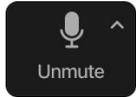


January Nonpublic Schools Webinar

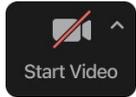


January 17, 2024 - (recorded on January 24, 2024)

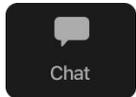
Zoom Meeting Preparation



- 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.



Agenda

- Nonpublic Schools
 - Timelines
 - NPS Enrollment
 - Edlink
- Audit Team Webinar
- Scholarship Application Timeline
- School Responsibilities
- Application Process
 - Applicant Eligibility
 - Who needs to submit an application?
 - Income Verification
- Residency Verification
- Verifying Student
- Eligibility in LEADS
 - Scholarship Awards -Match and Lottery
- Demand Reports
- Important Reminders
- Application Timeline
- Resources
- Q & A





Nonpublic Schools Fall 2024 Deadlines

2024-2025 Nonpublic Schools Timeline

	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

- All BESE approved nonpublic schools are required to complete their school's 2024-2025 annual enrollment report in Edlink starting August 1, 2024.
- A school leader at each nonpublic BESE approved school is responsible for entering the 2024-2025 annual enrollment numbers by grade, gender and ethnicity must have an Edlink account.



2024-2025 Nonpublic School Annual Enrollment Report

- Training on how to use 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 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.



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.





Audit Team Webinar

LSP Audit Team Webinar

The LSP Audit Team will be holding a mandatory Informational Webinar for ALL Nonpublic Schools participating in the LSP program.

Date: January 24, 2024

Time: 2:00 PM

Meeting Link: <https://ldoe.zoom.us/j/93717548403>



What To Expect From the Webinar

- Overview of Phase II of Scholarship Audit
- Update on revised budget to actual and allocation spreadsheet





Application Timeline

2024-2025 Application Timeline

STEP	DATE
LSP Online Application Closes	January 19, 2024
Income and Residency Verification Due	January 26, 2024
Last Day to verification Applications in LEADs	January 31, 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
Site Registration Ends (Last day to accept 2024-2025 LSP Award)	May 24, 2024
LSP Summer Transfer Window Opens	June 10, 2024



2024-2025 Application Timeline

The **2024-25 Louisiana Scholarship** application opened on **December 11, 2023**.

- Access the online application available on the LDOE website, found [here](#).
- All online applications must be complete by **January 19, 2024**.
- All income and residency verification is due by **January 26, 2024**.
- 2024-2025 award notifications from LDOE will be sent to families by **April 22, 2024**.
- If offered an award, families must claim the Scholarship award by registering at their matched school by **May 24, 2024**.

***Failure to meet these deadlines will result in the application being marked incomplete and/or the removal of the Scholarship award.**





School Responsibilities

School Responsibilities

- Schools are not allowed to implement admissions criteria for Scholarship applicants.
- Schools may not discriminate against Students with Exceptionalities during the admissions process.
- Schools are required to accept the grade of the sending school for all students awarded a Scholarship.
- Students that were on the waiting list for this year but did not get placed must reapply.

For more information see [Bulletin 133, Chapter 3.](#)



School Responsibilities

- Participating schools must indicate student eligibility in LEADS for all students who have completed an application.
 - Eligibility documentation must be reviewed for new scholarship students.
 - Families must verify income and residency at the first choice scholarship school.
- Demand reports will be provided at the end 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 demand report does not guarantee that you will be awarded these students once the lottery process is complete.





Application Process

Application Process: Applicant Eligibility

New Student is any student applying to the Scholarship Program for the first time, who did not receive an LSP scholarship for the current 2023-2024 school year.

New students must be:

- A Louisiana resident
- Have a household income that does not exceed [250% of the federal poverty guidelines](#)
- Either entering kindergarten or enrolled in a public school with a C, D, or F grade on both October 1 and February 1 of the current 2023-2024 school year

Homeschool students and students in grades K-12 who currently attend nonpublic schools are not eligible.



Who Needs to Submit an Application?

