

# Data Coordinator Monthly Call

October 3, 2024



# Agenda

[Data Sharing Agreements](#)

[Data Collections Calendar](#)

[EdLink Security](#)

[eSER](#)

[eScholar](#)

[EdLink 360 Data Collections](#)

[Ad Hoc Collections](#)

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

[Canopy](#)

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

[Resources](#)

[Support Meetings](#)



# Data Sharing Agreements



# Data Sharing Agreements

Pursuant to R.S. 17:3914, school systems are required to have a contract or data sharing agreement in place with private vendors that deliver services in order to share personally identifiable student data (PII).

For the 2024-2025 school year, school systems will need to opt-in to any new or expiring data sharing agreements. Please use the [Data Sharing Agreement Tracker](#) for downloading agreements and for uploading agreements with the appropriate approvals.


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



# Data Collections Calendar



# Benchmark Calendar 2024-2025

 <b>LOUISIANA DEPARTMENT OF EDUCATION</b>	2024					2025								
	August	September	October	November	December	January	February	March	April	May	June	July	August	September
Collection														
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											
Oct 1 MFP/IDEA	8/19/2024		10/18/2024											
Mentor & Resident Teacher Collection	8/19/2024		10/25/2024											
Oct 1 Staff Vacancy Collection	8/19/2024			11/15/2024										
Oct CLASS (Staff and Student)	8/19/2024					1/10/2025								
Spring LEAP 2025 HS Assessments						1/1/2025	2/7/2025							
STS Mid-Year in (Legacy System)					12/2/2024		2/24/2025							
Feb 1 MFP	8/19/2024						2/24/2025							
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



# EdLink Security



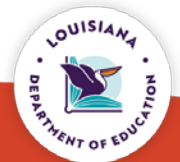
# EdLink Security

LDOE is undergoing a multi-year process to integrate all LDOE data systems with EdLink Security.

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

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

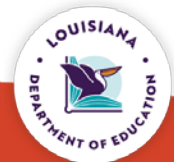
Totally Automated System (TAS)	EdLink Security Registration Portal
<ul style="list-style-type: none"><li>● LEADS Portal</li><li>● STS - Student Transcript System</li><li>● SPS - Sponsor Site System</li><li>● AFR - Annual Financial Reporting System</li><li>● CIS - Compass</li></ul>	<ul style="list-style-type: none"><li>● EdLink Security</li><li>● EdLink 360</li><li>● EdLink Ops Portal</li><li>● 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 Security Guide](#).



# Creating an EdLink Security Account

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

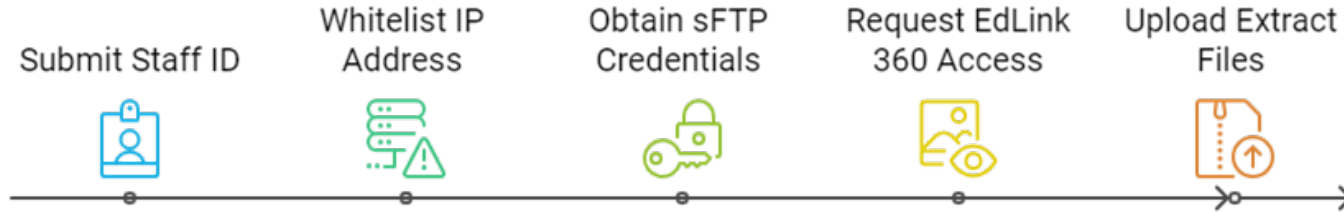
Please see the guide to [Creating Your EdLink Security Account](#) for step-by-step instructions for new EdLink Security users.

## Helpful Tips and Links:

- First and Last Name in the eScholar record and MyLa account must match **exactly**.
- The [MyLa FAQ](#) can help troubleshoot MyLa account issues.
- Permission guidance can be found in the [EdLink Security Guide](#).
- Superintendents can opt the district into Automatic Teacher Access to the Canopy Learner role through EdLink Security. See the [Automatic Teacher Access 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.



# 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

- Validation errors preventing IEPs from being submitted due to no Communication Plan or No Exceptionality were resolved on 9/23/24. If you have not already done so, please submit those IEPs.
- Business Rules
  - Students with a **primary or secondary** exceptionality of deaf/hard of hearing are required to answer “Yes” to at least one of the GSI questions. They are also required to upload a **communication plan**.
  - Any student marked “Yes” for the GSI questions will be required to upload a **communication plan**.



