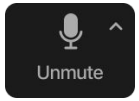
Louisiana Scholarship Program
2024-2025 School Application Webinar

December 4, 2023

Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
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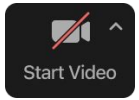

- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
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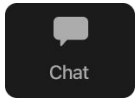


- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.

Agenda

- Scholarship Application Timeline
- School Responsibilities
- NOI Confirmation
- Application Process
  - Applicant Eligibility
  - Who needs to submit an application?
  - Income Verification
  - Residency Verification
  - Verifying Student Eligibility in LEADS
  - Scholarship Awards -Match and Lottery
- Important Reminders
- FAQs
- Application Timeline
- Helpful Links

Application Timeline

2024-2025 Application Timeline

STEP	DATE
NOI Confirmation Due	December 7, 2023
LSP Online Application Opens	December 11, 2023
LSP Online Application Closes	January 19, 2024
Income and Residency Verification Due	January 26, 2024
Last Day to verification Applications in LEADs	January 31, 2024
Award Notification Letters and Emails	April 22, 2024
Site Registration Begins (Accept 2024-2025 LSP Award)	April 22, 2024
Parent Webinar for LSP Site Registration	April 23, 2024
Site Registration Ends (Last day to accept 2024-2025 LSP Award)	May 24, 2024
LSP Summer Transfer Window Opens	June 10, 2024

2024-2025 Application Timeline

The 2024-25 Louisiana Scholarship application opens on December 11, 2023.

1. Access the online application available on the LDOE website, found here.
   a. The link will not be active until December 11, 2023.
2. All online applications must be complete by **January 19, 2024.**
3. All income and residency verification is due by **January 26, 2024.**
4. 2024-2025 award notifications from LDOE will be sent to families by **April 22, 2024.**
5. If offered an award, families must claim the Scholarship award by registering at their matched school by **May 24, 2024.**

***Failure to meet these deadlines will result in the application being marked incomplete and/or the removal of the Scholarship award.**

School Responsibilities

School Responsibilities

- Schools are not allowed to implement admissions criteria for Scholarship applicants.
- Schools may not discriminate against Students with Exceptionalities during the admissions process.
- Schools are required to accept the grade of the sending school for all students awarded a Scholarship.
- Students that were on the waiting list for this year but did not get placed must reapply.
- For more information see Bulletin 133, Chapter 3.

School Responsibilities

- Participating schools must indicate student eligibility in LEADS for all students who have completed an application.
  - Eligibility documentation must be reviewed for new scholarship students.
  - Families must verify income and residency at the first choice scholarship school.
- Demand reports will be provided at the end of each week during the application cycle to each school.
  - The report lists students who have applied and listed your school as their first choice.
  - Review demand reports provided by the LDOE throughout the application period.

The demand report does not guarantee that you will be awarded these students once the lottery process is complete.

Notice of Intent

NOI Confirmation

Schools that requested new students in any grades on the Notice of Intent form submitted in October will be sent a jotform link via email to confirm and/or change their requested seats for new students.

- **Responses are due December 7th**
- Schools will NOT be able to change the number seats requested after this confirmation
- Schools will be contacted to discuss any requested seats significantly above current enrollment and/or previous new seat requests

Application Process

Application Process

Applying for a Louisiana Scholarship is a two-step process.

Step 1 is completion of the online application using the LDOE website. ***Under no circumstance, should a scholarship school enter an application for a family using the LEADS portal.***

Step 2 is submission of the income and residency verification to the first choice Scholarship school.

For Orleans Parish residents: Effective December 2022, the Louisiana Scholarship Program no longer accepts applications through NCAP (EnrollNOLA/OneApp).

To apply for the Louisiana Scholarship Program, Orleans parish residents must submit an application using the LDOE website and complete the application process by submitting all required verification to their first choice Scholarship school.

Application Process: Applicant Eligibility

New Student is any student applying to the Scholarship Program for the first time, who did not receive an LSP scholarship for the current 2023-2024 school year.

New students must be:

- A Louisiana resident
- Have a household income that does not exceed 250% of the federal poverty guidelines
- Either entering kindergarten or enrolled in a public school with a C, D, or F grade on both October 1 and February 1 of the current 2023-2024 school year

Homeschool students and students in grades K-12 who currently attend nonpublic schools are not eligible.

