

Data Coordinator Monthly Call

July 10, 2025



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2025 Cohort Drop-out



Cohort Graduation Data Certification

Cohort Graduation Data Certification – Key Update

The 2025 SPS will include data from the 2023-2024 and 2024-2025 graduation cohorts, launching a new timeline for submitting critical records to EdLink and STS prior to annual data certification.

- Review current high school dropout records in EdLink by July 11.
- Update only if documentation confirms the student is not a dropout.
- No corrections will be accepted this summer for dropout data from 2021-2022, 2022-2023, or 2023-2024.

This cohort data certification will occur alongside ACT, DCAI, and assessment certifications.



Phishing emails

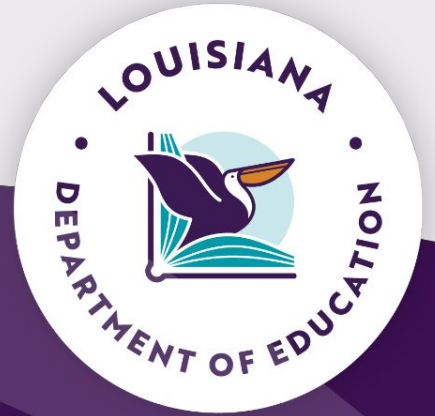


Phishing Emails

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.



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.



Data Management File Transfer Protocol (DM FTP) Guidelines



Updated DM FTP Guidelines

Secure FTP is a secure way to transfer files from one host to another. Files uploaded to FTPs are to be downloaded and then deleted.

Dropping Files

LDOE Program Teams: Drop files into designated folders & communicate with School Systems when & where files are dropped

School System Security Coordinators: Drop files into **designated folders** for LDOE contact & communicate with LDOE contact when & where files are dropped

Note: All files should be dropped into a program team folder. See example in the black box.

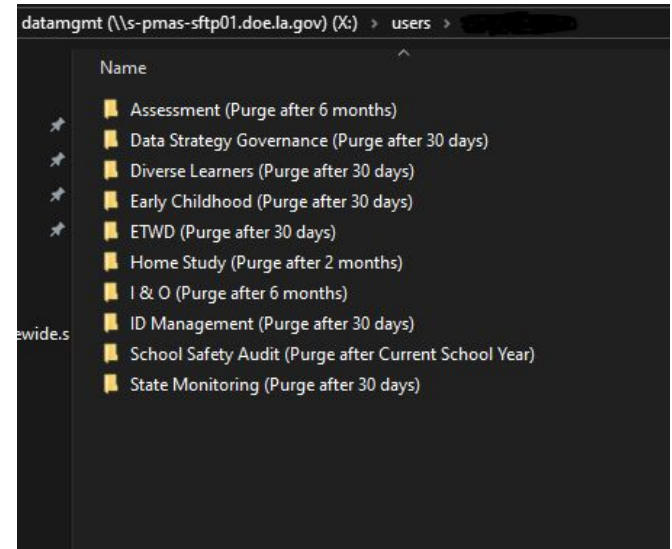
Removing Files

LDOE Program Team: Move files shared by School Systems from designated folder to secure location.

School System Security Coordinators: Download files shared by LDOE contacts and delete from DM FTP

LDOE Data Privacy Team: Purge files left in Program Team folders beyond folder's purge timeline. See labels in example.

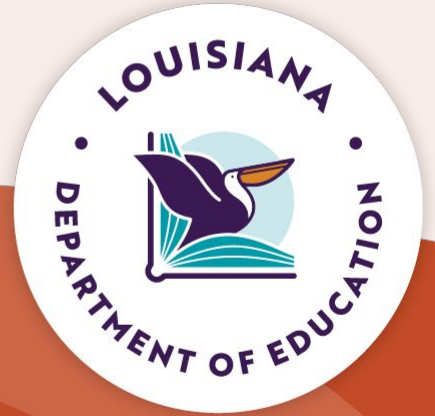
Note: First purge began May 1st and will occur every first week of the month.



For questions or concerns with the DM FTP, contact ldedata@la.gov.

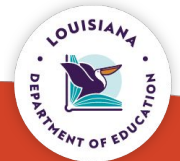


EdLink Security



District EdLink Security Coordinator Responsibilities

- **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.
- **Conduct Security Audits:** Regularly review user access reports to ensure compliance with least privilege principles and data security policies.
- **Facilitate Superintendent Approvals:** Coordinate and verify superintendent approvals for role assignments that require higher-level authorization.
- **Onboard & Offboard Users:** Ensure timely updates to staff access when personnel changes occur, including onboarding new users and removing access for departing employees.



