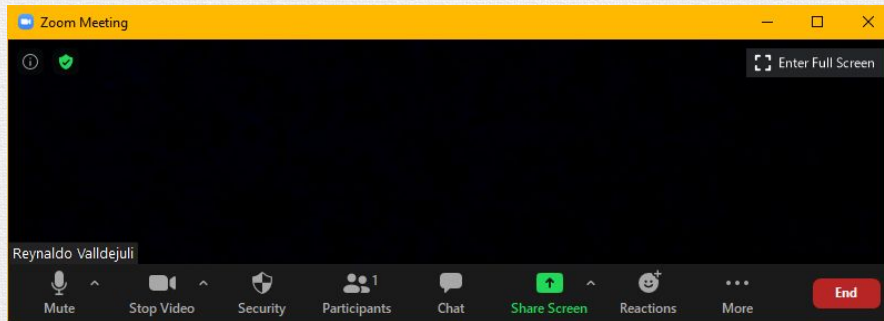


Zoom Meeting Preparation

- 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.

LOUISIANA DEPARTMENT OF EDUCATION



Nonpublic Schools Monthly Call

January 18, 2023

Email contact: 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



- **2023-2024 LSP Sanctions**
- **Louisiana Applications Update**
- **Louisiana Scholarship Program**
- **Demand Reports**
- **Quarterly Reporting (LSP/SCP)**
- **School Choice Program**
 - **Application**
 - **SCP Important Dates**
- **School Support**
- **Communications**



2023-2024 LSP Sanctions

Sanctions 2023-2024

- **Schools that are being sanctioned for the 2023-24 school year will be notified on Friday, January 20th via telephone and will receive a follow up email with next steps.**
 - All schools notified will need to attend a mandatory webinar on Monday, January 23rd at 10:00 a.m. or 2:00 p.m.
 - The link to the webinar will be provided on the email sent to sanctioned schools.

If you do not hear anything from our office, then that means your school will not be sanctioned.



Scholarship Application Update

Louisiana Scholarship Application Timeline

PROCESS	DEADLINE
Application Cycle Ends	1/27
Last Day for Schools to Mark Eligibility Determination 23-24	1/31
Quarter 3 Enrollment Reporting (LSP and SCP)	2/1 - 2/3
Transfer Window Closes for 2022-23 School Year	2/6
Last Day to Submit Quarter 3 Payment Adjustment Forms	3/6
Main Round Roster Verification (Site Registration Begins)	4/24
Parent Notification Letters	4/24
Site Registration Ends	5/26
Spring Registration Workbook (declined awards for non-registered students)	5/26
Transfer Window Opens	6/12
Transfer Window Closes	7/18



Louisiana Scholarship Program

Updates

- The Statewide Application is still open till **Friday, January 27th**
- Families can access the application at using this link:
<https://www.louisianabelieves.com/schools/louisiana-scholarship-program>
- All Income and Residency Verification is due by **January 27th.**
- Applications must be verified in LEADs by **January 31st.**

Application Process

- Schools play a central role in the applicant intake process by verifying eligibility as well as providing direct support to families.

All Parishes

Online application through the state

(<https://webapps.doe.louisiana.gov/publicapps/scholarshipsonlineapp/>)

Closes January 27, 2023

- Schools are not allowed to implement admissions criteria for Scholarship applicants and may not discriminate against students with special needs during the admissions process.
- Schools are required to accept the grade of the sending school for all students awarded a Scholarship.
- See the policy requirements as written in [Bulletin 133, see Chapter 3](#)

Application Process: Income Verification

- Applicant parent/guardian must produce one of the following documents to verify their annual household income is below 250% of the [Federal Poverty Guidelines](#)
 - 2022 Federal Tax Return
 - Most recent unemployment compensation statement
 - DCFS placement form, in the case of foster children
 - Most recent pension statements
 - Most recent Social Security benefits statement
 - SNAP Benefits
 - Louisiana Purchase Card Budget Sheet or Benefits Statement

Application Process: Residency Verification

- Applicant parent/guardian must produce one of the following documents to verify their residency
 - Rental lease agreement or mortgage
 - Electricity/Gas Bill
 - Telephone Bill (Must be a landline - cellular phone bills will not suffice)
 - Cable/Internet Service Bill
 - Sewerage/Water Bill
 - Current Official Letter from a Government Agency (DSS, DHH)
 - Homestead Exemption Notice
 - Property Tax Notice

Application Process: Verification in LEADS


- Applicants must bring this documentation to any participating scholarship school for school staff to verify.
 1. Login to LEADS (<https://leads5.doe.louisiana.gov/ptl/>)
 2. Under the 'Student' tab, select the 'Apply' tab
 3. Look up student application by SSN
 4. Select 'Submit'
 5. Go through the Student Information and Parent Information pages
 6. On the third page, select the eligibility options
 7. Select 'Submit'

Application Process: Verification in LEADS

The screenshot shows a web interface for 'SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE'. At the top left is a logo with a red 'A' and a seal. The title 'SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE' is centered, and 'Close | Restart' is on the right. Below the title are three tabs: 'Participating School', 'Student', and 'Report'. Underneath are four buttons: 'Apply', 'Update', 'View', and 'Enroll'. The main content area has two labels: 'Beginning School Session Year:' and 'Student Social Security Number:'. The first label is followed by a dropdown menu showing '2023' with a downward arrow. A yellow arrow points to this dropdown. The second label is followed by an empty text input field. To the right of the input fields is a 'Submit' button. At the bottom of the form area, there is a red text instruction: 'Please enter Student's Social Security Number and click 'Submit'.'

