

LOUISIANA DEPARTMENT OF EDUCATION



Data Coordinator Monthly Call September 14, 2023

Agenda

- Data Sharing Agreements
- 2022-2023 Collection Closeouts
- Data Collections Calendar
- Data Collections: Getting Started
- eScholar
- eSER
- EdLink 360: 2023-2024 Data Collections and Dashboards
- SPS Certification
- Support Updates



A decorative graphic on the left side of the slide. It features a vertical DNA double helix structure. The left strand is composed of yellow circular beads, and the right strand is composed of purple circular beads. The two strands are connected by green rectangular segments with diagonal hatching, representing the base pairs. The graphic is partially cut off by the left edge of the slide. The background has a light gray horizontal band at the top and bottom, and a purple and blue textured horizontal band at the very bottom.

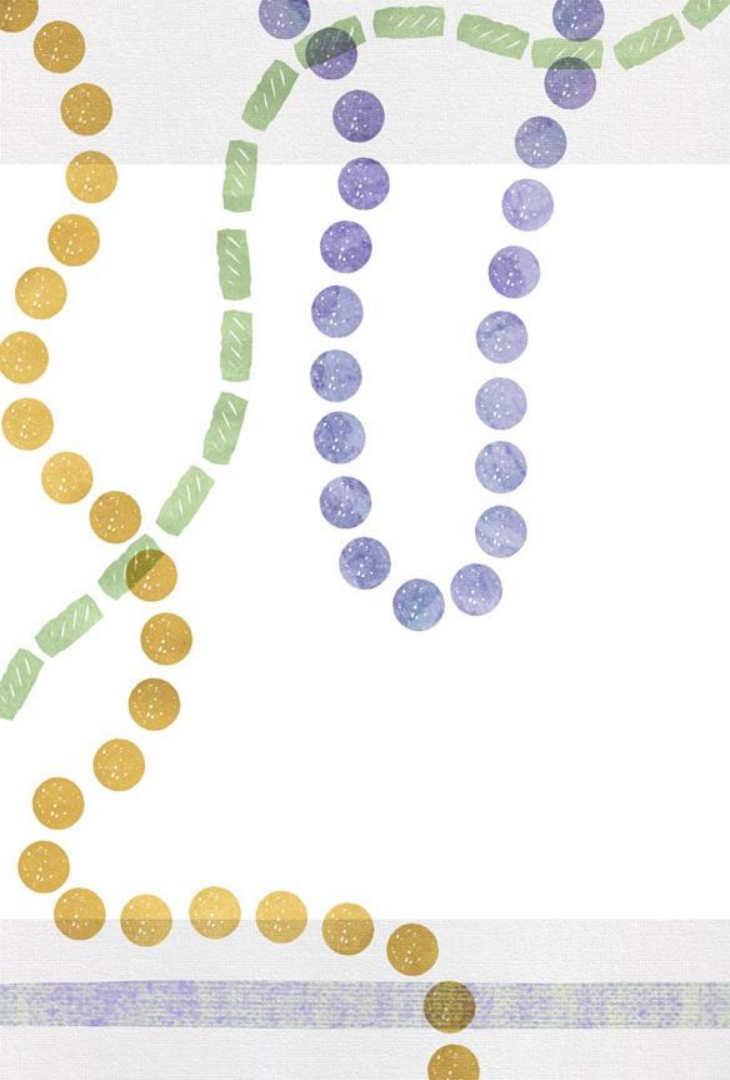
Data Sharing Agreements

Data Sharing Agreements

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

For the 2023-2024 school year, school systems will need to opt-in to any new or expiring data sharing agreements. Please use the [Data Sharing Agreement Tracker](#) for downloading agreements and for uploading agreements with the appropriate approvals.

For questions or concerns with Data Sharing Agreements, contact Idedata@la.gov.



2022-2023 Collection Closeouts

2022-2023 Data Collection Closeouts

Student Transcript System (STS)

- **Collection Closed:** Friday, September 30, 2023

Annual Financial Reporting (AFR)

- **Deadline:**
 - Initial Submissions for all Project Codes - Friday, September 29, 2023
 - Excellent Rating - Tuesday, October 31, 2023
 - Good Rating- Thursday, November 30, 2023
- **Collection Closed:** Final - Friday, December 29, 2023

