

LOUISIANA GUIDE TO ENTER DATA ON ETS WEBSITE FOR TITLE II REPORTING

**Part A: Louisiana Clarification of Definitions for ETS &
USDE Title II Reports for the 2022-23 Academic Year
*(September 1, 2022 – August 31, 2023)***

**Part B: Important Points to Remember When Entering &
Checking Data on the ETS Website**

September 27, 2023

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**PART A: LOUISIANA CLARIFICATION OF DEFINITIONS FOR ETS & USDE
TITLE II REPORTS FOR THE 2022-23 ACADEMIC YEAR
(SEPTEMBER 1, 2022 - AUGUST 31, 2023)**

A. DEFINITION: “TEACHER CANDIDATES”

Teacher Candidates are all individuals who have met state and institution/private provider requirements to be formally admitted into Teacher Preparation Programs and were enrolled in courses/modules during the time period of September 1 to August 31 of the reporting year (e.g., 2022-23).

On June 18, 2022, Gov. John Bel Edwards signed House Bill 546 into law. *ACT 704 removes Praxis Core required for entry into a teacher preparation program or initial certification.*

Prior minimum State requirements for entry into Teacher Preparation Programs can be found in *Bulletin 746: Louisiana Standards for Certification of School Personnel* and *Bulletin 996: Standards for Approval of Teacher and/or Educational Leader Preparation Programs* at <http://bese.la.gov/documents-resources/policies-bulletins>. These requirements included passage of the Praxis examination in Reading, Writing, and Mathematics or an equivalent ACT/SAT score or Master’s Degree (alternate certification only), minimum GPA, and passage of the Praxis content examination (alternate certification only). All institutions/private providers/districts have requirements that extend beyond the minimum state requirements for individuals to be formally admitted into their Teacher Preparation Programs.

Note: The admissions requirements that institutions list for the USDE Title II Institutional and Program Report Card (IPRC) should be consistent with requirements to admit individuals to the Teacher Preparation Programs to become Teacher Candidates.

B. DEFINITION: “CLINICAL EXPERIENCES PRIOR TO AND DURING ONE YEAR RESIDENCIES, STUDENT TEACHING, INTERNSHIPS, OR 3 YEARS OF SUPERVISED TEACHING”

Clinical experiences during One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching are supervised, sequenced, intensive, sustained, and an integral part of the State approved plans for Teacher Preparation Programs.

Clinical experiences prior to One Year Residencies, Student Teachings, Internships, or 3 Years of Supervised Teaching contain are site-based methodology courses/modules and involve observations or practice teaching; however, the experiences do not have the depth of supervision or the level of intensity found within the clinical teaching that occurs during One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching

C. DEFINITION: “COMPLETED”

Teacher Candidates should be classified as “Completed” if they have completed all requirements in the State approved plans for Teacher Preparation Programs between the dates of September 1, 2022 – August 31, 2023.

D. DEFINITION: “ENROLLED ALL BUT CLINICAL”

The *ETS Title II Services Website User’s Guide* defines “Enrolled All But Clinical” as students who have completed all nonclinical courses. The ETS guide indicates that if a program requires additional coursework during or after student teaching, there will be no students in the Enrolled All But Clinical Category for that program.

Thus, Teacher Candidates should be classified as “Enrolled All But Clinical” if they have completed **all** courses/modules for Teacher Preparation Programs by August 31, 2022 and will be completing only clinical teaching (i.e., One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching) during fall 2022.

If Teacher Candidates are required to take seminars or specific courses at the same time as One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching, they should not be listed as Enrolled All but Clinical for they have not yet completed **all** nonclinical courses. They should be listed as “Other Enrolled.” THIS IS A CHANGE FROM WHAT PROVIDERS WERE TOLD TO DO IN THE PAST.

If Teacher Candidates have completed all teacher preparation courses/modules (with the exception of One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching) and decide to voluntarily take additional coursework that extends beyond the coursework identified in the State approved curriculum, the Teacher Candidates may take the courses/modules and still be classified as “Enrolled All But Clinical” since the candidates have completed all required courses/modules and the courses extend beyond the State approved curriculum.

