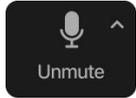


# February Nonpublic Schools Webinar



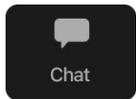
# Zoom Meeting Preparation



- 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).



# Agenda

1. Nonpublic Schools
  - A. Timelines
  - B. NPS Enrollment
  - C. Edlink
2. Ombudsman Update
3. Assessments
4. Finance
5. Teacher Leader Summit
6. Scholarship Programs
  - a. Payment Adjustment Forms
  - b. Louisiana Scholarship Program
    - i. 2024 -2025 LSP Tuition and Fee Jotform
    - ii. Transfers
    - iii. LSP Application Timeline and Update
- c. School Choice Program for Students with Exceptionalities
  - i. Demand Reports
  - ii. Resources
7. Q & A





**Nonpublic Schools Fall 2024 Deadlines**

# 2024-2025 Nonpublic Schools Timeline

Item	Opens	Closes
Annual Enrollment Report	August 1, 2024	October 15, 2024
BESE Application	August 1, 2024	October 15, 2024
Brumfield v. Dodd Application	August 1, 2024	October 15, 2024
Edlink Training for School Leaders	TBA	TBA



# 2024-2025 Nonpublic School Annual Enrollment Report

- The annual enrollment report for all BESE approved nonpublic schools are required to submit their 2024-2025 annual enrollment report in Edlink starting August 1, 2024.
- The school leader or staff that's assigned to complete this task must have an Edlink account to enter the 2024-2025 annual enrollment numbers by grade, gender and ethnicity.



# 2024-2025 Nonpublic School Annual Enrollment Report

- Training on how to manage Edlink and request the NPS School Manager role will be provided in the coming months.
- The last day to submit the 2024-2025 annual enrollment report is October 15, 2024.



# 2025-2026 BESE Application Migration to Edlink

- We are launching the 2025-2026 BESE application for all nonpublic schools seeking BESE approval in Edlink on August 1, 2024.
- Each individual/school leader responsible for renewing their school's BESE application must have access to Edlink.
- All required documents must be uploaded in order to complete the application in its entirety.



# 2025-2026 BESE Application Migration to Edlink

- Jotform will **not** be used for the upcoming school year for the BESE application.
- Training will be provided on the utilization of Edlink in the coming months.
- The last day to submit the 2025-2026 BESE application is October 15, 2024.



# Who Needs to Apply?

- Current BESE approved nonpublic schools seeking continual BESE approval for the 2025-2026 school year
- Any new nonpublic school seeking BESE approval for the 2025-2026 school year



# 2025-2026 Brumfield v. Dodd Application Migration to Edlink

- We are launching the 2025-2026 Brumfield v. Dodd application for all nonpublic schools seeking Brumfield v. Dodd approval in Edlink on August 1, 2024.
- Each individual/school leader responsible for renewing their school's Brumfield v. Dodd approval must have access to Edlink.



# 2025-2026 Brumfield v. Dodd Application Migration to Edlink

- All required documents must be uploaded in order to complete the application in its entirety.
- Training will be provided on the utilization of Edlink in the coming months.
- The last day to submit the 2025-2026 Brumfield v. Dodd application is October 15, 2024.



# Who Needs to Apply?

- Current BESE approved nonpublic schools that desire to remain a participant in the LSP (Louisiana Scholarship Program), SCP (School Choice Program for certain students with exceptionalities), and/or TDC (Tuition Donation Credit) program.
- Any new nonpublic school seeking Brumfield v. Dodd approval for the 2025-2026 school year
- Current and new nonpublic schools desiring to partner with a STO (School Tuition Organization) such as ACE Scholarships, Arete Scholars, Aspiring Scholars, San Damiano Scholars and/or Son of a Saint.





# Teacher Leader Summit

# Registration

We're counting down the days until the annual Teacher Leader Summit – May 28th through May 30th! Join us in New Orleans for our annual professional learning conference bringing together Louisiana's birth to grade 12 educators and content experts. Public, nonpublic, and charter school educators participating in the event will share their knowledge, learn new skills, and prepare for the 2024-2025 school year. This year's [Teacher Leader Summit](#) will focus on ***Leading the Next Level*** every single day.

Tickets are available on a first come, first served basis. [Registration](#) closes on March 15th or at sellout.



#LATEACHERLEADERS





## Ombudsman Update

# Greetings and Happy New Year!

- LEAs/school districts should be contacting nonpublic schools to schedule your timely and meaningful consultations for the 2024-2025 federal equitable services.
- Complete and return all 2024-2025 equitable services documentation by the LEAs/school districts deadline.
- Feel free to contact the State Ombudsman, Daphne Flentroy, if you have any questions or need clarification at [Daphne.Flentroy@la.gov](mailto:Daphne.Flentroy@la.gov).





