Louisiana Believes

Sponsor Site System "SPS" User Guide

2014-2015

Last Revision 05/13/2015

John White

State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or customerservice@la.gov. Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at http://www.ed.gov/about/offices/list/ocr/.

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SPONSOR OR SITE SYSTEM (SPS) OVERVIEW

The Sponsor Site (SPS) database is connected to each of the LDE databases by sponsor and site code. It contains basic demographic information on public, nonpublic elementary and secondary educational facilities, post-secondary educational institutions and other non-educational facilities. The demographic information includes the identification of each entity by name, district number, superintendent or chief administrator, school name, location by address, type of facility, type of funding received, grades taught and other sponsor and school identifying information.

The term *sponsor* refers to local school districts, Catholic school systems, technical college districts, other religious affiliated schools, private schools, etc. For example, East Baton Rouge Parish School District, Baton Rouge Diocese, District 1 LA Technical Colleges, and Louisiana New School Academy are all sponsors.

A *site* is any facility under the jurisdiction of a sponsor. For example, Baton Rouge High School is a site under East Baton Rouge Parish School District; Catholic High School is a site under Baton Rouge Diocese; LA Technical College-Sidney N. Collier Campus is a site under District 1 LA Technical Colleges; and Louisiana New School Academy is a site under Louisiana New School Academy.

Each sponsor is assigned a three-character code (*sponsor code*). Each site is assigned a six character code (*sitecode*), the first three characters of which are the same as its sponsor code. For example, the code assigned to the East Baton Rouge School District is 017 and the code assigned to Baton Rouge High School is 017008. *Note: Beginning in the 2013-2014 school year the Public Education-Approved Special State Schools (Charters) sponsor code assignment has been expanded to include both alpha and numeric characters where all numeric possibilities have been exhausted. For example, the code assigned to the Jefferson Chamber Foundation Academy, the Non Profit Chartering Agency (sponsor code) was assigned 3A1.*

All of the LDE's major data collections - Student Information System (SIS), Profile of Educational Personnel (PEP),), School Calendar (SPC), School Lunch Program, Teacher Evaluation Program (TEP), Teacher Certification (TCR), Special Education Reporting System (SER), Curriculum (CUR) and Student Transcript System (STS) - are linked to SPS by use of the site code and are impacted by its contents.

DATA COLLECTION TIMELINE

Data may be updated in SPS twice per year August and February) and should be validated by by certifying the information as accurate and correct The Benchmark Calendar lists the specific timeline and due dates for this data collection process. Refer to the INSIGHT Portal for the most current version.
Each district may view The Sponsor Turnaround Reports By Site generated by using the "Report" function on the Sponsor Site Home Page. This page is accessed via the LEADS Portal at **https://leads3.doe.louisiana.gov/ptl/**.

ACCESSING SPONSOR SITE

DATA SECURITY:

Data security standards define specific requirements for managing and controlling access to all LDE Systems. Security rules require all personnel using the LDE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each **User ID** is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR:

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDE Systems. The **security coordinator** must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDE Systems.

Security issues that cannot be resolved by the **Security Coordinator** should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request via e-mail to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION:

Users requiring access to the LDE Systems must complete a Security Request Formand forward it to their **security Coordinator**. Once the user's authorization has been verified by the **security coordinator,** the appropriate **User ID** and security profile will be assigned to the user which will determine the LDE System(s) a user has access to and identify the specific functionality that will be available to the user. The log-on credentials should be communicated by the **security coordinator** to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their **User ID**. If revoked due to sign-on or resource access denials, the **User ID** may be reactivated and/or resumed only by the **Security Coordinator** after a review of the circumstances and a discussion with the user. **User IDs** may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts;
- After five resource access denials in one terminal session;
- At the scheduled end of consulting or temporary labor engagements;
- During their investigation of an actual or suspected security violation, if revocation is requested by management; or
- On management request and/or direction due to termination.

USER IDS AND PASSWORD STANDARDS:

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This **initial password** will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to

maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords.

RESETTING A PASSWORD USING THE PASSWORD RESET SYSTEM (PRS):

To change an initial password or to reset a forgotten or expired password, LDE has implemented a self-service password reset system called ***PRS***. The **PRS** URL is https://password.doe.louisiana.gov. The **PRS** User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf

MINIMUM COMPUTER SYSTEM REQUIREMENTS:

The following are the minimum computer system requirements to access the LDE Application Systems.

- **Hardware:** A PC connected to the Internet.
- **Browser:** LDE Application Systems are designed for **Internet Explorer,** Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768.
    - If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page.
    - 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, PKZip (PKZip is okay but WinZip is preferred); compression reduces the file size and it will take less time to transfer the file.

SCREEN DISPLAY PROBLEMS:
Problems with screen display for the LDE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

INTERNET EXPLORER (IE) OPTIONS:

If there are problems with the LDE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. 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 leads.doe.louisiana.gov in the "Address of Web site to allow" field.

- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker.”

INTERNET EXPLORER (IE) COMPATIBILITY VIEW:

Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the **“Compatibility View”** icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

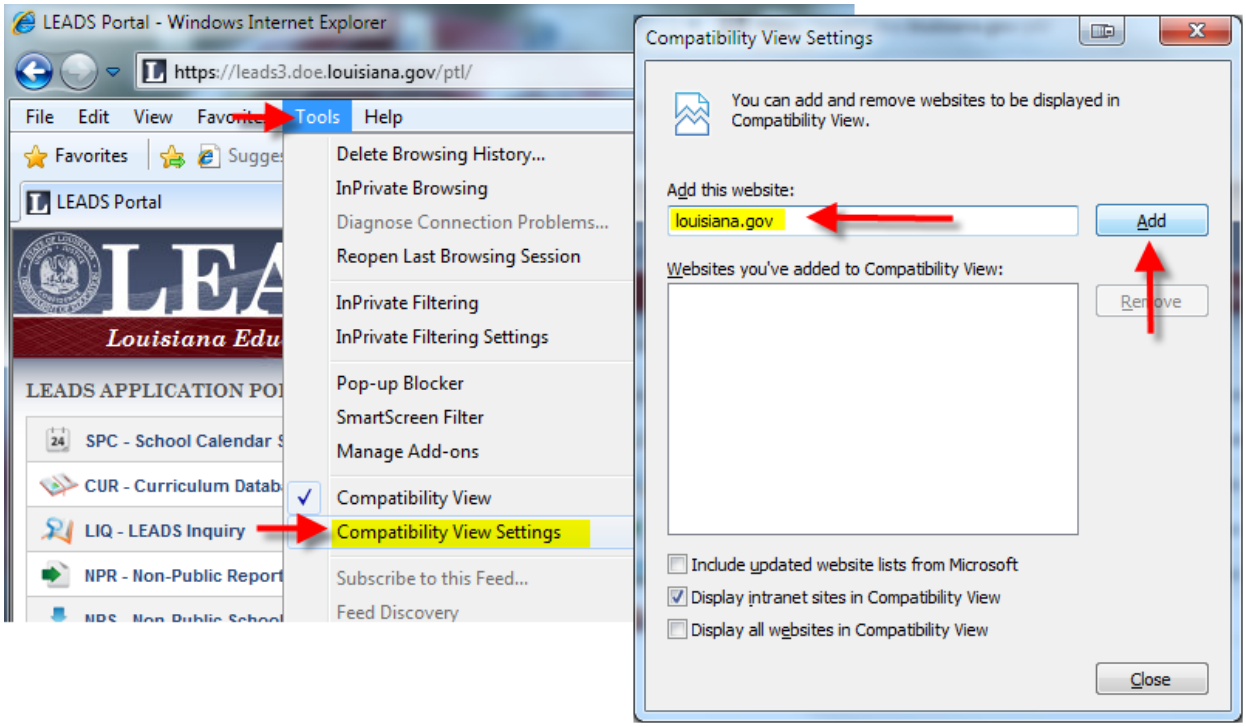
For **IE version 11,** Microsoft removed the **Compatibility View** button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 through IE10).

First, 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.

INTERNET EXPLORER (IE) COMPATIBILITY VIEW:

The screen print below shows the location of the **Compatibility View Settings** in Internet Explorer 9 .


LEADS Portal - Windows Internet Explorer
https://leads3.doe.louisiana.gov/ptl/
File Edit View Favorites Tools Help
Favorites
LEADS Portal
Louisiana Edu
LEADS APPLICATION PO
SPC - School Calendar
CUR - Curriculum Datab
LIQ - LEADS Inquiry
NPR - Non-Public Report
Delete Browsing History...
InPrivate Browsing
Diagnose Connection Problems...
Reopen Last Browsing Session
InPrivate Filtering
InPrivate Filtering Settings
Pop-up Blocker
SmartScreen Filter
Manage Add-ons
Compatibility View
Compatibility View Settings
Subscribe to this Feed...
Feed Discovery
Compatibility View Settings
You can add and remove websites to be displayed in Compatibility View.
Add this website:
louisiana.gov
Add
Websites you've added to Compatibility View:
Remove
Include updated website lists from Microsoft
Display intranet sites in Compatibility View
Display all websites in Compatibility View
Close

INSIGHT PORTAL LOGIN SCREEN:

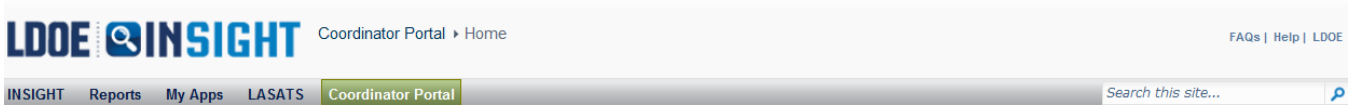
The various **LDE applications** can be accessed through the **LDE INSIGHT Portal.** The **INSIGHT Portal** brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis. The ***Coordinator Portal*** is also located within **INSIGHT Portal** and is source for accessing the useful system specific information such as: system user guides, announcements, and notifications.

The **Security Coordinator** may grant authorized users the additional access to the **Coordinator Portal** on INSIGHT Portal by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS. .

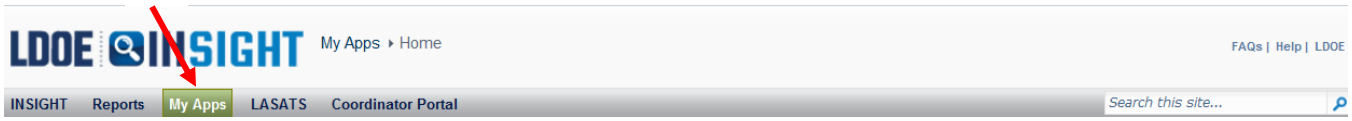
A **User ID** and **Password** are required to log on to the INSIGHT Portal.

INSIGHT Portal login screen:

The **Coordinator Portal** button will display on INSIGHT Portal home screen**. Click** the **Coordinator Portal** button to enter the **Coordinator Portal**.



Also on the **Home Page** of the **INSIGHT Portal** is the **My Apps** button. All LDE Systems for which a user is authorized to access will be displayed.



Select the **SPS- Sponsor Site System** link to access the application.

e.g. Select the **SPS- Sponsor Site System** to access the application

NAVIGATING THE SYSTEM

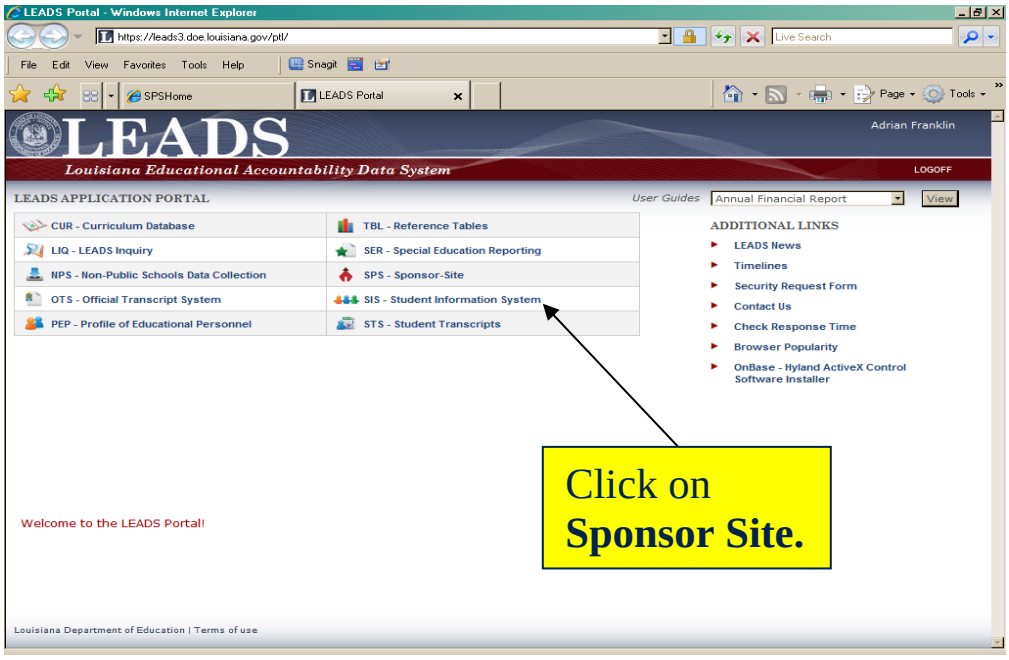
ONLINE INQUIRY PROCESS

The Sponsor Site System can also be accessed from the **LEADS Portal**, which is the gateway to all DOE Web applications. The URL for the **LEADS Portal** is: https://leads3.doe.louisiana.gov/ptl. Add this site to your Favorites after you have entered it for the first time.

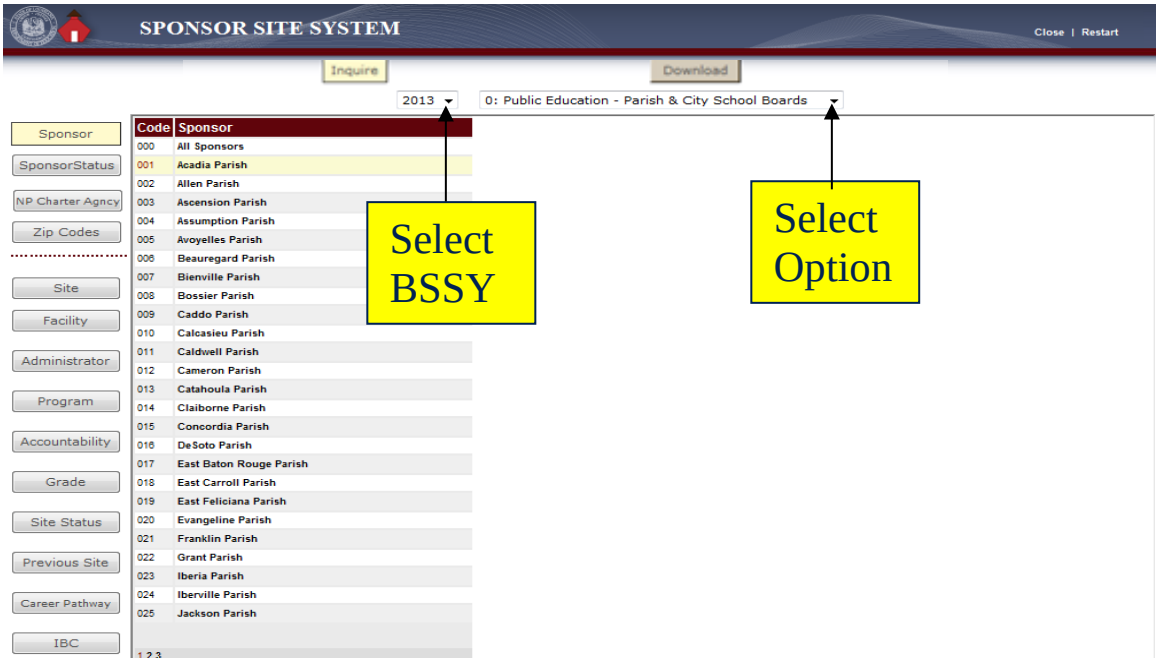
ACCESS: After entering the web address above and pressing ENTER, a log-on box will appear.

