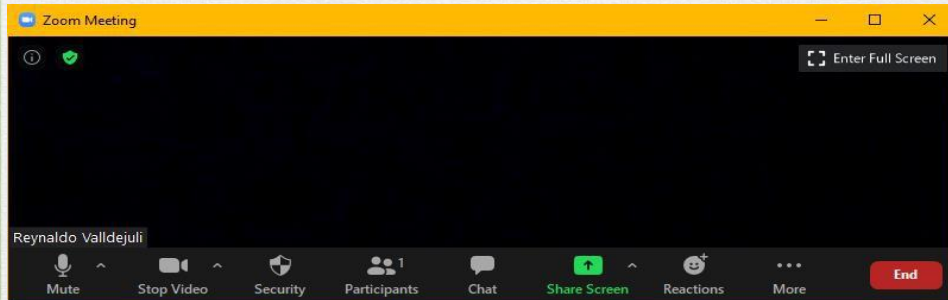


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



Data Coordinator Office Hours

June 17, 2021

Visit the [System Support Page](#) for a copy of the webinar deck.

Agenda

- Review the eScholar DirectMatch timeline for SNAP/TANF/CEP Elections
- Review the EOY collection timelines
- PEP Training

2020-2021 eScholar DirectMatch



Louisiana SecureID System (eScholar)

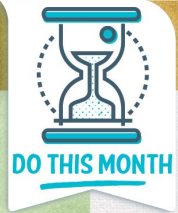
2020-2021 DirectMatch

eScholar DirectMatch <https://louisianasecureid.escholar.com/uid/login.do>

- **May SNAP and TANF** was loaded into eScholar DirectMatch on **June 3, 2021**
 - **LDOE ran the statewide** DirectMatch for SNAP and TANF
 - **SNAP batch #:** 234564-234780
 - **TANF batch #:** 234565-235102
 - Districts were notified when the statewide DirectMatch match was completed
 - Districts should resolve any near matches
 - Download the SNAP matched records from **MyStudents**
 - DM Index - loaded into food service system
 - 3.0 file format - loaded into local SIS

If a LASID has been split or retired, you will need to resend the student through DirectMatch for SNAP matching.

NOTE: MyStudents contains ALL students who were matched to the SNAP file from the start of the school year to the day the last DirectMatch was run.



Louisiana SecureID System (eScholar) 2020-2021 DirectMatch - CEP Elections

The CNP website was opened on May 3 for data submission.

By June 15, 2021: SFAs must submit the Population Data form and CEP Worksheet through the CNP website (<http://cnp.doe.louisiana.gov>). The ISP may be calculated using data drawn anytime between July 1, 2020 and June 30, 2021 for this submission deadline.

By September 30, 2021: SFAs must make final elections regarding CEP participation for SY 2021-22 through the CNP website (<http://cnp.doe.louisiana.gov>). If needed, SFAs can re-submit the Population Data form. The ISP may be calculated using data drawn anytime between July 1, 2020 and June 30, 2021.

For more information refer to: [SFS-21-x118 COVID19 Nationwide Waiver 82- CEP Deadline.pdf](#)



DO THIS MONTH

2020-2021 eScholar Systems Closeout Timeline

June 2-9:

- (June 3) Statewide **DirectMatch** SNAP/TANF run completed
- (June 9) Last date for school systems to run additional **DirectMatch** updates for new enrollments

June 14:

- Submit all Retirement and Split ID requests to Anantha.Lakkakula@la.gov for processing
 - **SecureID:** [Student Uniq-ID RetireID/SplitID](#) requests
 - **StaffID:** [Staff RetireID/SplitID](#) requests

June 15-18:

- Ensure all updates have been made in SIS EOY for **Uniq-ID** retirements and splits, etc.
- DirectMatch Audit # 4 - Ensure all near matches have been resolved and counts are correct
- Ensure all lunch status updates have been reported to **SIS EOY**
- (June 18) **SPC/SIS EOY collection period will be closed for the 2020-2021 school year**



Believes



2020-2021 eScholar Systems Closeout Timeline

July 5:

- Final 2020-2021 enrollments should be submitted to eScholar **SecureID** (year-round schools)
- Final 2020-2021 staff data should be submitted to eScholar **StaffID**
- Ensure all updates have been made in **PEP EOY** for StaffID retirements and splits, etc.

July 6:

- **SecureID, DirectMatch and StaffID will be closed for the 2020-2021 school year and no further updates can be made**

July 7-18: **eScholar systems will be unavailable**

- **SecureID and StaffID:** 2021-2022 eScholar rollover and school updates (new schools, close schools, grade configuration, new user roles, etc.)
- **DirectMatch:** Version 2020 final checks and loading of June SNAP/TANF files (1st SNAP/TANF files for the 2021-2022 school year).



2021-2022 Startup Timeline for the eScholar Secure ID System

July 19: 2021-2022 New School Year - eScholar SecureID system

- School systems can begin their initial submission of **2021-22 student expected enrollments**
 - **ESSY = 2022**
 - **Location Active Flag** (*Active = "1" or Inactive = "0"*)
- The [System Support page](#) contains resources for creating and maintaining student Uniq-IDs (User Guide, upload/download template and SAMPLE, RetireID/SplitID templates, FAQ, training slide deck/recording, etc.)



2021-2022 Startup Timeline for the eScholar StaffID System

July 19: 2021-2022 New School Year - eScholar StaffID system

- **eScholar StaffID:** School systems can begin submitting their initial submission of 2021-22 staff data with
 - **ESSY = 2022**
- If access is required to [EdLink 360](#), the State User ID field should be populated with the EdLink username created at <https://My.LA.gov> in EdLink Security.
- The [System Support page](#) contains StaffID resources (StaffID User Guide, FAQ, upload/download templates, RetireID/SplitID templates and sample, Security Coordinator guidelines for adding users, training slide deck/recording, etc.)



2021-2022 Startup Timeline for the eScholar DirectMatch System

July 19: 2021-2022 New School Year - eScholar DirectMatch system (Version 2020)

- New URL- DirectMatch will no longer be accessible within the eScholar SecureID screen/application
- The User's Email address will be used for login (e.g. PollyPelican@coastlineschools.org)
 - **June 14-18:** LDOE will reach out to security coordinators and DirectMatch users to ensure the email address in the contact list is up to date. (Posted on [System Support Page](#))
- Users will have the ability to reset their password within the application
- Will handle multiple program types (SNAP, TANF, Medicaid, etc.)
- Will be able to match student(s) through file upload, online entry, individually by LASID or address
- Will be able to identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
- Will be able to calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP)



2021-2022 Startup Timeline for the eScholar DirectMatch System

- eScholar will provide User training for eScholar DirectMatch
- The Registration link has been posted on the [System Support page](#) and [CNP site](#)
 - Session 1 - Monday, July 19 10:00 -12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_qtISe5ObSya6PWcR00I13w
 - Session 2 - Monday, July 26 10:00 - 12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_NIIg_LnPT-6idHwNvrLJig
 - Session 3 - Friday, August 20 10:00 -12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_ZR7V1c-ISDy9wQc4swAJew

After registering, you will receive a confirmation email containing information about joining the webinar.

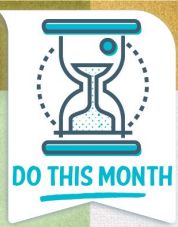


2021-2022 Startup Timeline for the eScholar DirectMatch System (contd.)

- School systems can begin running DirectMatch **after 2021-22 expected student enrollments** have been submitted to eScholar SecureID
- During the system rollover, the June SNAP/TANF file will be loaded to DirectMatch. This is the 1st file in the series for the 2021-22 school year.
- July - September 2021: School systems are responsible for running eScholar DirectMatch, resolving near matches and consuming the data into their local systems.
- October - June: LDOE will run a statewide DirectMatch and provide the batch numbers to school systems. School systems be responsible for resolving near matches for these batches and consuming the data into their local systems.
- The [System Support page](#) contains DirectMatch resources (DirectMatch User Guide, SNAP/TANF monthly update schedule, Sample Income survey for CEP schools, FAQ, upload/download templates, training slide deck/recording, etc.)



2020-2021 Legacy Systems EOY Closeouts



2020-2021 End-Of-Year Collection for Student Transcript System (STS)

Collection Name	Legacy System – What Data is Collected	Deadlines
EOY	<p>Student Transcript System (STS) - The target deadline for traditional graduates and 9th graders is mid June. Prioritize these two groups first for LOSFA/BOR and DCAI. Verify the accuracy of transcripts, check for parental consent, and make sure the sites are certified each time a change is made.</p>	<p>Deadlines:</p> <ul style="list-style-type: none">• Graduates and 9th graders - mid June• Summer school - mid August• Closing for 2020-21 school year - September 30



2020-2021 End-Of-Year Collections

SIS SER STS Exit Validation Reports and Rosters

EOY Exit SIS SER STS Validation reports and rosters [DM FTP](#) drops:

Completed: weeks of 5/17, 5/24, 5/31 **Upcoming:** weeks of 6/14, and 7/12 (Final).

