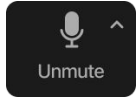


Nonpublic Schools Webinar

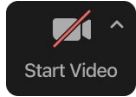
September 16, 2026



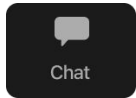
Zoom Meeting Preparation



- 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



Agenda

1. STEM
2. ACT 587
3. Nonpublic Schools
4. Important Dates and Deadlines
5. LA GATOR
6. School Choice Program for Students with Exceptionalities
7. Resources



High School Computer Science Portfolio Assessment Work Group

We would like to invite high school computer science teachers, instructional leaders, and curriculum specialists to take part in the **High School Computer Science Portfolio Assessment Work Group**. Please see details below.

Description:

Join a collaborative work group focused on designing a portfolio-based assessment that provides Louisiana high school computer science students with an opportunity to demonstrate mastery of the Louisiana Computer Science Standards. This half-day work group will meet three times throughout the school year to develop a standards-aligned portfolio assessment framework.

Participants will work together to

- identify evidence of student learning aligned to the Louisiana High School Computer Science Standards; and
- brainstorm potential portfolio components, scoring criteria, and rubrics.

Meeting logistics:

All meetings will take place at the Claiborne Building in Baton Rouge (Marbois Room)

October 6, 8:30 -11:30 a.m.

November 2, 8:30 -11:30 a.m.

November 30, 8:30-11:30 a.m.

If you are interested in participating in this workgroup or would like to nominate a staff member, please contact STEM@la.gov



Act 587: Exemptions Reminder

All nonpublic schools offering Pre-K3 and/or Pre-K4 must complete a [Jotform](#) for the 2026–2027 school year to receive a monitoring exemption.

- Provide accreditation status and, if accredited, list the accrediting agency.
- Upload the accreditation certificate or letter.
- Attest to compliance with all federal, state, and local statutes and regulations regarding child safety and welfare standards.
- The deadline to submit the jotform is past due.

Please contact ldelicensing@la.gov with any questions.





Nonpublic Schools

Mandatory Reporting

Nonpublic School Leaders,

[CHC 603.1](#) requires mandated reporter training completion to be annually reported to the LDOE. Teaching and child care providers as defined by Children's Code Article 603 shall complete an online training course provided by the Department of Children and Family Services between June 1 and August 31. No later than September 30th of each year and in a manner prescribed by the state Department of Education each entity at which a teaching or child care provider is employed shall submit a list to the State Department of Education of all teaching and child care providers employed and identify the employees that have and have not complied with the training requirements. The Department shall publish the completion rates for each entity on its website.

NEXT STEPS:

As a school leader, please complete the attached document outlining your teachers, administrators, support staff, and other employees. Using the dropdown menus, designate whether or not the employee has completed the training and the title of the employee. Once you have completed the spreadsheet, upload the document to the [Jotform](#). **The deadline to submit this information to the Department is Wednesday, September 30, 2026.**

If you have questions, please email us at
nonpublicschools@la.gov



Mandatory Reporting

Next Steps:

Mandatory Reporting Documentation Form

- Complete the Jotform
- Upload Nonpublic Schools Mandatory Collection Spreadsheet
- Deadline is **September 30, 2026**

Mandated Reporter *Training*
Online

<https://dcfs.louisiana.gov/mandated-reporters/>

If you have questions, please email us at
nonpublicschools@la.gov



Nonpublic School Contact Changes

We are excited to announce that the [EdLink Ops SPS Portal](#) will replace the Legacy Sponsor Site application. While the new portal maintains a similar layout to Sponsor Site, it introduces streamlined functionality and an enhanced user experience.

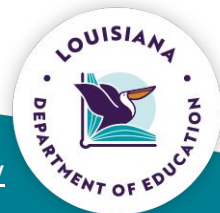
As an [SPS District Data Analyst](#), you will now have the ability to edit or request updates directly within the application, eliminating the need to complete Jotform requests for opening or closing schools or making changes to existing sites.

Please refer to the User Guide for further assistance.

Key Resource

- [EdLink Ops K12 User Guide](#)
- [EdLink Ops SPS Training Video](#)

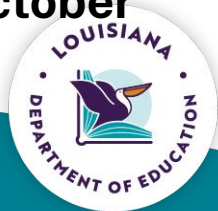
If you have questions email us at nonpublicschools@la.gov



Nonpublic School Annual Enrollment Report

- All BESE approved nonpublic schools will be required to submit their school's 2026-2027 annual enrollment report.
- The NPS Annual Enrollment Report is submitted through the [Edlink Website](#).
- Enrollment data is **required** and must be entered in **Edlink**.
- The [NPS School Manager Role](#) must be approved prior to submitting the annual enrollment report.
- The [NPS School Manager Annual Reporting User Guide](#) provides steps to assist with submitting the annual enrollment report.
- The deadline to submit your school's annual enrollment report is **October 15, 2026**.