E. DEFINITION: “OTHER ENROLLED”

Teacher Candidates should be classified as “Other Enrolled” if they were enrolled during September 1, 2022 and August 31, 2023 and are not classified as “Completed” or “Enrolled All But Clinical.” These individuals include the following:

1. Teacher Candidates completing content coursework (e.g., Biology, English, etc.)
2. Teacher Candidates enrolled in site-based methodology courses/modules prior to or during their One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching
3. Teacher Candidates who take courses/modules that are identified on the State approved plans for Teacher Preparation Programs after they have completed their One Year Residencies, Student Teaching, Internships, or 3 Years of Supervised Teaching
4. All other Teacher Candidates.

If Teacher Candidates withdraw from the university or private provider program during the September 1 to August 31 reporting period (e.g., 2022-23), the Teacher Candidates should not be listed on the ETS website. They should be deleted if listed the previous year.

PART B: IMPORTANT POINTS TO REMEMBER WHEN ENTERING & CHECKING DATA ON THE ETS WEBSITE

A. ENTRY OF STUDENT DATA ON ETS WEBSITE

1. Only enter names of students who meet the Louisiana definition of “Teacher Candidates.” (*Note: Names of freshmen and sophomores who have declared Education as a major but have not met the criteria to be formally admitted to the Teacher Preparation Programs as a “Teacher Candidate” should **NOT** be entered. In addition, Teacher Preparation Programs should **NOT** be conditionally admitting students to programs if they do not meet the requirements for entrance into the programs and their names should not be entered onto the ETS website.*)
2. Enter student detail data for every possible category (See Title II Website User’s Guide for a listing of the categories). (*Note: Programs that have the fewest problems with errors provide **thorough** data prior to ETS matching the students with the Praxis test scores. It is especially important to provide **ALL** of the following: alternate last names, date of birth, social security number, and **ALL** Praxis IDs for **ALL** tests being used for certification.*)
3. **Enter the social security number for ALL candidates.** The number will help ETS locate the assessments if a name change occurs, or the name is incorrectly entered. It is also needed by the State to retrieve program improvement data for institutions.
4. Do **NOT** check the “undeclared” box. Leave it blank. Only enter names for students who have declared an area of certification and been admitted to your teacher preparation program.
5. **ONLY** list the **INITIAL** area of certification for a teacher in the area in which they are being fully prepared to teach for Certificate/ Licensure/Program(s) (see chart on page 10). The only exceptions are for Integrated to Merged programs for institutions will need to list 2 areas of initial certification (regular and mild/moderate) and list 2 content areas if a person completes an undergraduate degree in Middle School (Grades 4-8) and has two content areas. Review and make sure that the correct area (s) are listed for each candidate. **Do NOT list any ADD-ON certifications.** (*Note: If offering an Early Intervention program and allowing teachers to take early childhood courses for certification, only list the initial area of certification which is Early Intervention. Do not list the Early Childhood certification for it is an ADD-ON certification. Louisiana does NOT have an Integrated to Merged Program for Early Intervention and Early Childhood. Therefore, only Early Intervention should be listed as the initial area of certification.*)
6. Double check each teacher candidate to make sure you have changed the “Student Category” of each teacher candidate if they have changed from

“Other Enrolled” to “Completed” or to “Enrolled All but Clinical.” (Note: It will be very costly if you forget to change the category and your program must pay ETS to redo all your passage rate reports during spring 2023 when the passage rate reports are released.)

7. Double check to make sure you have listed the correct “Program Type” (e.g., Traditional, Alternate or ARO) for each teacher candidate. *(Note: It will be very costly if you discover in spring 2024 that you selected the wrong “Program Type”, and your program must pay ETS to redo all of your alternate and undergraduate passage rate reports.)*
 - **Traditional:** teacher candidate officially enrolled in an IHE bachelor’s degree teacher preparation program
 - **Alternate:** teacher candidate officially enrolled in an IHE alternate Practitioner, Certification-Only or MAT teacher preparation program
 - **ARO:** teacher candidate (Practitioner or Certification-Only) officially enrolled in an Alternate Route Organization that is not an Institution of Higher Education (IHE) such as iTeach, LRCE, TNTP, St. Bernard, Caddo, Ascension, Relay, etc.

