

Data Coordinator Monthly Call

May 8, 2025



Agenda

[Data Sharing Agreements](#)

[Updated Data Management File Transfer Protocol \(DM FTP\) Guidelines](#)

[Data Collections Calendar](#)

[VAM Roster Verification \(formerly CVR\)](#)

[EdLink Security](#)

[eSER](#)

[Sponsor Site \(SPS\)](#)

[eScholar](#)

[EdLink 360 Data Collections](#)

[Students Interventions Extract](#)

[Ad Hoc Collections](#)

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

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

[Phishing Emails](#)

[Resources](#)

[Support Meetings](#)

[Contact List](#)



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.



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.



Updated 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 within a DM FTP user folder should be dropped into a program team folder. See example in the black box.

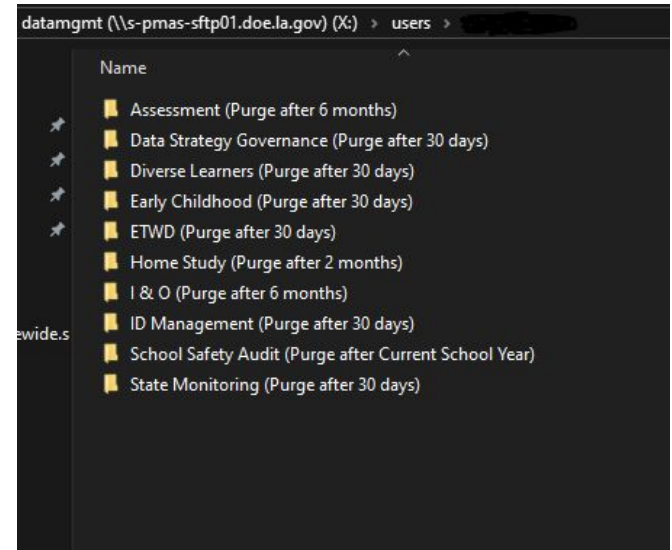
Removing Files

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.



Data Collections Calendar



Benchmark Calendar 2024-2025

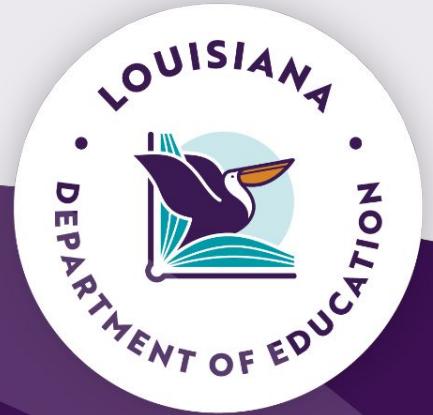


Collection	2024					2025								
	August	September	October	November	December	January	February	March	April	May	June	July	August	September
2023-24 EOY Dropout Corrections	8/19/2024				12/13/2024									
Fall LEAP 2025 HS Assessments	8/19/2024	9/27/2024												
KEA			10/1/2024-10/18/2024	11/1/2024										
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 - *Formerly CVR*

Roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of value-added (VAM) analysis. The data in Roster Verification will be used to calculate a teacher's VAM score even if the teacher and/or the principal do not verify the roster.

The LEADS CVR System will no longer be used for Roster Verification. Beginning in the 2024-2025 school year, Roster Verification will be in the LEP Educator Portal.

Teachers instructing ELA, Math, and Science (grades 4-8), and Algebra I, Geometry, English I and English II courses (all grades) should verify their rosters, as they are eligible to receive VAM scores.

- Teacher instructing Social Studies (grades 4-8) are not required to verify rosters as the assessment is in transition.



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 <u>review rosters</u> for accuracy.	3/17/25 - 5/2/25
2024-2025	LEP (Roster Verification)	Teachers and Site Leaders will <u>verify rosters</u> .	5/5/25 - 5/30/25



Roster Verification User Guide

The [Roster Verification User Guide](#) available on the [Roster Verification Support Page](#), provides technical guidance to operate the student roster verification component related to teacher evaluations in the [Louisiana Educator Portal \(LEP\)](#), formerly Curriculum Verification and Results Reporting Portal (CVR). Student rosters in LEP are used in the calculation of teachers' value-added (VAM) results, which account for 35% of the Student Growth component of the teacher's final evaluation.

The user guide contains:

- Timelines
- Roles and Access Levels
- User Role functionality
- Roster Verification Guidelines
- VAM Eligible Courses and Grade Levels
- FAQs



Roster Verification Contacts

For issues or concerns around Roster Verification in the LEP Portal, please contact us at systemsupport@la.gov .



