

Data Coordinator Monthly Call

September 5, 2024



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Data Sharing Agreements



Data Sharing Agreements

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

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

For questions or concerns with Data Sharing Agreements, contact ldedata@la.gov.



Data Collections Calendar



EdLink Security



User Authentication

EdLink Security has been updated.

Helpful Tips:

- All users need to activate their user profile: [User Profile Activation Guide](#).
- First and Last Name in the eScholar record and MyLa account must match **exactly**.
- **NEW: Users are no longer prompted to activate their EdLink Security with the emailed verification code.** The act of logging into EdLink Security with their MyLa credentials will activate their account. New EdLink Security users will create a [MyLa](#) account and then create an EdLink User Profile in the [EdLink Ops Portal](#). Updated [K-12 Guidance](#) reflects this change.

Note: There is a day delay after user profile activation for your EdLink360 permissions to reinstate. During this time your district will not appear in the EdLink360 location filter. Email systemsupport@la.gov if after a day's delay you are unable to view your district's EdLink360 dashboards.

Security Criteria for EdLink 360

1. Submit Staff ID

A StaffID must be assigned in eScholar/EdLink 360 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

2. Whitelist IP Address

Servers must be whitelisted in order to upload extract files to the PowerSchool sFTP.

Whitelisting is performed by PowerSchool.

3. Credentials

A Username and Password are required to access the PowerSchool sFTP for uploading extract files.

These credentials are assigned by PowerSchool.

4. EdLink Security Username/Password

The school system Security Coordinators are responsible for establishing access to EdLink 360. Security Coordinators will need to request security coordinator access/data analyst for EdLink 360 access. These approvals are performed by LDOE.

My.LA.gov Accounts

My.LA.gov is a centralized user ID and password tool utilized by many state agencies. MyLA provides a user with one user ID and password for all business with the state of Louisiana. As state agencies adopt the use of MyLA, users will be able to use their single account for business with that agency. The systems that are now available with this single account sign-on are Canopy, eSER, EdLink360, EdLink Security and EdOps.

Usage for LDOE Systems:

- LDOE system users who support multiple different school systems or who need access to multiple education systems should only utilize **one** MyLA user ID. ***This is a change from how security was provisioned in legacy systems where multiple user IDs were required.***
- A user should **not** create and attempt to utilize multiple MyLA user IDs within LDOE systems. This will result in errors and potentially getting locked out of your account. The email created in MyLA accounts should only be business emails, do not use personal email addresses.
- eScholar Data Managers should NOT continually switch a user's user ID that is linked with the user's eScholar Staff ID.



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](#) and all systems that are new or have been recently enhanced will be provisioned through EdLink Security.

The [Security Resource Page](#) has information on gaining access to all LDOE data systems.

Provisioning Access for this Year's 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● eSER● Canopy |



EdLink Security Available Application Roles

| EdLink360 | EdLink Security | eSER |
|--|--|---|
| <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● Local● Application Specific - eSER, EdLink 360 | <ul style="list-style-type: none">● IEP Form● SER Data● SER LASID● SMD Medicaid● SER Data Services● Re-Evaluation Data Review (RDR) <p>NOTE: SER (SMI) Medicaid Importer - The eScholar Direct Match process will be utilized for Medicaid matching in place of Medicaid Importer beginning with the 2022-2023 school year.</p> |

Automatic Linking of User ID and Staff ID

EdLink has developed functionality that will help to automatically link a user ID created by a user with their staff ID. Please follow the [guide](#) for steps to utilize this feature.

