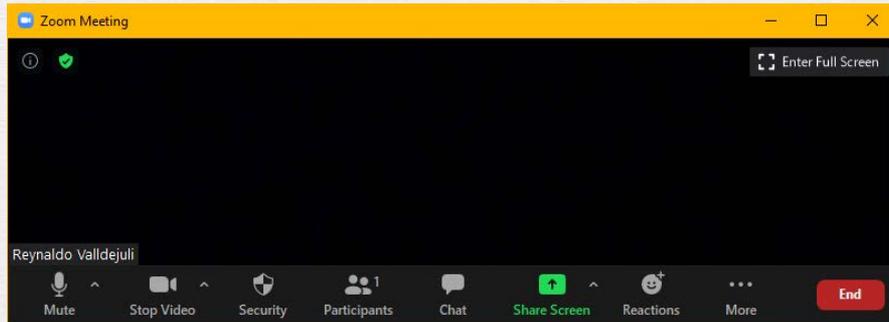


# Zoom Meeting Preparation

- 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](mailto:LDOEcommunications@la.gov).

LOUISIANA DEPARTMENT OF EDUCATION



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# Nonpublic Schools Monthly Call

March 15, 2023

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Email contact: [studentscholarships@la.gov](mailto:studentscholarships@la.gov)

# Louisiana's Goals and Priorities

## SIX CRITICAL GOALS

Students enter kindergarten ready.

Students will achieve mastery on third-grade assessments and enter fourth grade prepared for grade-level content.

Students will achieve mastery on eighth-grade assessments and enter ninth grade prepared for grade-level content.

Students will graduate on time.

Students will graduate with a college and/or career credential.

Students will graduate eligible for a TOPS award.

## EDUCATIONAL PRIORITIES

Ensure every student is on track to a professional career, college degree, or service.

Remove barriers and create equitable, inclusive learning experiences for all children.

Provide the highest quality teaching and learning environment.

Develop and retain a diverse, highly effective educator workforce.

Cultivate high-impact systems, structures, and partnerships

# Agenda



- I. Assessments, Accountability, and Analytics
- II. Teacher Leader Summit
- III. American Federation for Children
  - A. Parent Survey
- IV. Louisiana Scholarship Program (LSP)
  - A. Louisiana Scholarship Overview
  - B. Application Timeline
  - C. Tuition and Fees
  - D. Quarterly Enrollment
  - E. LEADS Reporting Tab
  - F. Roster Verification
- V. School Choice Program for Students with Certain Exceptionalities (SCP)
  - A. Application Timeline
  - B. Quarterly Enrollment
- VI. School Support/Communications
- VII. Helpful Resources



# Assessments, Accountability and Analytics

# Interests and Opportunities Index Updates

Earn points on the Interests and Opportunities Index as part of the Scholarship Cohort Index. **A failure to meet the deadlines below will result in a 0 for the Interests and Opportunities Index.** The [Interests and Opportunities Menu Based Approach Guidance](#) is available in the [Accountability Library](#).

<b>April 14</b>	Principals receive email from the Department with survey link
<b>April 17</b>	Jotform survey opens for indicator selection
<b>May 15</b>	Jotform indicator selection closes for principals and school leaders
<b>May 19</b>	Indicator validation due from superintendents or their designee

Please contact [accountability@la.gov](mailto:accountability@la.gov) with questions.



# Teacher Leader Summit

# 2022 Teacher Leader Summit



- The 2022 Teacher Leader Summit is an annual professional development conference which brings together Louisiana birth to grade 12 educators and content experts. Educators participating in the event will share their knowledge, learn new skills, and prepare for the 2022-2023 school year.
- The 2022 Teacher Leader Summit will take place May 31- June 2, 2022 at the New Orleans Morial Convention Center in New Orleans.
- Registration for the event will be on a first come, first served basis (no specific # allocated to each school). As space is limited, we encourage you to register as soon as possible.

