Zoom Meeting Preparation

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

Special Education Reporting System
SER Personnel Table 2 Report Office Hour
October 15, 2020

Visit the System Support page for a copy of this webinar.
Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the System Support page. Latest Revision: 10-8-20

2020-21 Benchmark Calendar

| Benchmark tab | Lists year-long summary of action items for ALL systems |
| Key Dates | Lists major collection dates |
| System tab | Lists action items by system |

If you have questions, contact SystemSupport@la.gov.
# October 1 IDEA Collection

## Special Education Reporting System (SER)

<table>
<thead>
<tr>
<th>Collection Name</th>
<th>Application System – What Data Is Collected</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1 IDEA Collection</td>
<td>• <strong>IDEA Oct 1:</strong> The count for the Individuals with Disabilities Education Act (IDEA) collection is as of October 1. The collection of this data is used for funding and federal reporting.</td>
<td>• <strong>IDEA Count Deadline:</strong> October 30</td>
</tr>
</tbody>
</table>

For assistance with Special Education Reporting (SER), contact [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov).
Agenda

- Overview
- Working the Report
- Examples
- Possible Corrections
- Key Points
- Special Education Personnel Checklist
- Special Education Personnel Object/Function Codes
- System Contacts
Data Acronyms

- **PEP** = Profile of Education Personnel
- **LRS** = LEADS Reporting System
- **SIS** = Student Information System
- **FTE** = Full-Time Equivalent is the percentage of time a staff member works represented as a decimal. A full-time person is 1.00, a half-time person is .50 and a quarter-time person is .25
- **OF Code** = Object Function Code (PEP data elements)
- **Q** = Qualified
- **FC** = Fully Certified
Special Education Personnel Table 2

- Personnel employed to provide Special Education and Related Services for Children with Disabilities – Table 2 is one of seven (7) federal tables
- Table 2 includes Full-Time Equivalency (FTE) counts of teachers, paraprofessionals, and certain related services personnel
- Each year LDE must submit SpEd Table 2 data to the federal Office of Special Education Programs (OSEP) for individuals employed as of September 30
PEP and SER Personnel Table History

• 2003 LDE entered into agreement with the USDOE-OSEP to automate the collection of special education personnel data
• 2003 - 2008 LEAs submitted Excel documents while LDE worked to meet the new requirements
• 2005 PEP Data Management Staff starting working with Education Finance Staff to develop unique SpEd classification codes
• 2006 New Sped Classification Codes were added to the PEP Object Function Table
• 2009 PEP added edits to no longer accept the generic Special Education Classification Codes
• 2009 Sped Classification Codes are now included in the updated LAUGH
Background of Report

• Report of Personnel (in Full-Time Equivalency of Assignment) Employed and Contracted to provide Special Education and related Services for Children with Disabilities

<table>
<thead>
<tr>
<th>TABLE 2, SECTION A</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL (IN FULL-TIME EQUIVALENCY OF ASSIGNMENT) EMPLOYED TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH DISABILITIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>999 - Louisiana Parish</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION A: SPECIAL EDUCATION TEACHERS SERVING CHILDREN WITH DISABILITIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL EDUCATION TEACHERS</th>
<th>(1) HIGHLY QUALIFIED</th>
<th>(2) NOT HIGHLY QUALIFIED</th>
<th>(3) TOTAL</th>
<th>(4) VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education Teachers for Ages 3 - 5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Special Education Teachers for Ages 6 - 21</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
How the Report is Created

• Look at open service in SER-based on the Sep 30 student count list
• Pull service provider
• Check PEP staff position record
• Check Teacher Certification database (CDB)
• Check LRS for class information (for teachers)
• Paraprofessionals are identified based on OF code in PEP since they have no service in SER
The Process – Part 1

1. Providers are pulled from SER based on students in the IDEA Count
2. PEP data are pulled based on SpEd OF codes
   • Processing Period 1 (October 1 Class)
3. These two groups are combined into one table and compared
4. Providers are categorized based on the Table 2 categories
The Process – Part 2

1. Select provider
2. What service do they provide?
3. What is their OF code?
4. What is their certification area?
5. What is their FTE in PEP?
6. What is their Certification status?
7. Place FTE in proper category
How We Determine FC Status

• If a teacher has a certificate for teaching students with disabilities, they will be considered FC on Table 2
• Related service personnel with ancillary certificates that are appropriate for their area of service will be considered certified; all others will not be qualified or certified for Table 2
Combining the Data

- SER: Service Providers
- PEP: Special Ed Staff
- CDB: Certificate Codes

Raw Data for SER Report
From Raw Data

What service is being provided?

