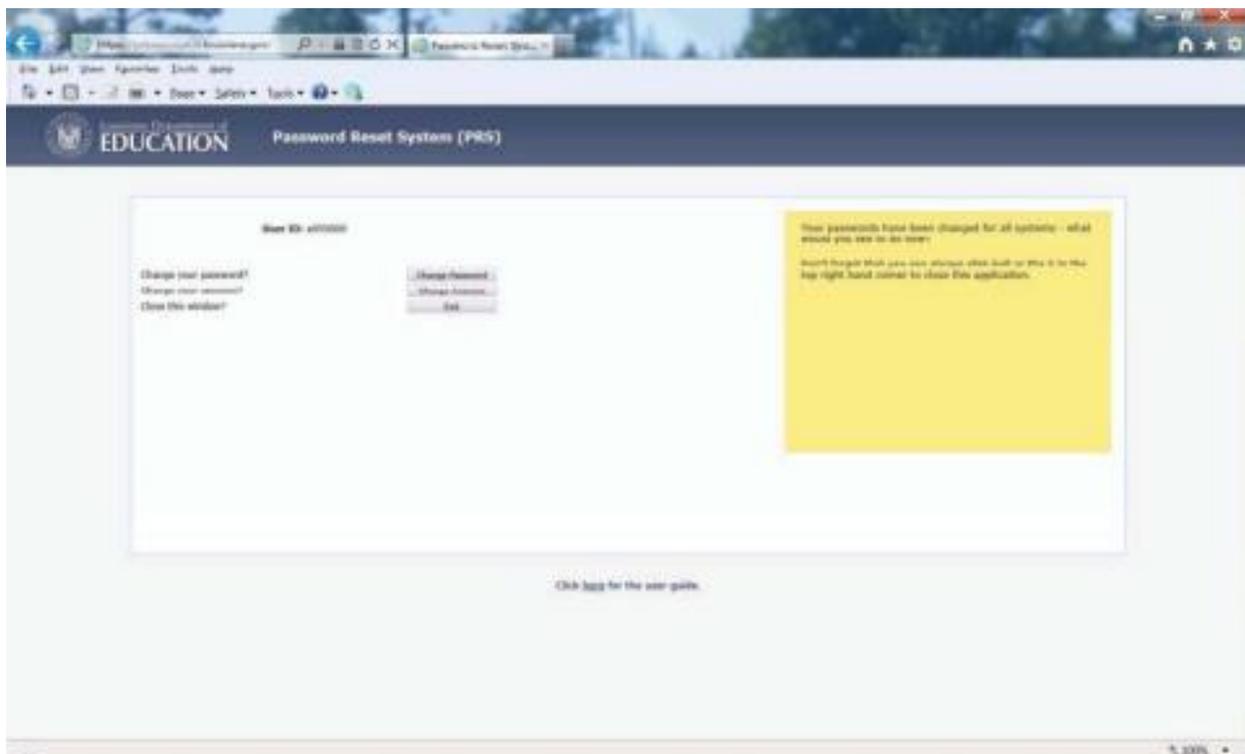


Type the new password value in the 'Enter Your New Password' and 'Confirm Your New Password' fields and click 'Save'.

Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
  - Upper case characters (A-Z)
  - Lower case characters (a-z)
  - Numeric digits (0-9)
  - Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords.

Passwords will automatically expire every 60 days. The following screen will be displayed:



Notice the message in the yellow box states that your password has been changed. You may click 'Exit' to close PRS.

# Quarterly Enrollment Reporting

Schools report Scholarship enrollment in LEADS on four quarterly enrollment count dates throughout the year. During each quarterly count, schools are required to mark whether or not a student is enrolled at the school as of the count date. Exact dates of each quarterly count will be communicated via the weekly Scholarship newsletter, monthly calls, email, and the reporting calendar.