EdLink Security

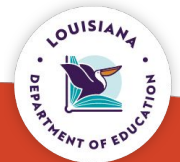


EdLink Security

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.

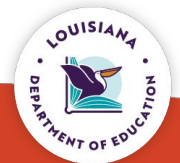
Provisioning Access for the 2024-25 Cycle of Collections	
Totally Automated System (TAS)	EdLink Security Registration Portal
<ul style="list-style-type: none">• LEADS Portal• STS - Student Transcript System• SPS - Sponsor Site System• AFR - Annual Financial Reporting System• CIS - Compass	<ul style="list-style-type: 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 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

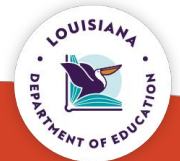
District Security Coordinator Requests

- **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.
- **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.



Troubleshooting Tools for Security Coordinators

The **EdLink Security Registration Search** and **eScholar Staff Search** are valuable tools for troubleshooting user access issues in EdLink Security. Here's how they can be used effectively:

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 and resolve issues caused by duplicate registrations that may lead to access conflicts; Only the State Security Coordinator can 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
- **Review Superintendent Approvals:** See if a district security coordinator role request is pending approval or was denied by the superintendent.

eScholar Staff Search:

- **Validate Staff Information:** Ensure the user's staff record is up to date, including name, user ID, and district 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.



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?



Common User Access Issues Resolved by Security Coordinator

No record returned in Registration Search

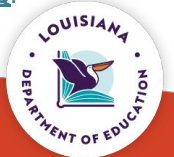
- **Possible Causes:**
 - User has not logged into EdLink Security.
 - User's name in MyLa does not match their eScholar record.
- **How to Resolve:**
 - User logs into EdLink Security to sync their account.
 - User corrects their name in MyLa and then logs into EdLink Security to sync their account. See [MyLa FAQ](#).

Incomplete Registration / No Staff ID in Registration

- **Possible Causes:**
 - User has not logged in to sync their account.
 - User's name in MyLa does not match their eScholar record.
 - User's MyLa User ID does not match their eScholar record.
- **How to Resolve:**
 - User logs into EdLink Security to sync their account.
 - User updates their name in MyLa and then logs into EdLink Security to sync their account. See [MyLa FAQ](#).
 - District Data Manager updates the user ID in eScholar OR User signs in with the User ID linked in eScholar.

Registration account shows the wrong email

- **How to Resolve:**
 - User updates their email in MyLa and then logs into EdLink Security to sync their account; will display as user email. See [MyLa FAQ](#).
 - District submits the district email through eScholar; will display as staff email.



Reports Available for Security Coordinators

District Security Coordinators should conduct periodic audits of user access.

- There are several reports available to Security Coordinators.

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.



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.

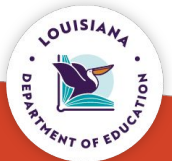


Important MyLa Account Creation Update

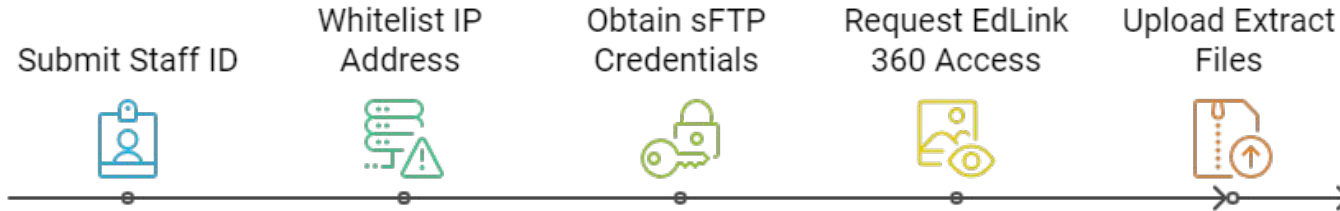
K-12 users are now encouraged to use a **personal email** when creating their MyLa account. The email used to create the MyLa account will populate in EdLink Security as the **user email**.

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.

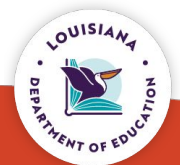
EdLink 360 Staff File and User Access



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 Updates-Printing- Effective May 9

The following items missing from the print out version of the IEP have been resolved.