Who Needs to Submit an Application?

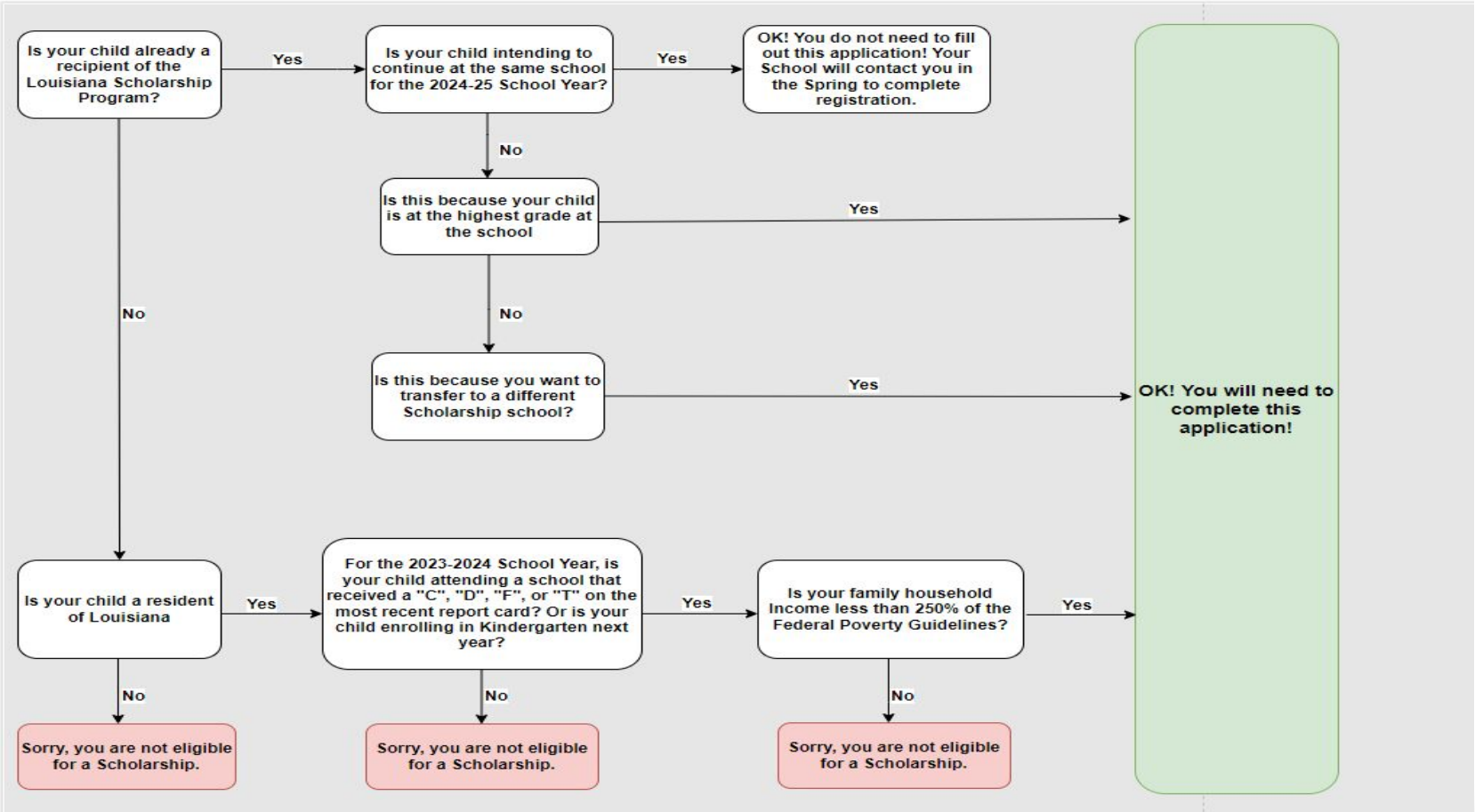
- New students who are applying to the Scholarship Program for the first time
- **Current Scholarship students in the highest grade at their current school**
- Current Scholarship students who would like to transfer to another participating school

***Please Note*: Schools will collect all income and residency verification for new students during the application cycle. This information is kept on file for audit purposes.**

New Student – any student applying to the Scholarship Program for the first time, who did not receive an LSP scholarship for the current 2023-2024 school year.

