



January 16, 2012

TO: Parents of Home School & Nonpublic School Students
FROM: Karin Lawless, Supervisor of Academic Accountability
RE: LEAP/ GEE / iLEAP TESTING
For Home School & Nonpublic School Students

The Louisiana State Board of Elementary and Secondary Education (BESE) requires that all students entering 5th or 9th grade in a public school system pass the 4th or 8th grade LEAP criterion-referenced test. Nonpublic school students (parochial/private/home school) in grades 4 and 8 who plan to attend school in the Zachary Community School District during the 2012-13 school year should complete the attached registration documents and return them to the Zachary Community School District. The following school sites will be used to test all nonpublic school students:

<u>Student's Current Grade</u>	<u>School Testing Site</u>	<u>Arrival Time</u>
4 th	Copper Mill Elementary 1300 Independence Boulevard	8:00 a.m.
8 th	Northwestern Middle 5200 East Central	7:00 a.m.
10 th /11 th	Zachary High School 4100 Bronco Lane	7:00 a.m.

Spring 2012 testing will be completed in two phases. On **March 20, 2012**, students will participate in "**Phase 1 Testing**". During this session the English/Language Arts (ELA) writing and Mathematics constructed response portions of the 4th/8th grade tests and the ELA Writing, Math, Science, and Social Studies constructed-response items of the 10th/11th grade tests will be given. The **April 12 – 13 and 16 – 17**, "**Phase 2 Testing**" sessions will consist of all remaining test items. **Students must be present for both the Phase I and Phase II test sessions to complete all parts of the tests.** The only other opportunity for students to take the test will be June 26 - 28, 2012. There will be no possibility for appeals unless students take the test in March.



3755 Church Street
Zachary, LA 70791
225.658.4969
Fax 225.658.5261
www.zacharyschools.org

LEAP Testing Registration for Private/Parochial/Home School Students Entering Zachary Community Schools

Please consider the following guidelines while filling out your registration form:

1. Fax the completed registration form to Karin Lawless at 658-5261 or return the forms **by March 1, 2012** to the Zachary Community School Board office at 3755 Church Street, Zachary, Louisiana 70791.
2. If your child requires accommodations due to ADD, ADHD, Dyslexia, or other disorders, please have the school your child currently attends complete a testing verification form (IAP) for students identified as eligible for 504 services. **By law, we cannot provide accommodations to students unless they have been provided as a routine part of their instructional program during the school year.**
3. Students should wear khaki pants and a navy blue or white shirt with a collar each day of testing. Please contact Karin Lawless or Michelle Clayton at 658-4969 if you need to borrow uniform clothing for your child to use during testing.
4. Students should bring a dictionary, thesaurus, and calculator as they can be used on some portions of the test. Students should also bring three (3) sharpened number two pencils and **non-instructional** reading material in case they finish early.
5. If you are registering a home schooled student for the test, **Please attach a copy of your approved Home School Application** issued by the Louisiana State Department of Education. Schools are not permitted to test home school students without an approved registration form.

The LEAP (4th/8th) and GEE (10th/11th) tests are not timed tests; however, we have found that most students are finished testing by 11:00 a.m. Students may test into the afternoon if necessary, provided that parents make arrangements to pick the child up when he/she is finished. Students should bring a book to read in case they finish tests early. Parents should remain outside of the testing area at all times, and a monitor will be appointed to escort students out to the lobby or parking area.

A complete report of the results from your child's test will be mailed to you when they become available. We will not discuss confidential information related to test scores over the telephone. Study materials for the LEAP test can be downloaded from the Louisiana Department of Education website at <http://www.louisianaschools.net/testing/help/>.

We are glad to have the opportunity to assist you with testing services. If you have questions or need assistance, please call Karin Lawless at 658-4969 or e-mail Karin.Lawless@zacharyschools.org.