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Data Collections Calendar

2022-2023 Data Collections

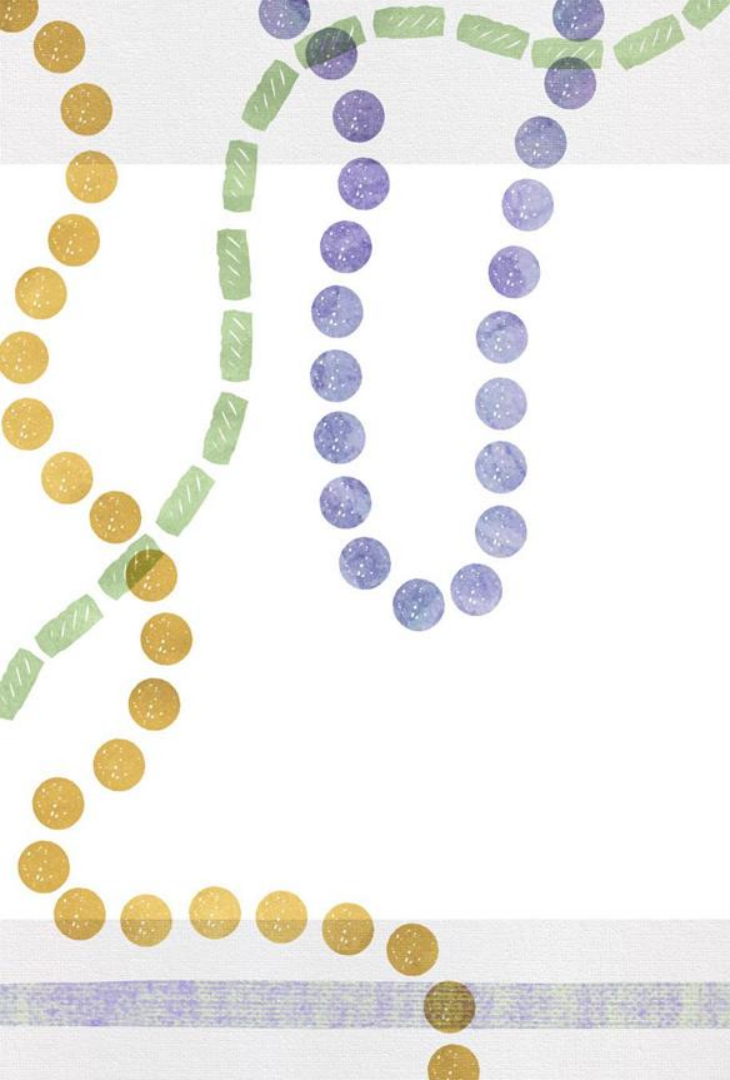
Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

EdLink 360: Data is reported daily (when available) with snapshots taken at specific

12/15/2023	9/29/2023	9/15/2023	10/13/2023	10/20/2023	10/27/2023	11/17/2023	12/15/2023	1/12/2024
2021-22 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	IAP Window #1 (Volunteer selected Districts; Grades 5-8)	K3 ASSESSMENTS (Beginning of Year (BOY) Literacy Assessments)	Oct 1 MFP/IDEA	Mentor & Resident Teacher Collection	Oct 1 Staff Vacancy Collection	IAP Window #2 (Volunteer selected; Grades 5-8)	Oct CLASS (Staff and Student)

Refer to the [2022-2023 Benchmark Calendar](#) for details.



Data Collections: Getting Started

Security

LDOE is undergoing a multi year process to integrate all LDOE data systems with EdLink Security. During this time security will be provisioned for legacy systems through TAS and all systems that are new or have been recently enhanced will be provisioned through EdLink Security.

The [Security Resource Page](#) has information on gaining access to all LDOE data systems.

Provisioning Access for this Year's Cycle of Collections	
Totally Automated System (TAS)	EdLink Security Registration Portal
<ul style="list-style-type: none">• LEADS Portal• STS-Student Transcript System• SPS - Sponsor Site System• AFR - Annual Financial Reporting System• CIS - Compass	<ul style="list-style-type: none">• EdLink Security• EdLink 360• EdLink Ops• SER

EdLink Security Available Application Roles

EdLink360	EdLink Security	SER
<ul style="list-style-type: none">● Data Analyst● District Administrator● Principal Administrator● Homeless● Accountability	<ul style="list-style-type: none">● District● Local	<ul style="list-style-type: none">● IEP Form● SER Data● SER LASID● SMD Medicaid● SER Data Services● Re-Evaluation Data Review (RDR) <p>NOTE: SER (SMI) Medicaid Importer - The eScholar Direct Match process will be utilized for Medicaid matching in place of Medicaid Importer beginning with the 2022-2023 school year.</p>

Teacher Automated Access

LDOE is providing an optional partially automated access process that superintendents may opt into for their school system. This option would allow all classroom teachers in their school system to be granted teacher roles and K-12 permissions in EdLink360 and Canopy (a Professional Learning Platform). Opting into this option would alleviate the volume of individual teacher requests that security coordinators would have to manually review and approve. The below steps must be taken to participate in this option.

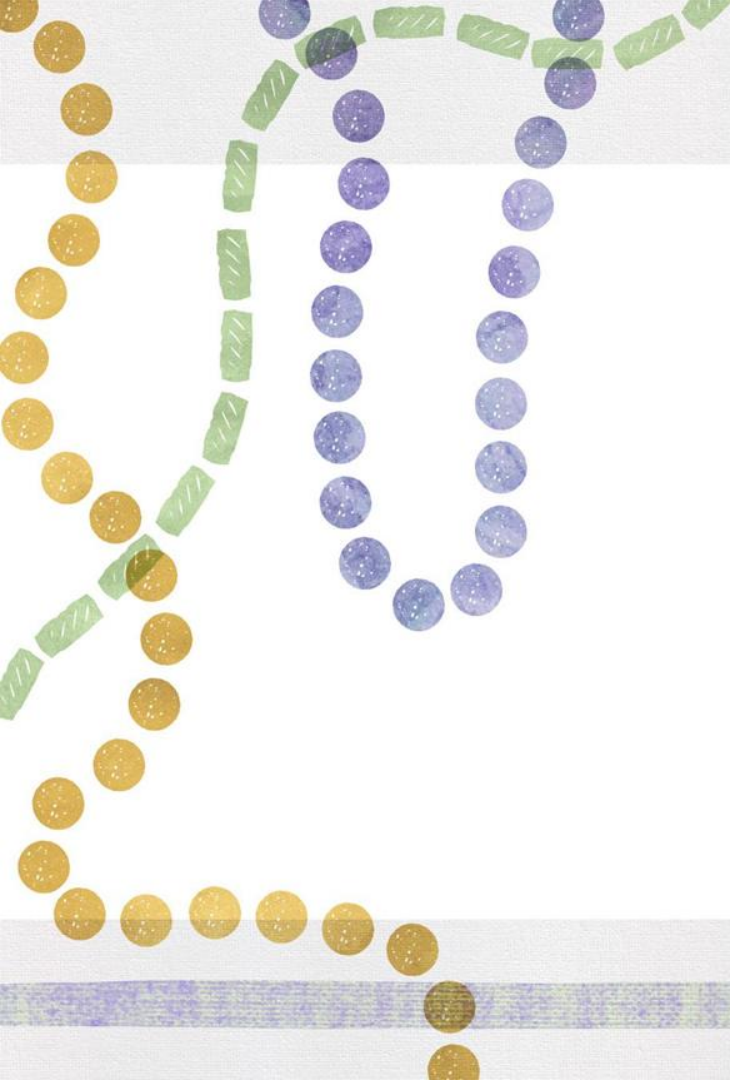
- Superintendent's must select the "Opt In" option in EdLink Security for 2024.
- Teachers must create their username and password at My.la.gov.
- Teachers' MyLa User ID must be linked with their Staff ID in eScholar and claimed for 2024.
- School systems must submit the email address of the teacher in the EdLink 360 staff extracts.
 - This step is giving LDOE express permission to grant the Teacher role and K-12 permissions in EdLink 360 and Canopy. This step is in lieu of teacher's requesting their own access and security coordinators reviewing and manually approving the access requests.