Validation Report Elements	Validation Roster Elements
<ul style="list-style-type: none">Exit Alignment in SIS, STS, & SERStudent ExitsSTS/SIS Graduate AlignmentSTS June BOR Student Count & Credit Accumulation by Student by Grade LevelSTS June BOR ValidationCOVID-Related & Miscellaneous	<ul style="list-style-type: none">12th-grade students & 11th-grade graduates with exits that differ between SIS, STS, & SERStudents with graduate exits in SIS not equal to the last day of schoolStudents missing parental consent12th-grade students missing LEA FAFSA flag & may or may not be identified by LOSFAStudents who have received fewer course credits for their grade level by the end of the school year than expected in order to be on track to graduate on timeGraduates given a COVID-related assessment waiverStudents in courses where "CourseCd" value is on a 4-point scale but "CourseTypeCd" is on 5-point scale (AP, HR, etc.)8th through 11th graders receiving more than 2 Carnegie units by receiving "pass" grades instead of letter grades during this school year12th-grade JumpStart students with a blank or incorrect IBC pathway & those who do not have at least 1 IBC.



2020-2021 End-Of-Year Collection for Annual Financial Reporting System (AFR)

Collection Name	Legacy System – What Data is Collected	Timeline
EOY	<p>Annual Financial Reporting System (AFR) - Final district financial data used to prepare the Annual Financial and Statistical Report</p> <ul style="list-style-type: none">• To satisfy various fiscal information requirements of the Legislature, US Census Bureau, National Center for Education Statistics (NCES), and National Education Association (NEA)	<p>Opens: August 18, 2021</p> <p>Deadline: September 30, 2021</p>

Please review the **AFR and PEP Salary Alignment** guidance posted on the [System Support](#) page.



2020-2021 End-Of-Year Collection for Profile of Educational Personnel System (PEP)

Collection Name	Legacy System – What Data is Collected	Timeline
EOY	Profile of Educational Personnel (PEP) - Final staff data including final LEA salary updates, tenure and teacher attendance. Refer to PEP User Guide for reports and verify after each submission including PEP Questionable Salary reports.	Deadline: August 27 , 2021 School system submissions: 40 (24%)
SRO	School Resource Officer (SRO) - Data reported in the SRO JotForm includes the number of school resource officers by site during the 2020-21 school year. When submitting the form, 0 or greater must be reported for each site.	Deadline: August 27 , 2021 School system submissions: 14 (8%)



2020-2021 End-Of-Year Collection for Profile of Educational Personnel System (PEP) (contd.)

EOY Validation reports and rosters [DM FTP](#) drops:

Completed: Upcoming: weeks of 7/26, 8/9, 8/16, 8/23, 9/6 (Final).

Validation Report Elements	Validation Roster Elements
<ul style="list-style-type: none">• Total LEA Staff Headcount• Classroom Teacher Counts (FTE)• Principal/Assistant Principal Counts• Average Classroom Teacher Salary• Total Demand/Performance Pay• Average Principal/Assistant Principal Salary• Tenured/Lost Tenure Count• Non-Attendance Data Reported• School Resource Officer Count by Site	<ul style="list-style-type: none">• Attendance Rate/Absence Days• Salary Check• October 1 Class Information• Missing Staff Information• Tenure Information <p>PEP EOY Statement of Affirmation is due 9/24/21.</p>



DO THIS MONTH

2020-2021 End-Of-Year Collection for School Calendar System (SPC)

Collection Name	Legacy System – What Data is Collected	Timeline
EOY	School Calendar (SPC) – Final and actual 2020-21 school year calendars which include all instructional days, teacher only days, holidays, emergency days, etc.)	Deadline: June 18, 2021 School system submissions: 165 (100%)



DO THIS MONTH

2020-2021 End-Of-Year Collection for Student Information System (SIS)

Collection Name	Legacy System – What Data is Collected	Timeline
EOY	Student Information System (SIS) – Final student data for all students enrolled including enrollment, attendance, discipline, lunch status, homeless and other indicators (504, Immersion, Extension Academy, etc.).	Deadline: June 18, 2021 School system submissions: 165 (100%)



DO THIS MONTH

2020-2021 End-Of-Year Collection for Student Information System (SIS) (contd.)

Validation reports and rosters [DM FTP](#) drops:

Completed: weeks of 5/17, 5/31

Upcoming: weeks of 6/14, 6/21, and 7/12 (Final).

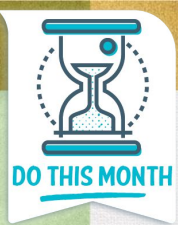
Validation Report Elements

- SIS EOY Enrollment
- SIS EOY Exits
- Attendance, Truancy & Discipline
- SIS EOY Potential Dropouts
- SIS EOY Lunch Status
- Grade Level Discrepancies
- Special Populations
- SIS & HTS Homeless Status

Validation Roster Elements

- Roster of multiple and duplicate enrollments
- Roster of students on Academic Improvement Plan
- Roster of students in Oct 1 MFP, or Oct 1 CLASS, or Feb 1 MFP but not in EOY
- Roster of current T9 students who were T9 at any time the prior school year
- Roster of 504 students with accommodations
- Roster of student discipline events
- Roster of students with 30 or more absences
- Roster of homeless students
- Roster of migrant students
- Roster of students in foster care
- List of CEP sites
- Students in EOY with a difference of at least 2 grade levels from Feb 1 MFPS
- Students in EOY with an increase of at least 2 or decrease of at least 1 grade level from 2019-20 EOY

[SIS EOY Statement of Affirmation](#) is due 7/23.



2020-2021 End-Of-Year Collection for Special Education Reporting (SER) System

Collection Name	Application System – What Data is Collected	Timeline
EOY	Report to run and verify: SER/SIS Exit Cross Check verify exit data.	Deadline: June 18, 2021
	LDOE: Student Profile Grade Rollover	Deadline: June 30, 2021
	Begin entering Extended School Year (ESY) data	June 30, 2021
	Begin verifying exit data -In preparation for the Exit Count Final run (for 20-21 school year). Run and verify: Exit Counted, Exit Summary	July 1, 2021



2020-2021 End-Of-Year Collection for Special Education Reporting (SER) System

Collection Name	Application System – What Data is Collected	Timeline
EOY	<p>Begin verifying data: State Performance Plan (SPP) Indicator 11 (Initial Evaluation) Compliance Preliminary Run, (Post School Transition; Initial Evaluation Compliance)</p> <p><u>Reports to run and verify:</u> PST Missing, PST Listing Report, Parent/Guardian Listing, Parent/Guardian Missing</p>	July 1, 2021
	<p>State Performance Plan /Annual Performance Report (SPP/APR) Indicator 4 (Discipline) Final Run</p> <p><u>Reports to run and verify:</u> Disciplinary Removals-Summary, Disciplinary Removals-Detail (Out of School Expulsions-No, Out of School Expulsions-Yes)</p>	Deadline: July 9, 2021



Parallel Data Collections for 2020-2021 and Passing of Historical Data



Parallel Data Collections for 2020-2021

- Continue with 2020-2021 parallel data collections for **Legacy Systems**
 - Data collected in the legacy systems during the 2020-21 school year will be the **source of truth** for funding, accountability and reporting.
 - Continue to Report EOY data to all [open collections](#)
 - Continue to report issues to legacy system data managers or systemsupport@la.gov
- Continue with 2020-21 parallel data collections for **EdLink 360**
 - Review the [2020-2021 Parallel data submission schedule](#)
 - Create and drop extract files on PowerSchool sFTP server
 - Review the [List of All Extract and TBL Updates made since beginning of the Pilot](#) document to remain abreast of any recent updates.
 - Continue to submit and maintain eScholar StaffIDs
 - Review resources posted on the [EdLink 360 Support page](#) (User Guides, Extract Layouts, Sample Extracts Frequently Asked Questions, etc.)
 - Report any issues to edlink360@la.gov



Passing of **2019-20** Historical Student Data to EdLink

June 18: 2020-21 EOY SPC/SIS data collections will close and school systems will be required to pass their **2019-20 student** historical data to the EdLink360 data warehouse.

June 25:

- SIS 2020-21 EOY will reopen for Dropout corrections and exiting of summer graduates.
- LDOE creates zipped folder of **2019-20 student** historical data and drops on the [DM FTP](#) (1 zipped folder with multiple files - Folder should not be opened)

Folder: *Historical Data for EdLink* **Filename:** *LEACODE_2019-20_historical_data*

June 25- July 9: School systems will download their zipped folder of **2019-20 student** historical data from the [DM FTP](#) and upload to PowerSchool sFTP server

PowerSchool sFTP Folder: `./SIS_Extracts/SIS`

Detailed instructions will be posted on the [EdLink360 Support Page](#) by **June 18th**.