EdLink Security Troubleshooting Guide

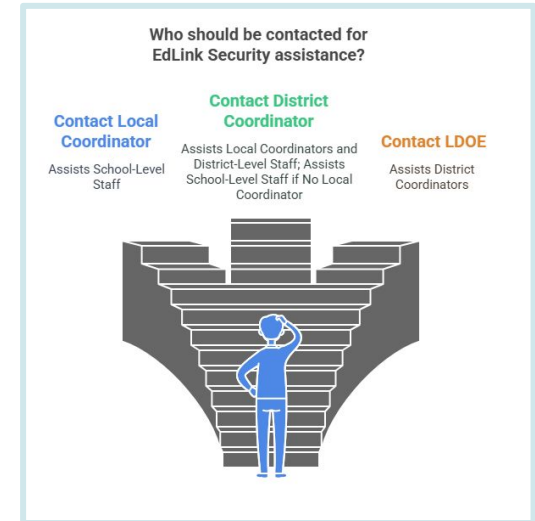
A [Troubleshooting Guide](#) has been developed for EdLink Security Coordinators to identify and resolve common user account issues.

If you are a Security Coordinator, please refer to the EdLink Security Troubleshooting Guide before submitting a [System Support](#) ticket on behalf of staff.

Be sure to include the following information in the System Support ticket:

- User's Name
- User's Staff ID
- User's MyLa User ID
- Screenshots of issue if available

Refer to the [Security Coordinator Quick Guide](#) for more information.



Security Coordinator Troubleshooting Checklist

No Access? 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 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?



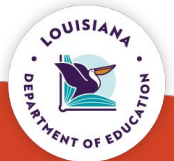
District Security Coordinator Audit Reports

District Security Coordinators should conduct periodic audits of user access.

District Reporting
Active Staff With EdLink Security Registration
All Approved Users Access
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.

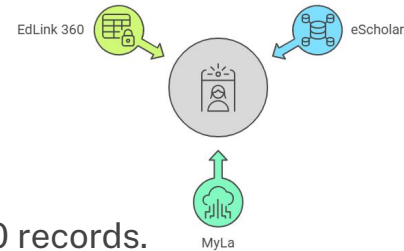


EdLink Security: LEP and Canopy Access

All PK-12 Public School Staff must have an [EdLink Security](#) account to access the new **Louisiana Education Portal (LEP)** and **Canopy**, the state's professional learning platform. **New Users** should follow the steps in the [EdLink Security New User Guide](#) to create their account.

LEP and Canopy Access User Requirements:

- Must have **MyLa user credentials**.
- Must have a 2025 **eScholar record** with current MyLa user ID.
- Must be included in the **2024-25 EdLink 360 staff file extract**.



Important Account Information:

- **Names must match exactly** across MyLa, eScholar, and EdLink 360 records.
- Users must sign in to **EdLink Security** with the same MyLa user ID listed in the **eScholar staff record**.
- Districts should submit staff's **district email address** through **eScholar** or the **EdLink 360 staff file extract**.
- Users must sign in to **EdLink Security** to sync updates to MyLa and eScholar.
- **eScholar syncs overnight** with EdLink Security – allow **24 hours** for updates to reflect in user accounts.

[EdLink Security Guide](#)

Access Issues?: Contact systemsupport@la.gov



Important Canopy Reminders

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

The EdLink 360 Staff File was captured on **May 15th** for Canopy Learner access. This will allow uninterrupted access to Canopy through the summer. Please note:

- Existing Canopy users will remain assigned to the school site that was captured on May 15th.
- If existing Canopy users transfer to a new school or school system, they will be assigned to the new site when the 2025-26 EdLink 360 staff extract file is submitted. All coursework will transfer.
- New staff can access Canopy with a MyLa account and course code.
- It is important that staff keep the same MyLa credentials so that coursework will transfer.



Important LEP Reminders

- The EdLink 360 Staff File was captured in **May** for LEP/LES access. New staff must be included in the **2025-26 EdLink 360 Staff File** opening in August for LEP/LES access in the 2025-26 school year.
- **Teachers should not have access to any LEP roles.** Teacher access to LEP is granted based on inclusion in the EdLink 360 staff extract file.
- Only administrators/evaluators should be granted access to:
 - **LEP View Role** - allows the user to view all teacher evaluations at the location granted
 - **LEP Update Role** - allows the user to view and update all teacher evaluations at the location granted
 - **Roster verification** - allows the user to verify all rosters for the location granted
- Security Coordinators should conduct an audit to ensure that **no teachers** have been granted LEP roles.
- The District-level LEP Roster Verification role will only allow the user to view but not verify rosters. **To verify rosters, the Local-level Roster Verification role must be granted.**



EdLink Security Reminders

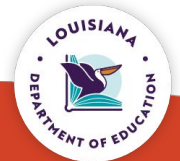


EdLink Security

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.