[Register online.](#)



# American Federation for Children

# Louisiana Parent Satisfaction Survey

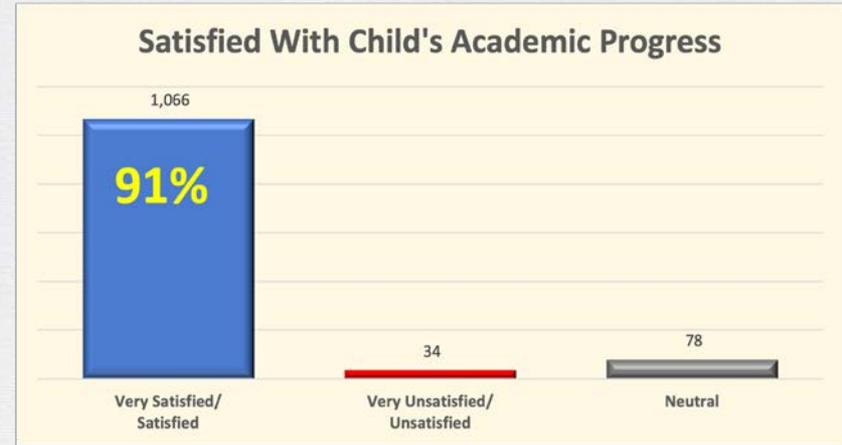
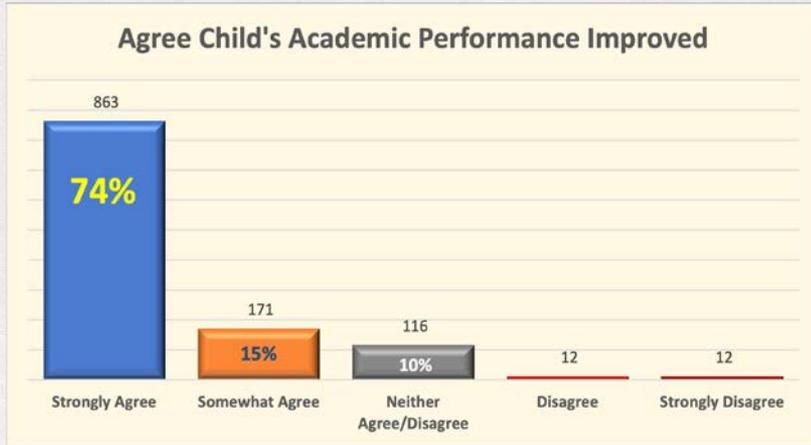
- Email survey to Parents by March 27<sup>th</sup>
- 2-week window to receive completed survey responses
- Deliver survey summary to Louisiana Department of Education by April 29<sup>th</sup>

