

Dana Dauzat

From: Dana Dauzat
Sent: Wednesday, February 03, 2016 12:17 PM
To: Dana Dauzat
Subject: Important News for School Districts

From: John White [mailto:ladepteduc@la.gov]
Sent: Tuesday, January 26, 2016 7:22 PM
To: Dana Dauzat
Subject: Important News for School Districts

LDOE Weekly Newsletter



January 26, 2016

Superintendent's Message

Dear Colleagues,

As our transition to higher expectations proceeds, we again turn the corner of the new year and look toward next fall, reflecting on past results and laying the groundwork for further successes. Our transition so far is [achieving progress](#), but much more remains to be done.

This period comes on the heels of a thorough information release process. Over the course of the fall, the state released detailed information as to [student](#) and [school performance](#). More recently, the Department made available reports to [superintendents](#) and to [principals](#) that include comprehensive information regarding student achievement, and soon the Department will release Compass and educator workforce reports that indicate the expectations principals have for classroom teaching and important decisions on the horizon.

Using all of this information, superintendents, principals, and other administrators can establish plans for next year. Next week the state will release its annual [District Planning Guide](#), laying out critical decisions for 2016-2017.

In Early Childhood, the Guide will focus on academic tools, including curricula, formative assessments, and training, to help children develop critical thinking, reasoning and verbal skills.

For classrooms at all grade levels, the Guide will call on administrators to empower principals to set goals and develop teachers, assisted by assessments that inform practice throughout the year.

Finally, the Guide will focus high schools on ensuring a dialogue with every student regarding their futures, the pathway they seek, and the means of funding that pathway after high school.

The decisions entailed in these elements of the Guide will be discussed at January and March collaborative events, held across the state. As the summer nears, we will all turn toward communicating decisions to teachers and communities. Most important, our progress will continue if we continue to look ahead, be proactive, and continue laying the groundwork for improvement in the years ahead.

As always, thank you for all you do for our children,

John

John White
Louisiana Department of Education
Twitter @LouisianaSupe

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CLICK HERE TO VIEW
THE MOST CURRENT
LEA CALENDAR EVENTS

To view the current District Support Calendar, please click [here](#).

District Support

Reminder: Download Materials for the January Collaboration Events

This week, January [Supervisor](#) and [Teacher Leader](#) Collaboration events will take place in the following locations:

- Natchitoches (1/27)
- Lafayette (1/28)

Materials for the January Supervisor and Teacher Leader Collaborations are now available. **Participants should download session materials for the event(s) they are attending in advance, as printed copies will not be available.**

- [Supervisor Session Materials](#)
- [Teacher Leader Session Materials](#)

Please email louisianateacherleaders@la.gov with questions.

Principal Profiles and Updated Goal Setting Templates Released

Attention: Accountability Contacts, Principal Evaluators, and Principals

The Department provides reports to [support principals](#) as they set goals and focus on improving instruction.

Principal Profiles: Formerly known as Principal Report Cards, the profiles provide LEAs with an in-depth look at student achievement and include a component-by-component breakdown of school and district performance and subgroup data for current and prior years. The profiles have been released, via the FTP as individual PDF files within a folder labeled "LEA Code_LEAName_14-15 Principal Report Card." This data is for internal purposes only and will be used by network teams to facilitate conversations with districts on planning for 2016-2017.

Principal Goal Setting Templates: Principal goal setting templates have been updated to include spring 2015 assessment data. These templates are to be used to support mid-year conversations between principals and district leaders to determine if the goals set at the beginning of the year effectively reflect the schools' greatest needs. Templates are available for each school configuration (K-8, K-12, and high school) and letter grade. The 2015-2016 templates will be posted [here](#) by Friday, January 29.

Please email compass@la.gov with any questions or concerns.

2015-16 OSEP Outcome Reporting for children ages 3-5 with IEPs

The Office of Special Education Programs (OSEP) has set guidelines requiring states, districts, and schools to report the progress of preschool children ages 3-5 who receive Special Education services. Louisiana uses the Assessment, Evaluation, and Programming System for Infants and Children, Second Edition (AEPSi) to measure that progress.

AEPSi Coordinators (Special Education Supervisors, Early Childhood Coordinators) should review their AEPSi accounts and delete records of children who:

- Exited their programs during 2014-15 or in prior years
- Reached six years of age before 7/01/2015 or in the summer months before the school year started.

This action will ensure that the state does not pay for records of children no longer receiving Part B 619 Special Education services. Please **do not** archive any children.

If you have questions about AEPSi and the reporting process, contact Patsy Palmer at Patsy.Palmer@la.gov.

Register for February/March MDC Trainings

The Math Design Collaborative (MDC) provides trainings for middle and high school math teachers. Sessions are led by Louisiana educators and focus on integrating high quality tasks into the curriculum, fostering rich math conversations among students, and analyzing student work.