Different Types of Applications

Applicant Type	Description	Required Action(s) to be Considered for an Award
New Student	Any student applying to the Scholarship program for the first time in grades K-12.	• Complete a required application. • Take eligibility documentation to the first choice school. • Must meet income and residency criteria.
NSECD Student (NSECD students do not receive automatic placement into the Scholarship program)	A rising Pre-K 4 student who is applying to the Scholarship program for kindergarten.	• Complete a required application • Take eligibility documentation to the first choice school. • Must meet income and residency criteria.
"Terminal Grade" Student	Any current Scholarship student who is completing the final grade offered at their current Scholarship school.	• Students in terminal grades must complete a new Scholarship application for the upcoming school year. • **Those students who are in a terminal grade who fail to reapply will lose their Scholarship award**. • Students in terminal grades do not need to provide eligibility documentation to be considered for an award.
Continuing Scholarship Student	Any current Scholarship student who like to continue at the same Scholarship school the upcoming year.	• No application is needed. The student placement will automatically rollover to the current scholarship school for the upcoming year.
Continuing Scholarship Student (switching to a different school)	Any current Scholarship student who would like to transfer to another participating scholarship school for the upcoming year.	• Students must complete a new Scholarship application for the upcoming school year. • Students do not need to provide eligibility documentation to be considered for an award.


Is your child already a recipient of the Louisiana Scholarship Program?
Yes
Is your child intending to continue at the same school for the 2024-25 School Year?
Yes
OK! You do not need to fill out this application! Your School will contact you in the Spring to complete registration.
No
Is this because your child is at the highest grade at the school
Yes
No
Is this because you want to transfer to a different Scholarship school?
Yes
OK! You will need to complete this application!
No
Is your child a resident of Louisiana
Yes
For the 2023-2024 School Year, is your child attending a school that received a "C", "D", "F", or "T" on the most recent report card? Or is your child enrolling in Kindergarten next year?
Yes
Is your family household Income less than 250% of the Federal Poverty Guidelines?
Yes
No
Sorry, you are not eligible for a Scholarship.
No
Sorry, you are not eligible for a Scholarship.
No
Sorry, you are not eligible for a Scholarship.

Application Process: Income Verification

Parents and/or guardians must provide one of the following documents for every member of the household to verify their annual household income is below 250% of the Federal Poverty Guidelines:

If the parent participates in any one of the programs below, the parent can bring evidence that they participate in the program.

- Placement form from DCFS in the case of foster children
- Most recent unemployment compensation statement
- Louisiana Purchase Card (SNAP) Budget Sheet or Benefits Statement
    - **The Louisiana Purchase card is NOT accepted as valid proof that the family is a SNAP participant.**
- Most recent Social Security benefits statement

Application Process: Income Verification

If the parent does not participate in any of the programs previously listed, the parent will need to bring proof of income for every income-earning member of their household.

- 2022 Federal Tax Return, total income*
- Most recent pension statements
- Last 4 consecutive check stubs (for the current year) within 60 days of the date of application.
- Any income verification, benefits statement, or award letter from a government entity or tax-reporting business

***A household may provide their 2022 Federal Tax Return to verify income at the time of application. However if awarded a scholarship, the household MUST provide a 2023 Federal Tax Return at the time of registration in the Spring to confirm eligibility.**

Application Process: Income Verification

1. A household is defined as all immediate family members (parents and minor siblings) that reside in the home. However, it may also include any extended family members and/or guardians that have legal custody or guardianship of the student.

2. Income must be verified for all adults that are members of the household.

3. **A household may provide their 2022 Federal Tax Return to verify income at the time of application. However if awarded a scholarship, the household MUST provide a 2023 Federal Tax Return at the time of registration in the Spring to confirm eligibility.**

4. If a household uses check stubs to verify income, the check stubs must be the last 4 consecutive check stubs (for the current year) within 60 days of the date of application.

2024-2025 LSP Income Limits Guide

2024-2025 Louisiana Scholarship Program Income Limits				
250% OF CURRENT FEDERAL POVERTY GUIDELINES*				
Household Size	**Yearly Income**	**Monthly Income**	**Bi-Weekly Income**	**Weekly Income**
2	$49,300	$4,108	$1,896	$948
3	$62,150	$5,179	$2,390	$1195
4	$75,000	$6,250	$2,884	$1442
5	$87,850	$7,321	$3,378	$1690
6	$100,700	$8,392	$3,873	$1937
7	$113,550	$9,463	$4,367	$2184
8	$126,400	$10,533	$4,861	$2431
Add this amount for each additional family member	$12,850	$1071	$494	$247

*Guidelines are updated annually. 2023 guidelines listed; 2024 guidelines will be available in January.