Passing of **2020-21** Historical Student Data to EdLink

June 25-August 1: SIS EOY is available for correcting potential dropout data and for exiting students who have completed graduation requirements during summer school.

Aug 6: LDOE creates zipped folder of **2020-21 student** historical data and drops on the [DM FTP](#) (1 zipped folder with multiple files - Folder should not be opened)

Folder: *Historical Data for EdLink* **Filename:** *LEACODE_2020-21_historical_data*

Aug 6 - Aug 20: School systems will download their zipped folder of **2020-21 student** historical data from the [DM FTP](#) and upload to PowerSchool sFTP server

PowerSchool sFTP Folder: `./SIS_Extracts/SIS`

Aug 6 - Sep 3: PowerSchool completes the load of all historical **student** data to EdLink 360

If **2019-20** and **2020-21** historical data is not dropped on PowerSchool sFTP server for loading to EdLink, you will not be ready to submit data to EdLink for the 2021-22 school year.



Passing of **2019-20** and **2020-21** Staff Historical Data to EdLink by Direct Connection

August 27: 2020-21 PEP EOY collection will close

September 3 - September 20: Staff data will be passed through direct connection of PEP and EdLink.

- The loading of staff data can occur at any time when EdLink opens for the 2021-22 school year and will not be dependent upon the loading of prior year staff that is being captured by direct connection



Preparing for 2021-2022 Data Collections



2021-2022 Sponsor Site System (SPS) Updates

- **April 1, 2021** - 2021-2022 [Sponsor Site Information Forms](#) collection begins
- **June 1, 2021** - Sponsor Site rolled over for the 2021-2022 school year
 - Changes can be made directly in Sponsor Site for certain fields that are updatable by school systems (administrator information, links-website, twitter, facebook, drop-off and pickup times, clubs and sports offered)
 - Submit a [Sponsor Site Information Form](#) to request all other updates
- **June 25, 2021** - Deadline to submit closure forms
- **July 16, 2021** - Deadline to submit new school requests
- **August 23, 2021** - Sponsor Site Certification begins
- **September 30, 2021** - Deadline for certifying sponsors and sites
- **February 1, 2022** - Sponsor Site replacement goes live (EdLink Ops)



Data Sharing Agreements for 2021-2022

Pursuant to R.S. 17:3914, school systems are required to have a contract or data sharing agreement in place with private vendors that deliver services in order to share personally identifiable student data.

For the 2021-2022 school year, school systems will need to opt-in to the following data sharing agreements. By the **July 15 Data Coordinator webinar**, links for downloading agreements and uploading approvals will be available for all data sharing agreements for the 2021-2022 school year.

- ACT by LDOE - Assessment Administration
- ACT (Other Realms)
- College Board - College related assessment and services
- DRC - Non-summative assessment
- MCSE - National Center for Education Statistics
- PowerSchool - Formerly known as Hoonuit
- Teaching Strategies Gold - Early Childhood Assessment



2021-2022 System Enhancements

- The [2021-2022 System Enhancements](#) document is final and includes all 2021-22 updates that will be included in EdLink
- PowerSchool will complete all 2021-22 system enhancements prior to the EdLink GoLive in August 2021
- In July, LDOE will perform system testing in the DEV environment
- Vendors should incorporate all programming updates into their EdLink extracts and ensure those updates are included in extracts when they begin their EdLink submissions in August 2021



EdLink Training Groups and Opportunities

Data Systems & User Support team will be offering a 7 week training series designed to get LEAs ready for EdLink Go Live in August. Weekly training topics and the invitation for the weekly meeting was sent to all data managers on Thursday June 9th.

Training Next Steps	Timeline
Data Systems & User Support team worked to place each LEA in a training group	week of May 31st - June 4th
Data Systems & User Support team sent out an email to each training group. This email contained the weekly training time, link and training topics through end of July	week of June 7th - June 11th
7 week Training Series begins: LDOE and LEAs meet weekly to participate in both training and QA time. Goal is to increase knowledge and proficiency in the EdLink system ahead of EdLink Go Live in August 2021.	week of June 14th - end of July



2020-2021 PEP Training

PEP Training

- PEP Details
- System Requirements
- System Entry
- Batch Submissions with the PEP Record Layout Spreadsheet

Minimum Computer System Requirements

Minimum computer system requirements to access the LDOE Application Systems:

- **Browser:** LDOE Application Systems are optimized for Internet Explorer Version 9.0 or lower or later versions using Compatibility Mode
- **Screen Resolution:** The optimum screen setting is 1024 x 768 or higher
 - To adjust your resolution, right-click on your desktop, click Properties, then Settings
 - Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- **Software:** WinZip (preferred), PKZip (permitted)

Setting up Internet Explorer

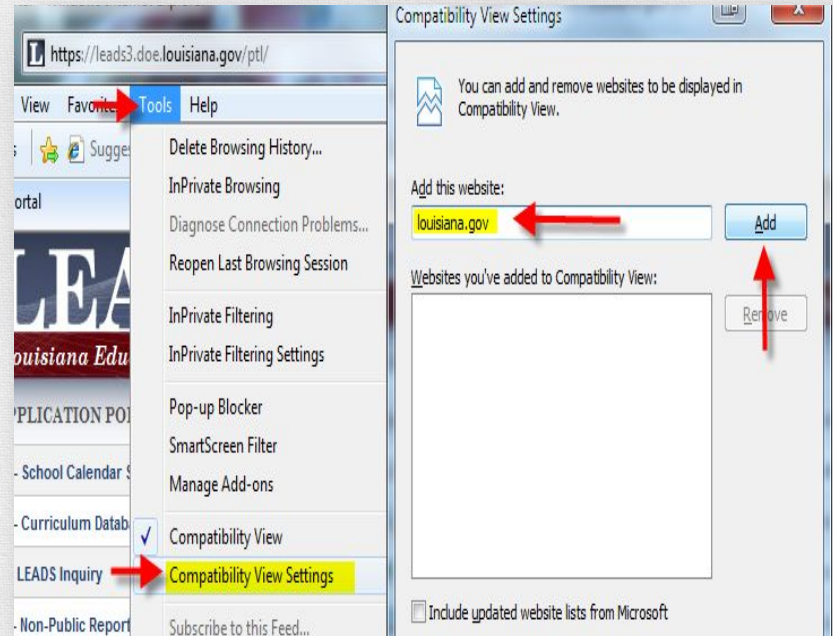
Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level.
- Make sure the “Allow script-initiated windows without size or position constraints” option is enabled
- Also, make sure the “Display mixed content” option is enabled
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings
- Enter <https://leads3.doe.louisiana.gov/ptl/> in the “Address of Web site to allow” field
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker”

Setting up Internet Explorer

For IE version 11,

- Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option
- Then, in the text box under “Add this website”, enter Louisiana.gov and click the “Add” button
- Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE



PEP Entry

- Log in to LEADS:
<https://leads3.doe.louisiana.gov/ptl/>
using Internet Explorer. Check User Guide for computer configuration.
- Enter Username and Password then click OK.
- Click PEP.



Windows Security

Connecting to leads3.doe.louisiana.gov

Enter your credentials

User name

Password

Remember my credentials

OK Cancel

Click here

PEP Entry

- If you do not see this page when you click PEP then your computer is not configured for PEP or you are not using Internet Explorer. See user guide for instructions.
- We will place announcements on this opening page if needed.

Home	File Processing	Online Staff Processing	Reports & Files	Data Administration
------	-----------------	-------------------------	-----------------	---------------------

Opening Page

Welcome to the Louisiana Department of Education's **Profile of Educational Personnel (PEP)** web based data collection system. This system is used for the collection of public school employees' personnel data. The data collected is used for state and federal reporting purposes. All data collected in the PEP system is only to be used in accordance with the rules and regulations provided by Family Educational Rights and Privacy Act (FERPA). This data will be used to assist in improving academic performance for all students, help to eliminate achievement gaps and prepare students to be effective citizens in a global market.



Important messages and updates related to the PEP system will be displayed below.

PEP Message Center	Posted Date
1	

Online Staff Processing



LEADS APPLICATION PORTAL User

 AFR - Annual Financial Report	 PEP - Profile of Educational Personnel
 CUR - Curriculum Database	 TBL - Reference Tables
 LIQ - LEADS Inquiry	 SPS - Sponsor-Site

Home

File Processing

Online Staff Processing

Reports & Files

Data Administration

Staff List

Staff

Site Position

Salary

Class Schedule

Non Attendance

All Processing Periods-View

Open Processing Periods-Update

Beginning School Year:

2020

Processing Period:

June 30 (Actual)

Sponsor:

001 Acadia Parish

Search on Last Name / SSN:

DISPLAY STAFF LIST (MAX 1000)

SSN to Add Staff:

123456789



CLICK TO ACCEPT NEW SSN

STAFF RECORD : UPDATE Mode

COMPLETE VALIDATION & UPDATE DATA

6/17/2021 10:14 AM

You must click validate information at each tab then **return** to staff tab and click **COMPLETE VALIDATION AND UPDATE DATA**. If you do not the data will not save.

