

# Data Coordinator Monthly Call

June 5, 2025



# Agenda

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# 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](mailto:ldedata@la.gov).



# DRC (Data Recognition Corporation) Data Sharing Agreement Renewed for 2025

The data sharing agreement for DRC has been renewed for 2025. It is posted to our [Data Sharing Agreement](#) website & [Data Sharing Agreement Tracker](#).

**This is an essential data sharing agreement that all school systems shall opt into** as DRC is the assessment platform for LEAP 2025 summative assessment, the diagnostic and interim non-summative assessment for LEAP 360, the LEAP practice tests, and LEAP CONNECT.

For questions or concerns with Data Sharing Agreements, contact [ldedata@la.gov](mailto: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.

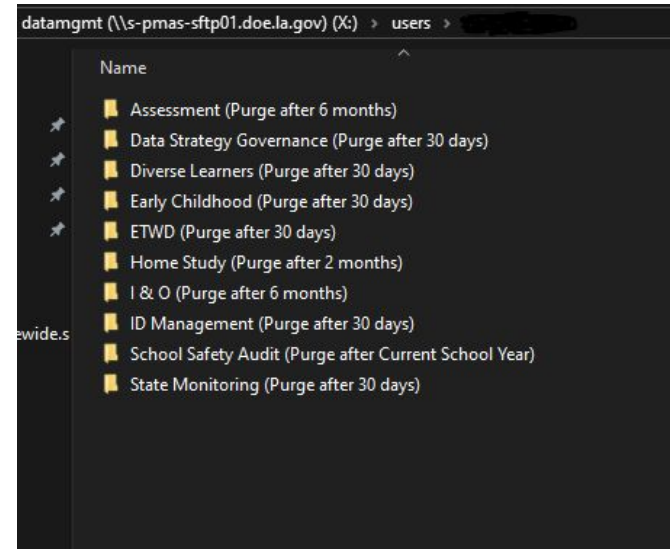
## Removing Files

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](mailto:ldedata@la.gov).



# Data Collections Calendar



# Benchmark Calendar 2024-2025



Collection	2024					2025								
	August	September	October	November	December	January	February	March	April	May	June	July	August	September
2023-24 EOY Dropout Corrections	8/19/2024				12/13/2024									
Fall LEAP 2025 HS Assessments	8/19/2024	9/27/2024												
KEA			10/1/2024-10/18/2024	11/1/2024										
Oct 1 MFP/IDEA	8/19/2024		10/18/2024											
Mentor & Resident Teacher Collection	8/19/2024			11/1/2024										
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 (View Only)								3/17/2025		3/17-5/2/25 Update daily from Edlink to CVR				
CVR (Verification)										5/5-5/30/25 Verify in CVR Only by COB 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



# VAM Roster Verification

*Formerly Curriculum Verification Roster (CVR)*



# Roster Verification Schedule

School Year	System	CVR Action Item	Dates
2024-2025	EdLink	Data Managers submit course offerings, student schedules, student enrollments, and staff course offering data to EdLink360	3/17/25 -5/2/25
2024-2025	LEP (Roster Verification)	Data Managers, Sites Leaders and Teachers <b><u>review rosters</u></b> for accuracy.	3/17/25 -5/2/25
2024-2025	LEP (Roster Verification)	Teachers and Site Leaders will <b><u>verify rosters</u></b> .  <b>Timeline extended to June 27, 2025</b> Note: EdLink will continue to refresh and update data for rosters missing or not verified. The final attempt to drop EdLink360 files to update an unverified rosters or adding missing roster data will be by 5:00pm, Thursday, June 26 <sup>th</sup> .	5/5/25 - <del>5/30/25</del> <b>6/27/25</b>

