

Data Coordinator Monthly Call

June 13, 2024



Agenda

- Data Sharing Agreements
- Data Collections: Getting Started
- eScholar
- eSER
- Data Collections Calendar
- EdLink 360 Collections
- STS
- SPS and EdLinks Ops
- Canopy Professional Learning Platform
- Ad Hoc Collection
- EdLink 360 Resources
- 2024-2025 System Enhancements



Data Sharing Agreements



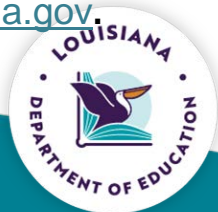
March 14, 2024

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



Pearson - Dyslexia Screener - *new & required*

The LDOE has executed a statewide data sharing agreement on behalf of school systems to utilize services with Pearson for purposes of providing services related to and for the Dyslexia Screener by Pearson.

[Pearson - Dyslexia Screener Data Sharing Agreement](#)

[Pearson - Dyslexia Screener LEA Opt In Addendum](#) – Should be signed by the school system superintendent and submitted to the LDOE either by uploading the signed agreement to this [JotForm link](#) or by emailing the signed agreement to LDEdata@la.gov

Concerns or questions around the Dyslexia Screening email Diverselearnersupport@la.gov



Data Collections: Getting Started



March 14, 2024

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● eSER● Canopy



EdLink Security Available Application Roles

EdLink360	EdLink Security	eSER
<ul style="list-style-type: none">● Data Analyst● District Administrator● Principal Administrator● Homeless● Accountability● CTE Supervisor● Finance (Business Manager)● Human Resources● School Counselor	<ul style="list-style-type: none">● District● Local● Application Specific - eSER, EdLink 360	<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>



User Authentication

EdLink Security has been updated.

Helpful Tips:

- All users need to activate their user profile: [User Profile Activation Guide](#).
- First and Last Name in the eScholar record and MyLa account must match exactly.

Note: There is a day delay after user profile activation for your EdLink360 permissions to reinstate. During this time your district will not appear in the EdLink360 location filter. Email systemsupport@la.gov if after a days delay you are unable to view your district's EdLink360 dashboards.



eScholar



March 14, 2024

eScholar DirectMatch

September - June: LDOE will run the statewide DirectMatch

- May SNAP state batch # 8003
- May TANF state batch # 8004
- May Medicaid-Free Lunch state batch # 8010
- May Medicaid-Reduced Lunch state batch # 8011

School systems will be responsible for resolving their near matches and loading the data into their local systems.

- Instructions for resolving near matches: Slides # 62-77 [DirectMatch Slide Deck](#)
- Instructions for downloading matched records: Slides # 81-85 [DirectMatch Slide Deck](#)
- DirectMatch resources are available on the [eScholar Support pg.](#)



eSER



May 9, 2024

eSER Resources

- 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](#)



<https://sites.google.com/la.gov/eser-help-center/home>



eSER Report Updates

- MFP Child Count Listing by Teacher
- Personnel Summary and Personnel Detail



Data Collections Calendar



March 14, 2024

2023-2024 CLOSED Collections

School Year	Snapshot Group	Snapshot Taken
2023-2024	Fall LEAP 2025	09/29/2023
2023-2024	K3 Assessments Collection	10/13/2023
2023-2024	Oct 1 MFP/IDEA	10/25/2023
2023-2024	Mentor/Resident Collection	11/3/2023
2023-2024	Oct 1 Staff Vacancy	11/17/2023
2023-2024	IAP Window #2	12/15/2023
2023-2024	2022-2023 EOY Dropout correction	12/20/2023
2023-2024	Oct 1 Class Collection	01/19/2024
2023-2024	K3 MOY Literacy	02/06/2024