Please enter Student's Social Security Number and click 'Submit'.

Application Process: Verification in LEADS

 **SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE** Close | Restart

Participating School | Student | Report

Apply | Update | View | Enroll

Student Information

Student Last Name: Prior Year SEE Student: N

Student First Name:

Student Middle Initial: Suffix: Student Id Num:

Date of Birth: (MM/DD/YYYY)

Gender: Male Female

Ethnicity: (Hispanic?) Yes No Prefer Not to Answer

Race (Select all that apply): American Indian Pacific Islander Asian White Black

Street Address: Apartment Number: (leave blank if none)

Zip Code: 70122 City: NEW ORLEANS


Student School District: Orleans Parish

School Attended Last Year: Entering K - Not Applicable

Grade for 2021-2022 School Year: 8


Multiple Birth Siblings:

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.

Application Process: Verification in LEADS

**SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE**Close | Restart

Participating School Student Report

Apply Update View Enroll

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: -999-9999)

E-mail Address:

Annual Family Household Income: Number in Household:

How did you hear about this program?:


Sibling Information

This information only needs to be entered if a sibling of the applicant attends one of the schools the applicant is requesting. Please note that sibling placement is not guaranteed.

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.

Application Process: Verification in LEADS

 **SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE** Close | Restart

Participating School Student Report

Apply Update View Enroll

Is the student eligible under the income requirement?: Yes No

Is the student a resident of Louisiana?: Yes No

Is the student entering grades K - 12?: Yes No Eligible Eligible

School Selection

Guaranteed Site: n/a

First Choice:

Second Choice:

Third Choice:

Fourth Choice:

Fifth Choice:

Click 'Save' to Submit the application. Click 'Cancel' to discard current student updates.



Demand Reports

Demand Reports

- Demand reports can ONLY be found by accessing the FTP.
- You can access the FTP using this link:
<https://sftp.doe.louisiana.gov/thinclient/Login.aspx?alert=timeout>
- To login to the FTP please enter your username and password. **It is NOT the same username and password used for LEADS**
- Username: **[insert your sitecode]**@nonpublic
 - Ex. (999999@nonpublic)
 - Enter your password for the FTP (*this is password that you should have set yourself or by someone at your school*)
- If you are a new school logging into the FTP for the first time, please contact our office at studentscholarships@la.gov
-



IPSWITCH
File Transfer
WS_FTP Server
Web Transfer Client

Username

Password

Language ▼

Login

Demand Reports

Demand reports are provided at the beginning of each week during the application cycle. (typically on Tuesdays)

- The report can be found in the “2023-24 LSP” folder
- The report includes the number of students who have applied and listed your school as their first choice
- There is a tab labeled “Incomplete Apps”
 - This is a list of applicants that have applied, but do not have a completed application because they have not provided eligibility documentation and/or have not been marked eligible in LEADs
- Please review demand reports provided by the LDOE weekly and make efforts to contact the families listed.

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



Quarterly Reporting

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.

	LSP (SEE Portal)	SCP (SCS Portal)
Quarter 3	February 2-6	February 2-6
Quarter 4	May 1-5	May 1-5

- If the enrollment reports are not submitted on time, it affects your student enrollment counts and delays payments.
- Students must be reported on Q1 and Q3 enrollment report to be considered a roll over student when the upcoming school year awards are granted.
- If a student drops from your school, please follow the drop procedures so that the student can be dropped from your roster.

LSP and SCS Quarter 3 Enrollment Reporting

PROCESS	TIMELINE
Transfer Window Closes for Q3	February 6th*
Quarter 3 enrollment Begins (SEE/LSP only)	February 1st - 6th
Last Day to submit Payment Adjustment Forms for Quarter 3-SEE/SCS	March 6th

LSP and SCP: Quarter 3 Enrollment

- Schools will have 30 days from the last day of quarterly enrollment reporting period each quarter to report any enrollment issues.
 - **All Payment Adjustment Forms for the School Choice Program for Quarter 3 must be submitted by March 6th**
 - Any Payment Adjustment Forms for Quarter 3 submitted after March 6th 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.

Reminders

- LSP Application for 2023-24
 - The application closes on **January 27th**.
 - All income and residency information must be submitted by **January 27th**.
 - All applications must be verified in LEADS by **January 31st**.
- Quarterly Enrollment Reporting
 - **Quarter 3 enrollment will open on February 1st and close on February 6th**
 - Q1 and Q3 enrollment determines eligibility.
- If you have any questions or need additional information, please contact us at studentscholarships@la.gov for assistance.



