

# Data Coordinator Monthly Call

February 6, 2025



# Agenda

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[Ad Hoc Collections](#)

[Student Transcript System \(STS\)](#)

[Louisiana Evaluation System \(LES\)](#)

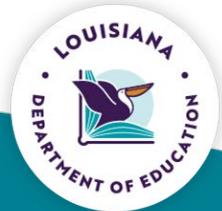
[Phishing Emails](#)

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[Resources](#)

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# 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 2024-2025 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 [ldedata@la.gov](mailto:ldedata@la.gov).



# Data Collections Calendar



# Benchmark Calendar 2024-2025

|  <b>LOUISIANA DEPARTMENT OF EDUCATION</b> | 2024      |           |                      |            |           | 2025      |           |           |       |  |      |           |          |           |
|---|-----------|-----------|----------------------|------------|-----------|-----------|-----------|-----------|-------|--|------|-----------|----------|-----------|
|   | August    | September | October              | November   | December  | January   | February  | March     | April | May  | June | July      | August   | September |
| <b>Collection</b>   |           |           |                      |            |           |           |           |           |       |  |      |           |          |           |
| 2023-24 EOY Dropout Corrections   | 8/19/2024 |           |                      |            |           | 1/17/2025 |           |           |       |  |      |           |          |           |
| Fall LEAP 2025 HS Assessments   | 8/19/2024 | 9/27/2024 |                      |            |           |           |           |           |       |  |      |           |          |           |
| KEA   |           |           | 10/1/2024-10/18/2024 |            |           |           |           |           |       |  |      |           |          |           |
| Oct 1 MFP/IDEA  | 8/19/2024 |           | 10/18/2024           |            |           |           |           |           |       |  |      |           |          |           |
| Mentor & Resident Teacher Collection  | 8/19/2024 |           | 10/25/2024           |            |           |           |           |           |       |  |      |           |          |           |
| Oct 1 Staff Vacancy Collection  | 8/19/2024 |           |                      | 11/15/2024 |           |           |           |           |       |  |      |           |          |           |
| Oct CLASS (Staff and Student)   | 8/19/2024 |           |                      |            |           | 1/10/2025 |           |           |       |  |      |           |          |           |
| Spring LEAP 2025 HS Assessments   |           |           |                      |            |           | 1/1/2025  | 2/7/2025  |           |       |  |      |           |          |           |
| STS Mid-Year in (Legacy System)   |           |           |                      |            | 12/2/2024 |           | 2/24/2025 |           |       |  |      |           |          |           |
| Feb 1 MFP   | 8/19/2024 |           |                      |            |           |           | 2/21/2025 |           |       |  |      |           |          |           |
| Feb 1 Staff Vacancy   | 8/19/2024 |           |                      |            |           |           | 2/28/2025 |           |       |  |      |           |          |           |
| CVR<br>(View Only)  |           |           |                      |            |           |           |           | 3/17/2025 |       | 3/17-5/2/25<br>Update daily<br>from Edlink to<br>CVR   |      |           |          |           |
| CVR (Verification)  |           |           |                      |            |           |           |           |           |       | 5/5-5/30/25<br>Verify in CVR<br>Only by COB<br>5/30/25 |      |           |          |           |
| SRO School Resource Officer   | 8/19/2024 |           |                      |            |           |           |           |           |       | 5/30/2025  |      |           |          |           |
| Student End-Of-Year   |           |           |                      |            |           |           |           | 2/24/2025 |       |  |      | 7/11/2025 |          |           |
| EOY Mentor and Resident   |           |           |                      |            |           | 1/1/2025  |           |           |       |  |      | 7/31/2025 |          |           |
| Staff End-Of-Year   |           |           |                      |            |           | 1/12/2025 |           |           |       |  |      |           | 8/8/2025 |           |
| STS End-Of-Year (Legacy System)   |           |           |                      |            | 12/2/2024 |           |           |           |       |  |      |           |          | 9/12/2025 |



# EdLink Security



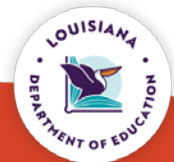
# EdLink Security

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](#).
  - Users must be granted access by the TAS District Security Coordinator.
- All systems that are new or have been recently enhanced will be provisioned through [EdLink Security](#).
  - Users must request and be approved by the EdLink Security Coordinator for system access.

## Provisioning Access for the 2024-25 Cycle of Collections

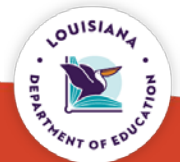
| Totally Automated System (TAS)   | EdLink Security Registration Portal   |
|--|---|
| <ul style="list-style-type: none"><li>● LEADS Portal</li><li>● STS - Student Transcript System</li><li>● SPS - Sponsor Site System</li><li>● AFR - Annual Financial Reporting System</li><li>● CIS - Compass</li></ul> | <ul style="list-style-type: none"><li>● EdLink Security</li><li>● EdLink 360</li><li>● EdLink Ops Portal</li><li>● Kinder Connect</li><li>● eSER</li><li>● Canopy</li><li>● Louisiana Education Portal (LEP)</li><li>● Supplemental Course Allocation (SCA)</li></ul> |



# EdLink Security Available Application Roles

| EdLink360  | EdLink Security  |
|--|--|
| <ul style="list-style-type: none"><li>● Data Analyst</li><li>● District Administrator</li><li>● Principal Administrator</li><li>● Homeless</li><li>● Accountability</li><li>● CTE Supervisor</li><li>● Finance (Business Manager)</li><li>● Human Resources</li><li>● School Counselor</li></ul> | <ul style="list-style-type: none"><li>● District Security Coordinator</li><li>● Local Security Coordinator (School Level)</li><li>● eSER Coordinator</li><li>● EdLink 360 Coordinator</li><li>● Canopy Coordinator</li><li>● LES Coordinator</li></ul> |

See all available application role and permission descriptions in the [EdLink Applications: Available Roles and Permissions Guide](#).



# SER Security Coordinator Update

**District and Local EdLink Security Coordinators must now request the additional role of SER Security Coordinator to be able to approve or reject SER requests.**

- This is the only additional security role needed for EdLink Security Coordinators.
- There is no need to request security coordinator access for other applications.
- The EdLink Security Coordinator role allows the coordinator to approve or reject all applications except SER.