Record Updated In Hold Area

ADD STAFF

DELETE STAFF

CHANGE SSN

VALIDATE

Data in Error

Error Message (* = errors from Complete Validation)

Batch Submission

Allows you to upload multiple files at a time. Click here for [PEP Record Layout Spreadsheet](#)

Tells you about the field characteristics

Tells you about the field exceptions and formulas

Tells you about the collected field and sample

Record tabs for each file and collection tab

	A	B	C	D	E	F	G
1	START	1	4	7	11	14	20
2	Length	3	3	4	3	6	9
3	Required length	3	3	4	3	6	9
4	Format	Text	Text	Text	Text	Text	Text
5	Contains a formula by default?	No	No	No	No	Yes	No
6	Possible inputs	PEP	100	2020	Your 3-digit LEA code	blank - leave formula in tact =REPT(" ",6)	Actual SSN unless employee status code = 02, 03, or 04). If 02, start with 998. If 03 or 04, start with 999
7	Name	System Indicator	Transaction Code	Beginning School Session	Sponsor Code	Filler	Social Security Number
8	FirstName LastName	PEP	100	2020	001		123456789
9		PEP	100	2020			
27		PEP	100	2020			
28		PEP	100	2020			
29		PEP	100	2020			
30		PEP	100	2020			

Uploading Batch Submissions

PEP Demographic Record 100.

BJ	BK	BL
DO NOT ERASE OR COPY OVER		If not 188, the layout is not correct. Check rows < 188 for missing formulas
TXT		188
PEP1002020001	123456789\LastName FirstName M 080898 00000045529 F1770049001 NNNNY0812200200 000000000000	188
PEP1002020	000000	134
PEP1002020	000000	134

At the end of each record, there is a file builder creating your text file. The first line of each record is a sample entry. Check the column frequently for character matchup and formula correction .

Will stay red until the number matches.

PEP Demographic Record (100)

- Staff demographic record: hire date, gender, ethnicity, tenure, certification, salary
- **Watch for:** Missing Formulas
- **Watch for:** Teacher Certification Number (T) and Teacher Exception Code (V). You can not have a **Teacher Certification** and **Teacher Exception**. It is one or the other.
- **Watch for:** **Education Level** codes (W). It requires two characters.
- **Watch for:** **Total Salary Amount** (AC) is six (6) characters in length. Might need a leading 0. **Contract Day Count** (AF) is five (5) characters in length so add 00.

Example: Total Salary Amount: 53,000

Contract Day Count: 177

Entered As:

053000

17700

How can you tell if there is a missing formula?

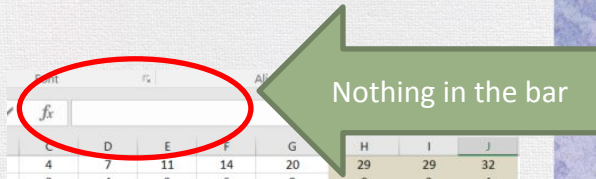
	E	F	G
	11	14	20
	3	6	9
	3	6	9
Text	Text	Text	Text
No	Yes	No	No

If the column is brown then there is a formula



Formula is in the formula bar

J10	A	B	C	D	E	F
1	START	1	4	7	11	14
2	Length	3	3	4	3	6



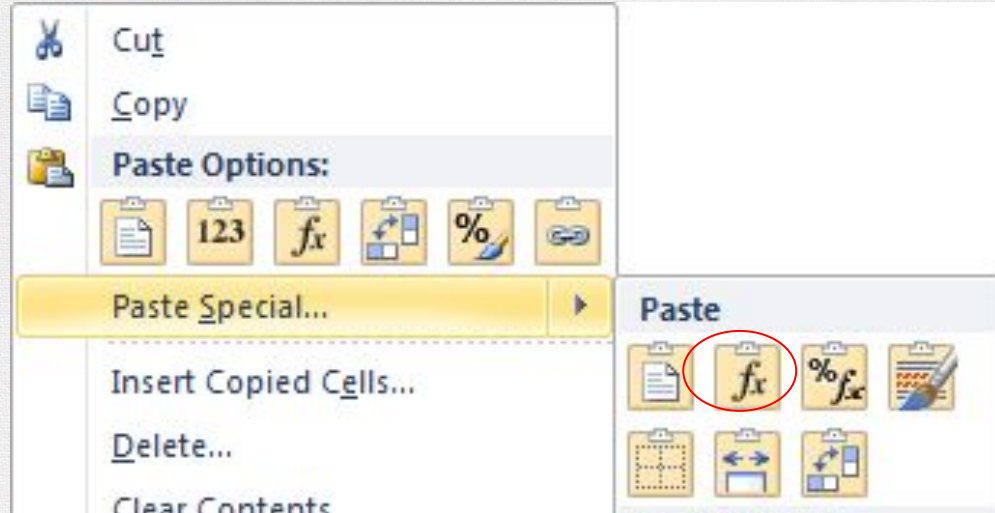
	C	D	E	F	G	H	I	J
	4	7	11	14	20	29	29	32
	3	4	3	6	9	0	3	4
	3	4	3	6	9	8	3	4
	210	2020	3-digit LEA code	6-digit site code		Leave =REPT(" ",8)	Leave =REPT(" ",3)	Leave =REPT(" ",4)
		Beginn	Sponsor	Social Security		Filler	Filler	Filler
	Transaction Code	School Code	Site Code	Number				
	210	2020	001001	123456789				
	210	2020						
	210	2020						



Copy sample then Paste Formula

Paste Formula

Paste Formula will paste the adjusted formula for the active cell



Answer in chat

Which record field has a formula in the spreadsheet?

A: Total Salary Amount

B: Salary Reduction Code

C: Employee Type Code

A	B	C
<u>Total Salary Amount</u>	<u>Salary Reduction Code</u>	<u>Employee Type Code</u>
045529		F

Answer is B

Which record field has a formula in the spreadsheet?

A: Total Salary Amount

B: Salary Reduction Code

C: Employee Type Code

A	B	C
<u>Total Salary Amount</u>	<u>Salary Reduction Code</u>	<u>Employee Type Code</u>
045529		F

All record fields with a formula in the PEP Record Layout Spreadsheet are **brown**.

Answer in Chat

Which column is missing a formula?

Q

=REPT(" ",1)	
	Q
<u>ode.</u>	<u>Ethnic Code.</u>
<u>yee</u>	<u>Employee</u>

R

=REPT(" ",4)	
Q	R
<u>Ethnic Code.</u>	<u>Teaching Certificate</u>
<u>Employee</u>	<u>Type</u>

S

	Q	R	S
<u>Ethnic Code.</u>	<u>Ethnic Code.</u>	<u>Teaching Certificate</u>	<u>Filler</u>
<u>Employee</u>	<u>Employee</u>	<u>Type</u>	<u>(added)</u>

Answer is S

Which column is missing a formula?

=REPT(" ",1)	
	Q
<u>ode.</u>	<u>Ethnic Code.</u>
<u>tyee</u>	<u>Employee</u>

=REPT(" ",4)	
Q	R
<u>Ethnic Code.</u>	<u>Teaching Certificate</u>
<u>Employee</u>	<u>Type</u>

=REPT(" ",4)		
Q	R	S
<u>Ethnic Code.</u>	<u>Teaching Certificate</u>	<u>Filler</u>
<u>Employee</u>	<u>Type</u>	<u>(added)</u>

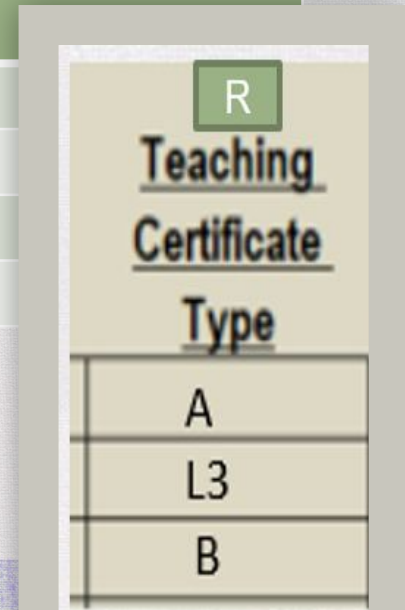
If the record field is brown, then there will need to be a formula in the formula bar.

Teacher Certification and Teacher Exception Code

PEP Demographic Record (100)

Enter the Teaching Certification Type based on the PEP code. Codes can be found in the PEP user guide.

