

LOSFA Field Outreach Services (LFOS)  
On-Site School Coordinator's  
Manual for Year 2015-2016



**LOSFA Field Outreach Services (LFOS)** Division is a college access and readiness initiative within the Louisiana Office of Student Financial Assistance (LOSFA). During the academic year 2015-16, LFOS will continue to offer support services to assist with school reform initiatives and promote postsecondary awareness.

There are three levels of outreach services LOSFA provides to schools, which are **intensive, concentrated**, and **statewide**, as indicated below. This manual details OSSC responsibilities according to initiative. **Standard Initiatives are required for all Intensive Service Schools. Deliverables included in this manual are required for any LOSFA supported initiative regardless of the level of service.**

**Intensive Services Schools (ISS)** receive financial and programmatic support from LOSFA in an effort to collaboratively address school reform needs, building a college-going culture. An intensive service school generally has significant deficiencies in performance and documentation as a school with unsatisfactory performance ratings, lacking certain criteria set by a governing board (Board of Education). Characteristics of an intensive service school may include, but are not limited to: low graduation rates, low standardized test scores, high rate of low ACT/SAT composite and/or sub-scores, low rate of students qualifying for TOPS scholarships, low rate of students performing on grade level, a high rate graduates whose TOPS scholarships are cancelled, lack of parental support, high percentage of overage students, high rate of economically disadvantaged students (poverty), and low FAFSA completion rates. Services provided by LOSFA to intensive service schools include the following: college and career professional development for staff, financial aid workshops/activities for students and families, including FAFSA completion support, postsecondary field trips, postsecondary transition special events, TOPS scholarship workshops, college match and fit workshops, grade-specific college and career access workshops, credit recovery/tutoring/ACT support, and mentoring.

**Concentrated Services Schools (CSS)** receive programmatic support from LOSFA in an effort to collaboratively build a college-going culture, but in some cases can receive financial support as indicated by the level of poverty. A concentrated service school may have some deficiencies. The deficiencies may not be in performance, but the school may have some documentation to demonstrate that minor assistance is warranted. Characteristics of a concentrated service school may include, but are not limited to: decline in graduation rates, decline in standardized test scores, decline in ACT/SAT composite and/or sub-scores, decline in students qualifying for TOPS scholarships, decline in students performing on grade level, a high rate graduates whose TOPS scholarships are cancelled, and low/decline in FAFSA completion rates. Services provided by LOSFA to concentrated service schools include the following: college and career professional development for staff, financial aid workshops/activities for students and families, postsecondary transition special events, college match and fit workshops, and grade-specific college and career access workshops

**Statewide Services Schools (SSS)** include all Louisiana high schools that are neither Intensive nor Concentrated services schools. These schools may request LOSFA speakers to conduct a wide-range of in-school seminars for students and parents including General Financial Aid, FAFSA, Louisiana State Scholarship and Grant programs, the START 529 College Saving program and Financial Literacy. LOSFA also has a College Knowledge program available and age-appropriate for middle school students.

## Table of Contents

Overview: On-Site School Coordinators (OSSCs).....	5
Assignment of OSSC.....	5
Contract Reimbursement for OSSC Stipends.....	6
Stipend Schedule.....	6
Roles and Responsibilities of OSSC.....	6
1. Monitoring.....	7
2. Reporting.....	7
a. Facilitation and Reporting Procedure.....	8
3. Data Collecting.....	8
4. Building Awareness.....	8
5. Scheduling.....	9
6. Facilitating Standard Initiatives.....	10
7. Facilitating Special Initiatives.....	12
APPENDICES.....	13
Appendix 1: LOSFA Field Outreach Services Contact Listing.....	14
Appendix 3: Purchasing Guidelines.....	15
Allowable Expenditures.....	16
Un-Allowable Expenditures.....	16
Appendix 4: Standard Initiative Info Sheets.....	18
TOPS Check/Retention Workshop.....	19
College Kick-off.....	20
Louisiana College Application Month (LCAM).....	21
LOSFA FLY Tour (Financial Literacy for You)*.....	22
Leadership Summit.....	23
College Acceptance/Award Recognition Day.....	24
Signal Vine.....	25
College Goal Sunday/FAFSA Completion Workshop.....	26
Mentoring/Coaching.....	26
Appendix 5: Special Initiative Info Sheets.....	28
ACT Prep Support (Revised 8/11/2015).....	29

Advanced Placement/International Baccalaureate (AP/IB) Support .....	30
Campus Field Trips.....	31
Dual Enrollment Support .....	32
Tutoring/Course Credit Recovery Support.....	33
Positive Behavior Support (PBS).....	34
<i>Appendix 6: Glossary</i> .....	35
<i>Appendix 7: Forms and Reporting Documents</i> .....	36
<i>Appendix 8: Mentoring Referral Form</i> .....	37
<i>Appendix 9: Signal Vine Text Messaging Sign-up Sheet</i> .....	39

## Important District Dates

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August 11, 2015	CONTRACT BEGINS
October 31, 2015	Last day of 1 <sup>st</sup> Quarter
January 5, 2016	Last day of 2 <sup>nd</sup> Quarter
February 18, 2016	Last date for purchase of materials and supplies
March 31, 2016	Last day of 3 <sup>rd</sup> Quarter
April 29, 2016	Last date for expenditures other than materials and supplies
May 15, 2016	Last day of 4 <sup>th</sup> Quarter
May 25, 2016	Final requests for reimbursement for all expenditures <i>except payroll</i> for the month of May must be received.
May 29, 2016	Final reports/deliverables due
June 19, 2016	Final requests for reimbursement of payroll for the month of May
June 30, 2016	CONTRACT ENDS