Please refer to the updated [Security Coordinator Guide](#) for more information on security coordinator roles and responsibilities.

Districts without a SER Security Coordinator in place can be found in this [list](#).



# Superintendent Role in EdLink Security

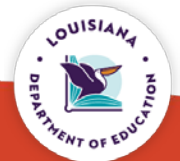
## District Security Coordinator Requests

- **Approval Required:** All requests for District Security Coordinators, including for SER, EdLink 360, Canopy, and LEP, must first be approved by the **superintendent** through EdLink Security.
- **Superintendent Enrollment:** Superintendents must:
  - Have an active EdLink Security account.
  - Be enrolled as the superintendent in EdLink Security to receive notifications and approve or reject requests.
- If your superintendent has not yet enrolled in EdLink Security, please refer to the [Superintendent Access Guide](#) for detailed instructions.
- Districts **without** a Superintendent in place can be found in this [list](#).



# District Security Coordinator Role in EdLink Security

- **Manage User Access & Roles:** Assign, modify, and revoke user roles and permissions for district staff to ensure appropriate access to EdLink applications.
- **Troubleshoot Access Issues:** Use EdLink Security dashboard tools to investigate and resolve login and permission-related issues for district users.
- **Submit System Support Tickets:** After troubleshooting an issue, submit a ticket to [system support](#) on behalf of the user if further assistance is needed.
- **Onboard & Offboard Users:** Ensure timely updates to staff access when personnel changes occur, including onboarding new users and removing access for departing employees.
- **Conduct Security Audits:** Regularly review user access reports to ensure compliance with least privilege principles and data security policies.



# Troubleshooting Tools for Security Coordinators

## EdLink Security Registration Search

- **Verify User Registration:** Check if a user has an active registration in EdLink Security.
- **Detect Data Discrepancies:** Identify mismatches between eScholar data and EdLink Security, which can impact access and role assignments.
  - a. **Check for Name Mismatches:** Check if the name in registration matches the name in eScholar exactly.
  - b. **Check for User ID Mismatches:** Check that the most current user ID in eScholar matches the user ID in registration.
- **Identify Duplicate Accounts:** Find duplicate registrations; Please submit a ticket to [system support](#) to disable a duplicate account.
- **Confirm Application Access/Assigned Roles:** Determine which EdLink applications the user has access to and identify any missing roles and permissions; Ensure the user has been assigned the correct role based on their district and job function.

## Registration Search

Q Search Filter

|          |                            |          |                            |
|----------|----------------------------|----------|----------------------------|
| Staff Id | – Please Enter Selection – | Login Id | – Please Enter Selection – |
| Name     | – Please Enter Selection – | Email    | – Please Enter Selection – |
| District | – Please Enter Selection – | Site     | – Please Enter Selection – |
|          |                            | Location | – Please Enter Selection – |

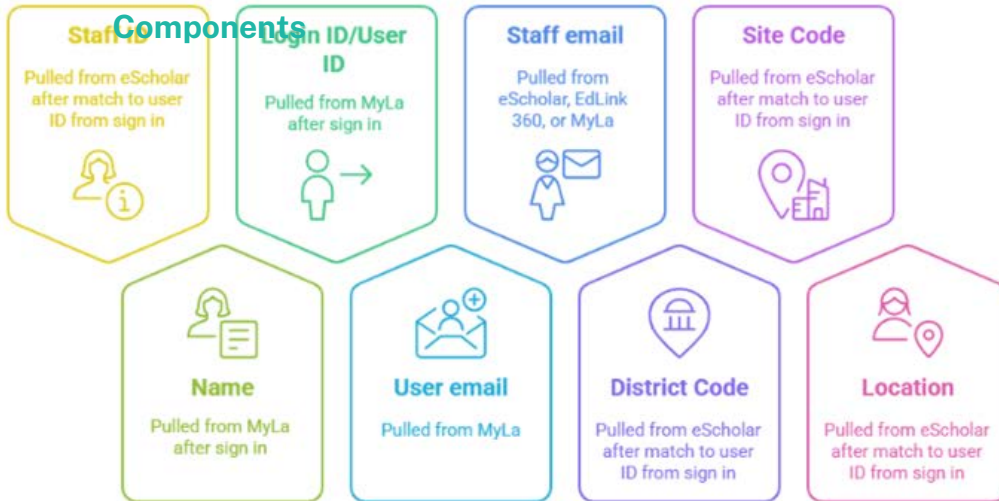
Apply Filter



# Registration Search to Identify User Issues

## EdLink Security Registration Search

### Components



### User Corrects:

- Name in MyLa
- User Email in MyLa

### State Assists District in Correcting:

- Duplicate Registrations

# Troubleshooting Tools for Security Coordinators

## eScholar Staff Search

- **Validate Staff Information:** Ensure the user's staff record is up to date, including name, user ID, and location assignment.
- **Detect Data Discrepancies:** Identify mismatches between eScholar data and EdLink Security, which can impact access and role assignments.
  - a. **Check for Name Mismatches:** Check if the name in registration matches the name in eScholar exactly.
  - b. **Check for User ID Mismatches:** Check that the most current user ID in eScholar matches the user ID in registration.
- **Confirm Staff ID:** Verify that the correct staff ID is associated with the user.
- **Check District/Site Assignment:** Ensure the user's current district and site information is accurate.