Cert Type (PEP)	Certificate Type Name (TeachLouisiana)	Certificate Type Short (Printed Cert)
OP	OP	Out of State Certificate
VR	VR	Teaching Certificate
L1	Level 1	Teaching Certificate
L3	Level 3	Teaching Certificate



Teacher Certification and Teacher Exception Code

PEP Demographic Record (100)

<input type="checkbox"/> T <u>Teaching Certificate Number</u>	<u>Teaching Certificate Suffix</u>	<input type="checkbox"/> V <u>Teaching Certificate Exception Code</u>	
		9	✓
654321			✓
123456		5	✗

- Record can have the **certificate number (T)** or the **exception code (V)**
- It cannot have both marked
- Watch for prefilled formulas
- Some staff will not be marked

Answer in Chat

<u>Teaching Certificate</u> Type	<u>Teaching Certificate</u> Number	<u>Teaching Certificate</u> Suffix	<u>Teaching Certificate</u> Exception Code
L1	345678		
B	123456		
			5



Is it the shrimp, oyster, or crawfish record that is not seasoned correctly?

<u>Teaching Certificate</u> Type	<u>Teaching Certificate</u> Number	<u>Teaching Certificate</u> Suffix	<u>Teaching Certificate</u> Exception Code
A	246812		9
L2	987654		



<u>Teaching Certificate</u> Type	<u>Teaching Certificate</u> Number	<u>Teaching Certificate</u> Suffix	<u>Teaching Certificate</u> Exception Code
			5
			5
			9



Lagniappe Question:
Why are the record fields brown?

Answer in Chat

Teaching Certificate Type	Teaching Certificate Number	Teaching Certificate Suffix	Teaching Certificate Exception Code
L1	345678		
B	123456		
			5



Too much spice- It is either the certification number **or** the exception code.

Teaching Certificate Type	Teaching Certificate Number	Teaching Certificate Suffix	Teaching Certificate Exception Code
A	246812		9
L2	987654		



Teaching Certificate Type	Teaching Certificate Number	Teaching Certificate Suffix	Teaching Certificate Exception Code
			5
			5
			9



Lagniappe Question:
They have prefilled formulas in the cells.

Educational Level Codes

- The most appropriate code indicating the highest level of academic achievement on which the employee's salary is based. Code can be found in PEP user guide.

- | |
|------------------------------------|
| 01 - Less than high school |
| 02 - High school (include all GED) |
| 03 - Trade/Technical Certificate |
| 04 - 1 yr. College |
| 05 - 2 yrs. College |
| 06 - Associate degree |
| 07 - 3 yrs. College |
| 08 - Bachelor's degree |
| 09 - Master's degree |
| 10 - Master's+30 |
| 11 - Educational Specialist |
| 12 - Doctorate |

V	W	X
<u>Teaching Certificate Exception Code</u>	<u>Educational Level Code</u>	<u>Experience, Years Allowed Count (For Salary Level)</u>
08	08	08

Require two characters

Total Salary Amount and Contract Day Count

PEP 100 Record

Total Salary Count is a six character field. Add a leading zero if needed.

AC	AD	AE	AF
6-digit salary. For contract workers, use ="000000")	01, 02, 03 or leave blank with formula in tact =REPT(" ",2)	F=full-time, P=part-time	# days and two zeros (minimum 17700)
<u>Total Salary Amount</u>	<u>Salary Reduction Code</u>	<u>Employee Type Code</u>	<u>Contract Day Count</u>
045529		F	17700

Contract Day Count is a five character field. Add two zeros to the end of count.

Answer in Chat

Can you complete the chart? What is the number that would be entered in the spreadsheet?

Total Salary Amount	PEP Record Layout Spreadsheet
53,750	
106,500	
49,250	
35,900	

Contract Day Count	PEP Record Layout Spreadsheet
177	
156	
174	
1500	

Answer in Chat

Notice 106500 was already six characters. It did not need to be adjusted. All other salaries need the extra zero.

Total Salary Amount	PEP Record Layout Spreadsheet	Contract Day Count	PEP Record Layout Spreadsheet
53750	<u>0</u> 53750	177	177 <u>00</u>
106500	106500	156	156 <u>00</u>
49250	<u>0</u> 49250	174	174 <u>00</u>
35900	<u>0</u> 35900	150	150 <u>00</u>

Notice two zeros are required for this record field.

Review PEP Record Layout Spreadsheet

100 Record Tab

- Brown record fields have formulas. Check for missing formulas.
- Teacher Certificate Number **or** Teacher Certificate Exception Code. Not Both
- Educational Level is two character field. (Master degree= 09)
- Total Salary Count might need a leading zero. Contract Day Count will need two zeros at the end.

PEP Site Position Record (200)

- Site record: salary, site location, funding codes, home base.
- **Watch for: Name (A)** Will automatic population from 100 record when SSN is entered.
- **Watch for: Date format (H,K)** Use mmddyyyy
- **Watch for: Annual Minutes Worked (L)** is six (6) characters in length. Might need to add a zero at the front. $AMW = \text{Days worked} \times \text{Workday Minutes}$
- **Watch for: Salary Amount (M),(P),(S),(V),(Y)** is six (6) characters in length. Might need a leading 0. Also P-AA have prefilled formulas. Salary Check (AC) automatically totals all salary inputs.

Example: Salary Amount: 53,000 Entered As: 053000

- **Watch For: Home Base Flag (AB)** for main staff site

Column A Stands Alone

Column A is complete. A formula links the data once the SSN is entered in column G.

	A	B	C	D	E	F	G
1	START	1	4	4	4	4	10
2	Length	3	0	0	0	6	0
3	Required length	3	3	4	3	6	9
4	Format	Text	Text	Text	Text	Text	Text
5	Contains a formula by default?	No	No	No	No	No	No
6	Input example	PEP	200	2020	Your 3-digit LEA code	The 6-digit site code	Actual SSN unless employee status code = 02, 03, or 04). If 02, start with 998. If 03 or 04, start with 999
7	Name	<u>System Indicator</u>	<u>Transaction Code</u>	<u>Beginning School Session</u>	<u>Sponsor Code</u>	<u>Site Code</u>	<u>Social Security Number</u>
8	FirstName LastName	PEP	200	2020	001	001001	123456789

Date Format

H and K must be entered as MMDDYYYY format in 200 records.

No dashes or backward slashes.

H	I	J	K
10	10	10	10
0	0	0	0
8	3	4	8
Text	Text	Text	Text
No	No	No	No
mmddyyyy (usually 0701year)	See Appendix G of user guide)	See Appendix G of user guide)	mmddyyyy (usually 0630year)
<u>Employment Date Begin (per contract)</u>	<u>Object Code</u>	<u>Function Code</u>	<u>Employment End Date</u>
07012020	112	2400	06302021

Employment End Date is usually June 30 (0630YYYY)

Answer in Chat

Convert the following dates to MMDDYYYY format

Date Provided	Data Submitted
March 16, 2021	
04/12/21	
6 Jan 21	
Friday February 5, 2021	

Answer in Chat

Convert the following dates to MMDDYYYY format

Date Provided	Data Submitted
March 16, 2021	03162021
04/12/21	04122021
6 Jan 21	01062021
Friday February 5, 2021	02052021

Annual Minutes Worked Count

AMW= Days worked X Workday Minutes . Contract Workers = "000000"

L
10
0
6
Text
No
days worked x workday minutes or ="000000" for contract workers
Annual Minutes Worked Count
092640

Need leading 0

For the **BOY Class** collection period:

These data will reflect the total number of minutes the employee is **projected** to work within the current fiscal year at the specific site for the *specific* job assignment (classification) at the specific site.

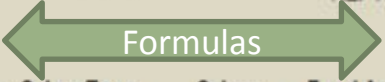
For the **EOY** collection period:

These data will reflect the total number of minutes the employee **worked** or was **paid** to work within the fiscal year at a site for a specific job assignment (classification).

Salary Amounts

Many will only have M-O. If there is another **Salary Amount** use Q-Z to enter data

M	N	O	P	Q	R	S	T	U
10	10	10	10	10	10	10	10	10
0	0	0	0	0	0	0	0	0
6	2	1	6	2	1	6	2	1
Text	Text	Text	Text	Text	Text	Text	Text	Text
No	No	No	Yes	Yes	Yes	Yes	Yes	Yes
6 #s or zeros (for contract workers)	01, 10, 20, 21, 30 or leave formula in tact =REPT("**,2)	1,2,3,4 or leave formula in tact =REPT("**,1)	6 #s or =("000000")	01, 10, 20, 21, 30 or leave formula in tact =REPT("**,2)	1,2,3,4 or leave formula in tact =REPT("**,1)	#s or zeros	01, 10, 20, 21, 30 or leave formula in tact =REPT("**,2)	1,2,3,4 or leave formula in tact =REPT("**,1)
<u>Salary Amount (1st occurrence)</u>	<u>Fund Account Code (1st occurrence)</u>	<u>Salary Type code (1st occurrence)</u>	<u>Salary Amount (2nd occurrence)</u>	<u>Fund Account Code (2nd occurrence)</u>	<u>Salary Type Code (2nd occurrence)</u>	<u>Salary Amount (3rd occurrence)</u>	<u>Fund Account code (3rd occurrence)</u>	<u>Salary Type Code (3rd occurrence)</u>
030000	01	1	000000			000000		



Zero if needed

Click P and replace 000000 with salary. Six characters.

