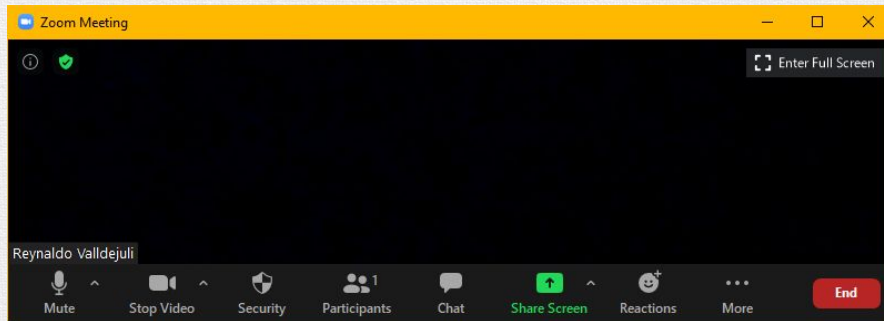


Zoom Meeting Preparation

- 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

September 21, 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. Nonpublic Reporting and Edlink
2. Nonpublic Schools Seeking State Approval
3. Quarter 1 Update
4. Payment Adjustment Forms
5. Notice of Intent
6. 2022-23 School Year Overview
7. Annual Survey
8. Strategies for Success
9. Office Hours
10. Communications



Nonpublic School Reporting and Edlink

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: October 7, 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
- The LDE will be hosting office hours in which any nonpublic school may join with any questions or support. These meetings will take place on Tuesdays and Thursdays.
 - September 22, 2022 at 10:30 a.m. <https://ldoe.zoom.us/j/94963418630>

More support resources will be available as needed on the [Nonpublic Schools page](#) of the LDE website.



Nonpublic Schools Seeking State Approval Application Process

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
- The form link will be posted by **September 23rd** and closes on **October 7th, 2022**, after which no edits or new submissions will be accepted
 - Please do not submit more than one application
- Complete applications will be submitted to BESE in **December** for approval
For support with the application, please contact 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



Quarter 1 Enrollment Update

Quarter 1 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 Quarter 1 must be submitted by October 7th.**
 - Any Payment Adjustment Forms for Quarter 1 submitted after **October 7th** 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.**

Note: All on time Quarter 1 submissions are scheduled to be paid by the end of September.

LSP Transfer Window for 2022-23

PROCESS	TIMELINE
Transfer Window Reopens	September 12th
Transfer Window Closes for Q2	November 25th
Quarter 2 enrollment Begins (SEE/LSP only)	December 1st

SCS Transfer Window for 2022-23

PROCESS	TIMELINE
Transfer Window Reopens	September 12th
Transfer Window Closes for Q2	October 24th
Quarter 2 enrollment Begins (SEE/LSP only)	November 3rd - 7th



Payment Adjustment Forms

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Payment Adjustment Form 2022-23

School Name:

Site Code:

Parish Location:

Student Name:

Student Grade:

Student Parish of Residence:

Update Requested:

- Grade Change: Student is listed in grade but is currently in grade .
- Student was **reported** as enrolled in error during Quarter .
- Student was **not reported** as enrolled in error during Quarter .
(Please attach documentation of the student's attendance for the above quarter.)
- Other (please specify):

School Scholarship Contact

Email

Phone

Signature:

LDOE USE ONLY

Tuition Adjustment Amount:

Copy to Audit

Reason for Adjustment:

Adjustment amount approved by

Office of School Choice

School System Financial Services

(date)

Please email completed form and attachments to Studentscholarships@la.gov

SCHOOL CHOICE PROGRAM FOR STUDENTS WITH EXCEPTIONALITIES

Payment Adjustment Form 2022-23

School Name:

Site Code:

Parish Location:

Student Name:

Student Grade:

Student Parish of Residence:

Update Requested:

- Grade Change:** Student is listed in grade but is currently in grade .
- Student was **reported** as enrolled in error during Quarter .
- Student was **not reported** as enrolled in error during Quarter .
(Please attach documentation of the student's attendance for the above quarter.)
- Other** *(please specify):*

School Scholarship Contact

Email

Phone

Signature:

LDOE USE ONLY

Tuition Adjustment Amount:

Copy to Audit

Reason for Adjustment:

Adjustment amount approved by

Office of School Choice

School System Financial Services

(date)



Scholarship Programs Notice of Intent

Notice of Intent

- The Notice of Intent is submitted to the Department each year in the fall to participate in our scholarship programs and request ***NEW*** seats for the upcoming school year.
- 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**)
 - **Both NOI's will be available on September 30th via Jotform and the link will be sent via email to current schools**