[Register](#) for sessions in Bossier on February 24 and Lafayette on March 10 (new date). Contact LouisianaTeacherLeaders@la.gov with questions or to find out more information. Registration is free for all participants.

Assessment Preparation

Weekly Assessment and Technology Readiness Update

Across the state, educators are preparing for the administration of the spring 2016 assessments. This section will provide LEAs with a weekly update on all information related to assessment preparation.

ASSESSMENT ADMINISTRATION PREPARATION

- **Assessment and Accountability Monthly Call and Webinar**

The February Assessment and Accountability Monthly Call and Webinar is scheduled for **Tuesday, February 2, 2016 at 9:00 a.m.**

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: **District Test Coordinator Monthly Meetings**
- Click [here](#) to join the meeting or go to <https://louisianaschools.adobeconnect.com/dtc/>
- Enter the meeting room as a guest and provide your name.
- Audio access via phone bridge: **(800) 832-0736** / room number: **3423602**

- Select the "listen only mode" if joining the meeting via computer or smartphone.

TECHNOLOGY READINESS

- **Preparation for Online Practice Tests:** The online practice tests will be available in the INSIGHT assessment platform by the second week of February. In order for students to be able to access these tests, LEAs will need to upload student rosters into the [Practice eDIRECT](#) portal prior to the assessment. Directions for upload can be found within the user guide.
- **Testing Site Manager (TSM):** In mid-January, districts received access to the Testing Site Manager in the [Practice eDIRECTportal](#). District Technology and Test Coordinators should use reports available in TSM to help inform decisions as to whether or not their schools are ready for online tests. These reports will also be used to support districts in technology readiness and plan for site-based support visits.
- **Online vs Paper Assessment Survey:** This spring, students in grades 3 to 8 may test online. This [survey](#) allows districts to indicate whether they will administer tests to grades 3 through 8 online or on paper. It will also allow districts to sign up to participate in the social studies field test. District responses are due **by late February**. *Note: LEAs will determine testing formats, and may chose options by entire LEA, schools, or grade levels.

RESOURCES AND SUPPORT

- **Practice Tests:** The grades 3-8 math and grade 6 and 8 ELA paper-based practice tests are now available on the [Practice Tests](#) page. Grades 3-5 and 7 ELA paper-based tests will be available by Friday, January 29. Online practice tests will be released by the second week of February in the INSIGHT testing platform.

Assessment and Accountability

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Please contact assessment@la.gov with any questions.

Accessing Assessment History

In prior years, LEAs had the ability to download and search student test history via LEAPWeb. Beginning in early February, this functionality will shift to LEADS and LEAs will have the ability to download and search assessment history through the portal. Both extracts and reports will be available for LEAP, iLEAP, EOC*, PARCC, LAA1, LAA2, and ELDA assessments. Full details will be provided in the February DTC and Data Coordinator Webinars.

* EOC will also be available via the EOC reporting system through July 2016.

Please contact assessment@la.gov with any questions.

Assessment Irregularity Reports

Attention District Test Coordinators

The Test Irregularity Summary Report was designed to provide district leaders with the data and information necessary to improve test security practices. The components in the report include information on voided tests, administrative error retests and reopened EOC sessions for 2014-2015. The reports will be released by Friday, January 29, via the FTP as individual PDF files within a folder labeled "LEA Code_LEAName_2014-2015 Test Irregularity Report."

Please email assessment@la.gov with any questions or concerns.

End-of-Course (EOC) December Post-Window Reports Available

EOC reports for the December administration have been released in the post-window testing environment at <https://www.louisianaec.org>. These reports include the Student Report, Student Item Analysis Report, Class Report, School Report, and School/District CSV files.

If you have any questions, please contact assessment@la.gov.

Data Certification for Annual Measurement Achievement Objectives (AMAO) 1 & 2 Reporting

Attention Title III coordinator and accountability coordinators.

The Department has distributed the student rosters to each participating LEA who received Title III funds in 2014-2015 through **Data Management FTP on Friday, January 22**. LEAs should submit corrections to student identification information and test scores, including all required documentation by **Tuesday, February 12, 2016 through the FTP** subfolder "AMAO".

Please email assessment@la.gov with any questions about the data certification process.

High School Opportunities

Student FAFSA Completion Data

The Louisiana Office of Student and Financial Assistance (LOSFA) has an agreement with the U.S. Department of Education that now allows LOSFA to communicate FAFSA completion rates with each Local Educational Agency (LEAs) in the state as well as with certain college access service providers, provided that those LEAs and service providers enter an agreement with LOSFA. LOSFA is partnering with the state's school boards and college access providers to ensure that all high school seniors have an opportunity to complete the FAFSA. If you would like to participate in this project, please contact LOSFA at custserv@osfa.la.gov with the subject line "FAFSA Completion Project".