If you have questions regarding the annual enrollment report and/or Edlink,
email us at nonpublicschools@la.gov.



2027-2028 BESE and Brumfield v. Dodd Application

- The BESE and Brumfield v. Dodd application for all nonpublic schools seeking BESE and/or Brumfield v. Dodd approval for the 2027-2028 school year will be submitted through [Edlink](#). We are now accepting applications. This is a new transition for the BESE Applications, so please do not wait until the last day to submit your application.
- The [SPS District Data Analyst Role](#) is required to submit the BESE and Brumfield v Dodd Application.
- The application must be completed in its entirety and all required documents must be uploaded in order to be considered for BESE approval.
- The deadline to submit your school's BESE application is **October 15, 2026.**

If you have questions regarding the BESE-Approval or Brumfield v. Dodd application, email us at nonpublicschools@la.gov.



2027-2028 BESE and Brumfield v. Dodd Application

NPSB Initial and Renewal Application User Guide

Please see the example below:

The screenshot displays the 'Role Permission Selection' application window. At the top, the title bar reads 'Role Permission Selection' with a close button. Below the title bar, there are four input fields: 'Permission Request Type' (General User Access), 'Organization Selection' (K-12 Public Schools), 'Application Selection' (EdLink Ops Portal), and 'Location Selection' (a redacted field). Below these fields are two side-by-side panels. The left panel, titled 'Role Selection', contains a list of roles: AFR Business Manager, SPS Board Chair, SPS District Administrator, SPS District Data Analyst (highlighted with a blue bar), SPS Other Staff, SPS School Administrator, and SPS School Data Analyst. The right panel, titled 'Permission Selection', shows a checked checkbox for 'SPS District Data Analyst' and a yellow callout box stating: 'SPS District Data Analyst (Coordinator) and SPS District Administrator (Superintendent) are the most common role assignments.' At the bottom right of the window are 'Submit' and 'Close' buttons.

Field	Value
Permission Request Type	General User Access
Organization Selection	K-12 Public Schools
Application Selection	EdLink Ops Portal
Location Selection	[Redacted]

Role Selection

- AFR Business Manager
- SPS Board Chair
- SPS District Administrator
- SPS District Data Analyst**
- SPS Other Staff
- SPS School Administrator
- SPS School Data Analyst

Permission Selection

☒ SPS District Data Analyst

SPS District Data Analyst (Coordinator) and SPS District Administrator (Superintendent) are the most common role assignments.

Submit Close

If you have questions regarding the BESE or Brumfield v. Dodd application, email us at nonpublicschools@la.gov.



2027-2028 BESE and Brumfield v. Dodd Application

Start NPSB Renewal Application

User will see a banner message and a start renewal button on Site Information page when it's time for NPSB renewal.

Coordinator should be able to click on “Start Renewal” Button and lands on Application homepage. Information will be prepopulated for the user to review and submit the renewal application.

The screenshot shows the 'Site Information' page of the NPSB Renewal Application. At the top, there is a banner message: 'ⓘ Info! The statewide schools seeking BESE and/or Brumfield v. Dodd approval renewal period for the 2026-2027 School Year is now open. Please complete your submission by October 15th, 2026. Click the "Start Renewal" button to submit your update documentation for LDOE review.' Below the banner is a 'Renew Entity' section with a 'Start Renewal' button. The main form is titled 'Site Information' and contains several fields: 'Site Code' (000000), 'Site Type' (Private School), 'Fee Number' (000-000-0000), 'Physical Address' (2000 East Texas Avenue, Alexandria, Louisiana, 713030000, Rounder Plough), 'Site/School Name' (St. Francis Cabrini School), 'Primary Phone Number' (504-440-0300), 'Secondary Phone Number' (N/A), 'Location ID' (10000 0004), 'Entity' (N/A), 'Entity Email' (www.saintfrancisca.org), and 'Entity Notification Email' (www.saintfrancisca.org).

Once the renewal application has been submitted, Non-Public manager will be able to review the application and approve or reject the application.

An approval email with an approval letter will be sent to the respective coordinator.

