

LOUISIANA DEPARTMENT OF EDUCATION



Data Coordinator Monthly Call November 9, 2023

Agenda

- Data Sharing Agreements
- 2021-2022 Collection Closeouts
- Data Collections Calendar
- Data Collections: Getting Started
- eScholar
- eSER
- EdLink 360: 2023-2024 Data Collections and Dashboards
- EdLink Resources

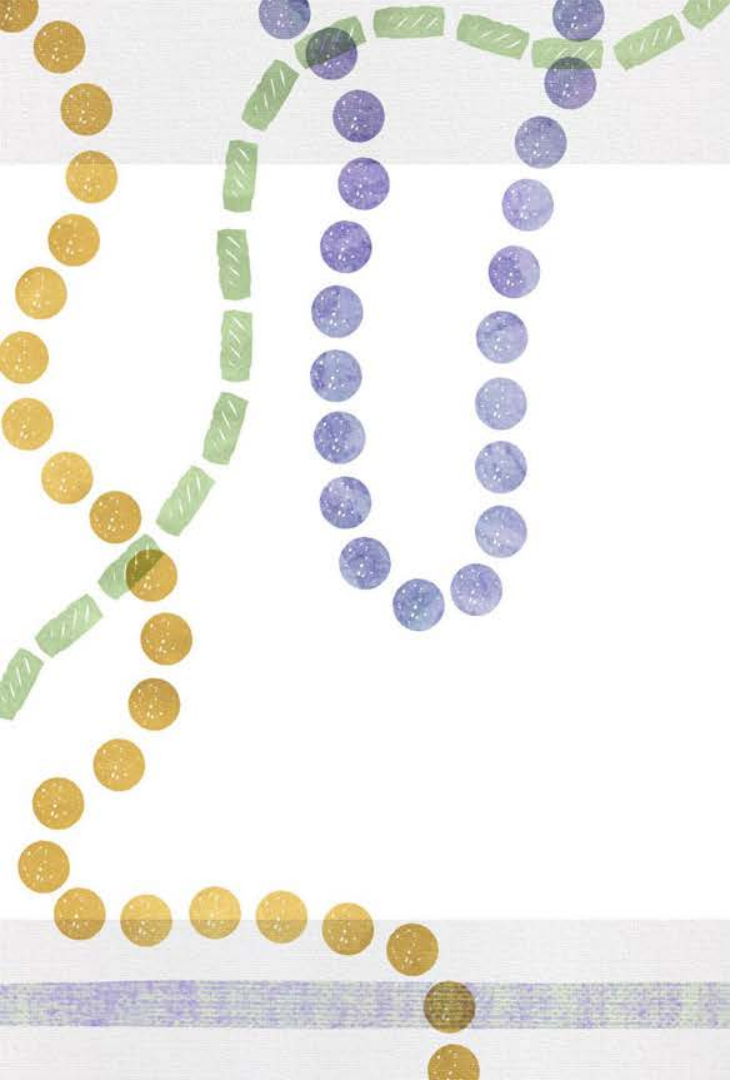


Data Sharing Agreements

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

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

A decorative graphic on the left side of the page features three vertical strands of beads. The leftmost strand consists of yellow beads, the middle of green beads, and the rightmost of blue beads. The beads are arranged in a pattern that suggests a DNA double helix or a similar molecular structure. The background is white with horizontal stripes in light gray, light blue, and light purple.

Data Collections Calendar

2023-2024 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 times during the school year.

11/17/2023	12/15/2023	1/12/2024	1/26/2024	2/9/2024	2/9/2024	2/23/2024	2/23/2024
Oct 1 Staff Vacancy Collection	IAP Window #2 (Volunteer selected; Grades 5-8)	Oct CLASS (Staff and Student)	Middle of Year (MOY) Literacy Assessments	Spring LEAP 2025 HS Assessments	STS Mid-Year in (Legacy System)	Feb 1 MFP	Feb 1 Staff Vacancy

A decorative graphic on the left side of the slide. It features three main paths of dots: a yellow path starting from the top left and curving down towards the bottom center; a green path starting from the top left and curving up towards the top right; and a blue path starting from the top center and curving down towards the center. The dots are semi-transparent and have a slight glow. The background has a light gray horizontal band at the top and bottom, and a purple and blue textured band at the very bottom.