- Ensure your school system has submitted Staff IDs for the school year.
- The purpose of this connection is to verify that a user has a staff ID upon logging in; users only need to link their user ID to one site within their school system in order to proceed.



eSER



eSER Reminders

- New providers cannot be added to a student in eSER for the new school year until the 24/54 EdLink staff file is submitted to EdLink 360.
 - This does not prevent the provider from accessing the student or providing services.
- **Count Reports:**
 - Although the report dropdown is showing a nightly unofficial update; counts have not updated **since 8/23/24**. This is related to updates with jurisdictions and is set at the highest priority to resolve.
 - Resolutions will be posted on the [eSER Recent Release Notes](#).



eSER Updates-Communication Plan

- Students with a **primary** exceptionality of deaf/hard of hearing are required to:
 - Answer “Yes” to at least one of the GSI questions.
 - Upload a communication plan.
- Students with a **secondary** exceptionality of deaf/hard of hearing who answer “Yes” to at least one of the GSI questions are required to:
 - Upload a communication plan.



eSER Updates-Communication Plan

- **Fix in Progress-Communication Plans Are Not Required for:**
 - Students with a **secondary** exceptionality of deaf/hard of hearing who answer “NA” to both GSI questions,
 - Students **who do not have** an exceptionality of deaf/hard of hearing but who are marked for “Communication” under Special Factors who answer “NA” to both GSI questions; or
 - **Gifted** students.

Resolutions will be posted on the [eSER Recent Release Notes](#). IEPs can be submitted once the resolution is posted.



eSER Updates-No Exceptionality

- **Update:** Users will no longer be able to submit an IEP if the evaluation lists “No Exceptionality.”
- **Fix in progress:** Currently many users get an error that there is “No Exceptionality listed”, but the evaluation does have an exceptionality. This is affecting regular and interim IEPs.

Resolutions will be posted on the [eSER Recent Release Notes](#).
IEPs can be submitted once the resolution is posted.



eSER Updates-RDR

- On the RDR, under “Required Reevaluation” the bullets disappeared when checkbox “D” was selected. The bullets now remain.
- The majority of missing RDR dissemination dates have been added. If there are any that have been missed, please submit the following to systemsupport@la.gov
 - LASID
 - RDR dissemination date
 - RDR submit or create date



eSER Updates-Jurisdiction

- Users will not see the following jurisdictions:
 - Administrative Services
 - Non/Public/Homeschooled
 - District Route To for Unknown
- Students previously assigned to these jurisdictions should be placed at a specific jurisdiction or the LEA's Central Office.



eSER Updates-Jurisdiction

- If you no longer have access to a LASID, please submit the following to systemsupport@la.gov:
 - LASID
 - LEA jurisdiction
 - Site Jurisdiction
 - Data has not been lost. The jurisdiction needs to be updated on the backend.
- If you do not see a Central Office jurisdiction for your LEA, please submit a ticket to systemsupport@la.gov.



eScholar



EdLink: Audit Codes U01, U02, U05



Data Processing

Data Quality

Data Validation

Staff Data Reports

Student Data Reports

Class Data Reports

Data Quality

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

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



LASID Audit 1

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 **Sept 24, 2024**
 - File name: **LEACODE_2024-25_LASID Resolution1**
- 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 Resolution1_COMPLETE** by **October 1, 2024**
 - Submit the student to eScholar PersonID with the active LASID
 - Make any retirement/split ID updates in applicable systems (EdLink, eSER, etc.)



eScholar DirectMatch

September - June:

- LDOE will run the statewide DirectMatch and provide the batch number to school systems.
 - SNAP K12 Student
 - TANF K12 Student
 - Medicaid Free Lunch K12 Student
 - Medicaid Reduced Lunch K12 Student
 - 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.](#)