# LOUISIANA PARENT SATISFACTION SURVEY



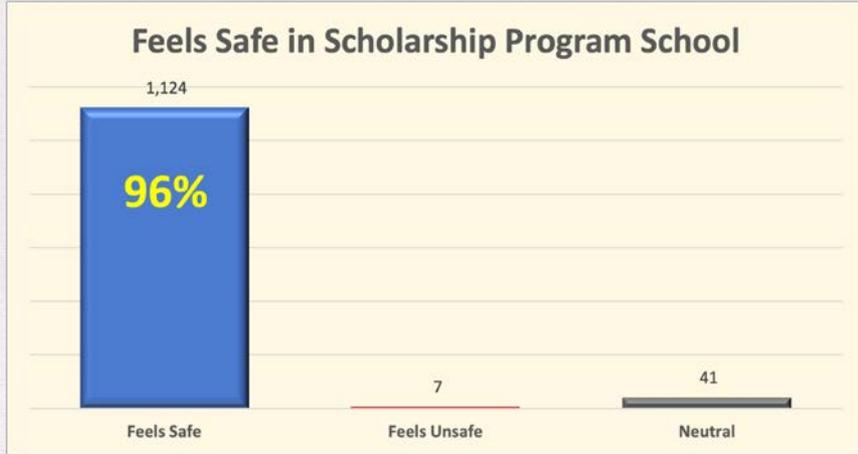
2021-2022 SURVEY RESULTS

# LOUISIANA PARENT SATISFACTION SURVEY

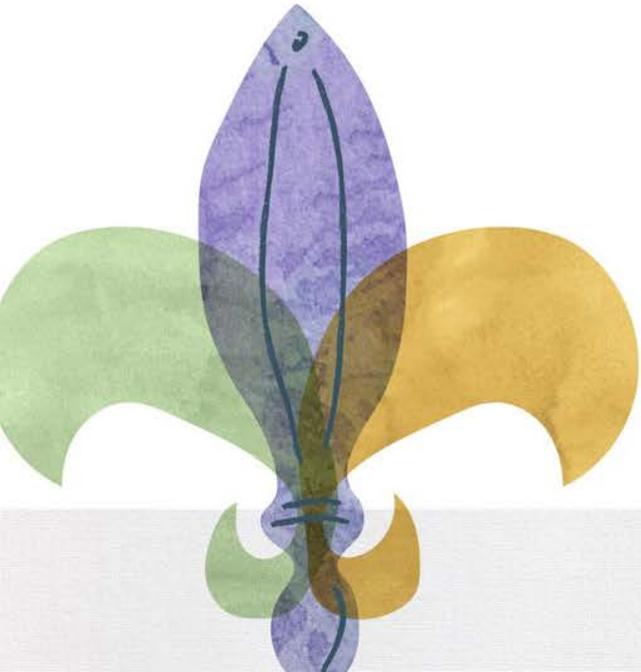


2021-2022 SURVEY RESULTS

# LOUISIANA PARENT SATISFACTION SURVEY



2021-2022 SURVEY RESULTS



# Louisiana Scholarship Program

# Louisiana Scholarship Application Timeline

PROCESS	DEADLINE
School Informational Webinar ( <b>Mandatory for all participating LSP Schools</b> )	4/19
Parent Webinar on Site Registration	4/20
Main Round Roster Verification ( <b>Site Registration Begins</b> )	4/24
Parent Notification Letters	4/24
Site Registration Ends	5/26
Roster Certification Due (declined awards for non-registered students)	5/26
Transfer Window Opens	6/12
Transfer Window Closes	7/18

*Please review the newsletter for updates. The newsletter is released every Thursday at 4:30 pm. You can sign up for the newsletter using this link [here](#).*



# 2023-24 Application Process Next Steps

## What schools can expect

- Preliminary rosters distributed late March to early April
- Verification of rosters
- Registration in May (submit registration data by early June)

## What families can expect

- Notification letters and emails late April
- Register in May
- Transfer window between June and July

# Tuition and Fees

- All schools need to submit Tuition and Fee Jotform for the 2023-24 school year by Friday, March 17th.
- To date only 54 out of 136 schools have submitted the jotform.
- If the form is not received by the deadline date above your school will be paid at the 2022-23 rate.
- As we review the submissions and if it is rejected you will need to re-submit using the the jotform.
- All schools will receive an email in the upcoming week to advise if your form has been accepted, rejected, or no submission received.

Tuition and Fee [Jotform link](#)

# Quarterly Enrollment

All Quarterly Enrollment Reports must be submitted on time via the LEADS portal during each quarter by the dates listed below in order to receive payments on-time.

**Quarter 4 reporting for the Louisiana Scholarship Program (SEE) is May 1-3.**

- If the enrollment reports are not submitted on time, it affects your student enrollment counts and delays payments.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.
- **Note: All on time Quarter 4 submissions will be paid by the end of May.**

Update: The LEADS link has changed please use the link below moving forward to access the LEADS portal: <https://leads5.doe.louisiana.gov/ptl> (it can be used in any browser)

## LEADS Reporting Tab

- The payment tab has been removed until further notice.
- Continue to send your request to [studentscholarships@la.gov](mailto:studentscholarships@la.gov) and we will email them to you.
- Remember the amount is an estimate and it is not 100% accurate.
- The tab will be available once all roster are finalized.



