

Louisiana Believes

Sponsor Site System
Sponsor Certification and Updates

Site Certification

In order to streamline processes and ensure accuracy of information in Sponsor Site:

- The LDE will run one process for applications, updates, and changes for all schools and programs – traditional and alternative.
- As part of this process, the LEA will be asked to update and verify information in Sponsor Site.
- Follow the deadline for verifying and certifying changes to information in Sponsor Site in the Benchmark Calendar.

The 5 Updatable screens are shown below:

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

Security

Sponsor Site

- District Security Coordinators will need to grant identified Sponsor Site Coordinators with the following rights: *LEA with Update*

Site Certification

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

SPONSOR UPDATE SCREEN

Select Update

Update/change the District /LEA Administrator contact information.

Update/change the District /LEA phone/fax number and primary email address

SPONSOR SITE SYSTEM

Inquire Download Update

2014 0: Public Education - Parish & City School Boards

Sponsor Update

Session: 2014 Sponsor Code: 017

Sponsor Name: East Baton Rouge Parish

Administrator Name: E.B.R. Parish Schools

First Name: Bernard Suffix: Jr.

Middle Name: J2

Last Name: Taylor

Position: 65 SUPERINTENDENT

Physical Address: Mailing Address:

Street: 1050 South Foster Drive P.O. Box 2950

City: Baton Rouge Baton Rouge

State/Zip: LA 708067221 LA 708212950

Phone: 225 912 5402 Ext: Fax: 225 922 5492

Email: bernardtaylor@ebschools.org Regional Service Center: 2

Parish: 17 EAST BATON ROUGE NCES Agency ID: 2200540

Data Submit Flags: AFR SER Close Date:

Fips County Code: Non-Profit Chartering Agency Flag:

Assessment Group: LEA Regular District School District

LEA Group Code: 1 City/Parish School Districts

Eden Active Flag: Title III Flag: Title III Immigrant Flag: McKinney-Vento Flag:

Update Cancel

Site Update

Enter changes in the editable fields. All other will be "greyed out". Click the **Update** button to accept changes.

Select Update

Update/change the school's or sites head administrator's email address. (i.e. Principal's email)

Update/change the site's phone/fax number.

SPONSOR SITE SYSTEM

Inquire | Download | Update

2014 | 0: Public Education - Parish & City School Boards

Site Update - 017001

Session: 2014 Sponsor: 017 East Baton Rouge Parish

Site Name: Arlington Preparatory Academy

Physical Address: 931 Dean Lee Drive, Baton Rouge, LA 708200000

Mailing Address: 931 Dean Lee Drive, Baton Rouge, LA 708200000

Phone: 225 766 8180 Ext: Fax: 225 757 8180

Email: mforbes@ebrschools.org

Locale: 41 RURAL, FRINGE

Parish/City: 17 EAST BATON ROUGE

Site Parish: 17 EAST BATON ROUGE

Institution Type: 01 SCHOOL

Institution Fund: 1 STATE PUBLIC/MFP

Institute Control: 1 LEA

Approval: 1 PROV. APPROVED

Religion: 01 NONE

Category: HIGH

Tuition: Yes No

District Accountability: Yes No

Eden Active: Yes No

Reconstituted: Yes No

SIS: Yes No ASR: Yes No PEP: Yes No

CCD: Yes No ASP: Yes No NPS: Yes No

TAP: Yes No STS: Yes No

Non Acct Reason: SELECT NON ACCOUNTABILITY REASON

Open Date: Close Date: Cong Dist: 6

BESE District: Brumfield Dt: Approval Dt: Report Site: ACT Site: ACT Plan Site: ACT Explore Site: NCES School ID: 00340

Sch. Bus Partner Cnt: 1

City Limits: Yes No

MFP: Yes No

Highly Qualified: Yes No

Update Cancel

Code	SiteName
017000	Administrative Services -- Special Education
017001	Arlington Preparatory Academy
017002	Audubon Elementary School
017007	Banks Elementary School
017008	
017010	
017011	
017013	
017014	
017015	
017016	
017017	Brookstown Elementary School
017018	Brownfields Elementary School
017019	Buchanan Elementary School
017020	Capitol Middle School
017022	Cedarcrest-Southmoor Elementary School
017026	Claiborne Elementary School
017027	Crestworth Elementary School
017028	Crestworth Middle School
017029	Dalton Elementary School
017030	Delmont Elementary School
017031	Southdowns School
017032	The Dufroq School
017034	Forest Heights Academy of Excellence
017035	Glasgow Middle School
017037	Glen Oaks Park Elementary School
017038	Glen Oaks Senior High School
017040	Greenbrier Elementary School

Sponsor Update

Click the Update button on the Administrator screen to add the head administrator's name and position. Click the Update button below Position to accept changes.

