



Teacher Leader Summit 2026

Registration Check Submission Request

Overview

Early-bird registration for Teacher Leader Summit (TLS) 2026 opens on **February 9, 2026**. The Louisiana Department of Education (LDOE) understands school systems may prefer to submit TLS 2026 registration payments for large groups by check. To ensure a smooth process, school systems must complete the [Teacher Leader Summit 2026 Registration Check Submission Request form](#) to obtain **pre-approval** for submitting a system-level check. Forms are due by **February 13, 2026**. School systems will be notified of approval by **February 13, 2026**. **Note: School systems should submit only one check.** Payment and attendee lists are due by **March 30, 2026**. All presenters and award nominees will be notified before this date to ensure school systems can finalize attendee lists.

Process

If the school system intends to pay by check, individual attendees **should not** register themselves. Upon receipt of the check, **the LDOE will register all attendees**. School systems approved to send a system-level check must:

1. Provide a physical list of attendees along with payment.
2. Submit payment to the LDOE no later than **March 30, 2026**.
 - a. Send check to:
Louisiana Department of Education
Attention: Appropriation Control
P.O. Box 94064
Baton Rouge, LA 70804

To ensure accurate registration:

3. Use the [Teacher Leader Summit 2026 Registration template form](#) to gather the required information for each attendee. The LDOE will upload this directly to Cvent for attendees.
4. When sharing your Google Form with attendees, mark all fields as required.
5. Verify names and emails for accuracy, as access to registration depends on these fields.
6. Share a digital list of required attendee information from the Google form with ldoeevents@la.gov.
 - a. **Preference: Share as a Google sheet set to "Anyone with the Link" can view.**
 - b. Share an Excel spreadsheet.
7. Attendees will receive a confirmation email from Cvent. School systems may require attendees to provide a copy of the confirmation email.
8. School systems will receive confirmation numbers for attendees through a shared Google sheet.

Registration Transfers

Cancellations are not permitted, and payment is non-refundable. However, registrations can be transferred. Transfers are handled at the attendee level.

- a. Steps for Attendees to Transfer a Registration
 - i. Log in to the registration
 - ii. Select transfer registration
 - iii. Submit the new attendee's name and email.
 - iv. Note: the new attendee will get a confirmation email and a new confirmation number.
- b. Transfers must be completed by **April 12, 2026**.

Terms and Conditions

By submitting payment by check, the school system agrees to the following:

1. Complete and submit the [Teacher Leader Summit 2026 Registration Check Submission Request form](#).
2. Submit a single payment to the LDOE by **March 30, 2026**.
3. Provide a physical list of attendees with payment.
4. Provide a digital list of attendees for LDOE to register with ldoeevents@la.gov.
5. Acknowledge that payment is non-refundable and transfers must be completed by **April 12, 2026**.

Timeline

Action Step	Date
Determine the approximate number of attendees.	November-December
Submit the Teacher Leader Summit 2026 Registration Check Submission Request form	January 9, 2026
Notification of approvals sent	Ongoing through February 13, 2026
Presenters notified; Systems begin finalizing attendee lists.	February 13, 2026
Early-bird registration opens.	February 16, 2026
Notifications sent for Semi-finalists for Teacher of the Year, Principal of the Year, New Teacher of the Year, and Early Childhood	March 17, 2026
Systems finalize attendee lists, send payment, physical and digital lists to LDOE.	March 30, 2026
LDOE registers attendees in Cvent.	March 30-April 12, 2026
Deadline for all registration transfers.	April 12, 2026