For more system enhancements visit our [2023-2024 System Enhancements](#) documentation.

Automatic Linking of Username and Staff ID

EdLink has developed functionality that will help to automatically link a username created by a user with their staff ID. Please follow the [guide](#) for steps to utilize this feature. This process should for NEW STAFF only who do not have an existing eScholar Staff ID record. Staff with existing eScholar records should be manually updated in eScholar Staff ID.

- Ensure your school system has submitted Staff IDs for 2023-2024.
- The purpose of this connection is to verify that a user has a staff ID upon logging in, users only need to link their username to one site within their school system in order to proceed.
- Then the user will select all necessary sites for access in EdLink Security (school system locations or individual schools). This selection is what controls what a user gains access to.



eScholar

2023-2024 eScholar Applications

Refer to the [eScholar resources](#) for detailed information about the eScholar applications:

PersonID and DirectMatch

- <https://secureid.ldoe.la.gov/uid/login>
- [PersonID Slide Deck](#)
- [DirectMatch Slide Deck](#)
- DirectMatch training module - *(request access from Jayanthi.Sothirajah@la.gov)*

StaffID

- <https://louisianastaffid.escholar.com/uid/login.do>
- StaffID training module *(request access from Wanggan.Yang@la.gov)*

2022-2023 eScholar Applications

PersonID

- For school year startup, submit your 2023-24 expected student enrollments to eScholar PersonID for LASID assignment. **ESSY = 2024**
- Throughout the school year, submit your new students to eScholar PersonID for LASID assignment

In EdLink, the LASID is required to be reported in all student extracts requiring the **LOCAL_STUDENT_KEY**.

StaffID

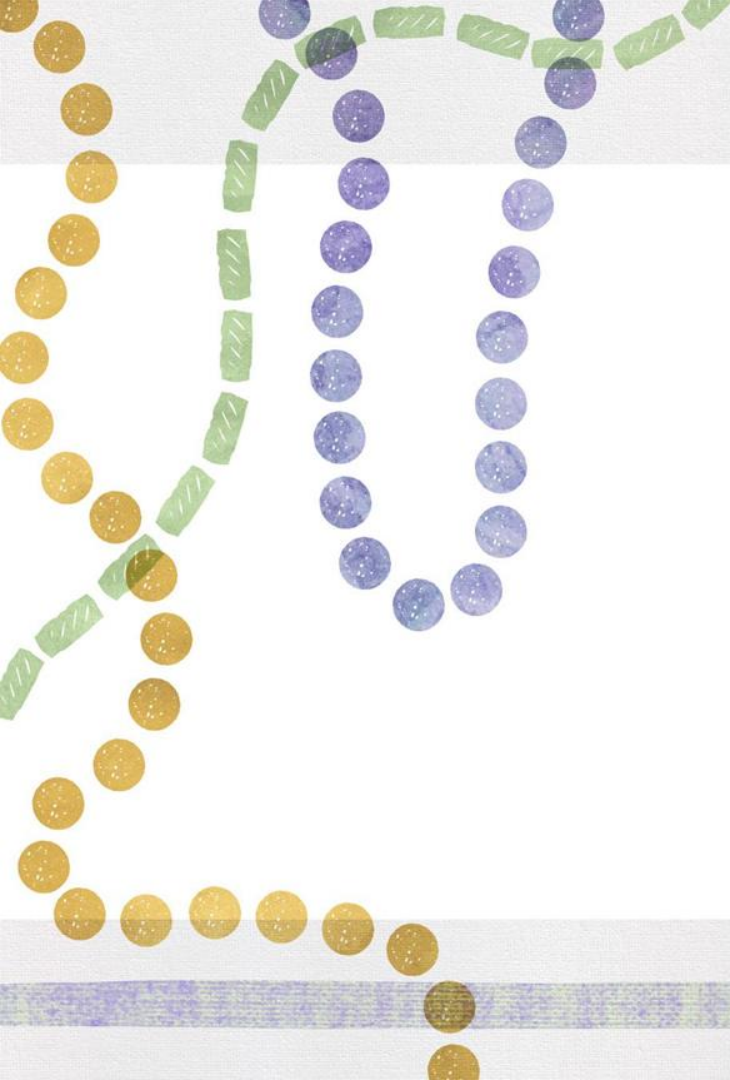
- Submit your 2023-2024 staff eScholar StaffID. **ESSY = 2024**
- Staff who need EdLink dashboard or eSER access must be submitted to StaffID for the current year.

