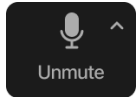
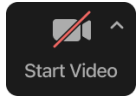


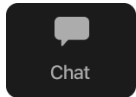
# Zoom Meeting Preparation



- 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.”

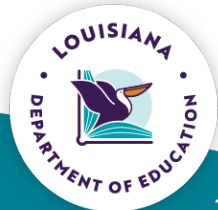


- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



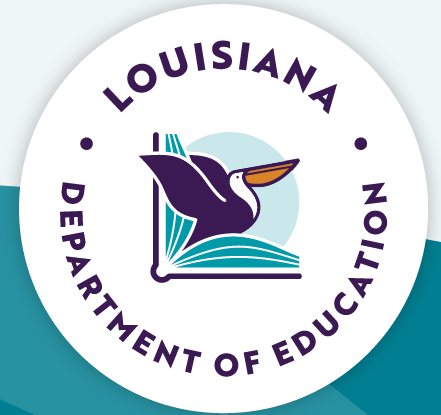
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact [LDOECommunications@la.gov](mailto:LDOECommunications@la.gov)



# eScholar Office Hours

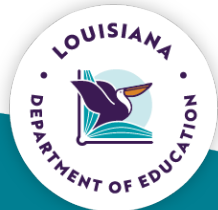
Visit the [eScholar Support Page](#) for a copy of the webinar deck



July 24, 2025

# Agenda

- General Information
  - eScholar Support Office Hours
  - Security Coordinators, 2025-2026 LEA Contact List
  - 2025-2026 eScholar Rollover
  - Training Materials
  - Update Student Data Privacy Laws & Required Data Submission
- 2025-2026 eScholar PersonID – student submission
  - File Upload
  - Manual Entry
  - Troubleshooting Errors
  - Downloading LASIDs
  - Editing Records



# eScholar Support Office Hours

## Purpose:

- Provide assistance to data managers with file submission, errors, downloading, etc.
- Data managers can hop on/off the session at any time
- Can schedule individual one-on-one zoom sessions as needed

## eScholar Office Hours

**Date:** July 28 – August 8 (Monday – Friday for 2 weeks)

**Time:** 10 am – 12 pm

**Link:** <https://ldoe.zoom.us/j/97031808633>

- Meeting ID: 970 3180 8633
- Call in: 1-312-626-6799

**Note:** August 7, 2025 is the eScholar Office Hours.





# Security Coordinators

Update the [2025-2026 LEA Contact List](#) (located in the [EdLink Support pg](#))

- Copy/paste your district's data into a new EXCEL sheet
- Review and edit (add/remove data managers)
- Send updated EXCEL file to [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

Disable accounts of data managers who are no longer in your district.

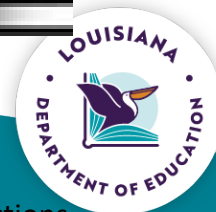
- EdLink Security <https://registration.edlink.la.gov>
- eScholar PersonID/DirectMatch <https://secureid.ldoe.la.gov/uid/login>
- eScholar StaffID <https://louisianastaffid.escholar.com/uidmgr/>

[eScholar Support pg](#) – announcements, templates, documents, schedules, etc.



# Student and Staff PII: LDOE Staff

- Do **NOT** email any student PII (e.g. full names, SSN, DOB, etc)
- Do **NOT** email any file that has student PII or staff PII
- Send the student's LASID or eScholar PersonID Batch #
- Send the StaffID, the first/last name of the employee or eScholar Staff ID Batch #



# 2025-2026 Rollover

## PersonID and DirectMatch

- eScholar PersonID and DirectMatch opened for 2025-2026 (ESSY = 2026)
  - Districts submit expected student enrollment 2025-2026 school year
  - Districts run their own DirectMatch after students have been assigned IDs
    - June SNAP, TANF, Medicaid files are available in DirectMatch
  - New LEAs/schools will be in the application on July 28, 2025

## StaffID

July 28 – eScholar StaffID will open for the 2025-2026 school year

- Districts may submit staff data (ESSY = 2026)
- EdLink will read both ESSY 2025 and ESSY 2026 until Staff EOY closes on Aug. 8
  - New LEAs/Schools will be in the application on July 28, 2025



# eScholar PersonID/DirectMatch & StaffID

- All training slide decks and users guides are on the [eScholar Support pg](#)
- Email: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
  - Training videos
  - Zoom sessions on PersonID/DirectMatch
  - StudentID file submission and troubleshooting errors
- Email: [Wanggan.Yang@la.gov](mailto:Wanggan.Yang@la.gov)
  - Zoom sessions on StaffID
  - StaffID file submission and troubleshooting errors