PROCEDURE: Key in User Name and Password. Press OK.

After pressing OK to sign on, the **LEADS Portal** screen will appear. Click **Sponsor Site** to access the **Sponsor Site** homepage.

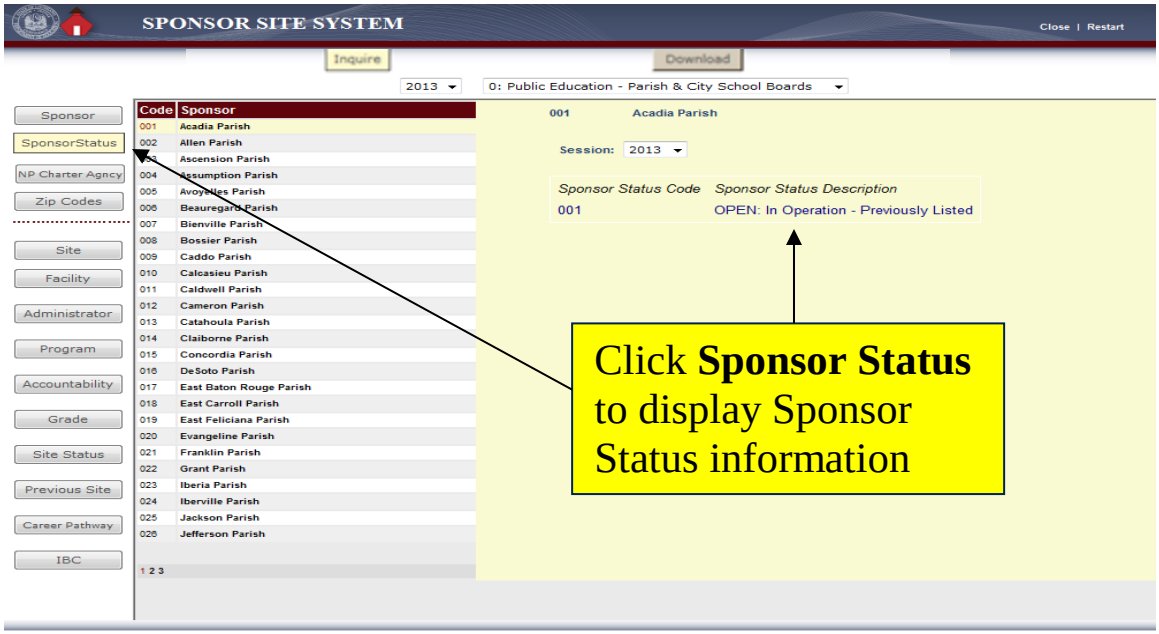


The **Sponsor Site** homepage defaults to those public education parish and city school boards listed under **Code** and **Sponsor**. If you wish to see other sponsors, such as non-publics, select that option by using the drop-down menu. It is also possible to select a different BSSY in the same manner.

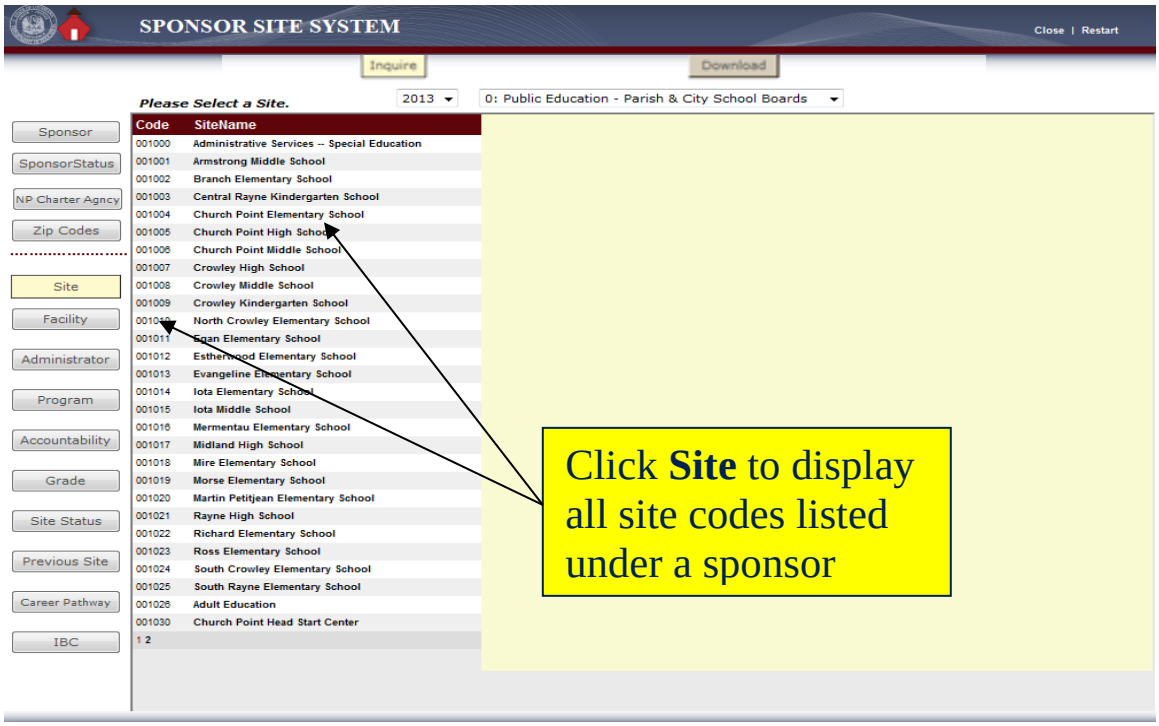


Click a **Sponsor** to display data
TEM
Close | Restart
Inquire
Download
2013
0: Public Education - Parish & City School Boards
Sponsor
SponsorStatus
NP Charter Agncy
Zip Codes
Site
Facility
Administrator
Program
Accountability
Grade
Site Status
Previous Site
Career Pathway
IBC
Code Sponsor
001 Acadia Parish
002 Allen Parish
003 Ascension Parish
004 Assumption Parish
005 Avoyelles Parish
006 Beauregard Parish
007 Bienville Parish
008 Bossier Parish
009 Caddo Parish
010 Calcasieu Parish
011 Caldwell Parish
012 Cameron Parish
013 Catahoula Parish
014 Claiborne Parish
015 Concordia Parish
016 DeSoto Parish
017 East Baton Rouge Parish
018 East Carroll Parish
019 East Feliciana Parish
020 Evangeline Parish
021 Franklin Parish
022 Grant Parish
023 Iberia Parish
024 Iberville Parish
025 Jackson Parish
026 Jefferson Parish
1 2 3
001 Acadia Parish
Session: 2013
Abbreviated Name: Acadia Parish Schools
Chief Administrator: John Bourque
Position: SUPERINTENDENT
Physical Address: 2402 North Parkerson Avenue Crowley, LA 70526-2015
Mailing Address: P.O. Drawer 309 Crowley, LA 70527-0309
Telephone: (337) 783-3664 Ext: 0223
Fax: (337) 783-3761
Email Address: jbourque@acadia.k12.la.us
Parish: ACADIA
Region Service Center: 4
Submit: AFR Y SER Y
NCES Agency I.D.: 2200030
Close Date:
Assessment Group Code: Regular District School District
Fips County Code:
LEA Group Code: City/Parish School Districts
NPCA Flag: N
Eden Active Flag: Y
Title III Flag: N
McKinney-Vento Flag: N
Title III Immigrant Flag: N
Last Updated: 1/10/2011
By: afrankli

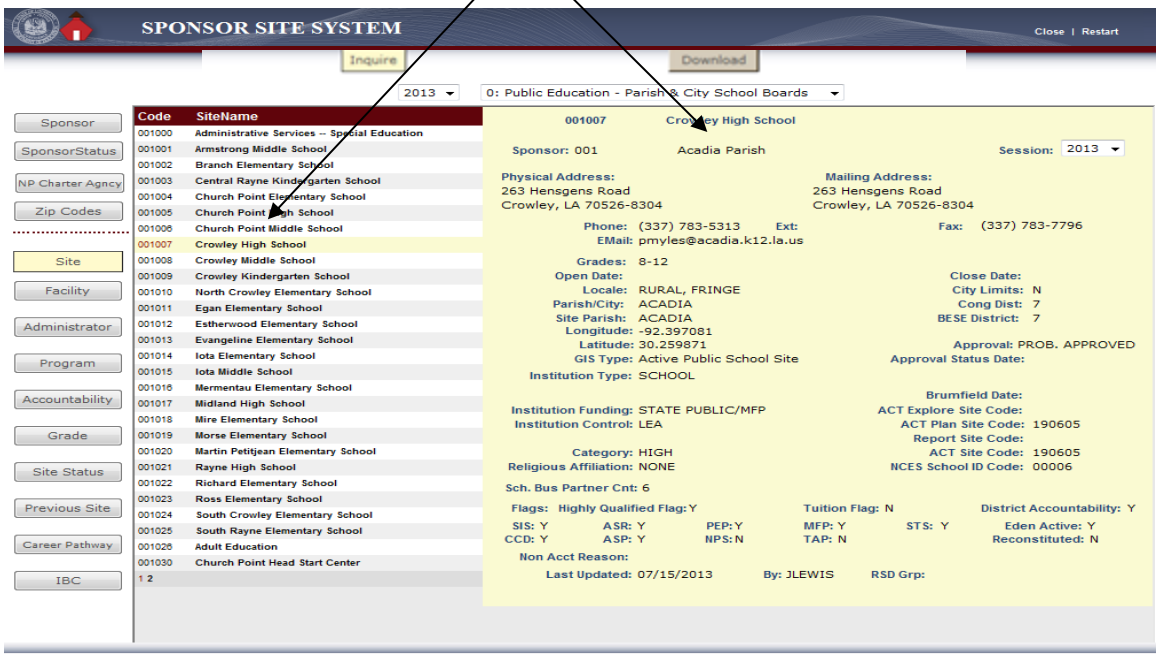
SPONSOR STATUS: Shows the status of the site in the current BSSY and is useful for internal report generation.



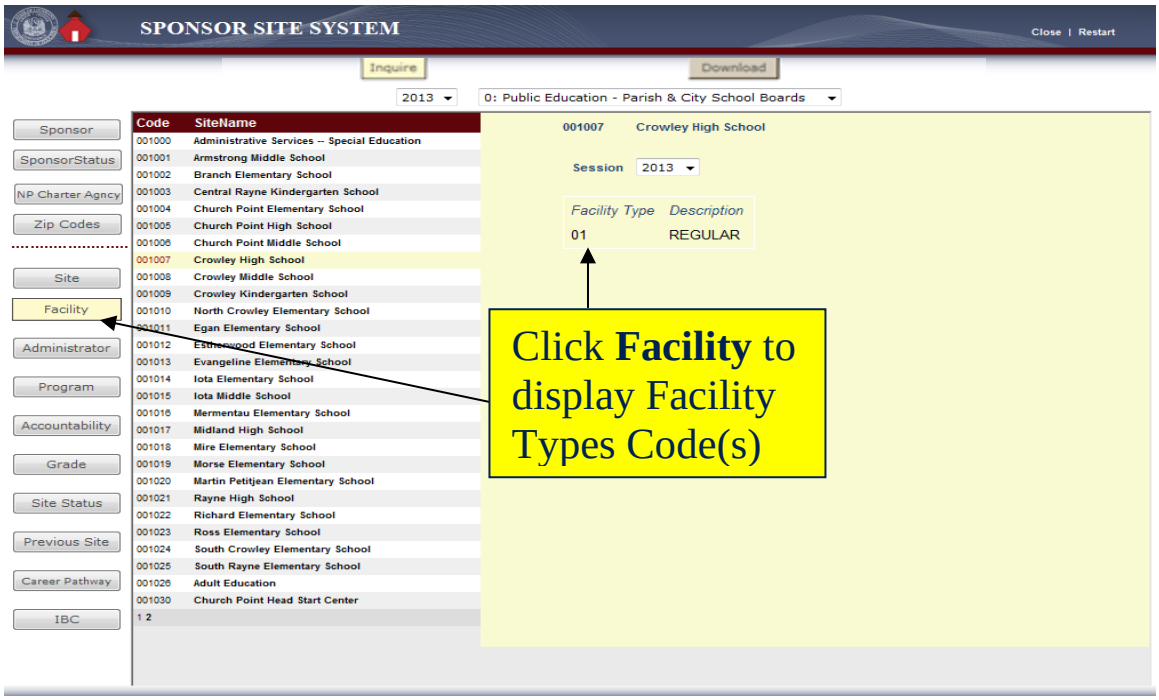
INQUIRING ON SITE DATA: Select the site to see the demographic information for the school or site.