***Districts: See Appendices for Invoicing and Purchasing Guidelines.***

## Overview: On-Site School Coordinators (OSSCs)

For AY 2015-16, OSSCs will provide administrative support and serve as the primary liaison between teachers, students, parents, and the assigned LFOS Program Coordinator in an effort to promote postsecondary awareness. The activities of LFOS OSSCs should align with foundational LFOS objectives as follows:

1. Increase the academic awareness and performance, including ACT, dual enrollment, advanced placement, in preparation for postsecondary education for LFOS students
2. Increase the high school graduation rate and participation in postsecondary education for LFOS students
3. Increase LOSFA students' and their families' awareness of postsecondary education options, preparation, and financing, including FAFSA completion.
4. Enhance students' academic preparation, leadership skills and career awareness
5. Provide meaningful financial advice and aid to all LFOS students
6. Provide additional academic support to students who are challenged by more rigorous coursework
7. Leverage LFOS monies in a manner that increases reform opportunities at each school
8. Provide information networks which ensure continuous access to accurate information regarding postsecondary education opportunities and career options

### Assignment of OSSC

High School principals are responsible for assigning roles related to the administration of the LFOS initiative on their respective campuses. Individuals selected are subject to the approval of a representative of the local education agency or school board and LFOS.

The OSSC may be a teacher, librarian, or professional school counselor. Principals are allowed to serve in this capacity but will not receive a stipend. School or district-based professionals other than those listed may serve in the OSSC role upon written approval from LFOS. Approval may be sought via an email to a school's designated LFOS Program Coordinator.

Each OSSC is assigned a Program Coordinator with the Louisiana Office of Student Financial Assistance, as follows:

Staff	Email Address	Office Phone	District Assignments
<b>Timenee Thomas</b>	timenee.thomas@la.gov	225 219-9409	Caddo, Grambling, Madison, Monroe City, Morehouse, Ouachita, Richland, Webster
<b>Juterh Nmah</b>	juterh.nmah@la.gov	225 219-3115	Avoyelles, EBR, Evangeline, Iberia, Pointe Coupee, St.

			John the Baptist, Jefferson, Southern University, Tangipahoa, Vermilion
<b>Kyleigh Quiroga</b>	kyleigh.quiroga@la.gov	225-219-7585	Allen, Natchitoches, Rapides, Red River, Sabine
<b>Khristopher Hobbs</b>	khristopher.hobbs@la.gov	225 219-9372	Algiers Charter, Ascension, Assumption, East Feliciana, Iberville, Inspire NOLA, Jefferson, Orleans ReNew, St. Helena, St. John the Baptist, Tangipahoa, Terrebonne

**For a complete list of LFOS contacts, see Appendix 1.**

Program Coordinators should be considered resources. They will provide on-going support and technical assistance to schools in their designated geographic areas of responsibility to ensure compliance with the LFOS initiative requirements. Program Coordinators will establish and maintain on-going collaborative efforts to provide opportunities for college access and success to members of the LFOS cohort with the goal of increasing the number of low income students entering and succeeding in postsecondary education in Louisiana. If OSSCs experience any difficulty implementing LFOS activities or have any problems or concerns, contact the appropriate Program Coordinator.

### **Contract Reimbursement for OSSC Stipends**

Reimbursement is related to the roles and responsibilities of OSSCs as verified by reporting. OSSCs will not be reimbursed until and unless Quarterly reports are submitted within five (5) days of the end of each Quarter.

#### **Stipend Schedule**

<b>School Size</b>	<b>Quarterly Stipend Amount</b>
≤50 seniors	\$275 (plus fringe)
51-100 seniors	\$300 (plus fringe)
100-200 seniors	\$325 (plus fringe)
200+ seniors	\$375 (plus fringe)

### **Roles and Responsibilities of OSSC**

OSSCs must sign a contract agreeing to perform all required activities to implement LFOS standard and special initiatives and school wide activities. In general, OSSCs are expected to provide administrative support and serve as a liaison between the

teachers, students, parents, and LFOS; to facilitate implementation of targeted LFOS initiatives as set forth in the district/school contract; to ensure widespread participation in LFOS activities; and to assist with gathering student and teacher data necessary for annual reporting. Specific OSSC responsibilities are listed below:

**1. Monitoring**

OSSC is required to monitor and document all budgetary expenditures for allocated LFOS funds and oversee the transmittal of invoices and receipts to the district for reimbursement. Every district receives a budget sheet, which includes the budget for each LFOS school in that district. It is the responsibility of the OSSC, in conjunction with the district person assigned to LFOS, to monitor and document all budgetary expenditures using LFOS funds. A sample budget can be found in the *LFOS Sub-grant* section of this manual.

**2. Reporting**

OSSC is responsible for monitoring and documenting all budgetary expenditures using LFOS funds. **Quarterly reporting includes reporting/documenting all LFOS activities, including contract expenditures taking place at the school level.** In addition, we welcome documentation of non-LFOS funded activities that support the LFOS mission. These activities may include, but are not limited to tutoring, mentoring, job shadowing, job site visits, college guest speakers, community service, and cultural events. Reports are always due to LFOS within five (5) days of the end of the reporting period, below:

Quarter	Reporting Period	Due No Later Than This Date
1 <sup>st</sup> Quarter	August 11 through Oct. 31	Friday, Nov. 6, 2015
2 <sup>nd</sup> Quarter	Nov. 1 through Jan. 5	Friday, Jan. 8, 2016
3 <sup>rd</sup> Quarter	Jan. 6 through March 31	Friday, April 8, 2016
4 <sup>th</sup> Quarter	April 1 through May 15	Friday, May 20 2016

**At the end of each Quarter, OSSCs must respond to data requests from LFOS and submit Activity Reports and sign-in sheets that correspond to Activity Reports.**

Activities to be reported upon include Standard and Special Initiatives, below, as well as non- LFOS school-based activities that support the LFOS mission.