B. STUDENT LISTS – ERRORS THAT ETS WILL CORRECT

1. View Student Lists for each teacher candidate and check to verify that ETS has listed on their website ALL of the ETS tests that your records show that the Teacher Candidates took, passed, or did not pass. *(Note: This is a VERY important step. If ETS did not list a test that was passed during the assessment window, you need to provide ETS with additional information to help them locate the test.)*
2. If your records show that the 2022-22 Teacher Candidates took tests during the time period of September 1, 2015 to August 31, 2023 (8-year window) required for certification in their initial area of certification, and the *tests are not listed on the ETS website*, ETS will need to correct this error:
 - a. Check to see if you listed the Praxis ID number for the test that was passed when you entered student data on the ETS website. If you did not, enter the missing Praxis ID number so that ETS can locate the test when they do the next match.
 - b. Check to see if there is more than one spelling of the person’s name. If there is, add the additional spellings on the ETS website in the student data section.
 - c. Check to make sure the teacher candidate’s social security number was entered correctly on the student data page.
 - d. If you have already provided the Praxis ID for the test that was passed and provided correct names and social security numbers, contact ETS and provide them with the name of the person, ETS assessment, date taken,

and score. Request that they add the test to the list. Do not list Social Security numbers when sending the messages via e-mail to ETS, the Board of Regents, or the Louisiana Department of Education. Social security numbers are confidential and should not be listed in e-mails.

3. If your records show that the *2022-23 Other Enrolled, Enrolled All But Clinical, and Completed* candidates took and passed the tests during the time period of September 1, 2015 to August 31, 2023 (8-year window), but ETS says that the person DID NOT pass a test, do the following:
 - a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED test for the NOT PASSED test.
 - b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.

(Note: The Louisiana Board of Regents has contracted with ETS to create a longer window of time for ETS to retrieve previous test scores. Our state should have fewer problems with tests not being listed if they were taken prior to the start of the ETS test window.)

4. If your records show that the *2021-22 Completers* took and passed the tests during the time period of September 1, 2014 to August 31, 2023 (9-year window), but ETS says that the person DID NOT pass a test, do the following:
 - a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED tests for the NOT PASSED test.
 - b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.
5. If your records show that the *2020-21 Completers* took and passed the tests during the time period of September 1, 2013 to August 31, 2023 (10-year window), but ETS says that the person DID NOT pass a test, do the following:
 - a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED tests for the NOT PASSED test.
 - b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.

6. **Check the Student Lists now and contact ETS immediately about corrections.** Do not wait until it is close to the ETS deadline for data entry. ETS may have difficulty finding the tests that you show as passed. It may take several matches before ETS shows correct assessments for each student.

If you locate these errors AFTER the passage rate reports are issued in spring 2024, your teacher preparation program will have to pay ETS to correct the errors. Now is the time to locate the errors – not spring 2024!

C. STUDENT LISTS – ERRORS THAT THE STATE WILL CORRECT

1. ETS cannot correct errors if Teacher Candidates DID NOT pass Praxis I (PPST or Core Academic Skills Tests) assessments and you have records to show that you have substituted an ACT/SAT score or Master’s degree for the score for the Praxis assessment. The State must correct that error when submitting the data to the USDE Title II reporting agency for your Title II institutional reports during spring 2024. **You will need to place information about the student, the number and score of the assessment that was NOT PASSED, the ACT/SAT score, and other information on an Excel spreadsheet using a format that the Board of Regents and Louisiana Department of Education provides. DO NOT submit information on the Excel spreadsheet unless you list a specific Praxis I assessment that was NOT PASSED.**

2. ETS cannot correct errors if their website shows that a person DID NOT pass a test during the testing window and the person DID pass an equivalent test prior to the testing window. You will need to possess those records and inform the State. The State must correct that error. **You will need to identify information about the student, the number and score of the assessment that was NOT PASSED, the name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the BoR/LDOE provides. DO NOT submit information unless you list a specific assessment that was NOT passed.** The testing windows for the different cohorts are the following:

2022-23 Other Enrolled, Enrolled All But Clinical, and Completed: September 1, 2015 to August 31, 2023 (8 year window)

2021-22 Completers: September 1, 2014 to August 31, 2023 (9 year window)

2020-21 Completers: September 1, 2013 to August 31, 2023 (10 year window)

3. ETS cannot correct errors if their website shows that a person DID NOT pass a test during the testing window and the Louisiana Department of Education has accepted an equivalent new assessment prior to the date that the State informed ETS that the test was adopted. The State must correct that error. **You will need to identify information about the student, the number and score of the assessment that was NOT PASSED, the name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the BoR/LDOE provides. DO NOT submit information unless you list a specific assessment that was NOT passed.**

4. If programs submit their corrections on the Excel spreadsheets to the State, and there are names listed that do not show that a test was NOT PASSED, the lists will be returned to the institutions/private providers/districts. The State can only correct tests that were NOT PASSED.

D. DO NOT DO THE FOLLOWING

1. Do NOT contact ETS if a person passed an equivalent assessment AFTER the testing window (e.g., after August 31, 2023). That score will not be counted until next year's Title II report.
2. Do NOT send names of people to the State that never took Praxis I assessments and instead substituted ACT/SAT scores or a Master's degree for Praxis I. The State does not want that information for there are no scores that are NOT PASSED. The information will not be examined and will be returned to the institutions/private providers/districts.
3. Do NOT send lists of all candidates to the State with notations for those that need to be corrected. The State ONLY wants the names of those who did NOT PASS and need to be corrected by the State. The lists will not be examined and will be returned to the institutions/private providers/districts.
4. Do NOT send information to the State on the Excel spreadsheet about corrections that ETS must make. That interaction should occur directly between your campus and ETS. If you are having problems with ETS making the correction, you can then contact the State. The State cannot make the correction but may be able to help you think about next steps.

E. OTHER IMPORTANT INFORMATION

1. **Exported Data and Social Security Numbers.** ETS has recommended that once all accurate data have been entered for all candidates on the ETS website, programs should "Export" the data and save the data on their computers. If you choose to do so, we ask that special caution be taken to place the data in a secure location and that you password protect the file. The file will contain social security numbers and should not be saved in an unprotected location. You are liable for the data and will be held accountable if the social security numbers are accessed by unauthorized personnel.
2. **Removal of Names from ETS Website.** A candidate's name should be removed on the ETS website if the candidate officially withdrew from a program during the time period of September 1, 2022 to August 31, 2023. If a candidate was enrolled and participating in a teacher preparation program for several months but another program indicates that the candidate has now enrolled in a different program prior to August 31, 2023, you will need to delete the candidate from your program so that the other teacher preparation program can list the candidate as attending their program.

3. **Found – Not Found.** These two areas should be checked every year to verify that ETS has matched all candidates who have Praxis scores.

If names are listed for “Not Found,” it means that ETS could not locate a score based on the information that you provided. You need to check and make sure the identifying information you provided to ETS was accurate. The students on this list may be students who used an ACT/SAT score instead of the Praxis assessment to enter the program which is OK. However, if you know Praxis scores are available for any other candidates, you need to locate and enter on the ETS website additional identifying information to help ETS locate the Praxis scores.

If names are listed for “**Found**,” it means that ETS found Praxis assessments, but the assessments cannot be used for the area of certification you listed for a variety of reasons.

If the reasons include the following, you need to provide correct identifying information on the ETS website for ETS to locate the students: the wrong license is listed for the candidate or the personal identifying information entered for the student does not match the file in the ETS database.

If the reasons include the following, scores will not be listed but the candidates will still be listed as a part of your total count for the year. The only time it would be a problem is if the candidates did not pass a Praxis assessment earlier, and the State will need to work with you to correct the passage rate report when submitting to the USDE Title II reporting agency for Title II reporting. The reasons are the following: the student took the assessment before the effective date, they took the assessment after the expiration date, or the student has an outstanding balance on his/her account which prevents scores from being available to report.