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

- Select "Student" from the top row (yellow arrow) and "Enroll" from the second row (orange arrow)
- Select "YYYY" from the dropdown list in Beginning School Year
- Your school's name will automatically populate under School

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE Close | Restart

Participating School **Student** Report

Apply Update View **Enroll**

1) Beginning School Session Year:

2) School:

- Place a check mark in the current quarter if the student is enrolled at your school on the count date (purple arrow)
- If a student has left your school, enter an “Exit Date” (green circle) and select an “Exit Reason” (pink arrow)
  - A menu of Exit Codes can be found [here](#).
- Once all students have either a check mark or an exit date next to their name, click “Save Changes” (red box)

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	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

# Notice of Intent (NOI)

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 schools directly with the link**
  - **The link will also be available via the Louisiana Believes [website](#)**
  - **And the weekly Nonpublic Schools newsletter until October 31**

## Notice of Intent for Louisiana Scholarship Program (LSP)

The link to the Notice of Intent will be provided to you via email from [studentscholarships@la.gov](mailto: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 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.

0% 0 / 20 Fields Completed.

**DEPARTMENT of EDUCATION**  
Louisiana Believes

**2024-25 Louisiana Scholarship Program Notice of Intent**

Information about Scholarship Program Participation can be found in [the Louisiana Scholarship Program Participation Guide](#).

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.\*\*\***

If you encounter any issues while completing this form please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.

All forms must be submitted by October 31, 2023.

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

The next page 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.

The screenshot shows a web form with the following fields and annotations:

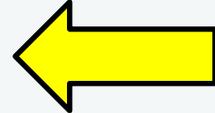
- Is this an Notice of Intent for a new or returning school participating in the program for the first time? \***: A dropdown menu with a blue arrow pointing to it from the right.
- School Leader first and last name \***: A text input field.
- School Leader email address \***: A text input field with the placeholder text "Email Address".
- School Physical Address \***: A group of four text input fields:
  - Street Address
  - Address Line 2
  - City
  - Zip Code
- Parish \***: A dropdown menu.
- Buttons**: "Save" and "Next" buttons at the bottom right. A purple arrow points to the "Save" button, and an orange arrow points to the "Next" button.

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.

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 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.

**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 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.

## 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"/>

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](mailto:studentscholarships@la.gov) for assistance.



## Thank You!

Your submission has been received. If you have any additional questions, please contact [studentscholarships@LA.gov](mailto:studentscholarships@LA.gov).

# Notice of Intent for School Choice Program

The link to the Notice of Intent will be provided to you via email from [studentscholarships@la.gov](mailto:studentscholarships@la.gov)

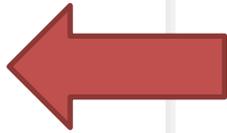
**Please refrain from using links provided in previous years.**

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.

0% 0 / 24 Fields Completed.

## 2024-25 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.

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### Section I: School Eligibility Requirements

More information about the School Choice 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 shall 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*
3. Has provided educational services to students with exceptionalities for at least two years prior to participation
4. Employs teachers that hold appropriate certification in special education
5. Operate in a parish with a recent census population greater than 190,000 persons:
  - Calcasieu
  - Caddo
  - East Baton Rouge
  - Jefferson
  - Lafayette
  - Orleans
  - St. Tammany

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

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**)

0% 0 / 24 Fields Completed.

### Section II: School Information

Is this 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

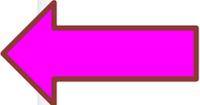
Please select the Diocese that your school is currently affiliated with. If you are not a Diocese school, please select "Independent". \*

In which district/parish is your school located? \*

Does your school intend to participate in the School Choice Program for the 2024-25 school year?

Yes - Intend to participate for the first time in the 2024-25 school year  
 Yes - Currently participating in SCP and wish to enroll new students for the 2024-25 school year  
 Yes - Currently participating in SCP but do NOT wish to enroll new students for the 2024-25 school year  
 No - Do not intend to participate for the 2024-25 school year and/or currently have no SCP students

Please enter your school's physical address. \*



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.

### Section III: 2024-25 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.

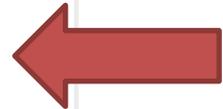
---

Does your school plan to accept new students for the 2024–25 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. \*

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
- None

A green rectangular box highlighting the list of grade levels from Kindergarten to None, indicating the area where users should select the grades they can accommodate new students.