# Assessments



# Finance

# Enrollment and Tuition Payment Process

- Schools must provide accurate student information during quarterly enrollment periods. Review your submissions prior to hitting “Save.”
  - Verify you are not missing any students
  - Verify students are listed in the correct grade
  - Verify data to complete a Payment Adjustment Form if needed
- Direct all questions to [studentscholarships@la.gov](mailto:studentscholarships@la.gov)
  - Submit Payment Adjustment Forms
  - Missing Payments





# Scholarship Programs

# Quarter 3 Enrollment



# Quarter 3 Enrollment

Thanks to all schools for  
completing their Quarter  
3 Enrollment!

Thank  
You



# Payment Adjustment Forms



# Payment Adjustment Forms

Schools have 30 days from the last day of the quarterly enrollment reporting period (February 6) to report any enrollment issues.

- This means all Payment Adjustment Forms for Quarter 3 must be submitted by **February 26**.
- All Payment Adjustment Forms must be filled out completely by the school.
- Any Payment Adjustment Forms for Quarter 3 submitted after February 26 will be considered on an individual basis and must include an explanation of the late submission.
- **Please note that late submissions are not guaranteed payment.**
- Adjustments to tuition payments will be made in the following quarter.

For questions, please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov).





# Louisiana Scholarship Program

# 2024-2025 LSP Tuition and Fee Jotform



# 2024-2025 LSP Tuition and Fee Jotform

The 2024-2025 Tuition and Fee jotform will be available on **March 4**.

- All LSP tuition and fee information is collected using this jotform.
- Schools participating in LSP for the 2024-2025 school year must submit a completed jotform for the upcoming year.
- This form should be completed by a school administrator and will require submission of the following items:
  - 2024-2025 Tuition & Fees information
  - Supporting documentation (*the current year information published on school website and/or handbook*)
  - Signed assurance forms



# 2024-2025 LSP Tuition and Fee Jotform

- The link to the jotform will be sent out via email to all 2024-2025 participating LSP schools on March 4.
- **The information listed on the jotform should match the LOWEST actual tuition rate and mandatory fees charged to non-Scholarship students for the 2024-2025 school year.**
  - Eligible fees are standard educational fees that are charged to all students at a participating school, regardless of scholarship participation. **Please do not list any non-eligible fees that are charged only to some students.**



# 2024-2025 LSP Tuition and Fee Jotform

- Some examples of eligible fees include registration fees, graduation fees, technology fees, book fee, building and maintenance fees, etc.
- Some examples of ineligible fees include non-Catholic fees, non-Parishioner fees, transportation, optional extracurricular fees, out-of-parish fees, parish support fees, any fee that can be waived/reduced using service hours or volunteer work, etc.
- Only fees that are listed **directly on the jotform** will be considered for payment.



# 2024-2025 LSP Tuition and Fee Jotform

**\*Please Note: Tuition and fees charged to scholarship students cannot be higher than amounts charged to non-Scholarship students.**

- LDOE approved tuition amounts provided to participating LSP schools shall not be greater than the annual MFP per pupil for the district in which the school is located.
- The nonpublic school may continue to increase tuition and fees for privately-funded students.



# 2024-2025 LSP Tuition and Fee Jotform

- If your school charges a higher tuition for students receiving **Special Education services** (excluding gifted and talented), there will be a specific section to enter this information.

Does your school charge a higher tuition for students receiving special education services (excluding gifted and talented), and does your school provide Special Education services? \*

- My school charges a higher tuition for students receiving special education services
- My school does not charge a higher tuition for students receiving special education services
- My school has not provided SPED services for at least two years
- My school does not provide special education services

Please indicate the base tuition for Students with Exceptionalities

	K	1	2	3	4	5	6	7	8	9	10	11	12
Special Education Base Tuition													
Total Special Education Fees													



# 2024-2025 LSP Tuition and Fee Jotform

- The Jotform requires that schools list **all grades** that will be served by your school in 2024-2025.
  - This should include ALL grades served, not just the grades in which your school has LSP students.

Enter fees charged to all students by grade level offered. \*

Fee Description	Is this fee charged to new students, returning students, or all students	K	1	2	3	4	5	6	7	8	9	10	11	12
Base Tuition (all students)	▼													
Student Fee	▼													
Student Fee	▼													
Student Fee	▼													
Student Fee	▼													
Student Fee	▼													
Student Fee	▼													
Student Fee	▼													



# 2024-2025 LSP Tuition and Fee Jotform

- All participating LSP schools need to submit the 2024-2025 Tuition and Fee Jotform by **March 18, 2024**.
  - If a completed form is not received by the deadline, your school will be paid at the 2023-2024 tuition rate on file at LDOE.
  - If your jotform is incorrect and/or additional documentation is needed from your school, the Office of School Choice will contact you via email.