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



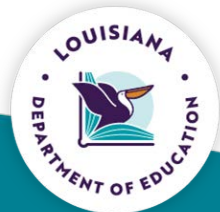
EdLink 360 Data Collections



Benchmark Calendar 2024-2025

| 2024-2025 EdLink 360 Data Submissions | | All extract submissions are expected to be submitted daily by 5:00pm if the data is available. | | | | | Fal |
|--|---|--|-------------------------------|--|---------|----------------|-----|
| As of | | | | | | 10/1/24 | |
| Snapshot Start Date | | 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 | 9/13/24 | ***** | 10/18/24 | |
| EdLink 360 Extract Data Type | EdLink 360 Extract File | 2023-24 EOY Dropout Corrections | Fall LEAP 2025 HS Assessments | IAP Window #1 (Volunteer selected Districts; Grades 3-8) | KEA | Oct 1 MFP/IDEA | |
| CALENDARS | calendars.tsv;calendars_ext.tsv | X | X | X | X | X | |
| COURSE OFFERINGS | course_offerings.tsv;course_offerings_ext.tsv | | X | X | | | |
| STUDENTS | students.tsv;students_ext.tsv | X | X | X | X | X | |
| ENROLLMENTS | enrollments.tsv;enrollments_ext.tsv | X | X | X | X | X | |
| ASSESSMENTS | k3_assessments.tsv | | | | X | | |
| HOMELESS | homeless_services.tsv | | | | | X | |
| DISCIPLINE - Incidents | discipline_incidents.tsv;discipline_incidents_ext.tsv | | | | | X | |
| DISCIPLINE - Offenses | discipline_offenses.tsv;discipline_offenses_ext.tsv | | | | | X | |
| DISCIPLINE - Actions | discipline_actions.tsv;discipline_actions_ext.tsv | | | | | X | |
| DISCIPLINE - Persons | discipline_persons.tsv | | | | | X | |
| PROGRAM MEMBERSHIP | program_membership.tsv | | | | | X | |
| ATTENDANCE | attendance.tsv | | | | | X | |
| STUDENT - Class Schedules | student_schedules.tsv | | X | X | | | |
| STUDENT MARKS (Optional) | student_marks.tsv | | | | | X | |
| STUDENT - Interventions (Optional) | students_interventions.tsv | | | | | X | |
| STAFF - Demographics | staff.tsv;staff_ext.tsv | | X | X | | | |
| STAFF - Assignments | staff_assignments.tsv;staff_assignments_ext.tsv | | X | X | | | |
| STAFF - Class Schedules | staff_course_offering_link.tsv | | X | X | | | |
| STAFF - Payroll | payroll_ldoe.tsv | | | | | | |
| STAFF - ABSENCES | staff_absences.tsv | | | | | | |
| MENTOR TEACHER and RESIDENT TEACHER | mentor_teacher_link.tsv | | | | | | |
| VACANT STAFF - Demographics | vacant_staff.tsv;vacant_staff_ext.tsv | | X | | | | |
| 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 | | | | | | |
| CONTRACT STAFF - Demographics | contract_staff.tsv;contract_staff_ext.tsv | | X | X | | | |
| CONTRACT STAFF - Assignments | contract_staff_assignments.tsv;contract_staff_assignments_ext.tsv | | X | X | | | |
| CONTRACT STAFF - Class Schedules | contract_staff_course_offering_link.tsv | | 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 | 9/13/24 | 10/18/24 | 10/18/24 | 10/25/24 | 11/8/24 | 11/15/24 | 12/13/24 | 1/10/25 |
| 2023-24 EOY Dropout Corrections | Fall LEAP 2025 HS Assessments | IAP Window #1 (Volunteer selected Districts; Grades 3-8) | KEA | Oct 1 MFP/IDEA | Mentor & Resident Teacher Collection | Amplify Middle of Year (MOY) Literacy Assessments Student File Submission | Oct 1 Staff Vacancy Collection | IAP Window #2 (Volunteer selected; Grades 3-8) | 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.



Fall LEAP 2025

| School Year | Snapshot Group | Snapshot Start Date | Snapshot End Date |
|-------------|----------------|---------------------|-------------------|
| 2024-2025 | Fall LEAP 2025 | 8/19/24 | 9/27/24 |

Fall LEAP 2025 Data: CALENDARS, STUDENTS, ENROLLMENTS, COURSE_OFFERINGS, STUDENT - Class Schedules, STAFF - Demographics, STAFF-Assignments, STAFF - Class Schedules, VACANT STAFF - Demographics, VACANT STAFF - Assignments, VACANT STAFF - Class Schedules, CONTRACT STAFF - Demographics, CONTRACT STAFF - Assignments, CONTRACT STAFF - Class Schedules