## eScholar Staff Search

Search Filter

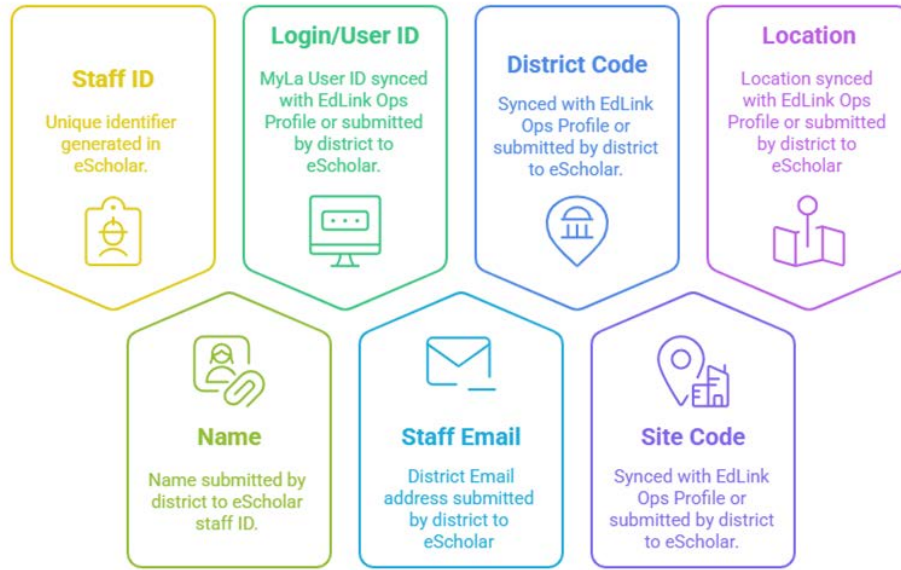
|          |                            |          |                            |
|----------|----------------------------|----------|----------------------------|
| Staff Id | — Please Enter Selection — | Login Id | — Please Enter Selection — |
| Name     | — Please Enter Selection — | Email    | — Please Enter Selection — |
| District | — Please Enter Selection — | Site     | — Please Enter Selection — |
|          |                            | Location | — Please Enter Selection — |

Apply Filter



# eScholar Staff Search to Identify User Issues

## eScholar Staff Search Components



### District Corrects:

- Name in eScholar
- Login ID/User ID in eScholar
- Staff Email in eScholar
- District and Site Code in eScholar

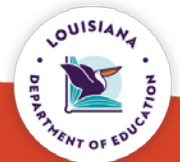
### State Assists District in Correcting:

- Duplicate Staff ID in eScholar

# Security Coordinator Troubleshooting Checklist

## Before you submit a system support ticket, check:

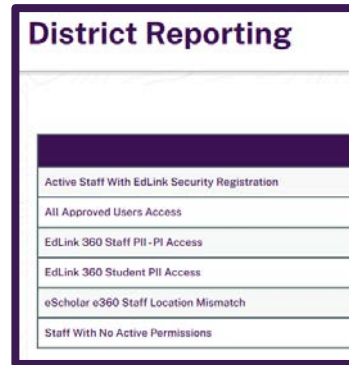
- Does the user have a 2025 Staff ID linked to their MyLa User ID in eScholar and EdLink Security registration?
- Is the user signing into EdLink Security with the same MyLa user ID linked to their eScholar staff record?
- Does the user's First Initial and Last Name match between their eScholar record and MyLa?
- Has the user's correct information been submitted in the 2024-25 EdLink360 staff extract file?
- Has it been 24 hours since the any changes were made to the eScholar record?
- Is the user using the correct URL for EdLink Security?
- Does the user have permissions needed to access the application?
- For Canopy and LEP access, does the user have a complete EdLink Security Registration, eScholar staff record, and EdLink 360 staff record?



# Reports Available for Security Coordinators

District Security Coordinators should conduct periodic audits of user access.

- There are several reports available to Security Coordinators.



The image shows a screenshot of a web application interface titled "District Reporting". Below the title is a list of reports, with the second item, "All Approved Users Access", highlighted in a dark purple box. The other reports listed are "Active Staff With EdLink Security Registration", "EdLink 360 Staff PII-PI Access", "EdLink 360 Student PII Access", "eScholar e360 Staff Location Mismatch", and "Staff With No Active Permissions".

| District Reporting                             |
|--|
| Active Staff With EdLink Security Registration |
| <b>All Approved Users Access</b>               |
| EdLink 360 Staff PII-PI Access                 |
| EdLink 360 Student PII Access                  |
| eScholar e360 Staff Location Mismatch          |
| Staff With No Active Permissions               |

Use the **All Approved Users Access Report** to review and audit user permissions.

Ensure that access is removed for any users who are no longer employed by the district or whose roles have changed. If you are unable to remove access for a former employee, please submit a ticket to [system support](#) with the user's names that need access removed.



# Creating an EdLink Security Account

All PK-12 teachers, administrators, and counselors must have an active [EdLink Security](#) account.

Please see the guide to [Creating Your EdLink Security Account](#) for step-by-step instructions for new EdLink Security users.

## Helpful Tips and Links:

- First and Last Name in the eScholar record and MyLa account must match **exactly**.
- The [MyLa FAQ](#) can help troubleshoot MyLa account issues.
- Permission guidance can be found in the [EdLink Security Guide](#).
- Allow one day after EdLink 360 permission is granted for your district dashboard to populate.
- Email [systemsupport@la.gov](mailto:systemsupport@la.gov) for user access issues.



# Important MyLa Account Creation Update

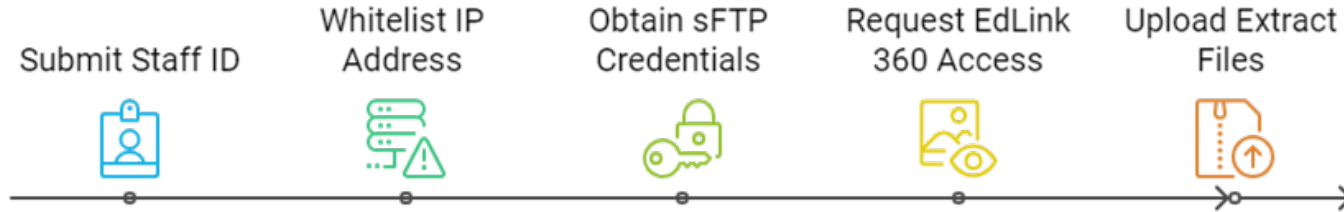
K-12 users are now encouraged to use a **personal email** when creating their MyLa account. The email used to create the MyLa account will populate in EdLink Security as the **user email**.

This ensures the account can transition with the educator throughout their career.

District Data Managers should submit staff **district emails** through the eScholar staff record or the EdLink 360 staff file, which will populate in EdLink Security as the **staff email**.



# Security Criteria for EdLink 360 Extract Uploads



- A StaffID must be assigned in eScholar/EdLink Security in order to report staff in the EdLink 360 extracts. Please contact your Security Coordinator or your eScholar StaffID administrator to verify a StaffID.
- Servers must be whitelisted in order to upload extract files to the PowerSchool sFTP. Whitelisting is performed by PowerSchool.
- A Username and Password are required to access the PowerSchool sFTP for uploading extract files. These credentials are assigned by PowerSchool.
- The District Security Coordinators are responsible for approving access to EdLink 360. Security Coordinators will need to request EdLink 360 Data Analyst access through EdLink Security. These approvals are performed by LDOE.