If you have questions regarding the BESE or Brumfield v. Dodd application, please refer to the [\(NPSB\) Approval Initial and Renewal Application User Guide](#)



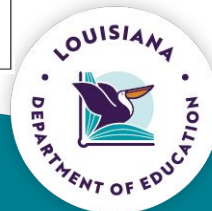
Nonpublic Schools Seeking State Approval

BESE and Brumfield v Dodd Checklist

ACCREDITED SCHOOLS	
New Nonpublic School	Returning Nonpublic School
☐ Brumfield v. Dodd Initial Application Complete if your school is seeking Brumfield v. Dodd approval. It must be notarized.	☐ Brumfield v. Dodd Annual Compliance Report Complete if your school is a returning BESE approved nonpublic school seeking Brumfield v. Dodd approval.
☐ 2 forms of verification that publicizes the school's nondiscriminatory admissions policy. Provide website screenshots of its announcements, including newspaper advertisements, and/or copies of any brochures or similar publications. (A typed nondiscriminatory statement on a Microsoft word document is NOT acceptable.)	☐ 2 forms of verification that publicizes the school's nondiscriminatory admissions policy. Provide website screenshots of its announcements, including newspaper advertisements, and/or copies of any brochures or similar publications. (A typed nondiscriminatory statement on a Microsoft word document is NOT acceptable.)
☐ Accreditation letter or Certificate should be from one of the listed Nonpublic School Accreditation Organizations. Nonpublic School Approval Process: Accreditation Organizations The expiration date must be visible on the accreditation letter or certificate.	☐ Accreditation letter or Certificate should be from one of the listed Nonpublic School Accreditation Organizations. Nonpublic School Approval Process: Accreditation Organizations The expiration date must be visible on the accreditation letter or certificate.
☐ Department of Health and Hospital (DHH) Inspection Report - School Building and Cafeteria Inspections - If there is no cafeteria or the school is not providing meals, please submit in writing on letterhead. - It cannot be dated prior to August 2025.	☐ Department of Health and Hospital (DHH) Inspection Report - School Building and Cafeteria Inspections - If there is no cafeteria or the school is not providing meals, please submit in writing on letterhead. - It cannot be dated prior to August 2025.
☐ City or State Fire Marshal Inspection Report It cannot be dated prior to August 2025.	☐ City or State Fire Marshal Inspection Report It cannot be dated prior to August 2025.
☐ Program of Study For schools that serve 9th-12th grade	☐ Program of Study For schools that serve 9th-12th grade
	☐ Annual Enrollment - Once enrollment has been submitted through EDLINK, submit a screenshot of the completion. - If assistance is needed, submit a ticket through the Edlink Help Desk.

NON-ACCREDITED SCHOOLS	
New Nonpublic School	Returning Nonpublic School
☐ Brumfield v. Dodd Initial Application Complete if your school is seeking Brumfield v. Dodd approval. It must be notarized.	☐ Brumfield v. Dodd Annual Compliance Report Complete if your school is a returning BESE approved nonpublic school, seeking Brumfield v. Dodd approval.
☐ 2 forms of verification that publicizes the school's nondiscriminatory admissions policy. Provide website screenshots of its announcements, including newspaper advertisements, and/or copies of any brochures or similar publications. (A typed nondiscriminatory statement on a Microsoft word document is NOT acceptable.)	☐ 2 forms of verification that publicizes the school's nondiscriminatory admissions policy. Provide website screenshots of its announcements, including newspaper advertisements, and/or copies of any brochures or similar publications. (A typed nondiscriminatory statement on a Microsoft word document is NOT acceptable.)
☐ Nonpublic School Approval Questionnaire: New Applicant	☐ Nonpublic School Approval Questionnaire: Returning Applicant
☐ Department of Health and Hospital (DHH) Inspection Report - School Building and Cafeteria Inspections - If there is no cafeteria or the school is not providing meals, please submit in writing on letterhead. - It cannot be dated prior to August 2025.	☐ Department of Health and Hospital (DHH) Inspection Report - School Building and Cafeteria Inspections - If there is no cafeteria or the school is not providing meals, please submit in writing on letterhead. - It cannot be dated prior to August 2025.
☐ City or State Fire Marshal Inspection Report It cannot be dated prior to August 2025.	☐ City or State Fire Marshal Inspection Report It cannot be dated prior to August 2025.
☐ Program of Study For schools that serve 9th-12th grade	☐ Program of Study For schools that serve 9th-12th grade
	☐ Annual Enrollment - Once enrollment has been submitted through EDLINK, submit a screenshot of the completion. - If assistance is needed, submit a ticket through the Edlink Help Desk.