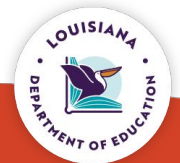
Provisioning Access for the 2024-25 Cycle of Collections	
Totally Automated System (TAS)	EdLink Security Registration Portal
<ul style="list-style-type: none">● LEADS Portal● STS - Student Transcript System● SPS - Sponsor Site System● AFR - Annual Financial Reporting System● CIS - Compass	<ul style="list-style-type: none">● EdLink Security● EdLink 360● EdLink Ops Portal● eSER● Canopy● Louisiana Education Portal (LEP)● Supplemental Course Allocation (SCA)



EdLink Security Available Application Roles

EdLink360	EdLink Security
<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 Security Coordinator● Local Security Coordinator (School Level)● eSER Coordinator● EdLink 360 Coordinator● Canopy Coordinator● LES Coordinator

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



SER Security Coordinator Reminder

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](#).



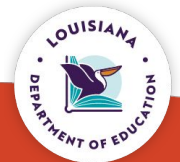
Tips: Creating an EdLink Security Account

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](#) page 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 for user access issues.



Important MyLa Account Creation Reminder

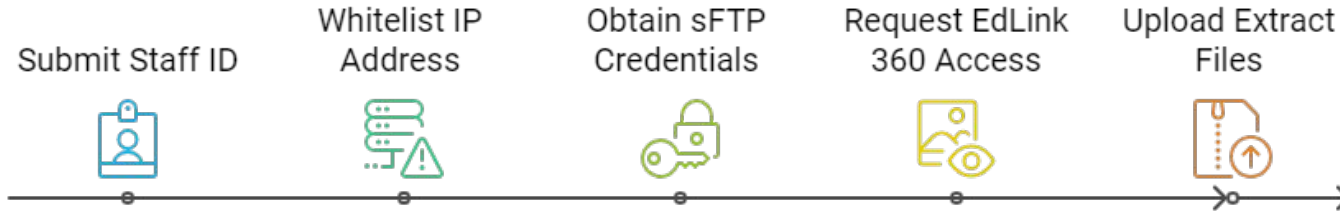
K-12 users are now encouraged to use a **personal email** when creating their MyLa account. The email used to create the MyLa account will populate in EdLink Security as the **user email**.

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.

eSER



eSER Updates

- Grades rolled over in eSER on July 1.
 - Please manually update prek and T9 students
- Accommodations Page **(in progress: available between 7/10-7/18)**
 - The K-3 Literacy Screener will now display as K-3 screeners with a separate column for literacy and numeracy. This will update on the IEP and the aligning reports.
- Goal Summary Page **(in progress: available between 7/10-7/18)**
 - Under April Dunn Met, there is now Y, N, and NA.
 - Selecting Y or N will produce no dropdown choices. However, when NA is selected, then the user will see the dropdowns:
 - Student transferred out of class.
 - Student dropped class.
 - Student completed course via traditional standard.
 - Federal/BESE assessment waiver has been removed.

eSER Updates-Program Services Radio Button (in progress: available between 7/10-7/18)

- The program radio buttons have been updated to reflect cohorts. Please note the following changes.
- 3-HS Alternate Assessments--For students who were in 8th grade or above during the 2018-2019 school year. (The team must complete the current LEAP Connect eligibility form.) **changed to:**
 - 3-HS Alternate Assessments for students entering a high school cohort **on or before the 2019-2020 school year.**

eSER Updates-Program Services Radio Button(in progress: available between 7/10-7/18)

- 3-HS Alternate Assessments--For students who were in 7th grade or below during the 2018-2019 school year. (The team must complete the current LEAP Connect eligibility form.) **changed to:**
 - 3-HS Alternate Assessments for students entering a high school cohort **during 2020-2021 through 2024-2025** school years.
- **New radio button:**
 - 3-HS Alternate Assessments for students a high school cohort **during 2025-2026 school year and beyond.**

eSER Updates -LEAP Connect Page Language (between 7/10-7/18)

- Based on the student's cohort, different LEAP Connect Pages populate.
- For students entering a high school cohort on or **before the 2019-2020** school year
 - Missing language added: The student's cognitive **and/or adaptive behavior** has been assessed and the student is functioning.
- For students entering a high school cohort during **2020-2021 through 2024-2025** school years. –No Changes
- For students a high school cohort during **2025-2026 school year and beyond**
 - Item 1C is no longer applicable, and has been removed.

Sponsor Site (SPS)



Sponsor Site Application

Districts can use the [SPS Request Form – JotForm](#)

- sponsor/school/site changes (grades, address, programs)
- request new sponsor/site code
- close sponsor/school/site code

Deadlines:

- **New Site and Closure Requests:** July 15, 2025
- **Change Requests:** August 5, 2025

Important Reminders:

- Please review the [SPS User Guide](#) to determine if your requested changes require LDOE approval.
- We anticipate transitioning these requests to EdLink Ops in the coming weeks. If you submit an open/closure/change request through JotForm before the transition, you WILL NOT need to resubmit it via EdLink Ops.

