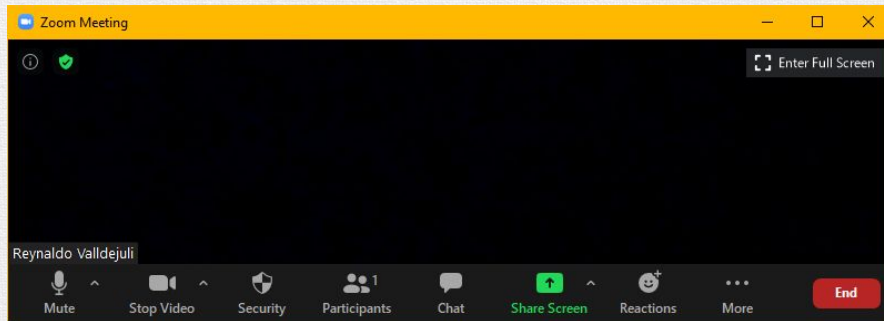


Zoom Meeting Preparation

- 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

July 20, 2022

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



1. LSP Transfer Window 2022-23
2. Office Hours
3. Communications
 - a. Emails
 - b. Newsletter
 - c. Contact Information Submission
 - d. Calendar
 - e. Rosters for 2022-23
4. Upcoming Dates
5. Systems Information



Transfer Window

LSP Transfer Window for 2022-23

PROCESS	TIMELINE
Transfer Window Closed	July 18th
Transfer Window Reopens	August 1st

Transfer Window 2022-23

- Families are required to submit a Transfer Request form to the Department signed by both the parent/guardian and a representative of the receiving school.
- Transfers are only allowed to schools that are not sanctioned and who have not exceeded their new student caps.
- A student is not permitted to enroll/register at a different participating Scholarship school until the Department has notified participating schools that the transfer has been approved.
- **If a student transfers without a completed transfer form and e-mail approval from the Department, they may lose their Scholarship.**
- **It is the school's responsibility to inform the family when the transfer has been approved.**
- Transfer forms has been emailed to all schools, and can be found in the newsletter. The transfer form can also be found in the nonpublic library. You can access the transfer form using this [link](#).



Office Hours

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](#).

Contact Information Submission

- All schools are required to update their contact information for the 2022-23 school year.
 - Submissions online [here](#)
 - All submissions due by August 22nd to ensure we have good contact information by Q1.
- A form must be completed for each contact:
 - Scholarship Manager(s)
 - Principal
 - SPED coordinator
 - Testing coordinator
 - Data/NPS contact
 - Emergency contact

If you have questions or any issues accessing the form, please contact us at studentscholarships@la.gov for assistance.

Program Calendar

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

- The annual calendar will include all the important dates for the upcoming school year.
 - *The annual calendar will be available on our website by next week.*
- 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.

LSP and SCP Rosters for 2022-23

- Rosters for the upcoming school year will be available in the LEADs portal.
 - Louisiana Scholarship Program rosters can be viewed now in the SEE portal.
 - School Choice Program for Students with Exceptionalities rosters will be available the first week of August. An email will be sent out to schools letting them know when rosters have been uploaded to the SCS portal.
- Rosters must be reviewed at the beginning of the school year to make sure it reflects your current scholarship enrollment by **August 10th** .
- The information reported on the roster will be used for Q1 enrollment for the 2022-23 school year.

If any information is incorrect or a student is missing from your roster, please contact us immediately at studentscholarships@la.gov for assistance.



Upcoming Dates

Looking Ahead for 2022-23

Date	Item	Participants
August 1st	Review roster in LEADS for the upcoming year	LSP and SCP schools
August 1st	Transfer window reopens	LSP schools
August 17th	Nonpublic Monthly Call	LSP and SCP schools
August 22nd	All transfers must be completed for Q1	LSP and SCP schools
August 30th	Verify access to NPS system	All Nonpublic schools
August 31st	*NEW* Strategies for Success Bi-weekly Check-ins begin	All new scholarship managers All new scholarship schools*

*All scholarship participants are welcome to participate if they need additional support with the items being discussed during the call.



Systems Information

Sponsor Site Changes

The Sponsor Site Change form must be completed for all schools making any of the following changes:

- Address change
- School leader/Superintendent changes
- Grade level changes
- School openings or closings

Link can be found [here](#).

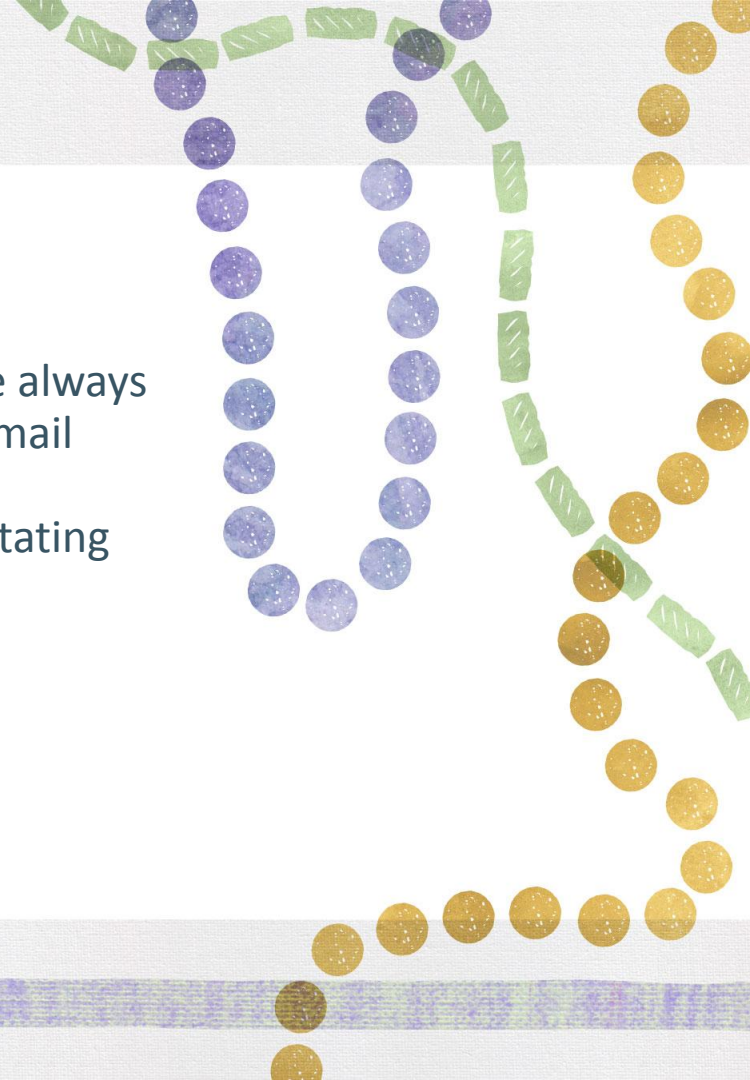
LEADS

- 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
- 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



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](#).

Please reach out to the following contacts with questions:

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