Answer in the Chat

M	N	O	P	Q	R	S	T	U
<u>Salary Amount (1st occurrence)</u>	<u>Fund Account Code (1st occurrence)</u>	<u>Salary Type code (1st occurrence)</u>	<u>Salary Amount (2nd occurrence)</u>	<u>Fund Account Code (2nd occurrence)</u>	<u>Salary Type Code (2nd occurrence)</u>	<u>Salary Amount (3rd occurrence)</u>	<u>Fund Account code (3rd occurrence)</u>	<u>Salary Type Code (3rd occurrence)</u>
037950	01	1	000000					
045500	01	1	00000			000000		
59730	01	1	000000			000000		

Can you find the three errors on this 200 record above?

Answer in the Chat

M	N	O	P	Q	R	S	T	U
<u>Salary Amount (1st occurrence)</u>	<u>Fund Account Code (1st occurrence)</u>	<u>Salary Type code (1st occurrence)</u>	<u>Salary Amount (2nd occurrence)</u>	<u>Fund Account Code (2nd occurrence)</u>	<u>Salary Type Code (2nd occurrence)</u>	<u>Salary Amount (3rd occurrence)</u>	<u>Fund Account code (3rd occurrence)</u>	<u>Salary Type Code (3rd occurrence)</u>
037950	01	1	000000			000000		
045500	01	1	000000			000000		
03750								

Missing zero

Missing zero

Missing all zeros

Home-based Site Flag

AB
10 ▾
0
1
Text
No
Y or N
<u>Home-based</u> <u>site flag</u>
Y

- Code indicating whether or not the site code associated with the Site-Position record for the specific classification code is the employee's home-based site.
- This code must be Y or N for each site-position record associated with a PEP classification code.
- Don't leave it off because it is the last 200 record column.

Answer in Chat

Can you tell me why the last entry is incorrect on **A** and **B**?

A

<u>Home-based site flag</u>
Y
Y
N
Y
Y
NO

B

<u>Home-based site flag</u>
Y
Y
N
Y
Y

Answer

Can you tell me why the last entry is incorrect on **A** and **B**?

A

Home-based site flag
Y
Y
N
Y
Y
NO

Field is only
Y or N.

B

Home-based site flag
Y
Y
N
Y
Y

Field must
be Y or N. It
can not be
blank.

Review PEP Record Layout Spreadsheet

200 Record Tab

- Column **A** will fill in information for you. No need to change anything.
- Date format is MMDDYYYY for Column **H** and **K**
- **Annual Minutes Worked** is six characters and needs a leading zero
- **Salary Amount** is six characters and might need a leading zero
- Watch prefilled formulas in brown columns

Uploading Batch Submissions

PEP Site Position Record 210

At the end of each record, there is a file builder creating your text file. The first line of each record is a sample entry. Check the column frequently for character matchup and formula correction .

M	N		P
50	64	0	
1	3		
1	1		
	100 if one teacher; 050 if two teachers		
N or Y	<u>Total Class</u>		
	<u>Time</u>		
5	<u>Twelve Hour Flag</u>	<u>Percentage</u>	<u>TXT</u>
			67
		PEP2102020001001001123456789	67
		123456	49
		N100	49
		PEP2102020	49
		PEP2102020	49
		PEP2102020	49
		PEP2102020	14
		PEP2102020 100	

Will stay red until the number matches.

PEP Site Position Record (210)

- Site record: salary, site location, funding codes, home base.
- **Watch for: Name (A)** Will automatic population from 100 record when SSN is entered.
- **Watch for: Class Code (K)** Must match the class code you have in CUR
- **Watch for: Total Class Time Percentage (N)** If class is shared by more than one teacher it will equal less than 100. Must be three characters.

Example John Smith teaches band with Sherry Jones

050 Smith; 050 for Jones **or** 060 Smith; 040 Jones **or** 075 Smith; 025 Jones

Column A Stands Alone

Column A is complete. A formula links the data once the SSN is entered in column G.

	A	B	C	D	E	F	G
1	START	1	4	4	4	4	10
2	Length	3	0	0	0	6	0
3	Required length	3	3	4	3	6	9
4	Format	Text	Text	Text	Text	Text	Text
5	Contains a formula by default?	No	No	No	No	No	No
6	Input example	PEP	200	2020	Your 3-digit LEA code	The 6-digit site code	Actual SSN unless employee status code = 02, 03, or 04). If 02, start with 998. If 03 or 04, start with 999
7	Name	<u>System Indicator</u>	<u>Transaction Code</u>	<u>Beginning School Session</u>	<u>Sponsor Code</u>	<u>Site Code</u>	<u>Social Security Number</u>
8	FirstName LastName	PEP	200	2020	001	001001	123456789

Total Class Time Percentage

- Captures percentage of class time by a teacher in a specific class. (Must = three zeroes(000) for Vacant Position Record)

N
64
3
1
100 if one teacher; 050 if two teachers
<u>Total Class Time Percentage</u>
100
100

Answer in Chat

What are the Total Class Percentages for the teachers below based on the chart below?

Pelican High School Courses

Course	Teacher
Chemistry	J. Hyde
Biology	A. Coleman B. Smith
Spanish 3	G. Sanchez (80) T. Diaz (20)

Teacher	Total Class Percentage
J. Hyde	
A. Coleman	
B. Smith	
G. Sanchez	
T. Diaz	

Answer in Chat

What are the Total Class Percentages for the teachers below based on the chart below?

Pelican High School Courses

Course	Teacher
Chemistry	J. Hyde
Biology	A. Coleman B. Smith
Spanish 3	G. Sanchez (80%) T. Diaz (20%)

Teacher	Total Class Percentage
J. Hyde	100
A. Coleman	050
B. Smith	050
G. Sanchez	080
T. Diaz	020

Review PEP Record Layout Spreadsheet

210 Record Tab

- Column **A** will fill in information for you. No need to change anything.
- Watch prefilled formulas in brown columns
- Class code must come from CUR
- Total class time percentage must equal 100%. Three number field.

PEP Site Position Record (210)

- Site record: salary, site location, funding codes, home base.
- **Watch for: Name (A)** Will automatic population from 100 record when SSN is entered.
- **Watch for: Non Attendance Event Day Count (K)** four digit field with an implied decimal. Last digit must equal 0 or 5

Column A Stands Alone

Column A is complete. A formula links the data once the SSN is entered in column G.

	A	B	C	D	E	F	G
1	START	1	4	4	4	4	10
2	Length	3	0	0	0	6	0
3	Required length	3	3	4	3	6	9
4	Format	Text	Text	Text	Text	Text	Text
5	Contains a formula by default?	No	No	No	No	No	No
6	Input example	PEP	200	2020	Your 3-digit LEA code	The 6-digit site code	Actual SSN unless employee status code = 02, 03, or 04). If 02, start with 998. If 03 or 04, start with 999
7	Name	<u>System Indicator</u>	<u>Transaction Code</u>	<u>Beginning School Session</u>	<u>Sponsor Code</u>	<u>Site Code</u>	<u>Social Security Number</u>
8	FirstName LastName	PEP	200	2020	001	001001	123456789

Non Attendance Event Day Count

The number of day(s), whole or half day(s), for which the employee was away from his or her normal work activity.

Note: Day count is a four-digit field with an implied decimal.

Three and one-half days of non-attendance would be reported as (0035).

The last digit must equal 0 or 5.

A Non-Attendance Record (PEP Record Type 300) should be submitted for an employee for each time period (whole or one-half day increments) that an employee is away from his or her normal work activity.

Example of Non Attendance Event Day Count

An employee was away from his or her normal work activity Monday, Tuesday, and again on Friday to attend a statewide conference for mathematics teachers. How would this information be reported to the PEP System?

At minimum, two Non-Attendance records should be submitted, as follows:

You may elect to submit a record for each day, whether it was a whole or half-day. If you elect this option, you will submit three separate records, one record for each day the employee was away.

Or

You may submit two Non-Attendance records, one reflecting the contiguous time period, and a second reflecting the time away on Friday. With the contiguous record, you would send one record with Monday's date as the Event Start Date and Tuesday's date as the Event End Date. You would also have a second Non-Attendance record reflecting the time the employee was away on Friday. The Event Start Date and the Event End Date would equal Friday's calendar date.

Review PEP Record Layout Spreadsheet

300 Record Tab

- Column **A** will fill in information for you. No need to change anything.
- **Non Attendance Event Count** must end in 0 or 5. Decimal is implied.