Checklist Link [NPS Approval Document Submission Process Checklist](#)
 Contact nonpublicschools@la.gov with questions.



Edlink Support Sessions

EdLink Support Meeting: BESE and Brumfield v Dodd Application Assistance

The Nonpublic Team is hosting zoom meetings to assist Nonpublic Schools with their **BESE and/or Brumfield v Dodd Applications**. Nonpublic Schools and Edlink team members will be available to help troubleshoot application concerns.

Join this meeting if you need help with:

- Requesting user roles in EdLink
- Uploading required documents
- Any other technical issues preventing submission

When: **Monday, September 21, 2026 at 1:30 PM**
Wednesday, September 23, 2026 at 11:30 AM

Where: Zoom Meeting ➡ [Nonpublic Schools Edlink Support Meeting](#)

Note: If you have already successfully submitted your BESE and/or Brumfield v. Dodd application, you do not need to attend.

If you have questions regarding the BESE or Brumfield v. Dodd application, please refer to the [\(NPSB\) Approval Initial and Renewal Application User Guide](#)



2026 Nonpublic Schools Timeline

Item	Role Needed	Where to Submit	Opens	Closes
NPS Annual Enrollment Report	NP School Manager	Edlink Website	Currently Open	October 15, 2026
BESE Application	SPS District Data Analyst	Edlink Website	Currently Open	October 15, 2026
Brumfield v. Dodd Application	SPS District Data Analyst	Edlink Website	Currently Open	October 15, 2026





LA GATOR

Helpful Resources

- **To request a school visit or need technical assistance**
 - Email LAGATOR@la.gov. Please detail provide details for your request.
- **All “Approved” students have been funded for Quarter 1**
- **[How to Verify if You've Received a Student's Tuition Payment](#)**

This article details the two ways schools can check for tuition payments: via their Odyssey School Account and their Stripe dashboard.
- **[Overview: Steps Required to Receive Tuition Payments Through Odyssey](#)**

This article provides a brief step-by-step breakdown of the full tuition payment process, including the actions required from both parents and schools.

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Verifying LA GATOR Tuition Payments

1. Log in to your **Odyssey School Account**.
2. If you're a returning school, ensure you've selected the correct program year by using the program year filter at the top.

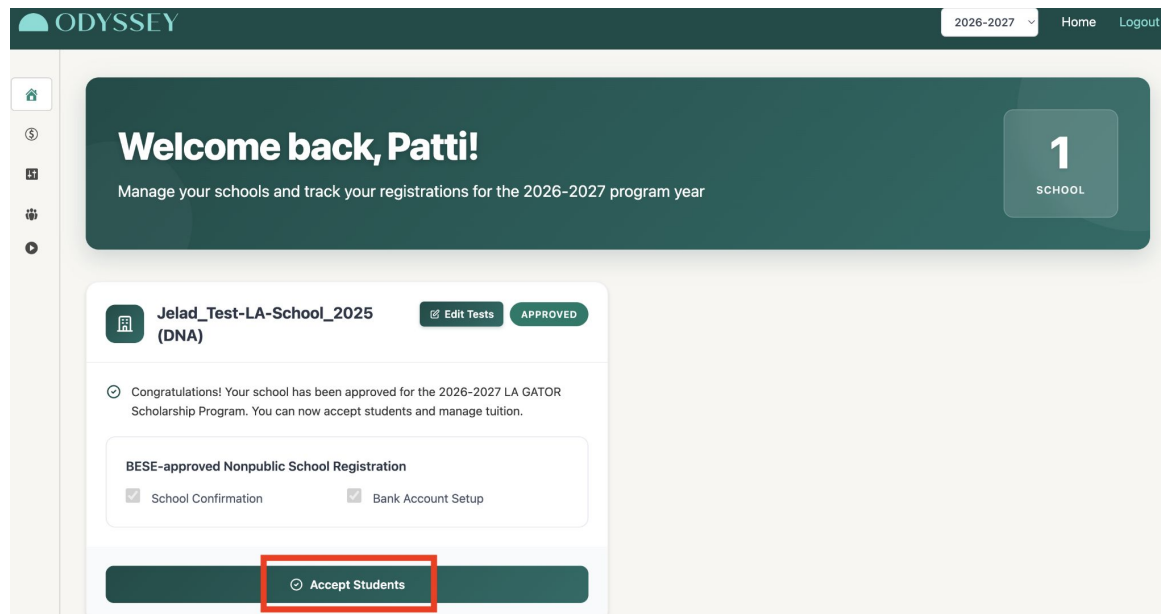
The screenshot shows the Odyssey School Account dashboard. At the top, there is a dark green header with the 'ODYSSEY' logo on the left and a dropdown menu set to '2026-2027' on the right, which is highlighted with a red box. To the right of the dropdown are links for 'Home' and 'Logout'. On the left side, there is a sidebar with a 'Home' button and a list of menu items: 'Student Enrollment & Fees', 'Settings', 'Manage Users', and 'Close'. The main content area has a dark green banner with the text 'Welcome back, Patti!' and 'Manage your schools and track your registrations for the 2026-2027 program year'. To the right of this banner is a box with the number '1' and the word 'SCHOOL'. Below the banner, there is a section for 'Jelad_Test-LA-School_2025 (DNA)' with an 'Edit Tests' button and an 'APPROVED' status. Below this, a message states: 'Congratulations! Your school has been approved for the 2026-2027 LA GATOR Scholarship Program. You can now accept students and manage tuition.' At the bottom, there is a section for 'BESE-approved Nonpublic School Registration' with two checked items: 'School Confirmation' and 'Bank Account Setup'.