2024-2025 Louisiana Scholarship Program Income Limits

Application Process: Residency Verification

Families must produce one of the following documents to verify their residency:

- Rental lease agreement or mortgage
- Electricity/Gas Bill
- Telephone Bill (Must be a landline - cellular phone bills will not suffice)
- Cable/Internet Service Bill
- Sewerage/Water Bill
- Current Official Letter from a Government Agency (e.g. DSS, DHH)
- Homestead Exemption Notice
- Property Tax Notice

Application Process: LEADS Verification

Applicants must bring documentation to their first choice scholarship school for school staff to verify eligibility:

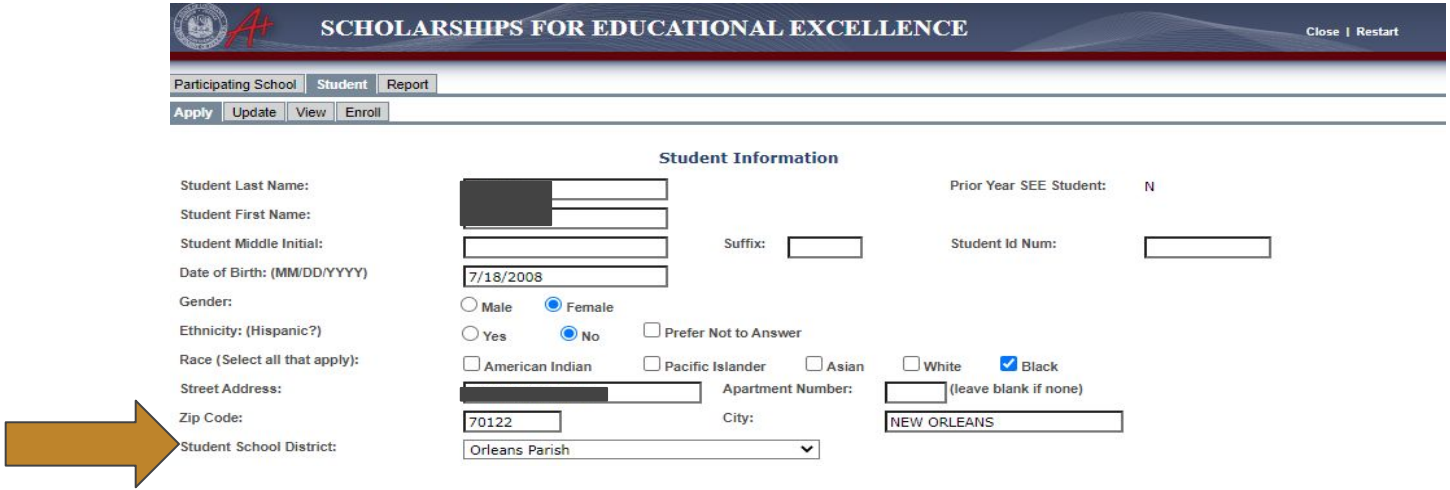
1. Login to LEADS (https://leads5.doe.louisiana.gov/ptl/)
2. Under the ‘Student’ tab, select the ‘Apply’ tab
3. Look up student application by entering the SSN
4. Select ‘Submit’
5. Verify Student Information
6. Verify Parent Information
7. Answer Eligibility Questions (Y/N)
8. Select ‘Submit’

Application Process: LEADS Verification

1. Login to LEADS (https://leads5.doe.louisiana.gov/ptl/)
2. Under the ‘Student’ tab, select the ‘Apply’ tab
3. Look up student application by entering the SSN
4. Select ‘Submit’