Please contact Anantha.Lakkakual@la.gov with questions.



eScholar



eScholar PersonID: 2024-2025 Close Out

- June 5 - July 5: Districts resolve SNAP, TANF, Medicaid files (last files for the school year)
- July 10: Last day to submit student data to eScholar PersonID and EdLink
- July 11: EdLink snapshot for EOY student submission
- July 21-27: eScholar Person ID application (Student and Direct Match) closes for rollover

Please contact Jayanthi.Sothirajah@la.gov with questions.



eScholar PersonID: 2025-2026 Rollover

- July 21 - Aug 30 - LDOE creates new user accounts and updates existing accounts (PersonTypes/Deactivates accounts)
 - Email Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- July 24 - Data managers attend PersonID training
- July 28 - eScholarPerson ID application expected to be open for 2025-2026 school year
 - Districts may begin to submit expected student enrollment for the 2025-2026 school year (**ESSY = 2026**)
 - District will run DirectMatch after students have been assigned LASIDs

Please contact Jayanthi.Sothirajah@la.gov with questions.



eScholar StaffID: 2024-2025 Close Out & 2025-2026 Rollover

- July 27 (5 pm)- Last day to submit staff data to eScholar Staff ID for 2024-2025 school year (ESSY=2025)
- July 28 – eScholar Staff ID application expected to be rolled over for 2025-2026 school year (ESSY = 2026)
- July 28 - Districts may begin to submit current/expected Staff for the 2025-2026 school year
- July 28-Aug 30– LDOE creates new user accounts and updates existing accounts (deactivates accounts)for escholar Staff ID application
- Aug 2 - Edlink Security Rollover to new SY
- Aug 7 - Last day to submit staff data to EdLink for 2024-2025 school year

Please contact Jayanthi.Sothirajah@la.gov with questions.



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.					End of Year Collection				
As of											
Snapshot Start Date		8/19/24	2/24/25	1/1/25	1/12/25	12/2/24					
Collection End Date (Snapshot or System Close)		5/30/25	7/11/25	7/31/25	8/8/25	9/12/25					
EdLink 360 Extract Data Type	EdLink 360 Extract File	SRO School Resource Officer Collection (JotForm)	Student End-Of-Year	EOT Mentor & Resident Teacher Collection	Staff End-Of-Year	STS End-Of-Year (Legacy System)					
CALENDARS	calendar.trv calendar_ext.trv		X	X	X						
COURSE_OFFERINGS	course_offering.trv course_offering_ext.trv		X		X						
STUDENTS	students.trv students_ext.trv		X								
ENROLLMENTS	enrollments.trv enrollments_ext.trv		X								
HOMELESS	homeless_services.trv		X								
DISCIPLINE - Incident	discipline_incident.trv discipline_incident_ext.trv		X								
DISCIPLINE - Offense	discipline_offense.trv discipline_offense_ext.trv		X								
DISCIPLINE - Action	discipline_action.trv discipline_action_ext.trv		X								
DISCIPLINE - Parole	discipline_parole.trv		X								
PROGRAM MEMBERSHIP	program_membership.trv		X								
ATTENDANCE	attendance.trv		X								
STUDENT - Class Scheduler	student_scheduler.trv		X								
STAFF - Demographic	staff.trv staff_ext.trv			X	X						
STAFF - Assignment	staff_assignment.trv staff_assignment_ext.trv			X	X						
STAFF - Class Scheduler	staff_course_offering_link.trv				X						
STAFF - Payroll	payroll_idao.trv				X						
STAFF - ABSENCES	staff_absence.trv				X						
MENTOR TEACHER and RESIDENT TEACHER	mentor_teacher_link.trv			X	X						
VACANT STAFF - Demographic	vacant_staff.trv vacant_staff_ext.trv				X						
VACANT STAFF - Assignment	vacant_staff_assignment.trv vacant_staff_assignment_ext.trv				X						
VACANT STAFF - Class Scheduler	vacant_staff_course_offering_link.trv				X						
VACANT STAFF - Payroll	vacant_payroll_idao.trv				X						
CONTRACT STAFF - Demographic	contract_staff.trv contract_staff_ext.trv				X						
CONTRACT STAFF - Assignment	contract_staff_assignment.trv contract_staff_assignment_ext.trv				X						
CONTRACT STAFF - Class Scheduler	contract_staff_course_offering_link.trv				X						

