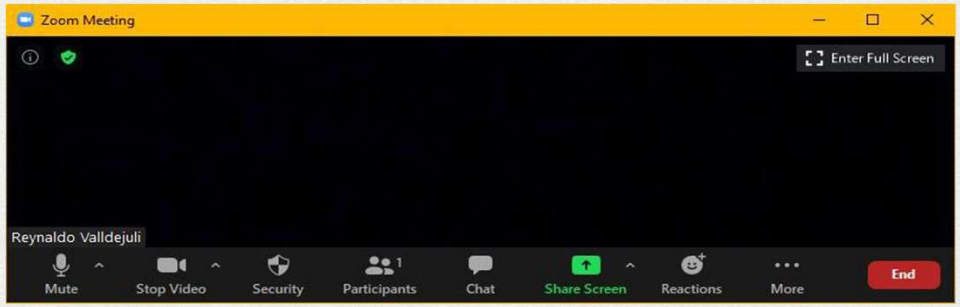
Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.

LOUISIANA DEPARTMENT OF EDUCATION

eScholar Office Hours

April 14, 2022

Visit the eScholar Support Page for a copy of the webinar deck

Agenda

- **Uniq-ID and StaffID**
  - Submit students and staff
  - Deadlines

- **DirectMatch**
  - Statewide matching
  - DSNAP & Address Matching
  - CEP Issues

2021-2022 Uniq-ID and StaffID

Believes

Uniq-ID and StaffID

Student EOY submission: July 8 (snapshot end date)

- Submit all new students and homeless students

Staff EOY deadline: August 26 (snapshot end date)

- Submit all new staff and those who need EdLink dashboard access

Retire IDs	Split IDs
Student RetireID template	Student SplitID template
Staff RetireID template	Staff SplitID template

LEAs must update the active Student/Staff ID in your local system and all LDOE data systems that use the Student/Staff ID for that student/employee.

LASID Audit # 4

Audit Process:

LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on April 8, 2022

- File name: **LEA_2021-22_ 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_2021-22_LASID Resolution4_COMPLETE*** by April 20, 2022
  - Make any LASID updates in applicable systems (your local system, EdLink, SER, etc.)

2021-2022 DirectMatch

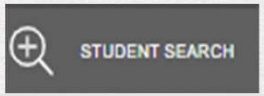
Believes

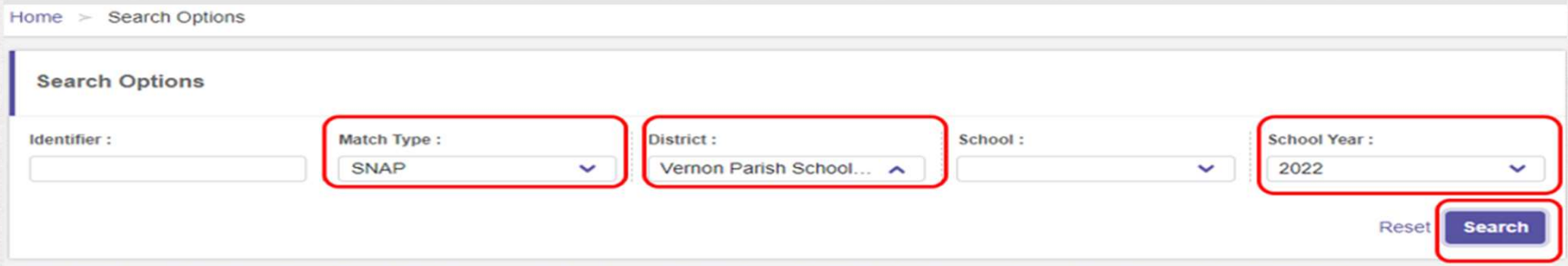
DO THIS MONTH

Statewide DirectMatch

March SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching between April 6-7, 2022
  - **SNAP batch # 2161 TANF batch # 2165**
  - Districts are responsible for resolving any near matches
    - If you see the message "No results were found" it indicates that your district does not have any near matches to resolve.
    - You may have some matched records to download.
  - Download your SNAP matched records from the Search function





CEP Training Materials

- CEP Training: *Louisiana Fit Kids - Training Slides*
  - *Feb 22 slide deck* *Feb 22 recording*
  - *March 29 slide deck* *March 29 recording*

  Note: Instructions for Manual Authorization (DSNAP) and Address Matching are provided

- Submit Population and Elections Data for Community Eligibility Provision (CEP) program *(June 30, 2022)*

- *Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts*

DSNAP and Address Matching

DSNAP

- Use Manual Authorization to submit the DSNAP student as SNAP
- Complete by June 15, 2022

Address Matching

- District may resolve the near matches
  - the matched records cannot be downloaded
  - be cautious when resolving the near matches
    - Some addresses are apartment buildings with no unit #
    - multiple students at the same address – either same/different last names
- Complete by June 15, 2022

Homeless and Head Start

- Students should have LASIDs assigned in Uniq-ID
- Students should be submitted to EdLink
- Homeless and Head Start students will be automatically pulled from EdLink into the district's CEP Manager

*No need to use the Manual Authorization to add these students

CEP To Do Checklist

- Check your list of schools to ensure all schools are there
- Check your students and counts
- Submit your DSNAP to DirectMatch by using the Manual Authorization feature
- Address Matching – do as much as you can. Be careful when matching because some addresses are missing the apartment #, lot #, trailer #
- Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts

Current DirectMatch Issues

1

- The Manual Authorization feature is not working for a handful of users
  - Use the Match icon at the top left of the screen.