- Under Program Services
 - K-2 Alt Assessments radio button and language is visible
 - None-reflects updated language excluding grades K-2
- Under PLRE
 - K-2 Alternate Assessment Participation Decision-Making Tool is visible
- Under Accommodations
 - LEAP Connect (3rd-12th) reflects updated language: Alternative Assessments (K-12 includes LEAP Connect)



eSER Updates-Effective May 9

- Users can now run an unofficial report for the following:
 - Exit Cross Check Report
 - Exit Child Summary
 - EXIT Child Listing
 - It is updated nightly like IDEA and MFP.
- Indicator 6 Report Renamed: Number and Percentage of Students Ages 3-5 in Preschool by Setting
- Indicator 5 Renamed: Number and Percentage of Students Ages 5 in Kindergarten-21 by Setting
- Under PLRE/Supporting Documentation: Assistive Technology Consideration Checklist link is updated



eSER Updates-Effective May 9

Evaluation Results

- Users can now add in additional Adaptive Behavior Assessments.
- Users will be prompted to enter a **respondent:** Teacher, Parent, or Other.
- Users can enter up to two teacher submissions **and** up to two parent/other submissions combination, (2 parent, 2 other, or 1 of each)
- Upon adding additional ABAs, users will be prompted to **add a reason**
- Attempting to add more than two teacher ABAs or two parent/other ABAs will result in a save error

Add Additional Assessment

Assessment Type:

Assessment Name:

Date Administered:

Standard Deviation:

Respondent:

Reason for Additional Adaptive Assessment:



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



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.



LASID Audit # 4

According to [LA Rev Stat § 17:3914](#), each student should maintain one *and only one* Louisiana Secure ID for their entire public school career.

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

Audit Process:

- LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on **May 5, 2025**
 - File name: LEA_2024-25_ LASID Resolution4

Districts should:

- Review the file
- Compare the demographic information for the students in the file.
- Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
- Save the file as **LEACODE_2024-25_LASID Resolution4_COMPLETE** by **May 12, 2025**
- Make any retirement/split ID updates in applicable systems
- Run DirectMatch



eScholar DirectMatch

September - June:

- LDOE will run the statewide DirectMatch and provide the batch number to school systems once they are loaded into eScholar.
 - April SNAP K12 Student Batch #
 - April TANF K12 Student Batch #
 - April Medicaid Free Lunch K12 Student Batch # 10726
 - April Medicaid Reduced Lunch K12 Student Batch # 10727
 - April Medicaid All K12 Student Batch # 10725
- 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 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).



CEP - Election Training

Date: Tuesday, May 20, 2025

Time: 1:00 pm - 2:00 pm

Registration Link: (new link)

<https://ldoe.zoom.us/j/92368115855?pwd=YPmj033nJdQv68Vnb9DaTaYSS6RNR8.1>

Deadline to elect CEP for the 2025-2026 school year: **June 30, 2025**

Please contact childnutritionprograms@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.					End of Year Collections								
As of															
Snapshot Start Date		5/5/25		8/19/24		2/24/25		1/1/25		1/12/25		12/2/24			
Collection End Date (Snapshot or System Close)		5/5-5/30/25		5/30/25		7/11/25		7/31/25		8/8/25		9/12/25			
EdLink 360 Extract Data Type		EdLink 360 Extract File		CVR (Verification)		SRO School Resource Officer Collection (JotForm)		Student End-Of-Year		EOY Mentor & Resident Teacher Collection		Staff End-Of-Year		STS End-Of-Year (Legacy System)	
CALENDARS		calendars.tsv calendars_ext.tsv						X		X		X			
COURSE OFFERINGS		course_offerings.tsv course_offerings_ext.tsv						X		X		X			
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		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										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					
5/5/25	8/19/24	2/24/25	1/1/25	1/12/25	12/2/24
5/30/25	5/30/25	7/11/25	7/31/25	8/8/25	9/12/25
CVR (Verification)	SRO School Resource Officer Collection (JotForm)	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 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 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

Column Name	ATTENDANCE	COURSE_OFFERINGS	COURSE_OFFERINGS_EXT	ENROLLMENTS_EXT	STUDENT_SCHEDULES	STUDENTS	STUDENTS_EXT	Grand Total
ENGLISH_PROFICIENCY_CODE				218				218
STARTING_SEMESTER			198					198
STUDENT_LANGUAGE						180		180
SCHEDULE_END_DATE					163			163
LOCAL_STUDENT_KEY	49				10	38	24	121
COURSE_SECTION_ENDDATE		68						68
HOMELESS_REASON_CODE				39				39
STUDENT_STATE_ID						38		38
Grand Total	49	68	198	257	173	256	24	1025