# eSER Enhancements

- Users can now isolate and print the ESYS section of the IEP and include the applicable instructional plan(s) and selected accommodations.
- Extended School Year Services (ESYS)
  - Include ESY Instructional Plans and Selected Accommodations



# eSER Oct 1

To be counted for IDEA, students must have the following as of 10/1/24

- a current submitted IEP,
- a current evaluation,
- open jurisdiction,
- open SPED activity, and
- open services.



# eSER Oct 1

Common Issues that prevent students from being counted:

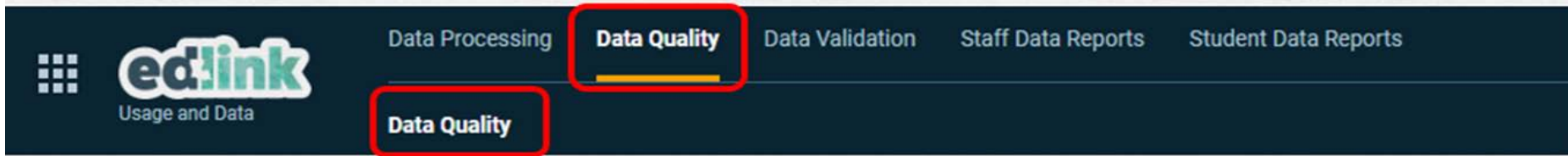
- The **start date** for services is after 10/1/2024. **Services must also be created in eSER before the official is run (10/18/24).**
- A service record wasn't created. Services must be added separately. Adding services in the IEP will not start a service record .
- SPED activity isn't open. Creating a service record should automatically open SPED activity if it's closed. Verify that SPED activity is open.
- If students still show as Not Counted or if students are not showing on the report at all, email [systemsupport@la.gov](mailto:systemsupport@la.gov) with the LASID.



# eScholar



# EdLink: Audit Codes U01, U02, U05



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

<b>AUDIT CODE</b>	<b>MEASURE NAME</b>	<b>ERRORS</b>	<b>DAYS TO RESOLUTION</b>
<u><b>U01</b></u>	<u><b>LASID Invalid</b></u>	<u><b>5</b></u>	<u><b>8</b></u>
<u><b>U02</b></u>	<u><b>LASID does not exist</b></u>	<u><b>1009</b></u>	<u><b>9.1</b></u>
<u><b>U05</b></u>	<u><b>Student LocalID does not match</b></u>	<u><b>2163</b></u>	<u><b>8.7</b></u>



# EdLink: Audit Codes U01, U02, U05

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

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

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

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

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

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



# eScholar DirectMatch

## September - June:

- LDOE will run the statewide DirectMatch and provide the batch number to school systems.
  - September SNAP K12 Student Batch # 9522
  - September TANF K12 Student Batch # 9520
  - September Medicaid Free Lunch K12 Student
  - September Medicaid Reduced Lunch K12 Student
  - September Medicaid All K12 Student
- School systems will be responsible for resolving their near matches and loading the data into their local systems. Districts should load the SNAP, TANF, Medicaid Free and Medicaid Reduced files into their food service system and/or local SIS. **Do not load the Medicaid ALL file.**
- LDOE will run the Address Matching; districts will resolve the near matches. LDOE will send the matched LASIDs to the districts. Mark these students are Directly Certified (DC) Extended free lunch in your food service system and/or local SIS.
- DirectMatch resources are available on the [eScholar Support pg.](#)

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



# eScholar StaffID

- Submit your 2024-2025 staff to [eScholar StaffID](#) for ID assignment
  - Submit returning and new staff at the beginning of the school year
  - Submit new staff hires throughout the year
- Staff who need EdLink dashboard or eSER access must be submitted to StaffID for the current year. **ESSY = 2025**
- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance



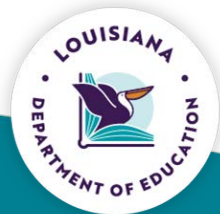
# EdLink 360 Data Collections



# Benchmark Calendar 2024-2025

Snapshot Start Date		8/19/24	8/19/24	10/1/24	8/19/24	8/19/24		8/19/24	8/19/24
Collection End Date (Snapshot or System Close)		12/13/24	9/27/24	10/18/24	10/18/24	10/25/24	11/8/24	11/15/24	1/10/25
EdLink 360 Extract Data Type	EdLink 360 Extract File	2023-24 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	KEA	Oct 1 MFPI/IDEA	Mentor & Resident Teacher Collection	Amplify Middle of Year (MOY) Literacy Assessments Student File Submission	Oct 1 Staff Vacancy Collection	Oct CLASS (Staff and Student)
CALENDARS	calendars.tsv.calendars_ext.tsv	X	X	X	X	X	X	X	X
COURSE OFFERINGS	course_offerings.tsv.course_offerings_ext.tsv		X				X		X
STUDENTS	students.tsv.students_ext.tsv	X	X	X	X		X		X
ENROLLMENTS	enrollments.tsv.enrollments_ext.tsv	X	X	X	X		X		X
ASSESSMENTS	k3_assessments.tsv			X					
HOMELESS	homeless_services.tsv				X				X
DISCIPLINE - Incidents	discipline_incidents.tsv.discipline_incidents_ext.tsv				X				X
DISCIPLINE - Offenses	discipline_offenses.tsv.discipline_offenses_ext.tsv				X				X
DISCIPLINE - Actions	discipline_actions.tsv.discipline_actions_ext.tsv				X				X
DISCIPLINE - Persons	discipline_persons.tsv				X				X
PROGRAM MEMBERSHIP	program_membership.tsv				X				X
ATTENDANCE	attendance.tsv				X				X
STUDENT - Class Schedules	student_schedules.tsv		X				X		X
STUDENT MARKS (Optional)	student_marks.tsv				X				X
STUDENT - Interventions (Optional)	students_interventions.tsv				X				X
STAFF - Demographics	staff.tsv.staff_ext.tsv		X			X	X		X
STAFF - Assignments	staff_assignments.tsv.staff_assignments_ext.tsv		X			X	X		X
STAFF - Class Schedules	staff_course_offering_link.tsv		X				X		X
STAFF - Payroll	payroll_ldoe.tsv								X
STAFF - ABSENCES	staff_absences.tsv								X
MENTOR TEACHER and RESIDENT TEACHER	mentor_teacher_link.tsv					X			
VACANT STAFF - Demographics	vacant_staff.tsv.vacant_staff_ext.tsv		X					X	X
VACANT STAFF - Assignments	vacant_staff_assignments.tsv.vacant_staff_assignments_ext.tsv		X					X	X
VACANT STAFF - Class Schedules	vacant_staff_course_offering_link.tsv		X					X	X
VACANT STAFF - Payroll	vacant_payroll_ldoe.tsv							X	X
CONTRACT STAFF - Demographics	contract_staff.tsv.contract_staff_ext.tsv		X				X		X
CONTRACT STAFF - Assignments	contract_staff_assignments.tsv.contract_staff_assignments_ext.tsv		X				X		X
CONTRACT STAFF - Class Schedules	contract_staff_course_offering_link.tsv		X				X		X

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



Fall Collections							
			10/1/24				10/1/24
8/12/24	8/12/24	8/12/24	8/12/24	8/12/24		8/12/24	8/12/24
12/13/24	9/27/24	10/18/24	10/18/24	10/25/24	11/8/24	11/15/24	1/10/25
2023-24 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	KEA	Oct 1 MFP/IDEA	Mentor & Resident Teacher Collection	Amplify Middle of Year (MOY) Literacy Assessments Student File Submission	Oct 1 Staff Vacancy Collection	Oct CLASS (Staff and Student)

# Fall Collections

# 2023-2024 Dropout Corrections

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2023-2024	EOY Dropout Corrections	8/12/24	12/13/24

EOY Dropout Corrections Data: CALENDARS, STUDENTS, ENROLLMENTS

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



# October 1 MFP

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2024-2025	Oct 1 MFP	8/19/24	10/18/24

This snapshot will capture data for students enrolled on Tuesday, Oct 1, 2024, which is the count date.

Oct 1 MFP Data: **CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM\_MEMBERSHIP, ATTENDANCE, STUDENT\_INTERVENTIONS (optional), STUDENT\_MARKS (optional)**

- **Multiples and Duplicates must be cleared. Remaining students in these categories will be removed from MFP counts and allocations until the Finance Audit is complete.**
- **This data is Critical for IDEA and MFP Funding and ED Calculations.**

