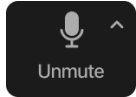
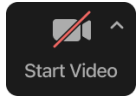


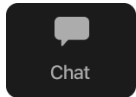
Zoom Meeting Preparation



- 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.”

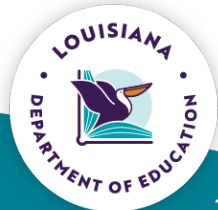


- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



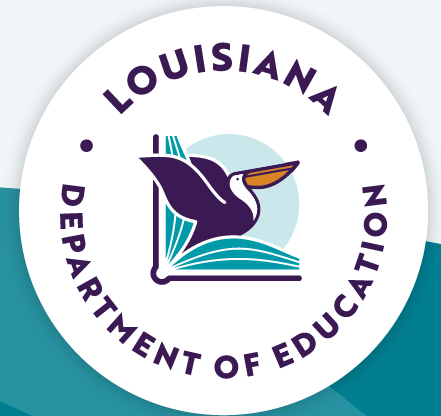
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOECommunications@la.gov



eScholar Office Hours

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

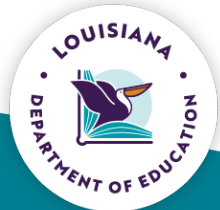


August 7, 2025

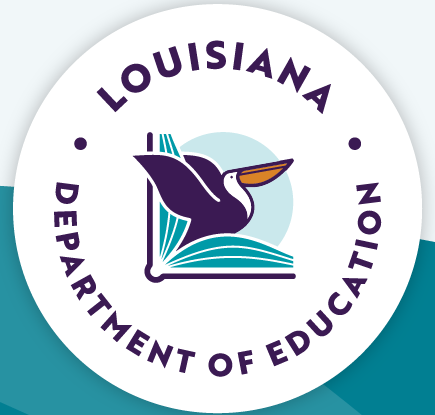
Agenda

- General Information
 - Security Coordinators
 - [2025-2026 LEA Contact List](#)
 - Disabling PersonID/DirectMatch User Accounts

- 2025-2026 eScholar Rollover
 - PersonID – student submission
 - DirectMatch
 - StaffID – staff submission



General Information



Handy Links

New support page: [LDOE Data System Support](#)

New ticketing system: [Submit Request](#)

New Superintendent: <https://ldoeforms.jotform.com/251474463796873>

LEA Contact List: [2025-2026 LEA Contact List](#)

[eScholar Support](#)





Security Coordinators

Update the [2025-2026 LEA Contact List](#)

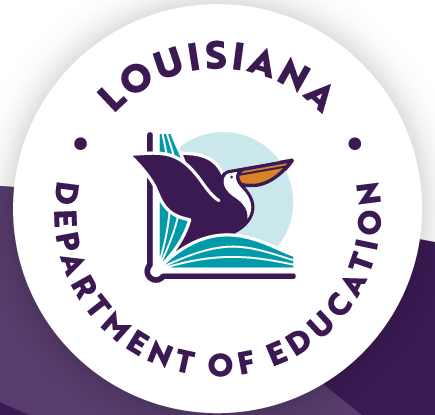
- Copy/paste your district's data into a new EXCEL sheet
- Review and edit (add/remove data managers)
- Send updated EXCEL file to SystemSupport@la.gov

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/>



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: (1) Notify parents, at the beginning of each school year, of each student in grades 8-12, so they may provide consent or deny consent for the collection and disclosure of the student's information and (2) submit student data (name, DOB, SSN) to eScholar and the LOSFA parental permission flag for those that provide consent

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, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



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

- [La. R.S. 17:3138.12](#) authorized The Board of Regents to establish and maintain Louisiana's Foundational Integrated 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: (1) submit these student data (names, DOB, SSN) to eScholar. (2) 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, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



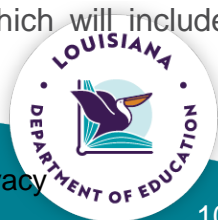
LWC (Louisiana Workforce Commission) - Receives Student SSN, for Legislatively Mandated Return on Investment Research