PEP Ordered Import Tab

- Site record: salary, site location, funding codes, home base.
- **Watch for: Paste Values-** You must use Paste Values which coping the text builder.
- **Watch for: Sort -** Sort the data by SSN and Record

Clear Contents in Column C

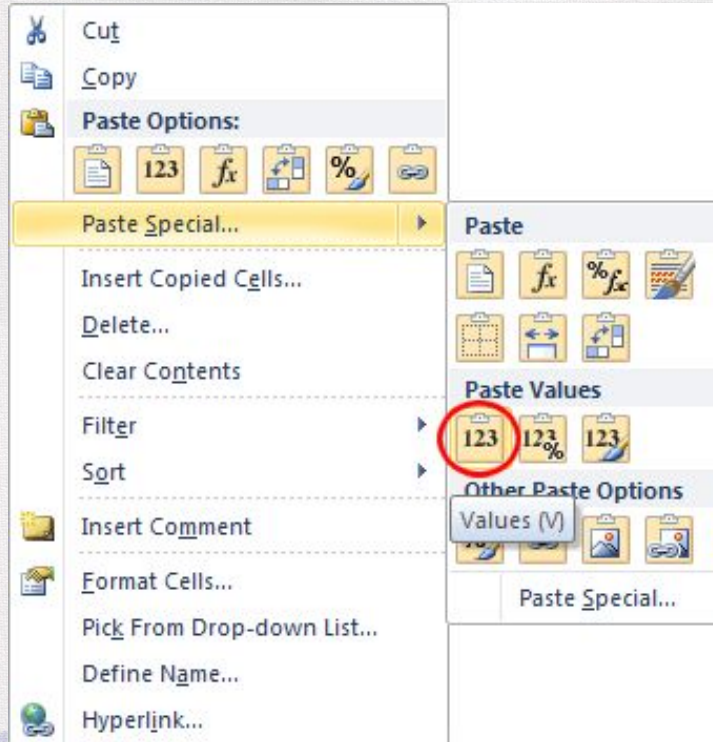
1. In Ordered Import Highlight C2-C14
2. Right click
3. Click “Clear Contents”

You will still have formulas in A, B, and D.

A	B	C	D
SSN	Record	COPY TEXT (& PASTE VALUES HERE) (Column BK from 100; Column AD from 200; Column O from 210; Column L from 300)	Record Len
123456789	100	PEP1002019WC3 123456789LastName FirstName M 080698 000000045529 F1770048001 NNNMMY0812200200 000000000000	188
123456789	200	PEP2002017300300000412345678907012015112240006302016092640030000011000000 000000 000000 000000 Y	103
123456789	210	PEP2102017001001001123456789 123456 N100	67
	210	PEP2102017 100	14
	210	PEP2102017 100	14
			0

Paste Value into Order Import

- Paste Value into Order Import



Copy 100 Text Builder to Ordered Import

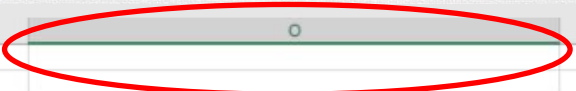
- Go to 100 Record Tab
- Copy BK 9 to the last entry.
- Go to Ordered Import Tab and Paste Value C2

BJ		BK													BL
TXT															
PEP1002020001	123456789	LastName	FirstName	S	M	080298	000000036041	F1770048001	NNNNY0812202000	000000000000					188
PEP1002020001	123456790	Casey	Marie	V	F	9090398	000000040570	F1770048001	NNNYNN0812202000	000000000000					188
PEP1002020001	123456791	Cannon	Stephanie	J	F	5080498	000000041163	F1770048001	NNNYNN0812202000	000000000000					188
PEP1002020001	123456792	Curtis	Cindy	G	F	947779	080598	000000041296	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456793	Mason	JR Sandra	S	F	358402	080698	000000042711	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456794	Hampton	Mario	K	M	787084	080798	000000044351	F1770048001	YNNNN0812202000	000000000000				188
PEP1002020001	123456795	Morrison	Allison	L	F	381413	090898	000000044692	F1770048001	NYNNNN0812202000	000000000000				188
PEP1002020001	123456796	Walsh	Bernice	G	F	904898	081098	000000044863	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456797	Floyd	Samantha	L	F	876256	091198	000000049537	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456798	Bennett	Gene	G	M	635107	081498	000000050462	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456799	Lamb	Clifford	E	M	561748	081598	000000051801	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456800	Wallon	Marlene	L	F	304200	081698	000000052067	F1770048001	YNNNN0812202000	000000000000				188
PEP1002020001	123456801	Simmons	Janis	E	F	490116	081798	000000052193	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456802	Hamilton	Dorothy	J	F	413667	081898	000000053351	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456803	Henderson	Ira	J	F	380761	101998	000000054024	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456804	Casey	Brent	K	M	484186	082198	000000054278	F1770048001	YNNNN0812202000	000000000000				188
PEP1002020001	123456805	Allison	Phillip	C	M	980013	082298	000000054360	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456806	Gardner	Paulette	C	F	403378	082498	000000059492	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456807	Schultz	Armando	I	M	730539	102798	000000060443	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456808	Powers	Trevor	B	M	645547	092898	000000064324	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456809	Rice	Ruby	M	F	338669	082998	000000065723	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456810	Cole	Victoria	J	F	885901	083098	000000068958	F1770048001	NNNYNN0812202000	000000000000				188
PEP1002020001	123456811	Huff	Matt	D	M	305934	093298	000000073405	F1770048001	NNNYNN0812202000	000000000000				188

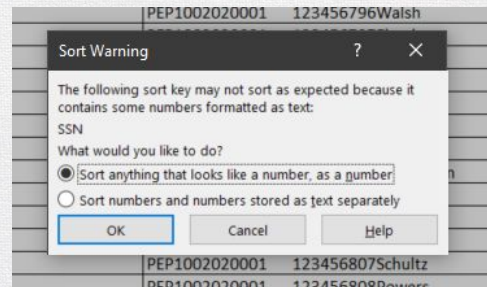
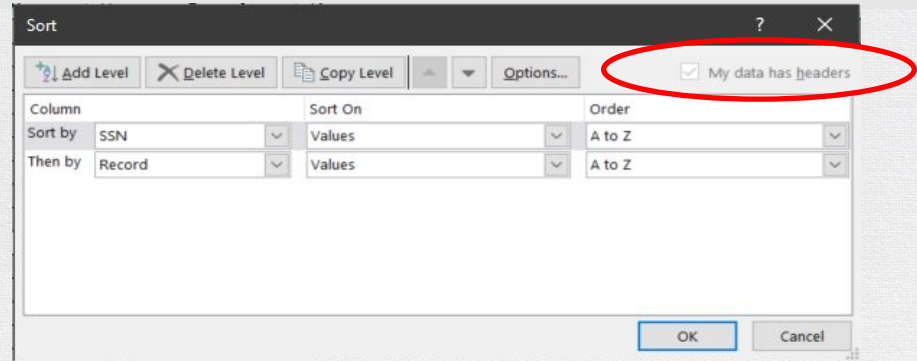
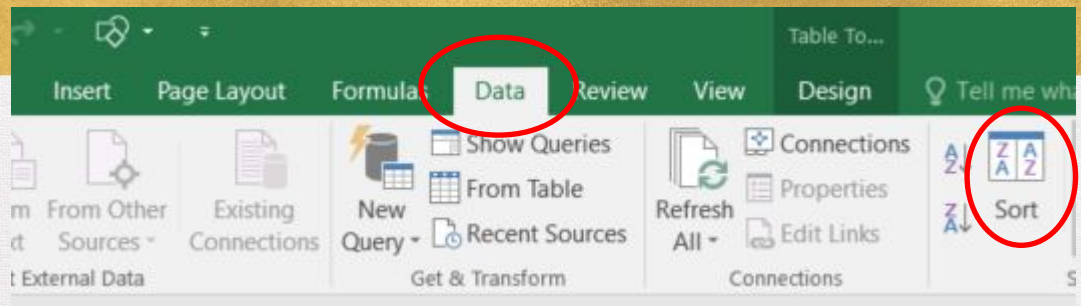
Copy 210 Record Text Builder to Ordered Import

- Go to 210 Record Tab
- Copy AD 7 to the last entry.
- Go to Ordered Import Tab and Paste Value C2 under the 200 records.