Standard Initiatives	Special Initiatives
LOSFA College Kick-off	ACT Prep Support
TOPS Check/Retention Workshop	Advanced Placement/International Baccalaureate
Louisiana College Application Month	Campus Field Trips
College Goal Sunday/FAFSA Completion Workshop	Dual Enrollment Support
Louisiana College Acceptance & Recognition Day	PBIS Support
LOSFA Leadership Summit	Tutoring/Course Credit Recovery Support
LOSFA FLY Tour	
Signal Vine Text Messaging (Optional)	

Mentoring/Coaching (Optional)	
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#### a. Facilitation and Reporting Procedure

Submit Activity Reports and supporting documentation via Jotform to your assigned Program Coordinator. "Supporting documentation" refers to deliverables such as sign-in sheets, digital photos, agendas, and any data required for each Standard Initiative and any Special Initiatives selected for participation by the school. The procedure is listed below:

- 1) OSSC facilitates Special and/or Standard Initiative Activity.
- 2) OSSC collects deliverables/supporting documentation for Special and/or Standard Initiative Activity.
- 3) OSSC completes the Electronic Activity Reports online via Jotform, including deliverables/supporting documentation. **(Note: these forms cannot be saved; therefore, review the form and gather the required items for completion before beginning the form.)**
- 4) OSSC submits the Electronic Activity Reports and deliverables/supporting documentation via upload in Jotform.

In addition, submit to the district coordinator expense reports (budget requisitions, budget revision forms, invoices, and/or receipts and copies of checks, if applicable) for purchases associated with initiatives in district/school contract. These items should be received by the district by the 5<sup>th</sup> of each month (or 5 days past the end of the month).

### 3. Data Collecting

OSSC will assist with gathering and documenting student, parent, and teacher data necessary for monthly reporting of activities and evaluation, including special data required for the Performance Report. The district coordinator must submit a report which documents activities that are implemented at all LFOS schools. To comply with applicable regulations, LFOS will periodically make data requests of schools. For example, each school will be required to complete a "Data Elements" form that relates to cohort data, including but not limited to the following:

- Promotion from one grade to the next
- Number of students enrolled in advanced mathematics and English courses
- Number of students taking ACT and SAT
- Attendance and discipline
- Performance in advanced courses

Other data requests may concern professional development.

### 4. Building Awareness

OSSC will build and support widespread cohort participation and awareness of LFOS initiatives and associated activities. In keeping with current networking trends, LFOS has developed new lines of communication through text

messaging, Facebook, and Twitter. OSSCs are encouraged to fully utilize all these online tools to publicize LFOS initiatives and associated activities.

**5. Scheduling**

OSSC will work with LFOS Program Coordinator to schedule standard and/or special initiatives conforming to the LFOS calendar of associated events and activities as listed below.

<b>Date/Time Frame</b>	<b>Outreach Event Schedules for Schools</b>
<b>August 11</b>	Contract begins
<b>August 19</b>	Webinar Wednesday
<b>First Semester</b>	Schedule and Host TOPS Check/Retention Workshop
<b>August 28</b>	Deadline to Request LOSFA's College Kick-Off Event for September
<b>September</b>	Host a College Kick-Off Event
<b>September 15</b>	Deadline to Schedule an LCAM Event for October
<b>October</b>	Host Louisiana College Application Month
<b>October 31</b>	1 <sup>st</sup> Quarter ends—activity reports, sign-in sheets, data (if applicable) and deliverables due to LOSFA; expense reports/invoices due to districts
<b>November</b>	Schedule a Spring FLY Tour Performance for March
<b>January 5</b>	2 <sup>nd</sup> Quarter ends— activity reports, sign-in sheets, data (if applicable) and deliverables due to LGU; expense reports/invoices due to districts
<b>February 18</b>	Last date for purchase of materials & supplies
<b>February 28</b>	College Goal Sunday Event (located around state)
<b>March 6</b>	College Goal Sunday Event (located around state)
<b>Spring 2016</b>	LOSFA Leadership Summit
<b>March</b>	Host a Spring FLY Tour Performance
<b>March 31</b>	3 <sup>rd</sup> Quarter ends—activity reports, sign-in sheets, data (if applicable) and deliverables due to LFOS; expense reports/invoices due to districts
<b>April 29</b>	Last date for expenditures other than materials & supplies
<b>April or May</b>	Louisiana College Acceptance/Award Recognition Day
<b>May 15</b>	4 <sup>th</sup> Quarter ends— activity reports, sign-in sheets, data (if applicable) and deliverables due to LOSFA; expense reports/invoices due to districts
<b>May 26</b>	Final requests for reimbursement for all expenditures <i>except payroll</i> for the month of May must be received
<b>May 29</b>	Final Reports due to LFOS Division of LOSFA
<b>June 19</b>	Final requests for reimbursement of payroll for the month of May
<b>June 30</b>	CONTRACT ENDS

## 6. Facilitating Standard Initiatives

OSSC will work with the LFOS Program Coordinator to facilitate, plan, implement, and connect LFOS Standard Initiatives. Standard Initiatives are value-added initiatives across all LFOS schools. Participation in each is mandatory. Standard Initiatives are listed below and explained in more detail in Appendix 3.