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



ADQ	Attendance	Course Offerings	Discipline	Enrollment	Homeless	Student Schedules	Students	Grand Total
K43		349						349
K30				288				288
U01					60	86		146
K45			141					141
K02			109					109
U02						86		86
U05							85	85
K01		84						84
K05			77					77
K46			70					70
K06			65					65
E01							53	53
E02							7	7
K03	6							6
K49							2	2
K22							2	2
K52							1	1
Grand Total	6	433	462	288	60	172	150	1571

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



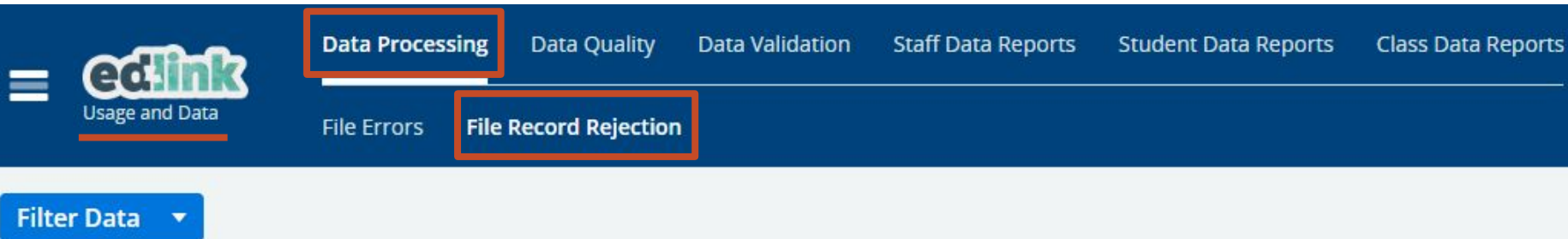
EdLink 360 - Tips for Success

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 navigation menu of the edLink Usage and Data application. The menu is located at the top of the page and includes the following items:

- edLink Usage and Data** (Logo)
- Data Processing** (Highlighted with a red box)
- Data Quality
- Data Validation
- Staff Data Reports
- Student Data Reports
- Class Data Reports

Below the main navigation menu, there is a sub-menu for "Data Processing" with the following items:

- File Errors
- File Record Rejection** (Highlighted with a red box)

At the bottom left of the navigation area, there is a "Filter Data" button with a dropdown arrow.



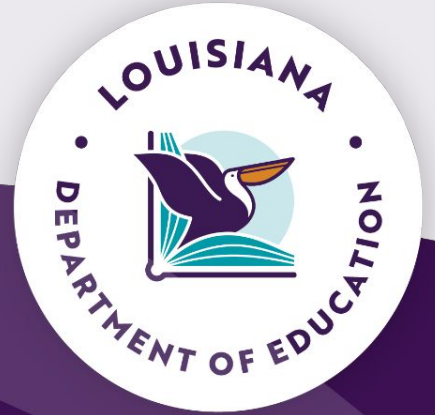
How to read Data Processing File Record Rejections

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



Students Interventions Extract



Update on the Student Intervention File Type

As part of our ongoing efforts to enhance our educational resources, we have made a few modifications to the INTERVENTION_TYPE codes. Specifically, code 01 (High Dosage Tutoring -HDT) will no longer be active, and we have added codes 02 (HDT ELA) and 03 (HDT Math), which are designed to better support data reporting and alignment with our students needs.

The new codes have been developed with careful consideration and aim to improve the efficiency and effectiveness of our intervention strategies and reporting.

INTERVENTION_TYPE:

- 01: HDTRead (High-Dosage Tutoring) **Expired 11/1/2024**
- 02: High-Dosage Tutoring (ELA) **New 2024-2025**
- 03: High-Dosage Tutoring (Math) **New 2024-2025**

The [students_interventions.tsv](#) extract sample and [student reference table](#) have been updated on the [EdLink Support Page](#). In addition, our coding reference table for “INTRVTP” has been updated.

Please work with your vendor to expire code 01 and add codes 02 (HDT ELA) and 03 (HDT Math).

High Dosage Tutoring Reporting: Student Interventions Extract

Effective 8/1/2024, schools are required to provide high-dosage tutoring to identified students in ELA and math. **Annually, by June 1**, sites must report high-dosage tutoring for all students receiving either ELA, math, or both disaggregated by specific demographic data, attendance, and outcome. This extract collects only demographic data and attendance.