# Graduated Students – 12<sup>th</sup> grade

## Problem Analysis and Resolution:

For student(s) who graduated in the 2024-2025 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- update the students information in your local system (SSN, parental consent, etc.)
- submit the student to PersonID for the **2025-2026** school year:
  - **ESSY = 2026**
  - **Location Active Flag = 0 (inactive)**
  - **Parental Consent Flag = Y**
  - **SSN**
- submit the student to the Student Transcript System (STS)
- submit the graduation date
- certify the site





# Act 837 Overview

## What does the law say?

- **Act 837** required the Department of Education to create a unique statewide student identifier system by May 1, 2015.
- Each LEA must have assigned a Louisiana Secure ID to all students enrolled in public elementary or secondary schools by June 1, 2015.

## What does this mean for the Department and LEAs?

- After June 1, 2015 any data sharing between the Department and LEAs must utilize unique student identifiers in place of social security numbers.
- LEAs assumed a new area of responsibility for assigning and maintaining unique student identifiers.



# Update on Student Data Privacy Laws & Required Data Submission



July 2025



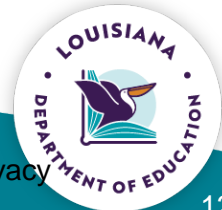
# BOR/LOSFA - Receives 8-12 Student SSN for TOPS Eligibility Determination

- Per [LA R.S. 17:3914 \(K\)](#) Public schools must collect specific student data (name, DOB, SSN, transcript, race/ethnicity) for grades 8-12, with parental consent.
- Data can only be shared with Louisiana postsecondary institutions, the Board of Regents, and the Office of Student Financial Assistance for admissions, financial aid, and reporting/evaluation purposes.
- Public schools shall, at the beginning of each school year, collect parental consent of each student in grades eight through twelve. Parent may deny consent for the collection and disclosure of the student's information.
- Public schools shall provide annual notification to the student's parent or legal guardian as to the right and process used to withdraw consent.

**School districts must:** submit student data (name, DOB, SSN) to eScholar and the LOSFA parental permission flag in the Student Transcript System

**With whom will these data be shared?** The BOR/LOSFA receives a secure file transfer of these data directly from the Student Transcript System

Please contact [Laura.Boudreaux@la.gov](mailto:Laura.Boudreaux@la.gov), Research & Data Privacy Director for data privacy questions. Contact [SystemSupport@la.gov](mailto:SystemSupport@la.gov) for data submission questions





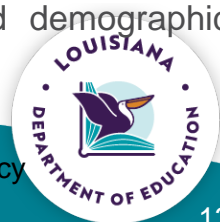
# LA FIRST - Receives Student PII (Names, DOB, SSN) for Legislatively Mandated Research

- Research System for Transformation (LA FIRST) at the University of Louisiana at Lafayette within the Kathleen Babineaux Blanco Public Policy Center to research and analyze certain enumerated matters.
- This law also requires school systems to submit student data directly to LA FIRST and the LDOE. Parental permission is not required.
- LA FIRST shall be provided access to all data listed in the [data-sharing agreement](#) developed with each state entity, including the LDOE. The agreement allows the LDOE to share student data with LASID directly to LA FIRST and LEAs that opt into the agreement will share student names, date of birth and SSNs to LA FIRST via eScholar.

**School districts must:** submit these student data (names, DOB, SSN) to eScholar. Opt into the LA FIRST data sharing agreement to allow LDOE to share the data or share the data directly with LA FIRST

**With whom will these data be shared?** LA FIRST receives a secure file transfer of the student PII data and LASID directly from eScholar. The LDOE, as required by this law, shares enrollment, assessment, and demographic information connected to LASID via secure file transfer to LA FIRST.

Please contact [Laura.Boudreaux@la.gov](mailto:Laura.Boudreaux@la.gov), Research & Data Privacy Director for data privacy questions. Contact [SystemSupport@la.gov](mailto:SystemSupport@la.gov) for data submission questions





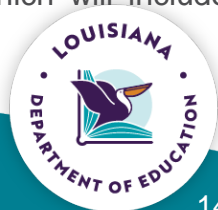
# LWC (Louisiana Workforce Commission) - Receives Student SSN, for Legislatively Mandated Return on Investment Research

- Previously, [LA R.S. 17:3914 \(N\)](#) required parental permission for school systems to collect SSNs and share with LWC via eScholar for evaluating state and federal programs that prepare students for postsecondary education, workforce training, and employment.
- [Act 187 of 2025](#) Regular Session repealed LA R.S. 17:3914 (C)(1)(j) and (N)(1)(c) in their entirety and amended N(1)(a) to do the following:
  - Add to the purpose a return on investment analysis to be conducted by the LWC
  - Eliminated the parental permission requirement. Public secondary school governing authorities are now mandated to collect the social security number of each student pursuing a diploma by the beginning of their senior year. School systems are required to report the SSN, matched to student names and unique student identification numbers with the LDOE. The LDOE is directed to share this information with the commission.