2023-2024 eScholar Applications

DirectMatch

- Run DirectMatch **after** 2023-24 student enrollments have been submitted to eScholar **PersonID**.
- LDOE ran the statewide DirectMatch
 - August **SNAP** batch # 6226
 - August **TANF** batch # 6212
 - July **Medicaid Free Lunch** batch # 6215
 - July **Medicaid Reduced Lunch** batch # 6213
- For each DirectMatch run, school systems will be responsible for resolving their near matches, and loading match results into their local systems.

In EdLink, school systems are responsible for ensuring lunch status updates are reported in the **FREE_REDUCED_LUNCH_CODE** field in the **enrollments.tsv** extract and is up to date prior to the student data snapshots (Oct 1 and Feb 1).



eSER

eSER

- See the [eSER Resources](#) page for known Bugs, Enhancements, Recent Release Notes (reports in progress are noted here), and FAQs.
- The 2023 eSER User Guide Google Site has been posted to the [eSER Resources](#) page.
- Report all questions to systemsupport@la.gov.
- eSER URL: [EdLink Security Applications Menu> Select SER](#)

eSER

- New providers cannot be added. Make sure the 23-24 EdLink Staff file has been submitted to EdLink 360 reports. While the eScholar staff file may be current, this is not the file eSER reads for Staff. eSER reads the EdLink 360 staff file.
- All IDEA and MFP reports reflect the current count dates as of 9/8/23.
- Clarification from the EdLink Bootcamp regarding services.
 - **IDEA**-The start date for services cannot be after **10/2/2023**. Services must also be created in eSER before the official is run.
 - **MFP**-The start date for services cannot after **2/1/2024**. Services must also be created in eSER before the official is run. Typically, the official is run toward the end of the count month and that date will be communicated to the field.
- Validation errors with K-2 Regular Assessments should be resolved soon for all new K-2 IEPs and prek-2 amendments.
- If a student needs an alternative assessment for the K-3 screener and is in 3rd grade, select **LEAP Connect – For students who were in 7th grade or below during the 2018-2019 school year**.
 - There will be an update to this button. It will read: 3-HS Alternate Assessment–For students who were in 7th grade or above during the 2018-2019 school year.
- Jurisdiction should be available for all students coming from a closed LEA.

eSER Oct 1 IDEA

School Year	Collection Group	Collection End Date
2023-2024	eSER Oct 1 IDEA	10/20/2023

To be counted for IDEA, students must have the following as of 10/2/23

- a current submitted IEP,
- a current evaluation,
- open jurisdiction,
- open SPED activity, and
- open services.

Common Issues that prevent students from being counted:

- The start date for services is after 10/2/2023. **Services must also be created in eSER before the official is run.** Typically, the official is run toward the end of the count month and that date will be communicated to the field.
- A service record wasn't created. Services must be added separately. Only adding services in the IEP will not start a service record .
- SPED activity isn't open. Creating a service record should automatically open SPED activity if it's closed. Verify that SPED activity is open.
- If students still show as Not Counted and a resolution cannot be found, please report the LASID only to systemsupport@la.gov.

eSER Feb 1 MFP

School Year	Collection Group	Collection End Date
2023-2024	eSER Feb 1 MFP	2/23/2024

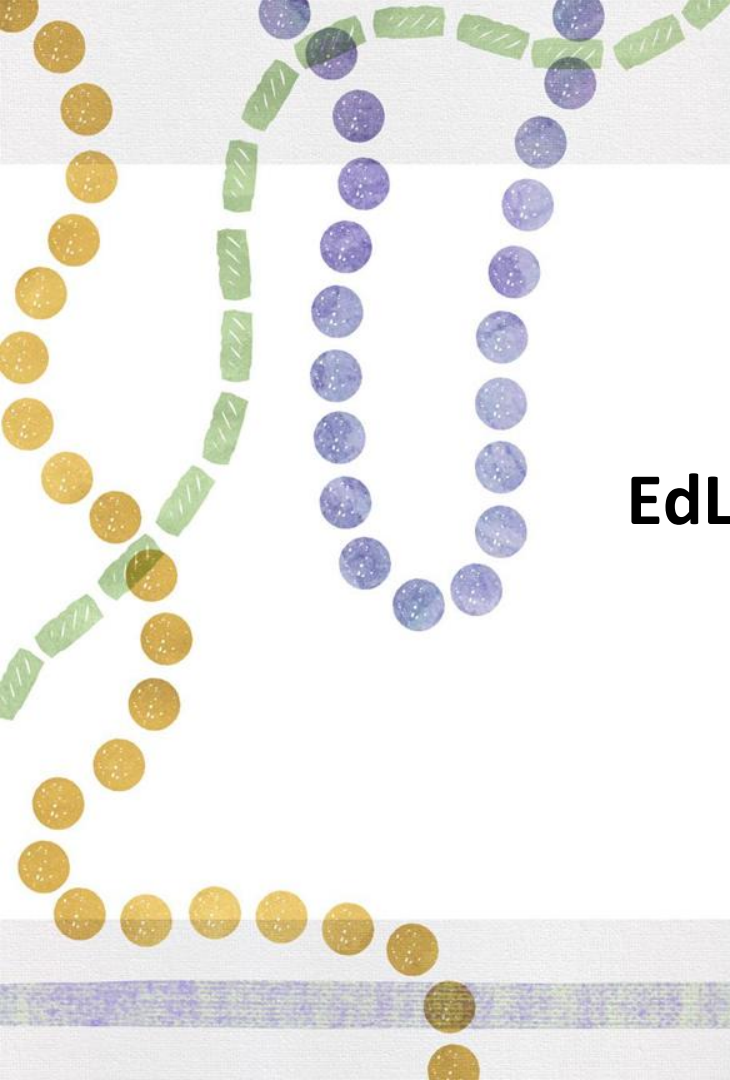
To be counted for MFP, students must have the following as of 2/1/24

- a current submitted IEP,
- a current evaluation,
- open jurisdiction,
- open SPED activity, and
- open services.