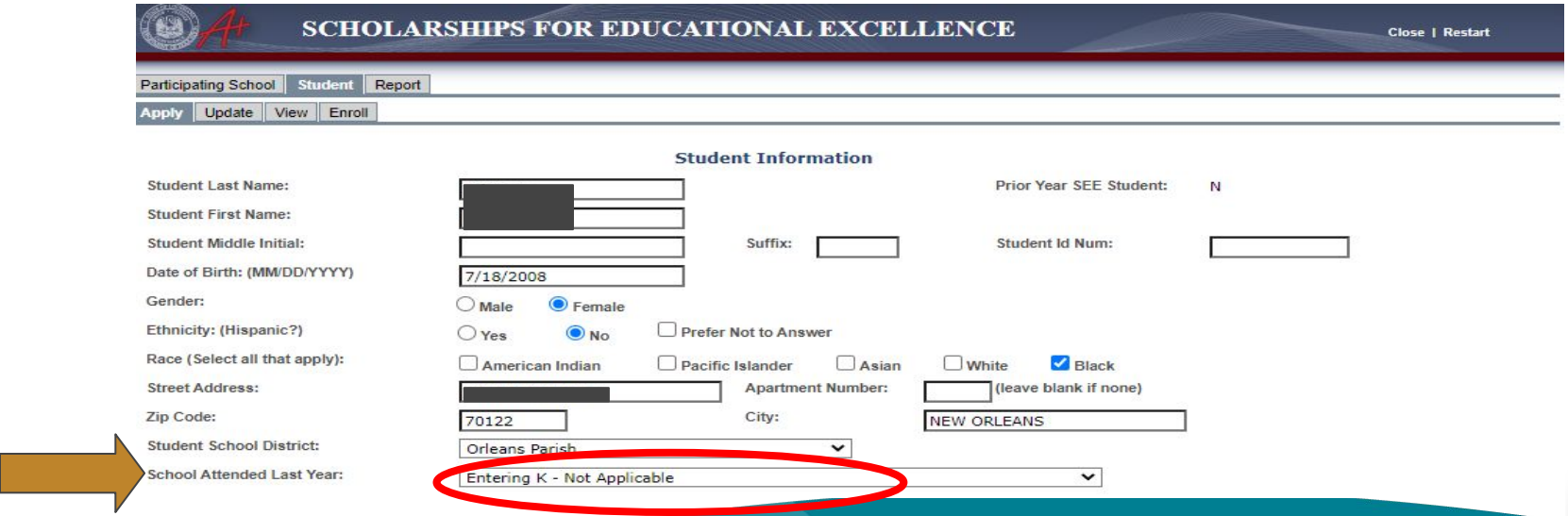
Application Process: LEADS Verification

1. Verify Student Information
   - Please ensure the student's SSN and date of birth are correct
   - Verify the student's physical address (No P. O. Boxes)
   - Select the student's assigned school district