School Year	Snapshot Group	Snapshot Taken
2023-2024	Spring LEAP 2025 HS Assessments	02/09/2024
2023-2024	STS Mid-Year (Legacy System)	02/09/2024
2023-2024	Feb 1 MFP	02/23/2024
2023-2024	Feb 1 Staff Vacancy	02/23/2024
2023-2024	IAP Window #3 (Volunteer selected; Grades 5-8)	03/08/2024
2023-2024	CVR (View Only) 3/18-5/3	05/03/2024
2023-2024	End of Year (EOY) Literacy Assessments	05/03/2024



2023-2024 Ongoing/Upcoming Collections

<u>School Year</u>	Snapshot Group	Snapshot Taken
2023-2024	CVR (Verification) 5/6-6/14	Last Day to Verify in CVR by COB 6/14/2024
2023-2024	Student End-Of-Year	7/12/2024
2023-2024	Staff End-Of-Year	8/9/2024
2023-2024	STS End-Of-Year (Legacy System)	9/30/2024



Refer to the [2023-2024 Benchmark Calendar](#) for details

EdLink 360

2023-2024 Data Collections and Dashboards



March 14, 2024

End of Year (EOY) - Students

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2023-2024	End of Year (EOY) - Students	2/24/2024	7/12/2024

Using the Usage and Data > Data Validation > Student Data Validation > EOY Dashboards

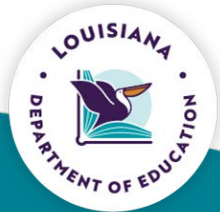
The EOY Snapshot will capture final data for students enrolled during the current school year:

- final/actual school calendars
- demographic data
- enrollment data
- free lunch data
- student attendance data
- student discipline data
- homeless and underage homeless data
- enrollment counts (enrollment, total enrollment, cumulative enrollment, Extension Academy enrollment)
- student counts for special populations (English learners, SIFE, section 504, military affiliated, parent/expectant parent of a child, foster care, migrant, TANF, etc.)
- The Student Data Validation dashboard will flag students enrolled in more than 1 school system on the count date, sites with no enrollment and potential dropouts.
- Graduates and 12th graders

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

Learning Pods

Ensure your school system has the flag set correctly if you are submitting learning pod flags on the `course_offerings_ext.tsv` file. We want to ensure your courses that provide learning pod environments are being reported to EdLink for the Student EOY Collection.



Student EOY Dashboards

Data Processing:

- *Usage and Data/Data Processing/File Errors*
 - Ensure all extracts for CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE, PROGRAM_MEMBERSHIP, ATTENDANCE 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 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: 2023-24 and Processing Period: EOY

Student Data Reports:

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

End of Year (EOY) - Staff

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2023-2024	End of Year (EOY) - Staff	1/13/2024	8/9/2024

Using the Usage and Data > Data Validation > Staff Data Validation > EOY Dashboards

The EOY Staff Snapshot will capture final data for staff for the current school year:

- final staff demographic data
- staff actual salary data
- staff tenure data
- staff attendance data
- mentors and residents
- course offerings
- class schedules for teachers who were employed during the school year
- The Class Data Validation dashboard will flag any of the course offerings who are missing students or teachers

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



Mentors and Residents

- For residents starting in January 2024, ensure they have been entered into the Staff EOY data with their mentor before the snapshot is taken on August 9, 2024.
- Ensure that all mentors and residents are included in the staff, staff assignments, and mentor teacher link extracts. Also, verify that the resident's license is active. This can be verified on the Staff Qualifications dashboard located at Staff/Staff/Staff Qualifications.



Additional EdLink Dashboards

Essentials:

Waffle Icon/Essentials/

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

Staff:

Waffle Icon/Staff/

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



STS



March 14, 2024

STS

School Year	System	Collection Start Date	Closure Date
2023-2024	STS	12/15/2023	9/30/2024



STS Reminders

- **June:**
 - Transcript data for 9th graders should be complete.
 - Students who participate in LEAP Connect must have jumpstart pathways identified in STS for applied credits to be counted towards the DCAI and reflected in Data Certification.
 - TOPS eligibility will begin June 6th. Processed twice weekly Monday and Thursday night.
- **July:**
 - Transcript data for 9th graders is pulled for DCAI Data Certification.
- **August:**
 - DCAI Data Certification opens.