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



End of Year Collections			
2/24/25	1/1/25	1/12/25	12/2/24
7/11/25	7/31/25	8/8/25	9/12/25
Student End-Of-Year	EOY Mentor & Resident Teacher Collection	Staff End-Of-Year	STS End-Of-Year (Legacy System)

End of Year Collections

Student EOY Support Structure

Student EOY Support Structure	
Collection Starts	1/24
Email Outreach	Sites issues: 6/9, 6/16, 6/23, 6/30 Extension Academy: 6/12, 6/19, 6/26, 7/3 PreK Mixed Providers: 6/13, 6/20, 6/27, 7/3 All Daily (final week): 7/7, 7/8, 7/9, 7/10
Targeted Phone Calls (Daily)	6/2 – 6/20
Superintendent Email (4 weeks out)	Week of 6/11/2025
Critical 1:1 Support Meetings	6/23 - 7/10
Superintendent Email (2 weeks out)	Week of 6/25/2025
Collection Snapshot	7/11
Accountability Outreach	Week of 7/21/2025



2024-2025 End of Year Students

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2024-2025	EOY Students	2/24/25	7/11/25

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 (MFP 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.

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



Extension Academy Student Reporting

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



Attendance Reporting

Student attendance must be reported **daily** to LDOE, per [Bulletin 741 § 1105](#).

The LDOE will monitor attendance submissions bi-weekly and contact school systems who have been non-compliant according to Bulletin 741.

Non-compliance with daily attendance reporting will be shared with the attendance team for follow up and potential field-based support.

Attendance data should be reported to Edlink360 in the attendance.tsv extract.

- [Attendance File Layout](#)
- [Attendance Sample Extract](#)



Discipline Reporting

It is important that all student discipline data is up to date and reported to LDOE for the Student EOY Collection.

Beginning with the Student EOY Collection, LDOE is sending out weekly reports, when discipline data has not been updated within two weeks of time.

Discipline data should be reported to Edlink360 using the extract.

[DISCIPLINE File Layout](#)

[DISCIPLINE SAMPLE Extracts](#)

- discipline_incidents.tsv
- discipline_incidents_ext.tsv
- discipline_offenses.tsv
- discipline_offenses_ext.tsv
- discipline_actions.tsv
- discipline_actions_ext.tsv
- discipline_persons.tsv



Other Data Validations Data Points to Review

- Multiple and duplicate enrollments
 - Usage & Data > Data Validation > Student Validation Report/EOY
 - ADQ 302-Overlapping enrollments within the same school system.
 - ADQ 901-Overlapping enrollments within another school system.
- Potential Dropouts
 - [Usage & Data > Student Data Reports > Dropout Roster](#)



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.



Truancy

- F: Fall - students who have 5 unexcused absences or 5 tardies in the Fall Semester only.
- S: Spring - students who have 5 unexcused absences or 5 tardies in the Spring Semester only.
- A: All year - students who have had 5 unexcused absences or 5 tardies in both the Fall and Spring Semester.
- N: Not truant - students who have not had 5 unexcused absences or 5 unexcused tardies.

Truancy indicator should be up to date.

TRUANCY_INDICATOR can be found in the [enrollments_ext.tsv extract](#).



Graduates and 12th Graders

- [Usage & Data > Data Validation > Graduates and 12th Graders](#)
 - Dashboards to review
 - Total Graduates in Edlink
 - Total Graduates in STS
 - Edlink Graduates
 - 12th Graders Not Exited
 - Final Exit Reasons for 12th Graders



Graduates and 12th Graders

- [Usage & Data > Data Validation > Graduates and 12th Graders](#)
 - Dashboards to review
 - FAFSA Completion
 - 12th Graders with Completed FAFSA or TOPS Form
 - 12th Graders with Completed Waivers
 - 12th Graders Missing FAFSA or TOPS Form or Waivers
 - 12 Graders with No Parental Consent
 - JumpStart 12th Graders Missing IBCs
 - JumpStart 12th Graders with Invalid Pathways



Other EOY Student Dashboards

Student End of Year Data Dashboards to review for count verifications.

- [Usage and Data/Data Validation/Student Validation/Filter: End of Year](#)
- [Usage and Data/Data Validation/Class Validation/Filter: Class End of Year](#)
- [Usage and Data/Data Validation/Graduates and 12th Graders](#)



2024-2025 End of Year Staff

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2024-2025	EOY Staff	1/12/25	8/8/25

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



Staff EOY Support Structure

Staff EOY Support Structure	
Collection Starts	6/30
Email Outreach	Sites Missing: 7/7, 7/14, 7/21, 7/28 Employee Status Missing: 7/9, 7/16, 7/23, 7/30 Obj/Func Missing: 7/10, 7/17, 7/24, 7/31 Low AMW: 7/11, 7/18, 7/25, 8/1 All Daily (final week): 8/4, 8/5, 8/6, 8/7
Targeted Phone Calls (Daily)	6/30 - 7/17
Superintendent Email (4 weeks out)	Week of 7/9/2025
Critical 1:1 Support Meetings	7/21 - 8/7
Superintendent Email (2 weeks out)	Week of 7/23/2025
Collection Snapshot	8/8
Accountability Outreach	Week of 8/18/2025



Mentors and Residents

- For residents starting in January 2025, ensure they have been entered into the Staff EOY data with their mentor before the snapshot is taken on August 8, 2025.
- 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](#).
- To view the Resident Mentor Teachers dashboard go to: [Staff/Educator Workforce/Resident Mentor Teachers](#).