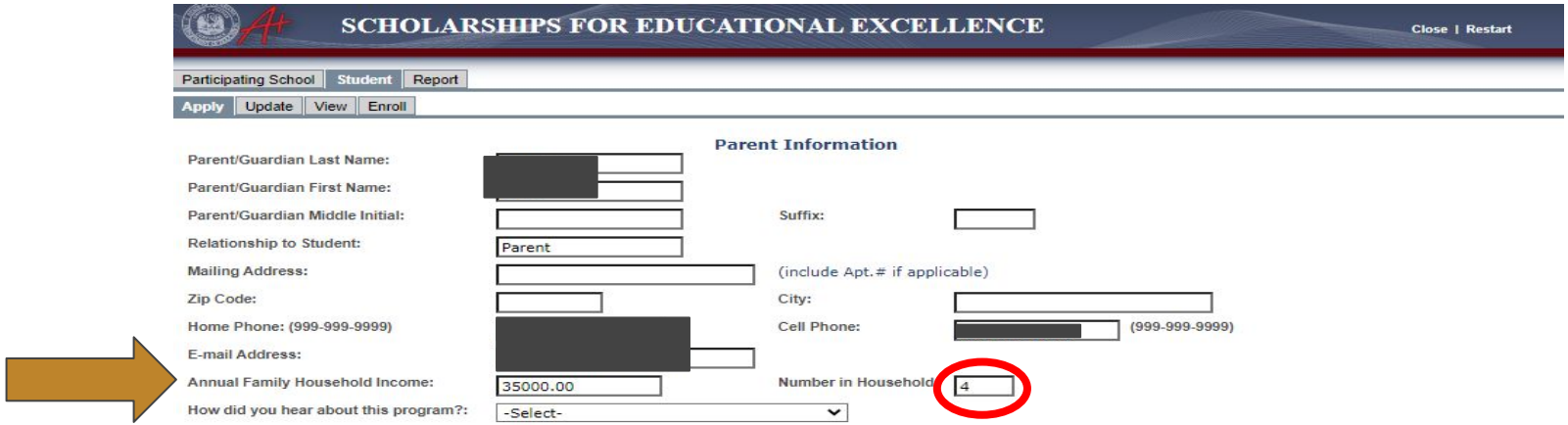
Application Process: LEADS Verification

2. Verify Student Information (Continued)
    - Please select the school that student is attending for the 2023-2024 school year
        - Failure to provide this information results in the application being marked incomplete in lottery



Application Process: LEADS Verification

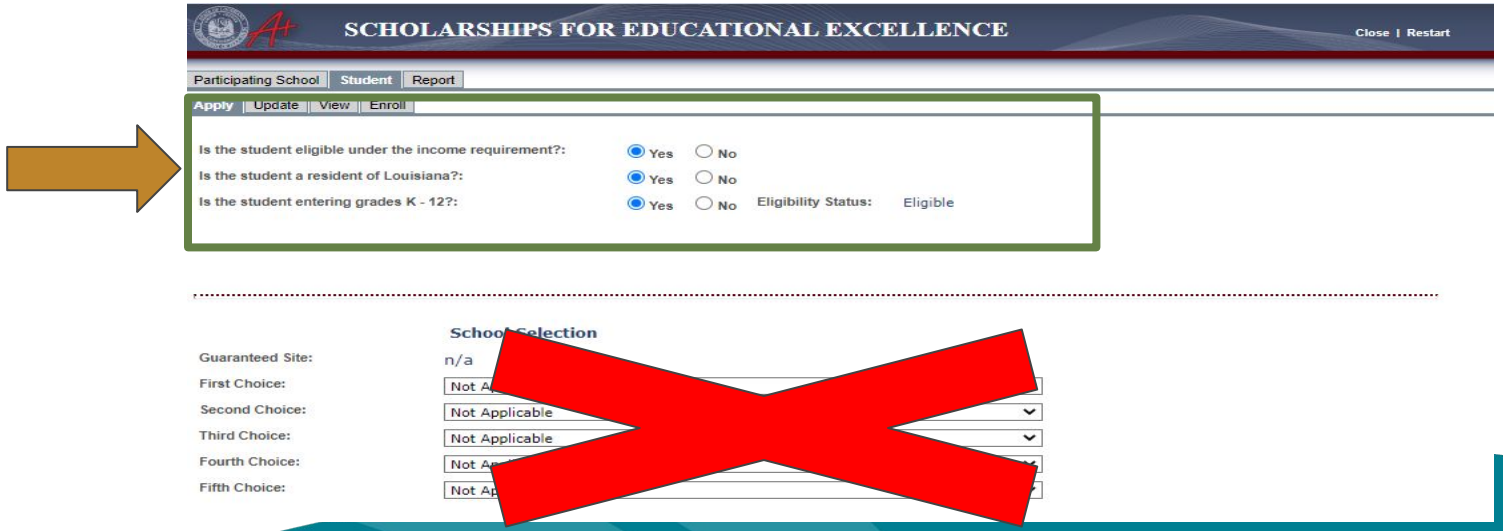
3. Verify Parent Information
    - Make sure the parent's address on the application matches the verification provided
    - If available, please verify the parent's email address and phone number
    - Verify number of household members and income amounts listed on the application



Application Process: LEADS Verification

7. Answer Eligibility Questions (Y/N)
    a. This is where the school determines if the family meets the income requirements based on the income verification provided
    b. Schools must answer all three questions listed
    c. After answering the questions, hit “Submit” to complete the application

***Schools are NOT to select and/or change the school choices on behalf of the family. If the family needs to have this information changed, the family will need to contact the Office of School Choice.**



Application Process: LEADS Verification

- Please emphasize to parents that eligibility must be verified after their application has been submitted.
  - The last day for families to submit eligibility documentation is **January 26, 2024.**
- As families provide their eligibility documentation, schools **MUST** complete the application verification in LEADS.
  - **Please DO NOT WAIT until the deadline date to verify applications in LEADS.**
  - The last day to verify applications in LEADS is January 31, 2024.
  - Applications cannot be updated to show eligibility after the January 31st deadline
- The LDOE will be monitoring applications (incomplete applications, non-verified applications, etc.) on a weekly basis.