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

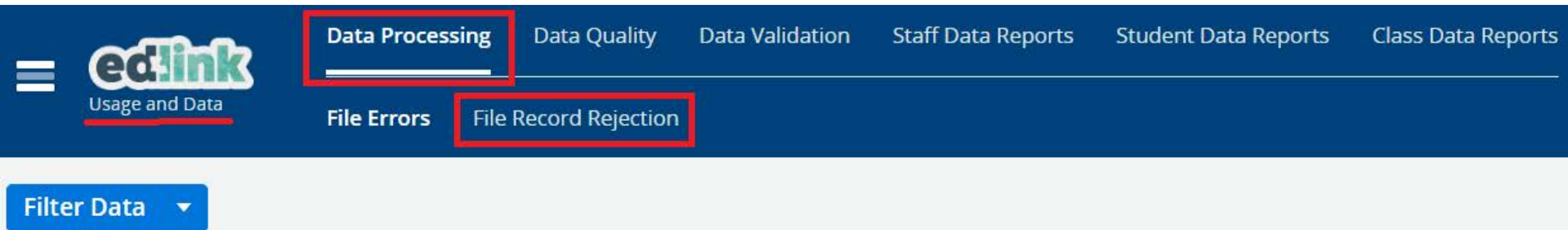
# EdLink 360 - Tips for Success

Checking File Record Rejection



# Usage and Data > Data Processing > File Record Rejection

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



The screenshot shows the navigation menu of the edlink application. The menu is dark blue with white text. On the left, there is a hamburger menu icon and the edlink logo with the text "Usage and Data" below it. The main navigation items are: "Data Processing" (highlighted with a red box), "Data Quality", "Data Validation", "Staff Data Reports", "Student Data Reports", and "Class Data Reports". Below these, there are two sub-items: "File Errors" and "File Record Rejection" (highlighted with a red box). At the bottom left of the menu area, there is a blue button labeled "Filter Data" with a downward arrow.



# How to read Data Processing File Record Rejections

FILE TYPE	LINE NUMB...	REJECT COLUMN	MESSAGE
<u>EXTRACT STUDENTS</u>	2	<u>STUDENT LANGUAGE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS</u>	3	<u>STUDENT LANGUAGE</u>	<u>Unaccepted value</u>
<u>EXTRACT ENROLLMENTS_EXT</u>	6	<u>ENGLISH PROFICIENCY CODE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS</u>	14	<u>STUDENT LANGUAGE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS_EXT</u>	23	<u>READ_ELA_ACCOM_CODE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS_EXT</u>	57	<u>READ_ELA_ACCOM_CODE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS_EXT</u>	80	<u>READ_ELA_ACCOM_CODE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS_EXT</u>	95	<u>READ_ELA_ACCOM_CODE</u>	<u>Unaccepted value</u>
<u>EXTRACT STUDENTS_EXT</u>	101	<u>READ_ELA_ACCOM_CODE</u>	<u>Unaccepted value</u>

Duplicate Rejected Records are often resolved by correcting other rejections



# Data Processing > File Record Rejection

Reject Column	EXTRACT CALENDARS	EXTRACT CALENDARS_EXT	EXTRACT ENROLLMENTS	EXTRACT ENROLLMENTS_EXT	EXTRACT HOMELESS_SERVICES	EXTRACT STUDENTS	EXTRACT STUDENTS_EXT	Grand Total
ENGLISH_PROFICIENCY_CODE				521				521
HOMELESS_REASON_CODE				248				248
HOMELESS_STUDENT_TYPE					135			135
LOCAL_STUDENT_KEY					2	143	142	287
READ_ELA_ACCOM_CODE							2186	2186
READ_MATH_ACCOM_CODE							2397	2397
READ_SCI_ACCOM_CODE							2398	2398
READ_SS_ACCOM_CODE							2396	2396
SCHOOL_YEAR	569	531	635	634	520	632	756	4277
STUDENT_LANGUAGE						184		184
STUDENT_STATE_ID						143		143
TRUANCY_INDICATOR				570				570
Grand Total	569	531	635	1973	657	1102	10275	15742

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



# Extension Academy Student Data

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

Note: Ensure prior to September 30th, 2024 grad dates have been removed from the students STS BSSY 2023 record.



# Mixed Providers Submission Process

If you are submitting PK3 & PK4 students via Mixed Provider Delivery Models to EdLink360, please note the process below.

1. Submit Students to eScholar as grade code 20 and 24 at the \*700 site.

Note: The grade code should be the same in eScholar as what is submitted in EdLink360.

2. Submit the Students to EdLink360 (calendar, calendar\_ext, student, student\_ext, enrollment, enrollment\_ext):

a. Grade code: 20 or 24

b. District Code: Three digits (ex:001)

c. School Code: Six digits, this will be the school code of the PK3 or PK4 site. (ex: K01001)

d. Calendar code must be the three digits of the early childhood site level calendar created.