**\*If you have any questions or concerns about the Tuition and Fee Jotform, please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.**



# Transfers



# Transfer Request

Transfers are not allowed since Quarter 3 Enrollment has closed.

- The only transfers allowed after Quarter 3 are for extenuating circumstances or expulsion.
- This is done to ensure that rollover kids do not get lost or misplaced in the lottery.
- The Office of School Choice has started the beginning stages of the match and lottery process.

Disclaimer: No final decisions have been made at this time regarding LSP awards for the 2024-2025 school year. As a reminder, schools are not to tell families if they think they are eligible or ineligible. Schools that communicate this information before the release of award notifications in April 2024 will be financially responsible for the students impacted.



# LSP Application Timeline

STEP	DATE
2024-2025 LSP Tuition and Fee Jotform released	March 4, 2024
2024-2025 LSP Tuition and Fee Jotform due	March 18, 2024
LSP Parent Survey Released	March 18, 2024
Preliminary Rosters released on the FTP	April 1, 2024
Preliminary Rosters due on the FTP	April 8, 2024
School Webinar for LSP Site Registration	April 22, 2024
Award Notification Letters and Emails	April 22, 2024
Site Registration Begins (Accept 2024-2025 LSP Award)	April 22, 2024
Parent Webinar for LSP Site Registration	April 23, 2024





# School Choice Program for Students with Exceptionalities

# SCP Application Timeline

STEP	DATE
2024-2025 SCP Application Closes	March 8, 2024
Last day for families to submit documentation to the first school choice	March 15, 2024
Final date for school to upload demand report to the FTP	March 22, 2024
Award Notification Letters and Emails	April 29, 2024
Site Registration Begins (Accept 2024-2025 SCP Award)	April 29, 2024



# Demand Reports



# Demand Reports

- Demand reports will be provided at the beginning of each week during the application cycle to each school.
  - The report lists students who have applied and listed your school as their first choice.
  - Review demand reports provided by the LDOE throughout the application period.
  - The first week of demand reports were placed on the FTP on **February 12**
- Demand Reports will be placed weekly in your school folder on the FTP.
  - The folder will be labeled “**2024-25 SCP**”
  - You can access the FTP using this [link](#).

***\*The demand report does not guarantee that you will be awarded these students once the lottery process is complete.***



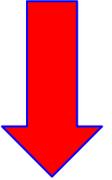
# Demand Reports

- Schools will need to verify that the student information (SSN, DOB, grade level, etc) are correct.
  - If corrections are needed, please update this information on the form.
- **Schools are required to collect eligibility documentation for new students and review it for eligibility.**
- All documentation must be kept on file at the school.



# Demand Reports

- **Column P (red arrow)** in the demand report will be used to indicate student eligibility.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Submission Date	First Name	Last Name	Please enter Student's Social Security Number (no dashes)	Student's Date of Birth	Student's Gender	What grade is your child entering for the 2024-2025 School Year?	Does the student currently participate in the School Choice Program for the 2023-2024 school year?	Please select the student's current SCP school.	Please select up to three (3) participating schools below th... >> First Choice >> School	Parent/Guardian Full Name (First Name)	Parent/Guardian Full Name (Last Name)	Parent/Guardian Email Address	Parent/Guardian Home Phone	Parent/Guardian Alternate Phone	Eligible
1/26/2024	Mickey	Mouse	111002222	1/1/2024	M	4th	Yes	Disneyland Academy							Returning SCP student
1/26/2024	Donald	Duck	222001111	1/1/2024	M	5th	No		ABC Academy						Yes
1/26/2024	Minnie	Mouse	999001111	1/1/2024	F	5th	Yes	Disneyland Academy	ABC Academy						Returning SCP student
1/26/2024	Daisy	Duck	888771111	1/1/2024	F	8th	No		ABC Academy						No



# Demand Reports

Families applying for **NEW students** must provide the following eligibility documents to your first choice scholarship school by **March 15, 2024**:

- Copy of student's **current** Individualized Education Program (IEP) or district-provided service plan
- **One** proof of residency documentation. Acceptable documents to verify residency include one of the following:
  - Rental agreement or mortgage statement
  - Landline telephone bill
  - Cable or internet service bill
  - Sewerage or water bill
  - Electricity or gas bill



# Demand Reports

- A current property tax notice
- Official Letter from a Government Agency such as the Department of Children and Family Services (DCFS) or Department of Health and Hospitals (DHH)

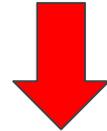
***Please note: Documentation must be in the parent and/or guardian's name and must match the student's address listed on the application.***