- **College Kick-Off:** The OSSC is expected to facilitate student assembly at the LFOS College Kick-Off event. **This event requires one class period with the senior class and can be a part of a regular senior class meeting or football pep-rally.**
- **TOPS Check/Retention Workshop:** The OSSC is expected to facilitate student (and parents as applicable) attendance at this workshop. **This event requires small group meetings with students lasting 20-30 minutes and can be a part of the scheduled counselor semester meeting.**
- **Louisiana College Application Month (LCAM):** The OSSC is expected to facilitate student (parent as applicable) participation including access to a computer lab facility. OSSC is expected to accommodate college, university and business and industry representatives who volunteer at their school to assist students with completing their applications. **This event requires an average of 45 minutes for students to complete their application, and can take place during class periods that are aligned to initiative goals/objectives.**
- **LOSFA Fly Tour:** The OSSC is expected to facilitate student (parent as applicable) participation, including travel to and from the event, and appropriate meals/snacks. **This event requires a minimum of 4 hours, including travel time to a regional postsecondary institution hosting the event and can count as an allowed senior campus visit.**
- **College Goal Sunday/FAFSA Workshop:** The OSSC is expected to facilitate student (parent as applicable) participation, including travel to and from the event, and appropriate meals/snacks. **This event requires a minimum of 4 hours, including travel time to a regional postsecondary institution hosting the event. The event can also be scheduled at the participating high school to eliminate travel time. The off-site events are not during school time.**
- **LOSFA Leadership Summit:** The OSSC is expected to facilitate student (parent as applicable) participation, including travel to and from the event, and appropriate meals/snacks. Only a limited number of students can attend the event, usually four-six from each school. **This event is a conference and requires a two-night hotel stay.**
- **Louisiana College Acceptance/Award Recognition Day:** The OSSC is expected to facilitate a student assembly. **This event requires one class period with the senior class and can be a part of regularly scheduled awards ceremonies.**
- **Signal Vine Text Messaging:** The OSSC is expected to inform students and parents of the availability of receiving text messages from LOSFA regarding important information about scholarships and other college access initiatives.

- **Mentoring/Coaching:** The OSSC is expected to refer students for mentoring/coaching by LOSFA staff as required using the request form.

## 7. **Facilitating Special Initiatives**

OSSC will work with the LFOS Program Coordinator to facilitate, plan, implement, and connect LFOS Special Initiatives. Special Initiatives are LOSFA-funded school programs, projects, and/or interventions. Special Initiatives are funded through LFOS sub-grants, which are to be leveraged towards efforts that are either currently underway but underfunded or to efforts deemed essential to the success of the LFOS cohort. During the 2015-2016 school year, LFOS will provide modest funding to support Special Initiatives listed below to each school

- ACT Prep Support
- Advanced Placement/International Baccalaureate Support
- Campus Field Trips
- Dual Enrollment Support
- Tutoring/Course Credit Recovery
- Positive Behavior Interventions & Support (PBIS)

## APPENDICES

## Appendix 1: LOSFA Field Outreach Services Contact Listing

Program Coordinators	Email Address	Office Phone	District Assignments
<b>Timenee Thomas</b>	timenee.thomas@la.gov	225 219-9409	Caddo, Grambling, Madison, Monroe City, Morehouse, Ouachita, Richland, Webster
<b>Juterh Nmah</b>	juterh.nmah@la.gov	225 219-3115	Avoyelles, EBR, Evangeline, Iberia, Pointe Coupee, St. John the Baptist, Jefferson, Southern University, Tangipahoa, Vermilion
<b>Kyleigh Quiroga</b>	kyleigh.quiroga@la.gov	225-219-7585	Allen, Natchitoches, Rapides, Red River, Sabine
<b>Khristopher Hobbs</b>	khristopher.hobbs@la.gov	225 219-9372	Algiers Charter, Ascension, Assumption, East Feliciana, Iberville, Inspire NOLA, Jefferson, Orleans ReNew, St. Helena, St. John the Baptist, Tangipahoa, Terrebonne
Staff	Title	Office Phone	Email
<b>Tireka Cobb</b>	Director of Field Outreach Services	225 219-0920	tireka.cobb@la.gov
<b>Charlie Lewis</b>	Evaluation Coordinator/Program Analyst	225 219-2050	charlie.lewis@la.gov
<b>Kendra Williams</b>	Executive Assistant	225 219-0921	kendra.williams@la.gov
<b>Sabrina Johnson</b>	Coordinator	225 219-3221	sabrina.johnson2@la.gov
<b>Isabel Reyes</b>	Student Intern	n/a	isabel.reyes@la.gov

## Appendix 2: Invoicing Guidelines

All fiscal documentation must come from the district and not the individual schools; however, it is the responsibility of the OSSC to supply the district with appropriate documentation. **All billed items, regardless of value, must be supported by legible copies of appropriate documentation verifying the cost and of the goods.** The documentation must show when the goods were received and when the services were performed. **It is imperative that both schools and districts understand this process.**

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### Process

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OSSCs submit receipts, invoices, copies of checks, etc. to their district representative at the end of each Quarter.

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District representative submits receipts, invoices, copies of checks, payroll ledger, and corresponding budget sheet to LFOS for each corresponding quarter.

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LOSFA Outreach issues reimbursement payments once proper documentation for all schools within a district has been received. Note: LOSFA Outreach will issue reimbursement payments only one time per Quarter per district.

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LFOS is a reimbursement program. When a district sends its request for reimbursement to the LFOS Division, the following procedure must be followed to expedite the process:

- Reimbursement requests (invoices) must be on district letterhead with an appropriate signature.
- Expenditures must be listed in a format which matches the project budget.
- Expenditures must be timely, i.e., made within the contract dates and matched to the correct billing period.
- Appropriate documentation includes legible copies of:
  - Vendor invoices with dates;
  - Receipts with dates;
  - Ledger entries for district salaries and fringe benefits with dates;
  - Copies of checks with dates;
  - Cash register receipts, packing slips, etc., with dates.

**Note: Purchase requisitions and orders are allowed but will not take the place of proof of payment. All goods must be received and services performed within contract dates of August 11, 2015 and May 15, 2016.**

## Appendix 3: Purchasing Guidelines

All LFOS purchases must be approved in accordance with your LFOS Sub-grant and relate directly to a LFOS activity or service. Please note that just because a cost is interpreted as being allowable, there is no guarantee that you will be reimbursed for that expenditure. Please be sure that the cost directly relates to the initiatives set forth in

your district agreement and in this handbook, and that the expenditure has been approved by your LFOS Program Coordinator.

