



LOUISIANA DEPARTMENT OF
EDUCATION



K-12 Sponsor Site-Entity Portal User Guide

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EdLink System and Training Support

Our Support Ticket System streamlines support requests to better serve you. Every support request is assigned a unique ticket number, which you can use to track the progress and responses online. For your reference, we provide complete archives and histories of all your support requests. A valid email address is required to submit a ticket. Visit: <https://askldoe.doe.louisiana.gov/hc/en-us> to submit a support ticket.

Getting Started

A MyLA account is required to access the K-12 EdLink Portal and its features. Once the account setup is complete, users will create a unique User ID and Password, which will be valid for EdLink and all Louisiana Department of Education websites. To do this, follow the instructions in this guide.

An internet connection and a laptop or desktop computer are required. For the best experience, use Google Chrome or Microsoft Edge as your browser on Windows and iOS computers.



Figure 1-Browser Options

EdLink Home Page

Access the EdLink Home Page, by clicking on <https://ldoe.EdLink.la.gov/> or copying and pasting the URL address into your browser search. You will be navigated to the scene below.

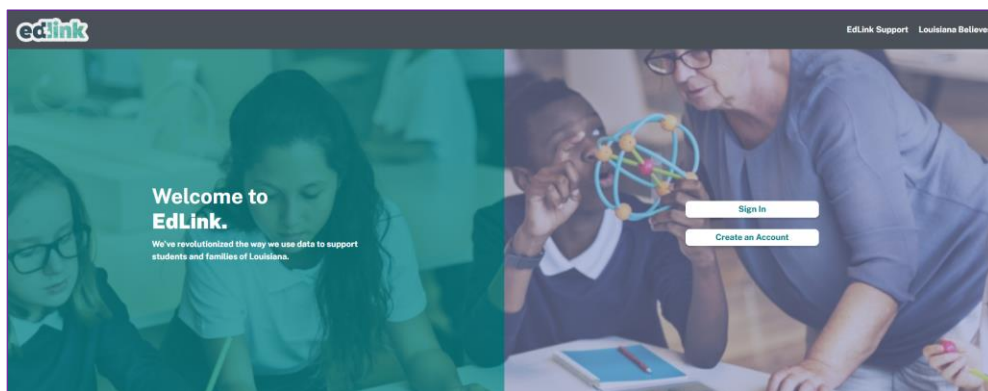


Figure 2-EdLink Home Page

Create an Account navigates to a brief overview of EdLink and its MyLa.gov Sign-In page. Read the overview, scroll to the bottom, and select *Continue to MyLa*, in the bottom right-hand corner of the page. See *Figure 3*.

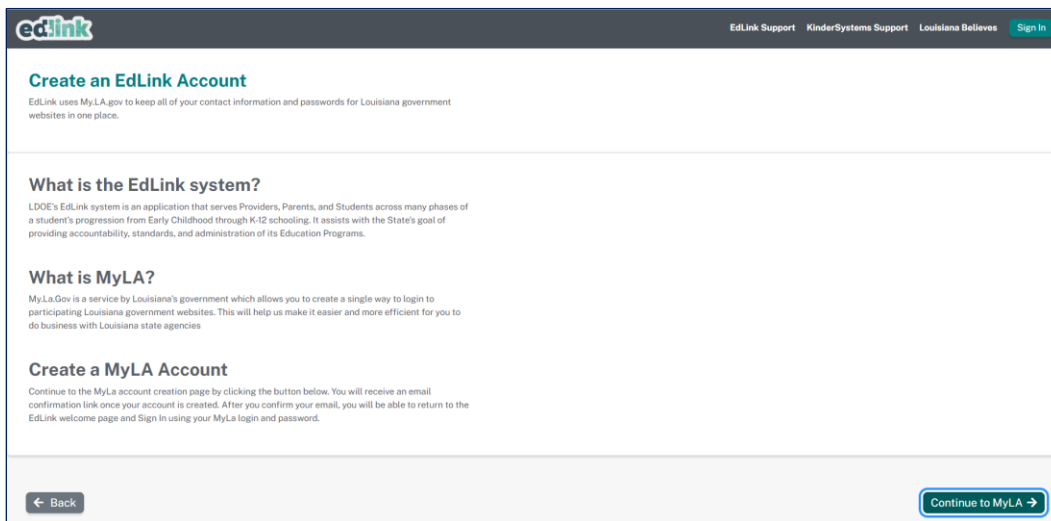


Figure 3-EdLink System Overview

The MyLa Profile requires that you enter basic information, including your name, personal email, and phone number. You will also create a unique *User ID and Password*. Please do not use an email address as your User ID. The only characters permitted (though not required), are - @ _ . For your Password, most keyboard characters should be accepted. It is advisable to record User IDs and Passwords for future reference. See *Figure 4*.

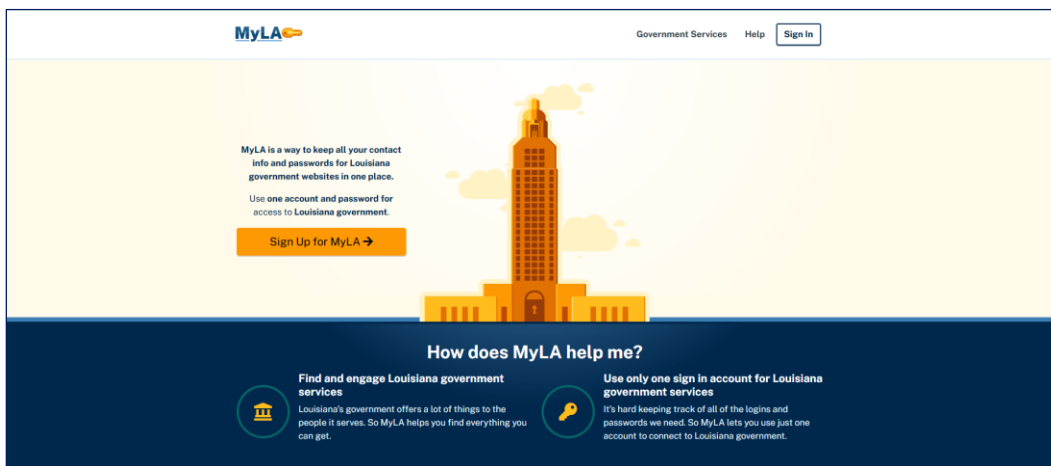


Figure 4-MyLA Profile

Complete all information fields, including your personal phone number, as shown in *Figure 5*. Enter your official school email, which you must have immediate access to. You will need to confirm your email to complete the account set-up. The following images offer guidance in doing this.

In the final sections of the profile, choose a random six-digit PIN. Please ensure that the **PIN** does not consist of the same digit repeated or of consecutive numbers (e.g., 111111, 123456).

Sign up for MyLA

What's your name?

We only need what's marked with a red star.

* Your first name

Your middle name

* Your last name

What's your phone number and email address?

Let's create your User ID and password

Your User ID is the name you'll use when you sign in to your account.

* Your User ID

[Want help making a User ID?](#)

* Your password

Your password needs 3 of these 4 categories: English uppercase letters (A-Z), English lowercase letters (a-z), a number, and/or a symbol.

[Want help making a password?](#)

Show passwords

* Confirm your password

The passwords don't match. Would you retype them?

Make a PIN

Enter a six digit PIN code. Use only 6 numbers.

* Enter PIN

* Confirm PIN

Figure 5-Personal Information

Create Your Account if all of your information is correct. Once your account is successfully created, you will see a brief message in a pale yellow box indicating that you need to confirm your email to complete the account setup.

If you see a red banner stating, “*This email is already being used,*” it means that the email you entered in your MyLA Profile is already associated with a course registration, other state accounts, licensing, etc. To proceed, you will need to enter an alternate email address.

Refresh the page, re-enter your password, input the alternate email, and click *Create Your Account* again. If you continue to have issues, consider creating a new email address and repeat these steps until you reach the confirmation page.

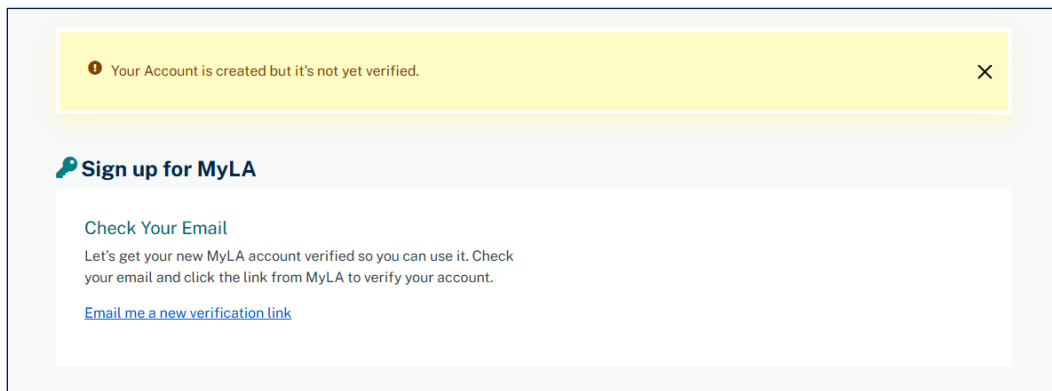


Figure 6-Confirm Email

Next, open the inbox for the email from LDOE or LA.gov, associated with your new account. Click on **Confirm Email**. Make sure to note your User ID for future reference.

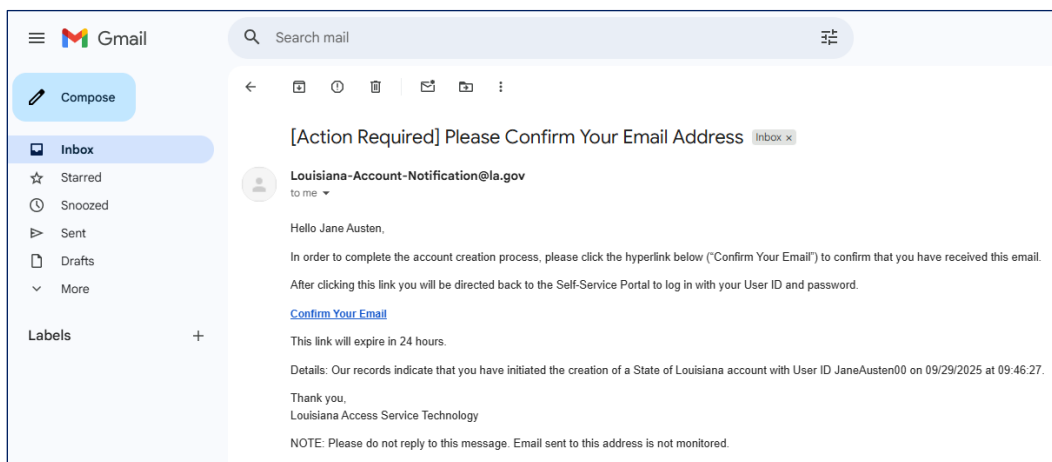


Figure 7-Confirm Email

After confirming your account, sign out of all EdLink Portal and MyLA pages by clicking on your name in the top left corner and selecting *Sign Out*.

Next, return to the EdLink Portal by visiting <https://ldoe.EdLink.la.gov/> or pasting the URL into your browser. Select, *Sign-In*, and enter your credentials into the MyLA box with your User ID and Password to enter the EdLink Portal. See *Figure 7*.

MyLA Government Services Help

Sign in

User ID
JaneAusten00 ✓

Password
..... ✓

Show Password

Sign In

Need Help? [Get help signing in](#)

Figure 8-MyLa Sign-In

New Users to the EdLink Portal are navigated to the *New User Profile*, shown in the following section.

New User Profile (Mandatory)

A New User Profile will automatically be displayed. This profile must be completed before a Staff ID is issued and the Account Type is classified with LDOE.

User Account Type, select “*I am a PK-12 Public School Employee*”. Next, select your **School System** from the drop-down, as shown in *Figure 9*.

New User - Personal Profile
Please select the type of user account you need. Then enter your personal profile information below to create an EdLink account. Your information will be reviewed and an Account ID will be provided once it is approved.

User Account Type
Review the choices below and select the appropriate type of account. This will help LDOE process your request for a StaffID and route any potential reviews to the correct department. ?

***Choose the type of role you need**

- I am an Early Childhood Center provider or employee
- I am a PK-12 Public School employee
- I am a PK-12 Non-Public School employee
- I am a Parent (or Guardian) of a student in the Home Study Program
- I am working for an External Partner
- I am working as a State employee with the Louisiana Department of Education

Figure 9-Account Type Selection

Select the Sponsor/Site name or Site Code. Full or partial searches provide results to select from, as shown below in *Figure 10*.

edlink Personal Profile

New User - Personal Profile
Please select the type of user account you need. Then enter your personal profile information below to create an EdLink account. Your information will be reviewed and an Account ID will be provided once it is approved.

User Account Type
Review the choices below and select the appropriate type of account. This will help LDOE process your request for a StaffID and route any potential reviews to the correct department. ?