Graduation Appeal Process Veto

On January 8, 2024, Governor Landry vetoed the graduation appeals process for students who fail to pass required LEAP 2025 assessments. This veto immediately goes into effect, preventing any additional appeals from being submitted to the LDOE.

If you have immediate questions regarding the impact of the veto, please consult with your legal counsel.

[Please see the letter from the State Superintendent.](#)



STS Resources

New 2023-2024 STS documents have been posted to the [STS Support Page](#) under the Useful Documents section. Prior Year Request Forms should be emailed to systemsupport@la.gov

Useful Documents:

- **Prior Year Request Form**
 - **Current Year – BSSY 2016 : Submit the Prior Year Request Form to systemsupport@la.gov**
 - **BSSY 2015 – Earlier : Reach out either Orsonna.Smith@la.gov or transcripts@la.gov .**

2023-2024 (BSSY 2023)

- **2023-Beyond STS Master Course Code List (updated 10/25/23)**
- **2023-Beyond STS IBC Matrix**
- **2023-Beyond Jumpstart Pathway IBCs**
- **2023-Beyond Jumpstart Pathway Course Sets**



Sponsor Site (SPS) and EdLink Ops



May 9, 2024

SPS Jotform Timeline

Jotform Link: <https://form.jotform.com/241204157066146>

- This is the same Jotform process used for the past 6 years.
- Detailed email was sent to the Sponsor Site managers on specifics of Jotform process and approval timeline in May.
- Continue to make changes not requiring LDOE approval in Legacy SPS.



Jotform Timeline

June

- June 1- SPS Academic Year Rollover
- New Site Codes/Closing Sites/Changes requiring LDOE approval will be implemented as approved by committee

July

- **July 15-** Deadline to apply for new site code and/or to close an existing site
 - New/Close Jotforms will be closed on this day– make sure superintendent/head of school system signs the form by this time

August

- **August 5-** Deadline to request a change requiring LDOE approval
 - Change Jotform will be closed on this day– make sure superintendent/head of school system signs the form by this time



Certification

September

- **September 30-** Deadline to Certify Sponsor
 - This may take place in EdLink Ops, information will be provided towards the end of summer.
 - To make this process run more smoothly please check all sites in your sponsor(s) and request any changes/closures before the August 5 Jotform deadline.



Support Notes and Helpful Links

- Jotform Link: <https://form.jotform.com/241204157066146>
- LEADS Portal: <https://leads5.doe.louisiana.gov/ptl/>
- SPS: <https://leads5.doe.louisiana.gov/sps/SPSHome.aspx>
- Additional details on Jotforms & Approval Process will be emailed Friday 5/10/2024.
- [SPS User Guide](#)
 - Edits Not Requiring LDOE Approval: Pages 24-28
- If SPS does not open when you are logged into the LEADS portal add the following link to your “Allowed to send pop-ups list” <https://leads5.doe.louisiana.gov/ptl/>
- If you have any questions at all please email Anantha.Lakkakula@la.gov.



Canopy Professional Learning Platform



March 14, 2024

Professional Learning Platform

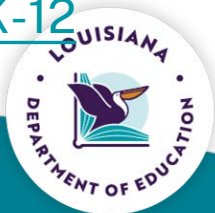
The [Canopy Professional Learning Platform](#) will be released for all school system employees at no cost to the school system.

This user-friendly, statewide platform will house all 2024 Teacher Leader Summit materials, ACT 260 Numeracy Trainings, LEADS Evaluation Assessments in addition to a variety of other professional learning opportunities.

Superintendents are encouraged to opt in to the [Partially Automated Teacher Access](#) process in the EdLink Security dashboard to allow the school system to submit teacher/staff records to EdLink 360 that are needed for the system to grant the Canopy Learner role to all classroom teachers in your system.

Additional information can be found in the [Canopy Permission Guides_K-12 School Users](#).

Please contact amanda.slaughter@la.gov with questions.