- 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: (1) submit these student data (SSN) to eScholar for students pursuing a diploma, not later than the beginning of the student's senior year

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

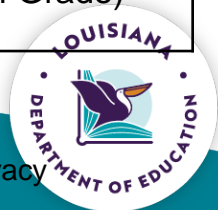
Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



SSN Laws Summary

Purpose	Entity & Law	Applicable Student Group	School System Requirements
TOPS Eligibility Determination	BOR/LOSFA LA R.S. 17:3914 (K)	Students in Grades 8-12	Collect Parental Consent & Provide SSN to eScholar
LA FIRST Research	University of Lafayette Babineaux Blanco Public Policy Center La. R.S. 17:3138.12	All Students in All Grades	Submit DSA Opt-In to ldedata@la.gov & Provide SSN to eScholar
Return on Investment Research	Louisiana Workforce Commission Act 187 of 2025 Regular Session	12th Grade Students	Provide SSN to eScholar for Each Student Pursuing a Diploma by Beginning of Senior Year (12th Grade)

Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



Frequently Asked Questions

- 1. What if my school system doesn't collect any SSNs for students?** Act No. 187 of the 2025 Regular Session amended La. R.S. 17:3914 (N) (1) to require school systems to collect a student's SSN of each student pursuing a diploma by the beginning of their senior year and provide those to the LDOE. In compliance with that law, school systems can share students' SSNs in eScholar.
- 1. What if a parent refuses to supply the student's SSN?** If parents refuses to provide their student's SSN, the LDOE requests that school systems document the parent's refusal. For any additional questions regarding communicating with parents' about their rights and any implications regarding the refusal to provide a SSN, please contact your school system's legal counsel.
- 1. To which schools do these laws apply?** These laws apply to all public traditional and charter schools.

Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



Annual Student Privacy Notification to Parents

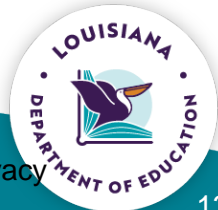
- Per the USDOE, school systems are to annually notify parents and eligible students (over age 18) about their rights under the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).
- Such notification must include but is not limited to:
 - Procedure to inspect and review educational records
 - Procedure to request amendment of education records
 - A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the educational agency or institution discloses or intends to disclose PII from education records to school officials without consent; and
 - Right to file a complaint with the USDOE concerning alleged violations of FERPA or PPRA

School districts must: Annually notify parents of FERPA and PPRA rights

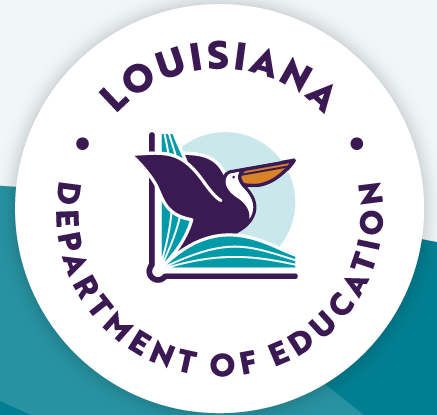
Helpful Resources:

- [A Parent Guide to the Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Protection of Pupil Rights Amendment \(PPRA\) General Guidance](#)
- [FERPA Model Notification of Rights for Elementary & Secondary Schools](#)
- [PPRA Model General Notice of Rights](#)
- [Model Form for Disclosure to Parents of Dependent Students](#)
- [Model Form for Disclosure to Parents of Dependent Students and Consent Form for Disclosure to Parents](#)

Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



2025-2026 eScholar Opening



2025-2026 Rollover

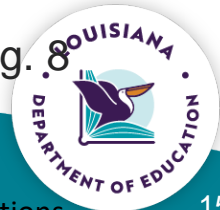
PersonID and DirectMatch

- 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
 - July SNAP, TANF are available in DirectMatch
 - June Medicaid files are available in DirectMatch
 - New LEAs/schools have been loaded into the applications

StaffID

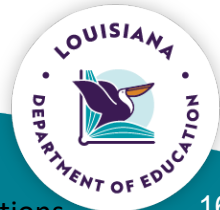
July 28 – eScholar StaffID opened for the 2025-2026 school year

