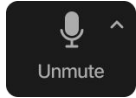


# Nonpublic Monthly Call

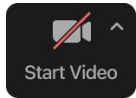


November 20, 2024

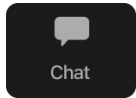
# Zoom Meeting Preparation



- 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 [LDOE communications@la.gov](mailto:LDOEcommunications@la.gov).



# Agenda

- November - January Dates and Deadlines
- Educator Background Credentialing
- Teacher Leader Summit 2025
- LA GATOR
- Nonpublic Annual Enrollment (EdLink Access)
- Louisiana Scholarship Program/School Choice Program
  - Q2 Enrollment
  - Roster Verification
  - Transfers
  - Payment Adjustment Forms
  - Declined Awards
- Resources



# November- Important Dates and Deadlines

Date	Item	Participants
November 25	LSP Transfer window closes for Q2	LSP Participating Schools

LSP: Louisiana Scholarship Program



# December- Important Dates and Deadlines

Date	Item	Participants
December 2	LSP Q2 Enrollment Opens	LSP Participating Schools
December 6	LSP Q2 Enrollment Closes	LSP Participating Schools
December 9	Last Day to submit Payment Adjustment Forms for Q2	SCP Participating Schools
December 11	LSP Transfer window opens for Q2	LSP Participating Schools
December 18	Monthly Call Cancelled	LSP/SCP Participating Schools

SCP: School Choice Program

LSP: Louisiana Scholarship Program



# January- Important Dates and Deadlines

Date	Item	Participants
January 6	Last Day to submit Payment Adjustment Forms for Q2	LSP Participating Schools
January 21	Final date for Transfers for Q3	LSP/SCP Participating Schools

SCP: School Choice Program

LSP: Louisiana Scholarship Program



# Educator Background Credentialing



# Credential Clearance for Educator Certification

Starting **January 1, 2025**, Louisiana law ([R.S. 17:8.9](#)) requires criminal background checks (CBCs) for **certification**.

A CBC will be required before a certificate can be issued, renewed, advanced, or modified.

Certification processes, forms, and technology are being revised to integrate the CBC requirement.

Certification applications submitted before January 1, 2025 will be processed **without** additional CBC requirements.

If you have questions, please email [educatorclearance@la.gov](mailto:educatorclearance@la.gov).





# Revised Certification Process

First

Educator applies for certification using updated application & professional conduct form.

Second

If applicant has never held certification or if LDOE doesn't have a recent CBC on applicant, the educator schedules with IdentoGO for fingerprinting.

Third

LDOE reviews CBC to determine if there are disqualifying convictions.

Felony

If felony or R.S. 15:587.1C conviction, LDOE denies certification or censures existing certification record.

No Felony

If none, the CBC is considered “clear” and certification processing is continued.

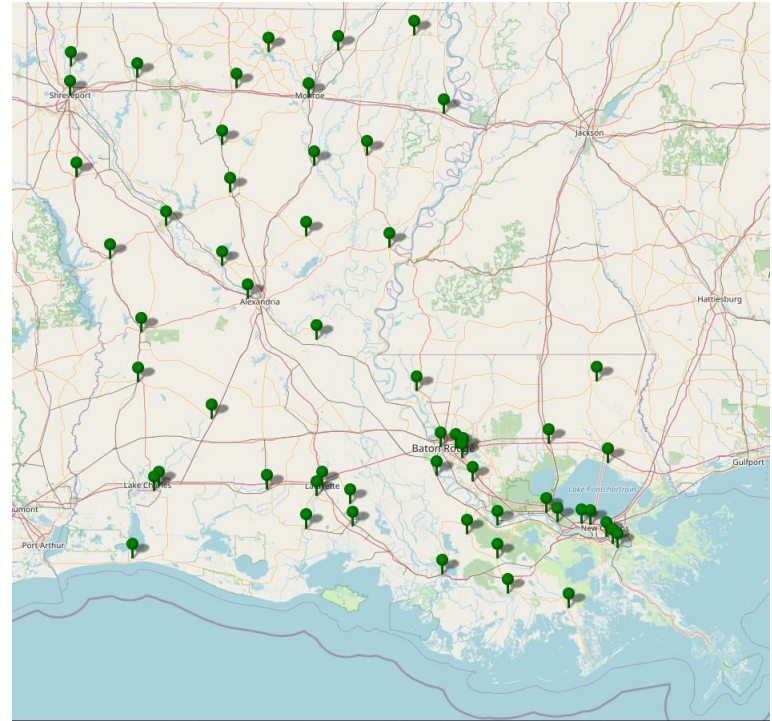
If you have questions, please email [EducatorClearance@la.gov](mailto:EducatorClearance@la.gov).