***Choose the type of role you need**

- I am an Early Childhood Center provider or employee
- I am a PK-12 Public School employee
- I am a PK-12 Non-Public School employee
- I am a Parent (or Guardian) of a student in the Home Study Program
- I am working for an External Partner
- I am working as a State employee with the Louisiana Department of Education

***Select the School System**

- Select --
- A.E. Phillips Laboratory School
- Academy of Collaboration Education
- Acadia Parish
- Acadiana Renaissance Charter Academy
- Advantage Charter Academy
- AKII Academy of New Orleans
- Algiers Charter Schools Association (ACSA)
- Alice M Harte Elementary Charter School
- Allen Parish
- Arthur Ashe Charter School
- Ascension Parish
- Assumption Parish
- Athlos Academy of Jefferson Parish
- Audubon Charter Gentilly
- Audubon Charter School
- Avoyelles Parish
- Avoyelles Public Charter School

Figure 10-School System/Site Selection

After selecting the *School System and Site*, the image below is displayed. If the contact information is not correct, the information may be edited in *Site Management/Site Information*. See *Figure 11*.

Figure 11-School System/Site Information

In this next section, your name, contact information, MyLA ID and Staff ID are already populated from your new MyLA account, as shown in *Figure 12*.

Figure 12-Name and Contact

Here, enter your personal address into the boxes shown in *Figure 13*.

Figure 13-Address Information

As shown in the upcoming images, provide your personal information in the sections below. **Personal Identification Information** requires entry of your correct birthdate, Social Security Number, Identification Number (hover over the text box for identification options), Issuing State (Louisiana is at the top), Gender, and Race. Please enter your telephone number. Additional information was recorded during your initial account setup in [My.la.gov](https://my.la.gov). A Staff ID will be issued after saving. See *Figure 14*.

The screenshot shows a web form titled "Personal Information". Below the title is a paragraph of explanatory text: "The information below is used to validate your identify in the eScholar system. If you have an existing StaffID, your My.La.Gov account will be linked to that ID. If you do not have one, then a new StaffID will be created." The form contains several input fields: "Date of Birth" with the value "03/27/1980" and a calendar icon; "SSN" with the value "***-**-6543"; "Identification Number" with the value "878787" and a help icon; "Issuing State" with a dropdown menu showing "Louisiana"; "Gender" with a dropdown menu showing "Female"; and "Race" with a dropdown menu showing "White/Caucasian". At the bottom of the form are two buttons: "Save and Submit" (green) and "Cancel and Logout" (yellow). A scroll-up arrow is visible in the bottom right corner of the form area.

Figure 14-Personal Information (PII)

Confirm your Social Security Number (SSN) and Date of Birth (DOB) before moving on to the next step. Take a moment to carefully review each section of your information. Make any necessary corrections, then scroll down and confidently click on *Save and Submit*.

A unique Staff ID has now been assigned to you. This Staff ID links your EdLink account to the system and/or school that approve your access request. The following section provides instructions on how to proceed. If you did not receive a Staff ID after saving (located beneath the MyLA ID within the Name and Contact section), please submit an EdLink Support Ticket to obtain one.

Complete the registration process by signing out of EdLink and all MyLA pages. Then sign back into the EdLink Portal. Your account is now ready for use.

Existing EdLink Accounts

New Users are not required to request access to submit a New Site Application. However, SPS District Data Analysts (Coordinators) and SPS District Administrators (Superintendents) with access are able to view Sites that fall within his/her Sponsor. A list of approved Sites is located in the left-side menu drop-down, labeled, *Site/School*. Users with Sponsor level access are only required to request the Sponsor and not each individual Sponsor Site.

Users with Existing EdLink Accounts:

1. From the Dashboard, click on *Account Settings* in the left-side menu (black).
2. While the sub-menu is open, select, *Entity Access Request*.
3. The Access Request page is displayed, as shown in *Figure 15*.

The screenshot shows the EdLink dashboard for user Pamela Mertens. The left sidebar contains a menu with 'Account Settings' selected. The main content area is titled 'Welcome Back, Pamela Mertens' and contains two main sections: 'Sponsor Information' and 'Sponsor Contacts'. The 'Sponsor Information' section includes fields for Location ID (1000012527), Sponsor code (007), Sponsor Name (Bienville Parish), Sponsor Type (Public Education - Parish & City School Boards), Physical Address (1956 First Street, Arcadia, LA, 71001), Mailing Address (P.O. Box 418, Arcadia, LA, 71001), Sponsor Status (OPEN: In Operation - Previously Listed), and Primary Phone Number (318-263-9416). The 'Sponsor Contacts' section includes fields for Head Administrator Title (SUPERINTENDENT), Contact Name (Bryon Lyons), Primary Phone Number (318-263-9416), and Email Address (byron.lyons@bpb.us). A yellow callout box points to the 'Site/School' dropdown menu in the left sidebar, stating: 'If you already have access to a site/s, you may either select a site or leave the drop down as is. Selecting one of your sites provides Site Information and Management.'

Figure 15-Existing User Dashboard

Existing Users have access to *Messages*, as shown in *Figure 16*.

The screenshot shows the 'Unread Messages and Notifications' section of the EdLink dashboard. The section title is 'Unread Messages and Notifications' with a badge indicating 4/7 unread items. There are three tabs: 'Show All', 'Notifications', and 'Messages', with 'Messages' selected. The messages are sorted by 'Newest to Oldest'. The list includes:

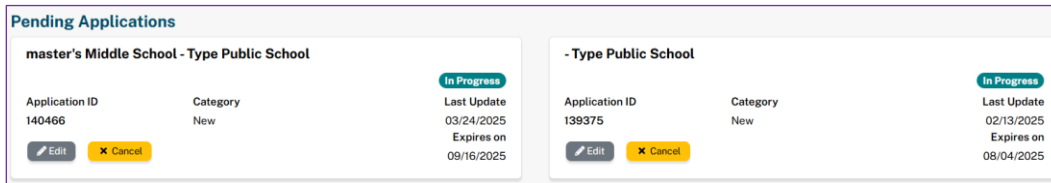
- Notification - Initial Application Review**: Jan 21, 2025 10:20 AM. Action Required: Initial Application Review. Review button.
- Message - Initial Application Review**: Pamela Mertens, Jan 21, 2025 10:20 AM. Action Required: Read the full message below.
- Notification - Renewal Application Submitted**: Jan 14, 2025 12:26 PM. Action Required: Renewal Application Submitted. Unread status and Review button.
- Message - Renewal Application Submitted**: Pamela Mertens, Jan 14, 2025 12:26 PM. Action Required: Read the full message below.
- Notification - Initial Application Review**: Jan 10, 2025 2:15 PM. Action Required: Initial Application Review. Unread status and Review button.

A 'Click to show 5 more' button is located at the bottom of the list.

Figure 16-Existing User Messages

Pending Applications, which are either in progress or have been submitted, are shown in *Figure 17*.

In Progress (incomplete applications) are located on the dashboard. Click on the *Edit* button within the appropriate box to begin working on the application again. The application will open to the Application *Home Page* for completion or revision.



master's Middle School - Type Public School		In Progress	- Type Public School		In Progress
Application ID	Category	Last Update	Application ID	Category	Last Update
140466	New	03/24/2025	139375	New	02/13/2025
		Expires on			Expires on
		09/16/2025			08/04/2025
Edit	Cancel		Edit	Cancel	

Figure 17-Pending Applications

Users with New EdLink Accounts must log in to the EdLink Portal.

1. From the *Dashboard*, select the far right blue button labeled, *Request Access to Entity*, as shown in *Figure 18*.
2. The *Access Request* page is displayed, as shown in *Figure 19*.

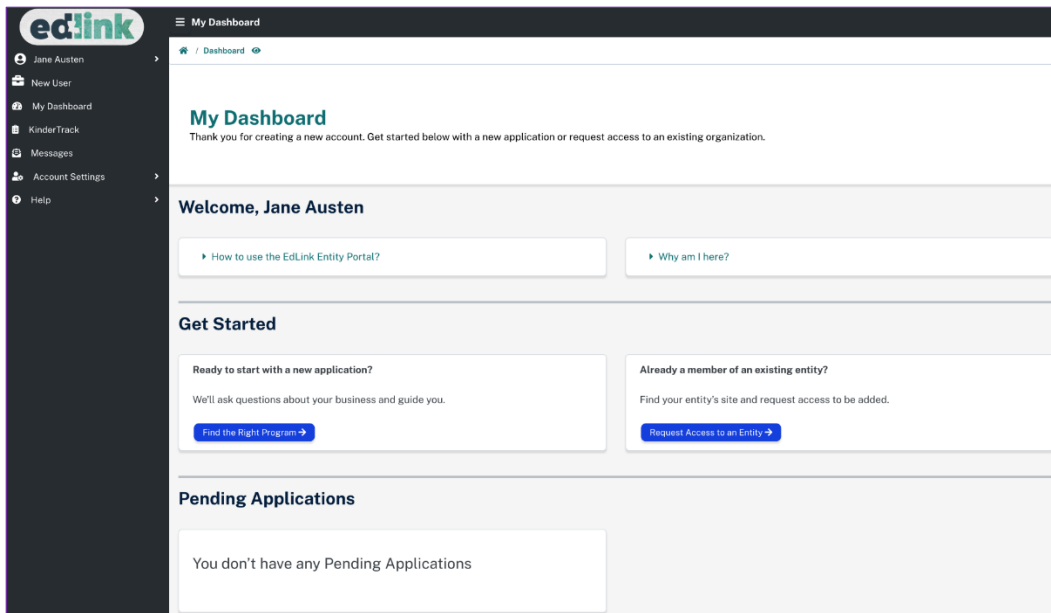


Figure 18-New User Dashboard

Next, existing or new users should scroll to the bottom right corner of the page and select **EdLink Security**. See *Figure 19* on the following page.

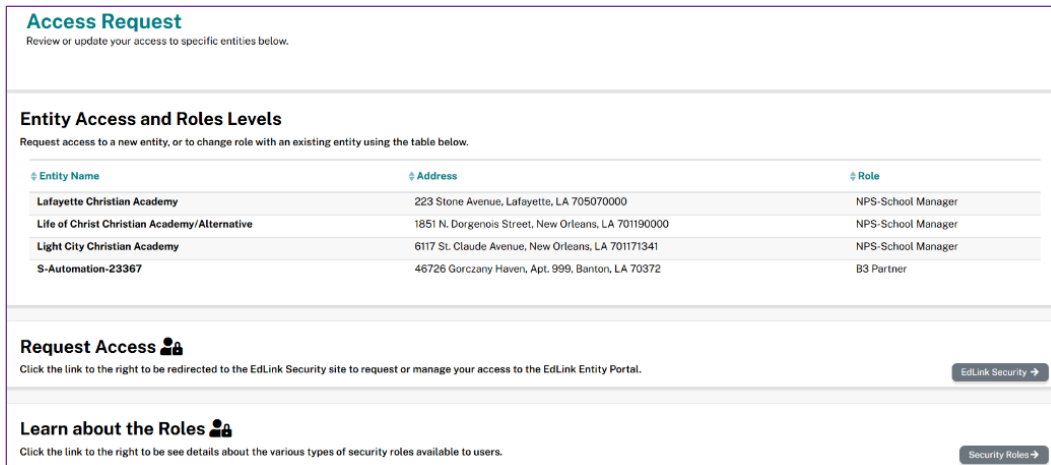


Figure 19-Access Request Page

The following instructions will assist existing and new users with site access requests.

1. After selecting, EdLink Security, *Figure 20* is displayed. *Do not perform any functions on this page until you have completed the New User Profile.
2. Return to the EdLink Portal Dashboard and follow the instructions at the top of the previous page.

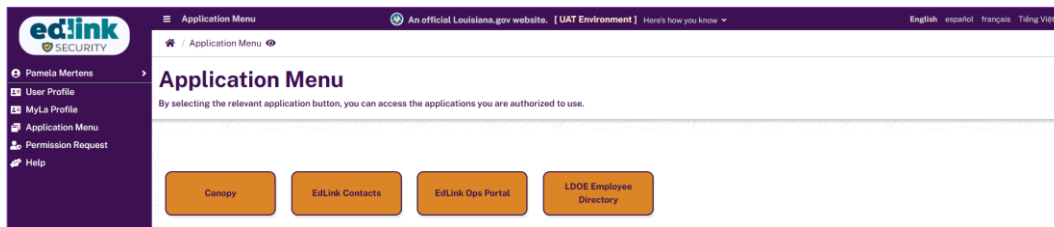


Figure 20-Application Menu

In this image, the *General User Access* shown in *Figure 21*, is selected by default and should not be changed.