# KEA

School Year	Snapshot Group	Snapshot End Date
2024-2025	KEA	10/18/24

- KEA will be collected (first 30 days of school) through EdLink360's [k3\\_assessments.tsv](#) extract. TSGOLD will still need to be entered on the TSGOLD platform (Use K\_ENTRY\_ASSESSMENT\_EXCEPTION\_CODE = 04 (Student assessed with TSGOLD) in your k3\_assessments.tsv file).
- KEA questions reach out to [systemsupport@la.gov](mailto:systemsupport@la.gov)

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



# Literacy

School Year	Snapshot Group	Deadline Date
2024-2025	Literacy	BOY: Unique Testing Windows MOY: 12/20/24 EOY: 4/30/25
<ul style="list-style-type: none"><li>• Literacy screener data (including LAAR) will be submitted and collected in Amplify.</li><li>• Literacy questions reach out to <a href="mailto:assessment@la.gov">assessment@la.gov</a></li></ul>		
<p>Please refer to the <a href="#">2024-2025 Benchmark Calendar</a> for a list of extracts that should be submitted.</p>		



# Mentor & Resident Teacher Collection

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2024-2025	Mentor & Resident Teacher Collection	8/19/24	10/25/24

Mentor and Resident Teacher Data: CALENDARS and STAFF

- This data will be used to provide mentor and resident stipends.

**Webinar:**

[2024 Mentor/Resident Compensation Process Webinar](#) was **Monday, August 26, 2024.**

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



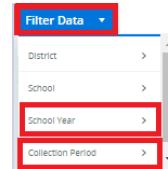
# Mentor & Resident Teacher Collection

Mentors and residents (including REACH residents) must be submitted in the following extracts to have all pieces necessary for funding:

- calendars.tsv; calendars\_ext.tsv
- staff.tsv; staff\_ext.tsv
- staff\_assignments.tsv; staff\_assignments\_ext.tsv
- mentor\_teacher\_link.tsv

Spring 2023-2024 and Fall 2024-2025 mentors and residents are now showing on the [Resident Mentor Teachers Dashboard](#).

- Select the Filter to switch between School Years and Collection Periods.



The [Resident Mentor Teachers Dashboard](#) will populate any mentor or resident being submitted in the mentor\_teacher\_link.tsv extract.

- Fields that are blank on the rosters indicate that there is missing data for the individual from the staff files.
  - Examples: Site Code, Site Name, Resident Object Code, Resident Function Code, Mentor Object Code, Mentor Function Code.

RESIDENT SPONSOR NAME	RESIDENT SPONSOR CODE	RESIDENT SITE CODE	RESIDENT SITE NAME	RESIDENT STATE ID	RESIDENT NAME	RESIDENT OBJECT CO...	RESIDENT FUNCTION CODE	RESIDENT CERTIFICATE TYPE CODE
ABC Parish	ABC	ABC001	ABC Elementary School	1234567890	Doe, John		ERR	001

MENTOR SITE CODE	MENTOR NAME	MENTOR STATE ID	MENTOR OBJECT CODE	MENTOR FUNCTION CODE	MENTOR CERTIFICATE TYPE CODE	MENTOR CERTIFICATE NUMBER
	Doe, John	1234567890		ERR	0012	123456

# Mentor & Resident Teacher Collection

- Please set aside time to check the [Resident Mentor Teachers Dashboard](#) frequently for accuracy. This data will be used to verify eligibility for funding and no changes will be made after the snapshot has been taken.
- Mentor/Resident list:
  - If mentors/residents are not showing up or incorrect mentors/residents are listed, email IDs to [systemsupport@la.gov](mailto:systemsupport@la.gov).
    - Support tickets require time to research, so the sooner issues are submitted, the more likely a resolution is found before the collection deadline.
- Mentor/Resident data must be finalized before **October 24, by 5 pm**, in order to make the snapshot on October 25.



# Staff Vacancy Collection

School Year	Snapshot Group	Snapshot End Date
2024-2025	<b>Staff Vacancy Collection (Oct 1, Feb 1 &amp; EOY)</b>	Oct 1: 11/15/24 Feb 1: 2/28/25 EOY: 8/8/25

Staff Vacancy Data: CALENDARS, VACANT STAFF - Demographics, VACANT STAFF - Assignments, VACANT STAFF - Class Schedules

In order to identify staffing vacancies across the state and within school systems, the Department is compiling current teaching vacancy data. It is crucial for the Department to have a complete set of data and understand current realities regarding vacancies; therefore, we are asking school systems to complete the “Vacant Staff” extract in Edlink360 by September 30. The data collected from Edlink360 will be used to support school systems with the recruitment and retention of educators throughout the state, and will be reported to BESE.