Common Issues that prevent students from being counted:

- The start date for services is after 2/1/2024. **Services must also be created in eSER before the official is run.** Typically, the official is run toward the end of the count month and that date will be communicated to the field.
- A service record wasn't created. Services must be added separately. Only adding services in the IEP will not start a service record .
- SPED activity isn't open. Creating a service record should automatically open SPED activity if it's closed. Verify that SPED activity is open.
- If students still show as Not Counted and a resolution cannot be found, please report the LASID only to systemsupport@la.gov.

SER/SIS Crosscheck Reports: Issues corrected in eSER will fall off of the report. Issues corrected in SIS will not. For now, while this is being

A decorative graphic on the left side of the slide consists of several vertical and curved lines of dots. The top line is yellow, the middle line is green, and the bottom line is purple. The dots are arranged in a way that suggests a stylized letter 'E' or a similar shape. The background is white with a light gray horizontal band at the top and bottom.

EdLink 360: 2023-2024 Data Collections and Dashboards

Fall LEAP 2025

School Year	Snapshot Group	Snapshot End Date
2023-2024	Fall LEAP 2025	09/29/2023

Fall LEAP 2025 Data: CALENDARS, STUDENTS, ENROLLMENTS, COURSE_OFFERINGS, STUDENT - Class Schedules, STAFF - Demographics, STAFF-Assignments, STAFF - Class Schedules, VACANT STAFF - Demographics, VACANT STAFF - Assignments, VACANT STAFF - Class Schedules, CONTRACT STAFF - Demographics, CONTRACT STAFF - Assignments, CONTRACT STAFF - Class Schedules

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

Fall LEAP 2025 Dashboards

Data Processing:

- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, STUDENTS, ENROLLMENTS, COURSE_OFFERINGS, STUDENTS and STAFF have loaded and processed at 100 percent.
- *Usage and Data/Data Processing/File Record Rejection*
 - Ensure any File Record Rejections have been corrected.

Data Quality:

- *Usage and Data/Data Quality/*
 - Review all CALENDARS, STUDENTS, ENROLLMENTS, COURSE_OFFERINGS, STUDENTS and STAFF Data Quality Buckets

Data Validation:

- *Usage and Data/Data Validation/Assessment Validation/*
 - LEAP 2025 Fall Testers
 - LEAP 2025 Fall Missing Sites

Note: Training Slides available on the [EdLink360 Support Page](#).

Step3: Fall LEAP 2025 Dashboards

Data Validation:

- Usage and Data/Data Validation/Assessment Validation/ FAP 2025 Fall Testers

The screenshot shows the ecLink Data Validation dashboard. The navigation menu includes 'Data Processing', 'Data Quality', 'Data Validation', 'Staff Data Reports', and 'Student Data Reports'. The 'Data Validation' menu is expanded, showing 'Student Validation', 'Staff Validation', 'Class Validation', 'Assessment Validation', and 'Graduates and 12th Graders'. The 'Assessment Validation' option is selected, leading to the 'LEAP 2025 Fall Testers' report. The report title is circled in red. Below the title is a green box with instructions: 'Verification is important to ensure first-time Fall LEAP 2025 testers have been identified for each course. The student and course information is used to pre-code LEAP 2025 test materials. Note: Students included in these counts are enrolled in a LEAP 2025 course with a course end date on or before January 31; however, they may not be first-time test takers or may have already taken the test if they are currently enrolled in a DE course.' Below this is a table with columns for 'SCHOOL SYSTEM', 'TEST NAME', 'FALL STUDENT COUNT', and 'CLASS COUNT'. The table lists five courses: Biology, English I, English II, Geometry, and U.S. History, with their respective student and class counts.

SCHOOL SYSTEM	TEST NAME	FALL STUDENT COUNT	CLASS COUNT
	Biology	3	2
	English I	2	2
	English II	3	2
	Geometry	3	3
	U.S. History	11	2

Step3: Fall LEAP 2025 Dashboards

Data Validation:

- *Usage and Data/Data Validation/Assessment Validation/LEAP 2025 Fall Missing Sites*

The screenshot shows the edlink dashboard interface. The top navigation bar is dark blue and contains the following items: a hamburger menu icon, the edlink logo (with 'Usage and Data' below it), 'Data Processing', 'Data Quality', 'Data Validation' (circled in red), 'Staff Data Reports', and 'Student Data Reports'. Below this, a secondary navigation bar contains 'Student Validation', 'Staff Validation', 'Class Validation', 'Assessment Validation' (circled in red), and 'Graduates and 12th Graders'. The main content area has a teal header with 'LEAP 2025 Fall Missing Sites' (circled in red) and three icons: a download icon, a share icon, and a refresh icon. Below the header, a message reads: 'You may disregard sites that should not have Fall testers.' A table with the following columns is shown: 'SCHOOL SYSTEM', 'SCHOOL CODE', 'SCHOOL', and 'FALL STUDENT COUNT'. The table currently displays a single row with the value '0' in the 'FALL STUDENT COUNT' column.