Please Note: Being determined eligible for a scholarship, does not guarantee a Scholarship award.

Reach out to the Office of School Choice at studentscholarships@la.gov with any questions.

Scholarship Awards: Match and Lottery

Once an application is submitted and deemed eligible, the application is entered into a lottery. Priority groups and random lottery numbers determine the order of awarding scholarships.

The Louisiana Department of Education will attempt to place as many applicants as possible in their preferred school choice.

- Not all applying students are eligible.
- Demand for some schools and/or grades is greater than availability.
- State funding determines final number of awards made.

Scholarship Awards: Match and Lottery

- The Scholarship lottery process uses the following priorities (listed in order) to make student awards:

1.	Students transferring from a closing Scholarship school.
2a.	Current Nonpublic School Early Childhood Development (NSECD) students, if applicable. This applies to students applying to the same school they attended while enrolled in NSECD.
2b.	Current Scholarship student applicants that are in a terminal grade.
3.	Siblings of current Scholarship students (In order to link students as siblings, all siblings must be listed on each application.) Only applies to children that are applying to a Scholarship school which their sibling already attends on a Scholarship.
4.	Applicants attending a D or F public school or students transferring from a sanctioned Scholarship school.
5.	Applicants attending a C school.
6.	Applicants residing in the same parish as the school, if school chose to offer a geographic preference.
7.	Current Scholarship students who wish to attend a different Scholarship school.

While these students receive priority in the lottery process, a Scholarship award cannot be guaranteed.

Important Reminders

Quarter 2 Enrollment Report

- **Quarterly enrollment is now open through tomorrow, December 5.**
- **It is important that all schools complete their Quarter 2 enrollment by the deadline.**
- **Your enrollment for Quarter 2 will determine which continuing students are included/rolled over during the lottery for the 2024-25 LSP application cycle.**
- Quarterly enrollment determines eligibility for roll over students.

******We will NOT extend the enrollment deadline beyond December 5.**

Frequently Asked Questions

Frequently Asked Questions

- Do current scholarship students transferring to another scholarship school next year need to prove eligibility? **No.**
- Must the applicant be listed on the family household tax return when used as proof of income? **No.**
- What documents can be used to prove income if the family household has no income? **Unemployment statement, social security benefits, and SNAP benefits.**
- Is a W-2 and/or 1099 an acceptable for proof of income? **No, W-2s and 1099s only show individual income. Eligibility must be based on household income.**
- A family missed the application deadline, is there any way for them to submit an application? **No, we cannot accept application after the January 19, 2024 deadline.**
- Can families email eligibility documentation to LDOE? **No, all documentation must be submitted IN PERSON to the first choice Scholarship school.**
- Can you resend the confirmation email? **No, the automated system will not allow LDOE to resend the email.**
- Can families apply using a paper application? **No, paper applications are not available.**

Frequently Asked Questions

- A child is currently in the highest grade offered at their current scholarship school. Will their scholarship just rollover to a new school? **No, all families with terminal grade students must submit an application.**
- Does a family need to complete separate applications for each child, even if they were listed on a sibling's application? **Yes.**
- A parent is applying to add the student's sibling to the Scholarship Program, does the family need to submit income and residency documentation? **Yes.**
- If the family transfers a child to a C, D, or F school now or later in the school year, will they be eligible? **No, students must be enrolled in a C, D, or F grade public school on BOTH October 1 and February 1 of the current school year.**
- The family made a mistake or would like to change some things on my application. Should they submit a new application? **No, contact the Office of School Choice at studentscholarships@la.gov so that we can assist you with next steps.**
- Is the LSP Application receipt available? **No. This form is no longer used since paper applications are not available and families now receive confirmation emails when applying online.**

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Helpful Links

Helpful Links

- Louisiana Scholarship Program webpage
- LSP Family Participation Guide
- 2024-2025 LSP Income Limits
- 2024-2025 LSP Participating Schools (pending BESE Approval)
- Louisiana Scholarship Program Online Application **(active on December 11, 2023)**

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/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 studentscholarships@la.gov.

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.

Questions

Thank You For Joining Today's Call!

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

studentscholarships@la.gov.