# IdentoGO by Idemia

IdentoGO by IDEMIA provides a wide range of identity-related services with the primary service being the secure capture and transmission of electronic fingerprints for employment, certification, licensing and other verification purposes – in professional and convenient locations.

IdentoGO has assigned LDOE a specific agency “service code” which will be provided with all disclosures when an applicant signs-off on an official authorization statement.



# Fees Associated with CBC Process

- Applicant pays \$25.00 credential clearance application fee to LDOE directly through the online certification payment portal. This is separate from the certification application fee.
- Applicant also pays \$55.75\* to IdentoGO for fingerprinting and for providing the CBC to LDOE. That fee is paid directly to IdentoGO at the time of fingerprinting.

\*There is an additional fee of \$39.95 paid to IdentoGO for out-of-state applicants. IdentoGO encourages applicants to check for a location in close proximity to them to avoid additional fees for hard card fingerprinting since those are typically lower quality and result in higher rejection. **Best practice is for an applicant to wait until they can schedule fingerprinting at an IdentoGO location in Louisiana.**



# Rap Backs

A rap back is an updated criminal history check provided to LDOE when there is subsequent criminal activity of individuals whose criminal background checks were completed pursuant to [R.S. 17:8.9](#), the law allowing CBCs for the purposes of credentialing.

After an individual has submitted fingerprints for the purposes of a criminal background check **for credentialing**, state law allows for follow-up rap backs to be provided to LDOE pursuant to [R.S. 15:587.1 B](#). The rap backs include state information only.



# Actions & Sanctions

Certification may be denied, suspended, or revoked for:

- Conviction of or nolo contendere plea to **any felony** even if dismissed per Article 893/894, expunged, or granted first offender pardon
- Conviction of or nolo contendere plea to a crime listed in [LA R.S. 15:587.1\(C\)](#) (frequently referred to as a “never ever”) even if dismissed per Article 893/894, expunged, or granted first offender pardon
- Submitting fraudulent certification documentation to BESE or LDOE
- Facilitating cheating on any state assessment
- Censure of another professional credential/license

Reinstatement via a records review may be considered by BESE based on appeal law and policy outlined in Bulletin 746.



# Background Credentialing Partnership

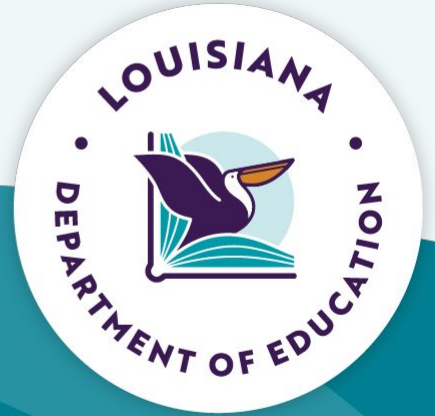
The new law requires a shared responsibility.

- **BESE** - establishes policies for checks, including obtaining fingerprints and requesting information from state and federal bureaus.
- **LDOE** - reviews the contents of the CBC before processing certification, making public any certification denial, suspension, and revocation.
- **PREPARATION PROVIDERS** - assist teacher candidates in applying for the pre-service certificates informing them of the CBC requirement.
- **EMPLOYING SCHOOL SYSTEMS** - notify LDOE upon the termination, resignation, or resignation in lieu of termination of any certified employee within 10 days of separation of service when the action results from conviction for any felony or any offenses listed in R.S. 15:587.1
- **CERTIFIED INDIVIDUALS** - required to report criminal convictions to LDOE within two business days.