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



KEA

| School Year | Snapshot Group | Snapshot End Date |
|--|----------------|-------------------|
| 2024-2025 | KEA | 10/18/24 |
| <ul style="list-style-type: none">• 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.• KEA questions reach out to systemsupport@la.gov | | |
| <p>Please refer to the 2024-2025 Benchmark Calendar for a list of extracts that should be submitted.</p> | | |



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">• Literacy screener data (including LAAR) will be submitted and collected in Amplify.• Literacy questions reach out to assessment@la.gov | | |
| <p>Please refer to the 2024-2025 Benchmark Calendar for a list of extracts that should be submitted.</p> | | |



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_MARKS, STUDENT INTERVENTIONS

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.

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.

[2024 Mentor/Resident Compensation Process Webinar Slide Deck](#)

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



Mentor & Resident Teacher Collection

- Ensure Mentors and Residents have active certifications on or before Oct 1, 2024.
- Check the [Resident Mentor Teachers Dashboard](#) frequently for accuracy.
 - If you find that your mentor/residents are not showing up or incorrect mentor/residents are listed, email systemsupport@la.gov with ID's.



Staff Vacancy Collection

| School Year | Snapshot Group | Snapshot End Date |
|-------------|--|--|
| 2024-2025 | Staff Vacancy Collection (Oct 1, Feb 1 & EOY) | 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.

Extension Academy Student Data

Extension Academy (EA) students should be entered with the following:

GRADE_CODE: EA

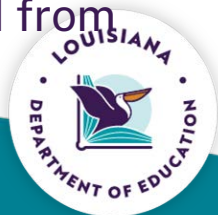
OPTION_CODE: B

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.

Support Structure



2024-25 Collection Support Structures

For each collection snapshot:

- 6 weeks prior - Missing data targeted phone calls
- 6 weeks prior - EdLink 360 data quality email outreach
- 4 weeks prior - Superintendent email outreach
- 4 weeks prior - Geocoding outreach
- 3 weeks prior - Critical Support 1:1 meetings
- 2 weeks prior - Superintendent email outreach
- 1-2 weeks post - Accountability outreach



Student Transcript System (STS)



2023-2024 & 2024-2025 STS

| School Year | System | Collection Start Date | Collection End Date |
|-------------|----------------------|-----------------------|---------------------|
| 2023-2024 | STS | 12/1/2023 | 9/30/2024 |
| 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">• 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 |
|-----|------------------------|---|---|---|----------|



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. |
|-----|-----------------|---|---|---|---|--|



Sponsor Site (SPS)



SPS Certification

Districts should certify their Sponsor and Site information by September 30, 2024.

Districts should be verifying that the begin and end times located on the sites pages in Sponsor Site are accurate.

Earliest Drop Off Time: AM

Latest Pick Up Time: PM



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 with questions.



Louisiana Evaluation System (LES)

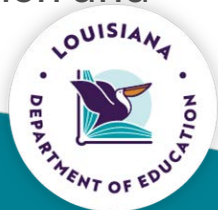


Louisiana Evaluation System (LES)

LES will replace the Compass Information System (CIS). Beginning with the 2024-2025 school year, data will be entered directly into the Louisiana Evaluation System (LES) data system throughout the year (no spreadsheet uploads) by both the evaluatee and the evaluator.

- LES launch will be on a phased rollout.
- It is encouraged that users have MyLA credentials since users will have to access the EdLink Security for LES.
- LES system contacts will receive additional information regarding launch and support.

Please contact 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

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> <p>CALENDARS</p> <ul style="list-style-type: none">• calendars.tsv• calendars_ext.tsv<ul style="list-style-type: none">• SAMPLE calendars extracts <p>STUDENTS</p> <ul style="list-style-type: none">• students.tsv• students_ext.tsv<ul style="list-style-type: none">• SAMPLE students extracts <p>STUDENT ATTENDANCE</p> <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> <p>STAFF</p> <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_idoc.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](#)



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 |
| Interests & Opportunities | accountability@la.gov |