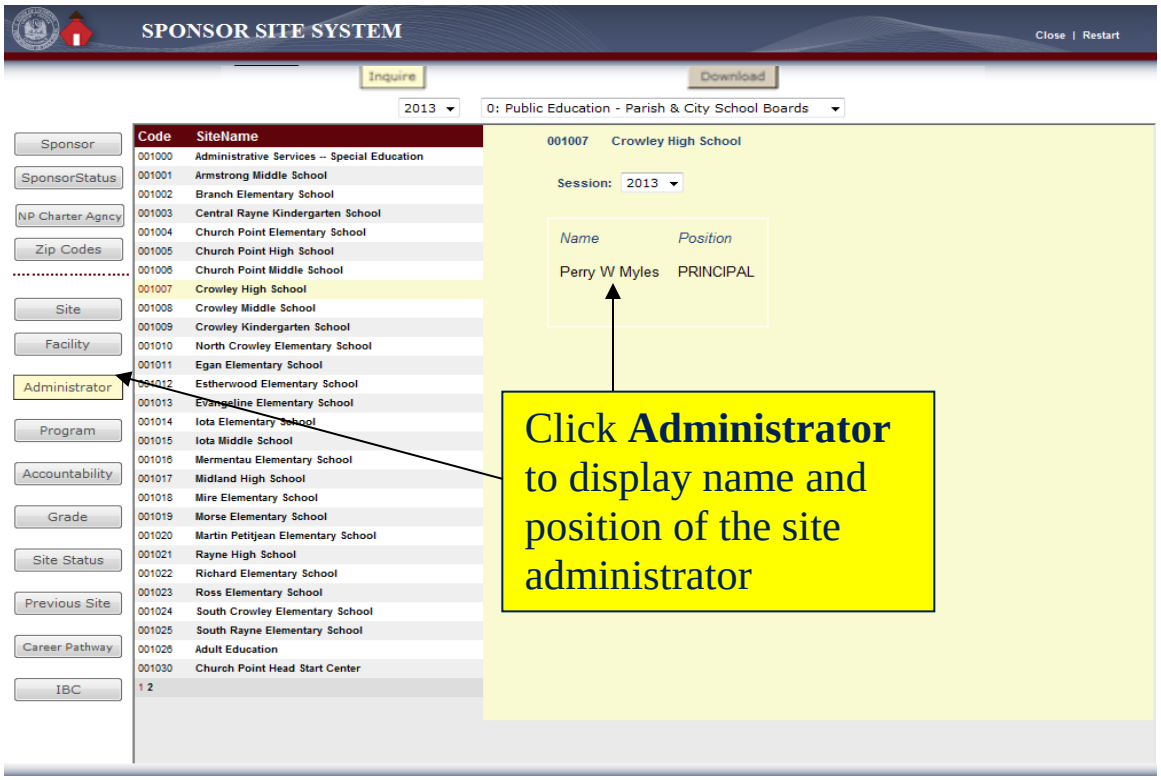
INQUIRING SITE DATA: The spec Click **SiteName** to display data **hool will be displayed on the site screen.**



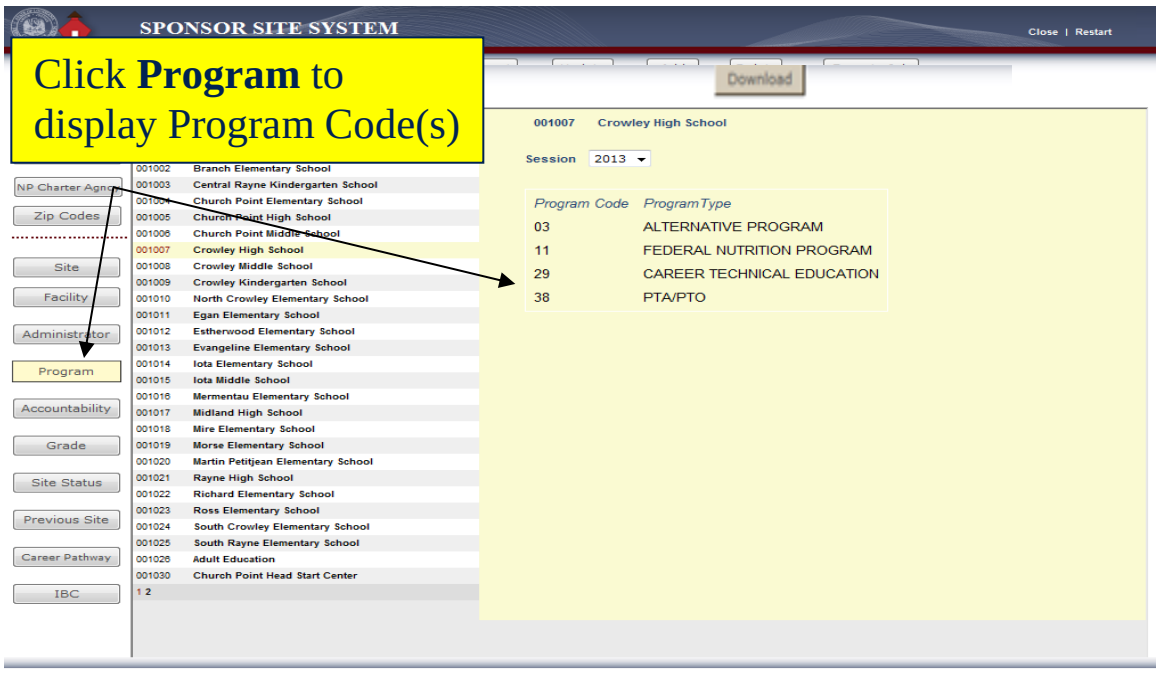
FACILITY TYPE: Displays what type of facility the school



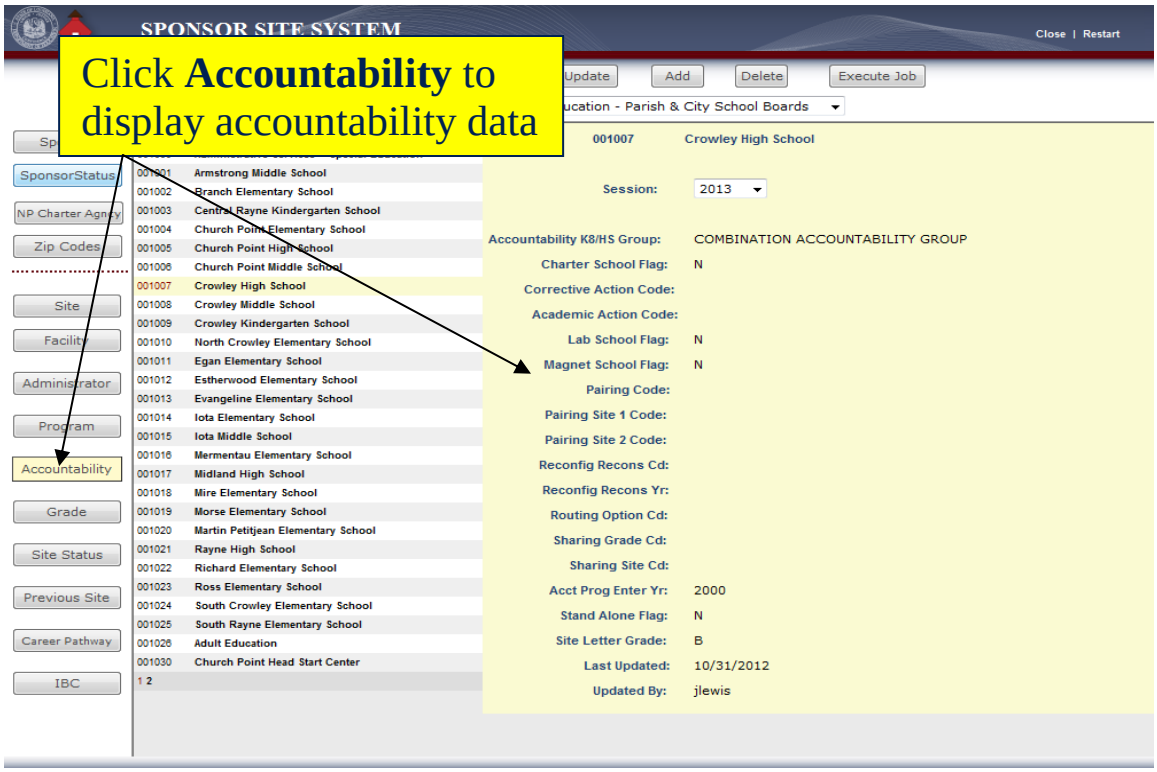
ADMINISTRATOR: The head administrators name and position is shown on this screen.



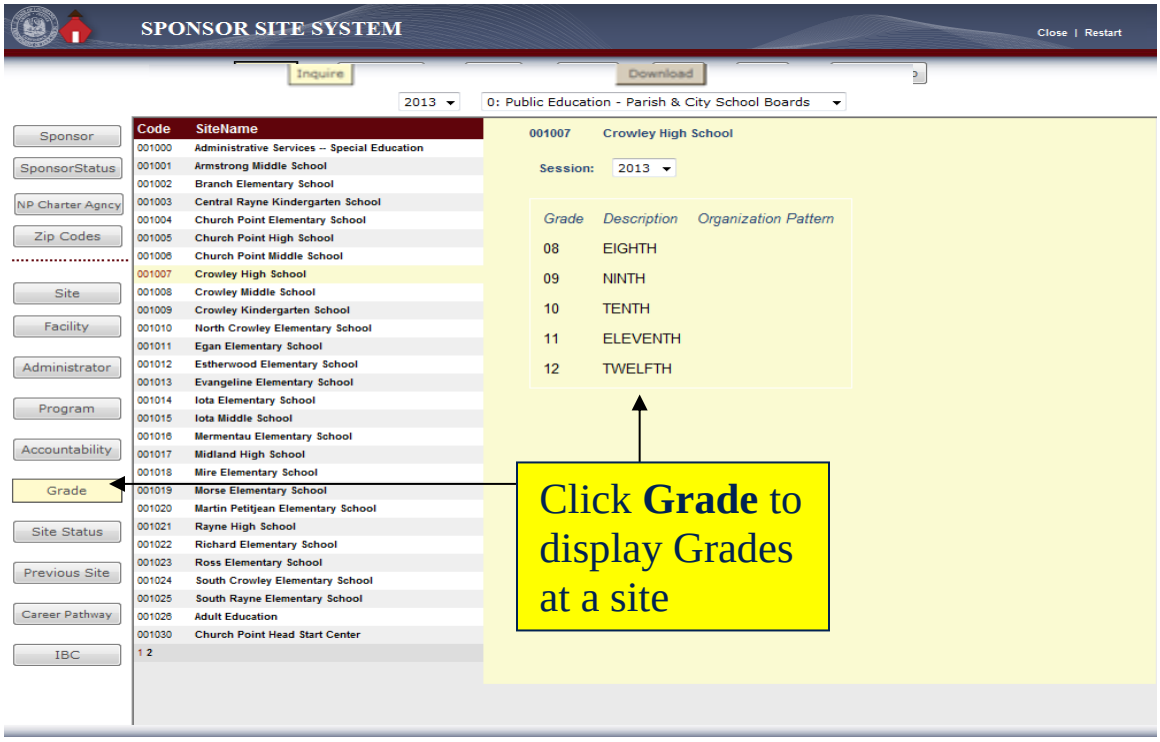
PROGRAM CODES: All the programs available at the school or site are shown under the program button.



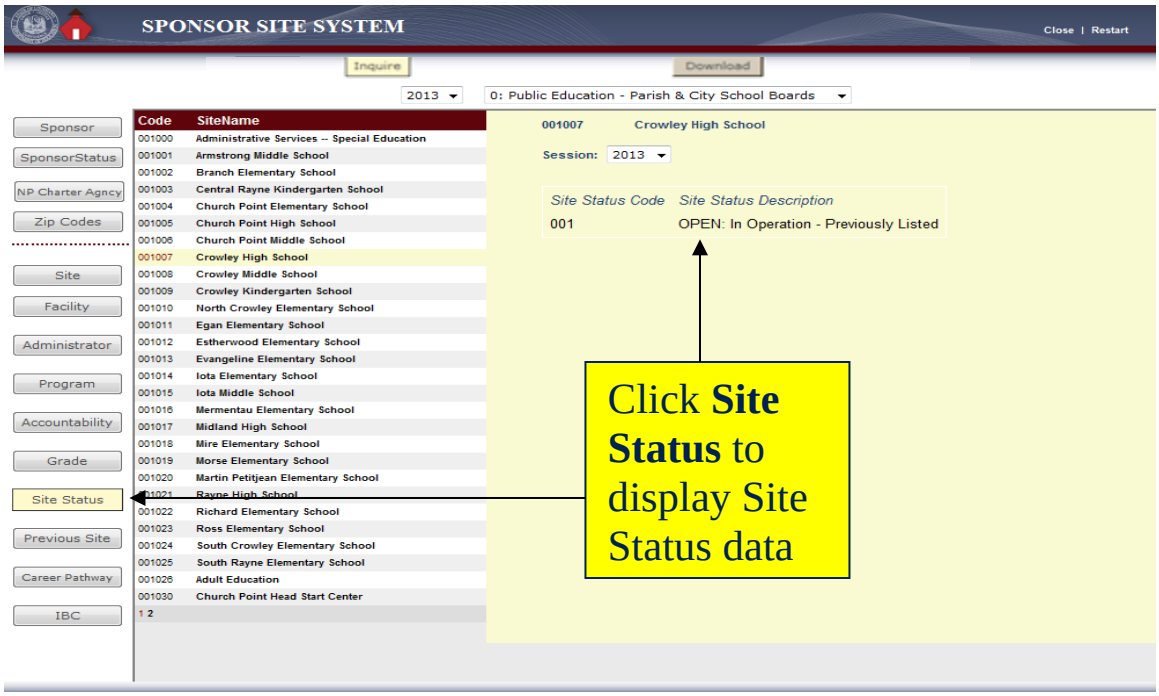
ACCOUNTABILITY: Displays information related to school accountability and is used for internal reporting.



GRADE: Shows the specific grades available at the school or site.

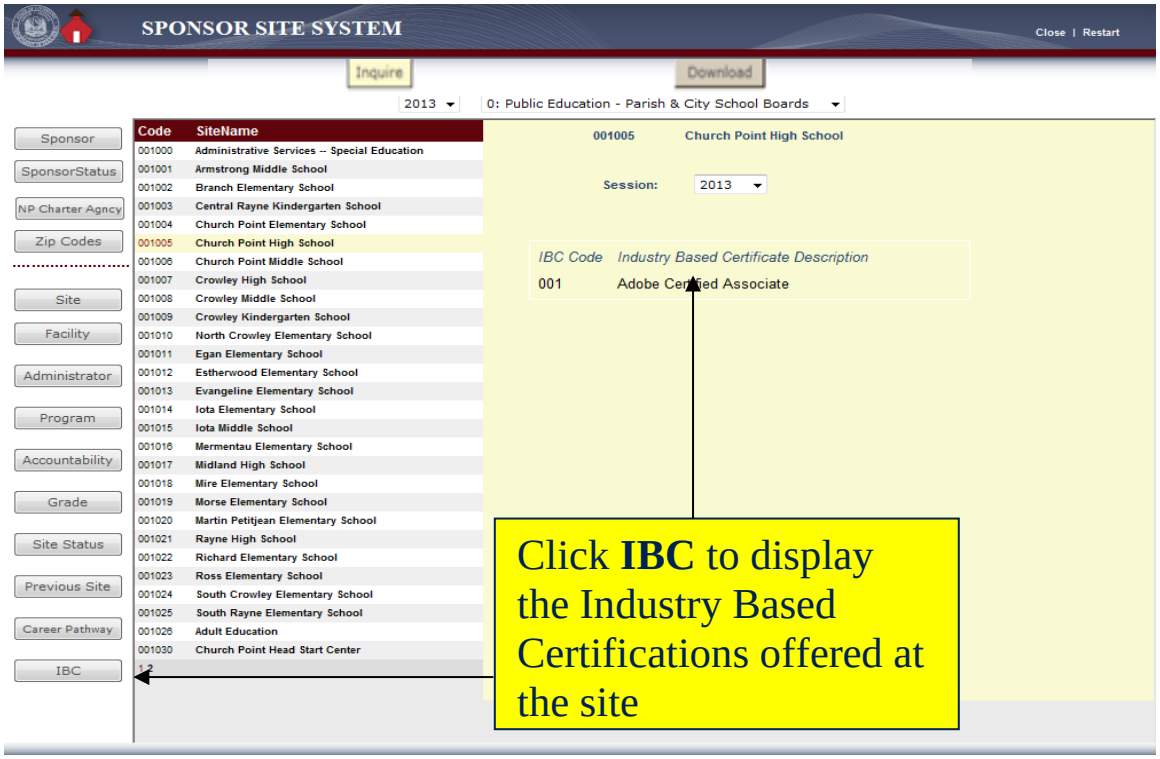


SITE STATUS: Displays the status of the site in the current BSSY used for internal reporting purposes.