School Choice Program for Students with Certain Exceptionalities

School Choice Application Timeline

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

Application

- The application process will begin on **February 1, 2023**
- This year we will be launching an electronic application through Jotform to help align the application with the Louisiana Scholarship Program application and to ensure coordination across the programs.
- Families will be able to access the application using this link:
<https://form.jotform.com/213615278762057>
- All applications must be completed by **March 6th, 2023**

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 will be 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 must reapply in order to maintain their award for the upcoming school year.**

Reminders

- School Choice Application for 2022-23
 - The application opens on **February 1st**. The application closes on **March 6th**.
 - **New applicants** must upload copies of the IEP or district created service plan in the application along with at least one supporting document to verify residency.
 - **Continuing students must reapply in order to maintain award for the upcoming school year.**
- Quarterly Enrollment Reporting
 - **Quarter 3 enrollment will open on February 1st and close on February 6th**
 - Q1 and Q3 enrollment determines eligibility.
- If you have any questions or need additional information, please contact us at studentscholarships@la.gov for assistance.



SCP Important Dates

School Choice Program for Student with Exceptionalities Important Dates

Date	Action
January 30th, 2023	School Application Webinar for School Choice Program SY 2023-24
January 31st, 2023	Parent Application Webinar for School Choice Program SY 2023-24
February 1st, 2023	SY 2023-24 School Choice Program application opens
March 6th, 2023	SY 2023-24 School Choice Program application closes



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
 - How to complete the Notice of Intent
 - Upcoming Application Process

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 for assistance.

This service is not available to families. Families with questions should submit them to studentscholarships@la.gov





Communications

Emails

Emails from 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 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 for assistance.

LEADS

- LEADs can be accessed here: <https://leads5.doe.louisiana.gov/ptl>
- 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



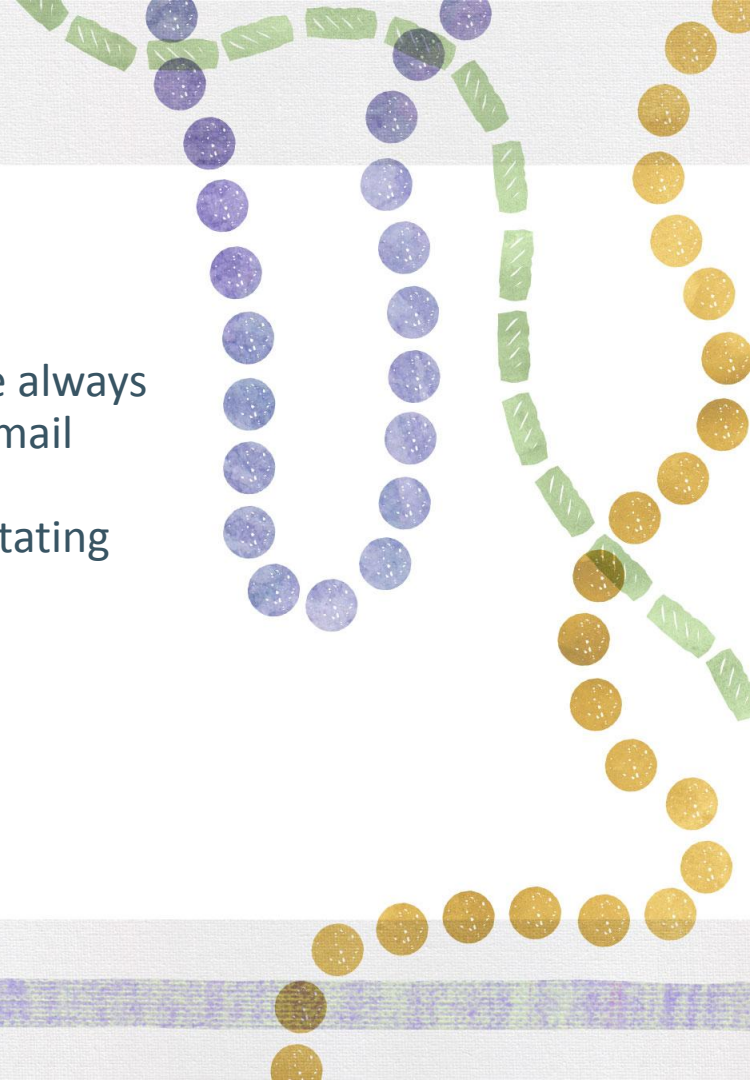
LEADS

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- 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



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



Helpful Links

- [LDOE Nonpublic Library](#)
- [LDOE School Choice Library](#)
- [Federal Poverty Guidelines](#)
- [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](#). The newsletter is released every Thursday at 4:30 pm. You can sign up for the newsletter using this link [here](#).

FOR QUESTIONS ABOUT	EMAIL
Louisiana Scholarship Program School Choice Program for Students with Exceptionalities	studentscholarships@la.gov