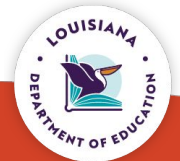


# EdLink Security



# 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

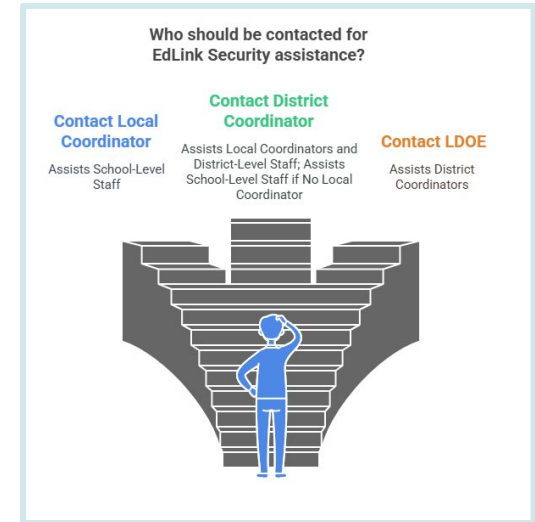
A [Troubleshooting Guide](#) has been developed for EdLink Security Coordinators to identify and resolve common user account issues.

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?
- Has the user's correct information been submitted in the 2024-25 EdLink360 staff extract file?
- 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.

- June is a great time to conduct a user access audit using available reports.

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.

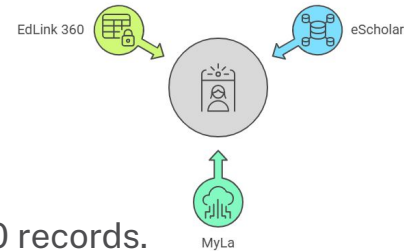


# EdLink Security: LEP and Canopy Access

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**.

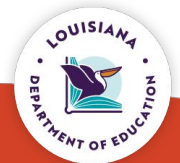


## Important Account Information:

- **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](mailto: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.

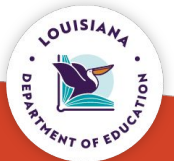
The EdLink 360 Staff File was captured on **May 15th** for Canopy Learner access. This will allow uninterrupted access to Canopy through the summer. Please note:

- 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

- **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

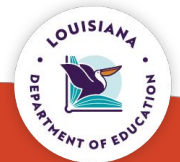


# EdLink Security

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.

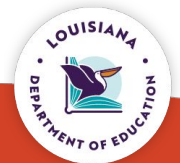
Provisioning Access for the 2024-25 Cycle of Collections	
Totally Automated System (TAS)	EdLink Security Registration Portal
<ul style="list-style-type: none"><li>• LEADS Portal</li><li>• STS - Student Transcript System</li><li>• SPS - Sponsor Site System</li><li>• AFR - Annual Financial Reporting System</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>• 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 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](mailto:systemsupport@la.gov) for user access issues.



# Important MyLa Account Creation Reminder

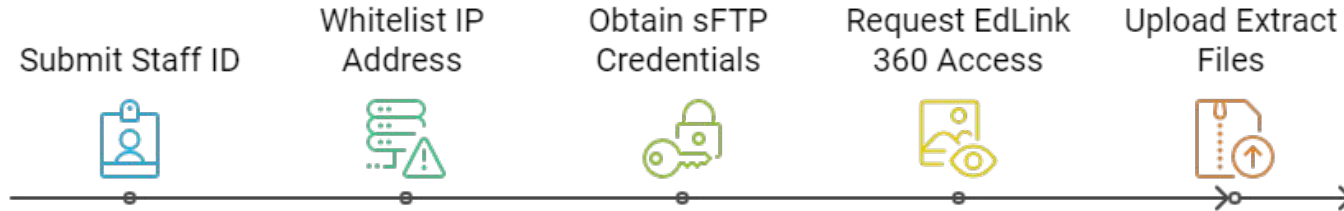
K-12 users are now encouraged to use a **personal email** when creating their MyLa account. The email used to create the MyLa account will populate in EdLink Security as the **user email**.

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

Student Profile Report **Enhancement** as of 5/13/25

Users will now see the following added columns:

- SBLC Decision
- HCP (Health Care Plan)
- BIP (Behavior Intervention Plan)



# 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](mailto:Anantha.Lakkakual@la.gov) with questions.



# eScholar



# eScholar DirectMatch

## September - June:

- LDOE will run the statewide DirectMatch and provide the batch number to school systems once they are loaded into eScholar.
  - May SNAP K12 Student Batch # 10793
  - May TANF K12 Student Batch # 10791
  - May Medicaid Free Lunch K12 Student Batch #
  - May Medicaid Reduced Lunch K12 Student Batch #
  - May 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.](#)

**NOTE: the May files are the last files for the 2024-2025 school year.**

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



# Qualified vs Allowed to Eat Free

A student who is allowed to eat free is different from a student who is qualified to eat free.