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.

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 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"/>

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

**Instructions:** Indicate the annual tuition for each grade. The tuition amount entered into the chart is anticipated for 2024-25 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"/>

- 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.

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

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.

## **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

The last section includes the School Assurances

- This section must be signed using your mouse
- 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.

#### **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 expelled from the school in accordance with the school's discipline policies or 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 tuition 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. 17:4031 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. 17:4031 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. 17:4031 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 service plan; and rules and regulations developed as required in this section.

# Application Verification

After submitting a Louisiana Scholarship Program application online, parents must then take eligibility documents to one of the participating LSP Schools listed on their application. It is the school's responsibility to verify that the student meets the residency and income requirements. Schools are required to identify whether applicants have met eligibility requirements by entering the student's information in SEE.

To complete this process, schools must enter the following information:

1. Select "Student" then click "Apply"
2. Type in applicant's SSN
3. If no SSN exists, click "Next" and complete the application.
4. If the SSN already exists, the family may have already applied at another school or online, or the student is currently enrolled in a scholarship school. Hit "Next" to review and update the application as necessary.
  - a. Note that parents should submit only one application per student.



Beginning School Session Year:

Student Social Security Number:

The school must verify that the student information entered is correct (purple box) and then select which school the student attended last year from the "School Attended Last Year" box (green arrow).

- If the student's school does not appear in the dropdown list, please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for next steps.

If the student is a multiple birth sibling (i.e. Twins, triplets, etc.) you will need to verify that the sibling is listed in the "Multiple Birth Siblings" section (orange box)

- **Please note:** You should only list Multiple Birth siblings in this box. Also, listing a sibling in this section does not count as an application for the sibling listed. Families must submit individual applications for EACH sibling.

**Student Information**

Student Last Name:	<input type="text"/>	Prior Year SEE Student:	<input type="checkbox"/>
Student First Name:	<input type="text"/>		
Student Middle Initial:	<input type="text"/>	Suffix:	<input type="text"/>
Date of Birth: (MM/DD/YYYY)	<input type="text"/>		
Gender:	<input type="radio"/> Male <input type="radio"/> Female		
Ethnicity: (Hispanic?)	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Prefer Not to Answer		
Race:	<input type="checkbox"/> American Indian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black		
Street Address:	<input type="text"/>	Apartment Number:	<input type="text"/> (leave blank if none)
Zip Code:	<input type="text"/>	City:	<input type="text"/>
Student School District:	<input type="text"/>		
School Attended Last Year:	<input type="text" value="Select one"/>		

Student Grade:

Multiple Birth Siblings:	<table border="1"><thead><tr><th>First Name</th><th>Middle Name</th><th>Last Name</th><th>Social Security Number</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Middle Name	Last Name	Social Security Number	<input type="text"/>											
First Name	Middle Name	Last Name	Social Security Number														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														

Enter or update Student data. Click 'Next/Previous' to cycle through different Sections.

Ensure that a separate application is completed for each sibling and that each application lists all siblings and their social security numbers.

**Parent Information**

Parent/Guardian Last Name:

Parent/Guardian First Name:

Parent/Guardian Middle Initial:  Suffix:

Relationship to Student:

Mailing Address:  (include Apt.# if applicable)

Zip Code:  City:

Home Phone: (999-999-9999)  Cell Phone:  (999-999-9999)

E-mail Address:

Family Household Income:  Number in Household:

How did you hear about this program?:

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**Sibling Information**

This information only needs to be entered if a sibling of the applicant attends one of the schools the applicant is requesting.

Sibling First Name:	Sibling Middle Name:	Sibling Last Name:	Social Security Number:	School Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>

Enter or update Student data. Click 'Next/Previous' to cycle through different Sections.

Schools should verify the Income and Residency eligibility of each applicant for the Scholarship program. Check the box indicating that you verified a student's income and residency documentation. (Red Box)

Applications are not valid until these are marked "yes."