Reporting can be done by emailing [EducatorClearance@la.gov](mailto:EducatorClearance@la.gov).



# Teacher Leader Summit 2025



# Teacher Leader Summit 2025

We are excited to announce the location and dates of Teacher Leader Summit for 2025.

- **Location:** Morial Convention Center, New Orleans, LA
- **Dates:** June 10-12



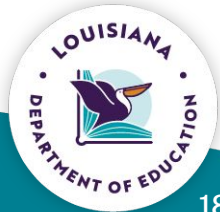


# LA GATOR



# Communications

- **Webinars** - Live and Pre-Recorded
  - LSP Schools (*Tentatively - 1st week of December*)
  - BESE-Approved Nonpublic Schools (*Tentatively - 1st week of December*)
  - Public and Public Charter Schools
- **Newsletter/Email Outreach**
- **Webpage**



# Tentative Key Implementation Dates

Item	Date
Launch of FAQ Website by <u>Odyssey</u>	November - December 2024
Participating Nonpublic School Application Opens	December 2024
Service Provider & Participating Public School Application Opens	January 2025 <i>(will remain open continuously)</i>
Student / Family Application Opens	March 1st, 2025
Funding of Accounts*	July 2025

\*Subject to appropriation by the Legislature



# Phase 1 Student Eligibility

During Phase 1 of the program, to be eligible to participate in LA GATOR a student must be a Louisiana resident and meet at least one of the following qualifications:

- The student participated in the Louisiana Scholarship Program for the previous school year.
- The student is entering kindergarten.
- The student was enrolled in a public school for the previous school year.
- The student is from a family with a total income at or below two hundred fifty percent of the federal poverty guidelines.



# Phase 1 Student Prioritization

During Phase 1 of the program, if allocated funds are insufficient to fund all students eligible for LA GATOR Program participation, students will be prioritized in the following order:

- 1.** Students currently participating in the Louisiana Scholarship Program or the LA GATOR Program
- 2.** Students from a family with a total income at or below two hundred fifty percent of the federal poverty guidelines and students identified as having a disability under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1401
- 3.** Siblings of students currently participating in the LA GATOR Program
- 4.** Other eligible students



# Nonpublic Annual Enrollment (EdLink Access)



# Nonpublic Annual Enrollment

- Each year all BESE/BvD nonpublic schools provide enrollment counts, which are used for the state allocations.
  - This includes textbooks, textbooks administration, EEF and other legislative appropriations.



# EdLink Access

- Prior to completing your school's NPS annual enrollment report, the school administrator that will be entering the accurate data is required to set up an EdLink account and request the "NPS School Manager Role."
- Please refer to the [Nonpublic EdLink Manual](#) to create an account.
- Complete a [change request form](#) if there is an update in grade levels served and/or change in staff leadership who needs to access EdLink and receive ongoing notifications from LDOE.
- If you encounter an error in the process, please contact us at [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).



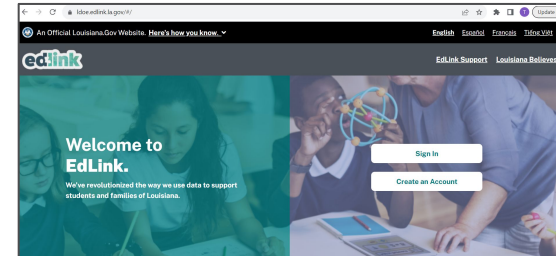


# EdLink Reporting

Each fall, all BESE approved nonpublic schools must submit a Nonpublic Annual Enrollment Data report to the Louisiana Department of Education (LDOE). NPS reporting was available early September and is now closed. An enrollment reporting extension can be requested via Edlink.