Professional Learning Platform-Data Managers

Encourage your superintendent to opt-In through EdLink Security to grant all classroom teachers a role in Canopy. For districts that have not opted-in, the LEA Security Coordinator will have to manually approve each teacher's Canopy Learner request.

Begin working with your system leaders to determine your system's plan of action for all employees to get their EdLink credentials and Canopy permissions.

Please contact amanda.slaughter@la.gov with questions.



Steps for EdLink Automated Classroom Teacher Access

Step 1: Superintendent Opt-In: Superintendents select the Partially Automated Teacher Access tab in their EdLink Security dashboard.

Note: *Superintendents must opt-in to the process each school year.*

Step 2: Classroom teachers must create an EdLink account with their district email.

Step 3: District Data Managers must submit teacher emails with the staff records through EdLink 360.

Please contact amanda.slaughter@la.gov with questions.



Ad Hoc Collection



March 14, 2024

School Resource Officer Collection

R.S. 17:3911, R.S. 17:3912, R.S. 17:416.19 (Act 148 of the 2019 Legislative Session) requires LDOE to collect the number of School Resource Officers by site.

ONLY 87 Districts have completed this collection as of 6/10/24.

JotForm Link: [School Resource Officer 22/23 and 23/24 Collection](#)

These are now Past Due!

Number of School Resource Officers 2022-2023	Number of School Resource Officers 2023-2024



EdLink 360 Resources



March 14, 2024

Statement of Affirmation Returns

All Statement of Affirmation forms and JotForm return links are now available on the [EdLink360 Support Page](#). All forms are **due two weeks after a collection snapshot**.

We have posted a [Statement of Affirmation Return Tracker](#) on the website. Please take a moment to review this document and ensure your District is up to date with your 2023-2024 Statement of Affirmation Returns.

A Statement of Affirmation should be returned two weeks following a snapshot. E.g. Snapshot Date= 12/1/2023, then the SOA is due 12/15/2023.



2023-2024 Statement of Affirmations

Collection	Returned	Missing
K3 BOY	99	65
Oct 1 MFP	116	48
SER Oct 1 IDEA	110	54
Oct CLASS (Students)	79	85
Oct CLASS (Staff)	79	85
K3 MOY	41	123
Feb 1 MFP	84	80
SER Feb 1 Child Count	84	80
K3 EOY	32	132



EdLink360 User Guides

All User Guides can be found on the [EdLink360 Support Page](#).

EdLink 360 Extract File Layouts, SAMPLE Layouts, Tables and User Guides

User Guides for data included in EdLink 360

- **NEW** Calendars and Attendance: 2023-2024 Calendars and Attendance User Guide
- **NEW** Student Data Extracts: 2023-2024 Student User Guide
- **NEW** Staff Data Extracts: 2023-2024 Staff User Guide
- **NEW** Dropout Corrections: 2023-2024 Dropouts User Guide

- [EdLink Frequently Asked Questions \(FAQ\)](#)

For troubleshooting and reporting issues, please email systemsupport@la.gov



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

August 2023	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

August 2023	8/31
September 2023	9/14, 9/28
October 2023	10/12, 10/26
November 2023	11/9
December 2023	12/14
January 2024	1/11, 1/25
February 2024	2/8, 2/22
March 2024	3/7, 3/21
April 2024	4/4, 4/18
May 2024	5/2, 5/16, 5/30
June 2024	6/13, 6/27

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

Data Coordinator Monthly Webinar @ 1:00pm

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](#).

2024-2025 System Enhancements



2024-2025 System Enhancements

- [2024-2025 System Enhancements](#)
 - [2024-2025 System Enhancements RECORDING](#)
- [ENROLLMENTS LAYOUT](#)
- [ENROLLMENTS SAMPLE](#)
- [STUDENTS LAYOUT](#)
- [STUDENTS SAMPLE](#)
- [STUDENT REFERENCE TABLE](#)
- [students_interventions.tsv](#)
- [STS 020 Record Layout](#)
- [STS 030 Record Layout](#)