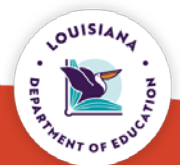
# EdLink 360 Staff File and User Access



Staff access to the **Canopy Learner** role and **LES Educator Profile** depends on the accurate and timely submission of the 2024-25 EdLink 360 staff extract file.

If your district has not yet submitted this file, please do so to ensure your staff has the necessary access to these systems.

If you have submitted the file and staff are reporting access issues for Canopy or LES, please ensure that the staff information including the location assignment is correct.



eSER



# eSER MFP Count Reminders:

- Jurisdiction is open as of 1/31 and entered in eSER before the official run on 2/20.
- SPED activity is open. Double check this. Services should generate SPED activity, but sometimes doesn't. Resave services to generate SPED activity.
- Services are open as of 1/31 and entered in eSER before the official run on 2/20.
- Current IEP was held on or before 1/31 and submitted in eSER before the official run 2/20.
- Student has a current eval.
- Please note, the official run is at 6PM on 2/20 to coincide with the EdLink 360 snapshot on 2/21.



# eSER Updates:

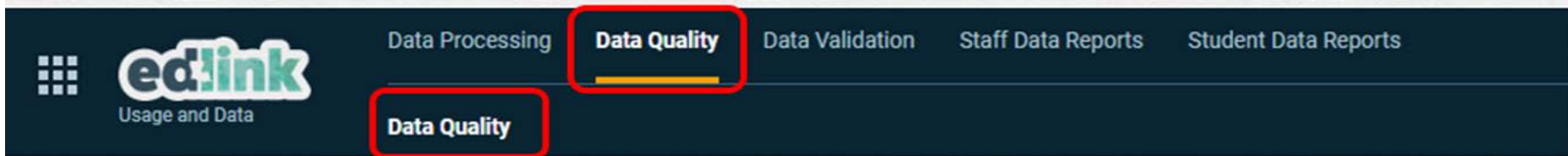
- On the Comprehensive Compliance Report the referral reason now populates
- LAA1 Site ID column was updated from the IEP jurisdiction to the current jurisdiction



# eScholar



# EdLink: Audit Codes U01, U02, U05



- Scroll through each Data Quality Measures
- Click on any of the hyperlinks

| <b>AUDIT CODE</b> | <b>MEASURE NAME</b>                          |
|-------------------|--|
| <u><b>U01</b></u> | <u><b>LASID Invalid</b></u>                  |
| <u><b>U02</b></u> | <u><b>LASID does not exist</b></u>           |
| <u><b>U05</b></u> | <u><b>Student LocalID does not match</b></u> |



# EdLink: Audit Codes U01, U02, U05

**U01** - Student 0123456789 during 2024-2025 does not exist in the eScholar active state IDs list.

- LASID submitted to EdLink does not exist in eScholar PersonID database.
- Remove the LASID that is in your local SIS and resubmit the student to eScholar PersonID; the application will assign a LASID for the student

**U02** - Student 0012345678 during 2024-2025 does not exist in eScholar at the same District for current school year

- The LASID in eScholar PersonID is from a previous school year.
- The district should submit the student to eScholar PersonID for ESSY 2025.

**U05** - Student 000234567 has an enrollment at Site ABC001 beginning on 08/08/2024 does not have the same STUDENT\_local ID (123456) for the current school year.

- The LocalID submitted to EdLink is different than then LocalID submitted to eScholar PersonID. District should either correct the LocalID in their local SIS or submit the student to eScholar PersonID with the correct LocalID.



# eScholar DirectMatch

## September - June:

- LDOE will run the statewide DirectMatch and provide the batch number to school systems once they got loaded into escholar.
  - January SNAP K12 Student Batch # 10129
  - January TANF K12 Student Batch # 10130
  - January Medicaid Free Lunch K12 Student Batch #
  - January Medicaid Reduced Lunch K12 Student Batch #
  - January Medicaid All K12 Student Batch #
- School systems will be responsible for resolving their near matches and loading the data into their local systems. Districts should load the SNAP, TANF, Medicaid Free and Medicaid Reduced files into their food service system and/or local SIS. **Do not load the Medicaid ALL file.**
- LDOE will run the Address Matching; districts will resolve the near matches. LDOE will send the matched LASIDs to the districts. Mark these students are Directly Certified (DC) Extended free lunch in your food service system and/or local SIS.
- DirectMatch resources are available on the [eScholar Support pg.](#)

Please contact [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov) with questions.



# eScholar Person ID

## Type 2 Charters and Residential Addresses

- Type 2 charters and SSDs are required to report the students' residential addresses in eScholar PersonID.
- Any student who has no address or Residing District Code in eScholar will be excluded from the official MFP count.
- The MFP audit process will review documentation in the following months and the funding for these students will be adjusted later in the year, in the same way as multiple and duplicate students are handled.
- Resubmit your students to eScholar PersonID with their addresses
- Ensure that each student record has a Residing District Code

## Residing District Code

- This is the 2-digit parish/city code of the public school district (attendance zone) in which the student lives or if student is enrolled in a residential school, the school district in which the legal guardian lives
- Parish/city codes: 01-69

## EdLink Audit Code: E01, E02

- Resubmit the students with their address and residing district code to eScholar PersonID

Please contact [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov) with questions.



# EdLink Errors - StaffID

## Error message:

- LOCAL\_STAFF\_KEY 1234567890 during 2024-2025 has a Staff ID that does not exist in eScholar at DISTRICT\_CODE 061
- Audit Code = **U06**

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

| AUDIT CODE | MEASURE NAME   | ERRORS    | DAYS TO RESOLUTION |
|------------|--|-----------|--------------------|
| <u>U06</u> | <u>STAFFID does not exist for MENTOR LOCAL STAFF KEY</u>   | <u>17</u> | <u>3.4</u>         |
| <u>U06</u> | <u>STAFFID does not exist for RESIDENT LOCAL STAFF KEY</u> | <u>48</u> | <u>5.3</u>         |
| <u>U06</u> | <u>StaffID Invalid for LOCAL STAFF KEY</u>                 | <u>97</u> | <u>9.8</u>         |

## Solution:

Submit the person to eScholar StaffID for the 2024-2025 school year (ESSY = 2025).