- New students who are applying to the Scholarship Program for the first time
- Current Scholarship students in the highest grade at their current school
- Current Scholarship students who would like to transfer to another participating school

Please Note: Schools will collect all income and residency verification for new students during the application cycle. This information is kept on file for audit purposes.

New Student – any student applying to the Scholarship Program for the first time, who did not receive an LSP scholarship for the current 2023-2024 school year.



Different Types of Applications



Applicant Type	Description	Required Action(s) to be Considered for an Award
New Student	Any student applying to the Scholarship program for the first time in grades K-12.	<ul style="list-style-type: none"> ● Complete a required application. ● Take eligibility documentation to the first choice school. ● Must meet income and residency criteria.
NSECD Student (NSECD students do not receive automatic placement into the Scholarship program)	A rising Pre-K 4 student who is applying to the Scholarship program for kindergarten.	<ul style="list-style-type: none"> ● Complete a required application ● Take eligibility documentation to the first choice school. ● Must meet income and residency criteria.
“Terminal Grade” Student	Any current Scholarship student who is completing the final grade offered at their current Scholarship school.	<ul style="list-style-type: none"> ● Students in terminal grades must complete a new Scholarship application for the upcoming school year. ● Those students who are in a terminal grade who fail to reapply will lose their Scholarship award. ● Students in terminal grades do not need to provide eligibility documentation to be considered for an award.
Continuing Scholarship Student	Any current Scholarship student who like to continue at the same Scholarship school the upcoming year.	<ul style="list-style-type: none"> ● No application is needed. The student placement will automatically rollover to the current scholarship school for the upcoming year.
Continuing Scholarship Student (switching to a different school)	Any current Scholarship student who would like to transfer to another participating scholarship school for the upcoming year.	<ul style="list-style-type: none"> ● Students must complete a new Scholarship application for the upcoming school year. ● Students do not need to provide eligibility documentation to be considered for an award.



Application Process: Income Verification

Parents and/or guardians must provide one of the following documents for every member of the household to verify their annual household income is below 250% of the Federal Poverty Guidelines:

If the parent participates in any one of the programs below, the parent can bring evidence that they participate in the program.

- Placement form from DCFS in the case of foster children
- Most recent unemployment compensation statement
- Louisiana Purchase Card (SNAP) Budget Sheet or Benefits Statement
 - **The Louisiana Purchase card is NOT accepted as valid proof that the family is a SNAP participant.**
- Most recent Social Security benefits statement



Application Process: Income Verification

If the parent does not participate in any of the programs previously listed, the parent will need to bring proof of income for every income-earning member of their household.

- 2022 Federal Tax Return, total income*
- Most recent pension statements
- Last 4 consecutive check stubs (for the current year) within 60 days of the date of application.
- Any income verification, benefits statement, or award letter from a government entity or tax-reporting business

***A household may provide their 2022 Federal Tax Return to verify income at the time of application. However if awarded a scholarship, the household MUST provide a 2023 Federal Tax Return at the time of registration in the Spring to confirm eligibility.**



Application Process: Income Verification

- A household is defined as all immediate family members (parents and minor siblings) that reside in the home. However, it may also include any extended family members and/or guardians that have legal custody or guardianship of the student.
- Income must be verified for all adults that are members of the household.
- **A household may provide their 2022 Federal Tax Return to verify income at the time of application. However if awarded a scholarship, the household MUST provide a 2023 Federal Tax Return at the time of registration in the Spring to confirm eligibility.**
- If a household uses check stubs to verify income, the check stubs must be the last 4 consecutive check stubs (for the current year) within 60 days of the date of application.



2024-2025 LSP Income Limits Guide

2024-2025 Louisiana Scholarship Program Income Limits				
250% OF CURRENT FEDERAL POVERTY GUIDELINES*				
Household Size	Yearly Income	Monthly Income	Bi-Weekly Income	Weekly Income
2	\$49,300	\$4,108	\$1,896	\$948
3	\$62,150	\$5,179	\$2,390	\$1195
4	\$75,000	\$6,250	\$2,884	\$1442
5	\$87,850	\$7,321	\$3,378	\$1690
6	\$100,700	\$8,392	\$3,873	\$1937
7	\$113,550	\$9,463	\$4,367	\$2184
8	\$126,400	\$10,533	\$4,861	\$2431
Add this amount for each additional family member	\$12,850	\$1071	\$494	\$247

*Guidelines are updated annually. 2023 guidelines listed; 2024 guidelines will be available in January.