If the reasons include the following, scores will not be listed for the candidates and it is not a problem: the student took an assessment that is not required for the area of certification, the student took the assessment outside the testing window, and the student has registered with ETS but has not yet tested.

4. **Matched Scores.** You need to check to make sure ALL assessments for all candidates have been listed.

If an “Other Enrolled” student is in an alternate program, you need to check to make sure there is a “Praxis Content assessment” for every candidate and there is a “Praxis Skills Assessment” (unless a SAT/ACT/Master’s degree has been substituted) listed for each student.

If an “Other Enrolled” student is in an undergraduate program, you need to check to make sure there is a “Praxis Skills Assessment” (unless a SAT/ACT has been substituted) listed for each student.

If a “Completer” student is in an undergraduate or in an alternate program, you need to check to make sure there is a “Praxis Skills Assessment” (unless a SAT/ACT/Master’s degree has been substituted), “Praxis Content Assessment,” and a “Praxis Professional Knowledge Assessment” listed for each student.

5. **Mild/Moderate Special Education Codes and Other Outdated Codes**

Please look at the document on the next page to identify outdated codes and the codes that you should be using for mild/moderate special education on the ETS website. In particular, please note when you SHOULD NOT be using the code 425N for mild/moderate special education.

For all integrated to merged mild/moderate and regular education programs, the following mild/moderate codes **plus** the following content codes should be entered for each candidate.

(911) Mild/Moderate: Elementary 1-5 & (799) Grades 1-5 (Elementary)

(912) Mild/Moderate: Middle Grades 4-8 & (811) Grades 4-8 Mathematics

(912) Mild/Moderate: Middle Grades 4-8 & (812) Grades 4-8 Science

(912) Mild/Moderate: Middle Grades 4-8 & (813) Grades 4-8 English/
Language Arts)

(912) Mild/Moderate: Middle Grades 4-8 & (814) Grades 4-8 Social Studies

(913) Mild/Moderate: Secondary 6-12 & one or more of the following: (374) English **or** (131) Foreign Lang.: Chinese (6-12) **or** (376) Foreign Lang.: French (6-12) **or** (179) Foreign Lang.: French (K-12) **or** (378) Foreign Lang.: German (6-12) **or** (183) Foreign Lang.: German (K-12) **or** (380) Foreign Lang.: Italian (6-12) **or** (186) Foreign Lang.: Italian (K-12) **or** (386) Foreign Lang.: Latin (6-12) **or** (411) Foreign Lang.: Latin (K-12) **or** (382) Foreign Lang.: Russian (6-12) **or** (384) Foreign Lang.: Spanish (6-12) **or** (193) Foreign Lang. Spanish (K-12) **or** (388) Mathematics (6-12) **or** (366) Science: Biology (6-12) **or** (368) Science: Chemistry (6-12) **or** (372) Science: Earth Science (6-12) **or** (330) Science: Environmental Science (6-12) **or** (364) Science: Gen. Science (6-12) **or** (370) Science: Physics (6-12) **or** (392) Social Studies (6-12)

Do **NOT** enter just the mild/moderate code. **Both** codes must be entered.

APPENDIX A:

STUDENT DETAIL – CERTIFICATE/LICENSURE PROGRAM(S)

Use this list in selecting the appropriate initial licensure area for each student entered for 2022-2023.