\*Continuing students do NOT need to provide eligibility documentation\*



# Demand Reports

- Schools will have a dropdown in **Column P (red arrow)** with 3 options to select from :
  - Yes** (for students who are eligible)
  - No** (for students who are ineligible)
  - Returning SCP student** (for students currently in SCP)
- Column H ( green box)**-indicates if a student is currently participating in the SCP program for the 2023-2024 school year. For students that have “Yes” in column H, select the “Returning SCP student” option.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Submission Date	First Name	Last Name	Please enter Student's Social Security Number (no dashes)	Student's Date of Birth	Student's Gender	What grade your child entering for the 2024-2025 School Year	Does the student currently participate in the School Choice Program for the 2023-2024 school year?	Please select the student's current SCP school.	Please select up to three (3) participating schools below th... >> First Choice >> School	Parent/Guardian Full Name (First Name)	Parent/Guardian Full Name (Last Name)	Parent/Guardian Email Address	Parent/Guardian Home Phone	Parent/Guardian Alternate Phone	Eligible
1/26/2024	Mickey	Mouse	111002222	1/1/2024	M	4th	Yes	sneyland Academy							Returning SCP student
1/26/2024	Donald	Duck	222001111	1/1/2024	M	5th	No		ABC Academy						Yes
1/26/2024	Minnie	Mouse	999001111	1/1/2024	F	5th	Yes	sneyland Academy	ABC Academy						Returning SCP student
1/26/2024	Daisy	Duck	888771111	1/1/2024	F	8th	No		ABC Academy						No



# Demand Reports

- Families must submit all eligibility documents **to the first choice school** by **March 15, 2024. (*New applicants only*)**
- Once a school has completed the demand report, they should upload the completed report to the FTP.
  - Completed reports should be saved as “Verified\_ **Report Name**” and placed in the “2024-25 SCP” folder.
- Schools will have until **March 22, 2024** to upload the final verified demand report on the FTP.

If you have any questions or issues with your demand report, please contact our office at [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for assistance.





# Resources

# Sign Up for Weekly Newsletters



Sign up to stay in touch!

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

- This [form](#) applies to system, charter and nonpublic newsletters.
- Important notices and materials are posted in these weekly newsletters.

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

\* Email Address

\* First Name

\* Last Name

\* Job Title

\* District/Parish

Email Lists

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



# Office Hours

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

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



# Office Hours

- When booking, include a description of what you'd like to discuss during the call in the “booking notes” section of the form. This will ensure that our staff is prepared ahead of the call and can effectively use the time to address your concerns.
- If you miss your scheduled time, 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 can email questions to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).*



# Username, Passcodes, and Unlocking Process

- 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

Name	Link
<p><u>LEADS</u></p> <ul style="list-style-type: none"><li>● Passwords expire every 60 days and must be reset. If you are having a problem with your account include your username and school code in the email sent.</li></ul>	<p><a href="https://leads5.doe.louisiana.gov/ptl">https://leads5.doe.louisiana.gov/ptl</a></p>
<p><u>LDOE School Choice Library</u></p> <ul style="list-style-type: none"><li>● Resources for Home Study, Nonpublic and Charter schools</li><li>● Scholarship Programs Resources</li><li>● Annual Reports</li></ul>	<p><a href="https://www.louisianabelieves.com/resources/library/school-choice">https://www.louisianabelieves.com/resources/library/school-choice</a></p>



# Helpful Links

Name	Link
<p><u>LDOE Weekly Nonpublic Newsletter</u></p> <ul style="list-style-type: none"><li>● Information regarding Nonpublic and Scholarship action items</li><li>● The newsletter is released every Thursday at 4:30 pm.</li></ul>	<p><a href="https://visitor.r20.constantcontact.com/d.js?p?llr=rkyvy5eab&amp;p=oi&amp;m=rkyvy5eab&amp;sit=urxao49fb&amp;f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c">https://visitor.r20.constantcontact.com/d.js?p?llr=rkyvy5eab&amp;p=oi&amp;m=rkyvy5eab&amp;sit=urxao49fb&amp;f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c</a></p>
<p><u>Louisiana Scholarship Program</u></p> <ul style="list-style-type: none"><li>● Information and resources for the Louisiana Scholarship Program</li></ul>	<p><a href="https://www.louisianabelieves.com/schools/louisiana-scholarship-program">https://www.louisianabelieves.com/schools/louisiana-scholarship-program</a></p>



# Nonpublic Team Contact Information

Topic	Email Support
Louisiana Scholarship Program	<a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a>
School Choice Program for Students with Exceptionalities	
Tuition Donation Credit Program	
Operations/BESE Approval/Brumfield v. Dodd Approval	<a href="mailto:nonpublicschools@la.gov">nonpublicschools@la.gov</a>
Approved Home Study Program Nonpublic Schools Not Seeking State Approval	<a href="mailto:homestudy@la.gov">homestudy@la.gov</a>



# Questions





# Thank You For Joining Today's Call!

If you have any additional questions, please contact  
the Office of School Choice at:

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