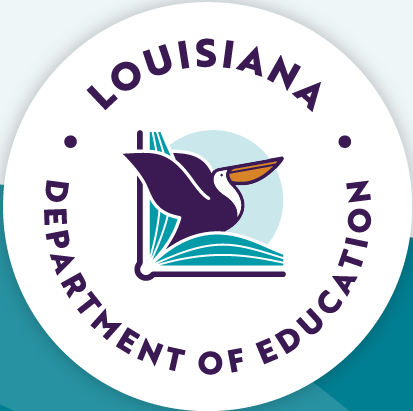
**School districts must:** submit these student data (SSN) to eScholar

**With whom will these data be shared?** The LDOE, via eScholar, will securely transfer the data to LWC which will include enrollment, assessment, and demographic information connected to SSN & LASID

Please contact [Laura.Boudreaux@la.gov](mailto:Laura.Boudreaux@la.gov), Research & Data Privacy Director for data privacy questions. Contact [SystemSupport@la.gov](mailto:SystemSupport@la.gov) for data submission questions



# 2025-2026 eScholar PersonID





# eScholar PersonID

The eScholar PersonID application allows districts to assign and maintain statewide student identifiers (StudentIDs)

Submit your **2025-2026 expected student enrollments** to PersonID for ID assignment.

- Submit returning and new students at the beginning of the school year
- Submit new enrollments throughout the year
- ESSY = **2026**; Location Active Flag = 1 (active)

**Note: Students must be submitted to PersonID prior to running DirectMatch.**

## Consequences of not submitting all students to eScholar PersonID

- *District will receive an error message in EdLink when student data is submitted for Oct. 1 collection*
- *Student will be **excluded** from matching to the SNAP, TANF, Medicaid files in DirectMatch*



# ID Assignment Process



# SPED Student and eSER

Student is enrolled in a non-public school but is receiving SPED services at a public school district:

- Public school district assign a public LASID for the student
  - Location Active Flag = 1 “Active”
  - Master record
- Public school district enters the public LASID in eSER

Non-public school assigns a non-public State ID for the student for Direct Match purposes.



# Optional Fields for LASID Assignment

## Address

- If districts want to use Address Matching in DirectMatch to identify additional free lunch students (DC Extended), they should include the students' address in their student submission.
- **Type 2 charters are required to include the student addresses in their student submissions**

## SSNs

- Makes better matches
- Program type files (SNAP, TANF, Medicaid-Free and Medicaid-Reduced) all contain recipient SSN
- Needed for 12<sup>th</sup> graders who will be submitting FAFSA applications for college
- **Required for 8-12 graders beginning in 2025-2026 school year with parental consent**

## Middle Names

- Makes better matches
- Easily differentiate between students with similar first/last names
- Program type files (SNAP, TANF, Medicaid-Free and Medicaid-Reduced) contain middle names for some records





# Optional Fields for LASID Assignment

## Residing District Code

- This is the 2-digit parish/city code of the public school district (attendance zone) in which the student lives or if student is enrolled in a residential school, the school district in which the legal guardian lives
- Parish/city codes: 01-69
- The district of residence does **not** impact students in city/parish public school districts (001-069)
- This field is required for certain types of public/charter schools who are required to submit address records
  - Type 2 charters are required to include the residing district code in their PersonID submissions
- **Parish of residence matters for funding purposes in the case of Type 2 charter schools. The amount of funding is tied to the parish of residence!**



# eScholar PersonID Student Submission

There are 2 methods to submit your students for ID assignment:

## 1. File Upload

- obtain file from your local SIS (JCampus, PowerSchool, etc.)
- create a file using EXCEL template
  - [Public](#)
  - [Non-Public](#)

## 2. Manual submission

- enter the students' data, one-by-one, into eScholar PersonID

**NOTE:** *If you use the EXCEL template, please email [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov) to schedule a zoom session for you.*



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

# Submit Students for ID Assignment

- Log into [eScholar PersonID](#)
- Use the waffle and toggle to PersonID

SECUREID PERSON ID

**System Message**  
Welcome to the new version 2023.0.5 of eScholar Uniq-IDI

**Pending Work**

Pending Near Match(s/es)	116
Pending Batches	2

**Quick Actions**

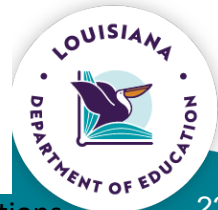
- + Add a Person
- Upload a File
- 🔍 Perform a Search

