

LOSFA is now requiring a letter to show that our students were in good standing when they entered the Home Study program, in order to qualify for TOPS. Hopefully this is only a temporary requirement since it is ridiculous. But until we can do something about this we must comply. If your student falls into category 1 and you can't find your HS Approval Notification letter I have affirmed that you may send the letter required in category 2. LOSFA does not want to be doing this and has been very helpful and apologetic for this. The TOPS rules booklet still says that if our child has never been to school we only have to use Home Study for 12<sup>th</sup> grade, even though this wording implies otherwise. It should say 10<sup>th</sup> or 11<sup>th</sup> grade in number 2.

I know number one makes no sense because the LDoE is sending the list of Home Study students to LOSFA. According to Paula Smith with LOSFA, there are Home Study students, from grades 9<sup>th</sup> and 10<sup>th</sup> who are not listed on the information she gets from the LDoE. Like I said, makes no sense, but this is what I was told.

If you have questions you may contact Paula Smith, her info is below. If you would like to fax or email your letter it should go to her, if you want to mail it, that address is in the sample letter, below.

If your student was...

1) In a BESE approved home study program from kindergarten through twelfth grade, please email a copy of the 9<sup>th</sup> and 10<sup>th</sup> grade **Home Study Approval Notification** you received from Louisiana Department of Education – BESE.

2) Attended a registered nonpublic school (not seeking state approval) from kindergarten through tenth grade, please provide a letter from the administrator of that program listing the time attended and that you were in good standing at the time you switched to an approved BESE home study program.

Paula Smith

LOSFA - TOPS Initial Eligibility

Email: [Paula.Smith@La.gov](mailto:Paula.Smith@La.gov)

Ph: 225-219-7843\*Fax: 225-612-6508

Sample Letter:

LOSFA  
S/G Division  
P.O. Box 91202  
Baton Rouge, LA 70821-9201

Attention: Home Study Administrator

(Student Name) was a student at (school name) during the (school term). (Student Name) withdrew on (date withdrew) as a student in good standing. He/She and his/her parents felt it was in his/her best interest to finish his/her high school career in another program.

Sincerely,

School Administrator