The screenshot shows the 'SPONSOR SITE SYSTEM' interface. At the top, there are buttons for 'Inquire', 'Download', and 'Update'. Below these are filters for '2014' and '0: Public Education - Parish & City School Boards'. A table lists various sites with columns for 'Code' and 'SiteName'. The site '017018 Brownfields Elementary' is highlighted. To the right, the 'Administrator Update' form is open, showing fields for 'Name' (SANDY), 'Site Name' (S), and 'Position' (59 PRINCIPAL). There are 'Update' and 'Cancel' buttons at the bottom of the form. Annotations include a yellow box pointing to the 'Update' button at the top, a yellow box pointing to the 'Update' button at the bottom of the form, and a yellow box with text pointing to the 'Name' and 'Position' fields.

Select Update

Type in the name and select the position of the school's or site's head administrator. (i.e. Principal)

Select Update

Code	SiteName
017000	Administrative Services -- Special Education
017001	Arlington Preparatory Academy
017002	Audubon Elementary School
017007	Banks Elementary School
017008	Baton Rouge Magnet High School
017010	Belaire High School
017011	Belfair Montessori School
017013	Bernard Terrace Elementary School
017014	Broadmoor Elementary School
017015	Broadmoor Middle School
017016	Broadmoor Senior High School
017017	Brookstown Elementary School
017018	Brownfields Elementary School
017019	Buchanan Elementary School
017020	Capitol Middle School
017022	Cedarcrest-Southmoor Elementary School
017026	Claiborne Elementary School
017027	Crestworth Elementary School
017028	Crestworth Middle School
017029	Dalton Elementary School
017030	Delmont Elementary School
017031	Southdowns School
017032	The Dufrocq School
017034	Forest Heights Academy of Excellence
017035	Glasgow Middle School
017037	Glen Oaks Park Elementary School
017038	Glen Oaks Senior High School
017040	Greenbrier Elementary School

Career Pathway Update

Click the **Update** button and select the **Pathway** from the dropdown and click **Add**.

Select Update

The screenshot shows the SPONSOR SITE SYSTEM interface. At the top, there are buttons for 'Inquire', 'Download', and 'Update'. Below these are filters for '2014' and '0: Public Education - Parish & City School Boards'. On the left, there is a sidebar with various filters like 'Sponsor', 'Site', 'Grade', etc. The main area displays a table of sites with columns 'Code' and 'SiteName'. The row for '017018 Brownfields Elementary School' is highlighted. To the right, the 'Career Pathway - Add, Update and Delete' section is visible, showing a dropdown menu for 'Career Path Code' and an 'Add' button. A yellow box highlights the 'Add' button, and another yellow box highlights the dropdown menu. A third yellow box highlights the text 'Select the Career Pathway(s) offered at this school from the drop down list and click Add.'

Code	SiteName
017000	Administrative Services -- Special Education
017001	Arlington Preparatory Academy
017002	Audubon Elementary School
017007	Banks Elementary School
017008	Baton Rouge Magnet High School
017010	Belair High School
017011	Belfair Montessori School
017013	Bernard Terrace Elementary School
017014	Broadmoor Elementary School
017015	Broadmoor Middle School
017016	Broadmoor Senior High School
017017	Brookstown Elementary School
017018	Brownfields Elementary School
017019	Buchanan Elementary School
017020	Capitol Middle School
017022	Cedarcrest-Southmoor Elementary School
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017038	Glen Oaks Senior High School
017040	Greenbrier Elementary School

Career Pathway Update

Click the **Update** button and select the **IBC** from the dropdown and click **Add**.

Select Update

The screenshot displays the 'SPONSOR SITE SYSTEM' interface. At the top, there are buttons for 'Inquire', 'Download', and 'Update'. Below these, there are filters for '2014' and '0: Public Education - Parish & City School Boards'. On the left, a sidebar contains various filter buttons: 'Sponsor', 'SponsorStatus', 'NP Charter Agency', 'Zip Codes', 'Site', 'Facility', 'Administrator', 'Program', 'Accountability', 'Grade', 'Site Status', 'Previous Site', 'Career Pathway', and 'IBC'. The main content area shows a table of sites with columns 'Code' and 'SiteName'. The row for '017018 Brownfields Elementary School' is highlighted. To the right of the table, there is a section titled 'Industry Based Certificate - Add, Update and Delete'. This section contains the text 'No Industry Based Certificates found for this Site.', 'Session: 2014', 'Sponsor: 017 East Baton Rouge Parish', and 'Site: 017018 Brownfields Elementary School'. Below this information is a dropdown menu labeled 'IBC Code' with the text 'Select IBC and Click Add' and an 'Add' button. A yellow callout box with the text 'Select the IBC (s) offered at this school from the drop down list and click Add.' has arrows pointing to the dropdown menu and the 'Add' button.

Code	SiteName
017000	Administrative Services -- Special Education
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Select the IBC (s) offered at this school from the drop down list and click Add.