# Roster Verification

# Roster Verification

1. All preliminary rosters for the 2023-24 school year will be placed on the FTP.
  - a. An email will be sent once the rosters have been placed on the FTP
2. You can access your FTP folder using this link:  
<https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>
3. To login to the FTP please enter your username and password.
  - a. Username: **[insert your sitecode]**@nonpublic
  - b. Enter your password for the FTP(*this is password that you should have set yourself*)



IPSWITCH  
File Transfer  
WS\_FTP Server  
Web Transfer Client

Username

Password

Language  ▼

Login

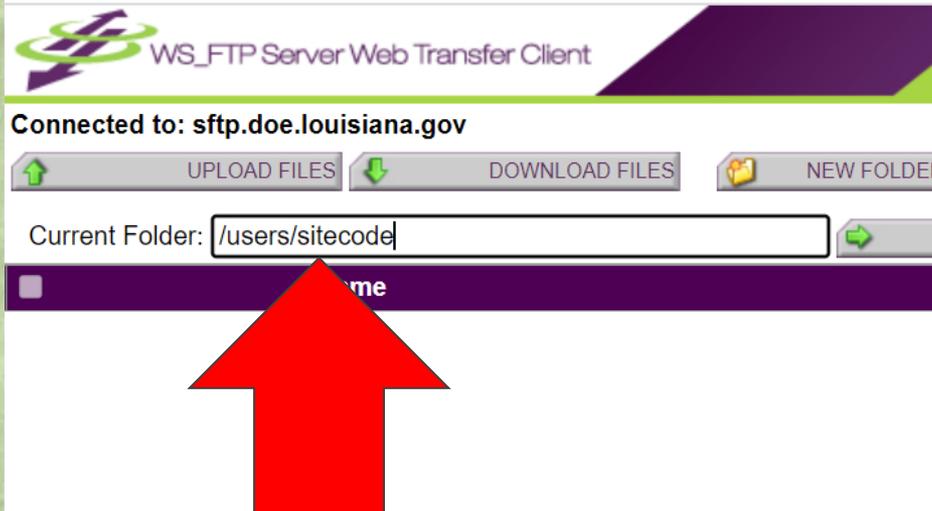
# FTP Logins

Deadline to test FTP logins

March 31, 2023

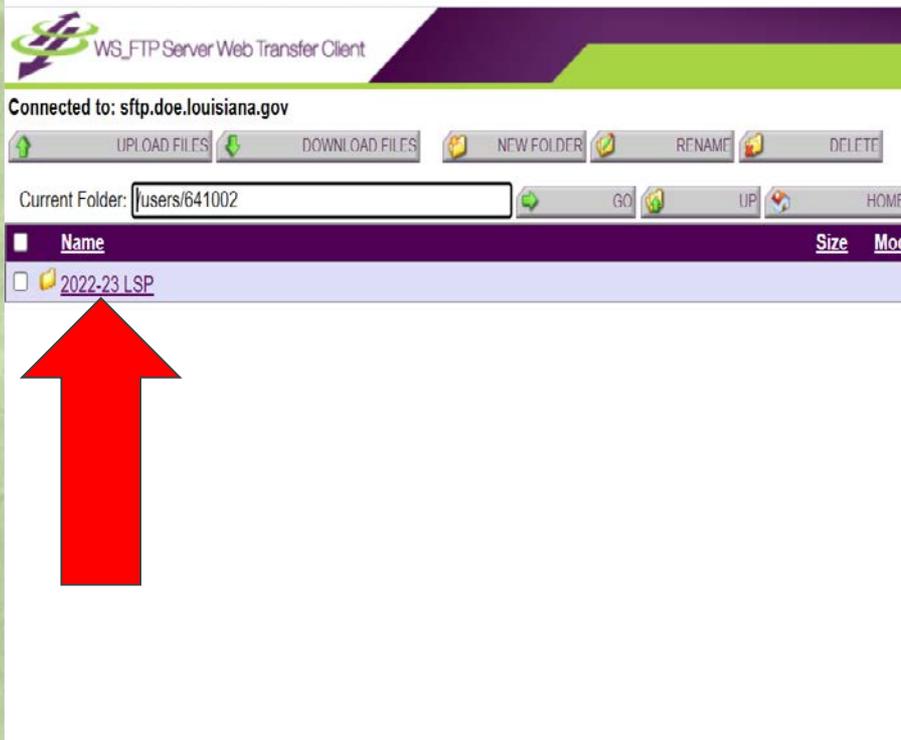
Please make sure you are able to login to the FTP. If you cannot access the FTP please send an email to [studentscholarships@la.gov](mailto:studentscholarships@la.gov) requesting assistance. Remember to include your *school code* in the email request.