Your district should be reporting students as free in EdLink 360 if they qualify to eat free:

- **Direct Certification (DC)** of students through SNAP, TANF, Medicaid Free Lunch
- **DC extended** (siblings or children at the same address)
- **Other Source Categorical Eligibility** *students enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children*
- Qualified through income survey forms (if attending a CEP school)
- Qualified through lunch applications (if attending a non-CEP school).



# 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](mailto: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](mailto: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](mailto: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 Collections			
As of Snapshot Start Date		2/24/25	1/1/25	1/12/25	12/2/24
Collection End Date (Snapshot or System Close)		7/1/25	7/31/25	8/8/25	9/12/25
EdLink 360 Extract Data Type	EdLink 360 Extract File	Student End-Of-Year	EOY Mentor & Resident Teacher Collection	Staff End-Of-Year	STS End-Of-Year (Legacy System)
STUDENTS	students.tsv students_ext.tsv	X			
ENROLLMENTS	enrollments.tsv enrollments_ext.tsv	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			
STUDENT - MARKS (Optional)	student_marks.tsv	X			
STUDENT - Interventions	students_interventions.tsv	X			
STAFF - Demographics	staff.tsv staff_ext.tsv		X	X	
STAFF - Assignments	staff_assignments.tsv staff_assignments_ext.tsv		X	X	
STAFF - Class Schedules	staff_course_offering_link.tsv			X	
STAFF - Payroll	payroll_ldoe.tsv			X	
STAFF - ABSENCES	staff_absences.tsv			X	
MENTOR TEACHER and RESIDENT TEACHER	mentor_teacher_link.tsv		X	X	
VACANT STAFF - Demographics	vacant_staff.tsv vacant_staff_ext.tsv			X	
VACANT STAFF - Assignments	vacant_staff_assignments.tsv vacant_staff_assignments_ext.tsv			X	
VACANT STAFF - Class Schedules	vacant_staff_course_offering_link.tsv			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.



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

# 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 should be reported daily to LDOE.

In the Student EOY Collection, LDOE will begin sending out weekly reports, when attendance data has not been updated within two weeks of time.

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 will begin 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



# 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](#)



# Data Processing > File Record Rejection

	ATTENDANCE	COURSE_O FFERINGS	COURSE_OFF ERINGS_EXT	ENROLLMENTS _EXT	HOMELESS _SERVICES	INTERVENTIONS	STUDENT_SC HEDULES	STUDENTS	STUDENTS _EXT	Grand Total
SCHOOL_YEAR						51572				51572
SCHEDULE_END_DATE							560			560
STARTING_SEMESTER			282							282
LOCAL_STUDENT_KEY	58				2			30	17	107
STUDENT_LANGUAGE								97		97
ENGLISH_PROFICIENCY_CODE				81						81
COURSE_SECTION_END_DATE		50								50
STUDENT_STATE_ID								30		30
HOMELESS_STUDENT_TYPE					15					15
ATTENDANCE_TYPE	14									14
SCHOOL_DEPARTMENT_CODE		13								13
HOMELESS_REASON_CODE				8						8
Grand Total	72	63	282	89	17	51572	560	157	17	52829

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



	Course Offerings	Discipline	Enrollment	Homeless	Student Schedules	Students	Grand Total
<b>K43</b>	361						361
<b>U01</b>				59	51		110
<b>K02</b>		100					100
<b>U05</b>						89	89
<b>K30</b>			84				84
<b>K01</b>	67						67
<b>K45</b>		67					67
<b>K05</b>		61					61
<b>K06</b>		58					58
<b>E01</b>						55	55
<b>U02</b>					51		51
<b>Grand Total</b>	<b>428</b>	<b>286</b>	<b>84</b>	<b>59</b>	<b>102</b>	<b>144</b>	<b>1103</b>

**Data Quality > ADQs**



# 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



# 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

The screenshot shows the edLink Usage and Data interface. The navigation menu includes: Data Processing (highlighted with a red box), Data Quality, Data Validation, Staff Data Reports, Student Data Reports, and Class Data Reports. Below this, the sub-menu includes: File Errors and File Record Rejection (highlighted with a red box). A blue button labeled "Filter Data" with a dropdown arrow is visible on the left side of the interface.