Staff Vacancy Collection

School Year	Snapshot Group	Snapshot End Date
2023-2024	Staff Vacancy Collection (Oct 1, Feb 1 & EOY)	Oct 1: 11/17/2023 Feb 1: 02/23/2024 EOY: 08/09/2024

Staff Vacancy Data: CALENDARS, VACANT STAFF - Demographics, VACANT STAFF - Assignments, VACANT STAFF - Class Schedules

In order to identify staffing vacancies across the state and within school systems, the Department is compiling current teaching vacancy data. It is crucial for the Department to have a complete set of data and understand current realities regarding vacancies; therefore, we are asking school systems to complete the “Vacant Staff” extract in Edlink360 by September 30. The data collected from Edlink360 will be used to support school systems with the recruitment and retention of educators throughout the state, and will be reported to BESE.

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

Staff Vacancy Dashboards

Data Processing:

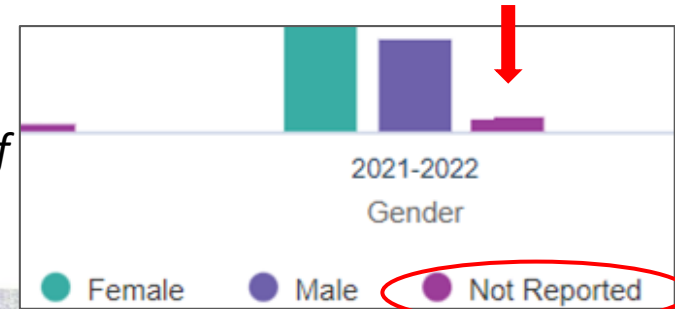
- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, VACANT STAFF have loaded and processed at 100 percent.
- *Usage and Data/Data Processing/File Record Rejection*
 - Ensure any File Record Rejections have been corrected.

Data Quality:

- *Usage and Data/Data Quality/*
 - Review all Vacant Staff Data Quality Measures and Vacant Staff Assignments Data Quality Measures Buckets

Data Validation:

- *Hamburger Icon/Staff/Staff Overview/ What are the Staff Counts by Gender and Year?/2022-2023 Not Reported*



Vacancy Data Reporting in EdLink

In order to identify staffing vacancies across the state and within school systems, the LDOE is compiling current teaching vacancy data. Data managers should work with their vendor(s) to complete the automatic uploads of the “Vacant Staff” extract so that the vacancy data is live in EdLink at the beginning of the school year when schools and systems are filling positions.

It is crucial for the Department to have a complete set of data and understand current realities regarding vacancies; therefore, we are asking school systems to attempt to complete this task, whether automatically or manually, by **September 30** to provide to BESE in October. The snapshot date for the Staff Vacancy Oct 1 Collection is **Friday, November 17, 2023**.

School systems can find the instructions on how to set up the automatic extract on the [Edlink360 Support Page](#).

Please contact systemsupport@la.gov with questions.

K3 Assessments

School Year	Snapshot Group	Snapshot End Date
2023-2024	K3 Assessments	10/13/2023

This snapshot will capture Kindergarten entry assessment data and K-3 Literacy assessment data for students enrolled within the first 30 days of school.

K3 Assessment Data: CALENDARS, STUDENTS, ENROLLMENTS, ASSESSMENTS

This data is used for kindergarten entry and K-3 literacy analysis.

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

K3 Assessments Dashboards

Data Processing:

- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, STUDENTS, ENROLLMENTS and ASSESSMENTS have loaded and processed at 100 percent.
- *Usage and Data/Data Processing/File Record Rejection*
 - Ensure any File Record Rejections have been corrected.

Data Quality:

- *Usage and Data/Data Quality/*
- Review all CALENDARS, STUDENTS, ENROLLMENTS and ASSESSMENTS Data Quality Buckets

Data Validation:

- *Usage and Data/Data Validation/Assessment Validation/*
 - Kindergarten Readiness (KEA)
 - K-3 Literacy Readiness

October 1 MFP

School Year	Snapshot Group	Snapshot End Date
2023-2024	Oct 1 MFP	10/20/2023

This snapshot will capture data for students enrolled on Monday, Oct 2, 2023, which is the count date.
Note: Due to October 1st being a Sunday the official count date will be Monday, October 2nd.

Oct 1 MFP Data: CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM_MEMBERSHIP, ATTENDANCE, STUDENT_MARKS

This data is Critical for IDEA and MFP Funding and ED Calculations.

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

Oct 1 MFP Dashboards

Data Processing:

- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE, PROGRAM_MEMBERSHIP, ATTENDANCE, STUDENT_MARKS have loaded and processed at 100 percent.
- *Usage and Data/Data Processing/File Record Rejection*
 - Ensure any File Record Rejections have been corrected.

Data Quality:

- *Usage and Data/Data Quality/*
- Review all CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE, PROGRAM_MEMBERSHIP, ATTENDANCE, STUDENT_MARKS Data Quality Buckets
- Review Total Student, Calendar & Attendance and Other Data Quality Buckets

Data Validation:

- *Usage and Data/Data Validation/Student Validation/*
 - Ensure Filter is set with School Year: 2022-23 and Processing Period: October MFP

Student Data Reports:

- *Usage and Data/Student Data Reports/*
 - Enrollment and Free/Reduced Lunch Counts, Dropout Roster and PreK Funding LA4 Report

Extension Academy Student Data

Extension Academy (EA) students should be entered with the following:

GRADE_CODE: EA

OPTION_CODE: B

ENTRY_CODE: C4

EXIT_CODE:

- 19 - If the student exited early
- 46 - If the student completed the program

Note: Ensure prior to September 30th, 2022 grad dates have been removed from the students STS BSSY 2021 record.