What is the OF Code?

What is the area of certification?

What is the FTE?

Assign FTE in Category
What Needs to be Done?

Run IDEA Reports:

- IDEA count must be complete and correct for the personnel table to correct
- Counted report is an alpha listing of all of the student included in your child count
- Not Counted report is a list of students not included in child count by reason
- Listing by teacher is used to ensure that students are assigned to the correct teachers (LEADS, FC)
- Summary report provides a child count totals by race, exceptionality, gender, etc.
What Needs to be Done?

Once the IDEA Data is correct-run these reports:

**General Reports Folder:**
- Personnel Table 2 Detail – listing of providers found in SER for students with disabilities
- Personnel Table 2 Summary – this is the data reported from the Table 2 Detail Report

**Service Reports Folder:**
- IDEA Services listing – lists all services by provider for students counted in IDEA Count
What Needs to be Done?

Verify Data

**IDEA Reports:**
- Make sure your counted list is accurate
- Clear up students from Not Counted who should be counted
- Make sure students are assigned to correct providers

**Service Reports:**
- IDEA Services listing—missing “teacher” name means provider not in Teacher Cert
- Each service for each provider should be entered into SER
- Provider SSN must be entered into SER correctly. No “dummy” SSNs.
- Use the Service Provider Bulk Update feature under Tools to update providers
What Needs to be Done?

Verify Data:

Personnel Reports

- Check the Summary report numbers
- Detail report – missing information on the SER Personnel Report means no data in PEP
- Check FTE – (pulled from site position record in PEP)
- All personnel must be reported in the Teacher Certification database and have certificates
Example # 1

What service is being provided?
Speech Therapy

What is the OF Code?
113-2152

What is the area of certification?
452

What is the FTE?
1.0

Assign FTE in Category
Speech Therapist-Fully Certified
What It Looks Like on the Reports

**Personnel Table 2: Section C - Related Service Providers, Row - 2. SPEECH-LANGUAGE PATHOLOGISTS**

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Provider State ID</th>
<th>Provided Services in SER</th>
<th>Object Code</th>
<th>Function Code</th>
<th>FTE from PEP</th>
<th>Cert Code</th>
<th>Personnel Table 2 - Column *</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGNES</td>
<td>XXX-XX-7604</td>
<td>Yes</td>
<td>113</td>
<td>2152</td>
<td>1.00</td>
<td>740</td>
<td>Fully Certified</td>
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</tbody>
</table>

**SECTION C: RELATED SERVICED PERSONNEL SERVING CHILDREN WITH DISABILITIES AGES 3-21**

<table>
<thead>
<tr>
<th></th>
<th>(1) FULLY CERTIFIED</th>
<th>(2) NOT FULLY CERTIFIED</th>
<th>(3) TOTAL</th>
<th>(4) VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AUDIOLOGISTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2. SPEECH-LANGUAGE PATHOLOGISTS</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3. INTERPRETERS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4. PSYCHOLOGISTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5. OCCUPATIONAL THERAPISTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Example #2

What service is being provided?
Speech Therapy

What is the OF Code?
113-2152

What is the area of certification?
NONE

What is the FTE? (from PEP)
1.0

Assign Category
Speech Therapist-Not Fully Certified
What It Looks Like on the Reports

Personnel Table 2: Section C - Related Service Providers, Row - 2. SPEECH-LANGUAGE PATHOLOGISTS