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Verifying LA GATOR Tuition Payments

3. On the homepage, click **[Accept Students]**, or expand the sidebar on the left and select **[Student Enrollment & Fees]**.

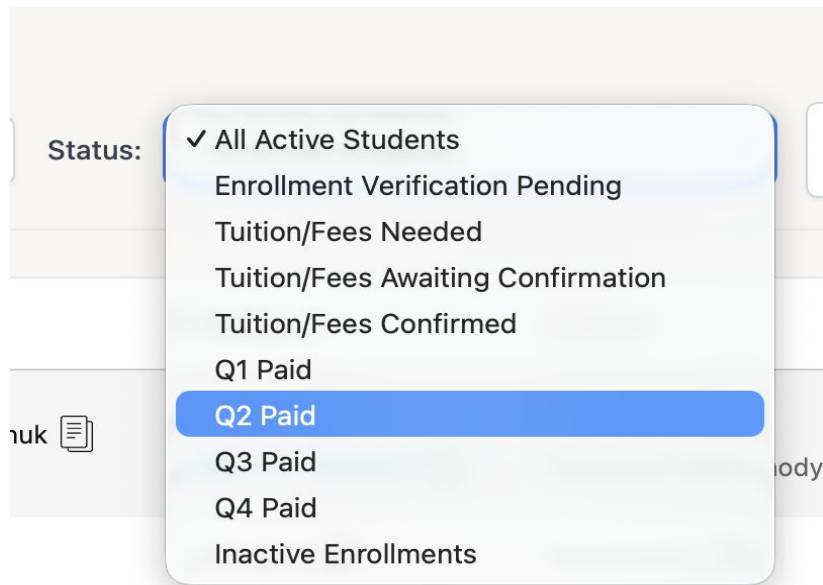


Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Verifying LA GATOR Tuition Payments

4. Select the filter for the quarter you're searching for. In this case, we will click **[Q1 Paid]**.



Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Verifying LA GATOR Tuition Payments

5. Scroll through the list to locate the student, or enter their information in the search bar and press **Enter**.

6. Once you've located the student, click on the arrow on the right side to see more details.

Student Enrollment & Fees 2025-2026

Search...

School: All Schools Status: Q2 Paid

CSV Upload Guide Download Enrollment CSV Download Sample CSV Upload Student CSV

Enrollment Date	Parent/Guardian	Student	Contact	Annual Tuition & Fees	Status
25/3/31 5:20pm	John Doe	Jane Doe feee37...9024b2	(123)-456-7891 test+odyssey+123@gmail.com	\$12,906.00	Q2 Paid

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Verifying LA GATOR Tuition Payments

7. Review the information in the Payment Details section.

Details:

Student Details:
Birthday: 2017/6/8 [📄]
School Enrolled: **Test School** [📄]
Grade Level: Third Grade [📄]
Enrollment Status: Verified [📄]

Parent/Guardian Details:
Parent/Guardian: **John Doe** [📄]
Phone: (123)-456-7891 [📄]
Email: testvodyyssey+123@gmail.com [📄]

Student address:
New Orleans, LA 70114, US [📄]

Logs:

