Nonpublic Schools Webinar

September 18, 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.



Agenda

- 1. September and October Dates and Deadlines
- 2. Application Information: BESE Approval
- 3. Application Information: Brumfield vs. Dodd Approval
- 4. Nonpublic Annual Enrollment (EdLink Access)
- 5. Louisiana Scholarship Program/School Choice Program for Students with Exceptionalities
 - a. SCP Notice of Intent
 - b. Payment Adjustment Forms
 - c. Roster Verifications (Phase II as determined)
 - d. Transfer Requests and Form
 - e. Declined Awards and Form
- 6. Resources
- 7. Q & A



October: Important Dates and Deadlines

Date	Item	Participants
October 1	Notice of Intent (NOI) School Choice Program Opens	Nonpublic schools actively participating or wishing to participate in SCP
October 9	Last Day to submit Payment Adjustment Forms for Q1	LSP/SCP Participating Schools
October 15	Brumfield v. Dodd & BESE Approval Applications Closes	All Nonpublic Schools Seeking Approval
October 15	NPS Annual Data Closes in EdLink	All Nonpublic Schools
October 31	Notice of Intent (NOI) for School Choice Program Closes	Nonpublic schools actively participating or wishing to participate in SCP
October 31	Transfer window closes for Q2	SCP Participating Schools



November: Important Dates and Deadlines

Date	Item	Participants
November 3	Q2 Enrollment Opens	SCP Participating Schools
November 7	Q2 Enrollment Closes	SCP Participating Schools
November 22	Transfer window closes for Q2	LSP Participating Schools



December: Important Dates and Deadlines

Date	Item	Participants
December 2	Q2 Enrollment Opens	LSP Participating Schools
December 6	Q1 Enrollment Closes	LSP Participating Schools
December 7	Last Day to submit Payment Adjustment Forms for Q2	SCP Participating Schools



January: Important Dates and Deadlines

Date	Item	Participants
January 6	Last Day to submit Payment Adjustment Forms for Q2	LSP Participating Schools





• The application for nonpublic schools seeking BESE (Board of Education & Secondary Education) approval for the 2025-2026 school year is now available and will close on **October 15.**

 The applications are being received via <u>jotform</u>, which is located on our <u>Nonpublic Schools</u> webpage.

 All applications must be complete when submitted. If incorrect documents have been attached to the application, it may cause a delay in moving through the BESE approval process.

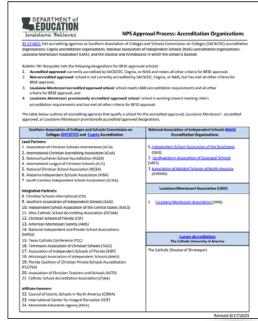
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ACCREDITED SCHOOLS		NON-ACCREDITED SCHOOLS	
New	Returning	New	Returning
 Letter of Accreditation Department of Health & Hospital Inspection Report State Fire Marshal Inspection Report 	Letter of Accreditation Department of Health & Hospital Inspection Report State Fire Marshal Inspection Report	 New Application Questionnaire Department of Health & Hospital Inspection Report State Fire Marshal Inspection Report 	 New Application Questionnaire Department of Health & Hospital Inspection Report State Fire Marshal Inspection Report
 Program of Study Form (For schools that serve 9th-12th grade) Brumfield v. Dodd Initial Application 	 Program of Study Form (For schools that serve 9th-12th grade) Brumfield v. Dodd Annual Compliance Report (Renewal) 	 Program of Study Form (For schools that serve 9th-12th grade) Brumfield v. Dodd Initial Application 	 Program of Study Form (For schools that serve 9th-12th grade) Brumfield v. Dodd Annual Compliance Report (Renewal)



Acceptable letters/certificates of accreditation:

- Review the <u>Accreditation Organizations</u> process to verify that your school's accreditation is acceptable.
- Accreditation letters and certificates are accepted.
- Expired accreditations will not be accepted.





Department of Health and Hospitals (DHH) Inspection Reports

- The details of the inspection report must be included.
- Inspection reports completed before September 2023 will not be accepted.





State Fire Marshal Inspection Reports

- City and state fire marshal inspection reports are accepted.
- Inspection reports completed before September 2023 will not be accepted.





Brumfield v. Dodd Approval



Nonpublic Schools Seeking Brumfield v. Dodd Approval

- The application for nonpublic schools seeking to be Brumfield v. Dodd approved for the 2024-2025 school year is now available and will close on October 15.
- The <u>Brumfield v. Dodd Initial Application</u> or <u>Annual Compliance</u>

 <u>Report</u> must be complete in its entirety and attached to your school's BESE application via <u>jotform</u>, along with the school's nondiscriminatory policy and supporting documents.