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Provider State ID</th>
<th>Provided Services in SER</th>
<th>Object Code</th>
<th>Function Code</th>
<th>FTE from PEP</th>
<th>Cert Code</th>
<th>Personnel Table 2 - Column X</th>
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</thead>
<tbody>
<tr>
<td>MONICA</td>
<td>XXX-XX-0080</td>
<td>Yes</td>
<td>113</td>
<td>2152</td>
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</table>

SECTION C: RELATED SERVICED PERSONNEL SERVICING CHILDREN WITH DISABILITIES AGES 3-21

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>TOTAL</td>
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</tr>
<tr>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2. SPEECH-LANGUAGE PATHOLOGISTS</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3. INTERPRETERS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Example #3

What service is being provided?
Special Education Instruction

What is the OF Code?
Not reported in PEP

What is the area of certification?
440

What is the FTE? (from PEP)
NONE

Assign Category
Not reported on Summary
What It Looks Like on the Reports

Personnel Table 2: Section - A, Row - Special Education Teachers for Ages 3 - 5

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Site ID</th>
<th>SSN</th>
<th>Object Code</th>
<th>Function Code</th>
<th>FTE</th>
<th>Certification Code</th>
<th>Personnel Table 2 - Column</th>
</tr>
</thead>
<tbody>
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<td>999019</td>
<td>555-12-1856</td>
<td></td>
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<td>440</td>
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</tbody>
</table>

999 - Louisiana Parish

SECTION A: SPECIAL EDUCATION TEACHERS SERVING CHILDREN WITH DISABILITIES

<table>
<thead>
<tr>
<th>SPECIAL EDUCATION TEACHERS</th>
<th>(1) HIGHLY QUALIFIED</th>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Example #4

What service is being provided? NONE
What is the OF Code? 113-2142
What is the area of certification? 510
What is the FTE? 1.0
Assign FTE in Category Psychologists-Fully Certified
What It Looks Like on the Reports

### Personnel Table 2: Section C - Related Service Providers, Row 4. Psychologists

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Site Code</th>
<th>Provider State ID</th>
<th>Object Code</th>
<th>Function Code</th>
<th>FTE from PEP</th>
<th>Certification Code</th>
<th>Personnel Table 2 - Co</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEHWORT, BOB</td>
<td>999000</td>
<td>XXX-XX-9104</td>
<td>113</td>
<td>2142</td>
<td>1.0</td>
<td>510</td>
<td>Fully Certified</td>
</tr>
<tr>
<td>FREUD, SIGMUND</td>
<td>999000</td>
<td>XXX-XX-9898</td>
<td>113</td>
<td>2142</td>
<td>1.0</td>
<td>510</td>
<td>Fully Certified</td>
</tr>
</tbody>
</table>

### SECTION C: RELATED SERVICED PERSONNEL SERVICING CHILDREN WITH DISABILITIES AGES 3-21

<table>
<thead>
<tr>
<th>(1) FULLY CERTIFIED</th>
<th>(2) NOT FULLY CERTIFIED</th>
<th>(3) TOTAL</th>
<th>(4) VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AUDIOLOGISTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3. INTERPRETERS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4. PSYCHOLOGISTS</td>
<td>2.00</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>5. OCCUPATIONAL THERAPISTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Possible Corrections Needed

Provider Name Missing

Reason: Provider is not reported in PEP

Solution: In PEP, submit provider to PEP
Possible Corrections Needed

OF Codes Missing:

**Reason:** Site position record site code in PEP does not match the site code for the student in SER.

**Solution:** In PEP, there must be a site position record for every site where a provider serves a student. In SER, verify the school site code for students on the provider’s caseload.
Possible Corrections Needed

**Provider Missing Completely from Report**

**Reason:** Service has not been entered in SER.

**Solution:** SER People: Make sure all services with each provider have been entered in SER.
Possible Corrections Needed

FTE Incorrect or Missing:

**Reason:** Provider does not have site position record in PEP for the site of service in SER.

**Solution:** PEP People: Make sure there is a site position record for every site where services are provided by this individual.

- If the FTE is **missing**, the provider is not reported at all on summary.
- If the FTE is **incorrect**, the provider will not be reported accurately on the summary.