- 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 have been loaded into the application



eScholar PersonID/DirectMatch & StaffID

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

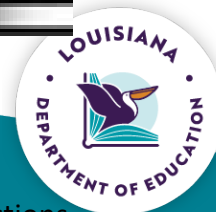


2024-2025 eScholar PersonID



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 #





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*



Graduated Students – 12th 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



Location Active Flag

- Location Active Flag = 1 “Active”
 - Master record for current school year
 - eSER and DRC non-summative testing
- Location Active Flag = 0 “Inactive”
 - Master record for current year
 - Student has graduated 12th grade and needs demographic data corrections in eScholar for LOSFA
- DirectMatch uses only the Master record to run the SNAP, TANF, Medicaid matches.
- EdLink looks at both the master and history records for the current school year in eScholar.



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 will 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 12th graders who will be submitting FAFSA applications for college

Middle Names

- Makes better matches
- Easily differentiate between students with similar first/last names
- Program type files (SNAP, TANF, Medicaid-Free, Medicaid-Reduced, Medicaid All) 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 to schedule a zoom session for you.*



Please contact 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

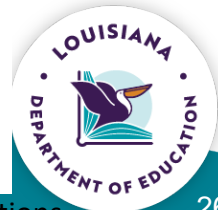
- + Add a Person
- Upload a File
- 🔍 Perform a Search

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	ReDesign Schools System (3AF) 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	ReDesign Schools System (3AF) 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	Tuition Donation Rebate (TDR) Tuition Donation Rebate (LEA)	07/11/2025 3:31 PM	77 of 85 PENDING	██████████ Pending: Near Match(s/es)	Resolve ⋮
▲ 121594 LA_StateStudentUID... FILE	Eleanor McMMain Secondary School System (WBF) 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	New Orleans Military and Maritime School System (348) 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 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	FirstLine Schools School System (399) <i>Arthur Ashe Charter School (399002)</i>	07/22/2025 7:07 AM	3 of 3	████████ Completed	⋮
121773 PID_BATCHPROFILE... FILE	FirstLine Schools School System (399) <i>Multiple School/Site Code(s)</i>	07/22/2025 7:06 AM	4 of 4	████████ Completed	⋮
121772 009-UID-5996663439... FILE	Caddo Parish School System (009) <i>Multiple School/Site Code(s)</i>	07/21/2025 4:49 PM	24 of 24	████████ Completed	⋮
121771 LA_StateStudentUID... FILE	McDonogh 35 Senior High School System (WBZ) <i>McDonogh 35 Senior High School (WBZ001)</i>	07/21/2025 2:59 PM	165 of 172	████████ Completed	⋮
121770 LA_StateStudentUID... FILE	Edna Karr High School System (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	K12 Student
File to Upload	<input type="text"/> Browse
Upload Type	Simple 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

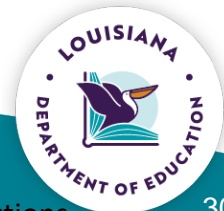


Check Record Info

- 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

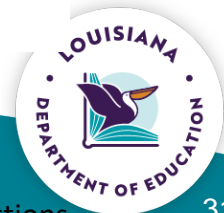
Here are a few types of canceled records:

- 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
Canceled (Completed)	
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	Refresh