SCHOOL_YEAR	STUDENT_LOCAL_ID	STUDENT_STATE_ID	DISTRICT_CODE	LOCAL_SCHOOL_KEY	ADMINISTERED_DATE	DURATION_HOURS	INTERVENTION_TYPE	ATTENDANCE
<i>This data is linked to another extract</i>	<i>This data is linked to another extract</i>	<i>This data is linked to another extract</i>	<i>This data is linked to another extract</i>	<i>This data is linked to another extract</i>	Enter: student enrollment start date	Enter: "1"	02 - ELA 03 - Math	Did student attend >/= 75% of all assigned sessions? Y/N

Systems have been advised by the Office of Teaching & Learning to track attendance over the course of the year.

Resources:

Updated [Student Interventions Sample](#) on [System Support Page RS 17:100.13](#) ([ACT 771](#) of the 2024 regular session)

Contact tutoring@la.gov with questions.



Student Interventions Sample Data

STUDENT STATE ID	DISTRICT CODE	LOCAL_SCHOOL_KEY	ADMINISTERED DATE	DURATION_HOURS	INTERVENTION TYPE	ATTENDANCE
1234567890	001	001001	08/05/2024	1	02	Y
1234567890	001	001002	09/26/2024	1	02	Y
2345678901	001	001001	08/05/2024	1	03	N
2345678901	001	001002	08/19/2024	1	03	Y

LASID defined in eScholar Uniq-ID for the student	Three digit sponsor code as defined for the school system in the Sponsor Site System (SPS), for example 001 for Acadia Parish	Six digit site code as defined for the school in the Sponsor Site System (SPS), for Example: 001001 for Armstrong Middle School in Acadia Parish	Student Enrollment Start Date MM/DD/YYYY	Enter: 1	Intervention Type: "INTRVTP" 01: HDTRead (High-Dosage Tutoring) Expired 11/1/2024 02: High-Dosage Tutoring (ELA) New 2024-2025 03: High-Dosage Tutoring (Math) New 2024-2025	Did the student attend >/= 75% of all assigned sessions? This column should be submitted as a Y or N indicator.	<p>The Y & N indicators are based on 75% attendance while the student was at the site.</p> <p>Example: Student was at site A for 2 weeks and moved to site B (still enrolled). The student has 10 sessions scheduled. The student had two sessions scheduled at site A and attended them both, so the 'Y' indicator would be submitted.</p> <p>If the student had two sessions while at site A, but only attended one session, then report 'N'.</p>
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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 78 Districts have submitted this collection data through JotForm (as of 5/7/25).



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



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">• 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

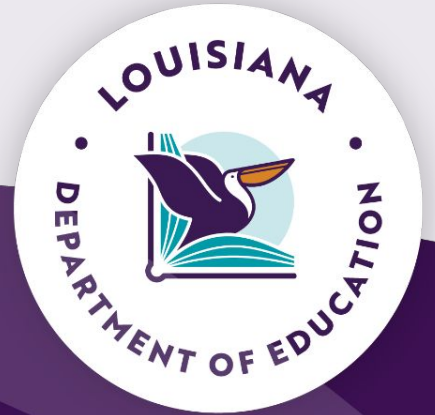


Updating Transcript Data : STS vs OTS

- 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 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.

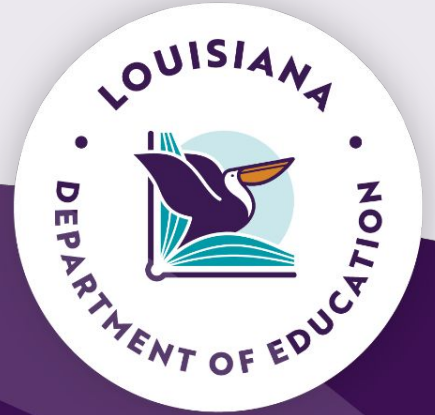
[LES for System Leaders](#)

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

Please contact leads@la.gov with questions.



Phishing emails

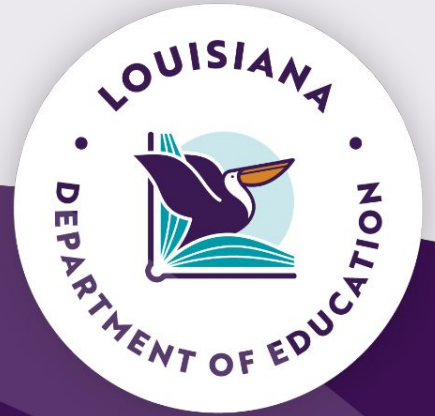


Phishing Emails

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.



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>



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.



Announcement



Save the Date!

The System Support Team will be hosting a virtual training on July 31 & August 1.

Details will be forthcoming.

