

## Dana Dauzat

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**From:** Dana Dauzat  
**Sent:** Thursday, February 25, 2016 11:54 AM  
**To:** Dana Dauzat  
**Subject:** Important News for School Districts

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**From:** John White [mailto:ladepteduc@la.gov]  
**Sent:** Tuesday, February 16, 2016 6:06 PM  
**To:** Dana Dauzat  
**Subject:** Important News for School Districts

# LDOE Weekly Newsletter



February 16, 2016

## Superintendent's Message

Dear Colleagues,

Over the course of this week, we will have several occasions to talk about pressing, statewide issues. I hope you'll be able to participate in as much of the discussion as possible.

Tomorrow's monthly superintendents' call will focus largely on the state's budget and its impact on schools, educators, families, and the Department of Education. On the call, I will review both midyear cuts made by the Governor and Legislature and the projected 2017 budget for public schools and education services generally.

The Superintendents Advisory Council, to start at 10:00 a.m. on Thursday, will focus on issues pending before BESE, most notably the proposed 2017 MFP formula and the recently developed Louisiana Student Standards in English and mathematics. Both items, as you know, are set to be considered at the March 3 and 4 BESE meetings. At the Advisory Council, we will thus review the substance of what BESE will consider as well as the legislative and support processes that will follow the BESE vote.

Half an hour after the Advisory Council concludes, we will conduct an all-superintendent meeting that will focus on long-term

issues not being considered at BESE but critical for discussion. First we will discuss testing in 2017 and beyond, including plans to reduce testing and issues that relate to tests, such as calendars, promotion, evaluation, and technology. We will also discuss long-term accountability issues, including the best way to measure and incorporate student progress, accurate representation for schools that do not have tested grades, and elements of the Every Student Succeeds Act (ESSA). These will all be preliminary discussions of matters that for the most part will not be resolved immediately, but I am looking forward to discussing each with you and establishing a path forward.

I also appreciate your willingness to dedicate so much time to statewide issues this week. We make better decisions, after all, when we talk early and often.

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

### Superintendent's Conference Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on **Wednesday, February 17, at 10:30 a.m.** You may begin dialing into the call 15 minutes in advance.

To join the Superintendents' Conference Call on February 17, please see the webinar information below:

#### **Webinar Login Information** (\*No pre-registration required)

- Click here to join the meeting or go to <https://louisianaschools.adobeconnect.com/suptscall/>
- Dial into the Phone Bridge: **(866) 814-1921**
- When prompted, please give the Meeting ID # **1668532**
- You will need to identify yourself in order to be placed into the meeting

### Monthly District Planning Call

This district planning call for February is scheduled for **February 17, from 1:00p.m. - 2:00p.m.** Click [here](#) to view the presentation.

The following district supervisors should be in attendance:

- Curriculum and Instruction
- Data Systems
- Assessment and Accountability
- Early Childhood
- High School
- Principal and Teacher Leader

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

- Meeting Name: **February District Planning Call**
- Click here to join the meeting or go to <https://louisianaschools.adobeconnect.com/dpc/>
- Enter meeting room as a guest and provide your name
- Call-In Information: **(800) 832-0736**; meeting room **#3423625**

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

## **2016-2017 District Planning Guide**

The [2016-2017 District Planning Guide](#) is now available and serves as the primary planning tool for LEAs in making academic and programmatic decisions for the upcoming school year. Districts should use the guide in conversations with their Network Team to reflect on the data from this past school year and implement necessary changes to ensure that they meet both educators' and students' goals in 2016-2017.

To support this process, the guide provides key planning decisions, available resources, and available funds for the following focus areas for the 2016-2017 academic year:

- Developing high-quality instruction in every classroom
- Preparing children for kindergarten
- Creating a path to prosperity for every student

Please contact [districtsupport@la.gov](mailto:districtsupport@la.gov) or your Network Leader with questions.

## **Assessment and Accountability**

### **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 were 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](mailto:assessment@la.gov) with any questions.

## **Assessment Preparation**

### **Assessment Administration 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.

#### **TEST ADMINISTRATION:**

- **LEAP Assessments:** From February 1 to April 1, districts should:
  - conduct [practice test](#) sessions
  - review [Tech Device Requirements](#) to ensure requirements are met for all testing devices
  - complete tech readiness activities including installing the Testing Site Manager (TSM)
  - deliver [test security and administration training](#) to test administrators or school personnel for applicable assessments
- **DIBELS Assessment:** The deadline for entering DIBELS Winter 2016 data into DIBELS Data System is **February 19, 2016**.

- **NEW ACT Assessment:**
  - **February 22-25, 2016:** District receives secure shipment(s) for initial ACT testing. *Note: Schools on break will receive their shipment during the prior week.*

#### TECHNOLOGY READINESS:

This spring, students in grades 3 through 8 may test online. The following tools and resources have been released to support LEAs in preparing for online assessments.