License Code	License Name	License Code	License Name
BIRTH TO MIDDLE SCHOOL		390	Journalism 6-12
798	Birth to Kindergarten	806	Marketing 6-12
800	Grades PK-3	388	Mathematics 6-12
799	Elementary Grades 1-5	366	Science: Biology 6-12
813	Grades 4-8 (English/Language Arts)	368	Science: Chemistry 6-12
811	Grades 4-8 (Mathematics)	372	Science: Earth Science
812	Grades 4-8 (Science)	330	Science: Environmental Science
814	Grades 4-8 (Social Studies)	364	Science: General Science
SECONDARY EDUCATION		370	Science: Physics 6-12
301	Agriculture 6-12	392	Social Studies 6-12
315	Business Education 6-12	394	Speech 6-12
233	Computer Science 6-12	807	Technology Education 6-12
374	English 6-12	306	Vocational Family & Consumer Science
<i>Family & Consumer Science (See Vocational Family & Consumer Science)</i>		GRADES K-12	
131	Foreign Language: Chinese 6-12	203	Art K-12
181	Foreign Language: Chinese K-12	208	Dance K-12
376	Foreign Lang.: French (This is 6-12.)	215	Instrumental Music K-12
179	Foreign Lang.: French K-12	213	Vocal Music K-12
378	Foreign Lang.: German (This is 6-12.)	206	Health and Physical Education K-12
183	Foreign Lang.: German K-12	SPECIAL EDUCATION	
380	Foreign Lang.: Italian (This is 6-12.)	413	SE: Early Interventionist B-5
186	Foreign Lang.: Italian K-12	855	SE: Hearing Impaired K-12
386	Foreign Lang.: Latin (This is 6-12.)	856	SE: Visually Impaired K-12
411	Foreign Lang.: Latin K-12	882	SE: Significant Disabilities 1-12
382	Foreign Lang.: Russian (This is 6-12.)	911	Mild/Moderate Elementary Grades 1-5
384	Foreign Lang.: Spanish (This is 6-12.)	912	Mild/Moderate Middle Grades 4-8
193	Foreign Language: Spanish K-12	913	Mild/Moderate Secondary Grades 6-12

DO NOT USE the license codes below when entering licenses for new students.

License Code	License Name	Comments
111N	Elementary Grades 1-8	<ul style="list-style-type: none"> Replaced by license code 799 Deadline date for undergrad students to complete program - 8/31/08. Deadline date for alternate students to complete program - 8/31/06
425N	Mild/Moderate 1-12	<ul style="list-style-type: none"> Replaced by license codes: 911, 912 & 913 Deadline date for alternate students to complete program – June 30, 2013. Deadline date for undergrad students to complete program – June 30, 2015
303	Vocational Agriculture	<ul style="list-style-type: none"> Replaced by license code 301

**INSTITUTION TITLE II TIMELINES FOR ETS, USDE,
& STATE OF LOUISIANA (2023-24) (9.19.23)**

ETS DATA ENTRY AND CORRECTION OF PROBLEMS		
Tasks	Timelines for Louisiana	Timelines for ETS
BoR provides institutions with Excel spreadsheets that show corrections for previous spring State Corrections Reports.	Sept. 20, 2023	
Institutions start entering new data on the ETS website, update data from previous years, and check previous two years of completer data.	Sept. 4, 2023	Nov. 3, 2023
Title II Contact Persons participate in 2023 Fall Title II Webinar conducted by BoR/LDOE about ETS data entry.	Sept. 19, 2023	
Institutions enter information on the fall State Corrections Reports to identify problems that the State can only correct	Sept. 20-Oct. 13, 2023	
BoR has <u>State deadline</u> for institutions to submit fall State Corrections Reports to BoR for review.	Sept. 29, 2023 <i>(1st Round Review)</i>	
BoR reviews the reports for accuracy and notifies institutions if there are questions about State corrections or if the institutions need to contact ETS to correct the problems.	Sept. 29-Oct. 18, 2023	
Institutions continue to work with ETS and the State to address needed corrections.	Oct. 2-18, 2023	
State has <u>deadline</u> for institutions to resubmit final fall State Corrections Reports that needed corrections to BoR/LDOE.	Oct. 19-23, 2023	
ETS has <u>deadline</u> for institutions to enter data on ETS website or contact ETS about corrections that ETS must make.		Nov. 3, 2023
ETS RESOLUTION PERIOD & STATE SUBMISSION TO USDE		
Tasks	Timelines for Louisiana	Timelines for ETS
BoR provides institutions with copies of the final fall State Corrections Reports.	Nov. 1-10, 2023	
ETS provides institutions access to new cohort year passage rate reports on ETS website.		Feb. 1, 2024