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

# October 1 CLASS - Staff & Student

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date
2024-2025	Oct 1 CLASS	8/12/24	1/10/25

This snapshot will capture data for students enrolled and staff on Tuesday, Oct 1, 2024, which is the count date.

CALENDARS, COURSE\_OFFERINGS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE, PROGRAM\_MEMBERSHIP, ATTENDANCE, STUDENT - Class Schedules, STAFF - Demographics, Assignments, Class Schedules, Payroll, Absences, VACANT STAFF - Demographics, Assignments, Class Schedules, Payroll, CONTRACT STAFF - Demographics, Assignments, Class Schedules

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

# Ad Hoc Collections



# Act 420 Collection

Act 420 ([R.S. 17:4035.1](#)) mandates that public school districts report data around student transfer requests. Each LEA is required to report the number of inter-district and intra-district transfers requests received, accepted, appealed, and denied during your system's transfer period, disaggregated by economically disadvantaged status and race and ethnicity, to the best of your knowledge.

Data should be submitted via the [Annual Reporting for Act 420: Inter- and Intra-district Transfers](#) Jotform by **Monday, October 14, 2024**.

LEAs that do not submit required data by the deadline (**October 14, 2024**) will be shown as “not reported” in all reporting provided to the Legislature.

For additional support, please review the FAQ in the Accountability Library or reach out to [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.



# 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](#)

- **JotForm will be available 11/4/24**



# Act 1 LA Gator

At the direction of the Legislature, as outlined in [Act 1 of the 2024 Legislative Session](#), all LEAs must submit information on the number of students that could be served per grade level for the 2024-2025 school year (capacity) for all sites within their district. The department will then utilize your SIS October 1 submission to identify the number of students to determine available capacity.

More information will be provided in the coming weeks.

If you have any questions or need further support, please email [accountability@la.gov](mailto:accountability@la.gov).



# Student Transcript System (STS)



# 2024-2025 STS

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



# STS Enhancements - 020 Record

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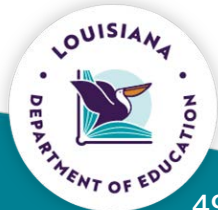
# Canopy



# LDOE Professional Learning Platform - Canopy

- To access the LDOE Professional Learning Platform, known as [Canopy](#), users need to complete all of the [steps to create](#) an EdLink Security Account.
- Superintendents must [opt-in](#) to the EdLink Partially Automated Teacher option to grant classroom teachers Canopy Learner access each school year. The 2025 opt-in opened on July 29.

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



# Louisiana Evaluation System (LES)



# Louisiana Evaluation System (LES)

LES has been on a phased rollout plan and is now live. Users should have MyLA credentials in order to access EDLink Security for LES.

System leaders have permissions that can be requested for LES.

LES Updater Role is for users who will be making modifications to evaluations and those that assign evaluators. LES View Role is for users that need the ability to enter evaluations and those that need to see evaluation data. The view role is not a “read only” type role and does allow for evaluators to enter evaluations.

It is encouraged to collaborate with your LES System Contact to ensure that users have the correct permissions for LES.

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



# Resources



# EdLink 360 Support Page

## EdLink 360 Support Page

- 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)

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



# Support Meetings



# Support Structure for Oct 1 MFP Collection

- 6 weeks prior - Missing data targeted phone calls (**Daily**)
- 6 weeks prior - EdLink 360 data quality email outreach
  - ~~6 weeks out: 9/11 (canceled due to hurricane)~~
  - ~~5 weeks out: 9/20~~
  - ~~4 weeks out: 9/26~~
  - ~~3 weeks out: 10/1, 10/3~~
  - **2 weeks out: 10/7, 10/9, 10/11**
  - **Final submission week: 10/14, 10/15, 10/16, 10/17**
- ~~4 weeks prior - Superintendent email outreach~~
- 4 weeks prior - Geocoding outreach (**Weekly**)
- 3 weeks prior - Critical Support 1:1 meetings
  - **Schedule a critical support meeting**
- ~~2 weeks prior - Superintendent email outreach~~
- 1-2 weeks post - Accountability outreach



# 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	<a href="mailto:accountability@la.gov">accountability@la.gov</a>