**Recent Activity (Past 30 Days)**

BATCHES TRANSACTIONS

**Pending - 5 Most Recent** View Past 7 Days | View All >>

Batch Info	Location Info	Process Info	Record Info	Status Info	Actions
▲ 121749 INDIV	<b>ReDesign Schools System (3AF)</b> Dalton Elementary School, A Redesign School (3AP003)	07/21/2025 12:40 PM	1 of 1 PENDING	██████████ Pending: Near Match(s/es)	Resolve ⋮
▲ 121746 INDIV	<b>ReDesign Schools System (3AF)</b> Dalton Elementary School, A Redesign School (3AP003)	07/21/2025 12:36 PM	1 of 1 PENDING	██████████ Pending: Near Match(s/es)	Resolve ⋮
▲ 121602 LASIDs_TDR_NP_7_... FILE	<b>Tuition Donation Rebate (TDR)</b> Tuition Donation Rebate (LEA)	07/11/2025 3:31 PM	77 of 85 PENDING	██████████ Pending: Near Match(s/es)	Resolve ⋮
▲ 121594 LA_StateStudentUID... FILE	<b>Eleanor McMMain Secondary School System (WBF)</b> Eleanor McMMain Secondary School (WBF001)	07/11/2025 10:57 AM	1 of 1 PENDING	██████████ Pending: Near Match(s/es)	Resolve ⋮
▲ 121507 348-UID-7433184370... FILE	<b>New Orleans Military and Maritime School System (348)</b> New Orleans Military & Maritime Academy (348001)	07/09/2025 2:14 PM	8 of 1054 PENDING	██████████ Pending: Near Match(s/es)	Resolve ⋮

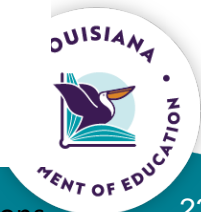


Please contact [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov) with questions.


Scroll down till you see the Completed – 5 Most Recent sections  
 Once your students have been assigned IDs, the batch will move from the Pending to the Completed section.

Completed - 5 Most Recent View Past 7 Days | View All >>

Batch Info	Location Info	Process Info	Record Info	Status Info	Actions
121774 LA_StateStudentUID... FILE	<b>FirstLine Schools School System</b> (399) <i>Arthur Ashe Charter School (399002)</i>	07/22/2025 7:07 AM	3 of 3	████████ Completed	⋮
121773 PID_BATCHPROFILE... FILE	<b>FirstLine Schools School System</b> (399) <i>Multiple School/Site Code(s)</i>	07/22/2025 7:06 AM	4 of 4	████████ Completed	⋮
121772 009-UID-5996663439... FILE	<b>Caddo Parish School System</b> (009) <i>Multiple School/Site Code(s)</i>	07/21/2025 4:49 PM	24 of 24	████████ Completed	⋮
121771 LA_StateStudentUID... FILE	<b>McDonogh 35 Senior High School System</b> (WBZ) <i>McDonogh 35 Senior High School (WBZ001)</i>	07/21/2025 2:59 PM	165 of 172	████████ Completed	⋮
121770 LA_StateStudentUID... FILE	<b>Edna Karr High School System</b> (WBD) <i>Edna Karr High School (WBD001)</i>	07/21/2025 2:48 PM	253 of 256	████████ Completed	⋮



# Submit Students for ID Assignment

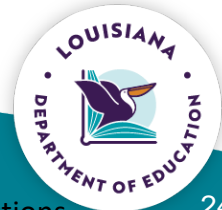
- Click on the Match icon 
- Click on the Browse button and find the file on your computer
- Click on the purple Match button

Home > Match Options

### Match Options

Match Option	Upload File
Person Type	<b>K12 Student</b>
File to Upload	<input type="text"/> <span>Browse</span>
Upload Type	<b>Simple</b> Advanced

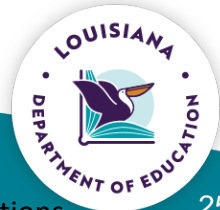
Reset Match





# Next Steps

- The application will first check your file (file validation) and then check each record (data validation).
- If your file is rejected, take a screenshot of the error message and send it to us. We will help you troubleshoot so that you can correct the errors in your local SIS and resubmit a new file.
- The application will begin matching the submitted students to the master database:
  - Some students will be matched with a LASID from the master database.
  - The application will assign LASIDs for those who had no matches.
  - Some records will be near matches – user has to resolve the near matches



# Check Record Info

- You should have the same number of records assigned IDs as the number of records you submitted.
- If the Record Info shows fewer records, click on the 3 vertical dots and select View Batch Details.