The first step in determining your allowable costs is to apply a judgment process that ensures that the proposed cost meets a basic allowability test. In this process, an allowable cost must be:

- Necessary to implement the program
- Reasonable, in that a prudent person would determine that the cost is appropriate
- Allocable to the objectives of the program
- Compliant with the applicable state federal regulations

## Request for Funds

Items and services desired to be purchased using LFOS funds must be requested by the OSSC and approved through the LFOS Program Coordinator and Director using the LOSFA Expenditure Pre-approval Form. When items have been deemed allowable, OSSCs must:

1. Complete and submit LOSFA Expenditure Pre-approval Form to Program Coordinator. Please note, **all** parts must be completed before submitting to Program Coordinator.
2. Program Coordinator will review form upon submission.
3. If approved, Program Coordinator and Program Director will sign the pre-approval.
4. Program Coordinator will return signed copies to OSSC to proceed with expenditures.

## Allowable Expenditures

**Positive Behavior Support/PBS** – PBS items are not to exceed \$25 per item, and total PBS expenditures may not exceed 10% of each school's budget under the district contract. Gift cards, gift certificates, or other cash equivalents MAY NOT be purchased.

**Materials and Supplies** – Approved costs incurred for supplies to carry out your initiatives are allowable.

**Campus Field Trips/Transportation** – You must obtain prior approval for all field trips by completing a Field Trip Request Form, which includes a description of the event, attendees, purpose, deliverables, and cost estimate.

**Substitute-Pay** - The district contract will fund the use of substitutes when teachers are in attendance at events sponsored and/or required by the district contract.

## Un-Allowable Expenditures

**Non- LFOS Purchases** – Purchases with LFOS funds must be only for activities and services that benefit the LFOS cohort. If schools/districts wish to purchase items, services, etc. for students in addition to the LFOS cohort, or to be for entire school use, schools/districts

must pay the percentage of costs related to the use of the items by students NOT in the LFOS cohort.

**Entertainment Costs** – Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowed. Be sure to distinguish these unallowable expenses from similarly worded and allowable student activity, meeting, and conference expenses that are approved as part of the district contract. If you are unsure, contact your LFOS coordinator.

**Full Time Positions** – Funds provided through the district contract do not pay full time positions within a school or district. These funds may be used to supplement the pay received by the On-Site School Coordinator, tutors/mentors, and other personnel by virtue of their employment at the school. Payment with funds received through the district contract must be approved by LFOS.

**Food Purchases (generally unallowable, with exceptions)** – LFOS recognizes the importance of providing food for student and parent activities. Generally, **meals** are not allowable; however, **refreshments** are if they are provided in conjunction with allowable meetings. Meals may be provided on out of town field trips or during single day travel where the trip takes students more than 3 hours away from the school. LFOS recommends working with community and business partners to have food donated or share the costs for events. All purchases must be made according to state guidelines (PPM 49). **Events where food is served must have prior approval.**

Alcoholic beverages – Unallowable

Goods or services for personal use -- Unallowable

Housing and personal living expenses -- Unallowable

Student activity costs – generally unallowable, with exceptions. Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the Collaborative Agreement.

## Appendix 4: Standard Initiative Info Sheets

## TOPS Check/Retention Workshop

**FRAMEWORK:** The TOPS Check/Retention Workshop will provide students the information needed to determine whether the student is progressing successfully towards TOPS Award eligibility. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS award once they enroll in postsecondary institutions.

### **REQUIRED RESOURCES:**

- Event site
- Equipment, including A/V and materials for activities
- Computer Lab/Access (to access Online College Access Portal)

**FACE TIME:** 20-30 minutes

### **DELIVERABLES:**

- Sign-in sheets; due on the 5<sup>th</sup> day of the following month
- Photos with captions of event; due on 5<sup>th</sup> day of the following month
- Pre- and post-surveys

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Quarterly

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254736756968>

## College Kick-off

**FRAMEWORK:** The College Kick-off will serve as the platform to unveil LOSFA's year-long plan, known as the Senior Game Plan, to assist students with the step-by-step process of transitioning into postsecondary education. Elements of the 5 Point Match will be included to get students connected to the most fitting institution. College Kick-off is a month-long event leading up to a pep-rally style event to engage students in an active learning session. This event will require one class period with students.

### **REQUIRED RESOURCES:**

- Event site
- Equipment, including A/V and materials for activities

**FACE TIME:** 50 minutes

### **DELIVERABLES:**

- Sign-in sheets; due on the 5<sup>th</sup> day of the following month
- Photos with captions of event; due on 5<sup>th</sup> day of the following month
- Pre- and post-surveys

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Quarterly

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254736756968>

## Louisiana College Application Month (LCAM)

**FRAMEWORK:** The purpose of this effort is to assist 12<sup>th</sup> grade students with navigating the complex college admissions process and ensure they apply to at least one postsecondary institution of interest. Schools have the opportunity to invite families to attend and take advantage of completing and submitting college applications with their students.

### **REQUIRED RESOURCES:**

- Computer Lab

**FACE TIME:** 45 minutes

### **DELIVERABLES:**

- Sign in sheets for LCAM attendees; due on 5<sup>th</sup> day of the following month
- Number of college applications successfully completed prior to, during, and after LCAM event; due on 5<sup>th</sup> day of the following month
- Photos with captions of event; due on 5<sup>th</sup> day of the following month
- Pre- and post-surveys; due on 5<sup>th</sup> day of the following month

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Quarterly

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254736756968>

## LOSFA FLY Tour (Financial Literacy for You)\*

**FRAMEWORK:** The FLY Tour is a theatrical presentation that will provide college access information and resources in an effort to increase financial awareness, academic performance, and participation in college preparatory events. The FLY Tour is a two-week long event that will take place on various college campuses in the spring semester of the academic year.