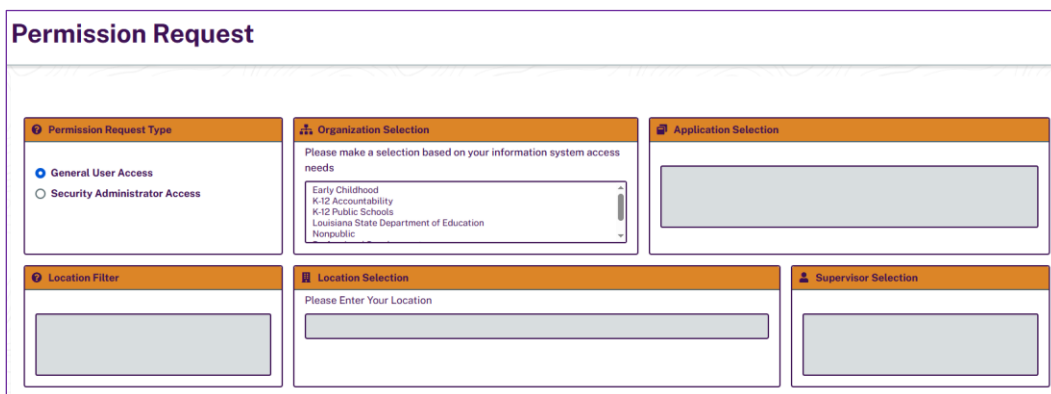


Figure 21-General User Access

Select, *K-12 Public Schools* for the Organization, as shown in *Figure 22*.

The screenshot shows the 'Permission Request' form with the following sections:

- Permission Request Type:** Radio buttons for 'General User Access' (selected) and 'Security Administrator Access'.
- Organization Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The list includes 'Early Childhood', 'K-12 Accountability', 'K-12 Public Schools' (highlighted with a blue border), 'Louisiana State Department of Education', and 'Nonpublic'.
- Application Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The list includes 'Canopy', 'EdLink 360 (Reports)', 'EdLink 360 (Reports) - Staging', 'EdLink Ops Portal', and 'Louisiana Education Portal'.
- Location Filter:** An empty text input field.
- Location Selection:** A text input field with the text 'Please Enter Your Location'.
- Supervisor Selection:** An empty text input field.

Figure 22-Organization Selection

Next, select the *EdLink Ops Portal* option for the Application, as shown in *Figure 23*.

The screenshot shows the 'Permission Request' form with the following sections:

- Permission Request Type:** Radio buttons for 'General User Access' (selected) and 'Security Administrator Access'.
- Organization Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The list includes 'Early Childhood', 'K-12 Accountability', 'K-12 Public Schools' (highlighted with a blue border), 'Louisiana State Department of Education', and 'Nonpublic'.
- Application Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The list includes 'Canopy', 'EdLink 360 (Reports)', 'EdLink Contacts', and 'EdLink Ops Portal' (highlighted with a blue border).
- Location Filter:** A dropdown menu with the text 'Please Enter Your Location'. The list includes 'District (School System)' and 'Local (Site)' (highlighted with a blue border).
- Location Selection:** A text input field with the text 'Please Enter Your Location'.
- Supervisor Selection:** An empty text input field.

Figure 23-Application

Next, select the *District and Local* Option for the Location Filter, as shown in *Figure 24*.

The screenshot shows the 'Permission Request' form with the following sections:

- Permission Request Type:** Radio buttons for 'General User Access' (selected) and 'Security Administrator Access'.
- Organization Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The list includes 'Early Childhood', 'K-12 Accountability', 'K-12 Public Schools' (highlighted with a blue border), 'Louisiana State Department of Education', and 'Nonpublic'.
- Application Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The list includes 'Canopy', 'EdLink 360 (Reports)', 'EdLink Contacts', and 'EdLink Ops Portal' (highlighted with a blue border).
- Location Filter:** A dropdown menu with the text 'Please Enter Your Location'. The list includes 'District (School System)' and 'Local (Site)' (highlighted with a blue border).
- Location Selection:** A text input field with the text 'Please Enter Your Location'.
- Supervisor Selection:** An empty text input field.

Figure 24-Location Filter

For the Location, select the site location by entering the partial or full school/district name or the address to select the location from search results. Begin with a partial school name or the street number (4500). Add more characters until your school/district appears. Select the desired location by hovering over and clicking on the entry in blue. See *Figure 25*.

Permission Request

Permission Request Type

- General User Access
- Security Administrator Access

Organization Selection

Please make a selection based on your information system access needs

- Early Childhood
- K-12 Accountability
- K-12 Public Schools**
- Louisiana State Department of Education
- Nonpublic

Application Selection

- Canopy
- EdLink 360 (Reports)
- EdLink 360 (Reports) - Staging
- EdLink Ops Portal**
- Louisiana Education Portal

Location Filter

- District (School System)
- Local (Site)
- District and Local**

Location Selection

Please Enter Your Location

high

- 1020 Saadi Street, Houma, LA 70363
District Code: 055 Site Code: 055001
- Acadian Middle School**
4201 Moss Street, Lafayette, LA 70507
District Code: 028 Site Code: 028001
- Acadiana High School**
315 Rue du Belier, Lafayette, LA 70506
District Code: 029 Site Code: 029002
- Acadiana Marine Institute
611 Celestine La Tortue Road, Branch, LA 70516
1201 Site Code: F08001
Toll-Free: 1-877-433-0221

Supervisor Selection

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Figure 25-School/District Name

Finally, choose a role from the list below in *Figure 26*. Click, and *Submit*. You will receive an email notification and further instructions once LDOE reviews and approves your request. Allow at least 48 hours to receive this approval. If you do not see the required role on the displayed list, return to *Figure 18* and ensure that all selections are made according to this guide.

Role Permission Selection

Permission Request Type: General User Access

Organization Selection: K-12 Public Schools

Application Selection: EdLink Ops Portal

Location Selection: Acadiana High School

Role Selection

- AFR Business Manager
- SPS Board Chair
- SPS District Administrator
- SPS District Data Analyst**
- SPS Other Staff
- SPS School Administrator
- SPS School Data Analyst

Permission Selection

- SPS District Data Analyst

SPS District Data Analyst (Coordinator) and SPS District Administrator (Superintendent) are the most common role assignments.

Submit **Close**

Figure 26-Role Selection

If you still experience an issue selecting the appropriate role, submit a ticket to [Ask LDOE](https://askldoe.doe.louisiana.gov/hc/en-us) (<https://askldoe.doe.louisiana.gov/hc/en-us>), supported by Zendesk.

SPS District Data Analyst (Coordinator) Dashboard and Its Features

Welcome Back. Now that you have been approved to access the Sponsor and its Sponsor Sites, the dashboard in *Figures 27-28* are displayed upon login. If Sponsor Information appears, select a School from the bottom drop-down (Sponsor Site/School), located in the left-side menu to view your specific Site Information.

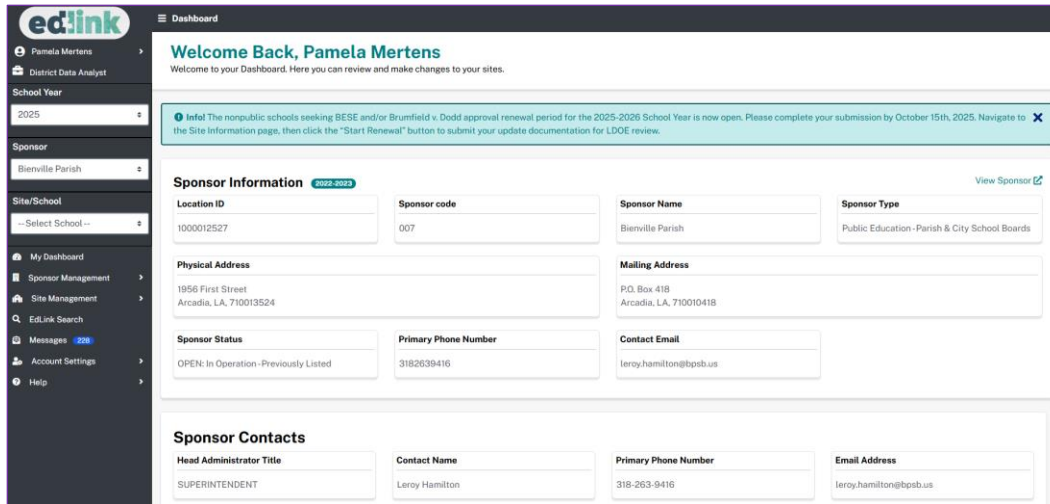


Figure 27-Dashboard at Sign In

Unread Messages and Pending Applications are also displayed at login. See *Figure 28*.

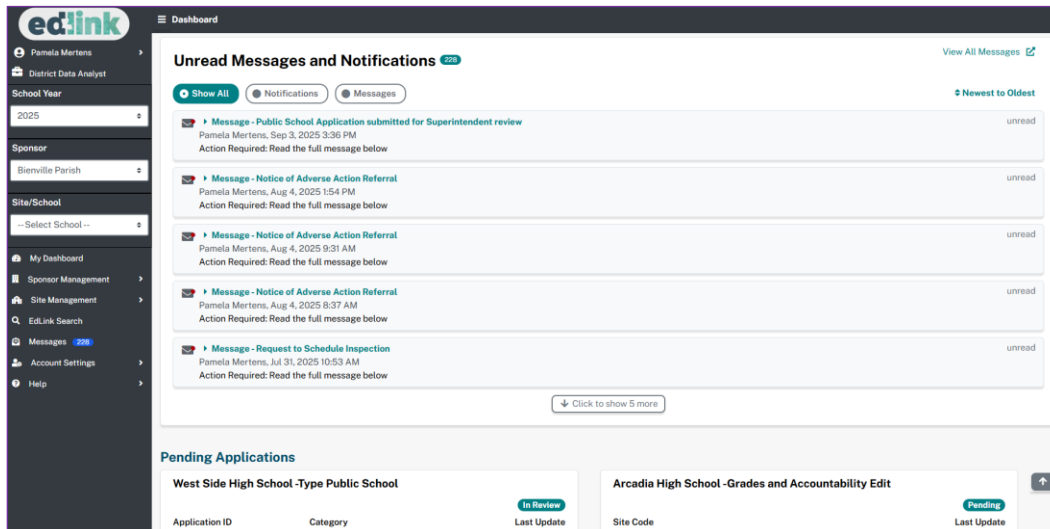


Figure 28-Dashboard at Sign In, Cont.

Editing Site Information

Editing may be completed by the SPS District Data Analyst (Coordinator) by selecting *Edit* at the bottom of this page. While some changes are immediate, other changes are not displayed until the following school year begins. See *Figure 29* for Site Information and *Figure 30* for location of the *Edit* button. Certain fields are,

1. Editable by SPS District Data Analyst (or SPS District Administrator)
2. Editable by SPS District Data Analyst, and requires SPS District Administrator (Superintendent) approval
3. Editable by SPS District Data Analyst, and requires both SPS District Administrator (Superintendent) and LDOE approval
4. Editable only by LDOE
5. Not Editable

edlink Site Information

Information pertaining to the school or site.

Site Information (2024-2025)

Site Code 007001	Site/School Name Arcadia High School	Location ID 1000007575	Site Status OPEN: In Operation - Previously Listed
Site Type Public School	Primary Phone Number 318-263-2264	Ext. N/A	Entity Notification Email N/A
Fax Number 318-263-9703	Secondary Phone Number N/A	Ext. N/A	
Physical Address 967 Daniel Street Arcadia, Louisiana, 710010000 Bienville Parish		Mailing Address 967 Daniel Street Arcadia, Louisiana, 710010000 Bienville Parish	
Longitude -92.900627	Latitude 32.557591	Congressional District 4	BESE District 4
Open Date N/A	Close Date N/A	Facility Type R.S. 17:10.5 RSD SCHOOL	

Site Administrators

Contact Order Primary	Contact Position Type PRINCIPAL	Contact Name LEROY HAMILTON	Primary Phone Number 318-263-2264	Ext. N/A
Email Address cweaver@bgsbus	Secondary Phone Number N/A	Ext. N/A		

Additional Information

Site Website	Site Facebook Page	Site Twitter Page	Site Instagram Account
GIS Type Active Public School Site	Locale RURAL, FRINGE	Report Site Code	Institutional Control LEA
Institutional Funding STATE PUBLIC/MFP	Institution Type SCHOOL	NCES School ID Code 00090	Non Acct Reason
ACT Site Code 190105	Accountability Rollup	Reconstituted N	Brumfield Date
School Business Partner Cnt 0	Approval Status Date	Earliest Drop Off Time 07:30 AM	Latest Pickup Time 03:45 AM
Approval PROB. APPROVED	Religious Affiliation NONE	ACT Plan Site N/A	Act Explore Site N/A
E-Rate Site Code Category N/A	Mode of Instruction N/A	Mode of Instruction Changed Date	Site Category Code N/A
Historical Site Code N/A	Accountability Sponsor Code N/A	Finance Sponsor Code N/A	

Figure 29-Site Information

Additional Site Codes

Please add all associated site codes.

Site Code	Site Name	Code Type	Multiple Links	Site Status
There are no records to show				

System Submit Flags

EdLink 360 SIS Y	STS Y	EdLink Ops AFR N/A	EdLink Ops NPS N
ASR Y	ASP Y	CCD Y	TAP N
City Limits Y	District Accountability Y	Eden Active Y	Highly Qualified Flag Y
MFP Y	Tuition Flag N	EdLink 360 PEP N/A	

Site Code History

Sponsor Code	Site Code	Linked Date	Site Name
No previous sites have been linked			

Close the Site

To close an existing School or Site, please click the "Close Site" button and fill out the details for LDOE review.