Batch Info	Location Info	Process Info	Record Info	Status Info	Actions
99649 uid0012024.bt FILE	Aviary Parish (ABC) Pelican Primary (ABC001)	08/14/2024 11:49 PM	271 of 278	■■■■■ Completed	⋮

- Download
- View Batch Details



# Check Status Statistics

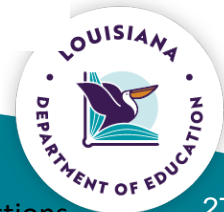
Here are a few types of canceled records:

- Completed: Assignment - Near Match Resolution – Canceled **user canceled record**
- Exact MatchID Not Found Canceled **user canceled record**
- Canceled (Data Validation) – **records have errors**, no IDs were assigned



## Status Statistics

Match Status	Record Count
<b>Canceled (Completed)</b>	
Completed: Assignment- Exact Match ID Not Found Canceled	2
Completed: Validation - Canceled (Data Validation)	5



# Download the Canceled Records

- Click on the Download button
- Select Canceled
- Click on Generate Extracts

## Download Options

### Match Status

Status	Submission Date	Downloadable Record Count	Total Record Count
<input type="radio"/> IDs Assigned (Match / No Match)	08/14/2024 11:49PM	271	278
<input checked="" type="radio"/> Cancelled	08/14/2024 11:49PM	7	278

### Format

Download Type

**Simple**

Advanced

**Generate Extract**



# Download the Canceled Records

- Scroll down to the Extract File table
- Click on the Refresh button until it changes to Download
  - The Extract Status will show Completed
- Click on Download
- It will save a txt file to the Download folder on your computer

## Extract File (1)

Extract Date ⚡	Location Info ⚡	Record Count ⚡	Extract Name ⚡	Extract Status ⚡	Actions
08/15/2024 6:49AM	Avian Parish (ABC) Pelican Primary (ABC001)	In progress of 278		Request Queued	<a href="#">Refresh</a>



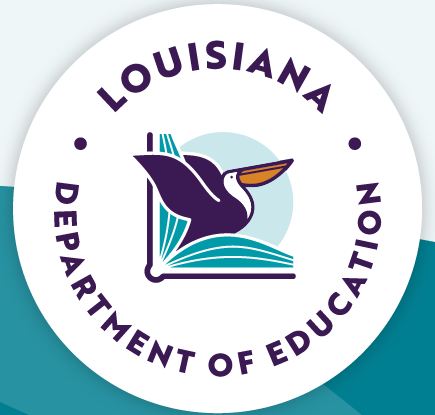
# Txt File

- Open the txt file and you will see the student's name on the left
- Scroll to the far right of the file
- You will see the error associated with that record
- Correct the errors in your local SIS
- Export a fresh file
- Load file into eScholar PersonID

```
,"RACE_ETHNIC_CODE is invalid (Other)."  
',"RACE_ETHNIC_CODE is invalid (Other)."  
!","RACE_ETHNIC_CODE is required."  
!","2024-08-14","{0} does not exist ({1}).,STATE_STUDENT_ID"  
08-14","{0} does not exist ({1}).,STATE_STUDENT_ID"  
'RES_DISTRICT_CODE is invalid."
```



# Manual Entry



# Submit Students for ID Assignment





- Log into [eScholar PersonID](#)
- Use the waffle and toggle to PersonID
- Click on the Add Person icon
- You will be at the Add a New Person page



- Enter all the required fields
- The address information is required for Type 2 Charters and 101-Special School District

Home > Add a New Person

## Add a New Person

 <b>Person Information</b>		 <b>Contact Information</b>		 <b>Other Information</b>	
First Name	<input type="text"/>	Address 1 (optional)	<input type="text"/>	Residency Expiration Date (optional)	<input type="text" value="mm/dd/yyyy"/>
Middle Name (optional)	<input type="text"/>	Address 2 (optional)	<input type="text"/>	 <b>Customer Defined Fields</b>	
Last Name	<input type="text"/>	City (optional)	<input type="text"/>	LWC Consent Flag (optional)	<input type="text"/>
Suffix (optional)	<input type="text"/>	State (optional)	<input type="text"/>	Parental Consent Flag (optional)	<input type="text"/>
Alt Last Name (optional)	<input type="text"/>	Zip (optional)	<input type="text"/>		
Gender	<input type="button" value="Female"/> <input type="button" value="Male"/>	Geocode (optional)	<input type="text"/>		