### **REQUIRED RESOURCES:**

- Require travel to postsecondary institution site
- Equipment, including A/V, props, and college paraphernalia

**FACE TIME:** 4 hours (off-site)

### **DELIVERABLES:**

- Sign-in sheets; due on the 5<sup>th</sup> day of the following month
- Pre- and post-surveys; due on the 5<sup>th</sup> day of the following month

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Quarterly

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254736756968>

\*Intensive Service Budgets can be used to facilitate transportation, snacks, meals, and sub-pay.

## Leadership Summit

**FRAMEWORK:** College Access Leadership Summit is the highlight of the intensive and concentrated schools to display the outcomes of their Action Plans each spring. Officers from across the state prepare presentation boards to share the results of their work. Students also have the opportunity to participate in a variety of information sessions focused on postsecondary education.

**REQUIRED RESOURCES:**

- Transportation

**FACE TIME:** 3-day conference (off-site)

**DELIVERABLES:**

- Sign-in sheets
- Digital photos and captions of activities and events
- Registration forms and parental consent forms Summit attendance

**SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

**REPORTING TIMEFRAME:**

Quarterly

**Jotform REPORTING LINK:**

<https://form.jotform.com/52254736756968>

\*Intensive Service Budgets can be used to facilitate transportation, snacks, meals, and sub-pay.

## College Acceptance/Award Recognition Day

**FRAMEWORK:** As a follow-up to Louisiana College Application Month, students who have been accepted to college will be formally recognized by LFOS in existing school award ceremonies.

**REQUIRED RESOURCES:**

- Certificates/Awards

**FACE TIME:** 45 minutes

**DELIVERABLES:**

- Data files listing student names and colleges to which students have been accepted
- Award ceremony program
- Digital photo and caption

**SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

**REPORTING TIMEFRAME:**

Quarterly

**Jotform REPORTING LINK:**

<https://form.jotform.com/52254736756968>

## Signal Vine

**FRAMEWORK:** The Louisiana Office of Student Financial Assistance (LOSFA) provides text messages to convey critical college access information to high school seniors. High school seniors who elect to receive text messages receive the following: reminders of ACT/SAT testing registration deadlines; college application preparation assistance; Free Application for Federal Student Aid (FAFSA) completion assistance; financial aid and college access workshops and seminars; reminders of fee payment deadlines for college applications, housing applications, orientation applications, etc.

High school seniors at intensive service schools and concentrated service schools may participate in the Signal Vine text messaging initiative. The LFOS program has large percentages of students who have the potential to become first generation college attendees. These schools were selected based on the number of students receiving free and reduced lunches and historically low-rates of TOPS qualifiers. The text-messaging initiative is designed to give these students that extra encouragement that is needed to get them to apply for and succeed in postsecondary education.

At the College Kick-off event, seniors can provide their name and cell phone number on the Signal Vine Text Messaging Sign-up Sheet.

Any high school senior who decides to participate in the text-messaging initiative after the College Kick-off event may request inclusion by Emailing their name, school name, and mobile number to LOSFA at [custserv@la.gov](mailto:custserv@la.gov) with a subject line of "TEXT."

### **REQUIRED RESOURCES:**

- Cell Phone
- Computer (Optional)

### **DELIVERABLES:**

- Signal Vine Text Messaging Sign-up Sheet; due on the 5<sup>th</sup> day of the following month

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

## College Goal Sunday/FAFSA Completion Workshop

**FRAMEWORK:** LOSFA will offer support to participating high schools in their efforts to attend College Goal Sunday through transportation assistance. OSSC's should promote the financial aid event and encourage all cohort families to sign-up and complete a Free Application for Federal Student Aid (FAFSA) application.

### REQUIRED RESOURCES:

- Transportation to and from the event

**FACE TIME:** 20-30 minutes

### DELIVERABLES:

- Sign-in sheets; due on the 5<sup>th</sup> day of the following month
- Photos with captions of event; due on 5<sup>th</sup> day of the following month
- Pre- and post-surveys
- Digital photo and caption of students on the trip

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Required)
- Concentrated Service Schools (Optional)
- Statewide Service Schools (Optional)

### REPORTING TIMEFRAME:

Quarterly

### Jotform REPORTING LINK:

<https://form.jotform.com/52254736756968>

## Mentoring/Coaching

**FRAMEWORK:** The Louisiana Office of Student Financial Assistance provides comprehensive mentoring services to those students who are identified as needing more guidance to reach their postsecondary goals. These students would benefit from an ongoing supportive relationship with the mentor wherein the mentor would meet regularly with the assigned students (mentee's). Meetings may be on or off campus and either during or outside of the school day and with the parent's permission. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development and career and industry guidance.

**VIRTUAL COMPREHENSIVE MENTORING:** Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means. When unable to meet in person, the mentor will provide virtual comprehensive mentoring through texting (Signal Vine), social media (Facebook, Instagram and Twitter), and phone conferences.

Mentoring Programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people.
- Peer mentoring that connects caring youth with other adolescents.
- E-Mentoring that functions via email and the internet. The data will indicate whether mentoring is "in-person" or "virtual."
- Career and Industry will include possible internship, job shadowing and a career speed networking event with outside professionals.
- The Mentee Retreats (quarterly) will highlight and celebrate all the accomplishments that each mentee had during the previous quarter.

**DELIVERABLES:**

- Sign in sheets for location/field visits
- Student Recommendation Forms (school staff and student)

**SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

## Appendix 5: Special Initiative Info Sheets

## ACT Prep Support (Revised 8/11/2015)

**FRAMEWORK:** LFOS will reimburse schools/districts for school site licenses for ACT's online prep tool, ACT professional development for teachers, ACT prep materials and test fees as allowable expenses under school/district contracts.

**Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

**INITIATIVE GOALS/OBJECTIVES:** Increase ACT scores; increase the number of students taking the ACT test; and increase ACT scores to meet minimum postsecondary education sub-scores (Math & ELA) requirements

### **DELIVERABLES:**

- List of students enrolled in the ACT Program
- ACT Test scores prior to and after ACT prep intervention

### **REPORTING TIMEFRAME:**

Semester/Quarterly/Final Report

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254378572966>

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

### **MORE INFORMATION:**

[ACT.org](http://ACT.org)

Schools may qualify for discount pricing on site licenses for ACT Online Prep. Most schools can acquire a site license for \$510. For more information regarding purchasing contact: Wesley Gentry, Account Manager, Client Relations, 500 ACT Drive, Mini Zip 11, Iowa City, IA 52243-0168, 319.331.5727 cell.

## Advanced Placement/International Baccalaureate (AP/IB) Support

**FRAMEWORK:** LFOS will offer support to high schools that have undertaken the development and implementation of registered Advanced Placement or International Baccalaureate programs which will begin on their campuses for AY 2015-16. Funds must be strategically applied in support of the graduating class of 2016. Alternatively, LFOS will support individual student enrollment in accredited online or distance learning AP courses if the providers have qualified through AP Course Audit to label their courses as "AP." Such student support includes tuition, fees, and supplies such as textbooks and materials.

**Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

**INITIATIVE GOALS/OBJECTIVES:** Increase the Number of Advanced Placement/International Baccalaureate Courses Offered; increase the Number of Students Enrolled in Advanced Placement/International Baccalaureate Courses; support/increase Advanced Placement/International Baccalaureate Course Completion Success; increase enrollment in postsecondary education institutions

### **DELIVERABLES:**

- Total number of AP/IB courses offered in previous and current semester
- Total number of AP/IB students enrolled in current and previous semester for each course offered
- End-of-AP/IB course grades
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Semester/Quarterly/Final Report

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254378572966>

## Campus Field Trips

**FRAMEWORK:** LFOS will support college campus field trips designed to promote an awareness of higher education and foster student and parent familiarity with a university campus. Groups are required to meet with financial aid and admission representatives as well as members of the student government association. Field trip approval and expenditure forms are required at least one month in advance of each trip. Among other items, approval forms require the number of participants, selection criteria for participating students, estimated costs, and itinerary. Meals and hotel rates must conform to [State Travel Regulations \(PPM49\)](#). All field trips must include a visit to both the financial aid and admissions offices and completion of a LFOS pre and post-survey.

**Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

**INITIATIVE GOALS/OBJECTIVES:** Increase awareness of postsecondary education options; increase the awareness of applying to colleges that meet students' academic credentials; and increase the number of students interested in attending postsecondary institutions

### **DELIVERABLES:**

- Student and parent sign-in sheet(s)
- Field trip approval and expenditure form
- Pre- and post-student surveys
- Digital photo and caption of students on the trip

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Quarterly

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254378572966>

## Dual Enrollment Support

**FRAMEWORK:** LFOS will offer support to members of the graduating class of 2016 by covering tuition, fees, and costs for specific materials and supplies associated with dual enrollment coursework. Through collaboration with LFOS, schools are required to promote TOPS Tech Early Start, a program designed to allow students to receive college credit while still in high school for any course that is required for a credential in a top demand occupation **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

**INITIATIVE GOALS/OBJECTIVES:** Increase the number of dual enrollment courses offered; increase the number of students enrolled in dual enrollment courses; and support/increase dual enrollment course completion success

### **DELIVERABLES:**

- Number of dual enrollment courses offered in previous and current semester
- Number of dual enrollment students enrolled in previous and current semester for each course offered
- End-of-dual enrollment course grades
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Semester

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254378572966>

## Tutoring/Course Credit Recovery Support

**FRAMEWORK:** LFOS will offer support for tutoring projects and credit recovery coursework through qualified professionals at the school level as well as approved vendors with a demonstrated history of effectiveness. Tutoring projects may be designed to help students attain grade-level proficiency in basic skills and, as appropriate, learn more advanced skills; assist students with homework assignments; provide credit recovery and/or instruction; and foster good study habits. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

**INITIATIVE GOALS/OBJECTIVES:** Increase number of students attaining grade-level proficiency (basic and/or above skills); increase high school graduation rate; increase enrollment in postsecondary education institutions

### **DELIVERABLES:**

- Test scores/grades prior to and after receiving the tutoring and/or credit recovery intervention
- Number of students attempting and successfully completing credit recovery courses
- Documented usage of technology/software through students sign-in/out sheets and activity reporting
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Semester

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254378572966>

## Positive Behavior Support (PBS)

**FRAMEWORK:** LFOS will offer support for PBS programs targeting the graduating class of 2015 in participating schools. Such programs are limited to support for PBS incentives valued at \$25 or less per unit. Such incentives must be a part of a structured PBS program. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

**INITIATIVE GOALS/OBJECTIVES:** Increase the academic performance and preparation of postsecondary education for LOSFA students and increase the high school graduation rate and participation in postsecondary education for LOSFA students. Decrease the number of students receiving disciplinary referrals; decrease the number of students with in-school suspensions; decrease the number of students expelled; and increase attendance rates.

### **DELIVERABLES:**

- Number of students receiving disciplinary referrals prior to and after PBS intervention
- Number of students receiving in-school suspension prior to and after PBS intervention
- Number of students expelled prior to and after PBS intervention
- Rate of attendance prior to and after PBS intervention
- Digital photo and caption of PBS awards ceremony or related activity
- 

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional)
- Concentrated Service Schools (Optional)

### **REPORTING TIMEFRAME:**

Semester

### **Jotform REPORTING LINK:**

<https://form.jotform.com/52254378572966>

## Appendix 6: Glossary

**Deliverables**—Specific data and/or documents required for each Special Initiative upon completion. Deliverables are either reported quarterly or included in the *LFOS Sub-grant* Final Report when submitted on May 20, 2016, which depends on the duration/timeframe of the implemented initiative. Student test scores/grades must be received from a report that is generated by a reporting system.