[Close Site](#)

[Edit](#) Last Modified By: N/A Last Updated Date: 07/17/2025

Figure 30-Editing Site Information Cont.

For changes that require a 2-step approval process, a lock icon is displayed on the action, preventing the user from making any further revisions until LDOE approves the changes. At such time, the lock is automatically removed. The original value (value prior to making changes) is also displayed prior to editing, emphasizing precaution before making revisions. In 2-step approval edits, the User should wait for approval from the SPS District Administrator (Superintendent) and LDOE, respectively. See *Figures 31-33*.

Site Information 2024-2025

Site Code <input type="text" value="007001"/>	*Site/School Name <input type="text" value="Arcadia High School"/>	Location ID <input type="text" value="1000007575"/>	Site Status <input type="text" value="OPEN: In Operation - Previously Listed"/>
Site Type <input type="text" value="Public School"/>	*Primary Phone Number <input type="text" value="318-263-2264"/>	Ext. <input type="text"/>	*Entity Notification Email <input type="text" value="ytry@school.edu"/>
Fax Number <input type="text" value="318-263-9703"/>	Secondary Phone Number <input type="text"/>	Ext. <input type="text"/>	

Physical Address <p>*Street Name 1 <input type="text" value="967 Daniel Street"/></p> <p>Street Name 2 <input type="text"/></p> <p>*City <input type="text" value="Arcadia"/> *State <input type="text" value="Louisiana"/></p> <p>*Zip <input type="text" value="710010000"/> *Parish/County <input type="text" value="Bienville"/></p> <p>Copy to Mailing</p>	Mailing Address <p>*Street Name 1 <input type="text" value="967 Daniel Street"/></p> <p>Street Name 2 <input type="text"/></p> <p>*City <input type="text" value="Arcadia"/> *State <input type="text" value="Louisiana"/></p> <p>*Zip <input type="text" value="710010000"/> *Parish/County <input type="text" value="Bienville"/></p>
---	--

Figure 31-Editable Site Information

Site Administrators may also be deleted and added. See *Figure 32*.

Site Administrators

*Contact Order: Primary

Prefix: []

*Contact Position Type: PRINCIPAL

*First Name: LEROY

*Primary Phone Number: 318-263-2264

Ext.: []

Middle Name: []

Secondary Phone Number: []

Ext.: []

*Last Name: HAMILTON

*Email Address: sharris@bpsb.us

Suffix: []

[Delete]

+ Add New Administrator

Site Administrators may be deleted but at least 1 must remain as the Primary Contact.

Figure 32-Editable Site Administrators

System Submit Flags and Site Code History are not editable for the SPS District Data Analyst (Coordinator). See *Figure 33*.

System Submit Flags

EdLink 360 SIS: [Yes]

STS: [No]

EdLink Ops AFR: []

EdLink Ops NPS: [No]

ASR: [No]

ASP: [No]

CCD: []

TAP: [No]

City Limits: [No]

District Accountability: [Yes]

Eden Active: [Yes]

Highly Qualified Flag: [No]

MFP: [Yes]

Tuition Flag: [No]

EdLink 360 PEP: []

Site Code History

Sponsor Code	Site Code	Linked Date	Site Name
No previous sites have been linked.			

Figure 33-System Submit Flags

Additional Site Codes may be added by clicking within the Search Site Code box, locate the Site Code and Save. See *Figure 34*.

Additional Site Codes

Please add all associated site codes.

Site Code: [] Site Name: [] Code Type: [] Multiple Links: [] Site Status: []

There are no records to show

+ Add Site Code

*Search Site Code

EDL-15695 - SITE(SR8777), 1520 The Cluster Bean Drive, Lake Providence, Louisiana, 14522, De Soto Pe

Search by Site Name, Site Code or Address

Site Name: EDL-15695 - SITE

Code Type: N/A

Status: Active

Multiple Links: No

[Save] [Cancel]

Figure 34-Adding Additional Site Codes

Grades and Accountability

Grades may be edited but requires a 2-step Superintendent and LDOE approval process and will not reflect the changes until the following academic school year. Save any changes at the bottom of each section or page. Select *Edit* to begin making changes. See *Figure 35*.

The screenshot shows the 'Grade Configuration' interface. It features a list of checkboxes for various grade levels: Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Eleventh, Twelfth, Toddler, Pre-Kindergarten (Age 3), Preschool (Ages 3-5, Spec.Ed), Pre-Kindergarten (Age 4), Kindergarten, Nongraded, Post Secondary, Transitional Ninth, and Extension Academy. Below the list, there is a note: 'This site does not participate in a testing grade (from 3-11). It will be paired with the school (within the same school system) below for accountability.' Underneath, there are two dropdown menus: '*Shared School Option' with the value 'Special Education Support-NonPublic/Homeschooled' and '*Site Code' with the value '002888'. A red arrow points to the Site Code dropdown. At the bottom, there are buttons for 'Back to New Site Information' and 'Save and Continue'.

If a grade between 3rd and 11th is not selected, a Shared School and Site Code will need to be selected from the Shared School Drop-down.

Figure 35-Editing Grades

When removing or adding grades, a justification for the changes is required. See *Figure 36* and *Figure 37*, located on the following page, for examples of the Justification and Transfer of Students.

The screenshot shows the 'Change Justification' and 'Student Transfers' interface. The 'Change Justification' section has a text area with the text: 'No Longer servicing Transitional 9th Grade. Added 3rd Grade, so no Partner School is required. Transfer of Student is below.' A yellow callout box says 'Student Transfer section only appears when grades are removed.' The 'Student Transfers' section has a heading and a paragraph: 'Because you have selected to remove a grade, you are required to identify all sites that will receive your student population as transfers. Please search and add all schools that student may transfer to.' Below this is a table with columns: Site Code, Site Name, Grades Served, and Site Status. The table contains one row: 007003, Castor High School, FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH, SEVENTH, EIGHTH, NINTH, TENTH, ELEVENTH, TWELFTH, PRESCHOOL (AGES 3-5, SPE C.ED), PRE-KINDERGARTEN (Age 4), KINDERGARTEN, TRANSITIONAL NINTH, and OPEN: In Operation - Previously Listed. There is an 'Add Site' button and 'Save' and 'Cancel' buttons at the bottom.

Figure 36-Change Justification/Transfer of Students

Change Justification

*Please provide a justification for the changes to the grades

No Longer servicing Transitional 9th Grade. Added 3rd Grade, so no Partner School is required. Transfer of Student is below.

Student Transfers

Because you have selected to remove a grade, you are required to identify all sites that will receive your student population as transfers. Please search and add all schools that student may transfer to.

Site Code	Site Name	Grades Served	Site Status
There are no records to show			

+ Add Site

Select Site

*Is this school an existing or future site?

Existing Future

*Search for the Existing Site.

Castor High School(007003), 140 Front Street, Castor, Louisiana, 71016, Bienville Parish

Search by Site Name, Site Code or Address

Site/School Information

Institution Type Public School	Site/School Name Castor High School	Site/School Status OPEN: In Operation - Previously Listed
Physical Address 140 Front Street Castor, Louisiana, 71016 Bienville Parish	Primary Phone Number 318-544-7271	Grades Served FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH, SEVENTH, EIGHTH, NINTH, TENTH, ELEVENTH, TWELFTH, PRESCHOOL (AGES 3-5, SPEC.ED), PRE-KINDERGARTEN (Age 4), KINDERGARTEN, TRANSITIONAL NINTH

Save Cancel

Figure 37-Selecting Student Transfer Site

Programs and Careers

Programs and Careers may be edited, added or deleted by selecting the Edit button. A page will be displayed with numerous options - At least one Program option must be selected. These changes require a 2-step approval process, and are not reflected until the next school year. Grades may be edited, added or deleted by selecting the Edit button. Career Pathway changes are reflected immediately. See *Figure 38*.

Programs and Careers

Programs and career pathways offered at the school/site.

Programs

* Select all programs that will be available at your Site/School (must have at least 1).

<input checked="" type="checkbox"/> Career Technical Education	<input checked="" type="checkbox"/> Pre-Ged/Skills Option Program
<input checked="" type="checkbox"/> Community Eligibility Program	<input checked="" type="checkbox"/> Pta/Pto
<input checked="" type="checkbox"/> Federal Nutrition Program	<input checked="" type="checkbox"/> Title I/School Wide Program

Career Pathways

Select all career pathways that will be available at your Site/School.

Ag, Food, Nat Res - Animal Sci

Edit

Figure 38-Programs and Careers

Sports and Clubs

Sports and Clubs are not mandatory but may be edited, added or deleted by selecting the **Edit** button. Changes are reflected immediately. A page will be displayed with numerous options for **Sports and Clubs**, as shown in *Figure 39*.

Sports and Clubs
Clubs and sports offered at the school/site.

Sports
Select all sports that will be available at your Site/School.

- Baseball
- Basketball
- Football
- Golf
- Outdoor Track and Field
- Softball
- Spirit

Clubs
Select all clubs that will be available at your Site/School.

- Affinity Associations
- Career Focus
- Honor Society
- National or Statewide Leadership Associations
- School Community Organizations
- Other Clubs

[Edit](#)

Figure 39-Edit Sports and Clubs

SPS District Administrator (Superintendent) Dashboard and its Features

The District Administrator role is authorized to edit, add, delete and review content that the District Data Analyst (Coordinator) has edited. See *Figure 40*.

edlink Dashboard

Welcome Back, Pamela Mertens
Welcome to your Dashboard. Here you can review and make changes to your sites.

Sponsor Information 2023-2024 [View Sponsor](#)

Location ID: 1000012527

Sponsor code: 007

Sponsor Name: Bienville Parish

Sponsor Type: Public Education - Parish & City School Boards

Physical Address: 1956 First Street, Arcadia, LA, 71001

Mailing Address: P.O. Box 418, Arcadia, LA, 71001

Sponsor Status: OPEN: In Operation - Previously Listed

Primary Phone Number: 318-263-9416

Contact Email

Sponsor Contacts

Head Administrator Title: SUPERINTENDENT

Contact Name: Bryon Lyons

Primary Phone Number: 318-263-9416

Email Address: bryon.lyons@bpsb.us

District Coordinator Title: N/A

Contact Name: N/A

Primary Phone Number: N/A

Email Address: N/A

Figure 40-Sponsor Dashboard at Sign In

Messages are displayed on the dashboard, shown in *Figure 41*.

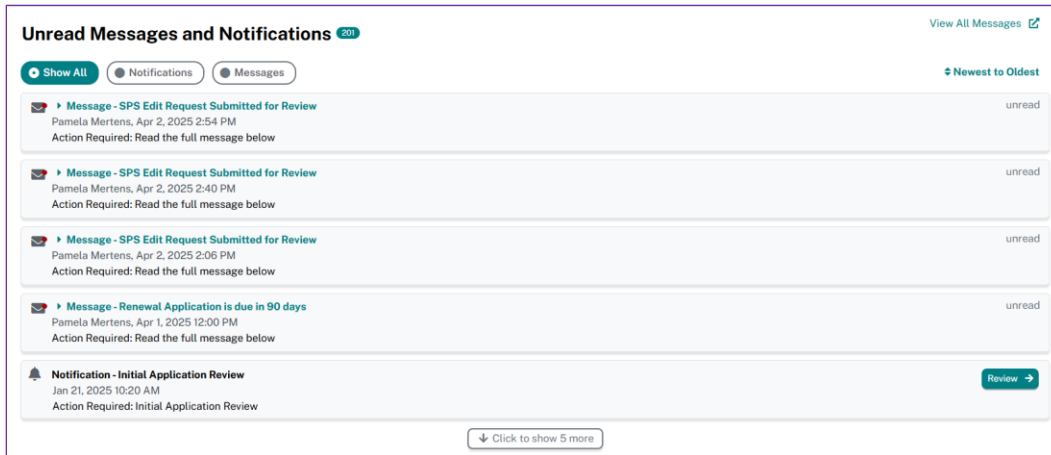


Figure 41-Messages

Pending Applications are displayed that you will need to review and/or approve, as shown in *Figure 42* on the following page. Select *My Dashboard* to see a list of these applications.

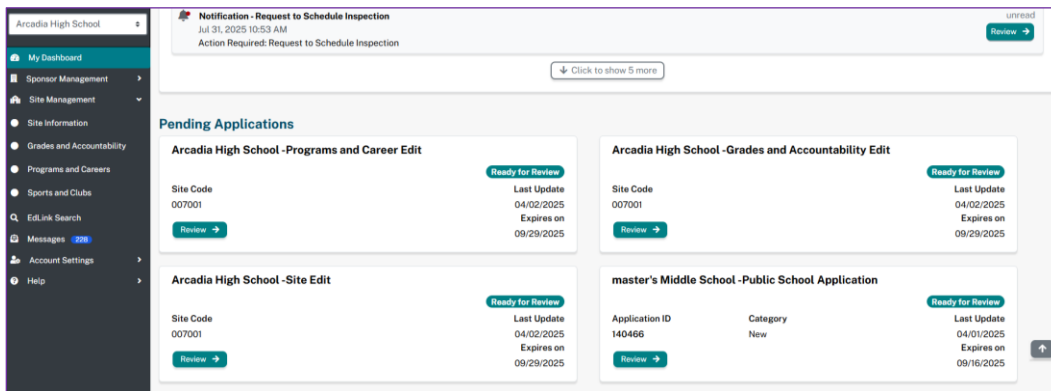


Figure 42-Pending Applications

Sponsor Management

Sponsor Certification is completed by the SPS District Data Analyst (Coordinator) and is *View Only*, for the SPS District Administrator (Superintendent). See *Figure 43*.