Status Changed to **Q2 Paid**
25/10/21 3:00pm

Status Changed to **Q1 Paid**
25/8/18 7:57pm

Status Changed to **Tuition Confirmed**
25/5/5 7:52pm

Status Changed to **Pending Tuition Confirmation**
25/5/4 4:18am

Status Changed to **Verified**
25/3/13 7:03pm

Status Changed to **Pending**

[Add Note](#)

Payments Details:

Annual Tuition & Fees Summary:
Annual Tuition: \$12,906.00 [📄]

Payment Summary:
Total Paid to Date: \$6,861.75 [📄]

Q1 Payment:
Status: Paid [📄]
Amount: \$1,906.50 [📄]
Date Paid: 25/8/18 7:57pm [📄]

Q2 Payment:
Status: Paid [📄]
Total Amount: \$2,668.00 [📄]
Payment Count: 2 [📄]
Latest Payment Date: 25/11/18 4:01pm [📄]

Payment Breakdown:
Payment 1 - Status: Paid [📄]
Amount: \$380.75 [📄]
Date: 25/10/21 3:00pm [📄]
Payment 2 - Status: Paid [📄]
Amount: \$2,287.25 [📄]
Date: 25/11/18 4:01pm [📄]

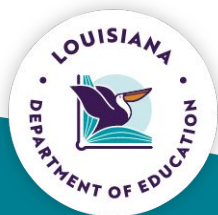
Actions:

No actions available.

Important Note:

- Payments may be applied to a different quarter than originally anticipated.
- When reviewing a family's payment history or remaining balance, **please calculate based on the total amount paid across all quarters rather than relying solely on the quarter labels.**
- You may review the **Payment Summary** and **Total Paid to Date** fields to determine the family's overall payment status.

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Verifying Students in Bulk

- 1 Log in to your [Odyssey School Account](#).
- 2 If you're a returning school, ensure you've selected the correct program year by using the program year filter at the top.
- 3 On the homepage, click **[Accept Students]**, or expand the sidebar on the left and select **[Student Enrollment & Fees]**.
- 4 Select the filter for the quarter you're searching for. In this case, we will click **[Q1 Paid]**.
- 5 Click **[Download Enrollment CSV]**
- 6 **Review the information available:**
You will be able to see information for each student, including the quarterly payment amount, quarterly payment date, and total paid to date.

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



2026-2027 Waitlist Dates

Round 1 • Opens: 9/1 • Ends: 9/8 • Deadline to Opt-in: 9/15 • Report to Nonpublic: 9/22 • Enrollment Confirmation from Nonpublic School: 9/28	Round 2 New Date • Opens: 10/1 • Ends: 10/7 • Deadline to Opt-in: 10/15 • Report to Nonpublic: 10/22 • Enrollment Confirmation from Nonpublic School: 10/28 •
Round 3 • Opens: 11/2 • Ends: 11/9 • Deadline to Opt-in: 11/16 • Report to Nonpublic: 11/30 • Enrollment Confirmation from Nonpublic School: 12/7	Round 4 (tentative) • Opens: 1/7 • Ends: 1/14 • Deadline to Opt-in: 1/20 • Report to Nonpublic: 1/25 • Enrollment Confirmation from Nonpublic School: 1/29

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



Public School Dual Enrollment Checks

The LAGATOR Program Administrator routine runs checks to ensure that participating students are not dually enrolled in a public school.

Reasons for Dual Enrollment Flags:

- Parent needs to officially withdraw the student from the public school.
- Errors or discrepancies with student demographic information.
- Student receives services through the LEA.

Next Steps to Resolve Dual Enrollment Issues:

- **School Documentation:** Submit the student's attendance record and a letter on school letterhead detailing the dates of enrollment.
- **Family Documentation:** Submit the official withdrawal form from the public school, including the student's exit date.
- **Demographic Verification:** Family reviews the student's demographic information with the school and Program Administrator to ensure accuracy.
- **Roster Updates:** Nonpublic school updates its roster when a student withdraws from the school.

If you have questions regarding the LA GATOR Scholarship Program, email us at LAGATOR@la.gov.



LA GATOR Important Deadlines

- **Current**

Monday, September 28, 2026

- [2026-2027 Nonpublic Schools Contact Information](#)
- All schools must complete the form and update contact information.

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.



LA GATOR Support

- **LDOE's LA GATOR Page:** LAGATOR.la.gov
 - All FAQs & Program Policy
 - Communication Resources
 - Program Updates
 - Application Links
- **Odyssey Support**
 - **Phone:** (225) 422-1538
 - **Email:** help.la@withodyssey.com
 - **Instant Chat:** WithOdyssey.com (bottom right corner)

Please contact help.la@withodyssey.com or LAGATOR@la.gov with questions.