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Site Code</th>
<th>State ID</th>
<th>Object Code</th>
<th>Function Code</th>
<th>FTE</th>
<th>Teacher Cert Code</th>
<th>Personnel Table 2 - Column</th>
<th>FTE Counted</th>
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<tbody>
<tr>
<td>004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>740</td>
<td>Fully Certified</td>
<td>Personnel Table 2 - Column</td>
<td></td>
</tr>
<tr>
<td>010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>740</td>
<td>Fully Certified</td>
<td>Personnel Table 2 - Column</td>
<td></td>
</tr>
<tr>
<td>015</td>
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<td></td>
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<td></td>
<td>740</td>
<td>Fully Certified</td>
<td>Personnel Table 2 - Column</td>
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<td></td>
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<td></td>
<td>XXX-XX-29</td>
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<td>740</td>
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<td>Personnel Table 2 - Column</td>
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<tr>
<td></td>
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<td>XXX-XX-29</td>
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<td>785</td>
<td>Fully Certified</td>
<td>Personnel Table 2 - Column</td>
<td></td>
</tr>
</tbody>
</table>
Gifted or Talented Teachers on the Report:

Reason 1: Provider reported in PEP with incorrect OF Code-name will display on detail report.

Solution: We exclude providers reported in PEP with OF codes that are for GT. If these providers are listed on the detail report with OF codes indicating they serve students with disabilities and they have an FTE, they will be on the summary IN ERROR. Make sure provider is reported in PEP with proper OF Code.

Reason 2: Provider is not reported in PEP-name will NOT display on detail

Solution: We exclude providers reported in PEP with OF codes that are for GT. While these providers are listed on the detail report, they will NOT be on the summary because they don’t have a PEP record. Make sure provider is reported in PEP with proper OF Code.
Not Required to Have Service in SER

- Some providers who access/evaluate students only will not have a service in SER:
  - All providers must be in PEP
  - Audiologists
  - Speech Therapists
  - Psychologists (appraisal) 113-2142

- All other providers must have a service in SER to be included on the report
Key Points

Submit PEP file early

• Error free file is the first step
  • “Error-free” only means that the input file was formatted properly
  • Data must be complete and correct

• PEP and SER personnel work together to assure accurate data has been reported

The goal is for the Personnel Table 2 Summary to accurately reflect the number of personnel serving students with disabilities as of the count date (October 1).
Key Points

Contracted Personnel:

• Must be reported in PEP
• The service provider must be entered into the SER System
• Must obtain and report the provider’s SSN
• LEA must ensure that each contracted employee has valid credentials issued by the Office of Teacher Certification
• Some providers will need an Ancillary
Special Education Personnel Checklist

• PEP Data Managers have the capability to run SER Personnel Table Reports in PEP

• Ensure that the correct Sped Classification Codes are reported in PEP—and don’t forget Vacant Positions

• Submit PEP data early so that both PEP and SER Data Managers can review the SER Personnel Tables each week

• Certificates must have an “Issuance Date” no later than December 31
Special Education Personnel Checklist

• PEP and SER Data Managers should examine the SpEd Personnel Table Report, at a minimum, three (3) times during the IDEA Collection Period

• An error Free upload does not mean error free data
  • *Data Validation is crucial to completing submissions*

• PEP DM and SpEd Supervisors should review their Personnel Report and make corrections in PEP and/or SER, as appropriate
1211-Classroom Teacher - provides instruction to students with disabilities in a core academic subject.

1212-Support Classroom Teacher - provides direct assistance to students w/ disabilities in segregated settings, (e.g., resource class setting, self-contained classroom) but the students receive their instruction on core academics from a NCLB HQ general education teacher.

1213-Paraprofessional Training Unit (PTU) - provides instructional support; must work under the direct supervision of a HQ teacher.

1214-Adaptive Physical Education (APE) - provides students’ fitness, gross motor, and perceptual motor abilities so that students can reach their fullest potential through physical activity.
1215-Work Study Coordinator/Job Coach- serves as an employment training specialist in the educational setting; plans & conducts special education work & study programs. Job coach helps workers perform tasks of their jobs successfully.