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."
```



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.)



eScholar DirectMatch



eScholar DirectMatch

- **July – August:** Districts will run their own DirectMatch, resolve the near matches, download the DM-Index files to load into their food service system
 - June SNAP and TANF files are available in DirectMatch
 - These are the first files for the 2025-2026 school year
- **September - June:** LDOE will run the statewide DirectMatch
- Address Matching will begin September. District may resolve the matches.
 - students must have address in eScholar PersonID
 - matched records will be sent to districts on September 20, 2025
- The Oct. 1 MFP collection **snapshot** date is 10/23/2025



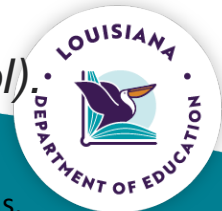
Qualified vs Allowed to Eat Free

A student who is allowed to eat free is different from a student who is qualified to eat free.

Your district should be reporting students as free in EdLink 360 if they qualify to eat free:

- **Direct Certification (DC)** of students through SNAP, TANF, Medicaid Free Lunch
- **DC extended** (siblings or children at the same address)
- **Other Source Categorical Eligibility** students enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children
- Qualified through income survey forms (if attending a CEP school)
- Qualified through lunch applications (if attending a non-CEP school)

Please contact Jayanthi.Sothirajah@la.gov with questions.



Free Lunch vs. Reduced Lunch

The free lunch status supersedes the reduced lunch status no matter when the student was identified during the school year.





- Student is in free lunch now (SNAP, TANF, Medicaid-Free), and later in the school year, is in the Medicaid-Reduced file:
 - **keep the student as free lunch**
- Student is in the Medicaid-Reduced file, and later in the school year, is in the free lunch file (SNAP, TANF or Medicaid-Free):
 - **change the student's status to free lunch**
- Student is in the SNAP, TANF, Medicaid Free and Medicaid Reduced file:
 - **keep the student as free lunch**

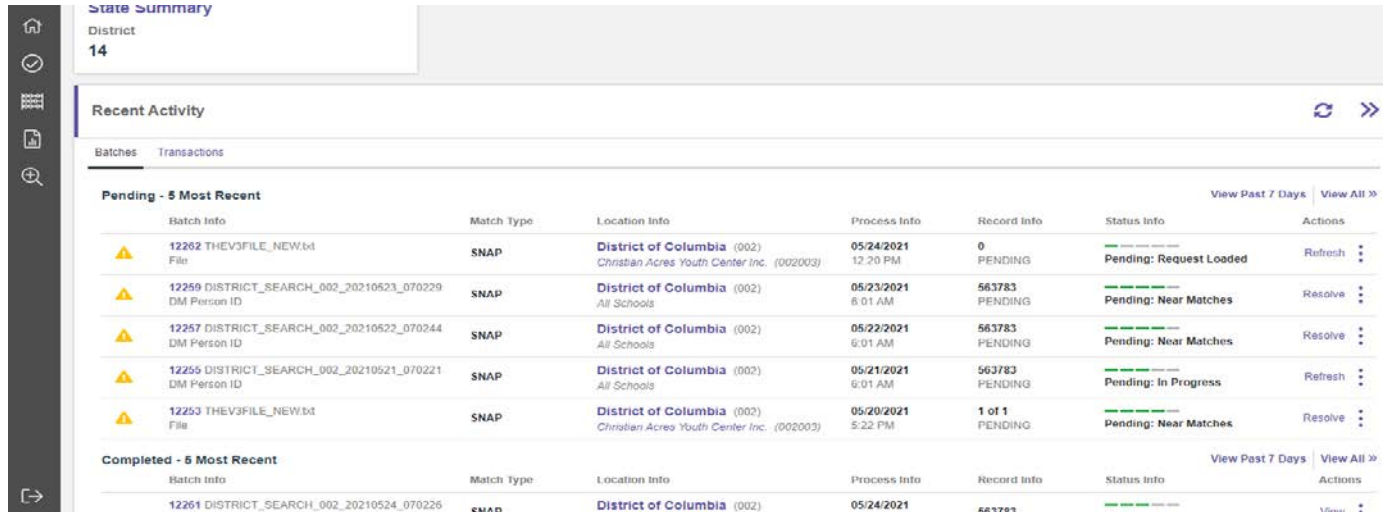


Running DirectMatch



DirectMatch

- The menu bar on the left side of the page is the main navigation tool
- Click the > sign to expand the menu
- The home button is the first option on the navigation bar 
- All navigation options are determined by the user's role
- The user can also access Match Options  and Student Search 
- The CEP Manager option will only appear on the menu if the user has rights to CEP Manager 



State Summary

District
14

Recent Activity

Batches Transactions

Pending - 5 Most Recent

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12262 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/24/2021 12:20 PM	0 PENDING	Pending: Request Loaded	Refresh
12259 DISTRICT_SEARCH_002_20210523_070229 DM Person ID	SNAP	District of Columbia (002) All Schools	05/23/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12257 DISTRICT_SEARCH_002_20210522_070244 DM Person ID	SNAP	District of Columbia (002) All Schools	05/22/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12255 DISTRICT_SEARCH_002_20210521_070221 DM Person ID	SNAP	District of Columbia (002) All Schools	05/21/2021 6:01 AM	563783 PENDING	Pending: In Progress	Refresh