Staff EOY Dashboards

Data Validation:

- [Usage and Data/Data Validation/Staff Validation/](#)
 - Ensure Filter is set with School Year: 2024-25 and Processing Period: EOY

Staff Data Reports:

- [Usage and Data/Staff Data Reports/](#)
 - Staff Salary Data
 - Staff by Object/Function Code



Staff EOY Dashboards

Essentials:

Calendars, Enrollments, SPED, Diverse Learners, Attendance, Discipline & Academics

- [Essentials Dashboard](#)

Staff:

- [Staff and Educator Workforce](#)
 - [Resident Mentor Teacher Dashboard](#)



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

Duplicate Rejected Records are often resolved by correcting other rejections

FILE TYPE	LINE NUMBER	REJECT COLUMN	MESSAGE
<u>EXTRACT STUDENTS_EXT</u>	<u>28581</u>	<u>LOCAL STUDENT KEY</u>	<u>Required field contains null value</u>
<u>EXTRACT STUDENTS_EXT</u>	<u>28679</u>	<u>LOCAL STUDENT KEY</u>	<u>Required field contains null value</u>
<u>EXTRACT STUDENTS_EXT</u>	<u>29377</u>	<u>LOCAL STUDENT KEY</u>	<u>Required field contains null value</u>
<u>EXTRACT STUDENTS_EXT</u>	<u>46853</u>	<u>LOCAL STUDENT KEY</u>	<u>Required field contains null value</u>
<u>EXTRACT ENROLLMENTS_...</u>	<u>25856</u>	<u>PK_FUNDING_CODE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS</u>	<u>641</u>	<u>LOCAL STUDENT KEY</u>	<u>Required field contains null value</u>
<u>EXTRACT STUDENTS</u>	<u>2079</u>	<u>LOCAL STUDENT KEY</u>	<u>Required field contains null value</u>



Data Processing > File Record Rejection

Reject Column	ATTENDANCE	COURSE_O FFERINGS	COURSE_OFFE RINGS_EXT	DISCIPLINE_ ACTIONS	ENROLLMENTS _EXT	HOMELESS_ SERVICES	SSTUDENT_S CHEDULES	STUDENTS	STUDENTS_ EXT	Grand Total
STARTING_SEMESTER			266							266
READ_ELA_ACCOM_CODE									220	220
READ_MATH_ACCOM_CODE									220	220
READ_SCI_ACCOM_CODE									220	220
READ_SS_ACCOM_CODE									220	220
LOCAL_STUDENT_KEY	17			2		9		84	84	196
STUDENT_STATE_ID								84		84
SCHEDULE_END_DATE							59			59
SCHOOL_DEPARTMENT_CODE		52								52
COURSE_SECTION_END_DATE		28								28
HOMELESS_STUDENT_TYPE						24				24
ENGLISH_PROFICIENCY_CODE					23					23
ACTION_DATE				16						16
Grand Total	31	80	266	18	34	33	75	177	964	1678

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



Data Processing > File Record Rejection

Row Labels	PAYROLL_LDOE	STAFF	STAFF_ABSENCES	STAFF_ASSIGNMENTS	STAFF_ASSIGNMENTS_EXT	STAFF_COURSE_OFFERING_LINK	STAFF_EXT	Grand Total
LOCAL_STAFF_KEY			158	25		841		1024
STAFF_ABSENCE_REASON_CODE			720					720
STAFF_ABSENCE_VALUE			318					318
ABSENCE_DATE			312					312
CONTRACT_DAY_COUNT							296	296
DISTRICT_CODE			158	27				185
LOCAL_STAFF_ABSENCE_KEY			158					158
ANNUAL_MINUTES_WORKED					105			105
ED_LEVEL_CODE							88	88
RETIRE_SYSTEM_CODE							81	81
PART_FULL_TIME_CODE							73	73
LOCAL_SCHOOL_KEY	6			59				59
EMPLOYEE_STATUS_CODE							43	43
STAFF_EXPERIENCE_YEARS		34						34
STAFF_ENTRY_DATE		27						27
STAFF_CLASS_END_DATE						26		26
LOCAL_ASSIGNMENT_KEY				25				25
PRIMARY_ASSIGNMENT_IND				25				25
STAFF_ASSIGNMENT_END_DATE				25				25
STAFF_ASSIGNMENT_START_DATE				25				25
TOTAL_SALARY_AMOUNT							17	17
WORKDAY_MINUTES_COUNT							16	16
Grand Total	6	61	1824	211	105	867	614	3682