Data required for NPS reporting:

- Students by grade (PreK3-12)
- Students demographics by gender, ethnicity and grade
- Number of instructional days
- Graduating Seniors by demographics for 2024-2025 school year
- Number of faculty



# EdLink Resources

Link Description	Link
MYLA: Create a User ID and Password or reset a Password	<a href="https://my.la.gov/">https://my.la.gov/</a>
Edlink Ops Portal: Complete Personal Profile, create an Edlink account	<a href="https://ldoe.edlink.la.gov/">https://ldoe.edlink.la.gov/</a>
EdLink Sign in: Complete NPS annual enrollment report	<a href="https://ldoe.edlink.la.gov/#/">https://ldoe.edlink.la.gov/#/</a>
Edlink Security: Request Permissions	<a href="https://registration.edlink.la.gov/">https://registration.edlink.la.gov/</a>
Edlink Tech Support: Direct your questions	<a href="mailto:nonpublicschools@la.gov">nonpublicschools@la.gov</a>
Edlink Tech Support: Request Technical Support	<a href="mailto:systemsupport@la.gov">systemsupport@la.gov</a>



# Louisiana Scholarship Program/School Choice Program



# LSP Q2 Enrollment Timeline

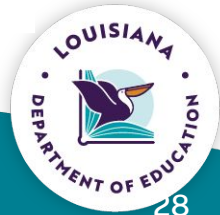
## Reminders:

- Transfers must be complete before November 22.
- Please check your account access and alert the Office of School Choice if needed.

**December 2**      **Q2 Enrollment for LSP opens**

**December 6**      **Q2 Enrollment for LSP closes**

- If an enrollment error is discovered, schools will have 30 days from December 6th to submit a completed/signed Payment Adjustment Form for review to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).
- Requests received after 30 days will be reviewed but not may not be approved.




# Roster Verification

- Check all rosters for accuracy for the current school year
  - Name
  - Grade level
  - SSN (if changes are needed a copy of the SSN card will be required)
  - DOB
- Verify all current students on the roster
- If a student needs to be dropped send in a [Declined Award Form](#).



# Transfer Form

- Transfer forms must be completed correctly and signed by the school.
- Forms with incorrect or incomplete information will be returned.

 LOUISIANA DEPARTMENT OF EDUCATION

Office of School Choice

### Louisiana Scholarship Program Transfer Form

Families seeking to transfer a Scholarship award from one Scholarship school to a different Scholarship school for the 2024-2025 school year should complete this form together with the receiving school they would like their child to attend. In order to request a transfer, students must:

- Have an award issued by the Louisiana Department of Education (LDOE) for the 2024-2025 school year
- Have accepted and registered at a Scholarship school as of May 24, 2024
- Not be assigned to a public school.

Scholarship students who wish to transfer from one participating Scholarship school to another are required to submit a transfer request form signed by both the parent/guardian and a representative of the receiving school. Transfers are only allowed to schools that meet accountability standards and who have Department approved available Scholarship seats.

The receiving school should submit this form to the LDOE by emailing the completed form to [studentscholarships@la.gov](mailto:studentscholarships@la.gov) and will receive a response within 2-5 business days. **Submission of this form does not guarantee transfer approval.**

Student Name:	Student Date of Birth:	Last 4 Digits of SSN:
[REDACTED]	[REDACTED]	[REDACTED]
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email:
[REDACTED]	[REDACTED]	[REDACTED]
2024-2025 Current School Placement:	Grade:	
[REDACTED]	[REDACTED]	
Requested Transfer School Name:	Site Code:	
[REDACTED]	[REDACTED]	
Reason for Transfer Request:		
[REDACTED]		

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. I understand that if the transfer is approved my child loses his/her seat at his/her current Scholarship school. The information I have provided above is accurate, and I will supply additional documentation as requested.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

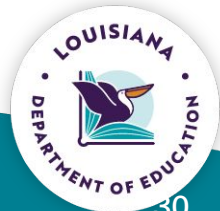
I understand that transfers are not guaranteed and acknowledge that I have a seat and will enroll this student in the grade listed.

School Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_

Louisiana Department of Education  
[doe.louisiana.gov](http://doe.louisiana.gov) | P.O. Box 94054 • Baton Rouge, LA • 70804-9054

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# Payment Adjustment Forms

Schools have 30 days from the last day of the quarterly enrollment reporting period to report any enrollment issues.

- This means all Payment Adjustment Forms for SCP Quarter 2 must be submitted by December 8.
- Any Payment Adjustment Forms for Quarter 2 submitted after December 8 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.

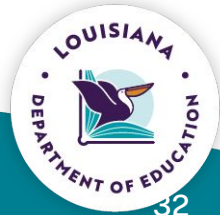
For questions, please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov).



# Declined Awards

Once a family declines the award, they will no longer be eligible to receive a scholarship for the remainder of the 2024-2025 school year.

- **This is NOT for families wishing to transfer to another scholarship school for the 2024-2025 school year.**
- **Once the award has been declined, it cannot be reinstated.**
- If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in upcoming years.





# Declined Awards

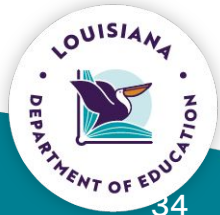
Scholarship students who no longer wish to participate in the program must complete a Declined Award Form.

- This form is NOT to be used for families requesting a transfer.
- Once a family declines the award, the student will no longer be eligible to receive a scholarship for the remainder of the 2024-2025 school year.




# Declined Awards

- The family must sign the Declined Award Form at the awarding school.
- By completing the form, you understand that you are willingly choosing to not participate in the scholarship program for the 2024-2025 school year.
- Use this [Declined Award Form](#).



# Declined Award Form

- Declined Award forms must be completed correctly and signed by the school.
- Forms with incorrect or incomplete information will be returned.

 **LOUISIANA DEPARTMENT OF EDUCATION**

**Office of School Choice**

### Louisiana Scholarship Program Decline Award Form

Families seeking to decline a Scholarship award for the 2024-2025 school year must complete this form together with the awarding school. In order to decline an award, families must:

- Complete and sign this form acknowledging that they understand:
  - the student's scholarship award will be removed, and
  - their student will no longer be eligible to participate in the Louisiana Scholarship Program for the remainder of the school year
- Submit this form to their current LSP school. The current LSP school will submit the completed form to LDOE at [studentscholarships@la.gov](mailto:studentscholarships@la.gov).

Once the award has been removed for the 2024-2025 school year, it cannot be reinstated or transferred to another participating school. **If a family declines an award, they must re-apply in the fall in order to be eligible for any scholarships awarded in the upcoming years.**

The family must sign this form acknowledging that they understand they are willingly choosing not to participate in the LSP program for the current school year and must reapply if they would like to be considered for any future scholarship awards. A school representative must also sign the form acknowledging that they have informed the family of the stipulations of declining a scholarship award.

<b>Student Name:</b> [REDACTED]	<b>Student Date of Birth:</b> [REDACTED]	<b>Last 4 Digits of SSN:</b> [REDACTED]
<b>Parent/Guardian Name:</b> [REDACTED]	<b>Parent/Guardian Phone:</b> [REDACTED]	<b>Parent/Guardian Email:</b> [REDACTED]
<b>2024-2025 Current School Placement:</b> [REDACTED]	<b>School Site Code:</b> [REDACTED]	<b>Grade:</b> [REDACTED]
<b>Reason for Declining Award:</b> [REDACTED]		

**Parent Signature:**  
I understand that by declining this award, I am willingly opting out of the Louisiana Scholarship Program for the remainder of the current school year, and I will need to re-apply for the scholarship in order to be considered for scholarships awarded in the upcoming years. The information I have provided above is accurate, and I understand the scholarship terms above.