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	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 	<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>



Scan me!

Scan this QR Code
for access to the
EdLink Security
User Guide.

eScholar



LASID Audit # 2

LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID.

Audit Process:

- LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on **December 4, 2023**
 - File name: LEA_2023-24_ LASID Resolution2
- Districts should:
 - Review the file
 - Compare the demographic information for the students in the file.
 - Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
 - Save the file as **LEACODE_2023-24_LASID Resolution2_COMPLETE** by **December 11, 2023**
 - Make any retirement/split ID updates in applicable systems



eScholar DirectMatch

- **September - June:** LDOE will run the statewide DirectMatch
 - Data managers will be notified when the October SNAP, TANF, Medicaid Free Lunch and Medicaid Reduced Lunch state batches are ready.
- 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.](#)

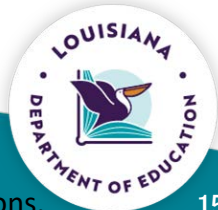


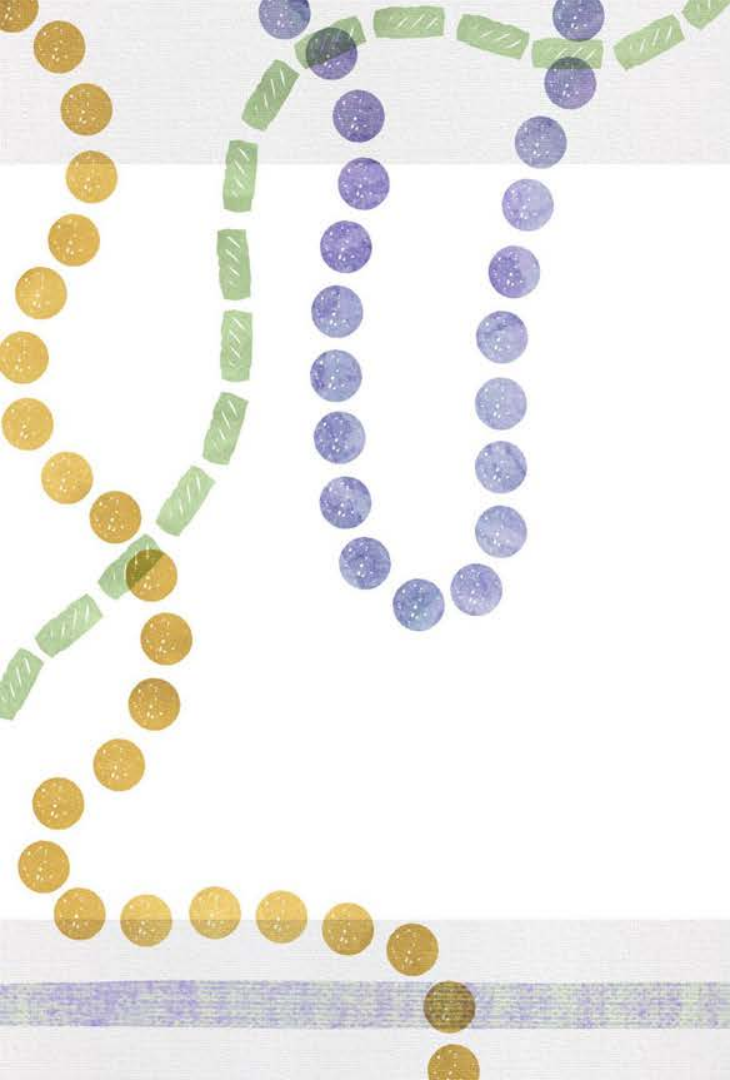
StaffID Audit # 1

LDOE conducts periodic StaffID audits throughout the school year to ensure that each employee has only one StaffID.