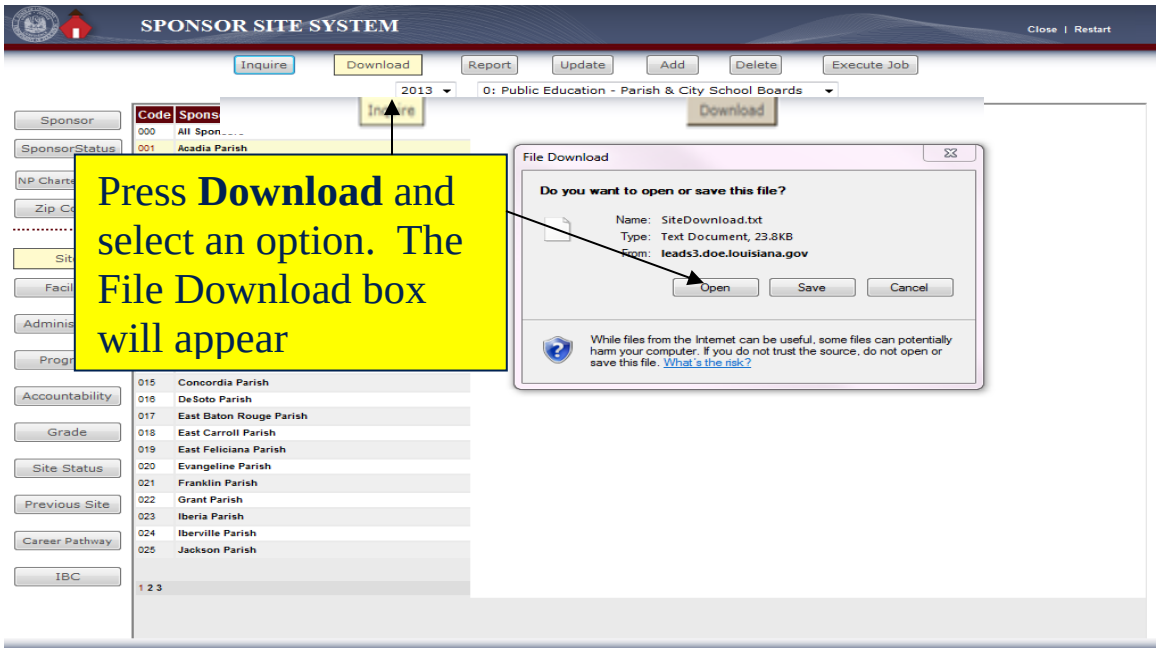


CAREER PATHWAY: Displays the current Career Pathways offer at the school or site.

IBC: Displays the specific International Bachelorette Courses (IBC) offered at the school or site.



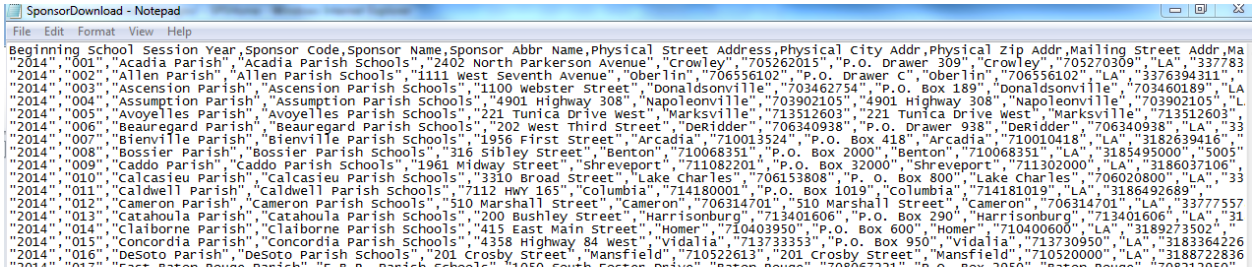
DOWNLOADING FILES: Sponsor Site information may be saved as a text file and can be used to create mailing lables or to verify the data within each site.



EXTRACT FILES & REPORTS

An extract file containing all the data fields within a sponsor or site can be downloaded and saved as a .txt file.

All Sponsors Download:




```
Beginning School Session Year,Sponsor Code,Sponsor Name,Sponsor Abbr Name,Physical Street Address,Physical City Addr,Physical Zip Addr,Mailing Street Addr,Ma
"2014","001","Acadia Parish","Acadia Parish Schools","2402 North Parkerson Avenue","Crowley","705262015","P.O. Drawer 309","Crowley","705270309","LA","337783
"2014","002","Allen Parish","Allen Parish Schools","1111 West Seventh Avenue","Oberlin","706556102","P.O. Drawer C","Oberlin","706556102","LA","3376394311","
"2014","003","Ascension Parish","Ascension Parish Schools","1100 Webster Street","Donaldsonville","703462754","P.O. Box 189","Donaldsonville","703460189","LA
"2014","004","Assumption Parish","Assumption Parish Schools","4901 Highway 308","Napoleonville","703902105","4901 Highway 308","Napoleonville","703902105","L
"2014","005","Avoyelles Parish","Avoyelles Parish Schools","221 Tunica Drive West","Marksville","713512603","221 Tunica Drive West","Marksville","713512603",
"2014","006","Beauregard Parish","Beauregard Parish Schools","202 West Third Street","DeRidder","706340938","P.O. Drawer 938","DeRidder","706340938","LA","33
"2014","007","Bienville Parish","Bienville Parish Schools","1956 First Street","Arcadia","710013524","P.O. Box 418","Arcadia","710010418","LA","3182639416","
"2014","008","Bossier Parish","Bossier Parish Schools","316 Sibley Street","Benton","710068351","P.O. Box 2000","Benton","710068351","LA","3185495000","5005"
"2014","009","Caddo Parish","Caddo Parish Schools","1961 Midway Street","Shreveport","711082201","P.O. Box 32000","Shreveport","711302000","LA","3186037106",
"2014","010","Calcasieu Parish","Calcasieu Parish Schools","3310 Broad Street","Lake Charles","706153808","P. O. Box 800","Lake Charles","706020800","LA","33
"2014","011","Caldwell Parish","Caldwell Parish Schools","7112 HWY 165","Columbia","714180001","P.O. Box 1019","Columbia","714181019","LA","3186492689","
"2014","012","Cameron Parish","Cameron Parish Schools","510 Marshall Street","Cameron","706314701","510 Marshall Street","Cameron","706314701","LA","33777557
"2014","013","Catahoula Parish","Catahoula Parish Schools","200 Bushley Street","Harrisonburg","713401606","P.O. Box 290","Harrisonburg","713401606","LA","31
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Site Download:

```
Beginning School Session Year,Sponsor Code,Sponsor Name,Sponsor Abbr Name,Physical Street Address,Physical City Addr,Physical Zip Addr,Mailing Street Addr
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ONLINE UPDATE PROCESS

In the 2014-2015 school year a new security access group was created to allow LEAs to update five screens within the Sponsor Site System. This new access gives users the ability to update the sponsor, site, administrator, Career Pathway and IBCs for each school or site within the LEA or CMO.

NEW SECURITY ACCESS

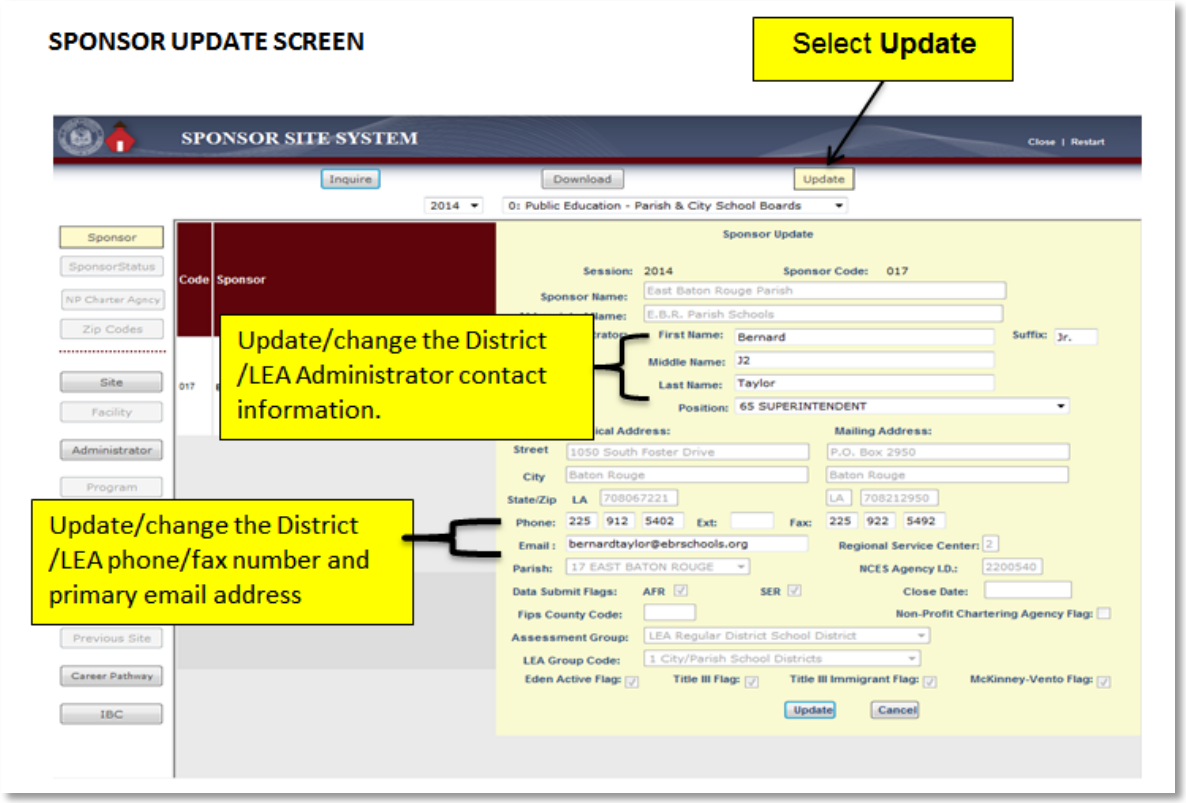
- https://leads3.doe.louisiana.gov/ptl/
- "LEA with Update" Permissions

NEW "UPDATE" BUTTON

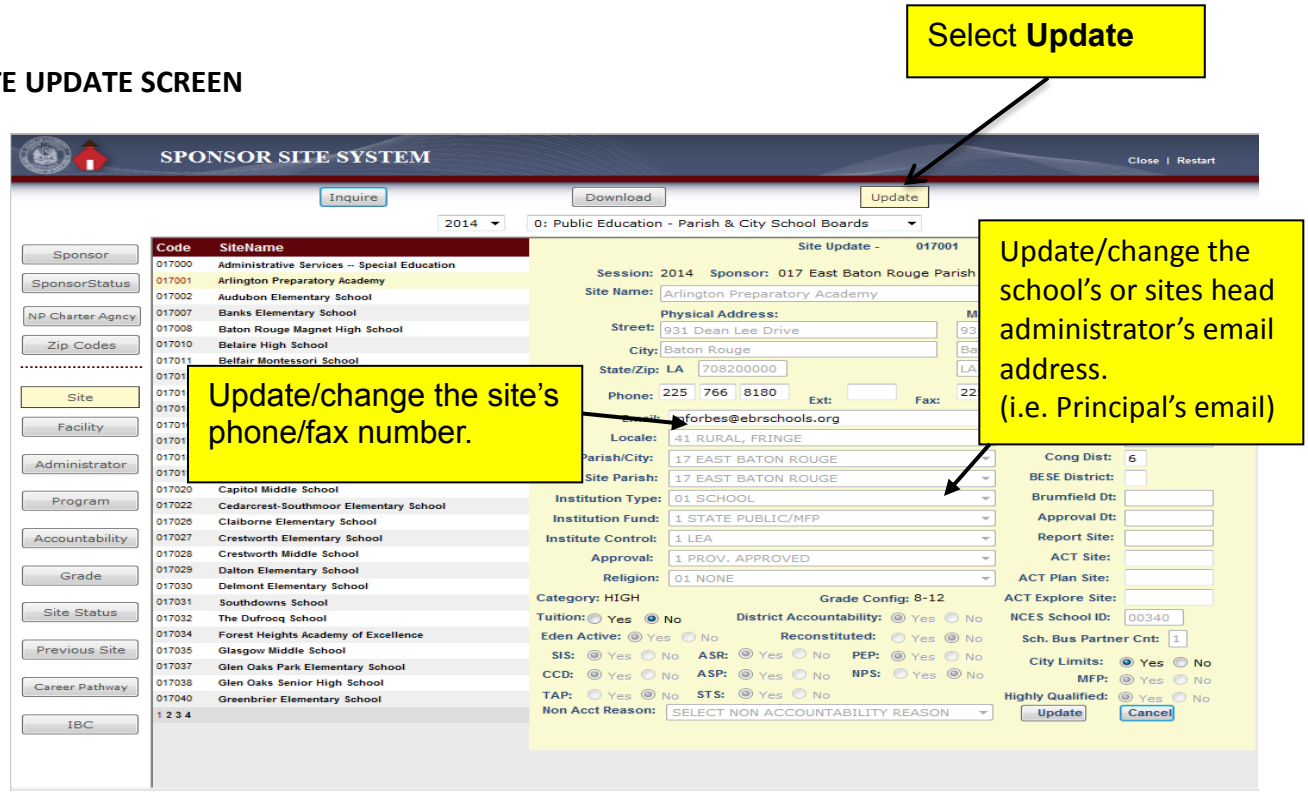
5 Updatable screens:

1. Sponsor
2. Site
3. Administrator
4. Career Pathway
5. IBC

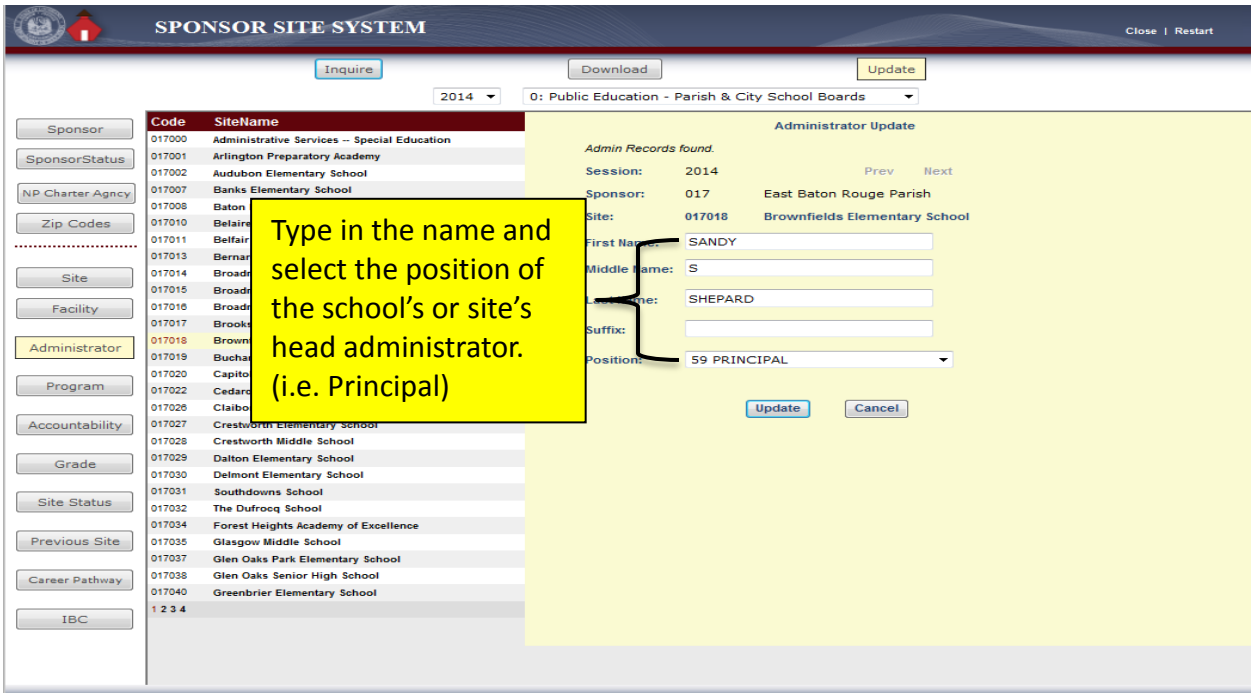
Follow the screens below to update the available screens by clicking the Update button on the navigation bar.