1216-Pre-School Classroom Teacher- provides pre-school activities and instruction to students.

1220- Gifted and Talented- students, children or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or specific academic fields, and who need services or activities not ordinarily provided by the school in order to fully develop those capabilities.
OF Codes for Paraprofessionals

- 115-1211-Special Education Classroom
- 115-1212-Support Classroom
- 115-1213-Paraprofessional Training Unit (PTU)
- 115-1214-Adapted Physical Education (APE)
- 115-1215-Work Study Coordinator/Job Coach
- 115-1216-Pre-School Classroom
- 115-1220-Gifted and Talented
- 115-2170-Pupil Support-Non Instructional (Child Specific Aide)
OF Codes for Related Services

• 113/2153 – Audiologists
• 113/2152 – Speech-Language Pathologists
• 119/2154 – Interpreters
• 113/2142 – Psychologists (Testing/Appraisal)
• 113/2143 – Counselors (Psychological Counseling)
• 113/2144 – Psychotherapists
• 113/2161 – Occupational Therapists
• 113/2166 – Physical Therapists
• 113/2146 – Social Workers
• 113/2132 – Medical-Physicians
• 118/2134 – Medical/School Nurses-RN
• 113/2167 – Recreation/Therapeutic Therapy
• 113/2168 – Rehabilitation Counselors
• 119/2169 – Orientation and Mobility Specialists
LDOE Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email [ldoe.communications@la.gov](mailto:ldoe.communications@la.gov)
- Previous issues of the newsletters can be found in the Department’s [newsroom](mailto:ldoe.communications@la.gov).

Please contact [ldoe.communications@la.gov](mailto:ldoe.communications@la.gov) with questions.
Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Annual Financial Reporting (AFR): Yaxin.Lu@la.gov
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS): Tara.Baylot@la.gov
- Student Transcript System (STS), Curriculum (CUR): Barrett.Adams@la.gov
- Profile of Educational Personnel (PEP): Michael.Zanovec@la.gov Jara.Bode@la.gov
- Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch, StaffID; and CVR: Jayanthi.Sothirajah@la.gov
- 2020-21 System Enhancements: Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov

If you have questions, contact SystemSupport@la.gov
<table>
<thead>
<tr>
<th>Who to Contact for Support</th>
<th>For assistance with:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a></strong></td>
<td>● Split a Shared LASID or Retire a Duplicate LASID</td>
</tr>
<tr>
<td></td>
<td>● LASID Audits</td>
</tr>
<tr>
<td><strong><a href="mailto:SystemSupport@la.gov">SystemSupport@la.gov</a></strong></td>
<td>● Uniq-ID, DirectMatch or StaffID general questions</td>
</tr>
<tr>
<td></td>
<td>● eScholar User Access and Role Based Questions</td>
</tr>
<tr>
<td><strong><a href="mailto:LouisianaSecureID@escholar.com">LouisianaSecureID@escholar.com</a></strong></td>
<td>● eScholar FTP/Credentials folders/HiSet folders</td>
</tr>
<tr>
<td></td>
<td>● Software bugs (system outage, security issues etc.)</td>
</tr>
<tr>
<td></td>
<td>● Administrative functions such as system settings and configurations</td>
</tr>
<tr>
<td></td>
<td>● File Format/Upload Questions</td>
</tr>
<tr>
<td></td>
<td>● Requests for utilizing web services</td>
</tr>
<tr>
<td><strong>Your LEA Security Coordinator</strong></td>
<td>● System access for new users</td>
</tr>
<tr>
<td></td>
<td>● Assistance with your eScholar login/password</td>
</tr>
<tr>
<td><strong><a href="mailto:Wen.Fan@la.gov">Wen.Fan@la.gov</a></strong> or <strong><a href="mailto:LDEData@la.gov">LDEData@la.gov</a></strong></td>
<td>● Security Coordinators needing credentials or assistance provisioning their LEA staff with system access</td>
</tr>
</tbody>
</table>

If you have questions, contact **SystemSupport@la.gov**.