- The SSN is optional. Entering that SSN will provide a better match

*Note: SSNs are required for 8<sup>th</sup>-12<sup>th</sup> graders with parental consent*

Date Of Birth	<input type="text" value="mm/dd/yyyy"/>
Social Security Number (optional)	<input type="text" value="###-##-####"/>
Race Ethnicity	<input type="text" value="v"/>
Race 2 Code (optional)	<input type="text" value="v"/>
Race 3 Code (optional)	<input type="text" value="v"/>
Race 4 Code (optional)	<input type="text" value="v"/>
Race 5 Code (optional)	<input type="text" value="v"/>
State ID (optional)	<input type="text"/>



- Residing Parish Code is a required field for Type 2 Charters and 101-Special School District
- The Location Active Flag should be Active for students receiving eSER services
- Click on the purple Match button



#### Location Information

Ending School Session Year

LEA Code

School/Site Code

Residing Parish Code (optional)

Local ID

Source System

Alternate ID (optional)

Alternate ID Source (optional)

Active/Inactive Indicator (optional)

Source Refresh Date (optional)

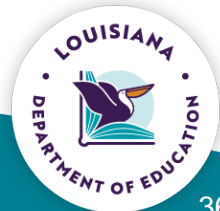
Grade Placement

Reset

Match



- All errors will be highlighted in red
- Make the correction and click on the purple Match button
- The application will make the match decision
  - Match – the submitted record is an exact match to a record in the master database
    - the application will assign the same LASID for the student
  - Near Match – the submitted record is a close match to a record in the master database
    - the user will have to resolve the near match
  - No Match – the submitted record does not match any record in the mater database
    - the application will create a new LASID for this student
  - Click on the Home icon
    - Your batch will have moved to the Completed section
    - Click on the 3 vertical dots and select Download



# Download StudentIDs



# Download LASIDs

- Your batch will be in the Completed section on the home page.
- To download, click on the 3 vertical dots. Then select Download
- You will be taken to the Download Options page
- Make sure you select the IDs Assigned under Status
- Click on Generate Extracts



## Download Options

### Match Status

Status	Submission Date	Downloadable Record Count	Total Record Count
<input checked="" type="radio"/> IDs Assigned (Match / No Match)	08/12/2024 2:02PM	11	11

### Format

Download Type

Simple

Advanced

Generate Extract



# Download LASIDs

- Scroll down till you see the Extract File table
- Under Actions, click on the Refresh button until the Download button appears
- The Extract Status will show Completed

Extract Date	Location Info	Record Count	Extract Name	Extract Status	Actions
08/12/2024 2:02PM	St. Charles Parish School System (045) Multiple Buildings	11 of 11	PID_BATCHPROFILE_99167_08122024_0202PM_IDRES.TXT	Completed	Download

- Your file will be saved to the download folder on your computer
- Load the file into your local SIS (JCampus, PowerSchool, etc.)



# Editing Student Data



# Editing A Student Record

For correcting the Name, SSN, DOB, etc.

- Log into eScholar: <https://secureid.ldoe.la.gov/uid/login>

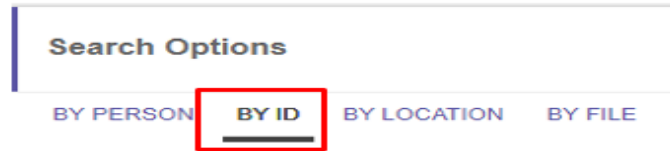
- Use the waffle and toggle to PersonID



- Click on the Search button



- Select the By ID tab



- Enter the student's LASID



# Editing the Name, SSN, DOB

- Scroll down till you see the Search Results table

State ID	Name	Date Of Birth	Gender	Ethnicity Indicator / Race Ethnicity	Social Security Number	Grade Placement	Location Info	ID Info	Match Score	Actions
0123456789	<a href="#">Pelican, Polly Anne</a>	12/10/2014	Female	<u>Pelicanus</u>	999-00-0000	Fourth	Aviary School System (ABC) Aviary Elementary School (ABC001)	12345	N/A	>>

