

LEAP

Non-Public School/Home Schooling Students Spring Testing Registration Form – Present 4th, 8th

&

Home Schooling Students School Year 2012 - 2013



SECTION I - VERIFICATION PROCESS:

Public School Where Student is Applying to Attend: _____

I _____ verify that the below named student has begun the application
School Admission Staff's Name

process at _____
School

SECTION II - STUDENT INFORMATION:

Student's Name: _____
Please Print

Student's Current Louisiana Non-Public School and Grade:

Present School or List as 'Home Schooling' / Present Grade

Student's Date of Birth and Social Security Number: _____
MM DD YY Social Security Number

SECTION III - PARENT'S INFORMATION:

Parent's/Guardian's Mailing Address: Name _____
Street _____
City, State, Zip _____

SECTION IV – TESTING FEES & REIMBURSEMENT PROCESS:

I am requesting that my child participate in the testing program indicated above. I understand that a \$25.00 money order only (NO CASH OR CHECKS) made payable to Orleans Parish School Board must accompany this application. I further understand that I will be refunded this fee **ONLY** if my child enters as an Orleans Parish School Board Student in the fall of the following school year AND the parent's/guardian's social security number is provided below. The refund will be made payable to the party whose information appears in Section III above. The reimbursement process begins after October 15th of the admission year.

FOR REIMBURSEMENT

Parent's/Guardian's Social Security Number _____

Parent's/Guardian's Daytime Phone Number: (_____) _____

SECTION V - REQUIREMENTS FOR TESTING:

- ✓ Copy of Social Security Card on March 20th and April 12th
- ✓ Bring a thesaurus and dictionary on March 20th and a calculator with new batteries on March 20th and April 13th (Calculator restriction: No Hewlett Packard)
- ✓ Current picture I.D. required daily (i.e. School I.D., LA State I.D.)
- ✓ Daily: Bring a 3x5 card with parent’s contact information including parent’s name, a valid phone number where parent can be reached during testing in case of an emergency and notification of any special health problems (i.e. asthma)
- ✓ Outside reading material is prohibited in the testing environment.

I agree that my child must adhere to the testing schedule and testing procedures established by the public school administering the test. Behavioral disruptions of any type will result in removal from the testing site and termination of the testing procedure.

SECTION VI - STUDENTS WITH SPECIAL NEEDS:

If your child has testing accommodations outlined in an evaluation, IEP or IAP, you must provide this information to the Office of Accountability/Assessment at least one month prior to testing. The evaluation, IEP or IAP must be a living document that is current. Expired documents are no longer valid and will not be accepted as validation of the need for accommodations.

SECTION VII – TESTING SCHEDULE:

The testing schedule is listed below. LEAP is not a timed test, therefore, the time of completion is estimated. No student will be dismissed until all materials have been collected from each student. A parent/guardian must pick up the student each day after testing. It is expected that each child be picked up within one (1) hour after the assessment and returned to their regular non-public school. According to state and district policies, students cannot be left unattended at any time. If any child is not picked up after the designated hour, we are obligated to contact the authorities with that information.

Test Schedule

March 20, 2012	8:00 a.m. to 12:00 noon
April 12, 2012	8:00 a.m. to 12:00 noon
April 13, 2012	8:00 a.m. to 11:30 a.m.

SECTION VIII – TEST SECURITY:

I understand that if my child has been identified within a testing irregularity by the Louisiana Department of Education during the spring and/or summer administration(s) of the test, I must allow my child to participate in an investigation that will be held in the Office of Accountability/Assessment of the Orleans Parish School Board System. I also understand that if my child is identified within a testing irregularity, his/her score in the identified test(s) is/are voided and my child may participate in the next administration.

Applications received after February 20, 2012 will not be processed for the Spring 2012 administration of LEAP.

Signature of Parent/Guardian

Date

Relationship to Student