Institutions identify problems with passage rate reports that should have been resolved with ETS during the fall ETS data entry period and contact ETS. If it is a correction that ETS was asked to correct, ETS corrects it. If it is a correction that the institution failed to inform ETS, the institution pays ETS to recalculate the results for the institution and statewide passage rate reports. Programs will also notify the BoR/LDOE of the problem.		Feb. 1-29, 2024
ETS has deadline for institutions to contact ETS to request changes to data in passage rate reports and closes the ETS website.		Feb. 29, 2024
Institutions confirm the accuracy of fall State Corrections Reports or submit revised State Corrections Reports that identify additional problems that can only be corrected by the State.	Feb. 1-29, 2024	
Institutions calculate correct Average Scaled Scores for Praxis assessments identified on the State Corrections Report and submit the corrected Average Scaled Scores to the BoR/LDOE.	Feb. 1-29, 2024	
ETS prepares final passage rate reports for institutions in other states.		April 1-12, 2024
BoR/LDOE correct the numbers, institution passage rates, and Average Scaled Scores for individual institutions and the statewide Louisiana Summary on passage rate reports.	Feb. 1- Mar. 25, 2024	
BoR contacts institutions to request revisions to the State Corrections Reports when institution data are inconsistent with ETS data in passage rate reports.	Feb. 1- Mar. 25, 2024	
BoR provides institutions with a final spring State Corrections Report that the State used to make corrections to the final passage rate reports to be sent to the USDE Title II agency.	Mar. 29, 2024	
BoR provides institutions with copies of the final passage rate reports for validation.	Mar. 29, 2024	
BoR/LDOE submit corrected passage rate reports to USDE Title II agency. (For other states, ETS submits the passage rate reports to USDE Title II agency.)	Apr. 1, 2024	

USDE TITLE II INSTITUTION DATA ENTRY AND REVIEW		
Tasks	Timelines for Louisiana	Timelines for USDE Title II Agency
USDE Title II opens website and institutions start preparing <i>Title II Institutional and Program Report Cards (IPRC)</i> .	Feb. (TBA), 2024	
Institutions enter data for <i>IPRC</i> on USDE Title II website for STATE review.	Feb. (TBA), 2024	
Title II Contact Persons participate in webinar/ conference call conducted by BoR/LDOE about USDE Title II data entry.	Feb. (TBA), 2024	
BoR provides <u>State deadline</u> for institutions to complete their entry of data on the USDE Title II website for review by BoR.	Mar. 24, 2024	
BoR reviews data on USDE Title II website and provides institutions with feedback regarding data accuracy.	Mar. 27-31, 2024	
Institutions make corrections to data on USDE Title II website.	April 1-19, 2024	

APPENDIX C:

TITLE II CONTACTS

INSTITUTIONS	NAMES OF CONTACT PERSONS	E-MAIL ADDRESSES
CONTACT PERSONS		
Caddo Parish School	Cassie Harwell	csharwell@caddoschools.org
Caddo Parish School	Leisa Woolfolk (dean)	LGWOOLFOLK@caddoschools.org
Centenary College of Louisiana	Karen Soul	ksoul@centenary.edu
Centenary College of Louisiana	Katherine Bearden	kbearden@centenary.edu
Centenary College of Louisiana	Terrie Johnson	tsjohnson@centenary.edu
Grambling State University	Tiffany Mixon	mixonti@gram.edu
Grambling State University	Cheryl Ensley	ensleyc@gram.edu
Grambling State University	Melanie Monroe-Harrison	monroemr@gram.edu
Grambling State University	Debbie Thomas	thomasd@gram.edu
EMBARC Aspiring Educators (Jeff. Parish)	Shawn Hayes	shawn.hayes@jpschools.org
iTeach Louisiana	Andrew Rozell	andrew.rozell@iteach.net
iTeach Louisiana	Brooke Fouts	Brooke.fouts@iteach.net
Louisiana Christian University	Victory Lindo-Lemons	victory.lemons@lcuniversity.edu
Louisiana Christian University	Shwane Johnson	lacreta.johnson@lcuniversity.edu
Louisiana State University of Alexandria	Kay Blackburn	ablackburn@lsua.edu
Louisiana State University and A & M	Estanislado Barrera	esbarreraiv@lsu.edu
Louisiana State University and A & M	Jennifer Cook	jcook67@lsu.edu
Louisiana State University Shreveport	Jacqueline Langford	jacqueline.langford@lsus.edu
Louisiana State University Shreveport	Joyce Farrow	joyce.farrow@lsus.edu
Louisiana Tech University	Tina Allen	tallen@latech.edu
Loyola University New Orleans	Glenda Hembree	gghembree@loyno.edu
LRCE Teach	Chris Joyce	chrisj@lrce.org
LRCE Teach	Kyle Finke	kylef@lrce.org
McNeese State University	Debbie Taylor	dtaylor@mneese.edu
McNeese State University	Kathleen Williams	kwilliams1@mneese.edu
Nicholls State University	Channing Parfait	channing.@nicholls.edu
Nicholls State University	Brett Gilmore	brett.gilmore@nicholls.edu
Nicholls State University	Scot Rademaker	Scot.rademaker@nicholls.edu
Northwestern State University of Louisiana	Katrina Jordan	jordank@nsula.edu
Northwestern State University of Louisiana	Amy Craig	craigam@nsula.edu
Northwestern State University of Louisiana	Suzanne Williams	suzanne@nsula.edu
Northwestern State University of Louisiana	Neeru Deep	deepn@nsula.edu
Reach University-Oxford Teacher Academy	Mallory Dwinal	mdwinal@reach.edu
Relay Graduate School of Education	Beej Shah	bshah@relay.edu

Relay Graduate School of Education	Keshona Holmes	kholmes@relay.edu
Southeastern Louisiana University	Michelle Hall	mhall@selu.edu
Southeastern Louisiana University	Paula Calderon	paula.calderon@selu.edu
Southern University and A & M College	Verjanis Peoples	verjanis_peoples@subr.edu
Southern University and A & M College	Deborah Washington	deborah_washington@subr.edu
Southern University New Orleans	Tonya Rose	trose@suno.edu
Southern University New Orleans	Kimberly Stanley	kstanley@suno.edu
St. Bernard Parish Public Schools	Kristi Sartalamacchia	kristi.wilhelmus@sbpsb.org
St. Bernard Parish Public Schools	Doris Voitier	Doris.Voitier@sbpsb.org
Teach Ascension Academy	Mary Daze	mary.daze@apsb.org
TEACH St. Tammany (St. Tammany	Ralph Tillman	raphael.tillman@stpsb.org
TEACH St. Tammany (St. Tammany	Dorable H. Dangerfield	Dorable.Dangerfield@stpsb.org
Teach Tangi	Sharon Spring	sharon.spring@tangischools.org
The New Teacher Project Academy	Carol Ohea	carol.ohea@tnptp.org
Tulane University	Kelly McClure	kmclure1@tulane.edu
Tulane University	Richard Mihans	rmihans@tulane.edu
University of Holy Cross	Ronicka Briscoe	rbriscoe@uhcno.edu
University of Holy Cross	Neely Brown	nbrown@uhcno.edu
University of Holy Cross	Kelly Fabre	kfabre@uhcno.edu
University of LA at Lafayette	Cindy Duhon	cindy.duhon@louisiana.edu
University of LA at Lafayette	Toby Daspit	toby.daspit@louisiana.edu
University of LA at Lafayette	Paula Montgomery	paula.montgomery@louisiana.edu
University of LA at Monroe	Therese Filhiol	filhiol@ulm.edu
University of LA at Monroe	Myra Lovett	mlovett@ulm.edu
University of LA at Monroe	Shalanda Stanley	sstanley@ulm.edu
University of New Orleans	Ann Marie O'Hanlon	aohanlon@uno.edu
University of New Orleans	Kurt Ovella	Kmovella@uno.edu
Xavier University of Louisiana	Rachel Davis-Haley	rdavisha@xula.edu
Xavier University of Louisiana	Walter Breaux	wbreaux@xula.edu
Xavier University of Louisiana	Ahdija Donatto	acbaker@xula.edu