[2024-2025 Louisiana Scholarship Program Income Limits](#)



Application Process: Residency Verification

Families 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 (e.g. DSS, DHH)
- Homestead Exemption Notice
- Property Tax Notice



Application Process: LEADS Verification

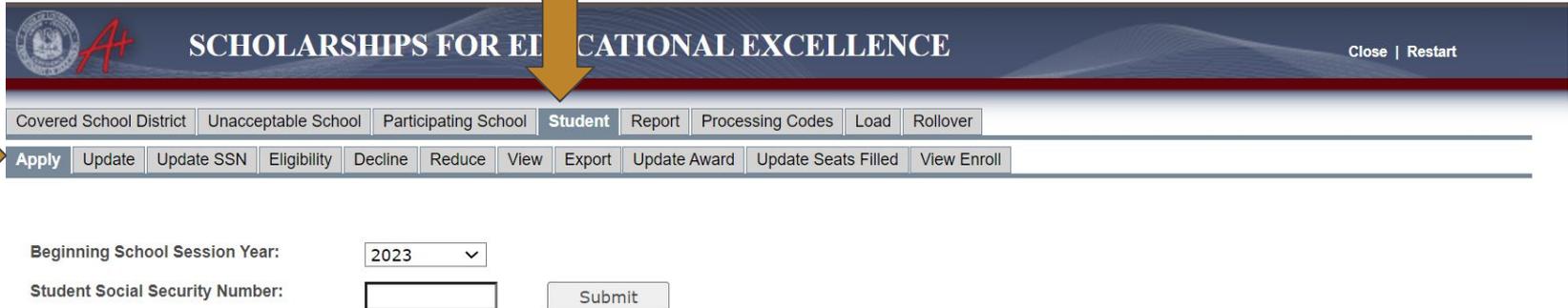
Applicants must bring documentation to their first choice scholarship school for school staff to verify eligibility:

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 entering the SSN
4. Select 'Submit'
5. Verify Student Information
6. Verify Parent Information
7. Answer Eligibility Questions (Y/N)
8. Select 'Submit'



Application Process: LEADS Verification

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 entering the SSN
4. Select 'Submit'



SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE Close | Restart

Covered School District | Unacceptable School | Participating School | **Student** | Report | Processing Codes | Load | Rollover

Apply | Update | Update SSN | Eligibility | Decline | Reduce | View | Export | Update Award | Update Seats Filled | View Enroll

Beginning School Session Year: ▾

Student Social Security Number:



Application Process: LEADS Verification

1. Verify Student Information

- Please ensure the student's SSN and date of birth are correct
- Verify the student's physical address (No P. O. Boxes)
- Select the student's assigned school district

The screenshot shows the 'SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE' application interface. At the top, there are navigation tabs for 'Participating School', 'Student', and 'Report'. Below these are buttons for 'Apply', 'Update', 'View', and 'Enroll'. The main section is titled 'Student Information' and contains the following fields:

- Student Last Name: [Redacted]
- Student First Name: [Redacted]
- Student Middle Initial: [Redacted]
- Date of Birth: (MM/DD/YYYY) 7/18/2008
- 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: [Redacted] Apartment Number: [Redacted] (leave blank if none)
- Zip Code: 70122 City: NEW ORLEANS
- Student School District: Orleans Parish
- Prior Year SEE Student: N
- Student Id Num: [Redacted]

A large orange arrow points to the 'Street Address' field.