    Don't use the Match icon at the bottom of the screen as that has not been programmed for the manual authorization feature

- Unable to view roster of manually added or address matched students
  - eScholar enhancement in the 2022-2023 school year
  - LDOE will research if this data can be downloaded from back-end tables

- Missing schools, closed schools or non-CEP schools in CEP Manager
  - Email Courtney.Neubauer@la.gov or Anantha.Lakkakula@la.gov

- Missing counts (enrollment and programs) for non-publics
  - eScholar is working to resolve this issue

Slide 13

1 @jayanthi.sothirajah@la.gov. I am not sure yet if it is possible to pull a file for LEAs, so wouldn't announce it tomorrow. _Assigned to JAYANTHI SOTHIRAJAH_

ANANTHA LAKKAKULA, 4/13/2022

Current DirectMatch Issues – cont.

- The Program counts total does not match the Identified counts
  - eScholar is working to resolve this issue

Pelican Elementary *(ABC001)*

252 / 309
Identified/Enrolled

81.55
ISP %

Pending
Population Status

Programs

Even Start	DC Extended	Foster	Homeless	Migrant	TANF	SNAP	Head Start
0	0	2	4	0	6	251	15

Current DirectMatch Issues – cont.

- Some users are not able to see their 2021-2022 CEP data
  - Resolve this issue by updating the data:
    - Click on the refresh button at the right corner on the screen under the current year

    - Please wait couple of minutes to wait the screen to refresh
    - Click Refresh again if you still see below message

    - Let us know if you still cannot see any data

CEP Deadline Extension

March 25, 2022: CEP deadline was extended pursuant to the waiver authority in Section 12(l) of the NSLA.

CEP Requirement	Waiver Deadline*
Data Used to Calculate ISP	Anytime between July 1, 2021 and June 30, 2022
LEA Notification	June 30, 2022
State Agency Notification	June 30, 2022
State Agency Publication	June 30, 2022
Elect CEP for Following SY	September 30, 2022

By June 30, 2022: SFAs must confirm the Population Data in eScholar CEP Manager. All population data will automatically be pulled from the eScholar DirectMatch system.

By September 30, 2022: SFAs must make final elections regarding CEP participation for the 2022-2023 school year through the eScholar CEP Manager.

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
  - **Zoom link:** https://ldoe.zoom.us/j/96648596634
  - **Dial-In Phone Number:** (312) 626-6799

- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
  - **Zoom link:** https://ldoe.zoom.us/j/93069704449
  - **Dial-In Phone Number:** (408) 638-0968

- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - **Thursday, May 5** See the full *2021-22 Data Coordinator Webinar schedule*
  - **Zoom Link**: https://ldoe.zoom.us/j/976397929
  - **Dial-In Phone Number**: (408) 638-0968
  - **Meeting ID#**: 976 397 929

eScholar Systems -Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	• Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • eScholar Security (User Access/Role Based questions) •Enhancements •eScholar related EdLink ADQ/Dashboard/Security questions
Jayanthi.Sothirajah@LA.GOV	• Student ID updates and maintenance •DirectMatch and CEP Manager (SNAP, TANF, Free/Reduced Lunch counts etc) •eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access
Wanggan.Yang@LA.GOV	•StaffID updates and maintenance •eScholar related EdLink ADQ/Dashboard questions •Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Who to contact for support

- Email LDOECVR@la.gov for any questions about the Curriculum Verification and Reporting Portal (CVR)
- Email edlink360@la.gov for any questions about EdLink and EdLink Security. Also refer to the available Security Resources.
- Email systemsupport@la.gov for any questions/concerns/issues for the systems/topics listed below.

  Security Coordinator updates and Contact List updates

  Systems accessed through the LEADS Application Portal

  Student Transcript System (STS), STS Prior period opens, IBC uploads, Sponsor Site System (SPS), Special Education Reporting System (SER), Annual Financial Reporting (AFR), School Finder and Principal and Superintendent Secure Portal

NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond as necessary to those emails.

- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Email Sherry.Randall@la.gov or Crystal.Wilkinson@la.gov for Administrative issues (except security issues), EdLink Training, 22-23 System Enhancements