Nonpublic Schools Seeking Brumfield v. Dodd Approval

In order to become eligible for state and federal funding, nonpublic schools must:

 Be approved by the Board of Elementary and Secondary Education (BESE) and also comply with Brumfield v. Dodd, a federal court order that prohibits discrimination.

Schools that desire to participate in the SCP program are required to be BESE and Brumfield v. Dodd approved <u>and</u> complete the Notice of Intent (NOI), which will be available starting October 1.

Nonpublic Annual Enrollment: EdLink Access and Reporting





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 reference the <u>Nonpublic EdLink Manual</u> to create an account.
- Complete a <u>change request form</u> if there is an update in grade levels served and/or change in staff leadership who needs to access EdLink and receive ongoing notification from LDOE.
- If you encounter an error in the process, please contact us at <u>nonpublicschools@la.gov</u>.

EdLink Reporting

Each fall, all BESE approved nonpublic schools must submit a Nonpublic Annual Enrollment Data report to the Louisiana Department of Education (LDOE) by a specific deadline. The NPS reporting became available early September and will close on **October 31**. The following data will be required for the 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

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

EdLink Support

We will be scheduling an EdLink webinar soon to address and assist EdLink users in the following areas:

- Requesting the NPS School Manager Role
- How to reset your MyLa password
- How to complete your school's NPS annual reporting
- How to update information in EdLink

Please submit details of what you may need help with to nonpublicschools@la.gov.





LSP and SCP

Notice of Intent (SCP only)

- The Notice of Intent is submitted to the Department each year in the fall to participate in our scholarship program and request *NEW* seats for the upcoming school year.
- SCP schools must complete the Notice of Intent even if no new seats are being requested for the 2025-26 school 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



Notice of Intent (SCP only)

- Any Special Education services provided
- Tuition and Fee Amounts (SCP schools only).
- The NOI will be available on October 1st via Jotform that will be sent to all participating SCP school and it will be posted on the Louisiana Believes website.

Reminder: The Notice of Intent will be available October 1 - October 31 via Jotform



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)
 - o DOB
- Verify all current students on the roster
- If a student needs to be dropped send in a <u>Declined Award Form</u>



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

doe louisiana.gov | P.O. Box 94064 - Baton Rouge, LA - 70804-9064



Payment Adjustment Forms

Schools have 30 days from the last day of the quarterly enrollment reporting period (September 9) to report any enrollment issues.

- This means all Payment Adjustment Forms for Quarter 1 must be submitted by **October 9**.
- Any Payment Adjustment Forms for Quarter 1 submitted after October 9
 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.



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.



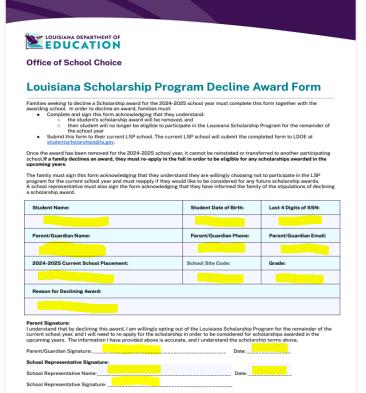
Declined Awards

- 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.



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Resources

Sign Up for Weekly Newsletters

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 <u>form</u> applies to system, charter and nonpublic 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/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, 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 <u>studentscholarships@la.gov</u>.

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.



Helpful Links

Name	Link
 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. 	https://leads5.doe.louisiana.gov/ptl
 LDOE School Choice Library Resources for Home Study, Nonpublic and Charter schools Scholarship Programs Resources Annual Enrollment Reports 	https://www.louisianabelieves.com/resources/library/school-choice

Helpful Links

Name	Link
 LDOE Weekly Newsletter Information regarding Nonpublic and Scholarship action items The newsletter is released every Tuesday at 4:30 pm. 	https://visitor.r20.constantcontact.com/d.jsp?llr=rkyvy5eab&p=oi&m=rkyvy5eab&sit=urxao49fb&f=8d3c7b7c-7ae8-4bd3-8c83-c6e44e5e558c
 Louisiana Scholarship Program Information and resources for the Louisiana Scholarship Program 	https://www.louisianabelieves.com/schools/louisiana-scholarship-program

Nonpublic Team Contact Information

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



Thank You For Joining Today's Call!

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

studentscholarships@la.gov