12253 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/20/2021 5:22 PM	1 of 1 PENDING	Pending: Near Matches	Resolve




Completed - 5 Most Recent

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12261 DISTRICT_SEARCH_002_20210524_070226	SNAP	District of Columbia (002)	05/24/2021	563783		View

Please contact Jayanthi.Sothirajah@la.gov with questions.



Run a Match

- **Submit your students to eScholar PersonID** for LASID assignment BEFORE you run DirectMatch.
- Click on waffle icon  and toggle to DirectMatch 
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch click on the Match icon 
- You will be running matches for 5 files:
 - SNAP
 - TANF
 - Medicaid Free Lunch
 - Medicaid Reduce Lunch
 - Medicaid All (not for non-publics)



eScholar DirectMatch

- The PersonID is the default.
- The application will source your students in PersonID and match them against the SNAP, TANF, Medicaid Free Lunch, Medicaid Reduced Lunch, Medicaid All files.

Match Options

PERSON ADDRESS

Match Option	Person ID	Upload File	Individual Match	Manual Authorization
LEA Code	All LEA Codes	Specific LEA Codes		
LEA Code Name	Acadia Parish School System (001) ▼			
School/Site Code	All Schools			
Person Type	K12 Student ▼			
Match Type	SNAP K12 Student ▼			

Reset **Match**



Please contact Jayanthi.Sothirajah@la.gov with questions.




Running a Match

- When you run a Match, a batch file is created
- Go to the Home Page and look at the Pending section
- You will see the batch #
- The Status Info will show **Pending: Request Queued**
 - DirectMatch is obtaining the students from PersonID and will start the matching them to the SNAP file
 - Check back on your batch in an hour or so
- The Status Info will show **Pending: In Progress** when the matching has begun
- The Status Info will show **Pending: Near Matches** when you can begin resolving the near matches

BATCHES **TRANSACTIONS**

Pending - 5 Most Recent

[View Past 7 Days](#) | [View All »](#)

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
 2840 DM Person ID	SNAP	Terrebonne Parish School System (055) All Schools	08/11/2022 8:45 AM	0 of 0 PENDING	 Pending: Request Queued	

Please contact Jayanthi.Sothirajah@la.gov with questions.



Resolve Near Matches

Batches that have near matches to resolve will be in the Pending section
Click on the Resolve button to resolve your near matches in the SNAP, TANF or Medicaid batches

State Summary

District 14

Recent Activity ↻ ➤

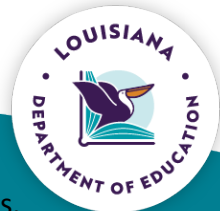
Batches Transactions

Pending - 5 Most Recent View Past 7 Days View All ➤

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12262 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/24/2021 12:20 PM	0 PENDING	 Pending: Request Loaded	Refresh
12259 DISTRICT_SEARCH_002_20210523_070229 DM Person ID	SNAP	District of Columbia (002) All Schools	05/23/2021 6:01 AM	563783 PENDING	 Pending: Near Matches	Resolve