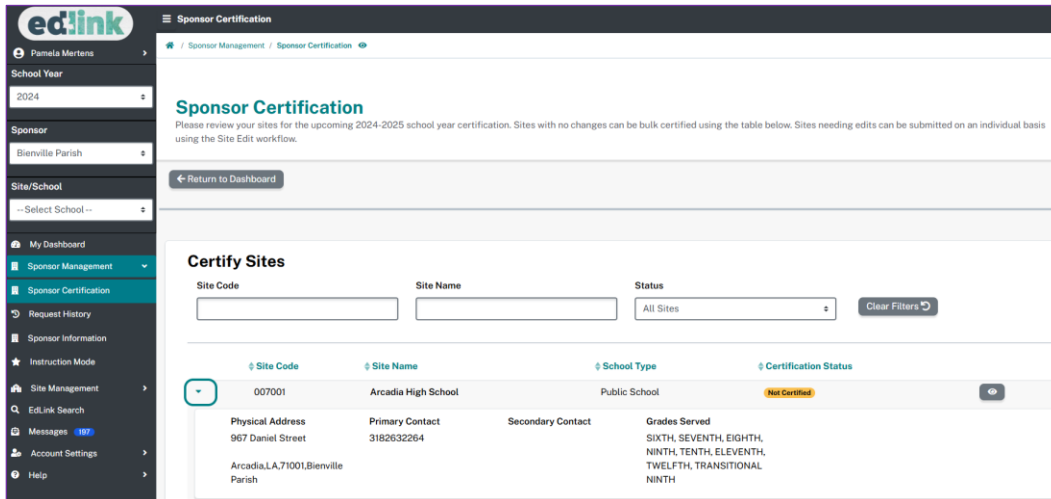


Figure 43-Sponsor Certification

Request History includes all applications that have been initiated for the Site or Sponsor that are expired due to inaction. Request History is also available to SPS District Data Analyst (Coordinator). See *Figure 44*.

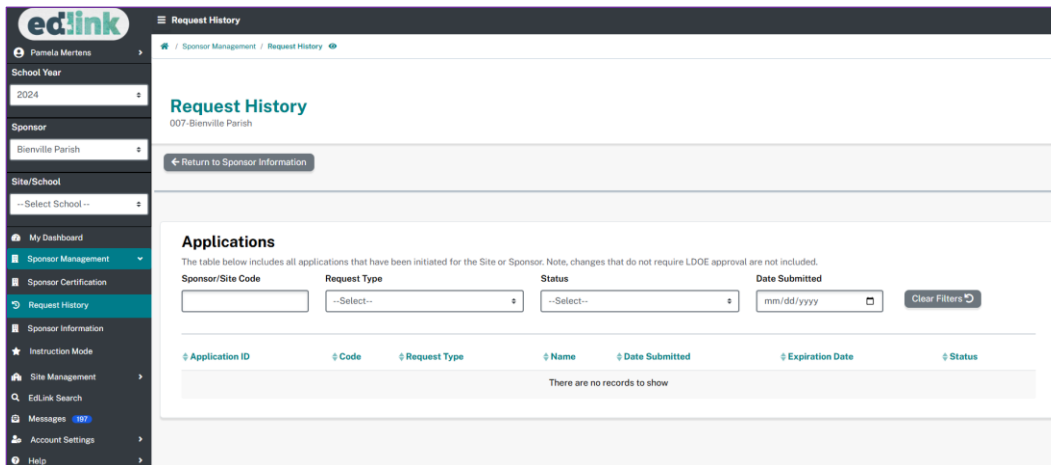


Figure 44-Request History

Sponsor Information also consists of contacts and additional Sponsor Information. See Figure 45.

Figure 45-Sponsor Information

Additional Sponsor Information. See Figure 46.

Figure 46-Additional Sponsor Information

Instruction Mode lists the number of students participating in each instruction method for the selected Sponsor, as shown in *Figure 47* on the following page. **Instruction Mode** is also available to the SPS District Data Analyst (Coordinator). To edit, click the pencil icon for each grade level. Then select save when that entry is complete. Note: LDOE will announce specific dates each school year when this functionality is available for edits.

Instruction Mode by Grade Level

Below are the number of students participating in each Instruction method for the selected Sponsor. To enter, click the pencil icon for each grade level. Then select save when that entry is complete.

[← Return to Sponsor Information](#)

Number of Students 2024-2025

Grade Level	In Person	Hybrid	Virtual	Totals	
Pre-K	0	0	0	0	
K	0	0	0	0	
1st Grade	0	0	0	0	
2nd Grade	0	0	0	0	
3rd Grade	0	0	0	0	
4th Grade	0	0	0	0	
5th Grade	0	0	0	0	
6th Grade	0	0	0	0	
7th Grade	0	0	0	0	
8th Grade	0	0	0	0	

Figure 47-Instruction Mode

Site Information from the SPS District Administrator’s (Superintendent) dashboard, includes additional information Site details, Site Administrators, Site Codes, System Submit Flags, Site Code History and Site Closure lists. On this page, the District Administrator (Superintendent) and the SPS District Data Analyst (Coordinator) may edit the Site’s Information or Close a Site.

For changes that require a 2-step approval process, a lock icon is placed on the information section, preventing any further revisions until LDOE has approved the changes. The lock is automatically removed after approval. The original value (value prior to making changes) is also displayed prior to editing, emphasizing precaution before making revisions. In 2-step approval edits, the SPS District Administrator (Superintendent) should wait for approval from LDOE. On the following page, select, *Edit*, at the bottom of the page, as shown in *Figure 48*.

For Site Information, see Figures 48 and 49 (Edit View), below.

Site Information

Information pertaining to the school or site.

Site Information (004-2023)

Site Code 007001	Site/School Name Arcadia High School	Location ID 1000007575	Site Status OPEN: In Operation - Previously Listed
Site Type Public School	Primary Phone Number 318-263-2264	Ext. N/A	Entity Notification Email N/A
Fax Number 318-263-9703	Secondary Phone Number N/A	Ext. N/A	
Physical Address 967 Daniel Street Arcadia, Louisiana, 710010000 Bienville Parish		Mailing Address 967 Daniel Street Arcadia, Louisiana, 710010000 Bienville Parish	
Longitude -92.900627	Latitude 32.557591	Congressional District 4	BESE District 4
Open Date N/A	Close Date N/A	Facility Type R.S. 17:10.5 RSD SCHOOL	

Site Administrators

Contact Order Primary	Contact Position Type PRINCIPAL	Contact Name LEROY HAMILTON	Primary Phone Number 318-263-2264	Ext. N/A
Email Address sharris@bpsb.us	Secondary Phone Number N/A	Ext. N/A		

Additional Information

Site Website	Site Facebook Page	Site Twitter Page	Site Instagram Account
GIS Type Active Public School Site	Locale RURAL, FRINGE	Report Site Code	Institutional Control LEA
Institutional Funding STATE PUBLIC/MFP	Institution Type SCHOOL	NCES School ID Code 00090	Non Acct Reason
ACT Site Code 190105	Accountability Rollup	Reconstituted N	Brunfield Date
School Business Partner Cnt 0	Approval Status Date	Earliest Drop Off Time 07:30 AM	Latest Pickup Time 03:45 AM
Approval PROB. APPROVED	Religious Affiliation NONE		

Additional Site Codes

Please add all associated site codes.

Site Code	Site Name	Code Type	Multiple Links	Site Status
There are no records to show				

System Submit Flags

EdLink 360 SIS Y	STS Y	EdLink Ops AFR N/A	EdLink Ops NPS N
ASR Y	ASP Y	CCD Y	TAP N
City Limits Y	District Accountability Y	Eden Active Y	Highly Qualified Flag Y
MFP Y	Tuition Flag N	EdLink 360 PEP N/A	

Site Code History

Sponsor Code	Site Code	Linked Date	Site Name
No previous sites have been linked			

Close the Site

To close an existing School or Site, please click the "Close Site" button and fill out the details for LDOE review.

Close Site

Edit
Last Modified By: N/A
Last Updated Date: 07/17/2025

Figure 48-Site Information

Page 30 of 50

Site Information

Information pertaining to the school or site.

Site Information 2024-2025

Site Code 007001	*Site/School Name Arcadia High School	Location ID 1000007575	Site Status OPEN: In Operation - Previously Listed
Site Type Public School	*Primary Phone Number 318-263-2264	Ext.	*Entity Notification Email ytry@school.edu
Fax Number 318-263-9703	Secondary Phone Number	Ext.	

Physical Address

***Street Name 1**
967 Daniel Street

Street Name 2

***City**
Arcadia

***State**
Louisiana

***Zip**
710010000

***Parish/County**
Bienville

Copy to Mailing

Longitude
-92.900627

Latitude
32.557591

Open Date
mm/dd/yyyy

Mailing Address

***Street Name 1**
967 Daniel Street

Street Name 2

***City**
Arcadia

***State**
Louisiana

***Zip**
710010000

***Parish/County**
Bienville

Congressional District
4

BESE District
4

Facility Type
R.S. 1730.5 RSD SCHOOL

Select All That Apply.

Site Administrators

*Contact Order Primary	Prefix	*Contact Position Type PRINCIPAL
*First Name LEROY	*Primary Phone Number 318-263-2264	Ext.
Middle Name	Secondary Phone Number	Ext.
*Last Name HAMILTON	*Email Address sharris@tpabus	
Suffix		Delete

+ Add New Administrator

Additional Information

Site Website	Site Facebook Page	Site Twitter Page	Site Instagram Account
GIS Type Active Public School Site	Locale RURAL FRINGE	Report Site Code	Institutional Control LEA
Institutional Funding STATE PUBLIC/MFP	Institution Type SCHOOL	NCES School ID Code 00090	Non Acct Reason --Select--
ACT Site Code 190105	Accountability Rollup	Reconstituted No	Brumfield Date mm/dd/yyyy
*School Business Partner Cnt 0	Approval Status Date mm/dd/yyyy	Earliest Drop Off Time 07:30 AM	Latest Pickup Time 03:45 PM
Approval PROB. APPROVED	*Religious Affiliation NONE		

Additional Site Codes

Please add all associated site codes.

+ Add Site Code

There are no records to show

System Submit Flags

EdLink 360 SIS Yes	STS Yes	EdLink Ops AFR No	EdLink Ops NPS No
ASR Yes	ASP Yes	CCD Yes	TAP No
City Limits Yes	District Accountability Yes	Eden Active Yes	Highly Qualified Flag Yes
MFP Yes	Tuition Flag No	EdLink 360 PEP No	

Site Code History

+ Add Site Code

No previous sites have been linked

Save **Cancel**

Figure 49-Site Information (Edit View)

Site Edit Request from SPS District Administrator (Superintendent)

In the Pending Applications section on the SPS District Administrator (Superintendent) dashboard, are *Site Edit Requests*. To make Site revisions, select *Review* just below the Site Code. Review the request details made by the SPS District Data Analyst (Coordinator). Select, *Action* and choose, *Accept and Approve* from drop-down. *Submit to LDOE* for approval. See *Figure 50*.

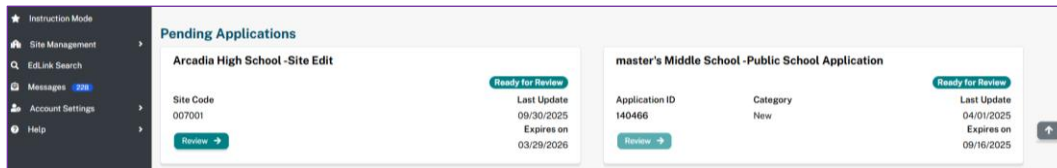


Figure-50 Site Edit Request Location

Review the requested changes in the Original and New Value columns. Sign and date the request. Finally, Accept and Approve or Reject the request to complete the review. Your selection will activate the correlating button. See *Figure 51*.

Site Edit Request

Below is the list of changes that Site coordinator requested.

[← Return to Dashboard](#)

Change Summary

Below is a list of all the changes that Site Coordinator is requesting for the approval, review the changes and approve so that the information will be reflected on the site and sponsor pages.