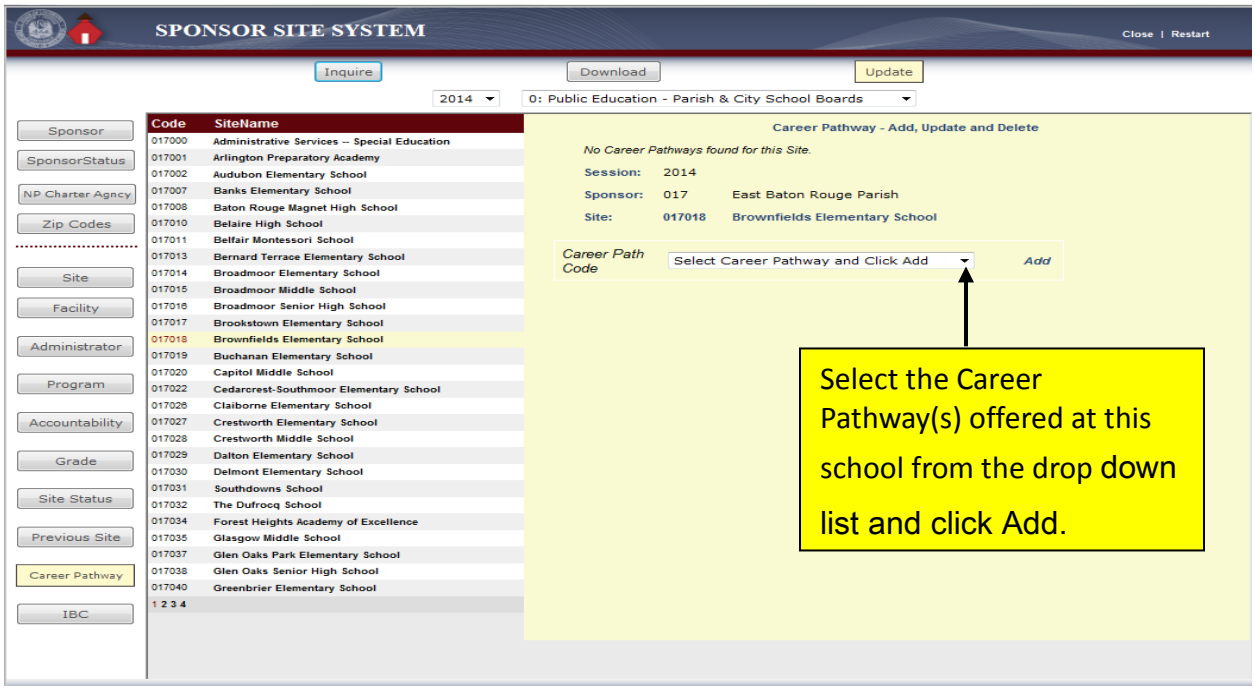
SITE UPDATE SCREEN



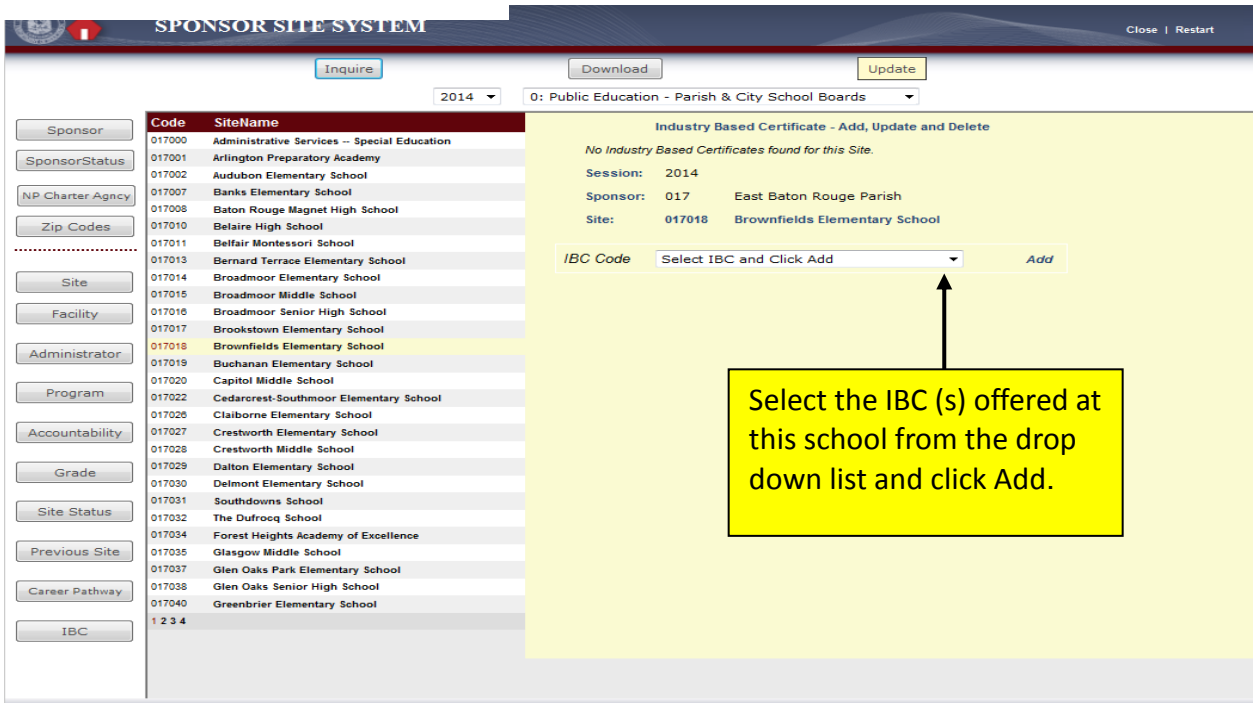
SPONSOR UPDATE SCREEN



CAREER PATHWAY UPDATE SCREEN



IBC UPDATE SCREEN



APPENDIX A COMPLETING FORMS

Appendix B of the Sponsor Site User Guide lists codes for specific Fields on the Sponsor and Site Screens and is used for completing the New School Form.

The New School Information Form should be completed when requesting a new site code.

Louisiana Department of Education
Office of Analytics/Systems Management Section
New School Information Form *rev. 11/2013*
Please complete this form if your district is opening a new
Contact: Jacqueline Lewis, EIC| Phone: (225)342-2505| Email: Jacqueline.lewi

A **two-digit code** assigned to each parish/city system.

A code that describes the **institution type** identified with the demographic data.

A **two-digit code** that identifies the position title of a sponsor administrator.

A two-digit code that indicates the **affiliation** of **the religious organization** by which a school is sponsored, funded or governed.

SPONSOR INFORMATION (LEA)

Parish/Sponsor Name/Chartering Agency Name:	**Parish Code:** *(Attachment I)*
Chief Administrator: First, Middle Initial, Last, Suffix (Jr., Sr.,	**Title:** *(Attachment II)*
+ 4:	**Mailing Address:** City, State, Zip + 4:

SITE INFORMATION (SCHOOL)

5 characters)	
First, Middle Initial, Last,	**Title:** *(Attachment II)*
+ 4:	**Mailing Address:** City, State, Zip + 4:

Phone # (Extension):	**Fax #:**	**Principal's Email:**

School Type: (Choose One)

School Opening Date (MM/DD/YY)	☐ Regular List Regular **programs** below Code(s) *(See Attachment VIII)* Alternative **programs** ☐ Suspended ☐ Expelled ☐ Academically Behind ☐ Adjudicated Youth	☐ Charter Identify Type ☐ Type 1 ☐ Type 2 ☐ Type 3 ☐ Type 4 ☐ Type 5	☐ Alternative School Identify students served ☐ Suspended ☐ Expelled ☐ Academically Behind ☐ Adjudicated Youth	**Other School Types:** ☐ Special Education School ☐ Laboratory ☐ Vocation Education ☐ Early Childhood Center ☐ Correctional ☐ Hospital ☐ Boarding School ☐ Shelter	**Other School Types:** ☐ Academic Magnet ☐ High Performing/Gifted ☐ Virtual School ☐ College (2 Year) ☐ University (4 Year) ☐ Other

☐ Share Option Sharing is required if no testing grades (3-11) are in the schools grade configuration	**Shared School Information** (if applicable) School Name : Site Code:	**Within City Limits?** ☐ Yes ☐ No	**Is tuition charged?** ☐ Yes ☐ No

Institution Type: ☐ School ☐ Administrative Office ☐ Education Site(Not a School) ☐ Non Education Site	☐ Adult Education Only Site ☐ Post-Secondary ☐ Home School	**Institution Control:** *(See Attachment III)* **Institution Funding:** *(See Attachment IV)*
Religious Affiliation Code:	**Congressional District:**	**BESE District:**

Submission(s): *(Check all that apply)* ☐ Annual School Report ☐ PEP ☐ SIS ☐ STS ☐ SER Other _____

School Partnership Count:	**ACT Explore Site Code:** *(Elem)*:	**Site Career Pathway (s)** ☐Add (List) or ☐Remove (List)
Brumfield Vs. Dodd Approved? ☐ Yes Date of Approval:	**ACT Plan Site Code**(*Middle*):	
Organizational Pattern Code For Grade 6 only *(Refer to Attachment V)*	**ACT Site Code:** (*High*)	**Site Industry Based Certification(s)** ☐Add (List) or ☐Remove (List)

Grades Taught: *(Check all that apply) (Highlight check box; Right Click and select check to mark the box)(See Attachment VI)*

☐01 ☐02 ☐03 ☐04 ☐05 ☐06 ☐07 ☐08 ☐09 ☐10 ☐11 ☐12 ☐15 ☐20 ☐24 ☐25

Additional Comments:

Signature of Superintendent	Print Name	Date

APPENDIX B SPS CODES

CHIEF ADMINISTRATOR POSITION CODES

POSITION NAME	CODE	POSITION NAME	CODE
Administrative Supervisor	01	Jailer	49
Administrator	02	Manager	50
Area Supervisor	03	Mayor	51
Area Manager	04	Minister	52
Assistant Administrator	05	Nutrition Coordinator	53
Assistant Director	06	Operator	54
Assistant Manager	07	Owner	55
Assistant Principal	08	Personnel Coordinator	57
Assistant Supervisor	09	President	58
Assistant Superintendent	10	Principal	59
Associate Administrator	11	Probation Officer	60
Associate Director	12	Purchasing Agent	61
Assistant Juvenile Court Administrator	13	Purchasing Coordinator	62
Board President	14	Recorder	63
Business Administrator	15	Sheriff	64
Central Office Manager	16	Superintendent	65
Chairman	17	Supervisor	66
Chancellor	18	Teacher Aid	67
Chief Civil Deputy	19	Training Coordinator	68
Chief Support Deputy	20	Vice President	69
Chief Dietician	21	Warden	70
Chief Executive Officer	22	Registrar	71
Chief Jailer	23	Secretary	72
Child Development Manager	24	Assistant Dean	73
Child Nutrition Supervisor	25	RSD Administrator	74
City Commander	26	Head of School	75
Co-Director	27	Center Director	76
Co-Principal	28	Interim Superintendent	77
Commanding Officer	29	Chief Operating Officer	78
Comptroller	30	School Director	79
Coordination Supervisor	31		
Coordinator	32		
Counselor	33		
Court Chief Administrator	34		
Dean	35		
Deputy Jailer	36		
Interim Superintendent Deputy Sheriff	37		
Chief Operating Officer Deputy Warden	38		
School Director Detention Supervisor	39		
Dietitian	40		
Director	41		
Executive Director	42		
Field Coordinator	43		
Field Manager	44		
Head Master	45		
Head Nurse	46		
Instructional Supervisor	47		
Instructor	48		

FACILITY TYPE
(Multiple selections allowed)

01 **Regular**—Any graded school in which the majority of students, staff, administrators, facilities, materials, instructional methods, curricula, etc. are involved in instructional activities designed primarily to prepare pupils for experience as citizens, family members, and workers. Regular schools generally include elementary, middle, and high school programs.

02 **Vocational/Technical**— Any school that is separately organized under the direction and management of an administrator for the primary purpose of offering education and training in one or more semiskilled, skilled, or technical occupations.

03 **Alternative**— A facility that differs from a traditional, regular school in both curriculum and methodology. This includes BESE approved schools that deviate from the standards stated in *Bulletin 741* in order to meet the unique needs of a specific population (e.g., gifted students, potential drop-outs, etc.). Alternative schools are generally smaller, more personal, and more flexible than a regular school. Examples of alternative models include schools-within-schools, schools-without-walls, basic skills, and performing arts schools.

04 **Type 1 Charter School**— Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 1 school means a new school operated as the result of and pursuant to a charter with a nonprofit corporation created to operate the school and a local school board.

05 **Correctional**— Any facility for youth and adults who are incarcerated.

06 **Hospital.** A licensed medical facility.

07 **University/Laboratory**—An elementary or secondary school in which part or all of the teaching staff consists of student teachers and the control and operation of the school rests with an institution that prepares teachers. A demonstration elementary or secondary school that is associated with a teacher-training department of a university.

08 **Community College (2 year)** —A junior college usually operated by the board of education of a local basic administrative unit (including the independent local board for one or more community colleges). Instruction is adapted in content, level, and schedule to the needs of the local community. It begins with grade 13, offers at least one but less than four years of course work, and does not grant the baccalaureate degree.

09 **College (4 year)** — A postsecondary school that offers general or liberal arts education, usually leading to a first degree and is independent of other institutions.

10 **University**— A postsecondary facility that typically comprises one or more colleges and one or more graduate professional schools and that emphasizes research as well as teaching.

11 **Boarding School**— An educational facility in which students are boarded and lodged as well as taught.

12 **Race-balancing Magnet**— Any school that contains a program that is unique or specialized for the purpose of attracting students voluntarily from throughout the school district who will represent a racial and ethnic mix, i.e., voluntary desegregation. Generally, a magnet program will emphasize either a specific curricular area (e.g., arts or sciences) or a particular educational philosophy (e.g., *open* concept or fundamentalist orientation).