- **NEW Online Practice Test and Online Tools Training (OTT):** Both of these tools are currently available within INSIGHT and provide teachers and students the opportunity to become familiar with the INSIGHT testing portal and the online testing tools prior to engaging in the operational assessments. The [Guide to Administering and Scoring the Online Practice Tests](#) provides additional guidance for schools and districts as they prepare for and administer the online practice tests.

The Department will also host a webinar on **Tuesday, February 16 at 3:30 p.m.** on administering the online practice tests at the link below. This webinar is a repeat of the one hosted on February 4.

- Click here to join the meeting: <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.
- **Testing Site Manager (TSM):** Districts should begin installing the Testing Site Manager (TSM) servers and performing an initial test of their devices and networks with the tools provided in the online [Practice eDirect](#) site.
  - **Online vs. Paper Assessment Survey:** Districts must indicate whether they will administer tests to grades 3 through 8 online or on paper through a survey within the Assessment Reporting System in [LDOE INSIGHT](#). It will also allow districts to sign up to participate in the social studies field test. **District responses are due by February 24, 2016.**\*

\***Note:** LEAs will determine testing formats and may chose options by entire LEA, schools, or grade levels.

#### ADDITIONAL TOOLS & RESOURCES:

- **Paper-Based Practice Tests:** Paper-based practice tests for grades 3-8 math and ELA are now available on the [Practice Tests](#) page.
- **Accessibility and Accommodation Manual:** The [Grades 3-8 Accessibility and Accommodation Manual](#) is currently available within eDIRECT and offers guidance to LEAs in ensuring that assessments provide valid results for all participating students. It also offers test administration guidance for before, during, and after testing.
- **Office Hours:** The Louisiana Department of Education hosts weekly office hours every Thursday from 11 a.m. to 12 p.m. to answer any questions that teachers, supervisors, test coordinators, and test administrators may have regarding statewide assessments.
  - 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.
  - Select the "listen only mode" if joining the meeting via computer or smartphone, or access audio via phone bridge: (800) 832-0736 / room number: 3423602

Please contact [assessment@la.gov](mailto:assessment@la.gov) with any questions.

## High School Opportunities

### 2016 High School Diploma Orders

## **Attention District Superintendents, Diploma and Transcript Coordinator, Principals and Counselors.**

Please use the [Diploma Order Form](#) to submit an order for 2016 graduates and reissued high school diplomas. We suggest you order enough to cover midterm and summer graduates, and printing errors. Thus, we recommend at least a 10% overage. The LDE will cover the costs for the initial order and distribution. Districts will be billed directly by State Printing for orders made after the **March 11 deadline** and throughout the school year.

Beginning with 2016 graduates, submission of the "*Documentation For A Certificate of Achievement*" form is not required due to Louisiana's student privacy law (R.S. 17:3914) that provides for limitations and prohibitions on the collection and sharing of student information. LEAs will continue ensuring that students exiting with a Certification of Achievement are indicated in the Special Education Reporting (SER) System and Student Information System (SIS).

Only one order form should be submitted for each public school district. Lab schools, Type 2 Charter schools, special schools and nonpublic schools that administer the state's assessments should also submit an order form.

Please email completed order forms (**by March 11**) and questions to [zoa.bain@la.gov](mailto:zoa.bain@la.gov).

## **Jobs for America's Graduates-Louisiana (JAG-LA) Conference**

The Office of Student Opportunities will host the Jobs for America's Graduates-Louisiana (JAG-LA) Virtual Career Development Conference and the Student Development Conference. Participants will include high school and middle school JAG-LA students and JAG-LA Out-of-School Youth.

This year's theme is "JAG-LA: Many Hands, Many Minds, One Goal." Students will participate in virtual competitions categories relating to this theme, which include writing, public speaking, photo contest, community service Power Points, and numerous others. The competitions provide opportunity for JAG-LA students to demonstrate talents and skills learned through the competencies taught by dedicated JAG Specialists.

Entries from the participants of both conferences must be submitted electronically by **Friday, March 11, 2016**. JAG-LA sites will be notified of winners via Webinar on Wednesday, April 20, 2016. Conference manuals have been forwarded to JAG-LA Specialists identifying the competitions and protocol for submittals.

For questions or additional information, contact Dianna Keller at [dianna.keller@la.gov](mailto:dianna.keller@la.gov).

## **2016 Jump Start Super Summer Institute**

### **SAVE THE DATE!**

The Department will co-host the 2016 Jump Start Super Summer Institute (SSI) **July 18-22, 2016 at South Louisiana Community College in Lafayette**. SSI will provide teacher certification training for [Jump Start Statewide Industry Based Certifications](#). Registration will open in mid-March and will be published in the LDE newsletter and placed on the *All Things Jump Start* webpage.

The Department will pay training costs as well as provide lunch for secondary instructors attending SSI. Districts are responsible for all travel expenses and a nominal registration fee (\$150.00/instructor) for which districts may use their Career Development Funds (CDF) or 2015-2016 Carl Perkins Funds.