*EdLink tables sync with eScholar at about 5 pm (CST).*

*All eScholar updates must be made BEFORE 5 pm to clear U06 audit errors next day.*



# EdLink 360 Data Collections



# Benchmark Calendar 2024-2025

| 2024-2025 EdLink 360 Data Submissions          |   | All extract submissions are expected to be submitted daily by 5:00pm if the data is available. |                                 |           |                     |
|--|---|--|---------------------------------|-----------|---------------------|
| As of  |   | 1/1/25   | 12/2/24                         | 1/31/25   | 8/19/24             |
| Snapshot Start Date                            |   |  |                                 |           |                     |
| Collection End Date (Snapshot or System Close) |   | 2/7/25   | 2/24/25                         | 2/21/25   | 2/28/25             |
| EdLink 360 Extract Data Type                   | EdLink 360 Extract File   | Spring LEAP 2025 HS Assessments  | STS Mid-Year in (Legacy System) | Feb 1 MFP | Feb 1 Staff Vacancy |
| CALENDARS                                      | calendars.tsv calendars_ext.tsv                                   | X  |                                 | X         | X                   |
| COURSE OFFERINGS                               | course_offerings.tsv course_offerings_ext.tsv                     | X  |                                 | X         |                     |
| STUDENTS                                       | students.tsv students_ext.tsv                                     | X  |                                 | X         |                     |
| ENROLLMENTS                                    | enrollments.tsv enrollments_ext.tsv                               | X  |                                 | X         |                     |
| ASSESSMENTS                                    | k3_assessments.tsv  |  |                                 |           |                     |
| HOMELESS                                       | homeless_services.tsv   |  |                                 | X         |                     |
| DISCIPLINE - Incidents                         | discipline_incidents.tsv discipline_incidents_ext.tsv             |  |                                 | X         |                     |
| DISCIPLINE - Offenses                          | discipline_offenses.tsv discipline_offenses_ext.tsv               |  |                                 | X         |                     |
| DISCIPLINE - Actions                           | discipline_actions.tsv discipline_actions_ext.tsv                 |  |                                 | X         |                     |
| DISCIPLINE - Persons                           | discipline_persons.tsv  |  |                                 | X         |                     |
| PROGRAM MEMBERSHIP                             | program_membership.tsv  |  |                                 | X         |                     |
| ATTENDANCE                                     | attendance.tsv  |  |                                 | X         |                     |
| STUDENT - Class Schedules                      | student_schedules.tsv   | X  |                                 | X         |                     |
| STUDENT MARKS (Optional)                       | student_marks.tsv   |  |                                 | X         |                     |
| STUDENT - Interventions (Optional)             | students_interventions.tsv  |  |                                 | X         |                     |
| STAFF - Demographics                           | staff.tsv staff_ext.tsv   | X  |                                 |           |                     |
| STAFF-Assignments                              | staff_assignments.tsv staff_assignments_ext.tsv                   | X  |                                 |           |                     |
| STAFF - Class Schedules                        | staff_course_offering_link.tsv                                    | X  |                                 |           |                     |
| STAFF - Payroll                                | payroll_ldoe.tsv  |  |                                 |           |                     |
| STAFF - ABSENCES                               | staff_absences.tsv  |  |                                 |           |                     |
| MENTOR TEACHER and RESIDENT TEACHER            | mentor_teacher_link.tsv   |  |                                 |           |                     |
| VACANT STAFF - Demographics                    | vacant_staff.tsv vacant_staff_ext.tsv                             | X  |                                 |           | X                   |
| VACANT STAFF - Assignments                     | vacant_staff_assignments.tsv vacant_staff_assignments_ext.tsv     | X  |                                 |           | X                   |
| VACANT STAFF - Class Schedules                 | vacant_staff_course_offering_link.tsv                             | X  |                                 |           | X                   |
| VACANT STAFF - Payroll                         | vacant_payroll_ldoe.tsv   |  |                                 |           | X                   |
| CONTRACT STAFF - Demographics                  | contract_staff.tsv contract_staff_ext.tsv                         | X  |                                 |           |                     |
| CONTRACT STAFF - Assignments                   | contract_staff_assignments.tsv contract_staff_assignments_ext.tsv | X  |                                 |           |                     |
| CONTRACT STAFF - Class Schedules               | contract_staff_course_offering_link.tsv                           | X  |                                 |           |                     |

Please refer to the [2024-2025 Benchmark Calendar](#) for a list of extracts that should be submitted.

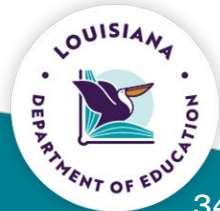


# Feb 1 MFP Support Structure

February 1 MFP Collection closes on February 21; data must be submitted by 5 p.m. on February 20. Below are several support structures in place for this collection:

- **Collection Email Outreach:** Scheduled weekly and focused on high-impact data elements throughout January-February.
- **Phone Calls:** Conducted daily by EICs to assigned systems January-February.
- **Critical Meetings:** 1:1 support meetings beginning in February.
- **Geocoding Outreach:** Focused on geocoding issues, January-February.
- **Superintendent Emails:** Superintendents receive high-level summaries of current collection state at strategic points during the collection.
- **Accountability Outreach:** Post-collection discussions focused on major discrepancies in data from prior collection.

Email [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.