PK3 & PK4 students via Mixed Provider Delivery Models

If you are submitting PK3 & PK4 students via Mixed Provider Delivery Models to EdLink360, please note the process below.

1. Submit Students to eScholar as grade code 24 at the *700 site.
 - a. Note: The grade code should be the same in eScholar as what is submitted in EdLink360.
2. Submit the Students to EdLink360 (student, student_ext, enrollment, enrollment_ext):
 - a. Grade code: 24
 - b. District Code: Three digits (ex:001)
 - c. School Code: Six digits, this will be the school code of the PK3 or PK4 site. (ex: K01001)

Mentor & Resident Teacher Collection

School Year	Snapshot Group	Snapshot End Date
2023-2024	Mentor & Resident Teacher Collection	10/27/2023

This snapshot will capture the Mentor & Resident Teacher data.

Mentor and Resident Teacher Data: CALENDARS and STAFF

This data will be used to provide mentor and resident stipends.

Please refer to the [funding call deck](#) for additional details.

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

Mentor & Resident Teacher Dashboards

Data Processing:

- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, STAFF have loaded and processed at 100 percent.
- *Usage and Data/Data Processing/File Record Rejection*
 - Ensure any File Record Rejections have been corrected.

Data Quality:

- *Usage and Data/Data Quality/*
- Review all CALENDARS, STAFF and Mentor Teacher Data Quality Measures Buckets

Data Validation:

- *Usage and Data/Data Validation/Staff Validation/ Staff CLASS (filter)*
 - Mentor/Resident Teacher Counts Section

Note: Mentor Teacher and Resident Teacher Overview and FAQ is available on the [EdLink360 Support Page](#).

Resident Mentor Teacher Dashboard

Hamburger Icon/Staff/Educator Workforce/Resident Mentor Teachers

Staff **Educator Workforce**

Staff **Resident Mentor Teachers** Teacher Departure/Mobility Vacancy Compensation Workforce Appendix

Filter Data 2023-2024 Mentor Teacher Funding Clear All Filters

Note:

Snapshot for Mentor Resident Funding collection will be taken on Friday, October 27, 2023; therefore, the last day to submit data to EdLink to be included in this snapshot is Thursday, October 26, 2023. Please ensure that you have submitted all mentors and residents in the staff, staff assignments, and mentor teacher link extracts. Also, please verify that the resident's license is active. This can be verified on the Staff Qualifications dashboard located at Staff/Staff/Staff Qualifications.

Resident and Mentor Teachers

Resident staff are only included if they hold a valid certificate on or before 10/1/2023 and reported as object code 112. Staff may be displayed multiple times if they have more than one object/function code combination. If staff are missing, please ensure they've been submitted in staff, staff assignments, and mentor teacher link extracts.

RESIDENT SPONSOR CODE	RESIDENT SPONSOR NAME	RESIDENT SITE CODE	RESIDENT SITE NAME	RESIDENT STATE ID	RESIDENT NAME	RESIDENT OBJECT CODE	RESIDENT FUNCTION CODE	RESIDENT CERTIFICATE TYPE ...	RESI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dropout Corrections

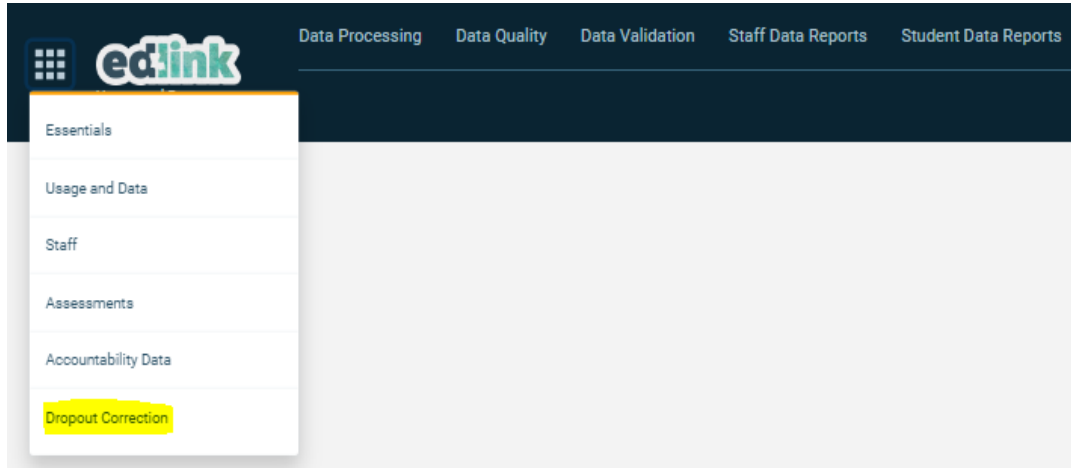
School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2022-2023	Dropouts	9/23/2023	12/15/2023

This process will be in the Dropout Correction Application in EdLink360.

- *Hamburger Icon/Dropout Corrections*

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

2022-2023 Dropout Corrections



- Dropout corrections should be made in EdLink in the Dropout Correction Dashboard for 2022-23 potential dropouts
- A list of HiSet completers (if there are any) will be available on the [eScholar FTP](#) mid-Oct to mid-Nov.
- For a records requests received:
 - Record request information should be entered in the dashboard
 - A copy of the records request should be kept on file at your school system.
 - Copies of actual record request paperwork should only be submitted to LDOE upon request
(e.g. Audits)

A roster for 2022-23 Dropouts can be located in the Data Reports Dashboard.