# 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



# 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	<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> 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.
-----	-----------------	---	---	---	---	--



# 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

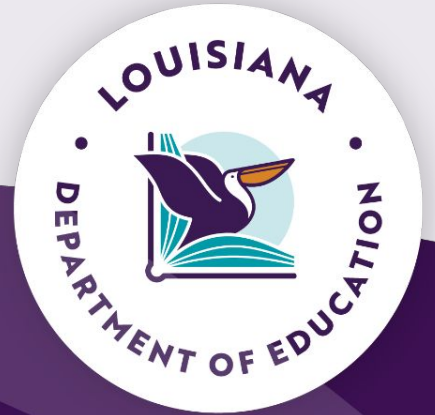


# Updating Transcript Data : STS vs OTS

- 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](mailto:transcripts@la.gov)
  - BSSY 2015 – Earlier : Reach out to [transcripts@la.gov](mailto: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](mailto:systemsupport@la.gov)



# Louisiana Evaluation System (LES)



# Louisiana Evaluation System (LES)

- The Principal Survey has been extended through June 13 in the Louisiana Evaluation System ([LES](#)) for all systems participating in the Louisiana Leader Rubric (LLR) Learning Year. The [Principal Survey Guide for Educators](#) can be used as a resources for completing the survey.
- Systems should be finalizing educator evaluations in LES. Evaluations can be finalized (including VAM teachers) if all components are complete. VAM scores will be added on the backend when available.

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



# 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 File Layouts and Samples	2024-2025 STAFF DATA 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>• calendars.tsv</li><li>• calendars_ext.tsv<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>• students.tsv</li><li>• students_ext.tsv<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>• attendance.tsv<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>• staff.tsv</li><li>• staff_ext.tsv</li><li>• staff_assignments.tsv</li><li>• staff_assignments_ext.tsv</li><li>• staff_course_offering_link.tsv</li><li>• staff_absences.tsv</li><li>• payroll_idoe.tsv</li><li>• mentor_teacher_link.tsv</li></ul> <p>SAMPLE STAFF extracts</p>



# ADQs-Updates and Future Development

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

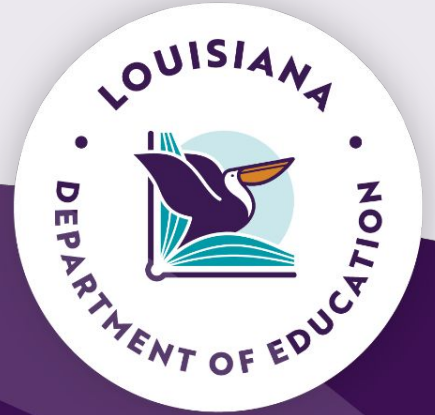
[ADQ's - Updates and Future Development \(NEW\)](#)

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](mailto:systemsupport@la.gov).
- EdLink Weekly Calls:

<u>EdLink Weekly Q&amp;A Session</u> <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> <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
<a href="#">EdLink 360</a>
<a href="#">EdLink Security</a>
<a href="#">eSER</a>
<a href="#">STS</a>
<a href="#">AFR</a>
<a href="#">CVR</a>
<a href="#">Office Hours and Webinars</a>
<a href="#">eScholar</a>

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

# Contact List



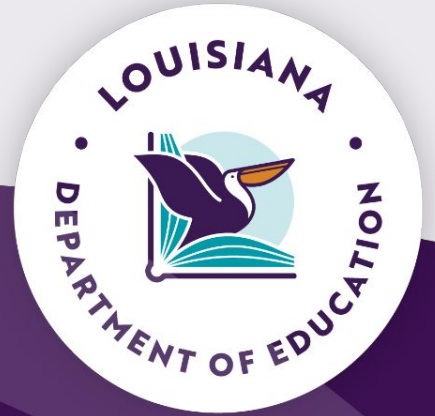
# Contact List Updates

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](mailto:ldedata@la.gov).



# 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 in August, replacing the previously discussed virtual training sessions scheduled for July 31st and August 1st.

We're excited to bring you a more streamlined and impactful training experience. Additional details, including the exact date and agenda, will be shared soon.



# New Data Managers

Welcome!

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



# System Enhancements



# System Enhancements