2016 Jump Start Convention Survey

Thank you to all participants that attended the 2016 Jump Start Convention.

To ensure that future Jump Start events are beneficial and meet the needs of all stakeholders, we need your feedback and suggestions. Please take a few minutes to complete a brief **2016 Jump Start Convention Survey**. The link is

<https://www.surveymonkey.com/r/SKC7Q7R>.

You may also visit the **All Things Jump Start** web portal at <http://www.louisianabelieves.com/courses/all-things-jump-start/learn-about-jump-start> to access Conference presentations and other Jump Start resources.

2016 Advanced Placement® / International Baccalaureate® Fee Reimbursement Program

To encourage and enrich growth of AP and IB Programs statewide, the Louisiana Department of Education is now accepting applications for 2016 AP and IB exam fee reimbursement and AP summer institute fee reimbursement. Funds are limited and will be available until they are completely allocated.

- Click [here](#) to apply for 2016 AP Exam Fee Reimbursement
- Click [here](#) to apply for 2016 AP Summer Institute Fee Reimbursement
- Click [here](#) to apply for 2016 IB Exam Fee Reimbursement

Applications will be accepted through **Friday, February 26, 2016**.

A webinar providing information on the 2016 AP®/IB® fee reimbursement program will be provided. Participants are encouraged to participate in one of the webinars scheduled for:

- Tuesday, February 2 from 1:00 - 2:00 p.m.
- Tuesday, February 16 from 1:00 - 2:00 p.m.

Webinar Login Information (*no pre-registration required)

- Meeting Name: 2016 AP®/IB® Fee Reimbursement Program
- To join the meeting go to https://louisianaschools.adobeconnect.com/ap_ibfeereimbursementprogram/
- Enter meeting room as a guest and provide your name
- Audio access: (800)832-0736 / room number: 2834406

For additional information, please contact CollegeReadiness@la.gov.

Course Choice/SCA Spring 2016 Reallocation Process Update

Registration for spring 2016 Course Choice Supplemental Course Allocation (SCA) funded coursework is now closed. The reallocation process has been extended until mid-February. This will give LEAs the needed time to reconcile post-secondary dual enrollment coursework. The Department will reach out to LEAs individually starting in early February to provide a funding reconciliation. Questions regarding the process should be sent to SCA@la.gov.

Third Quarter Professional School Counselor Collaborative

In order to support Professional School Counselors with the [Individual Graduation Planning \(IGP\)](#) process for students this spring the Department is increasing the amount of hands-on support provided to professional middle and high school counselors. The Department [Network Teams](#) are starting 3rd Quarter counselor collaborative sessions to provide counselors with the tools and information needed to ensure appropriate courses, and pathway selections for all students. Specific dates can be found in the [2015-2016 District Support Calendar](#).

Please email JumpStart@la.gov with questions.

LYAC Membership Application

The Louisiana Legislative Youth Advisory Council (LYAC) is now accepting applications for membership from high school

students who have an interest in representing the voices of other young people around the state. LYAC is a yearly-appointed body composed entirely of students that addresses issues affecting the youth of Louisiana.

Members of the council are selected from a wide pool of applicants from across the state who display a strong interest in civic involvement. Two student members are selected from each of the congressional districts and additional at-large youth members are appointed who may represent a school-sponsored or community service club or organization which has a civic mission. Members must be 14 to 19 years of age and enrolled in a public or private high school, a home school, or participating in a GED skills program during the **2016-2017 school year**.

The deadline for applications is **March 25, 2016**. Applicants may complete the PDF application at <http://civiced.louisiana.gov>.

Data

Monthly Data Coordinator Webinar

The Department will hold its monthly webinar for LEA managers of SPS, SPC, CUR, SIS, PEP, STS, SER, and AFR on **Thursday, February 4 at 2:00 p.m.** Topics will include upcoming deadlines, updates, enhancements, and best practices.

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: **System Data Coordinator Webinar**
- Click [here](#) or go to <https://louisianaschools.adobeconnect.com/dcw/>
- Enter meeting room as a guest and provide your name
- *Select Listen only mode.*

The presentation will be posted on the INSIGHT Coordinator's Portal under [Monthly DC Webinars](#) by Wednesday, February 3.

Files Available via FTP

Principal Profile Reports: Principal Profile Reports will be released **today Tuesday, January 26**. The file has been placed in LEA's Data Management FTP as a zipped subfolder named "LEA Code_LEAName_14-15 Principal Report Cards" and will expire on February 29. Please provide this file to your accountability contacts and principals.

