



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

May 11, 2011

TO: Parents of Home School & Nonpublic School Students

FROM: Karin Lawless, Supervisor
Accountability and Testing

RE: LEAP/GEE
For Home School & Nonpublic School Students

The Louisiana State Board of Elementary and Secondary Education 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 planning to attend school in the Zachary Community School District during the 2011-12 school year should fill out the attached registration documents and return them to the Zachary Community School District main office at 3755 Church Street, Zachary, LA. The following school site 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	7:20 a.m.
8 th	Northwestern Middle 5200 East Central Avenue	7:20 a.m.

The English/Language Arts and Mathematics portions of the test will be given Tuesday, June 28 through Thursday, June 30, 2011. Attendance is required all three days. 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.



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 Tuesday, June 14, 2011** 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 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 assessment is not a timed test; however, we have found that most students are finished testing by 11:30 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/>.



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PRIVATE SCHOOL/HOME SCHOOL STUDENTS

Summer 2011 Registration for the LEAP Test

STUDENT INFORMATION:

Name: _____
Last First Middle Initial

Social Security Number: _____ Date of Birth: _____

PARENT/GUARDIAN INFORMATION:

Name: _____
Last First Middle Initial

Mailing Address (Include city and zip code):

Home Telephone #: _____ Work/Cell Telephone #: _____

School Type and Requested Test

_____ Private/Parochial School	_____ 4 th Grade LEAP Test
_____ Home School	_____ 8 th Grade LEAP Test

Does this child have any special medical or other conditions we need to be made aware of? (if yes, please explain)

Signature of Parent/Guardian

Date

Office Use Only

Approved: _____
Karin Lawless, Supervisor
Department of Accountability and Testing

_____ Date

This registration form must be completed and returned to Karin Lawless at the Zachary Community School Board office (3755 Church Street, Zachary, LA) no later than Tuesday, June 14, 2011.