- *Usage and Data/Student Data Reports/Dropout Roster*
 - Ensure Filter is set to School Year: 2022-23

October 1 CLASS (Student and Staff)

School Year	Snapshot Group	Snapshot End Date
2023-2024	Oct 1 CLASS	1/12/2024

This snapshot will capture staff, student, and class schedule data for students enrolled on and staff employed on October 2, 2023.

It will also capture data for students enrolled in CTE and CDF courses.

This data is used for:

- Calculating Value Added student growth data (VAM)
- Workforce Reporting
- CTE-Career Tech Education and CDF-Career Development Fund counts (funding),
- Class Size reporting (audit data)
- Interest and Opportunities K-8 class schedules
- For calculating the Interests & Opportunities index

Please refer to the [2023-2024 Benchmark Calendar](#) for a list of extracts that should be submitted.

Oct 1 CLASS (Student and Staff) Dashboards

Data Processing:

- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, ALL STUDENTS, ALL COURSES and ALL STAFF have loaded and processed at 100 percent.
- *Usage and Data/Data Processing/File Record Rejection*
 - Ensure any File Record Rejections have been corrected.

Data Quality:

- *Usage and Data/Data Quality*
 - Review all CALENDARS, ALL STUDENTS, ALL COURSES and ALL STAFF Data Quality Buckets
 - Review Total Student, Calendar & Attendance, Staff and Other Data Quality Buckets

Data Validation:

- *Usage and Data/Data Validation/CLASS Validation*
 - Ensure Filter is set with School Year: 2022-23 and Processing Period:CLASS
- *Usage and Data/Data Validation/Staff Validation*
 - Ensure Filter is set with School Year: 2022-23 and Processing Period: Staff CLASS

Staff Data Reports:

- *Usage and Data/Staff Data Reports/Staff Salary Data*

Associate Teacher Program Coding

Under [ACT 99](#) of the 2023 Regular Legislative Session and BESE policy, the State of Louisiana now allows elementary and secondary schools to hire candidates holding an associate's degree who are enrolled in a teacher education preparation program to serve as teachers of record.

The authorization for the associate teacher to be a teacher of record is issued by the LEA, not by the LDOE Certification Division.

The participants in the program shall be coded as a teacher (Object Code 112, Function Code 1***) with an Ed_Level_Code of "06" (Associate degree) in the staff_ext extract.

Please reach out to arthur.joffrion@la.gov with questions.

Additional EdLink Dashboards

Essentials:

Hamburger Icon/Essentials/

- School System Calendar, Enrollment, SPED, Diverse Learners, Attendance, Discipline, Academics, Students
 - Note: Student Search is under Students section

Staff:

Hamburger Icon/Staff/

- Staff and Educator Workforce
 - Note: Staff Search and Staff Attendance are under the Staff section

SPS Certification

- Complete by: **Saturday September 30, 2023**
- Certify on [Sponsor Page of Legacy SPS](#)
- Instructions on page 28 of [SPS User Guide](#)
- If you notice any updates that need to be completed for any site under your LEA please email victoria.lloyd@la.gov for instructions on how to correct.
- Weekly reminders will go to district data coordinators on Fridays starting tomorrow.

User Support Reminders

- All Data Collection questions to be emailed to systemsupport@la.gov.
- User Support Calls:

EdLink Weekly Q&A Session Tuesdays @ 11:00AM

Month	Session Dates
August 2022	8/15, 8/22, 8/29
September 2023	9/5, 9/12, 9/19, 9/26
October 2023	10/3, 10/10, 10/17, 10/24, 10/31
November 2023	11/7, 11/14, 11/21, 11/28
December 2023	12/5, 12/12
January 2024	1/9, 1/16, 1/23, 1/30
February 2024	2/6, 2/20, 2/27
March 2024	3/5, 3/12, 3/19, 3/26
April 2024	4/2, 4/9, 4/16, 4/23, 4/30
May 2024	5/7, 5/14, 5/21, 5/28
June 2024	6/4, 6/11, 6/18, 6/25
July 2024	7/2, 7/9, 7/16, 7/23, 7/30
August 2024	8/6

eScholar Office Hours Thursdays @ 10:00AM

Month	Session Dates
August 2022	8/31
September 2022	9/14, 9/28
October 2022	10/12, 10/26
November 2022	11/9
December 2022	12/7
January 2023	1/11, 1/25
February 2023	2/8, 2/22
March 2023	3/7, 3/21
April 2023	4/4, 4/18
May 2023	5/2, 5/16, 5/30
June 2023	6/13, 6/27

Training slide decks and recordings are posted on the [eScholar Support page](#).

Data Coordinator Monthly Webinar @ 1:00pm

Month	Session Dates
August 2023	Thursday, August 17, 2023
September 2023	Thursday, September 14, 2023
October 2023	Thursday, October 12, 2023
November 2023	Thursday, November 9, 2023
December 2023	Thursday, December 14, 2023
January 2024	Thursday, January 11, 2024
February 2024	Thursday, February 8, 2024
March 2024	Thursday, March 14, 2024
April 2024	Thursday, April 11, 2024
May 2024	Thursday, May 9, 2024
June 2024	Thursday, June 13, 2024
July 2024	Thursday, July 11, 2024

Slide decks and recordings are posted on the [Webinars Resource Page](#).