Once complete, schools should hit "save" to complete this process.

Is the student eligible under the income requirement?:	<input type="radio"/> Yes	<input type="radio"/> No	Eligibility Status: n/a
Is the Student a Resident of Louisiana?:	<input type="radio"/> Yes	<input type="radio"/> No	
Is the Student entering Grades K - 12?:	<input type="radio"/> Yes	<input type="radio"/> No	
Special Ed Student:	<input type="radio"/> Yes	<input type="radio"/> No	
Exceptionality:	<input type="text" value="-Select-"/>		

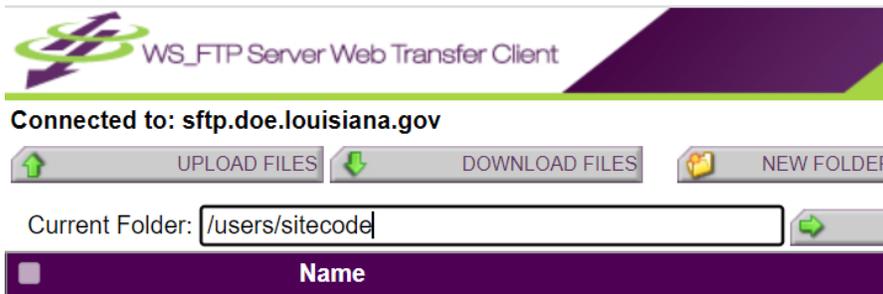
# Preliminary Roster Verification

As part of the Louisiana Scholarship Program application process, schools are provided preliminary rosters after the lottery is complete but before scholarship awards are finalized. The rosters are placed in the FTP portal for schools to verify student information (i.e. address, grade, etc.).

This ensures that the most up to date information is in LEADs before award notifications are sent out later in the process.

Preliminary Rosters ARE NOT final and should not be shared with families. Schools will be financially responsible if information is shared prematurely.

- Once logged in to the FTP, schools should see your site code in the “current folder” box.



- Click on the folder labeled “2023-24 LSP” to access your roster for the upcoming year.
- The roster will be labeled as follows: **schoolcode\_schoolname\_2023-24\_Student Rosters**
- Click on the roster to access your list of students for the upcoming year.



Once you click on the roster, the student information will be available. The information will include the following:

- Award Site Code
- SSN
- Grade
- Date of Birth
- Name
- Gender

Schools should ensure the following:

- Make sure all rollover students are included on the roster.
- If a rollover student is missing from the roster for the 2023-24 school year:
- Add the student information at the end of roster list.
- Make sure all information is filled out completely.
- In the “Other Changes Needed” column, indicate the change. (Red arrow)
- If the student information needs to be changed, enter a description of the changes needed in the last column.(Red arrow)

Award_SiteName	GradeCd	Grade Level Changes	LastName	FirstName	MiddleName	SuffixName	SSN	LASID	BirthDt	SexCd	Other Changes Needed
ABC Academy	1	2	[REDACTED]						M	No change	

Once you have fully completed your roster, change name of file to “**Verified\_schoolcode\_schoolname\_2023-24\_Student Rosters**” and upload the file to the FTP



# Site Registration

All participating Louisiana Scholarship Program Schools are responsible for the following actions as part of the registration process:

- Maintaining updated income and residency eligibility documentation for each student
- Collecting required registration forms from families
  - [Parent waiver for special education services](#)
  - [Parent acknowledgements regarding Scholarship funds](#)
  - [Receipt of rules and regulations form](#)
- Sharing the school handbook with families.
- Informing families of all school rules, regulations, and policies, and have each family participating in the Scholarship program sign an acknowledgement of receipt of these rules.

Schools are provided with a copy of their final roster via the FTP. Once a family completes registration, schools must indicate “Y” or “N” in the registered column (green arrow) to confirm the student’s registration status.