- Click on the student's name
- Click on the Master Record tab

OVERVIEW

**MASTER RECORD**

HISTORY RECORDS

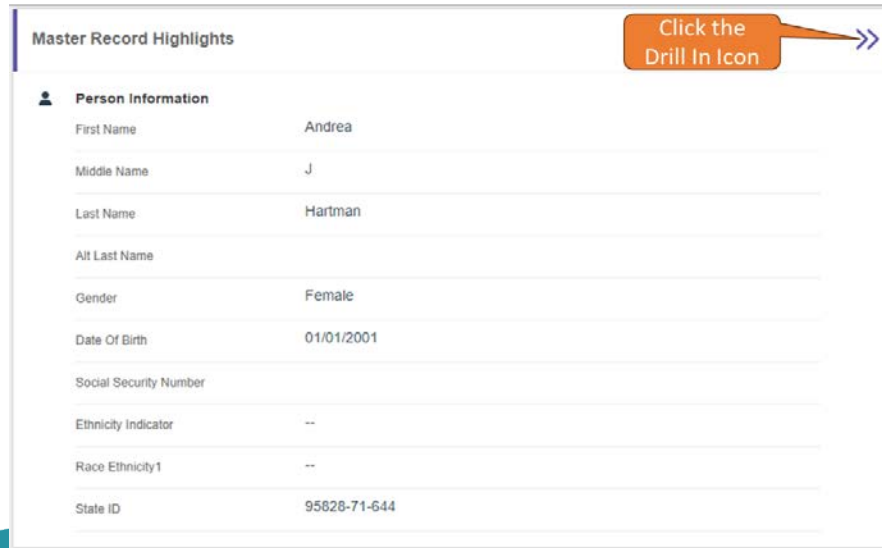
MERGED RECORDS

DIRECT MATCH



# Edit the Name, SSN, DOB, Address, Consent Flags


- You will see the Master Record Highlights.
  - Note: your district must hold the master record when making edits.
  - If your district does not hold the master record, submit the student to eScholar PersonID (file or manual entry) with the correct demographics.
- Click on the double arrows



The screenshot shows a web form titled "Master Record Highlights". In the top right corner, there is an orange callout box with the text "Click the Drill In Icon" and an arrow pointing to a double-right arrow icon (»). The form contains a table of personal information:



Person Information	
First Name	Andrea
Middle Name	J
Last Name	Hartman
Alt Last Name	
Gender	Female
Date Of Birth	01/01/2001
Social Security Number	
Ethnicity Indicator	--
Race Ethnicity1	--
State ID	95628-71-644

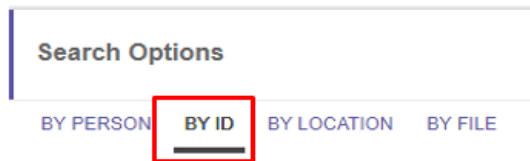
# Edit the Name, SSN, DOB, Address, Consent Flags

- Click on the Edit button 
- Correct the name, DOB, gender etc.
- Click on the Update button to save your changes



# Editing Grade, LocalID, Location Active Flag

- Log into eScholar: <https://secureid.ldoe.la.gov/uid/login>
- Use the waffle and toggle to PersonID  SECUREID PERSON ID
- Click on the Search button 
- Select the By ID tab



# Editing the Grade, LocalID, Location Active Flag

- Scroll down till you see the Search Results table

State ID	Name	Date Of Birth	Gender	Ethnicity Indicator / Race Ethnicity	Social Security Number	Grade Placement	Location Info	ID Info	Match Score	Actions
0123456789	<a href="#">Pelican, Polly Anne</a>	12/10/2014	Female	<a href="#">Pelicanus</a>	999-00-0000	Fourth	Aviary School System (ABC) Aviary Elementary School (ABC001)	12345	N/A	>>

- Click on the student's name
- Click on the Master Record tab

OVERVIEW

**MASTER RECORD**

HISTORY RECORDS


MERGED RECORDS

DIRECT MATCH



# Edit Grade, LocalID, Location Active Flag, Site


- Scroll down till you see the Location Information (K12 Student) section
- In the example below, the Active/Inactive Indicator is blank
- Click on the double arrows

Location Information (K12 Student)							
Update Date ↕	Ending School Session Year ↕	Location Info ↕	Local ID ↕	Alternate ID ↕	Grade Placement ↕	Active/Inactive Indicator ↕	Actions
08/25/2024	2025	Aviary District (ABC) Aviary Elementary (ABC001)	12345		Ages 3-5 SPED		



# Edit Grade, LocalID, Location Active Flag, Site

- You will see the Location Information Details section
- Click on the Edit button
- Update the student's grade, LocalID, Location Active Flag, Residing Parish Code, Site