Audit Process:

- LDOE identifies potential duplicate StaffIDs and drops a file into each district's DM FTP folder on **December 4, 2023**
 - File name: LEA_2023-24_StaffID Resolution1
- Districts should:
 - Review the file
 - Compare the demographic information for the staff in the file
 - Indicate Same or Different in the first column of the spreadsheet to denote whether the staff are truly duplicates or if they are actually two separate staff
 - Save the file as **LEACODE_2023-24_StaffID Resolution1_COMPLETE** by **December 11, 2023**
 - Make any retirement/split ID updates in applicable systems





eSER

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](#)
- **New Reports available:**
 - Federal Evaluation Listing (Public and Private)
 - Evaluation Results Report - Alternate Assessment

New eSER Reports

New report available:

- Federal Evaluation Listing (Public and Private)

Further optimization is required to the IEP report. To increase speed for end users we are temporarily returning to the previous IEP print version and will optimize and relaunch an enhanced version as soon as we can.

Report Request for Federal Evaluation Listing (Public and Private) Report [Return to Report Request](#)

Enter the report parameter(s), then click the the "Submit" button. Required parameters are marked with an asterisk (*).

Description:

*Count:

*LEA: Statewide

Group By School:

Export Format: PDF File

Submit

Clear



EdLink 360: 2023-2024 Data Collections and Dashboards

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	11/2/2023

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. 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

Step 1 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.

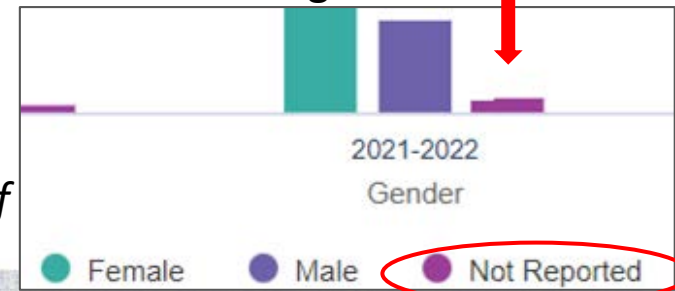
Step 2 Data Quality:

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

Step 3 Data Validation:

- *Hamburger Icon/Staff/Staff Overview/ What are the Staff*

Counts by Gender and Year?/2022-2023 Not Reported



Dropout Corrections

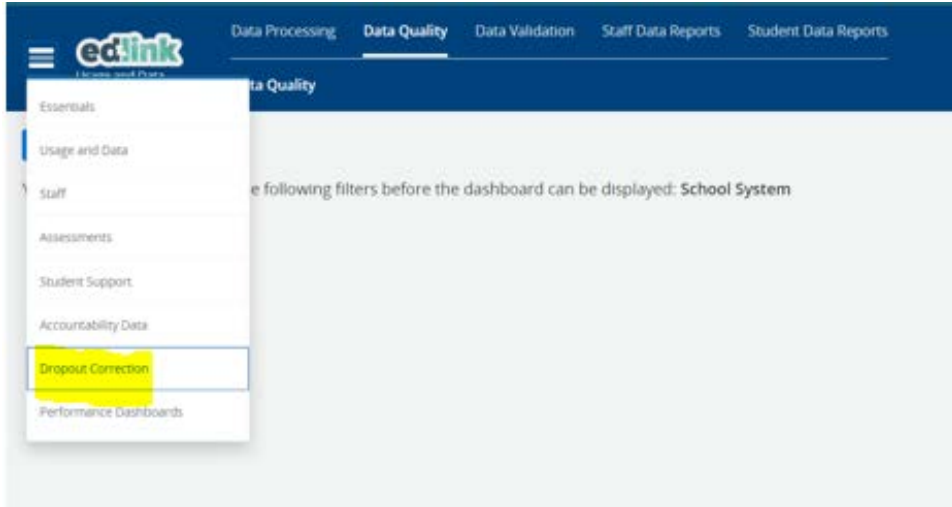
School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2022-2023	Dropouts	9/23/2023	12/15/2023

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-November to early December.
- 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 for the 1st and 2nd Semesters.

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

Step 1 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.