# Roster Verification



1. Once logged in, you should see your sitecode in the **“current folder”** box

# Roster Verification



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

# Roster Verification

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

- a. Award Site Code
- b. Grade
- c. Name (Last, First Middle, Suffix)
- d. SSN
- e. LASID
- f. DOB
- g. Gender
- h. Other Changes Needed - *Enter the changes needed in this column*

## Possible Changes:

- Name
- Grade
- DOB
- SSN
- Sex (M or F)
- Student dropped



Award_SiteName	GradeCd	Grade Level Changes	LastName	FirstName	MiddleName	SuffixName	SSN	LASID	BirthDt	SexCd	Other Changes Needed
ABC Academy	1	2	Anderson	James	Lee		123456789	1230001111	09-Oct-14	M	No change

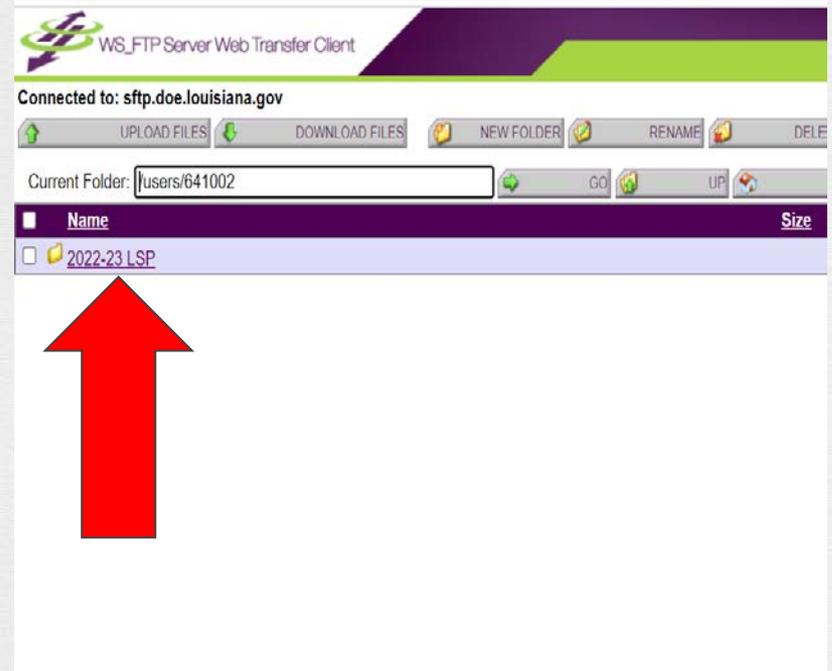
# Roster Verification

Award_SiteName	GradeCd	Grade Level Changes	LastName	FirstName	MiddleName	SuffixName	SSN	LASID	BirthDt	SexCd	Other Changes Needed
ABC Academy	1	2	Anderson	James	Lee		123456789	1230001111	09-Oct-14	M	No change

- **Please 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 please indicate addition. *(last column in the file)*
- If the student information is correct, please enter **“no change”** in the last column
- If the student information needs to be changed, please enter **a description of the changes needed** in the last column.
- Once you have fully completed your roster, change name of file to the following:  
**Verified\_schoolcode\_schoolname\_2023-24\_Student Rosters**

# Roster Verification

- Upload your saved file (*Verified\_schoolcode\_schoolname\_2023-24\_Student Rosters*) to the FTP by placing it in the **“2023-24 LSP”** folder.



# Roster Verification Recap

## Summary

- All rosters for the 2023-24 school year will be placed in the FTP.
  - An email will be sent once the rosters have been placed in the FTP
- You can access your FTP folder using this link:  
<https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>
- Once you have fully completed your roster, change name of file to the following:  
**Verified\_schoolcode\_schoolname\_2023-24\_Student Rosters**
  - Please remember to highlight any changes made to the roster.

*If you have any issues accessing the FTP or questions about the roster, please contact our office via email at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.*



# **School Choice Program for Students with Certain Exceptionalities**

# School Choice Application Timeline

PROCESS	DEADLINE
Application Opened	February 1st
Application Closed	March 6th
Schools notified of Awards	May 1st
Parent Notification Letters	May 1st

*Please review the Nonpublic newsletter for all updates. The newsletter is released every Thursday at 4:30 pm. You can sign up for the newsletter using this link [here](#).*

# Application

- In order to be eligible for an award, students must meet the following criteria:
  - a. Have an exceptionality of autism, intellectual disability, brain injury, developmental delay, other health impairment, emotional disturbance, or specific learning disability.
  - b. Be evaluated by the local school district and have an IEP or a district-created service plan.
- Families were required to upload copies of the IEP or district-created service plan along with proof of residency during the completion of the application.