School Choice Program for Certain Students with Exceptionalities

Round 3 SCP Awards

Program Timeline

The Office of School Choice is pleased to announce that the School Choice Program for Certain Students with Exceptionalities will be conducting Round 3 awards.

Application Portal Open: Sept 14 – Sept 28

Important Reminder:

The application portal will NOT open until September 14.

Next Steps for Families

Please share this information with families as soon as possible so they have sufficient time to prepare their applications and gather necessary documents.

Ready to apply?

[Access Application Link](#)



SCP Stacking with TDC

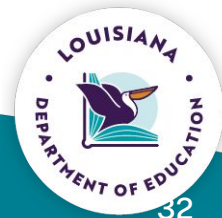
General Protocol

- SCP Scholarship funds must be applied to tuition and fees only.
- SCP Scholarship funds must be applied to tuition and fees first.
- Remaining tuition and fees must then be covered using TDC scholarship funds.
- Families are responsible for any remaining tuition and fee balance after all scholarship funds have been applied.
- SCP **cannot** be stacked with LA GATOR.
- New SCP students can stack with TDC due to prior public school enrollment.
- If you have any students stacking awards, please send the student's name and award details to studentscholarships@la.gov.



September: Important Dates and Deadlines

STEP	DATE
School Choice Program Application Opens	September 14, 2026
School Choice Application Closes	September 28, 2026



October: Important Dates and Deadlines

STEP	DATE
Notice of Intent (NOI) School Choice Program Opens	October 1, 2026
Last Day to Submit Payment Adjustment Forms for Q1	October 6, 2026
Notice of Intent (NOI) School Choice Program Closes	October 30, 2026



Decline SCP to Accept LA GATOR

All schools must submit a **Declined Award Form** and an **Attestation Form** stating:

01

Understand the difference between the SCP Award and the LA GATOR Award.

02

Voluntarily decline the SCP Award in order to accept the LA GATOR Award.

03

Understand and agree to the eligibility and assessment requirements of LA GATOR.

For questions, please contact studentscholarships@la.gov.



Payment Adjustment Forms

Schools have 30 days from the last day of the quarterly enrollment reporting period (September 6) to report any enrollment issues.

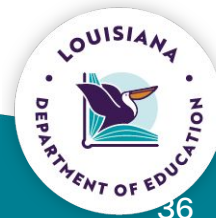
- All Payment Adjustment Forms for Quarter 1 must be submitted by **October 6**.
- Any Payment Adjustment Forms for Quarter 1 submitted after October 6 will be considered on an individual basis and must include an explanation of the late submission.
- Please note that late submissions are not guaranteed payment.

For questions, please contact studentscholarships@la.gov.



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 2027-28 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 for each grade level even if you are not requesting new seats **(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 30 via Jotform



Transfer Form

- Transfer forms must be completed correctly and signed by the school.
- Forms with incorrect or incomplete information will be returned.
- Use this [Transfer Form](#).



Office of School Choice

School Choice Program Transfer Form

Families seeking to transfer their educational certificate should complete this form together with the receiving school.

Submission of this form is not a guarantee that a transfer will be approved.

- Students must have been awarded an educational certificate to qualify for a transfer.
- This form must be signed by the parent/guardian and a representative of the receiving transfer school.
- The receiving school should submit this form to the Office of School Choice at studentscholarships@la.gov.

Student and Parent Information

Student Name:	Student Date of Birth:	Grade:	Last 4 Digits of SSN:
Current SCP School:		Site Code:	
Requested Transfer School:		Site Code:	
Parent/Guardian Name:	Parent/Guardian Phone Number:	Parent/Guardian Email:	

Reason for Transfer Request

☐ Location/Transportation Issues

☐ Health and Safety Concerns *(Please briefly explain in the space below)*

☐ Other *(Please briefly explain in the space below)*

Signatures

I understand that transfers are not guaranteed but will be considered on a case-by-case basis. 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 but will be considered on a case-by-case basis. I acknowledge that I have a seat for this student in the grade level listed above and will enroll him/her.

School Representative Signature: _____ Date: _____

Louisiana Department of Education

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

Page 1



Declined Award Form

- Declined Award forms must be completed correctly and signed by the school.
- Forms with incorrect or incomplete information will be returned.
- Use this [Declined Award Form](#).