13 **Montessori**— Any school in which the entire approach to early childhood education emphasizes training of the senses through a variety of experiences, exercises, and materials. The instruction is individualized within the range of available materials.

14 **Neglected Children**— A public or private residential facility (other than a foster home) that is operated primarily for the care of children who have been committed to the institution, or are voluntarily placed in the institution under applicable State law, because of the abandonment by, or neglect by, or death of parents.

15 **Delinquent Children**—A public or private residential facility that is operated primarily for the care of children who have been adjudicated, delinquent, or in need of supervision.

16 **Shelter**— A supervised public or private facility designed to provide temporary living accommodations (congregate shelter, and transitional housing for the mentally ill.)

17 **Developmental Centers.** Any facility in which students reside for habilitation and care.

18 **Special School**—A private or public school established for the sole purpose of providing education and related services to students with identified exceptionalities. School may be categorical, i.e., established to educate same disability students, e.g., visually impaired, emotionally disturbed; or generic--serving two or more exceptionalities.

19 **Adult Education**— A program of instruction primarily for adults and youth beyond the age of compulsory school attendance.

20 **Type 2 Charter School**—Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 2 school means a new or preexisting public school converted and operated as the result of and pursuant to a charter between a nonprofit corporation created to operate the school and BESE.

21 **Type 3 Charter School**—Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 3 school means a preexisting public school converted and operated as the result of and pursuant to a charter between a nonprofit corporation and a local school board.

22 **Type 4 Charter School**—Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 4 school means a preexisting public school

converted and operated or a new school operated as the result of and pursuant to a charter between a local school board and the State Board of Elementary and Secondary Education. Prior to the creation of such a charter to convert a preexisting school, it shall be approved by the professional faculty and staff of the preexisting school and approved by the parents or guardian of children enrolled in the school as provided in R.S. 17:3983 (C). Within such type 4 schools, unless an agreement with another city or parish school board is reached to allow students from outside the parish to attend the charter school, only pupils who would be eligible to attend a public school operated by the local school board within the same city or parish, or pupils from the same areas as those permitted to attend the preexisting school, will be eligible to attend as provided in the charter.

23 **Head Start/Day/Child Care—**A private or public facility that provides care and educational experiences/early education opportunities for children age infant to pre-kindergarten.

24 **Academic Magnet—**Any school having academic entrance requirements (e.g., GPA, test scores). These requirements apply to the entire school, encompassing all grades.

25 **Type 5 Charter School—**Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. (aa) A Type 5 school means a preexisting public school transferred to the Recovery School District pursuant to R.S. 17:10.5 and operated as the result of and pursuant to a charter between a nonprofit corporation and the State Board of Elementary and Secondary Education, or between a nonprofit corporation and a city, parish, or other local school board or other public entity in the case of the renewal of a Type 5 charter of a school that has been transferred back to the jurisdiction of the local school board or other public entity pursuant to R.S. 17:10.5(C). Notwithstanding the provisions R.S. 17:3991 (B)(1), within such type 5 charter school, only pupils who would have been eligible to enroll in or attend the preexisting school under the jurisdiction of the city, parish, or other local public school board or other public school entity prior to its transfer to the Recovery School District may attend. However, all such pupils shall be eligible to attend notwithstanding any other provisions of this Chapter to the contrary. (bb) In addition to pupils who are eligible to enroll pursuant to the provisions of Sub item (aa) of this Item, any student who is eligible to participate in school choice program established by the prior system shall be permitted to enroll in a Type 5 charter which has capacity for another student in the appropriate grade. Maximum capacity by grade shall be provided in the charter agreement.

26 **Recovery School District**

27 **RSD – Contractor Operated**

28 **RSD – LDE Operated**

29 **R.S. 17:10.5 RSD School –** School transferred to RSD as a failing school that is academically unacceptable.

30 **R.S. 17:10.7 RSD School –** School transferred to RSD as a school in a district in academic crisis with a baseline school performance score below the state average.

31 **RSD – Contractor Operated (N. O.)**

32 **RSD – LA**

33 **RSD – MOU**

34 **RSD – LDE (Outside N. O.)**

35 **High Performing/Gifted**. – A facility that differs from a traditional, regular school in both curriculum and methodology. This includes BESE approved schools that deviate from the standards stated in

Bulletin 741 in order to meet the unique needs of high performing or gifted students (e.g., performing arts schools, gifted schools, etc.)

36 **Virtual Charter School** – Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. The primary instruction in these schools occurs within a virtual environment. Students are not required to meet with a teacher at a specific location, but instead access instruction remotely through computers and other technology.

37 **Course Choice Provider—** Third party **e**ducational providers who offer core academics, career and technical education (CTE), college credit and other type courses as approved by BESE to the students of Louisiana

38 **Dropout Prevention Provider—**Educational providers who offer courses to students who have dropped out of regular school in an attempt to recover credit toward graduation requirements.

39 **Type 1B Charter School—**A charter authorized by a Local Charter Authorizer.

40 **Type 3B Charter School—**A former Type 5 charter school that transfers from the Recovery School District back to the jurisdiction of a local school system.

99 **Other**

GRADE CODES

01	First Grade (1)
02	Second Grade (2)
03	Third Grade (3)
04	Fourth Grade (4)
05	Fifth Grade (5)
06	Sixth Grade (6)
07	Seventh Grade (7)
08	Eighth Grade (8)
09	Ninth Grade (9)
10	Tenth Grade (10)
11	Eleventh Grade (11)
12	Twelfth Grade (12)
15	Infant (0-2 Years Old) SPED (IN)
20	Preschool (3-5 Years Old) SPED (PS)
22	Nonpublic Prekindergarten Three-Year Olds (Regular Ed) (PK3) - Nonpublic school Pre-K developmental programs for 3 year olds, the minimum age being 3 years old by September 30th of the year the child enrolls in a nonpublic prekindergarten program. **NOTE: This grade code is for the use of nonpublic schools only**.
24	Prekindergarten Four-Year Olds (Regular Ed) (PK4) - Pre-K developmental programs for 4 year olds, the minimum age being 4 years old by September 30th of the year the child enrolls in a prekindergarten program.
25	Kindergarten (K)
40	Post Secondary (CC)

INSTITUTION CONTROL

(Only one per institution allowed)

1 **LEA** —Daily operations are controlled directly by a local public board.

2 **State** —Daily operations are controlled directly by a state public board.

3 **Federal**—Daily operations are controlled by a Federal agency.

4 **Other** —Daily operations are controlled by a nonpublic board or organization.

INSTITUTION FUNDING

(Major Source)

1 **State Public/MFP**—A major portion of the operational revenue is obtained through the Minimum Foundation Program.

2 **State Public/Other**—A major portion of the operational revenue is obtained through other public resources such as local taxes, legislative appropriations, etc.

3 **Nonpublic** —A major portion of the operational revenue is obtained through private sources such as donations, tuition, endowments.

4 **Federal** —A major portion of the operational revenue is obtained through Federal programs.

INSTITUTION TYPE CODES
(only one per institution allowed)

01 **School.** An institution that provides elementary, and/or secondary instruction (including Regular Ed Pre-kindergarten (24) and Kindergarten (25)); has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings and has an assigned administrator.

02 **Administrative Office.** A subsection within a larger organization that handles specific administrative functions for the organization (e.g., personnel services).

03 **Not Used:** Previously assigned to Head Start Center (only).

04 **Child and Adult Nutrition Site** (only). An administrative unit that participates in one or more of the Child and Adult Nutrition Programs. These programs exist to safeguard the health and well-being of children and eligible adults by providing nutritionally adequate meals that are available to all enrollees. This unit is not attached to any grade school and is not part of the school's kitchen.

05 **Adult Education Site** (only). A single administrative unit that provides learning experiences concerned with the fundamental tools of learning for adults who have never attended school or who have interrupted formal schooling and need this knowledge and these skills to raise their level of education to increase self-confidence and/or self-determination, to prepare for an occupation, and to function more responsibly as citizens. Instruction is primarily for adults and youths beyond the age of compulsory school attendance in preparation for the General Equivalency Diploma (GED).

06 **Postsecondary.** A single administrative unit that provides instructional programs (including curriculum, instruction, and related student services) for persons who have completed or otherwise left educational programs in elementary and secondary school. The general level of instruction provided for pupils in college programs, usually beginning with grade 13, and any instruction of a comparable nature and difficulty provided for adults and youth beyond the age of compulsory school attendance.

07 **Non-education Site.** A supervised public or private facility designed to provide temporary accommodations for children or youth (e.g., adjudicated, institutionalized, or hospitalized youth) at which the reporting agency does not provide elementary and/or secondary instruction.

08 **Home School.** A home schooling or study program established according to Act 838.

09 **Preschool**. An institution designed to provide care for infant to preschool age children while providing, at the same time, educational experiences for them. (For Regular Ed Pre-K see 01 School)

10 **Education Site (Not a School).** An educational setting or administrative unit that provides elementary, and/or secondary instruction (including Regular Ed Pre-kindergarten (24) and kindergarten (25)); has one or more grade groupings or is ungraded; has one or more certified teachers to give instruction or care; is located in one or more buildings, is not supported within or by a school.

URBAN-CENTRIC CODES

11 - City, Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more.

12 - City, Midsize: Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000.

13 - City, Small: Territory inside an urbanized area and inside a principal city with population less than 100,000.

21 - Suburb, Large: Territory outside a principal city and inside an urbanized area with population of 250,000 or more.

22 - Suburb, Midsize: Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000.

23 - Suburb, Small: Territory outside a principal city and inside an urbanized area with population less than 100,000.

31 - Town, Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.

32 - Town, Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.

33 - Town, Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area.

41 - Rural, Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.

42 - Rural, Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.

43 - Rural, Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.

PARISH CODES

Code	Parish Name
01	Acadia Parish
02	Allen Parish
03	Ascension Parish
04	Assumption Parish
05	Avoyelles Parish
06	Beauregard Parish
07	Bienville Parish
08	Bossier Parish
09	Caddo Parish
10	Calcasieu Parish
11	Caldwell Parish
12	Cameron Parish
13	Catahoula Parish
14	Claiborne Parish
15	Concordia Parish
16	Desoto Parish
17	East Baton Rouge Parish
18	East Carroll Parish
19	East Feliciana Parish
20	Evangeline Parish
21	Franklin Parish
22	Grant Parish
23	Iberia Parish
24	Iberville Parish
25	Jackson Parish
26	Jefferson Parish
27	Jefferson Davis Parish
28	Lafayette Parish
29	Lafourche Parish
30	LaSalle Parish
31	Lincoln Parish
32	Livingston Parish
33	Madison Parish
34	Morehouse Parish
35	Natchitoches Parish
36	Orleans Parish
37	Ouachita Parish
38	Plaquemines Parish
39	Pointe Coupee Parish
40	Rapides Parish
41	Red River Parish

Code	Parish Name
42	Richland Parish
43	Sabine Parish
44	St. Bernard Parish
45	St. Charles Parish
46	St. Helena Parish
47	St. James Parish
48	St. John Parish
49	St. Landry Parish
50	St. Martin Parish
51	St. Mary Parish
52	St. Tammany Parish
53	Tangipahoa Parish
54	Tensas Parish
55	Terrebonne Parish
56	Union Parish
57	Vermilion Parish
58	Vernon Parish
59	Washington Parish
60	Webster Parish
61	West Baton Rouge Parish
62	West Carroll Parish
63	West Feliciana Parish
64	Winn Parish
65	City Of Monroe
66	City Of Bogalusa
67	Zachary Community
68	City Of Baker
69	Central Community
99	Out Of State

Definition: The 2 digit code assigned to each parish.

1 **Accelerated Schools.** Any school program that replicates the Accelerated Schools Program (ASP) model developed at Stanford University. Accelerated Schools treat all children as gifted and builds on their strengths through enrichment strategies, independent research, problem solving, science, writing, music, and art. In Accelerated Schools, all members of the school community develop a vision of their ideal school; and then collaborate to achieve that dream by making major decisions about curriculum, instructional strategies, and school organization.

03 **Alternative Program.** A BESE approved program within a school that deviates from the standards stated in *Bulletin 741* in order to meet the specific needs of a particular segment of students within the community.

04 **Dual Language Program.** An educational program in which two languages are used with equal numbers of language minority and language majority students. The goal of this program is to facilitate the learning of English and another language to promote biculturalism and bi-literacy of students.

06 **Flexible Scheduling.** A scheduling process that differs from the traditional schedule. The traditional schedule is defined as a six or seven period day that is repeated each day and the classes are typically 50 to 55 minutes in length.

08 **Day/Child Care.** A program designed to provide care for infants to prekindergarten children while providing, at the same time, educational experiences for the children.

10 **Extended Day.** A program designed to provide care for PreK-12th grade children, usually before and/or after regular school hours, while providing, at the same time, educational experiences for the children.

11 **Federal Nutrition Program.** A food service program that provides nutritious meals service to eligible participants in a variety of settings. These programs include the National School Lunch Program, the School Breakfast Program, the Child and Adult Care Food Program, the Summer Food Service Program, and the Special Milk Program.

15 **High Schools That Work.** An educational model developed by the Southern Regional Education Board to combine challenging academic courses and modern technical studies to raise the achievement of high school students.

22 **Montessori.** An approach to early childhood education that emphasizes training of the senses through a variety of experiences, exercises, and materials. The instruction is individualized within the range of available materials.

23 **Night School**. The provision of course work and facilities during the evening for people who are employed during the day and wish to continue their formal education.

25 **Title I/Schoolwide Program (IASA).** A schoolwide program, as set forth in Title I of ESEA, as reauthorized by IASA, Title I (P.L. 103-382).

26 **Title I/Targeted Assistance.** Any targeted assistance program financed by funds provided through Title I of ESEA, as reauthorized by IASA, Title I (P.L. 103-382).

29 **Career Technical Education (formerly Vocational/Technical).** An essential component of the total educational system that provides students, the **technical skills** and knowledge necessary to succeed in occupations and career; the cross-functional or **workplace basics** necessary for success in any occupation or career; and the context (**contextual learning**) in which traditional academic skills and a variety of more general educational goals can be enhanced.

32 **Year Round.** A school program that operates on a 12-month basis but may divide the year into time blocks so that students continue to attend the same number of total days.

33 **Head Start.** A federal program designed to provide early education opportunities for children whose socioeconomic status is classified as being at or close to poverty prior to kindergarten in addition to health, social, nutritional, and psychological services.

34 **Structured English Immersion Program (formerly Limited-English Proficient (LEP)).** The goal of this program is acquisition of English language skills so that the English language learner (ELL) can succeed in an English-only mainstream classroom. All instruction in an immersion strategy program is in English. Teachers have specialized training in meeting the linguistic and cultural needs of ELL students, possessing either a bilingual education or English as Second Language teaching credential and/or training, and strong receptive skills in the student's primary language.

37 **Parent Center.** A special area prepared for parents to provide adult literacy instruction, parenting education, and resources for the parents' education, as well as for working with their children in the center and/or as take-home activities.

38 **PTA/PTO.** A locally organized parent-teacher association or organization for a particular school developed to provide opportunities for parental involvement.

39 **Even Start.** A program conducted with federal and matching funds to improve the education of the nation's children and adults by focusing upon the coordination and integration of services of the three primary components of a family literacy program: early childhood education, adult education, and parenting education; and, requires parent and child together time and home visits.