# February 1 MFP Support Structure

| Feb 1 MFP Support Structure        |  |
|------------------------------------|--|
| Collection Starts                  | 1/21   |
| Email Outreach                     | 1/21 (canceled), 1/27 (canceled), 2/3, 2/10 (sites missing)<br>1/23 (canceled), 1/30 (canceled), 2/6, 2/13 (Extension Academy)<br>2/17, 2/18, 2/19, 2/20 (All Daily) |
| Targeted Phone Calls (Daily)       | 1/27 - 2/7   |
| Superintendent Email (4 weeks out) | Week of 2/3/2025   |
| Critical 1:1 Support Meetings      | 2/3-2/20   |
| Superintendent Email (2 weeks out) | Week of 2/17/2025  |
| Geocoding Outreach                 | 1/22 (canceled), 1/28, 2/4, 2/11, 2/13, 2/17 & 2/19  |
| Collection Snapshot                | 2/21   |
| Accountability Outreach            | Week of 3/10/2025  |



| <b>Spring Collections</b>                      |  |                  |                                |
|--|--|------------------|--------------------------------|
|  |  |                  |                                |
| <b>1/1/25</b>                                  | <b>12/2/24</b>                                 | <b>8/19/24</b>   | <b>8/19/24</b>                 |
| <b>2/7/25</b>                                  | <b>2/24/25</b>                                 | <b>2/21/25</b>   | <b>2/28/25</b>                 |
| <b>Spring LEAP<br/>2025 HS<br/>Assessments</b> | <b>STS Mid-Year<br/>in (Legacy<br/>System)</b> | <b>Feb 1 MFP</b> | <b>Feb 1 Staff<br/>Vacancy</b> |

# Spring Collections

# Spring LEAP 2025

| School Year | Snapshot Group                  | Snapshot Start Date | Snapshot End Date |
|-------------|---------------------------------|---------------------|-------------------|
| 2024-2025   | Spring LEAP 2025 HS Assessments | 1/1/25              | 2/7/25            |

Using the Usage and Data > Data Validation > Assessment Data Validation > Spring LEAP 2025 Dashboards

## EdLink 360 Extract Data Types:

- 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

# Feb 1 MFP

| School Year | Snapshot Group | Snapshot Start Date | Snapshot End Date |
|-------------|----------------|---------------------|-------------------|
| 2024-2025   | Feb 1 MFP      | 8/19/24             | 2/21/25           |

This snapshot will capture data for students enrolled on January 31, 2025, which is the count date.

Feb 1 MFP Data: CALENDARS, COURSE\_OFFERINGS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM\_MEMBERSHIP, ATTENDANCE, STUDENT-Class Schedules, STUDENT\_MARKS (optional) and STUDENT-INTERVENTIONS.

**This collection of data is used is critical for MFP Funding and ED Calculations.**

Please refer to the [2024-2025 Benchmark Calendar](#) for a list of extracts that should be submitted.

# Feb 1 Staff Vacancy

| School Year | Snapshot Group      | Snapshot Start Date | Snapshot End Date |
|-------------|---------------------|---------------------|-------------------|
| 2024-2025   | Feb 1 Staff Vacancy | 8/19/24             | 2/28/25           |

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 [2024-2025 Benchmark Calendar](#) for a list of extracts that should be submitted.

# EdLink 360 - Tips for Success

Checking File Record Rejection



# Usage and Data > Data Processing > File Record Rejection

- Why are the files not loading at 100%?
- Rejected records will cause K-codes
- Nearly all K-codes can be cleared by resolving File Record Rejection



Data Processing

Data Quality

Data Validation

Staff Data Reports

Student Data Reports

Class Data Reports

File Errors

File Record Rejection

Filter Data ▼



# How to read Data Processing File Record Rejections

| FILE TYPE               | LINE NUMBER | REJECT COLUMN     | MESSAGE                            |
|-------------------------|-------------|-------------------|------------------------------------|
| EXTRACT STUDENTS_EXT    | 28581       | LOCAL_STUDENT_KEY | Required field contains null value |
| EXTRACT STUDENTS_EXT    | 28679       | LOCAL_STUDENT_KEY | Required field contains null value |
| EXTRACT STUDENTS_EXT    | 29377       | LOCAL_STUDENT_KEY | Required field contains null value |
| EXTRACT STUDENTS_EXT    | 46853       | LOCAL_STUDENT_KEY | Required field contains null value |
| EXTRACT ENROLLMENTS_... | 25856       | PK_FUNDING_CODE   | Unaccepted value                   |
| EXTRACT STUDENTS        | 641         | LOCAL_STUDENT_KEY | Required field contains null value |
| EXTRACT STUDENTS        | 2079        | LOCAL_STUDENT_KEY | Required field contains null value |

Duplicate Rejected Records are often resolved by correcting other rejections



# Data Processing > File Record Rejection

| Row Labels               | DISCIPLINE_       | ENROLLMENTS | ENROLLMENTS | HOMELESS   | STUDENTS_ | STUDENTS_  | Grand Total |             |
|--------------------------|-------------------|-------------|-------------|------------|-----------|------------|-------------|-------------|
|                          | ATTENDANCEPERSONS | ENROLLMENTS | _EXT        | _SERVICES  | STUDENTS  | EXT        |             |             |
| ADMISSION_DATE           |                   |             | 12          |            |           |            | 12          |             |
| ATTENDANCE_TYPE          | 16                |             |             |            |           |            | 16          |             |
| ENGLISH_PROFICIENCY_CODE |                   |             |             | 185        |           |            | 185         |             |
| HOMELESS_CODE            |                   |             |             | 7          |           |            | 7           |             |
| HOMELESS_REASON_CODE     |                   |             |             | 16         |           |            | 16          |             |
| HOMELESS_STUDENT_TYPE    |                   |             |             |            | 53        |            | 53          |             |
| LOCAL_STUDENT_KEY        | 81                | 51          |             |            | 176       | 176        | 484         |             |
| READ_ELA_ACCOM_CODE      |                   |             |             |            |           | 8          | 8           |             |
| READ_MATH_ACCOM_CODE     |                   |             |             |            |           | 21         | 21          |             |
| READ_SCI_ACCOM_CODE      |                   |             |             |            |           | 21         | 21          |             |
| READ_SS_ACCOM_CODE       |                   |             |             |            |           | 21         | 21          |             |
| SCHOOL_YEAR              |                   | 4           |             |            |           |            | 4           |             |
| STUDENT_LANGUAGE         |                   |             |             |            | 86        |            | 86          |             |
| STUDENT_STATE_ID         |                   |             |             |            | 176       |            | 176         |             |
| TRUANCY_INDICATOR        |                   |             |             | 2          |           |            | 2           |             |
| <b>Grand Total</b>       | <b>97</b>         | <b>4</b>    | <b>63</b>   | <b>210</b> | <b>53</b> | <b>438</b> | <b>247</b>  | <b>1112</b> |