Parent/Guardian Signature: [REDACTED] Date: [REDACTED]

**School Representative Signature:**

School Representative Name: [REDACTED] Date: [REDACTED]

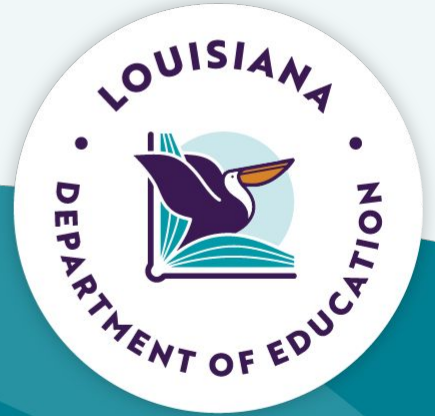
School Representative Signature: [REDACTED]

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# Resources



# Sign Up for Weekly Newsletters

How to receive weekly LDOE Newsletters -

Go to,

<https://public.govdelivery.com/accounts/LADOE/signup/40771>, to sign up for newsletters important for your role and to find archived newsletters.

Important notices and materials are posted in these weekly newsletters.



Sign up to stay in touch!

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
- Tuesday & 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](mailto:studentscholarships@la.gov) for assistance.

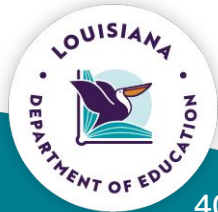
*\*This service is not available to families.*

Families can email questions to [studentscholarships@la.gov](mailto:studentscholarships@la.gov).



# Username, Passcodes, and the Unlocking Process

- 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

Name	Link
<p><u><a href="#">LEADS</a></u></p> <ul style="list-style-type: none"><li>● 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.</li></ul>	<p><u><a href="https://leads5.doe.louisiana.gov/ptl">https://leads5.doe.louisiana.gov/ptl</a></u></p>
<p><u><a href="#">LDOE School Choice Library</a></u></p> <ul style="list-style-type: none"><li>● Resources for Home Study, Nonpublic and Charter schools</li><li>● Scholarship Programs Resources</li><li>● Annual Enrollment Reports</li></ul>	<p><u><a href="https://www.louisianabelievs.com/resources/library/school-choice">https://www.louisianabelievs.com/resources/library/school-choice</a></u></p>



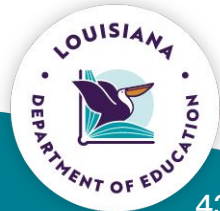
# Helpful Links

Name	Link
<p><u><a href="#">LDOE Weekly Newsletter</a></u></p> <ul style="list-style-type: none"><li>Information regarding Nonpublic and Scholarship action items</li><li>The newsletter is released every Tuesday at 4:30 pm.</li></ul>	<p><u><a href="https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&amp;p=oi&amp;m=rkyvy5eab&amp;sit=urxao49fb&amp;f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c">https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&amp;p=oi&amp;m=rkyvy5eab&amp;sit=urxao49fb&amp;f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c</a></u></p>
<p><u><a href="#">Louisiana Scholarship Program</a></u></p> <ul style="list-style-type: none"><li>Information and resources for the Louisiana Scholarship Program</li></ul>	<p><u><a href="https://www.louisianabelieves.com/schools/louisiana-scholarship-program">https://www.louisianabelieves.com/schools/louisiana-scholarship-program</a></u></p>



# Nonpublic Team Contact Information

Topic	Email Support
Louisiana Scholarship Program (LSP)	<a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a>
School Choice Program for Students with Exceptionalities (SCP)	
Tuition Donation Credit Program (TDC)	
Operations/BESE Approval/Brumfield v. Dodd Approval	<a href="mailto:nonpublicschools@la.gov">nonpublicschools@la.gov</a>
Approved Home Study Program & Nonpublic Schools Not Seeking State Approval	<a href="mailto:homestudy@la.gov">homestudy@la.gov</a>





If you have additional questions, please contact the Office of School Choice at:

[studentscholarships@la.gov](mailto:studentscholarships@la.gov)