Please direct all questions about Super Summer Institute to [JumpStart@la.gov](mailto:JumpStart@la.gov).

## **Data**

### **New FTP Index**

The Department created the [FTP Index](#) to help LEAs track files posted to the LEAs' Data Management FTP site (with

usernames ending in @datamgmt). This index lists all files that are currently posted on the Data Management FTP, including the following information for each file:

- "modified date" for sorting
- date the file was placed onto the FTP
- exact filename
- expiration date of the file
- title of LEA staff who the file should be provided to
- information on whether the file was a statewide or selected LEA file drop

Please email [ldedata@la.gov](mailto:ldedata@la.gov) with questions regarding the FTP.

## **Upcoming Data Submission Deadlines**

**Attention all data coordinators.**

The February MFP Data Collection is open through **Friday, February 19**. LEAs should submit 2015-2016 student data as of February 1, 2016, via the Student Information (SIS) and Special Education Reporting (SER) systems. The data collected are used for:

- MFP funding;
- enrollment, discipline, and attendance verification;
- and economically disadvantaged calculations.

For more information, contact [SystemSupport@la.gov](mailto:SystemSupport@la.gov).

## **Grants Management**

### **Perkins Allocations**

**Attention federal program directors and business managers.**

The [2015-2016 final allocation supplement](#) and 2014-2015 reallocation available under the Carl D. Perkins Career and Technical Education Act have been updated in eGMS. The amount available for budgeting may be accessed by creating an amendment in the 2015-2016 Carl Perkins Application in eGMS.

Updated GANs are not yet available in eGMS. We will send out a notification with instructions when the GANs are available for download.

Should you have questions regarding this information, please contact Sheila Guidry at [Sheila.Guidry@la.gov](mailto:Sheila.Guidry@la.gov).

## **Special Education**

### **Special Education Processes and Procedural Safeguards Handbook Update**

The [Louisiana Special Education Processes and Procedural Safeguards Handbook](#) has been updated as of February 2016 to reflect the recent changes to the BESE Board. The only change to this document is the removal of the 2013 BESE Membership list. Districts may continue to use the translated versions of the 2013 document until further notified.

## Talent

### **Pre-recorded Practitioner Licensure Technical Assistance Webinar**

**Please share this information with all Human Resource/Personnel Directors and staff.**

The Talent Office has created a series of **recorded webinars** to provide support and certification technical assistance to district Human Resource/Personnel Directors and their staff.

Three separate webinars providing an overview of the Practitioner License 1, 2 and 3 certification policies and the application process are now available for viewing in the Talent Office iTunes Folder on the Department's website.

**Instructions for Accessing the Webinar: *(This is not a live webinar and can be accessed at your convenience.)***

- If iTunes is not installed, go to [itunes.apple.com](https://itunes.apple.com) and follow the instructions for downloading and installing the software.
- Click on this link: <https://itunes.apple.com/us/itunes-u/talent/id945182458?mt=10>
- Click on View in iTunes next to the recording name
- Click on the recording name when iTunes comes up
- The recording will begin playing

Contact [Barbara.burke@la.gov](mailto:Barbara.burke@la.gov) with questions.

## Education Technology

### **E-Rate Training**

Across the state, LEAs are preparing to file their 2016-17 E-Rate applications. This section will provide LEAs with a weekly update on all information related to their E-Rate application preparation. All LEAs weather they have a consultant or not assisting them with filing should attend.

#### **FEBRUARY FACE-TO-FACE TRAININGS:**

##### **Topics will cover:**

- District Discount Validation - State Validated File
- New EPIC filing Portal
- Changes and updates in the program for FY 16-17

##### **Locations:**

- **BATON ROUGE**
  - February 23, 8:30 a.m. - 12:00 p.m.
  - Claiborne Building, 1201 N. Third Street, Baton Rouge, LA 70802
  - Thomas Jefferson Room
- **FARMERVILLE (UNION PARISH)**
  - February 25, 8:30 a.m. - 12:00 p.m.
  - Union Parish Central Office, 1206 Marion Hwy, Farmerville, LA 71241

Please contact [edtech@la.gov](mailto:edtech@la.gov) with any questions.

## Other

### **Outstanding School Support Employee Awards Program Accepting Applications**

The Outstanding School Support Employee Awards Program (OSSE) is accepting applications through April 9, 2016. If you have any questions, contact [Dana.Dauzat@la.gov](mailto:Dana.Dauzat@la.gov). For more information on the OSSE, please click [here](#).

## Education in the News

[Attorney General Jeff Landry agrees to drop Common Core lawsuit](#)

[John Bel Edwards says Louisiana school aid should remain at current levels](#)

### LDOE Contacts

[John White](#)  
State Superintendent of Education  
(toll-free) 877.453.2721  
Twitter @LouisianaSupe

### LDOE Links

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Louisiana Department of Education, 1201 N. Third Street, Baton Rouge, LA 70804

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