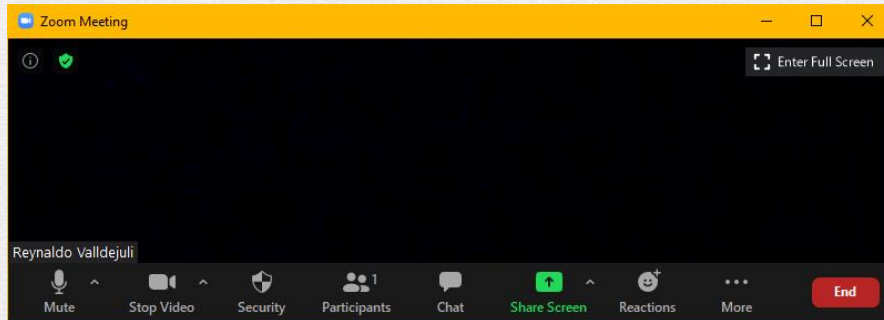


# Zoom Meeting Preparation

- 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

October 19, 2022

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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



1. Nonpublic Reporting and Edlink
2. Nonpublic Schools Seeking State Approval
3. Sponsor Site Changes
4. Tuition and Fees
5. Notice of Intent
6. Quarterly Enrollment
7. Application Timeline/Important Dates
8. School Support
9. Program Updates
10. Office Hours
11. Communications





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## Nonpublic School Reporting and Edlink

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# Nonpublic School Reporting (NPS)

- The 2022-2023 nonpublic school enrollment reporting will take place in an improved system through Edlink
  - Efficient process that automates approval procedures
  - Increased data quality and accessibility of information
- School managers will need to create an account on EdLink and request to be site managers. Detailed steps are provided in the manual named "How to Navigate EdLink as a School Site Manager."
- Importance on timely reporting: Federal Programs need enrollment data for state funding

**Submission open date: September 12, 2022**

**Submission close date(Extension): October 28, 2022**



# Resources and Support

- [Edlink and NPS Reporting manual](#) includes information on:
  - How to create an account
  - Logging in
  - Requesting permissions
  - Submitting data in NPS
- Updates will be available on the [Nonpublic Schools page](#) of the LDE website.
- To request assistance, please contact [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov)
  - Due to a high volume of emails if your issue has not been resolved, please resend your email. Changes to sponsor site information in EdLink are submitted in a [Jotform](#)
  - Screenshots aid in determining how we can best assist
  - There are no automatic emails generated in EdLink, you must sign in to see progress



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## Nonpublic Schools Seeking State Approval Application Process

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# Nonpublic Schools Seeking State Approval

- All schools must submit a series of documents via [a Jotform application](#) in order to receive BESE approval for the 2023-2024 school year
  - BESE and Brumfield v. Dodd approval is required for participation in the Louisiana Scholarship Program (LSP) and/or the School Choice Program (SCP)
    - Schools interested in participating in either of those programs upon BESE approval must submit their Notice of Intent To Participate (NOI)
    - Submissions will be open from September 30th through October 31st, 2022
  - After submitting the form, schools will receive an email confirmation with a link to make any edits
  - Complete applications will be submitted to BESE in **December** for approval
- For support with the application, please contact [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov)

# Brumfield v Dodd Approval

- To become eligible for state and federal funding, schools must comply with Brumfield v. Dodd, a federal court order that prohibits discrimination
- The Nonpublic Schools Seeking State Approval Jotform application includes required forms and submissions for Brumfield V. Dodd approval
  - Forms are required for both new and continuing approvals
- New applications will be reviewed by LDE and eligible applications will be sent to the United States Department of Justice for approval
  - Upon approval schools will be included in the BESE approvals in December

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



# 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](#).



## Tuition and Fees Update



# Tuition and Fees

- Tuition and Fees Certification sheets for the 2022-23 school year were sent out on **October 5th** via email to all participating scholarship schools. This form is used to confirm tuition and fees and is an important part of the auditing review at the end of the year.
- **If you have not received your Tuition and Fee sheet, please email our office directly so that we can send it to you directly.**

## Please remember:

- If you have any changes that need to be made, **please write your changes directly on the form** and submit it to [studentscholarships@la.gov](mailto:studentscholarships@la.gov) for review. **DO NOT ALTER THE SHEET.**
- Please carefully review the sheet, sign, and return the worksheets via email to [studentscholarships@la.gov](mailto:studentscholarships@la.gov) by **October 31st.**



## **Notice of Intent Update**



# Notice of Intent

- The Notice of Intent was sent out to all schools on October 5th
- In order to participate in our scholarship programs and request **\*NEW\*** seats for the upcoming school year the NOI must be returned by the deadline date October 31st.
- Schools must complete NOIs for each scholarship program even if no new seats are being requested for the upcoming year.
- The NOI will collect information including (but not limited to):
  - Number of available scholarship seats per grade
    - This does not include returning or transfer students
    - This is meant to include students who are new to the scholarship program
  - Enrollment Preferences (NSECD, Geographic)
  - Any Special Education services provided
  - Tuition and Fee Amounts (**only for SCP schools**)



# Enrollment Update



# LSP Transfer Window for 2022-23

PROCESS	TIMELINE
Transfer Window Closes for Q2	November 25th
Quarter 2 enrollment Begins (SEE/LSP only)	December 1st - 3rd

# SCS Transfer Window for 2022-23

PROCESS	TIMELINE
Transfer Window Closes for Q2	October 24th
Quarter 2 enrollment Begins (SEE/LSP only)	November 3rd - 7th





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## Application Timeline and Important Dates

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## 2023-2024 LSP Application Timeline

- One statewide application for all families via the [Louisiana Believes Website](#)
- One timeline for application open and close date (Orleans and all parishes)



# Louisiana Scholarship Program Important Dates

Date	Action
October 5th - October 31st, 2022	Notice of Intent/Tuition and Fees for LSP Schools
December 1st - 3rd, 2022	Quarter 2 enrollment reporting
December 5th, 2022	School Application Webinar (LSP Application for 2023-24)
December 6th, 2022	Parent Application Webinar (LSP Application for 2023-24)
December 12th, 2022	Statewide SY 2023-24 LSP application opens for all schools
January 3rd, 2023	Last day to submit Payment Adjustment Forms for Quarter 2
January 20th, 2023	Statewide SY 2023-24 LSP application closes for all schools

# School Choice Program for Student with Exceptionalities Important Dates

Date	Action
October 5th - October 31st, 2022	Notice of Intent/Tuition and Fees for SCS Schools
November 3rd - 7th, 2022	Quarter 2 enrollment reporting
November 30th, 2022	Last day to submit Payment Adjustment Forms for Quarter 2
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](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.



# 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



## 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](#)
- [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	<a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a>