 **LOUISIANA DEPARTMENT OF EDUCATION**

Office of School Choice

School Choice Program Decline Award Form

Families seeking to decline a Scholarship award 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 School Choice Program for the remainder of the school year
- Submit this form to their current SCP school. The current SCP school will submit the completed form to LDOE at student@scholarships@la.gov.

Once the award has been removed 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 SCP program for the current school year and must re-apply 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.

Student Name:	Student Date of Birth:	Last 4 Digits of SSN:
Parent/Guardian Name:	Parent/Guardian Phone:	Parent/Guardian Email:
Current School Placement:	School Site Code:	Grade:
Reason for Declining Award:		

Parent Signature:
I understand that by declining this award, I am willingly opting out of the School Choice 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: _____ Date: _____

School Representative Signature:

School Representative Name: _____ Date: _____

School Representative Signature: _____

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Page 1



2026-2027 SCP Attestation



Scholarship Attestation

School Choice Program for Certain Students with Exceptionalities

Parent/Guardian Attestation and Acknowledgment (Declining SCP)

By signing below, I acknowledge that the school has informed me of the differences between the SCP Award and the LA GATOR Award, including the changes in scholarship eligibility, requirements, and program expectations associated with accepting the LA GATOR Award.

I acknowledge that I am voluntarily declining the SCP Award on behalf of my child in order for my child to be considered for the LA GATOR Award.

I understand that eligibility for the LA GATOR Award requires that students in grades K-12 complete a BESE-approved norm-referenced assessment or the applicable grade level assessment associated with the Louisiana Accountability System. I further understand that completion of this assessment is a requirement for continued participation in the LA GATOR program. Additionally, I understand that by declining the SCP Award, I am responsible for completing all requirements and next steps associated with receiving and maintaining the LA GATOR award.

By signing this acknowledgement, I certify that I have read and understand the information provided above and that:

- The school has explained the scholarship changes associated with declining the SCP Award and accepting the LA GATOR Award.
- The school has informed me that completion of a required norm-referenced assessment is a condition of eligibility for the LA GATOR Award.
- I understand the differences between the SCP Award and the LA GATOR Award and have had the opportunity to ask questions.
- I knowingly and voluntarily choose to decline the SCP Award in order for my child to be considered for the LA GATOR Award.

Student Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

•By, signing the document, the parent is acknowledging that they understand the difference between the SCP Award and the LA GATOR Award

•They are voluntarily declining the SCP Award to accept the LA GATOR Award

•They understand the eligibility and assessment requirements for the LA GATOR Award





Resources

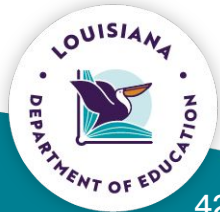
Office Hours

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
- Tuesdays and 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.

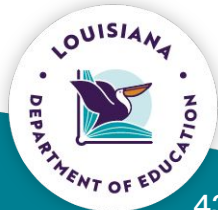


Office Hours

- 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 for assistance.

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

Families can email questions to studentscholarships@la.gov.



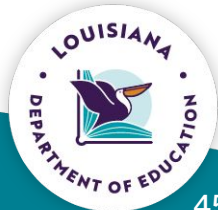
Office Hours

SCAN TO BOOK



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.



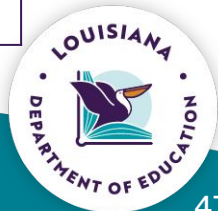
Helpful Links

- [School Choice Program Application Guide](#)
- [School Choice Program Application](#)
- [SCP Family Participation Guide](#)
- [SCP School Participation Guide](#)
- [School Choice Program for Students with Exceptionalities webpage](#)



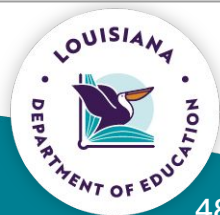
Helpful Links

Name	Link
<u>LEADS</u> • 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.	<u>https://leads5.doe.louisiana.gov/ptl/</u>
<u>LDOE School Choice Library</u> • Resources for Home Study, Nonpublic and Charter schools • Scholarship Programs Resources • Annual Reports	<u>https://doe.louisiana.gov/families-and-students</u>



Nonpublic Team Contact Information

Topic	Email Support
LA GATOR Program	lagator@la.gov
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





Email questions to:
studentscholarships@la.gov
**School Choice Program for Certain Students
with Exceptionalities**

Email questions to:
LAGATOR@la.gov
LA GATOR Program