**Face Time**—This is the amount of time students are engaged in the initiative.

**Framework**—This is a description of the initiative, which can include purpose, targets and other initiative implementation information.

**Goal/Acceptable Outcomes**—These are specific and measurable results that schools are trying to achieve by implementing the Special Initiative(s).

**Reform Target**—School programmatic areas that require specific improvement to be targeted by *LFOS Sub-grant* funds.

**Reporting Timeframe**—Time the deliverables and supporting documentation must be transmitted to the LFOS office.

**Special Initiative**— Competitively-funded school programs, projects, and/or interventions funded on a school-by-school basis and aligned with the LFOS mission to increase the number of low-income students who attend and succeed at postsecondary education.

**Standard Initiatives**—Value-added LFOS initiatives that come at no cost to schools; they are standard across all LFOS.

**Objectives**—Objectives are aligned closely with the LFOS mission to increase the number of low-income students who attend and succeed at postsecondary education, State Objectives inform each funded Special Initiative.

## Appendix 7: Forms and Reporting Documents

### ***Activity Reports***

Activity Reports should be completed electronically using JotForm, a web-based tool to collect data. Data collected will be used to facilitate LFOS's completion of its Annual Performance Report (APR) and evaluate school performance. Templates of activity reports are available on the LOSFA webpage.

### ***Data Elements***

Use this form to complete an inventory of cohort performance on advanced courses and promotion rates to facilitate LFOS completion of its APR.

### ***Expenditure Pre-Approval***

Use this form to obtain LFOS program approval for the purchase of program related materials as budgeted in each school's collaborative agreement and contract. Each form must be accompanied by a preliminary invoice or individually itemized list of expenses.

### ***FERPA Consent Form***

In order for students to receive special initiative and LCAM services supported by LOSFA, a signed FERPA Consent Form must be on file. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in student files without signed and written parent/guardian consent unless a specific exception is provided in FERPA.

### ***Field Trip Approval***

Use this form, which requires specific details about time, place, students, budget, etc., to obtain approval to take the trip. Field trip approval forms must be submitted well in advance of the planned calendar date. In order to be reimbursed, field trips must be approved by appropriate LFOS personnel.

### ***Media Releases***

Use this form to obtain permission/consent to publish creative works, information, pictures, audio, and/or video for use on LFOS Web- and social media sites and in print publications. One form is for minors and one for adults.

### ***Sign-in Sheet***

Use sign-in sheets to document attendance at every LFOS activity (except for whole-school activities).

Appendix 8: Mentoring Referral Form

# LOSFA Comprehensive Mentoring Referral Form



**Student name \***    
First Name Last Name

**School: \***

**Gender \***

**Grade: \***

**Race/Ethnicity**

**Student address**   
Street Address

Street Address Line 2

City State / Province

Postal / Zip Code Country

**Student Cell Number**  -   
Area Code Phone Number

**Parent Cell Number**  -   
Area Code Phone Number

**School Counselor \***

**The Student is Being Referred For Assistance In the Following Areas (Select all that apply): \***

**Reason Why This Student Might Benefit From A Mentor?**

**Additional Comments**

## Appendix 9: Signal Vine Text Messaging Sign-up Sheet

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

---

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

---

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

---

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

---

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

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## FERPA CONSENT TO RELEASE MY CHILD'S EDUCATIONAL RECORDS

The Federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents of students under 18 years old concerning the privacy of, and access to, the child's personally identifiable information, including Educational Records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in your child's files without your signed and written consent unless a specific exception is provided in FERPA. If you want/will allow an educational agency to disclose your student's information to another person, you must complete, date, and sign this form and return it to the address below.

### YOU MUST COMPLETE THE FOLLOWING INFORMATION (please print or type):

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School Name: \_\_\_\_\_

Your name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Work Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

### AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, HEREBY AUTHORIZE MY CHILD'S SCHOOL, SCHOOL DISTRICT, AND THE LOUISIANA DEPARTMENT OF EDUCATION TO RELEASE ANY AND ALL OF MY CHILD'S DEMOGRAPHIC AND ACADEMIC DATA, INCLUDING NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, FREE/REDUCED LUNCH STATUS, GRADE LEVEL, GENDER, ETHNICITY, DISCIPLINE AND ATTENDANCE INFORMATION, GRADE POINT AVERAGE, STANDARDIZED TEST SCORES, AND COURSE ENROLLMENT TO THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR ANY PURPOSE RELATED TO LOSFA'S FIELD SERVICES OUTREACH AGREEMENT WITH MY CHILD'S SCHOOL DISTRICT. I UNDERSTAND THAT MY CHILD'S NAME WILL NOT BE PUBLISHED IN ANY REPORT; HIS/HER DATA WILL BE AGGREGATED FOR REPORTING PURPOSES.

I acknowledge by my signature below that although I am not required to release any of my child's Educational Records, I am giving consent to release my child's personal information as indicated above to LOSFA. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received by the Louisiana Office of Student Financial Assistance.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**RETURN** the completed form to:

(Appropriate on-site school coordinator at the student's school. The OSSC will then mail the forms to us.)

**DO NOT EMAIL this form to the Louisiana Department of Education. Your EMAIL can be hacked by third parties.**



LOSFA Field Outreach Division  
A Division of the Louisiana Office of Student Financial Assistance  
P.O. Box 91202  
Baton Rouge, LA 70821  
[www.osfa.la.gov](http://www.osfa.la.gov)