**Rejected records do not make it to Data Quality or Data Validation**



# Data Quality > ADQs

| ADQ | Audit Code Text  | Count of Audit Code |
|-----|--|---------------------|
| 505 | Students with Enrollments but no Classes   | 26702               |
| 304 | Enrollments with Missing or Misaligned Calendar Code   | 1856                |
| 240 | SCHEDULE_START_DATE<COURSE_SECTION_START_DATE  | 1834                |
| 39C | Student identified as Homeless on prior enrollment but not identified on current enrollment  | 303                 |
| U01 | LASID invalid  | 236                 |
| U02 | LASID does not exist   | 234                 |
| 39B | Homeless Students with no Homeless Services Provided   | 231                 |
| K30 | LOCAL_ENROLLMENTS_KEY submitted in enrollments.tsv is missing from enrollments_ext.tsv       | 173                 |
| E01 | Missing RESIDE_PARISH_CODE in eScholar   | 121                 |
| 371 | Absences not allowed with WITHDRAW_REASON_CODE 18  | 111                 |
| K02 | LOCAL_DISCIPLINE_OFFENSE_KEY in discipline_offenses_ext missing from discipline_offenses.tsv | 104                 |
| 369 | WITHDRAW_DATE does not fall on Instructional Day   | 99                  |
| 376 | DROP_REASON_CODE required for WITHDRAW_REASON_CODE 02  | 93                  |



# Ad Hoc Collections



# School Resource Officer

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.

JotForm Link: [School Resource Officer 24/25 Collection](#)

**Only 54 Districts** have submitted this collection data through JotForm (as of 2/5/25).

**This collection will close 5/30/2025 (COB) to pull down all reported data submissions.**



# Student Transcript System (STS)



# 2024-2025 STS

| School Year | System               | Collection Start Date | Collection End Date |
|-------------|----------------------|-----------------------|---------------------|
| 2024-2025   | STS (Mid-Year Grads) | <u>12/9/2024</u>      | 2/24/2025           |
| 2024-2025   | STS                  | <u>12/9/2024</u>      | 9/12/2025           |



# STS Enhancements - 020 Record

|     |                        |   |   |   |          |
|-----|------------------------|---|---|---|----------|
| 148 | FAFSA Application Flag | 1 | A | <p>Indicates whether a FAFSA application has been completed by the student. Required for Graduates, optional for non-graduates. Allowed Values:</p> <ul style="list-style-type: none"><li>• 1 = FAFSA Completion</li><li>• 2 = TOPS Form Completion</li><li>• 3 = Parent/Guardian Waiver <b>(Expire 24-25)</b></li><li>• 4 = Hardship Waiver <b>(Expire 24-25)</b></li><li>• 5 = No Responses Received <b>(New 24-25)</b></li></ul> | Optional |
|-----|------------------------|---|---|---|----------|



# STS Enhancements - 030 Record

|     |                 |   |   |   |   |  |
|-----|-----------------|---|---|---|---|--|
| 238 | Internship Type | 2 | A | 0 | <p>For <b>ONLY</b> the course codes listed below, systems are <b>required</b> to report whether the internship is paid or unpaid. If this new field is blank for the below course codes, a transcript error will be returned.</p> <p><u>Courses</u><br/>080202-CDF-Qualifying CTE Internship I (1 CREDIT)<br/>080200-CDF-Qualifying CTE Internship I (2 CREDITS)<br/>080203-CDF-Qualifying CTE Internship II (1 CREDIT)<br/>080201-CDF-Qualifying CTE Internship II (2 CREDITS)</p> <p>Code Values (INTRNTYP):</p> <p><i>01: Paid</i><br/><i>02: Unpaid</i></p> | Required for the course codes in the description column. |
|-----|-----------------|---|---|---|---|--|



# STS May Graduates

- Ensure that graduates have a graduation date in STS with any credentials before students are awarded diplomas.
  - Ensure that all credentials have been added to STS for the graduating students, as AAA will no longer accept requests to add credentials to cohort graduation members through data certification.



# Louisiana Evaluation System (LES)



# Louisiana Evaluation System (LES)

[LES](#) is being used for all evaluation data. It is encouraged to collaborate with your LES system contact person to ensure that educators are able to access LES.

Some notes about LES:

- Rosters pre-populate from EdLink.
- Staff information related to eScholar and EdLink 360 data should be up to date.
- Users will access [EdLink Security](#) for LES.

Resources are available to review the operations and functions of LES.

[LES for System Leaders](#)

[LES for System Leaders \(recording\)](#)

Please contact [leads@la.gov](mailto:leads@la.gov) with questions.



# Phishing emails



# Phishing Emails

At the beginning of this calendar year, there were reports of phishing emails that looked like they were sent from LDOE. These emails did not come from our inboxes or email addresses and were phishing attempts. Thank you to those of you who caught it and reported it to us immediately! Please continue to use caution when clicking links in your emails. As many of you did, please also continue to reach out to LDOE if you are concerned about a suspicious email. We will continue to respond letting you know whether or not you should regard it as an authentic email.



# Accountability Contact



# Accountability Updates

- The new accountability system will eliminate the lag year for cohort graduation data that is included in the School Performance Score (SPS) beginning with the 2025 release.
  - The upcoming spring cohort graduation data certification will include one final traditional roster review and it will include exit code reviews for the 2025 graduation cohort.
  - Beginning in 2025-2026, cohort graduation data certification will be released in two phases:
    - Phase 1 in the late-spring, will include exit code reviews for the current cohort (**late-spring pull**).
    - Phase 2 will be conducted in the late-summer, and will allow for review of graduation status (**pulled 8/8/25**), nationally recognized exam attainment and credentialing attainment.