Location Information Details (K12 Student)  <<

**Community Academies of NO School System** (3C3)  
**Esperanza Charter School** (3C3003)

07/22/2025  
Last Updated

**K12 Student**  
Person Type

Ending School Session Year	2026	Grade Placement	Kindergarten
LEA Code	Community Academies of NO School System (3C3)		
School/Site Code	Esperanza Charter School (3C3003)		
Residing Parish Code			
Local ID	<u>XXXXXX</u>		
Source System	local LEA SIS		
Alternate ID			
Alternate ID Source			
Active/Inactive Indicator	Active		
Source Refresh Date	N/A		



# Edit Grade, LocalID, Location Active Flag, Site

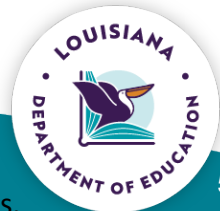
- If needed, update the Active/Inactive Indicator from blank to Active (or from Inactive to Active)
- Click Update to save the changes



# Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am every other Thursday**
  - **Zoom link:** <https://ldoe.zoom.us/j/97031808633>
  - **Dial-In Phone Number:** (312) 626-6799
    - 7/24                                      8/7, 8/21                                      9/4, 9/18
    - 10/2, 10/16, 10/30    11/13                                      12/5, 12/18                                      1/8, 1/22
    - 2/5, 2/19                                      3/5, 3/19                                      4/2, 4/16, 4/30
    - 5/14, 5/28                                      6/11, 6/25
  
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - **Thursday, August 7, 2025**
  - **Zoom Link:** <https://ldoe.zoom.us/j/976397929>
  - **Dial-In Phone Number:** (408) 638-0968
  - **Meeting ID#:** 976 397 929
    - 9/11/2025                                      10/9/2025    11/6/2025
    - 12/4/2025                                      1/15/2026    2/5/2026
    - 3/5/2025                                      4/9/2025    5/7/2025    6/4/2025

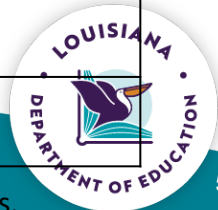
Please contact [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov) with questions.



# eScholar Systems -Who to contact for support

Who to Contact for Support	For Assistance With
<a href="mailto:Anantha.Lakkakula@LA.GOV">Anantha.Lakkakula@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Retire/Split LASID or Staff ID, LASID/Staff ID Audits</li> <li>• Administrative functions such as system settings and configurations</li> <li>• eScholar Security (User Access/Role Based questions)</li> <li>• Enhancements</li> <li>• eScholar related EdLink ADQ/Dashboard/Security questions</li> </ul>
<a href="mailto:Jayanthi.Sothirajah@LA.GOV">Jayanthi.Sothirajah@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Student ID updates and maintenance</li> <li>• DirectMatch and CEP Manager (SNAP, TANF, Medicaid, Free/Reduced Lunch counts etc)</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access</li> </ul>
<a href="mailto:Wanggan.Yang@la.gov">Wanggan.Yang@la.gov</a>	<ul style="list-style-type: none"> <li>• StaffID updates and maintenance</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access</li> </ul>
<a href="mailto:support@escholar.com">support@escholar.com</a>	<ul style="list-style-type: none"> <li>• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders</li> <li>• Software bugs (system outage, security issues etc.)</li> <li>• Requests for utilizing web services</li> </ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"> <li>• System access for new users</li> <li>• Assistance with your eScholar login/password</li> </ul>
Visit <a href="#">escholar support page</a>	<ul style="list-style-type: none"> <li>• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.</li> </ul>

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



# Who to contact for support

- Email: [systemsupport@la.gov](mailto:systemsupport@la.gov) for any questions/concerns/issues for the systems/topics listed below.
  - Edlink, EdLink Security, eSER, Security Coordinator updates
  - LEA Contact List updates
  - Systems accessed through the LEADS Application Portal
    - Student Transcript System (STS), STS Prior period opens, IBC uploads,
    - Sponsor Site System (SPS),
    - Annual Financial Reporting (AFR),
    - School Finder and Principal and Superintendent Secure Portal

For all other questions/concerns/issues:

- Email [LDOE\\_LEA\\_Support@powerschool.com](mailto:LDOE_LEA_Support@powerschool.com) for PowerSchool sFTP Credentials and Whitelisting Requests
- Email: [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov) Summer Sun Bucks, CEP
- Email: [LDEData@la.gov](mailto:LDEData@la.gov) for Data Management FTP
- Email: [SystemSupport@la.gov](mailto:SystemSupport@la.gov) for EdLink Security and EdLink360 dashboard access
- Email: [Amanda.Slaughter@LA.GOV](mailto:Amanda.Slaughter@LA.GOV) for Canopy access
- Email: [LEADS@LA.GOV](mailto:LEADS@LA.GOV) for Louisiana Educator Portal – LES (formerly known as Compass)

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