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



Data Quality > ADQs

Row Labels	Attendance	Course Offerings	Discipline	Enrollment	Homeless	School Calendar	Student Schedules	Students	Grand Total
Students with Enrollments but no Classes							559		559
Missing Calendar Days						536			536
COURSE_SECTION_END_DATE is after 7/1 of this school year		416							416
Missing HOMELESS_CODE on enrollments_ext.tsv					336				336
LOCAL_COURSE_OFFERINGS_KEY in COURSE_OFFERINGS missing from EXT		257							257
Student identified as Homeless on prior enrollment but not identified on current enrollment					220				220
SPED_PLACEMENT_SETTING_CODE is incorrect		145							145
WITHDRAW_DATE does not fall on Instructional Day				114					114
Homeless Students with no Homeless Services Provided					107				107
LOCAL_DISCIPLINE_INCIDENT_KEY in DISCIPLINE_INCIDENTS missing from EXT			82						82
LOCAL_DISCIPLINE_OFFENSE_KEY in discipline_offenses_ext missing from discipline_offenses.tsv			77						77
School Calendar invalid/mismatch DATE_TYPE_VALUE/DATE_TYPE						77			77
DROP_REASON_CODE required for WITHDRAW_REASON_CODE 02				70					70
No Enrollments for Student Secure ID				69					69
SCHEDULED_CREDIT_VALUE invalid							68		68
STUDENT_LOCAL_ID does not match								68	68
DROP_REASON_CODE Not Allowed for WITHDRAW_REASON_CODE				67					67
Invalid DROP_REASON_CODE				67					67
FIRST_US_ENTRY_DATE is missing								58	58
DISCIPLINE_EXPECT_RETURN_DATE greater than End of School Year plus 1 day			56						56
Missing RESIDE_PARISH_CODE in eScholar								55	55
Grand Total	0	818	215	387	663	613	627	181	3504



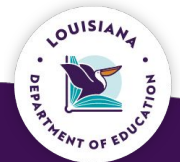
Student Transcript System (STS)



2024-2025 STS

School Year	System	Collection Start Date	Collection End Date
2024-2025	STS	<u>12/9/2024</u>	9/12/2025

It is important that all Industry-Based Credentials (IBCs) are up to date and properly documented in the Student Transcript System (STS) to ensure accurate reporting and compliance.



STS Enhancements - 020 Record

148	FAFSA Application Flag	1	A	Indicates whether a FAFSA application has been completed by the student. Required for Graduates, optional for non-graduates. Allowed Values: <ul style="list-style-type: none">• 1 = FAFSA Completion• 2 = TOPS Form Completion• 3 = Parent/Guardian Waiver (Expire 24-25)• 4 = Hardship Waiver (Expire 24-25)• 5 = No Responses Received (New 24-25)	Optional
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STS Enhancements - 030 Record

238	Internship Type	2	A	0	<p>For ONLY the course codes listed below, systems are required 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> 080202-CDF-Qualifying CTE Internship I (1 CREDIT) 080200-CDF-Qualifying CTE Internship I (2 CREDITS) 080203-CDF-Qualifying CTE Internship II (1 CREDIT) 080201-CDF-Qualifying CTE Internship II (2 CREDITS)</p> <p>Code Values (INTRNTYP):</p> <p><i>01: Paid</i> <i>02: Unpaid</i></p>	Required for the course codes in the description column.
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STS Guidance for Pulling Transcript Data

Official transcripts can be pulled from two different systems depending on the graduating year.

- OTS: Transcripts prior to BSSY 2019
- STS: Beginning with BSSY 2019-present



Updating Transcript Data : STS vs OTS

- OTS: Transcripts prior to 2016 (BSSY 2015) should be updated by directly uploading the corrected official transcript into OTS or reaching out to transcripts@la.gov
 - BSSY 2015 – Earlier : Reach out to transcripts@la.gov
- STS: Transcripts can be updated back to BSSY 2016.
 - BSSY 2016 - Present: Submit the [Prior Year Request Form](#) to systemsupport@la.gov



Louisiana Evaluation System (LES)



Louisiana Evaluation System (LES)

LES is a data driven system that requires staff data to:

- Identify evaluation requirements for each staff member
- Ensure accurate role assignments

Staff extract data must be uploaded to Edlink 360 before 2025-2026 evaluations can begin.