Test Irregularity Summary Report: Test Irregularity Summary Reports for **select** LEAs will be released on **Friday, January 29**. The file will be placed in LEA's Data Management FTP as a single PDF file named "LEA Code_LEAName_2014-2015 Test Irregularity Report" and will expire on February 29. Please provide this file to your district's test coordinator.

Quarterly Home Study Reports: The Quarterly Home Study Reports for January 2016 will be provided via FTP during the week of February 1 and will remain on the FTP until March 4. A zipped file named, "LEACode_LEA_Jan2016QuarterlyHomeStudy," will be available on the Data Management FTP site (with usernames ending in @datamgmt).

Within the zipped file, there will be the following:

- Cover Letter
- Enrollment numbers of SBESE-Approved Home Study students
- List of students from your LEA enrolled in Home Study program
- Each student's home study approval notification letter

Please supply this information to your Superintendent and Child Welfare/Attendance Office. Please email ldedata@la.gov with questions regarding the FTP.

Finance

MFP Supplementary Funding (HB1 Appropriation for Pay Raise Continuation)

The final installment of the funds in HB1 in FY2015-16 for the continuation of teacher pay raises has been funded. The \$3,912,699 will be allocated on a pro rata basis and will be distributed as a lump sum payment in January. The final January payment amounts are provided [here](#) on the Department's website.

If you have any questions or need additional information, you may contact Melanie Ruiz at melanie.ruiz@la.gov.

Student Programs

Guide to Professional Standards for School Nutrition Programs

The United States Department of Agriculture (USDA) has released a Guide to Professional Standards for School Nutrition Programs. This guide is intended to help State Agencies, school food authorities, and school nutrition professionals understand and apply the March 2015 professional standards. For more information, click [here](#).

Disclosure Requirements for the USDA Child Nutrition Programs

Statutory and regulatory requirements limit the release of student eligibility information without the written consent of the child's parent or guardian. Section 9(b)(6) of the NSLA (42 U.S.C. 1758(b)(6)) outlines the restrictions on the disclosure and use of information obtained from an application for free and reduced price meals, as well as the criminal penalties for improper release of information. For more information regarding disclosure requirements for the USDA Child Nutrition Programs, click [here](#).

Homeless Education LEA Forms Update

Every LEA must have a Homeless Liaison who is aware of homeless education regulations and policies. Each Homeless Liaison is responsible for ensuring that every homeless child or youth has the appropriate enrollment documentation. [The Student Residency Questionnaires](#) are available in English as well as six of Louisiana's most common languages. The [LEA Title X Referral Form](#) is an internal form for LEA staff to refer homeless students to the appropriate schools and services. Both forms have been edited to allow LEAs to put the LEA letterhead on each form.

Louisiana School Health Education Survey - February

For more than 23 years, the Louisiana Department of Education has maintained a cooperative agreement with the Centers for Disease Control and Prevention (CDC). This partnership between CDC and the Department was formed to foster coordinated school health policies and programs for our youth. As part of our cooperative agreement activities, we will be conducting surveys of principals and lead health education teachers in the state to assess the status of school health policies and practices at the middle school and high school levels. Although participation is voluntary, we urge principals and lead health education teachers to complete the surveys. Without an accurate view of the extent of our current school health policies and program activities, we cannot plan and allocate program resources adequately.

369 Louisiana schools, with any of grades 6 through 12, were chosen through a random selection process to participate in the School Health Profiles Survey. Principals of the schools selected to participate will be notified of the selection by email.

If you have questions, please contact Lillie.Burns@la.gov or Michael.Comeaux@la.gov.

Other

Instruction on Safe Haven Law

-
_We have been asked to remind local school systems of the requirements of R.S. 17:81(R) and R.S. 17:3996(B)(22), which require all public secondary schools to provide instruction relative to the state's safe haven relinquishments law, found in the Children's Code Articles 1149 through 1160. This law provides a mechanism whereby any parent may relinquish the care of an infant who is not more than thirty days old to the state in safety and anonymity and without fear of prosecution.

Age and grade appropriate classroom instruction should be provided to high school students, including but not limited to the following information:

- An explanation that relinquishment of an infant means to give over possession or control of the infant to other specified persons as provided by law with the settled intent to forego all parental responsibilities;
- The process to be followed by a parent in making a relinquishment;
- The general locations where an infant may be left in the care of certain others;
- The toll-free number established by the Department of Children and Family Services to direct individuals to designated emergency care facilities;
- The available options if a parent is unable to travel to a designated emergency care facility; and
- The process by which a relinquishing parent may reclaim parental rights to the infant and the timelines established for taking this action.

Please ensure that your schools are taking the appropriate steps to provide this required information to students.

Education in the News

[Students say new career classes making a difference](#)

[2nd annual Jump Start Convention draws 1,200 educators and industry leaders](#)

[Career education has given students hope](#)

LDOE Contacts

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