**Continuing students had to reapply in order to maintain their award for the upcoming school year.**

# Quarterly Enrollment

All Quarterly Enrollment Reports must be submitted on time via the LEADS portal during each quarter by the dates listed below in order to receive payments on-time.

**Quarter 4 reporting for the School Choice Program (SEE) is May 1-3.**

- If the enrollment reports are not submitted on time, it affects your student enrollment counts and delays payments.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.
- **Note: All on time Quarter 4 submissions will be paid by the end of May.**

Update: The LEADS link has changed please use the link below moving forward to access the LEADS portal: <https://leads5.doe.louisiana.gov/ptl> (it can be used in any browser)



# School Support

# Strategies for Success

- We will have check-ins for all new participating schools, new scholarship managers, and those needing additional support. These check-ins will be used to provide additional support and step-by-step training for those that are learning the program.
- You can access the meeting using this link:  
<https://ldoe.zoom.us/j/93717548403>
- Topics that will be covered in our next check-in will included:
  - How to complete Tuition and Fees / Allowable Fees
  - FTP Access
  - 2023-24 Louisiana Scholarship Program Rosters

# Office Hours

- We are extending office hours to provide one-on-one assistance regarding any questions you may have.
  - Offered 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/LDEnonpublicschools>
- 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](mailto:studentscholarships@la.gov) for assistance.

***This service is not available to families. Families with questions should submit them to [studentscholarships@la.gov](mailto:studentscholarships@la.gov)***





# Communications

# Emails

Emails from [studentscholarships@la.gov](mailto:studentscholarships@la.gov) and program staff are the first source of communication for all participating schools.

- Important links, documents, instructions, and urgent deadlines are communicated via email.
- It is required that all principals and scholarship managers read/review the emails and documents being sent regarding the program.
- Not reading the emails results in incorrect submissions and/or missed deadlines.

If you have any questions about the content of emails, please respond directly to the email or contact us at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.

# Newsletter

The Nonpublic newsletter goes out every Thursday at 4:30pm.

- The latest information and program updates are always provided in the newsletter. This is an important source of information provided to all participating schools.
- It is important that you review the newsletter for all updates regarding deadlines, program updates, and requirements.
- Please ensure at least one person from your school is accessing the newsletter weekly.

You can sign up for the newsletter using this link [here](#).

# Program Calendar

In order to provide better support for all participating scholarship schools, we have released a program calendar for the 2022-23 school year.

- The annual calendar include all important dates for the upcoming school year.
  - *You can access the 2022-23 Nonpublic Annual Reporting Calendar [here](#).*
- A monthly version of the calendar will be included in every newsletter.

**Please Note:** All dates are tentative and may change. Please review future issues of the Nonpublic newsletter for all updates.

If you have questions or any issues accessing the calendar, please contact us at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.



## Helpful Resources

# LEADS

- LEADs can be accessed here: <https://leads5.doe.louisiana.gov/pt/>
- Passwords expire every 60 days and must be reset here: <https://password.doe.louisiana.gov/>
- To gain access to SEE in LEADS click [here](#) to complete the request
- To gain access to NPS in LEADS Nonpublic School Data Collection click [here](#)



## 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](mailto:studentscholarships@la.gov)



## Helpful Links

- [LDOE Nonpublic Library](#)
- [LDOE School Choice Library](#)
- [Louisiana Scholarship Program](#)
- [Statewide Scholarship Application](#)

## Thank You For Joining Today's Call.

Information regarding Nonpublic and Scholarship action items can be found in the [LDOE Weekly Nonpublic Newsletter](#).

Please reach out to the following contacts with questions:

FOR QUESTIONS ABOUT	EMAIL
Louisiana Scholarship Program	<a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a>
School Choice Program for Students with Exceptionalities	

