

Instructions for Nonpublic School Application

Hurricane Education Recovery Act Temporary Emergency Impact Aid for Displaced Students

BACKGROUND

The Federal Government has passed legislation entitled the Hurricane Education Recovery Act. Within this act is a program entitled the Temporary Emergency Impact Aid for Displaced Students which authorizes payments to public and nonpublic schools based on the number of displaced students attending a school on one or more of four specific dates.

ELIGIBILITY

In order to be eligible to participate in this program, a nonpublic school must be both Academically Approved by the LDE, and Brumfield vs. Dodd approved (have a nondiscriminatory admissions policy).

The term “displaced student” means a student who enrolled in an elementary school or secondary school (other than the school that the student was enrolled in, or was eligible to be enrolled in, on August 22, 2005) because such student resides or resided on August 22, 2005, in an area for which a major disaster has been declared in accordance with section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170), related to Hurricane Katrina or Hurricane Rita.

Students eligible to participate in this program must be enrolled in an approved nonpublic school on April 3, 2006.

Note: Pre-Kindergarten students DO NOT qualify for displaced student funding.

In addition, the law requires that **the student must have enrolled in a nonpublic school prior to December 30, 2005**. The student qualifies if they enrolled in a nonpublic school prior to December 30, 2005 even if it is different than the school currently attended.

Note: This is the last opportunity to submit an application to receive reimbursement for tuition paid to a nonpublic school. Applications received after this date will not be eligible for funding through this Federal program.

APPLICATION PROCESS

The application process for Nonpublic Schools for the 4th quarter is as follows:

1. The nonpublic school should notify parents that the signed application form for the 4th quarter, April 3, 2006 student count date, is necessary and must be completed in order to be eligible to receive funds under this program. **To facilitate the processing of applications, the Louisiana Department of Education (LDE) has mandated that your school receive the application forms no later than Thursday, April 6, 2006. The school must submit the school application and parent applications to the LDE no later than Monday, April 10, 2006.** The forms are located on the LDE website at www.louisianaschools.net and will also be emailed to nonpublic schools for which contact information is current. The nonpublic school should provide the parent access to the form if necessary.
2. The nonpublic school should collect the parent application forms and verify the accuracy of the information. **The nonpublic school MUST obtain a signed parent application form for the students to be included in the application.**

Note: In the 4th quarter application submission, signed parent applications for each student counted MUST be submitted WITH the application to the LDE. This allows for auditing of the student information at the LDE level prior to submission of the LDE application to the USDOE.

3. Nonpublic schools will be required to submit to the LDE, a school application that includes:
 - a) the displaced student count, broken out by regular and special education, for displaced students attending on April 3, 2006, and,
 - b) a signed parent application attached for each student listed on the school form.
4. If errors in student counts submitted for the October 3, 2005, December 1, 2005, or February 1, 2006 are detected, nonpublic schools **MUST** submit an amendment to the 4th quarter application, April 3, 2006 student count, to make the necessary corrections. Errors may include deletions of students from the original application deemed ineligible, additions of students that are identified as eligible and have not been previously reported in the original application, or changes to the amount of tuition waived or charged. Amendment forms, one for each prior count date, are provided as pages 4, 5 and 6 of the April 3, 2006 application and can be located at the LDE website at www.louisianaschools.net. The entire application will also be emailed to nonpublic schools whose contact information is current with the LDE.

4th Quarter Submission

5. The school should aggregate and verify the information, attach the parent applications, then complete the school application and submit to the LDE **no later than Monday, April 10, 2006.**

Note: Applications received in the LDE after Monday, April 10, 2006 will not be eligible for funding.

Note: The data submitted by all nonpublic schools will be summarized in the LDE application and submitted to the USDOE. By law the LDE must submit this data to the USDOE no later than Friday, April 28, 2006.

6. The School Application with counts and parent forms can be faxed, delivered in person, or mailed to the following fax numbers or addresses. It is important to remember that the application must be received in the LDE by **Monday, April 10, 2006.**

Submit to:

Louisiana Department of Education
P.O. Box 94064
Division of Education Finance
Grants Management – 5th Floor
Baton Rouge, Louisiana 70804-9064
FAX: (225) 219-4205
(225) 342-0243

Louisiana Department of Education
Claiborne Building
1201 N. 3rd Street, Suite #5-264
Division of Education Finance
Grants Management – 5th Floor
Baton Rouge, Louisiana 70802
(This address is for hand deliveries,
UPS and FedEx only.)

For assistance, contact the LDE Helpdesk at 1-877-453-2721.

7. Copies of the Parent Application Forms that support the counts made on the School Application must be mailed or delivered to the local public school boards no later than **Monday, April 24, 2006.** Originals must be retained at the school for five years for audit purposes.
8. The LDE will coordinate with the local public school board on the disbursement of funds to the nonpublic school student account.