Application Process: LEADS Verification

2. Verify Student Information (Continued)

- Please select the school that student is attending for the 2023-2024 school year
 - Failure to provide this information results in the application being marked incomplete in lottery

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE Close | Restart

Participating School Student Report

Apply Update View Enroll

Student Information

Student Last Name: [Redacted] Prior Year SEE Student: N

Student First Name: [Redacted] Student Id Num: [Redacted]

Student Middle Initial: [Redacted] Suffix: [Redacted]

Date of Birth: (MM/DD/YYYY) 7/18/2008

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: [Redacted] Apartment Number: [Redacted] (leave blank if none)

Zip Code: 70122 City: NEW ORLEANS

Student School District: Orleans Parish

School Attended Last Year: **Entering K - Not Applicable**



Application Process: LEADS Verification

3. Verify Parent Information

- Make sure the parent's address on the application matches the verification provided
- If available, please verify the parent's email address and phone number
- Verify number of household members and income amounts listed on the application

 **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:

Relationship to Student:

Mailing Address: (include Apt.# if applicable)

Zip Code:

Home Phone: (999-999-9999)

E-mail Address:

Annual Family Household Income:

How did you hear about this program?:

Suffix:

City:

Cell Phone: (999-999-9999)

Number in Household:

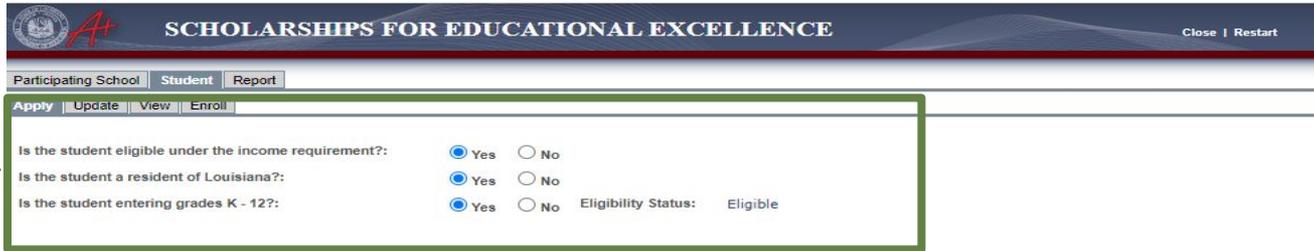


Application Process: LEADS Verification

4. Answer Eligibility Questions (Y/N)

- This is where the school determines if the family meets the income requirements based on the income verification provided
- Schools must answer all three questions listed
- After answering the questions, hit “Submit” to complete the application

***Schools are NOT to select and/or change the school choices on behalf of the family. If the family needs to have this information changed, the family will need to contact the Office of School Choice.**



The screenshot shows the 'SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE' application interface. At the top, there are tabs for 'Participating School', 'Student', and 'Report'. Below these are sub-tabs for 'Apply', 'Update', 'View', and 'Enroll'. A large orange arrow points to the 'Apply' sub-tab. The main content area contains three eligibility questions, each with 'Yes' and 'No' radio button options. The 'Eligibility Status' is shown as 'Eligible'.

Question	Yes	No
Is the student eligible under the income requirement?:	<input checked="" type="radio"/>	<input type="radio"/>
Is the student a resident of Louisiana?:	<input checked="" type="radio"/>	<input type="radio"/>
Is the student entering grades K - 12?:	<input checked="" type="radio"/>	<input type="radio"/>

Eligibility Status: Eligible



The screenshot shows the 'School Selection' section of the application. It lists five choice options: Guaranteed Site, First Choice, Second Choice, Third Choice, Fourth Choice, and Fifth Choice. Each option has a dropdown menu. The dropdowns for First, Second, and Third choices are currently set to 'Not Applicable'. A large red 'X' is drawn over this section, indicating that schools should not make these selections on behalf of the family.

Choice	Selection
Guaranteed Site:	n/a
First Choice:	Not Applicable
Second Choice:	Not Applicable
Third Choice:	Not Applicable
Fourth Choice:	Not Applicable
Fifth Choice:	Not Applicable

Application Process: LEADS Verification

- Please emphasize to parents that eligibility must be verified after their application has been submitted.
 - The last day for families to submit eligibility documentation is **January 26, 2024**.
- As families provide their eligibility documentation, schools **MUST** complete the application verification in LEADS.
 - **Please DO NOT WAIT until the deadline date to verify applications in LEADS.**
 - The last day to verify applications in LEADS is January 31, 2024.
 - Applications cannot be updated to show eligibility after the January 31st deadline
- The LDOE will be monitoring applications (incomplete applications, non-verified applications, etc.) on a weekly basis.