41 **Success for All.** A commercial program that offers a reading curriculum based on research on effective practices in beginning reading and an effective use of cooperative learning.

43 **Foreign Language Immersion Program.** An educational program in which the foreign language is the language of instruction for some or all subjects excepting English. The curriculum used may be the Louisiana curriculum translated into the foreign language, or another curriculum originating in the foreign language.

44 **LA 4 Program (formerly ECD-Early Childhood Development Program).** An early childhood program funded through the Temporary Assistance to Needy Families Act. The purpose of this program is to provide universal pre-kindergarten classes and before-and-after school enrichment activities to four-year-old children. For this program, children eligible for free and reduced price meals are provided services at no cost, while other families may pay tuition fees.

45 **Pre-GED Skills Option Program**. An academic program paired with skill instruction for students who are at risk of dropping out of high school. This program is partially funded through the Temporary Assistance to Needy Families Act.

48 **ADOL. Literacy Project Partnership**
49 **Ensuring Literacy for All**
50 **Community Eligibility Program**
99 **Other**

RELIGIOUS AFFILIATION CODES

01	None
02	Assembly of God
03	Baptist
04	Catholic
05	Church of Christ
06	Church of God
07	Episcopal
08	Inter-Denomination
09	Jewish
10	Lutheran
11	Methodist
12	Mormon
13	Pentecostal
14	Presbyterian
15	Seventh Day Adventist
16	Islam
99	Other

SCHOOL PARTNERSHIP COUNT

The number of school business partnerships (00-99)

Partnerships may involve a variety of things including volunteer services, monetary contributions, supplies, in-kind services, etc.

SITE STATUS CODES

001 Open	**School listed in prior year(s), and is currently in operation.**
002 Closed	School listed in prior year data. Currently **not in operation**, or never opened, and is not expected to operate in the future.
003 New	School not listed in prior year data or was listed as Future School (Code = 7). Currently in operation, and newly created or completely restructured into current instructional levels and programs.
004 Added	School was in existence in prior year, but not reported. Currently in operation and is now added to database.
005 Changed Agency	School remains in existence, but was listed in prior year as affiliated with a different educational agency.
006 Inactive	School is temporarily closed and may reopen within three years; Otherwise code as Closed.
007 Future School	School is scheduled to be operational within two years; if not operational by that time, code as Closed.
008 Reopened School	School was reported as Closed in prior year's data, but has since reopened.

SPONSOR STATUS CODES

001 Open	**Sponsor listed in prior year(s), and is currently in operation…**
003 New	Sponsor listed in prior year data. Currently **not in operation**, or never opened, and is not expected to operate in the future.
002 Closed	Sponsor not listed in prior year data or was listed as Future Agency (Code = 7). Newly created or completely restructured into current location and/or responsibilities.
004 Added	Sponsor was in existence in prior year, but not reported. Currently in operation and is now added to database.
005 Changed Boundary	Sponsor in existence and listed in prior year, but has undergone significant change in geographic boundaries and/or instructional responsibilities.
006 Inactive	Sponsor is temporarily closed and may reopen within three years; Otherwise code as Closed.
007 Future School	Sponsor is scheduled to be operational within two years; if not operational by that time, code as Closed.
008 Reopened School	Sponsor was reported as Closed in prior year's data, but has since reopened**.**

CAREER OPTION CODES

Code	CAREER-OPTION-DESC
001	AGRICULTURE, FOOD, AND NATURAL RESOURCES
002	ARCHITECTURE AND CONSTRUCTION
003	ARTS,A/V TECHNOLOGY & COMMUNICATIONS
004	BUSINESS, MANAGEMENT & ADMINISTRATION
005	EDUCATION & TRAINING
006	FINANCE
007	GOVERNMENT AND PUBLIC ADMINISTRATION
008	HEALTH SCIENCE
009	HOSPITALITY AND TOURISM
010	HUMAN SERVICES
011	INFORMATION TECHNOLOGY
012	LAW, PUBLIC SAFETY, AND SECURITY
013	MANUFACTURING
014	MARKETING, SALES, AND SERVICE
015	SCIENCE,TECHNOLOGY,ENGINEERING, AND MATH
016	TRANSPORTATION,DISTRIBUTION & LOGISTICS
A01	Ag,Food,Nat Res - Ag Prod/Mgt/Entrep
A02	Ag,Food,Nat Res - Animal Sci
A03	Ag,Food,Nat Res - Forestry&Conservation
A04	Ag,Food,Nat Res - Horticulture
B01	Archit,Constr – AC&Refrgn,Heat&Vent
B02	Archit,Constr – Architecture
B03	Archit,Constr – Cabinetmaking
B04	Archit,Constr – Carpentry&Construction
B05	Archit,Constr – Drafting
B06	Archit,Constr - Electrical/Electronics
B07	Archit,Constr – Masonry
B08	Archit,Constr – Plumbing
C01	Arts,AVTech, Comm - Commercial Arts
C02	Arts,AVTech, Comm - Entertainment Prod
C03	Arts,AVTech, Comm - Graphic Arts
C04	Arts,AVTech, Comm – Interiors&Furnishing

Code	CAREER-OPTION-DESC
C05	Arts,AVTech, Comm – Journalism
C06	Arts,AVTech, Comm – Liberal Arts
C07	Arts,AVTech, Comm - Mass Communications
C08	Arts,AVTech, Comm - Performing Arts
C09	Arts,AVTech, Comm - Photography
C10	Arts,AVTech, Comm - Printing Technology
D01	Bus,Mgmt,Admin - Administrative Support
D02	Bus,Mgmt,Admin - Business Administration
E01	Edu,Trng - Advanced Studies/LA Core 4
E02	Edu,Trng - Education
E03	Edu,Trng – General Studies
F01	Fin - Banking and Finance (NAF Academy)
F02	Fin – Economics
G01	Gov,PubAdmin - JROTC
H01	HlthSci - Dental
H02	HlthSci - Emergency Health Care
H03	HlthSci - Health Professionals
H04	HlthSci - Nursing
H05	HlthSci - Nutrition and Food
H06	HlthSci - Pharmacy
H07	HlthSci - Sports Medicine
I01	Hosp,Tr - Culinary Arts
I02	Hosp,Tr - Tourism and Lodging
J01	HumServ - Child Development Services
J02	HumServ - Mgmt of Family Resources
J03	HumServ - PersonalCareSvs (Cosm,Barb)
J04	HumServ - Social Services
K01	InfoTech - AOIT (NAF-Acad of IT)
K02	InfoTech - Computer Electronics
K03	InfoTech – Computer Eng Sys(Oracle INet)
K04	InfoTech – Computer Science
K05	InfoTech – Information Systems
K06	InfoTech – Network Services & Operations
L01	Law,PubSafe,Corr,Secu - Law Enft Svs

Code	CAREER-OPTION-DESC
L02	Law,PubSafe,Corr,Secu - LegalSvs
M01	Manuf - Industrial Operations
M02	Manuf - Jewelry Manuf
M03	Manuf - Lab Technology
M04	Manuf – Petro Chemical
M05	Manuf – Welding
N01	MKT,Sales,SVCS - Clothing & Textiles
N02	MKT,Sales,SVCS - Entrepreneurship
N03	MKT,Sales,SVCS - Marketing & Sales Mngmt
N04	MKT,Sales,SVCS - Upholstery
O01	Sci,Tech,Eng,Maths – Biotech Res & Dev
O02	Sci,Tech,Eng,Maths – Drafting
O03	Sci,Tech,Eng,Maths – Engineering
P01	Transp,Dstr,Log - Automotive Technology
P02	Transp,Dstr,Log - Collision Repair Tech
P03	Transp,Dstr,Log - Diesel Mechanics
P04	Transp,Dstr,Log - Marine Operations
P05	Transp,Dstr,Log - Power Mechanics
P06	Transp,Dstr,Log – Transp Operations
R01	CAPITOL-BUSINESS MANAGEMENT
R02	CAPITOL-WELDERS HELPER
R11	GR ACADIANA-COM DR
R12	GR ACADIANA-MASON
R21	NORTHSHORE-SHEET MET
S01	AUTOMOBILE SERVICE

Code	CAREER-OPTION-DESC
S02	CARPENTER
S03	CERTI MECH DRAFTER
S04	CERTIFIED NURSING ASSISTANT
S05	COLLISION REPAIR
S06	ELECTRICIAN
S07	EMERGENCY MED TECH
S08	FASHION DESIGN
S09	FOUR STOKE ENGINE TECH
S10	HVAC TECH
S11	INDUSTRIAL MAINT MECHANIC
S12	INTERNET WEB FOUND
S13	MFG SPECIALIST
S14	MOBILE CRANE OP
S15	OIL & GAS T2 SAFE
S16	PIPEFITTER
S17	PLUMBER
S18	PROSTART/RESTAURANT
S19	WEB DESIGN PRO
S20	WELDER
T01	AGRICULTURE TECH
T02	DIGI MEDIA/ENT TECH
T03	HLTH SCI/PAT & MGT
T04	HOSP,TOUR,CUL,RETAIL
T05	INFO TECH
T06	MAN,CONST,CRFTS,LOG
T07	STEM
T08	TECH SPECIALIST

* For applicable JumpStart pathways visit, https://www.louisianabelieves.com/courses/jump-start-career-education.

INDUSTRY BASED CERTIFICATION CODES (IBCs)

Code	Industry Based Certification Description
001	Adobe Certified Associate
002	American Culinary Federation Secondary
003	Certified Mechanical Apprentice Drafter (American Design Drafting Association)
004	AWS Certified Welder Level 1
005	ASE Student Certificate- Automotive
006	ASE Student Certificate- Collision Repair
007	AVID Media Composer Certified User
008	Canine Care and Training
009	Certified Internet Web (CIW) Professional Foundations Associate
010	Certified Nurse Assistant
011	Cert Nursery & Landscape Professional
012	Child Development Associate
013	Cisco Certified Network Associate
014	CompTIA A+
015	Cosmetology
016	Customer Service
017	Dental Radiology
018	Emergency Medical Technician - Basic
019	Equine Care and Training
020	Emergency Medical Responder (First Responder)
021	Four Stroke Engine Technician
022	Landscape Horticulturist License
023	Heating, Ventilation, AC Excellence
024	IC3
025	----No longer available
026	----No longer available
027	Microsoft Office Specialist

Code	Industry Based Certification Description
028	National Academy of Finance
029	NCCER – Carpentry
030	NCCER - Construction Technology
031	NCCER – Electrical
032	NCCER – HVAC
033	NCCER - Industrial Maintenance
034	NCCER – Insulating
035	NCCER – Pipefitting
036	NCCER - Plumbing
037	NCCER - Welding
038	Oracle Internet Academy
039	Pharmacy Technician
040	PrintED
041	ProStart
042	Skills for Success - Room Division
043	Students Teaching And Reaching
044	Two Stroke Engine Technician
045	American Culinary Fed Jr. Culinarian
046	AutoCad 2009
047	Auto Svc Excellence General Svc Tech
048	Barbering
049	Canine Care and Training
050	CompTIA Network+
051	Meat Processing
052	QuickBooks Certified User
053	Microsoft Office Specialist Word & Excel
054	Microsoft Office Word Specialist

APPENDIX B FORMS

Louisiana Department of Education
Office of Analytics/Systems Management Section
P.O. Box 94064, Baton Rouge, LA 70802-9064

Sponsor Site Information Form *rev. 01/2014*
Non Public Schools

Sponsor Site Contact: Jacqueline Lewis, EIC| Email: Jacqueline.lewis@la.gov
(225)342-2505 (Desk) / (225)342-1912 (Fax)

Today's Date:	**School Year:**	
School Name:	**Parish:**	
Contact Person:	**Contact Phone Number:**	**Contact Email :**
School Physical Address Change *Address/City, State, Zip*	**School Mailing Address Change** *Address/City, State, Zip*	
School Phone Number change	**School Fax Number Change**	
Principal/Administrator Name /Title	**Principal/Administrator E-Mail**	

Grades Taught: *(Check all that apply) (Highlight check box; Right Click and select check to mark the box)(See Attachme*

☐ 01 ☐02 ☐ 03 ☐04 ☐05 ☐06 ☐07 ☐ 08 ☐09 ☐ 10 ☐ 11 ☐ 12

☐ 15 Birth – 2 Years ☐20 Pre K (Age 3) ☐22 Preschool (Age 3-5) ☐ 24 Pre-K (Age 4) ☐25

School Opening Date:	Facility Type: ☐ Regular ☐ Head Start/Day/Child Care ☐ Preschool

Comments:

Contact Signature **D**
(Signature of person submitting form)

Closing School Form

Louisiana Department of Education
Division Information Management
Data Management Section
P.O. Box 94064
Baton Rouge, LA 70804-9064
Phone: (225) 342-2505 FAX: (225) 342-1912

Please complete this form if your district is closing a school.

LEA Name: _____Contact Person: _____

Date: _____Phone:_____

Date of Closure: _____ Is this a temporary closure? (Re-open within 3 yrs.): **yes__ no __**
School Name: _____ Site Code: _____

☐ Share Option
Sharing is required if no testing grades (3-11) are in the school's grade configuration.