# Resources



# EdLink 360 Support Page

## [EdLink 360 Support Page](#)

- Announcements & Reminders
- Webinar Slide Decks
- Benchmark Calendar
- System Enhancements
- User Guides
- File Layouts and File Samples
- Code Reference Tables
- District Contact List
- One-Pager Guidance
- ADQ List
- Collection Training

### 2024-2025 EdLink360

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#### 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](#)

**NEW** [2024-2025 Benchmark Calendar](#)

#### 2024-2025 User Guides for data Included in EdLink 360

- **NEW** Calendars and Attendance: [2024-2025 Calendars and Attendance User Guide](#)
- **NEW** Student Data Extracts: [2024-2025 Student User Guide](#)
- **NEW** Staff Data Extracts: [2024-2025 Staff User Guide](#)
- **NEW** Dropout Corrections: [2024-2025 Dropouts User Guide](#)
- [EdLink Frequently Asked Questions \(FAQ\)](#)

For troubleshooting and reporting issues, please email [systemsupport@la.gov](mailto:systemsupport@la.gov)

| 2024-2025 STUDENT DATA<br>File Layouts and Samples  | 2024-2025 STAFF DATA<br>File Layouts and Samples   |
|---|--|
| <p><a href="#">Audit Codes and Messages-Tool for Correcting Errors</a></p> <p><b>CALENDARS</b></p> <ul style="list-style-type: none"><li>• <a href="#">calendars.tsv</a></li><li>• <a href="#">calendars_ext.tsv</a><ul style="list-style-type: none"><li>• <a href="#">SAMPLE calendars extracts</a></li></ul></li></ul> <p><b>STUDENTS</b></p> <ul style="list-style-type: none"><li>• <a href="#">students.tsv</a></li><li>• <a href="#">students_ext.tsv</a><ul style="list-style-type: none"><li>• <a href="#">SAMPLE students extracts</a></li></ul></li></ul> <p><b>STUDENT ATTENDANCE</b></p> <ul style="list-style-type: none"><li>• <a href="#">attendance.tsv</a><ul style="list-style-type: none"><li>• <a href="#">SAMPLE attendance extract</a></li></ul></li></ul> | <p><a href="#">Audit Codes and Messages-Tool for Correcting Errors</a></p> <p><b>STAFF</b></p> <ul style="list-style-type: none"><li>• <a href="#">staff.tsv</a></li><li>• <a href="#">staff_ext.tsv</a></li><li>• <a href="#">staff_assignments.tsv</a></li><li>• <a href="#">staff_assignments_ext.tsv</a></li><li>• <a href="#">staff_course_offering_link.tsv</a></li><li>• <a href="#">staff_absences.tsv</a></li><li>• <a href="#">payroll_idoe.tsv</a></li><li>• <a href="#">mentor_teacher_link.tsv</a></li></ul> <p><a href="#">SAMPLE STAFF extracts</a></p> |



# Support Meetings



# Weekly Support Calls

- All Data Collection questions to be emailed to [systemsupport@la.gov](mailto:systemsupport@la.gov).
- EdLink Weekly Calls:

| <u>EdLink Weekly Q&amp;A Session</u><br><u>Tuesdays @ 11:00AM</u> |                                 |
|---|---------------------------------|
| <b>Month</b>  | <b>Session Dates</b>            |
| August  | 8/13, 8/20, 8/27                |
| September   | 9/3, 9/10, 9/17, 9/24           |
| October   | 10/1, 10/8, 10/15, 10/22, 10/29 |
| November  | 11/5, 11/12, 11/19, 11/26       |
| December  | 12/3, 12/10, 12/17              |
| January   | 1/7, 1/14, 1/21, 1/28           |
| February  | 2/4, 2/11, 2/18, 2/25           |
| March   | 3/4, 3/11, 3/18, 3/25           |
| April   | 4/1, 4/8, 4/15, 4/22, 4/29      |
| May   | 5/6, 5/13, 5/20, 5/27           |
| June  | 6/3, 6/10, 6/17, 6/24           |
| July  | 7/1, 7/8, 7/15, 7/22, 7/29      |



# Monthly Support Calls

- All Data Collection questions to be emailed to [systemsupport@la.gov](mailto:systemsupport@la.gov).
- EdLink Monthly Calls:

| <u>Data Coordinator Monthly Webinar</u><br><u>@ 1:00pm</u> |                                      |
|--|--------------------------------------|
| Month  | Session Dates                        |
| August   | Thursday, August 15, 2024 (Bootcamp) |
| September  | Thursday, September 05, 2024         |
| October  | Thursday, October 03, 2024           |
| November   | Thursday, November 07, 2024          |
| December   | Thursday, December 05, 2024          |
| January  | Thursday, January 09, 2025           |
| February   | Thursday, February 06, 2025          |
| March  | Thursday, March 06, 2025             |
| April  | Thursday, April 10, 2025             |
| May  | Thursday, May 08, 2025               |
| June   | Thursday, June 05, 2025              |
| July   | Thursday, July 10, 2025              |

Each month, Webinar materials are posted on the [Webinar Support page](#)



[Register](#) for  
the 2024-2025  
School Year.



# eScholar Support Calls

- All Data Collection questions to be emailed to [systemsupport@la.gov](mailto:systemsupport@la.gov).
- eScholar Office Hours:

## 2024-2025 eScholar Office Hours - Thursdays @ 10:00AM

| Month     | Session Dates   |
|-----------|-----------------|
| August    | 8/1, 8/15, 8/29 |
| September | 9/12, 9/26      |
| October   | 10/10, 10/24    |
| November  | 11/7, 11/21     |
| December  | 12/5, 12/19     |
| January   | 1/16, 1/30      |
| February  | 2/6, 2/20       |
| March     | 3/6, 3/20       |
| April     | 4/3, 4/17       |
| May       | 5/1, 5/15, 5/29 |
| June      | 6/12, 6/26      |

Each month, Webinar materials are posted on the [eScholar Support page](#)



# Helpful Links

## Websites

[EdLink 360](#)

[EdLink Security](#)

[eSER](#)

[STS](#)

[AFR](#)

[CVR](#)

[Office Hours and Webinars](#)

[eScholar](#)

## Topic

## Email

System Support

- AFR
- LEA Contact List Updates
- CVR
- EdLink Security
- eSER
- EdLink360
- STS
- Sponsor Site

[systemsupport@la.gov](mailto:systemsupport@la.gov)

eScholar

[Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)  
or [Wanggan.Yang@la.gov](mailto:Wanggan.Yang@la.gov)

Canopy

[amanda.slaughter@la.gov](mailto:amanda.slaughter@la.gov)

Louisiana Evaluation System (LES)

[leads@la.gov](mailto:leads@la.gov)

Interests & Opportunities  
Act 1 LA GATOR

[accountability@la.gov](mailto:accountability@la.gov)

# Contact List



# Contact List Updates

Please take a moment to verify the [contact list](#) posted on the [EdLink 360 Support Page](#).

The EIC Team has made **over 700 calls** over the past two and a half weeks, but are finding that some contact list phone numbers and email addresses are not up to date.

It's very important for the System Support Team to have updated and accurate contact information, so that as we review and analyze current collection data, we can contact Data Managers.