Please Note: Being determined eligible for a scholarship, does not guarantee a Scholarship award.

Reach out to the Office of School Choice at studentscholarships@la.gov with any questions.



Scholarship Awards: Match and Lottery

Once an application is submitted and deemed eligible, the application is entered into a lottery. Priority groups and random lottery numbers determine the order of awarding scholarships.

The Louisiana Department of Education will attempt to place as many applicants as possible in their preferred school choice.

- Not all applying students are eligible.
- Demand for some schools and/or grades is greater than availability.
- State funding determines final number of awards made.



Scholarship Awards: Match and Lottery

The Scholarship lottery process uses the following priorities (listed in order) to make student awards:

1.	Students transferring from a closing Scholarship school.
2a.	Current Nonpublic School Early Childhood Development (NSECD) students, if applicable. This applies to students applying to the same school they attended while enrolled in NSECD.
2b.	Current Scholarship student applicants that are in a terminal grade.
3.	Siblings of current Scholarship students (In order to link students as siblings, all siblings must be listed on each application.) Only applies to children that are applying to a Scholarship school which their sibling already attends on a Scholarship.
4.	Applicants attending a D or F public school or students transferring from a sanctioned Scholarship school.
5.	Applicants attending a C school.
6.	Applicants residing in the same parish as the school, if school chose to offer a geographic preference.
7.	Current Scholarship students who wish to attend a different Scholarship school.

While these students receive priority in the lottery process, a Scholarship award cannot be guaranteed.



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.

The report can be found in the “2024-25 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





Important Reminders

Quarter 3 Enrollment Report

- Quarterly enrollment is February 1 - February 6.
- It is important that all schools complete their Quarter 3 enrollment by the deadline.
- Your enrollment for Quarter 3 will determine which continuing students are included/rolled over during the lottery for the 2024-25 LSP application cycle.
- Quarterly enrollment determines eligibility for roll over students.

******We will NOT extend the enrollment deadline beyond February 6.**



Quarter 3 Enrollment Report

- All Quarterly Enrollment Reports must be submitted on time via the LEADS portal in order to receive payments on-time.
- 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.





Application Timeline

Application Timeline 2024-2025

STEP	DATE
LSP Online Application Closes	January 19, 2024
Income and Residency Verification Due	January 26, 2024
Last Day to verification Applications in LEADs	January 31, 2024
Q3 Enrollment for LSP/SCP	February 1-6, 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
Site Registration Ends (Last day to accept 2024-2025 LSP Award)	May 24, 2024
LSP Summer Transfer Window Opens	June 10, 2024





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 for assistance.

This service is not available to families.

Families can email questions to studentscholarships@la.gov.



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

Name	Link
<p><u>LEADS</u></p> <ul style="list-style-type: none">• 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.	<p>https://leads5.doe.louisiana.gov/ptl</p>
<p><u>LDOE School Choice Library</u></p> <ul style="list-style-type: none">• Resources for Home Study, Nonpublic and Charter schools• Scholarship Programs Resources• Annual Reports	<p>https://www.louisianabelieves.com/resources/library/school-choice</p>
<p><u>LDOE Weekly Nonpublic Newsletter</u></p> <ul style="list-style-type: none">• Information regarding Nonpublic and Scholarship action items• The newsletter is released every Thursday at 4:30 pm.	<p>https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&p=oi&m=rkyvy5eab&sit=urxao49fb&f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c</p>
<p><u>Louisiana Scholarship Program</u></p> <ul style="list-style-type: none">• Information and resources for the Louisiana Scholarship Program	<p>https://www.louisianabelieves.com/schools/louisiana-scholarship-program</p>



Nonpublic Team Contact Information

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



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