	New or Returning to Site	Current Scholarship Student	Award_SiteCd	Award_SiteName	GradeCd	LastName	FirstName	MiddleName	SuffixName	SSN	LASID	BirthDt	SexCd	Registered (Y/N)	Changes Needed
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

Once you have fully completed your roster, change name of file to “**Verified\_schoolcode**” and upload the file to the FTP.

# Accessing Rosters in LEADS

## Rosters for Louisiana Scholarship Program (LSP)

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

Screenshot of the LEADS system interface for accessing rosters. The interface includes a navigation bar with tabs like "Report" and "School Reports", a filter section for "Beginning School Year", "School Type", and "District", a list of report options with "SEE Roster" selected, and a "Print" button circled in purple.

Navigation tabs: 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

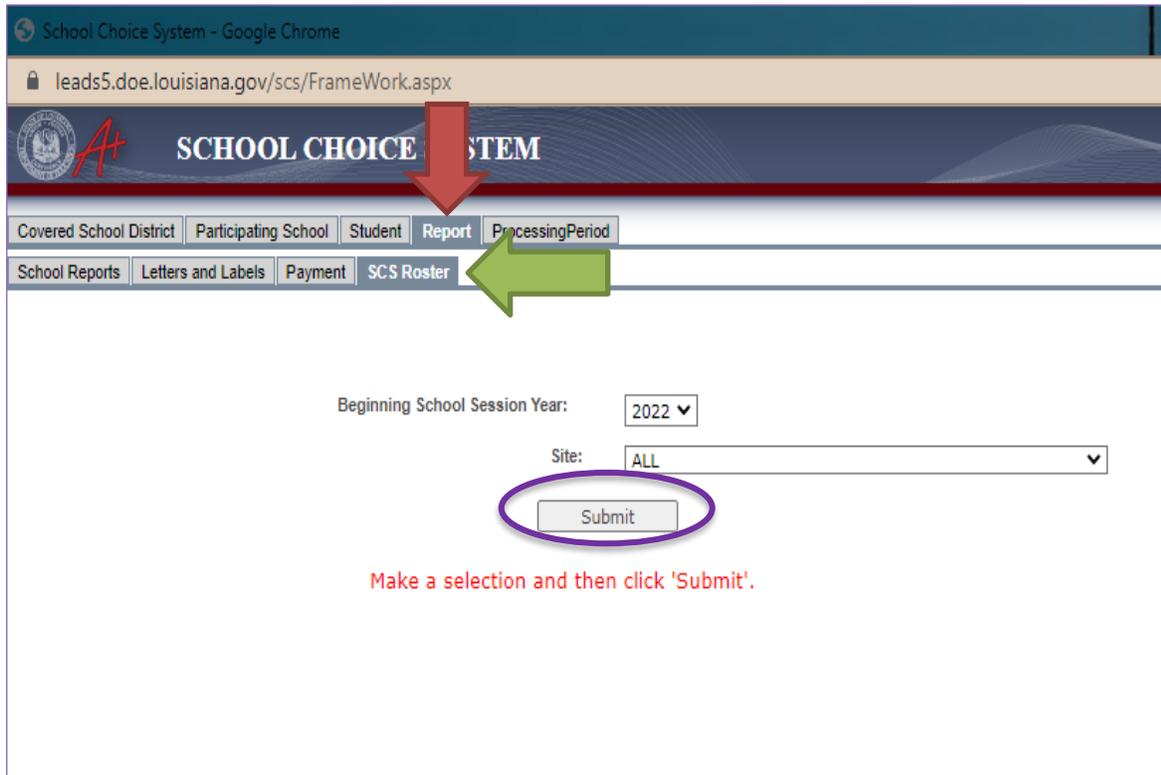
Report options:

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

Print button circled in purple.

## Rosters for School Choice Program (SCP)

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



School Choice System - Google Chrome

leads5.doe.louisiana.gov/scs/FrameWork.aspx

**SCHOOL CHOICE SYSTEM**

Covered School District | Participating School | Student | **Report** | ProcessingPeriod

School Reports | Letters and Labels | Payment | **SCS Roster**

Beginning School Session Year: 2022

Site: ALL

Submit

Make a selection and then click 'Submit'.