Field Name	Original Value	New Value	Require Superintendent	Require LDOE	School Year
Latitude	32.557591	32.5582	Y	Y	Next School Year
Longitude	-92.900627	-92.91484	Y	Y	Next School Year
Mailing Address City	Arcadia	Arcadia	Y	Y	Next School Year
Mailing Address Parish	N/A	Bienville	Y	Y	Next School Year
Mailing Address Street 1	967 Daniel Street	967 Daniel St	Y	Y	Next School Year
Mailing Address Zip	710010000	71001-3010	Y	Y	Next School Year
Physical Address Street 1	967 Daniel Street	967 Daniel St	Y	Y	Next School Year
Physical Address Zip	710010000	71001-3010	Y	Y	Next School Year

Superintendent Signature

By entering my information below, I am signing this request electronically. I certify that I am authorized to submit this request on behalf of our School System. This request is complete and accurate to the best of my knowledge.

* Full Name: * Today's Date:

Enter today's date in the format of MM/DD/YYYY.

* Select Action:

Figure 51-Site Edit Request

Closures by the SPS District Data Analyst (Coordinator)

Closure requests are found in the Pending Applications section of the SPS District Data Analyst's dashboard. Click *Review Site Code* to check the closure details. If satisfactory, sign and date the request by selecting *Action* and then *Accept and Approve*. Submit the request by clicking *Submit to Superintendent for Review*. See *Figure 52* for reference.

The screenshot shows a 'Close Site Request' form with a warning dialog box. The form is divided into several sections:

- System Submit Flags:** A grid of input fields for various flags: EdLink 360 SIS (Y), STS (Y), EdLink Ops AFR (N/A), EdLink Ops NPS (N), ASR (Y), ASP (Y), CCD (Y), TAP (N), City Limits (Y), District Accountability, Eden Active, Highly Qualified Flag (Y), and MFP (Y).
- Site Code History:** A table with columns for Sponsor Code, Site Code, Linked Date, and Site Name. It contains the text 'No previous sites have been linked'.
- Close the Site:** A section with instructions: 'To close an existing School or Site, please click the "Close Site" button and fill out the details for LDOE review.' and a 'Close Site' button.
- Footer:** Includes an 'Edit' button, 'Last Modified By: N/A', and 'Last Updated Date: 07/17/2025'.

A white warning dialog box is centered over the form, containing the text: 'Warning', 'Are you sure you want to proceed with closing the site?', and 'OK' and 'Cancel' buttons.

Figure 52-Close Site Request

The *Closure Request* will remain on your dashboard and indicate the status as, In Progress or Pending. The request may be Canceled or Withdrawn. See *Figure 53*.

The screenshot shows the 'Pending Applications' section of the dashboard. It features a card for 'Arcadia High School - Closure Request' with the following details:

- Title:** Arcadia High School - Closure Request
- Status:** In Progress (indicated by a green badge)
- Site Code:** 007001
- Last Update:** 09/03/2025
- Expires on:** 03/02/2026
- Actions:** Edit (pencil icon) and Cancel (X icon) buttons.

Figure 53-Pending Applications

Additional Dashboard Sub-Menu Links

EdLink Search (Search for Sites/Systems)

Account Settings

Personal Profile (See *Page 10*)

Entity Access Request (See *Page 14*)

Help

Resources

Help Me Decide (See *Page 35/New Application*)

New Sponsor Site/School Application Submission

Help and *Help Me Decide*, from the left-side menu, is the first step to starting a new application. Select, *K-12 Schooling*, *Public School* and *Traditional*, as shown in *Figure 54*.

The screenshot shows the 'edlink' 'Help Me Decide' interface. On the left is a dark sidebar menu with the following items: Pamela Mertens, District Data Analyst, School Year (2025), Sponsor, Site/School (--Select School--), My Dashboard, Sponsor Management, Site Management, EdLink Search, Messages (298), Account Settings, Help (highlighted), Resources, and Help Me Decide (highlighted). The main content area is titled 'Find the Right Program' and includes a 'Return to Dashboard' link. It contains three sequential questions with corresponding buttons:

- Which service do you want to provide?** with buttons for 'Early Childhood' and 'K-12 Schooling'.
- Which type of entity do you wish to open?** with buttons for 'Public School' (subtext: 'I want to open a public school') and 'Non-Public School' (subtext: 'I want to open a non-public school').
- Do you wish to open a charter school, traditional school, or alternative school or program?** with buttons for 'Charter' (subtext: 'I want to open a public charter school'), 'Traditional' (subtext: 'I want to open a traditional non charter public school'), and 'Alternative' (subtext: 'I want to open an alternative school or program').

At the bottom, a dark blue banner displays a **RECOMMENDED** 'New Traditional School Application' with the subtext 'Let's begin filling out your application today.' and a 'Start Application' button.

Figure 54-Help Me Decide (New Application)

Start New Application-SPS District Data Analyst (Coordinator)

To begin the application, click on *Start Application*. The SPS District Administrator (Superintendent) role does not permit New Applications. The *Application Home* page lists all the required steps in applying for a new Public School. Once all required information is uploaded in to the application, you will be able to submit your application for review. See *Figure 55*.

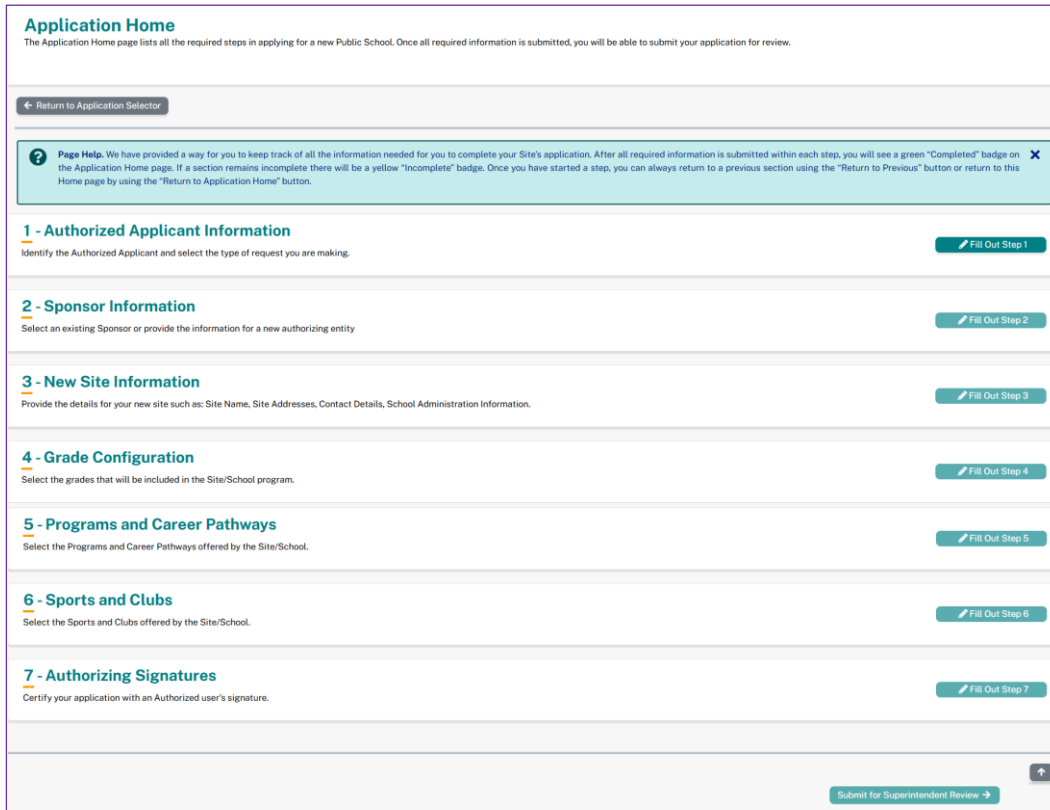


Figure 55-Application Home

LDOE has provided a way for you to keep track of all the information needed for you to complete your Site's application. After all required information is submitted within each step, you will see a green *Completed* badge on the Application Home page. If a section remains incomplete there will be a yellow *Incomplete* badge. Once you have started a step, you can always return to a previous section using the *Back to (page name)* button or return to this Home page by using the *Return to Application Home* button.

The following pages display example images of each Step and its required entries to complete the application.

Step 1-Authorized Applicant Information requires the applicant to review his/her details and attest to having authorization to submit the application on behalf of the school system and site. See *Figure 56*.

Figure 56-Authorized Applicant Information

Step 2-Sponsor Information page should include the required information, indicated by red asterisks. See *Figures 57 and 58*.

Figure 57-Sponsor Information

Section 3: Secure Address

Is the mailing address a secure address that may be used for testing material delivery? If no, provide a secure address below.

Yes

* Street Name 1
555 Mountain Way

Street Name 2

* City
New Orleans

* State
Louisiana

* Zip
65465

* Parish
East Baton Rouge

Section 4: Sponsor Information

* Sponsor Primary Telephone Number
555-888-9999

Ext.
Ext.

Sponsor Secondary Telephone Number

Ext.
Ext.

* Sponsor Email Address
pamela.mertens@la.gov

Website Address
http://www.leuschke.name/shop/food/index.jsp

Sponsor Fax Number
318-263-9703

Facebook Page
https://www.facebook.com/User

Twitter Profile

Instagram Account

Section 5: Sponsor Entity Coordinator

Coordinator Name:

Prefix

* First Name
Pamela

Middle Name

* Last Name
Mertens

Suffix

Coordinator Information:

* Title
Coordinator

* Primary Phone Number
555-121-2222

Ext.
Ext.

Secondary Phone Number

Ext.
Ext.

* Email Address
Pamela.Mertens@la.gov

Section 6: Superintendent Information

Administrator Name:

Prefix

* First Name
Pamela

Middle Name

* Last Name
Brown

Suffix

Administrator Information:

* Title
Superintendent

* Primary Phone Number
654-654-6546

Ext.
Ext.

Secondary Phone Number

Ext.
Ext.

* Email Address
WB@MMS.edu

[← Back to Applicant Information](#) [Save and Continue →](#)

Figure 58-Sponsor Information Cont.

Step 3-New Site Information. Provide the new site name, keeping in mind that the name will appear in the Louisiana School and Center Finder as it is entered here. See *Figure 59*.

New Site Information

Complete with information about your site (School).

← Return to Application Home

Section 1: Site Name

* As it will appear on School or Center Finder

* Number of school partnerships with community businesses

* Congressional District Map

ACT Site Code High School Code Request Form

ACT Site Code is only required if providing services for 9th-12th grades.

* BESE District Map

* School Opening Date

* Religious Affiliation

* Facility Type

MONTESSORI

- MONTESSORI
- NEGLECTED CHILDREN
- DELINQUENT CHILDREN
- SHELTER
- DEVELOPMENTAL CENTERS
- SPECIAL SCHOOL
- ADULT EDUCATION

Select All that Apply

Is the school within city limits?

 Yes

Section 2: Site Address

Physical Address

* Street Name 1

Street Name 2

* City * State

* Zip * Parish

[Copy to Mailing](#)

Mailing Address

* Street Name 1

Street Name 2

* City * State

* Zip * Parish

Section 3: Site/School Details

* Primary Telephone Number

 Ext.

Fax Number

Secondary Telephone Number

 Ext.

Facebook Page

* Notification Email Address

Twitter Profile

Website Address

Instagram Account

Site Earliest Drop Off

Site Latest Pick Up

Section 5: School Leader Information

School Leader Name:

Prefix

* First Name

Middle Name

* Last Name

Suffix

School Leader Information:

* Title

* Primary Phone Number Ext.

Secondary Phone Number Ext.

* Email Address

← Back to Sponsor Information

↑

Save and Continue →

Figure 59-Sponsor Information Cont.

Step 4-Grade Configuration-Select the Grades to be serviced from the list. See *Figure 60*.

Grade Configuration
Select the grades that will be included in the Site/School program.

[← Return to Application Home](#)

Warning! Since the request type of this Site/School is "Add a new Public School and new Authorizing Entity", it is mandatory to select at least one grade from 3rd - 11th. X

Section 1: Select Grade Configuration
* Select all grades that will be available at your Site/School.

<input type="checkbox"/> First	<input type="checkbox"/> Birth-2, Special Ed
<input type="checkbox"/> Second	<input type="checkbox"/> Infant
<input type="checkbox"/> Third	<input type="checkbox"/> Toddler
<input type="checkbox"/> Fourth	<input type="checkbox"/> Pre-Kindergarten (Age 3)
<input checked="" type="checkbox"/> Fifth	<input type="checkbox"/> Preschool (Ages 3-5, Spec.Ed)
<input checked="" type="checkbox"/> Sixth	<input type="checkbox"/> Pre-Kindergarten (Age 4)
<input checked="" type="checkbox"/> Seventh	<input type="checkbox"/> Kindergarten
<input checked="" type="checkbox"/> Eighth	<input type="checkbox"/> Nongraded
<input type="checkbox"/> Ninth	<input type="checkbox"/> Post Secondary
<input type="checkbox"/> Tenth	<input type="checkbox"/> Transitional Ninth
<input type="checkbox"/> Eleventh	<input type="checkbox"/> Extension Academy
<input type="checkbox"/> Twelfth	

If any grade between 3rd -11th is not selected, a Shared School must be named. Once a school is selected, the Site Code will populate.

This site does not participate in a testing grade (from 3-11). It will be paired with the school (within the same school system) below for accountability.