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

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

2024-2025 STUDENT DATA File Layouts and Samples	2024-2025 STAFF DATA File Layouts and Samples
<p>Audit Codes and Messages-Tool for Correcting Errors</p> <h4>CALENDARS</h4> <ul style="list-style-type: none">• calendars.tsv• calendars_ext.tsv<ul style="list-style-type: none">• SAMPLE calendars extracts <h4>STUDENTS</h4> <ul style="list-style-type: none">• students.tsv• students_ext.tsv<ul style="list-style-type: none">• SAMPLE students extracts <h4>STUDENT ATTENDANCE</h4> <ul style="list-style-type: none">• attendance.tsv<ul style="list-style-type: none">• SAMPLE attendance extract	<p>Audit Codes and Messages-Tool for Correcting Errors</p> <h4>STAFF</h4> <ul style="list-style-type: none">• staff.tsv• staff_ext.tsv• staff_assignments.tsv• staff_assignments_ext.tsv• staff_course_offering_link.tsv• staff_absences.tsv• payroll_idoe.tsv• mentor_teacher_link.tsv <p>SAMPLE STAFF extracts</p>



ADQs-Updates and Future Development

System Support has developed an ADQ Status Report for Data Managers.

[ADQ's - Updates and Future Development \(NEW\)](#)

The report outlines:

- Current ADQs under review
- Future development items



Support Meetings



Weekly Support Calls

- All Data Collection questions to be emailed to systemsupport@la.gov.
- EdLink Weekly Calls:

<u>EdLink Weekly Q&A Session</u> <u>Tuesdays @ 11:00AM</u>	
Month	Session Dates
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.
- EdLink Monthly Calls:

<u>Data Coordinator Monthly Webinar</u> <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.
- 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 <ul style="list-style-type: none"> • AFR • LEA Contact List Updates • CVR • EdLink Security • eSER • EdLink360 • STS • Sponsor Site 	systemsupport@la.gov
eScholar	Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
Canopy	amanda.slaughter@la.gov
Louisiana Evaluation System (LES)	leads@la.gov
Interests & Opportunities Act 1 LA GATOR	accountability@la.gov

Contact List



Contact List Updates

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

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.



Updating School System Superintendent/Chief Administrators



Updating School System Superintendent/Chief Administrator

Step 1

LDOE is Notified of a School System Superintendent/Chief Administrator Change

District Security Coordinator submits the [School System Superintendent/Chief Administrator Attestation Jotform](#).

Step 2

Superintendent/Chief Administrator Confirms Attestation

Upon submission of the form, an email will go to the Superintendent/Chief Administrator with instructions on how to confirm the attestation.

Step 3

Superintendent/Chief Administrator Update Verified by LDOE

After the Superintendent/Chief Administrator confirms the attestation, LDOE will verify the attestation.

Step 4

LDOE Offices and Program Teams Notified & LDOE Data Systems Updated

Once the attestation has been verified by a LDOE representative, LDOE Offices and Program Teams will be notified. LDOE data systems, such as Sponsor Site, will be updated to reflect the change.

For questions or concerns, contact ldedata@la.gov.



Zendesk Training



Zendesk Ticketing System

The Louisiana Department of Education - System Support is excited to announce the release of our new support ticketing system, Zendesk! Zendesk will go live statewide on August 1st, aligning with the start of the 2025-2026 school year.

What Is Zendesk?

Zendesk is a customer service web-based platform that centralizes and streamlines the submission and management of support requests. It improves communication, efficiency, and response times for both staff and external stakeholders.

Why Zendesk?

Zendesk streamlines submitting and tracking support requests, providing a more efficient and transparent experience for staff and external stakeholders. Users with MyLa credentials can sign in to submit and track their tickets, while those without MyLa credentials can submit requests through the public web-based submission form.



Zendesk Ticketing Webinar

System Support will host a Zendesk Training on July 31st at 1:00 PM.

Zendesk Training Webinar:

Thursday, July 31 · 1:00 – 2:00pm

Google Meets Video call link: <https://meet.google.com/oua-akxq-vdm>

Or dial: (US) +1 321-529-9098 PIN: 467 673 495#

More phone numbers: <https://tel.meet/oua-akxq-vdm?pin=1439147017622>



Announcement



Save the Date!

To better support your preparation for the 2025-2026 school year, the System Support Team will be hosting a Boot Camp Webinar August 14th.

Please [register](#) for our Boot Camp Webinar and all 2025-2026 Monthly Data Manager Webinars.

We're excited to bring you a more streamlined and impactful training experience.



New Data Managers

Welcome!

If you are a new data manager and require assistance or training please contact systemsupport@la.gov. Your dedicated EIC will contact your to schedule a one on one appointment.



System Enhancements



System Enhancements