N	O	P
64		
3		
1		
100 if one teacher; 050 if two teachers		
<u>Total Class</u>		
<u>Time</u>		
<u>Percentage</u>	<u>TXT</u>	67
100	PEP2102020001001001123456789	123456 N100 67
100	PEP2102020001001001123456790	123458 N100 67
100	PEP2102020001001001123456791	123459 N100 67
100	PEP2102020001001001123456792	123460 N100 67
100	PEP2102020001001001123456793	123461 N100 67
100	PEP2102020001001001123456794	123462 N100 67
100	PEP2102020001001001123456795	123463 N100 67
100	PEP2102020001001001123456796	123464 N100 67
100	PEP2102020001001001123456797	123465 N100 67
100	PEP2102020001001001123456798	123466 N100 67
100	PEP2102020001001001123456799	123467 N100 67
100	PEP2102020001001001123456800	123468 N100 67
100	PEP2102020001001001123456801	123469 N100 67
100	PEP2102020001001001123456802	123470 N100 67
100	PEP2102020001001001123456803	123471 N100 67
100	PEP2102020001001001123456804	123472 N100 67
100	PEP2102020001001001123456805	123473 N100 67



- Go to Data tab
- Click Sort
- Make sure headers is checked
- Sort by SSN A-Z ; then by Record A-Z
- Click “OK”
- Click “OK” twice



Ordered Import

A	B	C	D
SSN	Record	COPY TEXT (& PASTE VALUES HERE) (Column BK from 100; Column AD from 200; Column O from 210; Column L from 300)	Record Length
123456796	100	PEP1002020001 123456796Walsh Bernice G FL7 904898 081098 000000048463 F1770048001 NNYNNN0812202000 000000000000	188
123456796	200	PEP200202000100100112345679607012020112240006302021092640011000000 000000 000000 000000 Y	97
123456796	200	PEP200202000100100112345679607012020112240006302021092640011000000 000000 000000 000000 Y	97
123456796	210	PEP2102020001001001123456796 123464 N100	67
123456796	300	PEP3002020001 1234567960928202003092920200010	50
123456797	100	PEP1002020001 123456797Floyd Samantha L FL8 876256 091198 000000049537 F1770048001 NNYNNN0812202000 000000000000	188
123456797	200	PEP200202000100100112345679707012020112240006302021092640011000000 000000 000000 000000 Y	97
123456797	200	PEP200202000100100112345679707012020112240006302021092640011000000 000000 000000 000000 Y	97
123456797	210	PEP2102020001001001123456797 123465 N100	67
123456797	300	PEP3002020001 1234567970929202003093020200010	50
123456798	100	PEP1002020001 123456798Bennett Gene G ML9 635107 081498 000000050462 F1770048001 NNNNYN0812202000 000000000000	188
123456798	200	PEP200202000100100112345679807012020112240006302021092640011000000 000000 000000 000000 Y	97
123456798	200	PEP200202000100100112345679807012020112240006302021092640011000000 000000 000000 000000 Y	97
123456798	210	PEP2102020001001001123456798 123466 N100	67
123456798	300	PEP3002020001 1234567981015202003101620200010	50

Check SSN and Record order

Check Record Length

Ordered Import

1. Open up a new Notepad document
2. Copy C2 to the last record
3. Paste to open Notepad document

		C	D
		COPY TEXT (& PASTE VALUES HERE) (Column BK from 100; Column AD from 200; Column O from 210; Column L from 300)	Record Length
PEP1002020001	123456796Walsh Bernice G FL7 904898 081098 000000048463 F1770048001 NNYNNN0812202000 000000000000	188	
PEP200202000100100112345679607012020112240006302021092640011000000 000000 000000 000000 Y	97		
PEP200202000100100112345679607012020112240006302021092640011000000 000000 000000 000000 Y	97		
PEP2102020001001001123456796 123464 N100	67		
PEP3002020001 1234567960928202003092920200010	50		
PEP1002020001 123456797Floyd Samantha L FL8 876256 091198 000000049537 F1770048001 NNYNNN0812202000 000000000000	188		
PEP200202000100100112345679707012020112240006302021092640011000000 000000 000000 000000 Y	97		
PEP200202000100100112345679707012020112240006302021092640011000000 000000 000000 000000 Y	97		
PEP2102020001001001123456797 123465 N100	67		
PEP3002020001 1234567970929202003093020200010	50		
PEP1002020001 123456798Bennett Gene G ML9 635107 081498 000000050462 F1770048001 NNNYNN0812202000 000000000000	188		
PEP200202000100100112345679807012020112240006302021092640011000000 000000 000000 000000 Y	97		
PEP200202000100100112345679807012020112240006302021092640011000000 000000 000000 000000 Y	97		
PEP2102020001001001123456798 123466 N100	67		
PEP3002020001 1234567981015202003101620200010	50		

Saving Text Document

- Click “File”
- Click “Save As”
- Name file.
Date and time helps
- Make sure it is
a .txt file
- Click “Save”

The screenshot shows a Notepad window titled 'Untitled - Notepad' containing a text document with the following content:

```
PEP2102020001001001123456797      123465      N100
PEP3002020001      1234567970929202003093020200010
PEP1002020001      123456798Bennett      Gene      G      M L9 635107 081498 000000050462 F1770048001
PEP200202000100100112345679807012020112240006302021092640011000000 000000 000000 000000 Y
PEP200202000100100112345679807012020112240006302021092640011000000 000000 000000 000000 Y
PEP2102020001001001123456798      123466      N100
PEP3002020001      1234567981015202003101620200010
PEP1002020001      123456799Lamb      Clifford      E      M L10 561748 081598 000000051801 F1770048001
PEP2102020001001001123456799      123467      N100
PEP3002020001      1234567991016202003101720200010
PEP1002020001      123456800Walton      Marlene      L      F L11 304200 081698 000000052067 F1770048001
PEP2102020001001001123456800      123468      N100
PEP3002020001      12345680001017202003101820200010
PEP1002020001      123456801Simmons      Janis      E      F L12 490116 081798 000000052193 F1770048001
PEP2102020001001001123456801      123469      N100
PEP3002020001      123456801018202003101920200010
PEP1002020001      123456802Hamilton      Dorothy      J      F L13 413667 081898 000000053351 F1770048001
PEP2102020001001001123456802      123470      N100
PEP3002020001      1234568021019202003102020200010
PEP1002020001      123456803Henderson      Ira      J      F L14 380761 101998 000000054024 F1770048001
PEP2102020001001001123456803      123471      N100
PEP3002020001      123456803102020031020200010
PEP1002020001      1234
PEP21020200010010011234      lug (\Nitsprapp      01
PEP1002020001      1234
PEP21020200010010011234      LUG (Z:)      01
PEP1002020001      1234      01
PEP1002020001      1234      01
PEP1002020001      1234      01
PEP1002020001      1234      01
PEP1002020001      1234      01
```

The 'Save As' dialog box is open, showing the file name 'winpep512213pm' and 'Save as type: Text Documents (*.txt)'. A red circle highlights the file name field.

Loading Text File to PEP

1. Log into LEADS and select PEP
2. Click File Processing
3. Select Year (2020) and Processing Period (June 30 Actual)
4. Click “Browse” and select file
5. Click “Upload My File Now”

The screenshot shows the 'PROFILE OF EDUCATIONAL PERSONNEL' interface. The 'File Processing' menu is highlighted with a green arrow. The 'Beginning School Session Year' is set to 2011 and the 'Processing Period' is set to Oct. 1 (Budgeted). The 'Delete all Data?' and 'Validate only?' options are both set to 'No'. The 'File to upload:' field is empty, and the 'Browse...' button is highlighted with a green arrow. The 'UPLOAD MY FILE NOW' button is circled in red. Below the form is a 'History' table with columns: Load Begin, User ID, Records, File Size, Records In Error, Records Loaded, Status, and Upload End.

Load Begin	User ID	Records	File Size	Records In Error	Records Loaded	Status	Upload End
11/9/2011 9:20:03 AM	apptst04		1277			Abnormal termination	11/9/2011 9:20:03 AM
11/9/2011 8:42:04 AM	apptst04	15	1277	9	0	Complete	11/9/2011 8:42:05 AM
11/9/2011 8:40:16 AM	apptst04	15	1277	9	0	Complete	11/9/2011 8:40:18 AM
11/9/2011 8:34:00 AM	apptst04		1277			Abnormal termination	11/9/2011 8:34:00 AM

Next Steps...

- Close out SIS collection by June 18
- Close out SER/SIS Exit Crosscheck Report by June 18
- Continue submitting to PEP collection
- Submit data for 2020-2021 EOY Data Collections to meet collection deadlines
- Attend the [July 15 Data Coordinator Webinar](#)

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER), Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) & School Calendar (SPC): Tara.Baylot@la.gov
- Student Transcript System (STS) & Curriculum (CUR): Barrett.Adams@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR): Jara.Bode@la.gov
- Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch & StaffID: Jayanthi.Sothirajah@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance:
SystemSupport@la.gov

EdLink 360 Office Hours

- EdLink Office Hours **10:00 am**
- Thursday 6/24, 7/8, 7/15, 7/22, 7/29
- <https://ldoe.zoom.us/j/96068167577>

Data Coordinator Office Hours

- Data Coordinator Office Hours **1:00 pm**
- Thursday 6/24, 7/8, 7/22, 7/29
- <https://ldoe.zoom.us/j/93069704449>

Data Coordinator Monthly Webinar

- Data Coordinator Webinar **1:00 pm**
- Thursday 7/15
- [Registration Link](#)