*Shared School Option *Site Code

[← Back to New Site Information](#) [Save and Continue →](#)

Figure 60-Grade Configuration

Step 5-Programs and Career Pathways-Select the Programs and Career Pathways offered from the list. See *Figures 61 and 62*.

Programs and Career Pathways
Add Programs and Career Pathways offered by the Site/School.

[← Return to Application Home](#)

Section 1: Programs
* Select all programs that will be available at your Site/School (must have at least 1).

<input type="checkbox"/> Accelerated Schools	<input type="checkbox"/> La 4 Program
<input type="checkbox"/> Adol. Literacy Proj, Partnership	<input checked="" type="checkbox"/> Montessori
<input type="checkbox"/> Alternative Program	<input type="checkbox"/> Night School
<input type="checkbox"/> Career Technical Education	<input type="checkbox"/> One To One
<input type="checkbox"/> Child Care Assistance Program	<input type="checkbox"/> Parent Center
<input type="checkbox"/> Community Eligibility Program	<input type="checkbox"/> Pre-Ged/Skills Option Program
<input type="checkbox"/> Day/Child Care	<input type="checkbox"/> Prek Scholarship
<input type="checkbox"/> Dual Immersion	<input type="checkbox"/> Private Pre-K
<input type="checkbox"/> Dual Language Program	<input type="checkbox"/> Pta/Pro
<input type="checkbox"/> Elearning	<input type="checkbox"/> See Scholarship
<input type="checkbox"/> Ensuring Literacy For All	<input type="checkbox"/> Structured Eng Immersion Prog
<input type="checkbox"/> Even Start	<input type="checkbox"/> Success For All
<input type="checkbox"/> Extended Day	<input type="checkbox"/> Title I/School Wide Program
<input checked="" type="checkbox"/> Federal Nutrition Program	<input type="checkbox"/> Title I/Targeted Assistance
<input checked="" type="checkbox"/> Foreign Language Immersion Program	<input checked="" type="checkbox"/> Year Round
<input type="checkbox"/> Head Start	<input type="checkbox"/> Other Programs
<input type="checkbox"/> High Schools That Work	

At least 1 Program must be selected. Career Pathways are optional. Select the desired options or Save and Continue.

Figure 61-Programs

Section 2: Career Pathways

Select all career pathways that will be available at your Site/School.

- | | |
|--|--|
| <input type="checkbox"/> Ag, Food, Nat Res - Ag Prod/Mgt/Entrep | <input type="checkbox"/> Hlthsci - Sports Medicine |
| <input type="checkbox"/> Ag, Food, Nat Res - Animal Sci | <input type="checkbox"/> Hosp, Tour, Cul, Retail |
| <input type="checkbox"/> Ag, Food, Nat Res - Forestry&Conservation | <input type="checkbox"/> Hosp, Tr - Culinary Arts |
| <input type="checkbox"/> Ag, Food, Nat Res - Horticulture | <input type="checkbox"/> Hosp, Tr - Tourism and Lodging |
| <input type="checkbox"/> Agriculture Tech | <input type="checkbox"/> Hospitality and Tourism |
| <input type="checkbox"/> Agriculture, Food, and Natural Resources | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Archit, Constr - Ac&Refrgn, Heat&Vent | <input type="checkbox"/> Humserv - Child Development Services |
| <input type="checkbox"/> Archit, Constr - Architecture | <input type="checkbox"/> Humserv - Mgmt Of Family Resources |
| <input type="checkbox"/> Archit, Constr - Cabinetmaking | <input type="checkbox"/> Humserv - Personalcaresvs (Cosm, Barb) |
| <input type="checkbox"/> Archit, Constr - Carpentry&Construction | <input type="checkbox"/> Humserv - Social Services |
| <input type="checkbox"/> Archit, Constr - Drafting | <input type="checkbox"/> Hvac Tech |
| <input type="checkbox"/> Archit, Constr - Electrical/Electronics | <input type="checkbox"/> Industrial Maint Mechanic |
| <input type="checkbox"/> Archit, Constr - Masonry | <input type="checkbox"/> Industrial Maint Mechanic Help |
| <input type="checkbox"/> Archit, Constr - Plumbing | <input type="checkbox"/> Info Tech |
| <input type="checkbox"/> Architecture and Construction | <input checked="" type="checkbox"/> Information Technology |
| <input type="checkbox"/> Arts, A/V Technology & Communications | <input type="checkbox"/> Infotech -Aoit (Naf-Acad Of It) |
| <input type="checkbox"/> Fin - Economics | <input type="checkbox"/> Sheet Metal |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Stem |
| <input type="checkbox"/> Four Stroke Engine Tech | <input type="checkbox"/> Tech Specialist |
| <input type="checkbox"/> Gov, Pubadmin - Irotec | <input type="checkbox"/> Transp, Dstr, Log - Automotive Technology |
| <input type="checkbox"/> Government and Public Administration | <input type="checkbox"/> Transp, Dstr, Log - Collision Repair Tech |
| <input type="checkbox"/> Health Science | <input type="checkbox"/> Transp, Dstr, Log - Diesel Mechanics |
| <input type="checkbox"/> Historical Diploma Requirements Verified | <input type="checkbox"/> Transp, Dstr, Log - Marine Operations |
| <input type="checkbox"/> Hlth Sci/Pat & Mgt | <input type="checkbox"/> Transp, Dstr, Log - Power Mechanics |
| <input type="checkbox"/> Hlthsci - Dental | <input type="checkbox"/> Transp, Dstr, Log - Transp Operations |
| <input type="checkbox"/> Hlthsci - Emergency Health Care | <input type="checkbox"/> Transportation, Distribution & Logistics |
| <input type="checkbox"/> Hlthsci - Health Professionals | <input type="checkbox"/> Web Design Pro |
| <input type="checkbox"/> Hlthsci - Nursing | <input type="checkbox"/> Welder |
| <input type="checkbox"/> Hlthsci - Nutrition and Food | <input type="checkbox"/> Welders Helper |
| <input type="checkbox"/> Hlthsci - Pharmacy | <input type="checkbox"/> Workplace Safety |

Selecting Sports and Clubs is optional. Select the desired options or Save and Continue.

← Back to Grade Configuration

Save and Continue →

Figure 62-Career Pathways

Step 6-Sports and Clubs-Select the Sports and Clubs offered, from the list. See *Figure 63*.

Sports and Clubs
Add Sports and Clubs offered by the Site/School.

[← Return to Application Home](#)

Section 1: Sports
Select all sports that will be available at your Site/School

- Baseball
- Basketball
- Bowling
- Cross-Country
- Football
- Golf
- Gymnastics
- Indoor Track and Field
- Outdoor Track and Field
- Powerlifting
- Soccer
- Softball
- Spirit
- Swimming
- Tennis
- Volleyball
- Wrestling
- Other Sports

Section 2: Clubs
Select all clubs that will be available at your Site/School.

- Academic Subject-Area Interest: Literature and the Humanities
- Academic Subject-Area Interest: STEM
- Adult Mentoring
- Affinity Associations
- Business Interest
- Career Focus
- Drama, Theater, and Dance
- Games and Gaming
- Honor Society
- Music
- National or Statewide Leadership Associations
- Peer Tutoring or Mentoring
- Politics and Government
- School Community Organizations
- Speech and Debate
- Visual Arts
- Other Clubs

[← Back to Programs and Career Pathways](#) [Save and Continue →](#) [↑](#)

Figure 63-Sports and Clubs

Step 7-Authorizing Signatures

Authorizing Signature
A data coordinator from the Authorizing Entity will need to sign this New Public School request.

[← Return to Application Home](#)

Coordinator Signature
By entering my information below, I am signing this request electronically, I certify that I am authorized to submit this request on behalf of our School System. This request is complete and accurate to the best of my knowledge.

*Full Name *Today's Date

[← Back to Sports and Clubs](#) [Save and Review →](#)

Figure 64-Authorizing Signatures

Submit to Superintendent for Review must display all green *Complete* badges before the New Site application may be submitted for review and approval, as shown in *Figure 64*. A yellow *Incomplete* badge indicates that additional attention is required and must be resolved before the application can be submitted. Click on *Review* and *Edit* to do so. See *Figure 66* on the following page.

Pending Application (Status)-After submitting the application to the Superintendent for Review, the completed application is displayed in the Pending Applications and Actions section of the Dashboard. The Superintendent will review the application for approval or revisions. See *Figure 65*, as well as, *Figure 66* on the following page.

Pending Applications		
master's Middle School - Type Public School		
In Review		
Application ID	Category	Last Update
140466	New	04/01/2025
		Expires on
		09/16/2025
View		

Figure 65-Pending Application (Dashboard)

SPS District Administrator (Superintendent) Review

Application Home Page, badges that are yellow and marked *Incomplete*. Select, *Review* or *Edit* button and review each page. Add comments to any section that requires revision. See *Figure 66*.

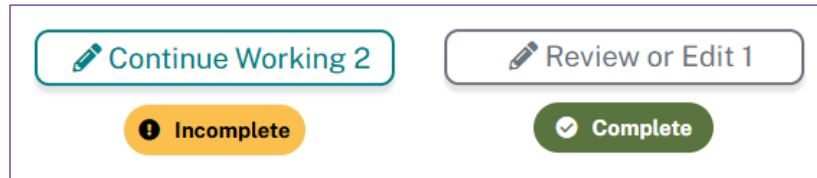


Figure 66-Incomplete/Complete Badges

Review New School Pending Applications, select the *Review* button, beneath the Application ID. The SPS District Data Analyst (Coordinator) will receive a Message requiring revisions, based upon the Superintendent's or LDOE's reviews. *Figure 67* displays the image you will see on your individual Dashboard, regardless of which site/school is being viewed. Statuses will change as the application is processed.

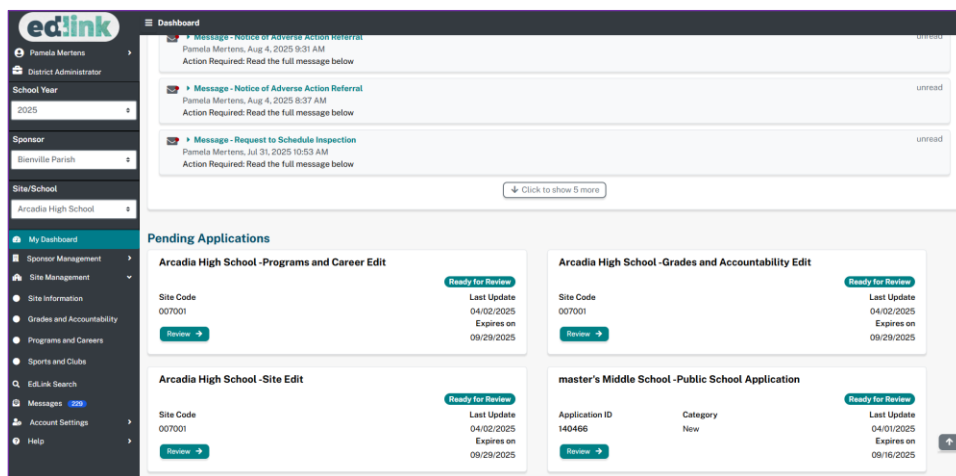


Figure 67-Pending Applications for Review

The image shows a form titled 'Authorizing Signatures'. It includes a header with the text 'A Superintendent from the Authorizing Entity will need to sign and approve this New Public School request.' Below this is a 'Return to Application Home' button. The form is divided into two sections: 'Section 1: Coordinator Signature' and 'Section 2: Superintendent Signature'. Each section contains a text area for a signature, a 'Full Name' field, and a 'Today's Date' field. In Section 2, there is a 'Select Action' dropdown menu with 'Accept' selected. At the bottom, there are 'Back to Sports and Clubs' and 'Continue' buttons.