2022-23 School Year Overview

Increased Transparency and Support

- Comprehensive reporting calendar
- Office hours expanded for school support
- Updated contact list for all schools to ensure effective communication
- Strategies for Success - biweekly check-ins with new schools and schools needing extra support
- System level access for participating schools
- Webinar trainings for application processes
- School annual survey for program improvements
- Site visits to participating schools in the LSP and SCS program

Scholarship School Monitoring

Focus areas to improve transparency and accountability

- Mobility rate
- Testing rates and errors
- Timely reporting
- Audit findings
- Transfer and expulsion rates

Areas to *add* to transparency and accountability

- School visits
- Family input and satisfaction

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)
- Improvements to accessibility of application
- Detailed Family Participation Guide with application guidance
- Detailed School Participation Guide with instructional manual and necessary forms
- All mandatory forms are on the [Louisiana Believes Website](#)
- Additional resources and information on participating schools is available to inform families of available choices

Louisiana Scholarship Program Important Dates

Date	Action
September 30th - October 31st, 2022	Notice of Intent for LSP Schools
October 7th, 2022	Last day to submit Payment Adjustment Forms for Quarter 1
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
September 30th - October 31st, 2022	Notice of Intent for SCS Schools
October 7th, 2022	Last day to submit Payment Adjustment Forms for Quarter 1
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





Annual Survey

Annual Survey

- This survey is for participating Louisiana Scholarship Schools and School Choice Schools for Students with Certain Exceptionalities.
- Purpose of the survey:
 - To measure program satisfaction with the training and supports currently available to all participating schools
- These results will be gathered and shared within the Office of School Choice **ONLY**, meaning that your individual information and feedback shared will not be publicly reported.
- An overall summary of these results may be included in Department presentations and calls to improve future support to schools and overall program improvements.

You can access the survey [here](#). (Participation is needed from all schools)



Strategies for Success

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.
- Our first check in is scheduled for **September 22nd at 2pm.**
 - 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 Payment Adjustment Forms
 - How to complete the Notice of Intent



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](#).

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.

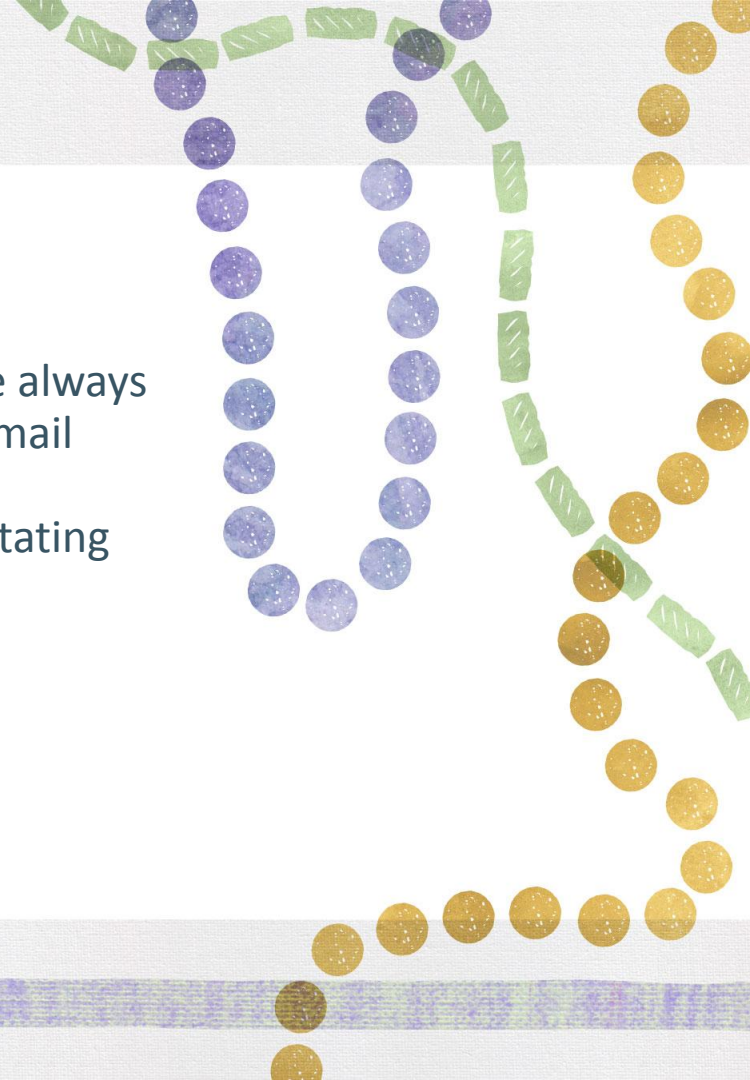
LEADS

- 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
- 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