Step 2 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

Step 3 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

Step 4 Additional 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:

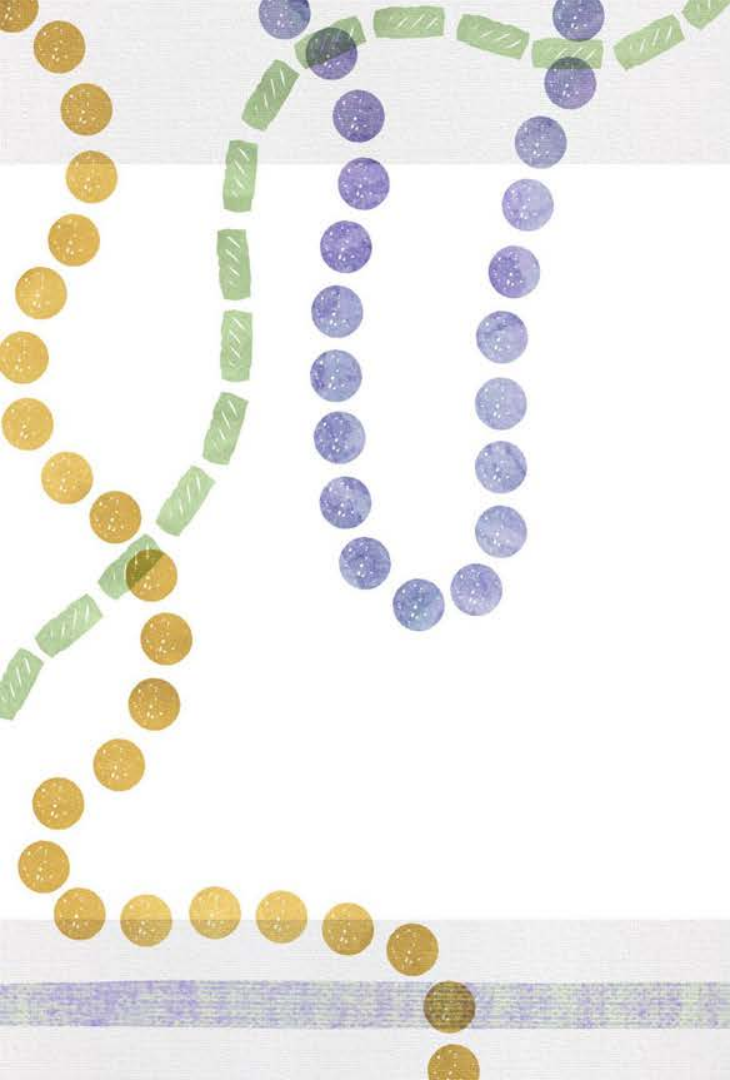
Hamburger Icon/Essentials/

- 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



EdLink 360 Resources

Statement of Affirmations

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.

NEW 2023-2024 SOA Return Links

Collection	Submission Link	SOA Blank Form
K3 BOY	Link	K3 BOY
K3 MOY	Link	K3 MOY
K3 EOY	Link	K3 EOY
Oct 1 MFP - Students	Link	Oct 1 MFP Students
SER IDEA Oct 1	Link	SER IDEA Oct 1
Oct 1 CLASS - Students	Link	Oct 1 CLASS Students
Oct 1 CLASS - Staff	Link	Oct 1 CLASS Staff
Feb 1 FMP	Link	Feb 1 MFP
SER MFP Feb 1	Link	SER Feb 1 MFP
EOY Students	Link	EOY Students
EOY Staff	Link	EOY Staff

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

Weekly Newsletters

2023-2024 Weekly Newsletters

We provide weekly newsletters for EdLink360 and post them to the [EdLink Support Page](#) on Mondays.

- [Tuesday, August 8](#)
- [Monday, August 14](#)
- [Monday, August 21](#)
- [Monday, August 28](#)
- [Tuesday, September 5](#)
- [Monday, September 11](#)
- [Monday, September 18](#)
- [Monday, September 25](#)
- [Monday, October 2](#)
- [Monday, October 9](#)

EdLink360 Trainings

2023-2024 EdLink360 Trainings

If you are new to EdLink360 or work with a particular collection of data, please visit our EdLink360 Training Posts located on the [EdLink Support Page](#).

August 22 2023	Introduction
August 29 2023	Dashboard Navigation
September 5 2023	Q/A session only
September 12 2023	Getting started
September 12 2023	LEAP 2025
September 19 2023	K-3 Assessment
September 26 2023	OCT 1 MFP
October 3 2023	Mentor& Resident <ul style="list-style-type: none">• Training• Compensation webinar

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
2October 202	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](#).