Figure 68-Authorized Signature without Rejections and Comments

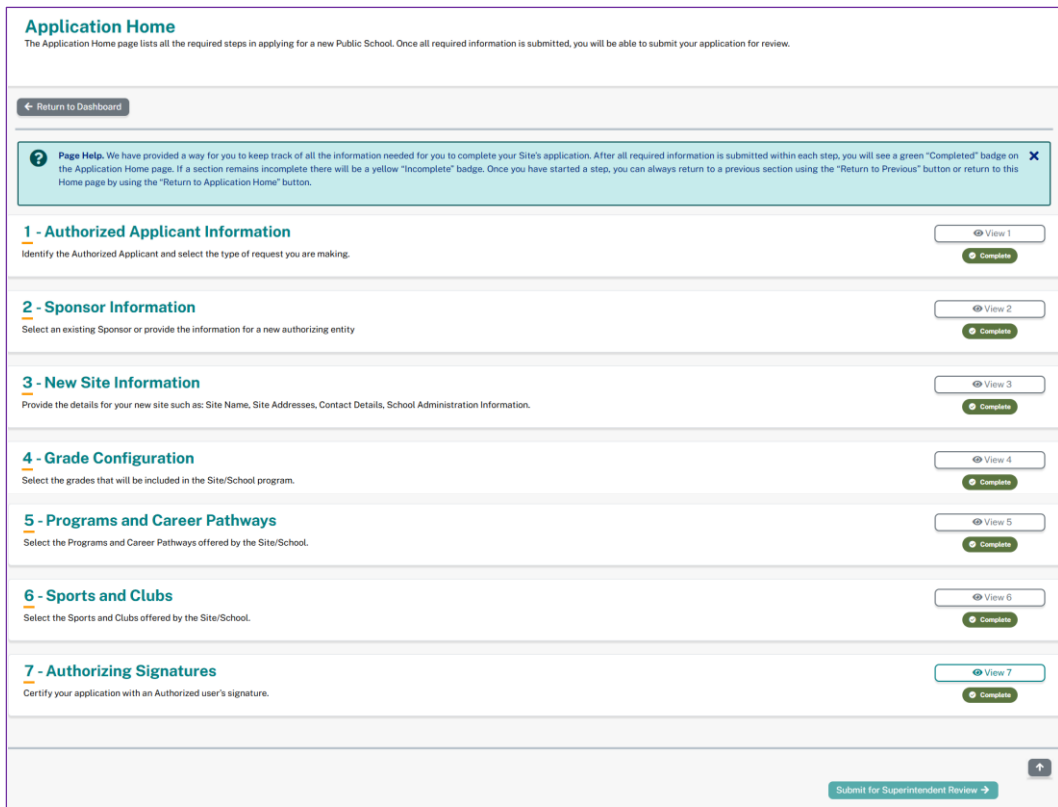


Figure 69-Completed Review without Rejections Application Home

The SPS District Administrator (Superintendent) may also *Reject* the application by selecting, *Action*, choose *Reject and Return*, from drop-down, sign, date and Return to Entity. Comments should be provided by the SPS District Administrator (Superintendent) as to the reason for the *Rejection* and *Return* of the application to the SPS District Data Analyst (Coordinator). Select, *Return to Entity*. See *Figure 70*.

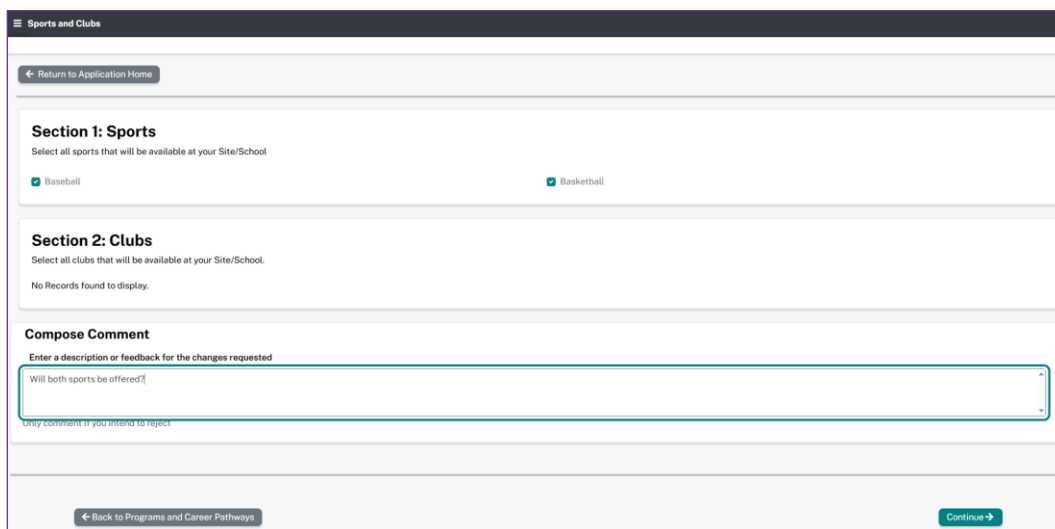


Figure 70-Sports and Clubs with Rejections and Comments

Authorizing Signatures
A Superintendent from the Authorizing Entity will need to sign and approve this New Public School request.

[← Return to Application Home](#)

Section 1: Coordinator Signature
By entering my information below, I am signing this request electronically. I certify that I am authorized to submit this request on behalf of our School System. This request is complete and accurate to the best of my knowledge.

*Full Name: Shobha *Today's Date: 10/01/2025

Section 2: Superintendent Signature
By entering my information below, I am signing this request electronically. I certify that I am authorized to submit this request on behalf of our School System. This request is complete and accurate to the best of my knowledge.

Select Action:

*Full Name: Pamela Mertens *Today's Date: 10/01/2025

My Comments

My Comments (1)

Will both sports be offered? **Sports and Clubs**

[Edit on Page](#) [Delete](#)

Compose Final Comment
Enter a description or feedback for the changes requested

Please provide details for all athletic programs and return for review.

Only comment if you intend to reject

[← Back to Sports and Clubs](#) [Continue →](#)

Figure 71-Sports and Clubs with Rejections or Comments

Compose Final Comment, if necessary. Select, *Continue*. See above in *Figure 71*.

The page navigates back to the *Application Home* page, as shown in *Figure 72*. If there are Rejections select, **Return to Coordinator** to return the New Site Application to the SPS District Data Analyst (Coordinator) for revision. See *Figures 72-75*.

Application Home

3 - New Site Information
Provide the details for your new site such as: Site Name, Site Addresses, Contact Details, School Administration Information.

[Review or Edit 3](#) [Complete](#)

4 - Grade Configuration
Select the grades that will be included in the Site/School program.

[Review or Edit 4](#) [Complete](#)

5 - Programs and Career Pathways
Select the Programs and Career Pathways offered by the Site/School.

[Review or Edit 5](#) [Complete](#)

6 - Sports and Clubs
Select the Sports and Clubs offered by the Site/School.

[Review or Edit 6](#) [Complete](#)

7 - Authorizing Signatures
Certify your application with an Authorized user's signature.

[Review or Edit 7](#) [Complete](#)

[Return to Coordinator →](#)

Figure 72-Return to Coordinator Example

The SPS District Data Analyst (Coordinator) will make the revisions and return the application to the SPS District Administrator (Superintendent), who will repeat the Review process, ensuring revisions have been made. If revisions have been made, he/she will sign, date and *Submit to LDOE*. If revisions were not made, the application may be *Returned to District Data Analyst (Coordinator)* for further revision.

Returned Application to District Data Analyst (Coordinator) for Revision

Located in the *Pending Applications* on the SPS District Data Analyst (Coordinator) Dashboard labeled as, *Returned for Changes*. See *Figure 73*. Select, *Edit* just below the application ID number, to open the returned application’s home page. Select each section with a yellow *Incomplete* badge, as shown in *Figure 74*. Revise as indicated by the comments provided by SPS District Administrator (Superintendent).

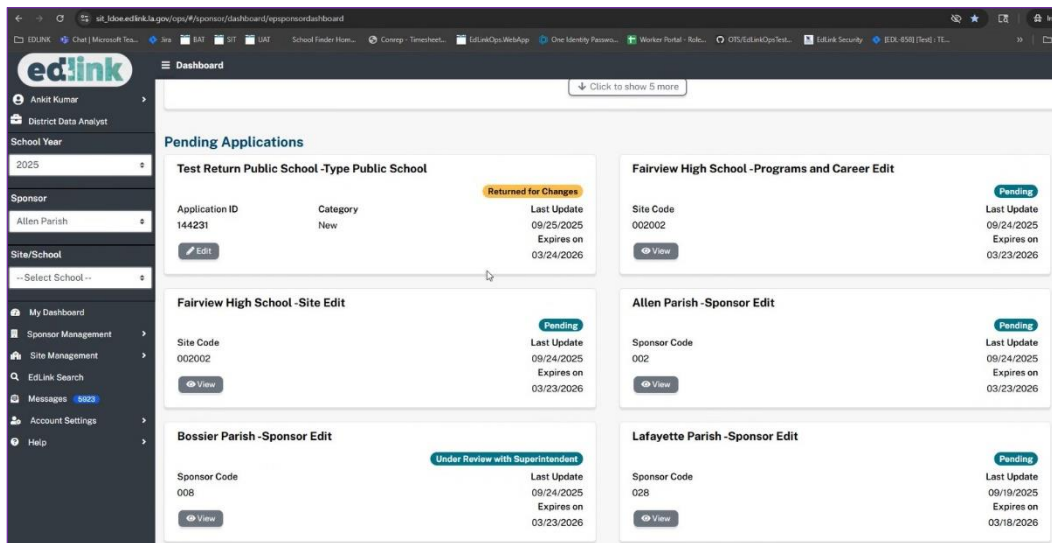


Figure 73-Returned Applications Pending

See *Figure 74* on the following page.

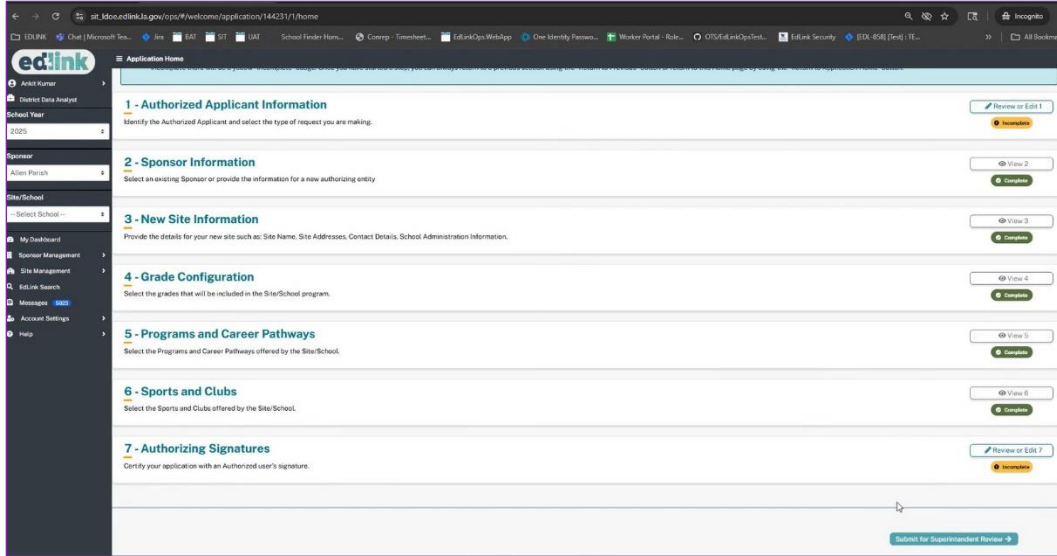


Figure 74- Returned to DDA (Coordinator) for Revisions

Example: The site below does not service grades 3rd- 11th. The site has a Shared School in light of this. Should the site include *Transitional Ninth* as a serviced grade, a Shared School is not required. See *Figure 75* and *inset*.

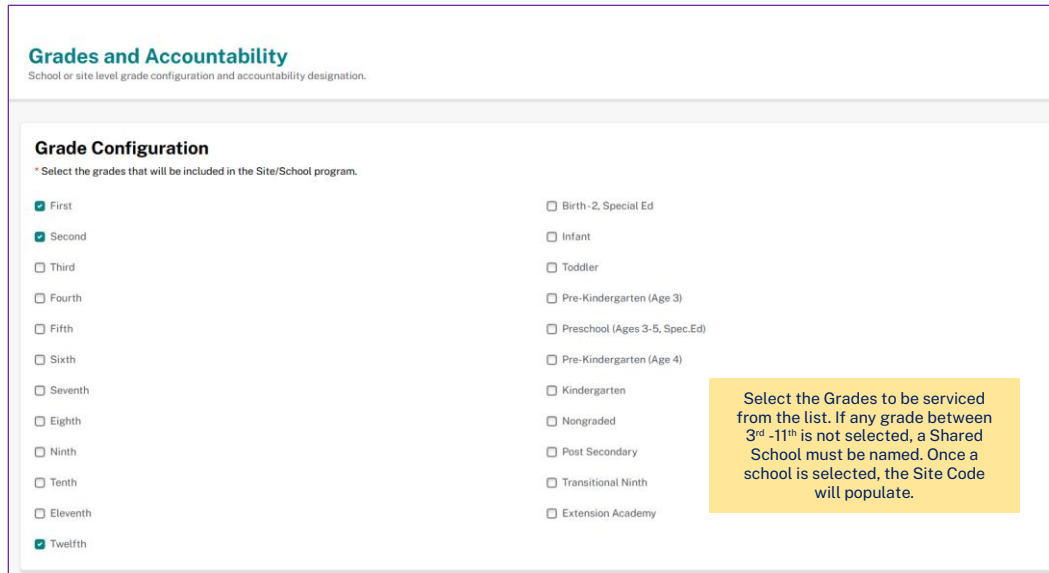


Figure 75-Grade Revision/Shared School

In the *Coordinator Signature* section, sign, date and select, *Save and Review*, as shown below in *Figure 76* to be navigated back to the Application Home page. If all tags are green, Submit to Supervisor for Review of revisions.

Figure 76-Authorizing Signature

Repeat the instructions in *Figures 73-76* for all pages with a yellow, *Incomplete* badge. *Save and Continue*. Remember to include comments throughout the revision, if needed.

SPS District Data Analyst (Superintendent) Review

Select, *Review*, to begin reviewing the updated Application. See *Figure 78*.

Figure 77-District Data Analyst Review

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