Shared School Information (if applicable)

School Name: _____ Site Code:_____

Students attending this school will be moved to the following schools:

Site Code _____Name of School _____ # Number of Students _____Grades_____

Site Code _____Name of School _____#Number of Students _____Grades_____

Site Code _____Name of School _____#Number of Students _____Grades_____

Comments:

_____ _____
Superintendent Sponsor Site Coordinator

See Appendix B for Codes Sheets

New LEA /Chartering Agency

School Information Changes

Date school first opened

Louisiana Department of Education
Office of Analytics/Systems Management Section

New School Information Form *rev. 11/2013*

Please complete this form if your district is opening a new

t: Jacqueline Lewis, EIC| Phone: (225)342-2505| Email: Jacqueline.lewis@la.gov

SPONSOR INFORMATION (LEA)

e/Chartering Agency Name:	**Parish Code:** *(Attachment I)*
Chief Administrator: First, Middle Initial, Last, Suffix (Jr., Sr., etc.)	**Title:** *(Attachment II)*
y, State, Zip + 4:	**Mailing Address:** City, State, Zip + 4:

SITE INFORMATION (SCHOOL)

to exceed 46 characters)

Principal/Head Administrator: First, Middle Initial, Last, Suffix (Jr., Sr., etc.)		**Title:** *(Attachment II)*
y, State, Zip + 4:		**Mailing Address:** City, State, Zip + 4:
h):	**Fax #:**	**Principal's Email:**

School Type: (Choose One)

School Opening Date (MM/DD/YY)	☐ Regular	☐ Charter	☐ Alternative School	**Other School Types:**	**Other School Types:**
	List Regular **programs** below Code(s) *(See Attachment VIII)* _____ Alternative **programs** ☐ Suspended ☐ Expelled ☐ Academically Behind ☐ Adjudicated Youth	Identify Type ☐ Type 1 ☐ Type 2 ☐ Type 3 ☐ Type 4 ☐ Type 5	Identify students served ☐ Suspended ☐ Expelled ☐ Academically Behind ☐ Adjudicated Youth	☐ Special Education School ☐ Laboratory ☐ Vocation Education ☐ Early Childhood Center ☐ Correctional ☐ Hospital ☐ Boarding School ☐ Shelter	☐ Academic Magnet ☐ High Performing/Gifted ☐ Virtual School ☐ College (2 Year) ☐ University (4 Year) ☐ Other

☐ Share Option	**Shared School Information** (If applicable)	**Within City Limits?**	**Is tuition charged?**
Sharing is required if no testing grades (3-11) are in the schools grade configuration	School Name : Site Code:	☐ Yes ☐ No	☐ Yes ☐ No

Institution Type:		**Institution Control:** *(See Attachment III)*
☐ School ☐ Administrative Office ☐ Education Site(Not a School) ☐ Non Education Site	☐ Adult Education Only Site ☐ Post-Secondary ☐ Home School	**Institution Funding:** *(See Attachment IV)*
Religious Affiliation Code:	**Congressional District:**	**BESE District:**

Submission(s): *(Check all that apply)* ☐ Annual School Report ☐ PEP ☐ SIS ☐ STS ☐ SER Other _____

School Partnership Count:	**ACT Explore Site Code:** *(Elem)*:	**Site Career Pathway (s)** ☐Add (List) or ☐Remove (List)
Brumfield Vs. Dodd Approved? ☐ Yes Date of Approval:	**ACT Plan Site Code**(*Middle*):	
Organizational Pattern Code For Grade 6 only *(Refer to Attachment V)*	**ACT Site Code:** (*High*)	**Site Industry Based Certification(s)** ☐Add (List) or ☐Remove (List)

Grades Taught: *(Check all that apply) (Highlight check box: Right Click and select check to mark the box)(See Attachment VI)*

☐ 01 ☐02 ☐ 03 ☐04 ☐05 ☐06 ☐07 ☐ 08 ☐09 ☐ 10 ☐ 11 ☐ 12 ☐ 15 ☐20 ☐ 24 ☐25

Additional Comments:

Sponsor Site System User Gui

Superintendent/Head Administrator signature is required

LEA Information Changes

Louisiana Department of Education
Office of Analytics/Systems Management Section

Sponsor Site Information Change Form

rev. 08/2013

Contact: Jacqueline Lewis, EIC | Email: Jacqueline.lewis@la.gov

Today's Date:		
LEA Name:	**Site Name:**	**Site Code:**
Contact Person:	**Phone Number:**	**Email :**

We are requesting/reporting the following change: *Complete only the applicable section(s)*

SPONSOR INFORMATION: *Complete for changes to the LEA.*

Sponsor Name Change – New Name (city/State/Zip)	**Sponsor Address Change** – New Address (city/State/Zip)
Name Change- New Name/Title	**Sponsor E-Mail Change** – New E-Mail Address

School Information Changes

SITE INFORMATION: *Complete for changes to the School.*

Site Name Change – New Name	**Site Address Change** – New Address
Site Administrator Name Change- New Name/Title	**Site Administrators E-Mail Change** – New E-Mail Address
	School Paired with (for schools not having testing grades) _____ **From school** / _____ **To school**
by name:	**Alternative Program(s):** Identify Students Served: ☐ Add ☐ Remove ☐ Suspended ☐ Expelled ☐ Academically Behind ☐ Adjudicated Youth
Career Pathway-New Pathway(s) ☐ Add ☐ Remove ☐ Replace	**Industry Based Certifications**-New Certification(s) ☐ Add ☐ Remove ☐ Replace

Include reason in comments when making grade structure changes.

GRADE STRUCTURE CHANGE INFORMATION: – New Grade Structure

From grade structure (currently in Sponsor Site) *ex. PK-8*	**To:** (Change Requested) *ex. PK-12*

Complete the section below when removing grades.

Students attending this school will be moved (Check one, if applicable) ☐ **To** the following schools:

Site Code:	**School Name:**	**# of Students:**	**Grades:**

Complete the section below when adding grades.

Students attending this school will be moved (Check one, if applicable) ☐ **From** the following schools:

Site Code:	**School Name:**	**# of Students:**	**Grades:**

(Complete with all grade structure changes) Please explain reason for change below:

Comments:

Signature of Superintendent	**Print Name**	**Date**

APPENDIX C – Data Glossary

Element Name	Definition
Academic Action Code	An accountability code that indicates the number of years a school has been rendered assistance or has been academically unacceptable.
Accountability K-8 High School Group Code	A code utilized by the accountability program that indicates whether a site is K-8, high school, or a combination of both.
Accountability Program Entered Year	The year that a site was first entered into the Accountability program.
ACT Site Code	A six-digit code assigned by the American College Testing program that identifies those sites having this code.
ACT Plan Site Code	A six-digit code assigned by the American College Testing program that identifies those sites having this code.
ACT Explore Site Code	A six-digit code assigned by the American College Testing program that identifies those sites having this code.
Administrator First Name	The first name of the sponsor administrator.
Administrator Last Name	The last name of the sponsor administrator.
Administrator Middle Name	The middle name of the sponsor administrator, if one is submitted.
Administrator Suffix Name	The suffix for the name of the sponsor administrator, if one is submitted.
AFR Submit Flag	A flag that is set to "Y" or "N" to indicate those sponsors that submits to the Annual Financial Report System.
Approval Status Code	A single-digit code that identifies the approval status of each site.
Approval Date	The date that a site was approved for entry into sponsor site.
ASP Flag	A flag that is set to "Y" or "N" to indicate those sites that are monitored by the Accountability program.
ASR Submit Flag	A flag that is set to "Y" or "N" to indicate those sites that submits to the Annual School Report. Flag now used only for classification-ASR is no longer an operative data system.
Assessment Group Code	A three character alphabetic code that identifies the assessment group to which a sponsor belongs.
Beginning School Session Year	The beginning year of the school session, such as 2009 for the 2009-2010 school year.
BESE District Number	A number (1 through 8) that indicates in which of the 8 BESE districts a site is located.
Brumfield-Dodd Compliance Date	The date assigned by BESE that indicates a site is in compliance with the provisions of the Brumfield vs Dodd court order.
Agency Name	The name of the Non Profit Agency representing as LEA for the Charter School.

Element Name	Definition
CCD Flag	A flag that is set to “Y” or “N” to indicate inclusion in the Common Core of Data database. It is the Department of Education’s primary database on public elementary and secondary education.
Career Pathway	A three digit code representing the career pathway offered at the site.
Charter School Flag	A flag that is set to "Y" or "N" and utilized by the Accountability program to indicate whether or not a site is a charter school.
City Limit Flag	A flag that is set to "Y" or "N" to indicate whether or not a site is located within the city limits.
Close Date	The date that a sponsor was closed.
Congressional District Number	The congressional district in which a site is located.
Corrective Action Code	An Accountability code indicating the corrective action taken against a school that has failed to meet its growth target.
District Accountability Flag	A flag that is set to "Y" or "N" to indicate whether or not a site should be included in the District Accountability Report.
EDEN Active Flag	A flag that is set to "Y" or "N" to indicate whether or not a site should be included in the EDEN System. (EDFacts)
Email Address	The email address, if one is provided, that is entered at the sponsor level.
Email Address	The email address, if one is provided, that is entered at the site level.
Facility Type Code	A code that describes the institution types identified with the demographic data.
First Name	The first name of the principal/administrator at a site.
GIS Type Code	A two-digit code from the Geographic Information System that defines a site.
Grade Code	A two-digit code that indicates the grade levels present at a site.
Grade Configuration Description	A written description (First, Second, etc.) that indicates the grades present at a site.
Highly Qualified Flag	A flag that is set to "Y" or "N" to indicate whether or not Highly Qualified teachers at the site should be included in NCLB calculations.
Industry Based Certification	Three digit code representing the industry based certifications offered at the site.
Institutional Control Code	A code that indicates the agency that directly controls daily operation of the site.
Institutional Funding Code	A code that indicates the source of operational revenue for the site.
Institutional Type Code	A code that indicates the type of institution the site is.

Element Name	Definition
Lab School Flag	A flag that is set to "Y" or "N" and utilized by the Accountability program to indicate whether or not a site is a laboratory school.
Last Name	The last name of the principal/administrator at a site.
Last Update Date	A field present in each Sponsor Site table that indicates the most recent date any data in the table was updated.
Latitude	The latitude at which a site is located.
LEA Group Code	A single-digit code that identifies the LEA Group to which each sponsor belongs.
Locale Code	Codes derived from a classification system originally by NCES in 1980 to describe a school's location ranging from "large city" to "rural." The codes are based on the physical location represented by an address that is matched against a geographic database maintained by the Census Bureau.
Longitude	The longitude at which a site is located.
Magnet School Flag	A flag that is set to "Y" or "N" and utilized by the Accountability program to indicate whether or not a site is a magnet school.
Mailing City Address	The city in which mailing address of the site is located.
Mailing City Address	The city in which mailing address of the sponsor is located.
Mailing Street Address	The mailing address of the site/sponsor.
Mailing Zip Address	The Zip Code for the mailing address of the site/sponsor.
McKinney-Vento Flag	A flag that is set to "Y" or "N" to indicate those sites that participate in the Title X McKinney-Vento Education for Homeless Children and Youth Program. This program strives to improve student achievement among homeless children.
MFP Included Flag	A flag that is set to "Y" or "N" to indicate those sites that are included in the Minimum Foundation Program for funding purposes.
Middle Name	The middle name of the principal/administrator at a site, if one is submitted.
NCES Agency ID Code	A seven-digit code assigned to each sponsor by the National Center for Education Statistics.
NCES School ID Code	A five-digit code assigned to each site by the National Center for Education Statistics.
Non-Accountability Reason Code	A two-digit code that identifies the reason a site is not required to participate in the Accountability program.
NPS Flag	A flag that is set to "Y" or "N" to indicate those sites that submit to the Non-public School System.

Element Name	Definition
Organizational Pattern Code	A single-digit code that identifies the organizational pattern for grade 6. This code has not been used since the 2007-08 school session.
Pairing Code	An Accountability program code that is no longer used in the Sponsor Site System.
Pairing Site 1 Code	An Accountability program code that is no longer used in the Sponsor Site System.
Pairing Site 2 Code	An Accountability program code that is no longer used in the Sponsor Site System.
Parish Code	A two-digit code assigned to each parish/city system.
PEP Submit Flag	A flag that is set to "Y" or "N" to indicate those sites that submits to the Profile of Educational Personnel System.
Phone Extension Number	The telephone extension number for the site/sponsor.
Phone Fax Number	The fax number for the site/sponsor.
Phone Number	The telephone number for the site/sponsor.
Physical City Address	The city in which the site/sponsor is located.
Physical Street Address	The actual physical address on which the site/sponsor is located.
Physical Zip Address	The Zip Code for the physical location.
Position Cd	A two-digit code that identifies the position title of a sponsor administrator.
Program Cd	A two-digit code indicating the programs offered at facilities that enhance the education of those attending the site.
Reconfiguration/Reconstruction Code	A single-digit code that indicates whether a school has been either "Significantly Reconfigured" or "Reconstituted".
Reconfiguration/Reconstruction Year	The year that a school was significantly reconfigured or reconstituted.
Regional Service Center Number	A number (1 through 8) that indicates in which of the 8 Regional Service Center districts a sponsor is located.
Religious Affiliation Code	A two-digit code that indicates the affiliation of the religious organization by which a school is sponsored, funded or governed.
Report Site Code	An additional site code assigned to a school for Accountability purposes that allows them to be tracked independently of the sponsor in which they are located.
Recovery School District Group Code	A Code used to identify schools that have been transferred to The Recovery School District (RSD). These schools are usually perennially failing public schools that will be transferred into high-performing charter schools.
School Business Partnership Count	The number of school business partnerships, such as volunteer services, supplies, etc.

Element Name	Definition
School Close Date	The date that a site was closed.
School Open Date	The date that a site was opened.
Sharing Grade Code	The grade level at a site that is shared for testing purposes with a site not having testing grade levels. Used by Accountability.
Sharing Site Code	The site code of a site that is shared for testing purposes with a site not having testing grade levels. Used by Accountability.
SER Submit Flag	A flag that is set to "Y" or "N" to indicate those sponsors that submits to the Special Education Reporting System.
SIS Submit Flag	A flag that is set to "Y" or "N" to indicate those sites that submits to the Student Information System.
Site Category Code	A three-digit code that describes the particular category to which a site belongs.
Site Code	A six digit code assigned to each site by LDE.
Site Letter Grade	A one-digit letter grade representing the grade received on the school report card.
Site Locale Code	A two-digit code that describes the locale in which a site is located.
Site Name	The name of the site.
Site Parish Code	A two-digit code that identifies the parish in which a site is located.
Site Status Code	A three-digit code that describes the current status of a site.
Sponsor Abbreviated Name	The abbreviated name of a sponsor.
Sponsor Code	A three-digit code assigned to each sponsor by LDE.
Sponsor Name	The name of the sponsor.
Sponsor Status Code	A three-digit code that describes the current status of a sponsor.
Stand Alone Flag	A "Y" or "N" flag that is set to "Y" to indicate a site that is given a School Performance Score even when the site does not have the minimum students required for testing.
State Address	A two letter abbreviation for the state in which the site/sponsor is located.
Suffix Name	The suffix for the name of the site principal/administrator, if one is submitted.
Tax ID Number	The Non Profit Tax Id Number issued to the Non Profit Chartering Agency.
Title III Flag	A flag that is set to "Y" or "N" to indicate whether or not the school receives Title III funds.
Title III Immigrant Flag	A flag that is set to "Y" or "N" to indicate whether or not the school has immigrants under Title III rules.
Tuition Flag	A flag which is set to "Y" or "N" to indicate if tuition is charged by the site.

Element Name	Definition
Urban Centric Code	Codes that use the Urban criteria instead of Metro centric criteria, and is free of artificial lines imposed by metro county boundaries. (i.e. suburban)
Update User ID Number	The LDE-assigned ID which identifies a user that has updated data in the Sponsor Site System.
STS Submit Flag	A flag that is set to "Y" or "N" to indicate those sponsors that submits to the Student Transcript System.

APPENDIX D- ERROR CODES & MESSAGES

Error Message on the Site Screen:

The following error code definitions describe error messages that may be received after entering/updating data in the editable areas of the site screen in the Sponsor Site System. These messages are designed to facilitate the correction of errors before data are resubmitted.

ERROR CODE	ERROR MESSAGE	SOLUTION
110	PHONE NUMBER INVALID	Phone number must include an area code
111	PHONE EXTENSION NUMBER INVALID	Phone extension can does not fit within the fields
112	PHONE FAX NUMBER INVALID	Fax number must include area code

APPENDIX E – HISTORICAL CHANGES (Prior Year)

06/2013 A button was added for Career Pathway. The Career Pathway screen will be updated by the LEA and will hold the specific career pathways being offered at the school.

06/2013 A button was added for Industry Based Certifications. The IBC screen will be updated by the LEA and will hold the specific Industry Based Certifications being offered at the school.

07/2014 LEAs and NPSs were allowed to update specific information in Sponsor Site.

07/2014 A field was added Administrator Table for email address that can be updated by Non Public Schools and LDOE staff.

08/2014 A site certification screen with validation in SPS (i.e. “I certify that the information included in Sponsor Site is accurate.” with an “I agree" check box was added to Sponsor Site.

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