12257 DISTRICT_SEARCH_002_20210522_070244 DM Person ID	SNAP	District of Columbia (002) All Schools	05/22/2021 6:01 AM	563783 PENDING	 Pending: Near Matches	Resolve
12255 DISTRICT_SEARCH_002_20210521_070221 DM Person ID	SNAP	District of Columbia (002) All Schools	05/21/2021 6:01 AM	563783 PENDING	 Pending: In Progress	Refresh
12253 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/20/2021 5:22 PM	1 of 1 PENDING	 Pending: Near Matches	Resolve

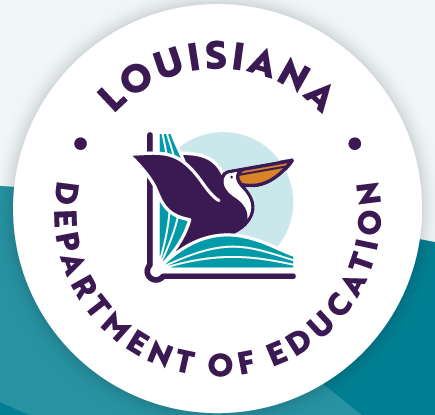
Completed - 5 Most Recent View Past 7 Days View All ➤

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12261 DISTRICT_SEARCH_002_20210524_070226	SNAP	District of Columbia (002)	05/24/2021	563783		View



Please contact Jayanthi.Sothirajah@la.gov with questions.

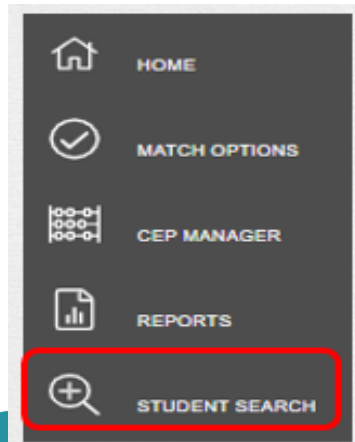
DirectMatch: Search



DirectMatch: Search Function

Purpose of the Search button:

- you can find a student by LASID or LocalID
- download your matched records
 - Obtain all your SNAP, TANF, Medicaid Free, Medicaid Reduced eligible students from the start of the school year till the last date DirectMatch was run.



Please contact Jayanthi.Sothirajah@la.gov with questions.



DirectMatch: Search by Student

Identifier: enter the LASID or the LocalID

Select the Match Type – SNAP K12, TANF K12, Medicaid K12 etc.

Click Search

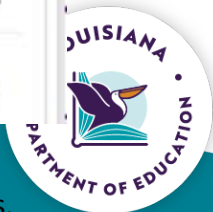
Search Options

Identifier :	Match Type :	LEA Code :	School/Site Code :	Ending School Session Year :
<input type="text" value="0123456789"/>	<input type="text" value="SNAP K12 Student"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2026"/>

Search Results

State ID	Name	Date Of Birth	Gender	Grade Placement	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP K12 Student	06/28/2024	>>

Please contact Jayanthi.Sothirajah@la.gov with questions.



DirectMatch: Search

- Select the Match Type; School Year = 2025; Click the Search button
- The students data will appear in a table
- Click on the paper icon to download the students

Search Options

Identifier :

Match Type : **SNAP K12 Student** ▼

LEA Code : Avoyelles Charter Schoo... ▲

School/Site Code : ▼

Ending School Session Year : 2025 ▼

Reset **Search**

Search Results



State ID	Name ↕	Date Of Birth	Gender	Grade Placement	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP K12 Student	06/28/2024	>>
							Medicaid All K12 Student		
							SNAP K12 Student	06/28/2024	>>

Please contact Jayanthi.Sothirajah@la.gov with questions.



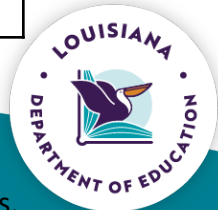
File Download

Download the **DM-Index** file (this is the default)

- Download the SNAP, TANF and Medicaid files
- Give the 4 files to your food service staff to load into their system
- Do **NOT** load the Medicaid All file into your food service system

File	Download DM-Index	Send to Medicaid Vendor	Load into food service system
SNAP	Yes	No	Yes
TANF	Yes	No	Yes
Medicaid Free Lunch	Yes	Yes	Yes
Medicaid Reduced Lunch	Yes	Yes	Yes
Medicaid All	Yes	Yes	No

Please contact Jayanthi.Sothirajah@la.gov with questions.

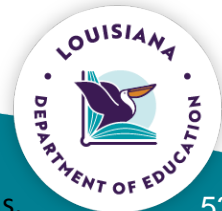


DirectMatch: Non-Publics

- Access to only SNAP, TANF, Medicaid Free and Medicaid Reduced files
- Will not have access to Medicaid All file

File	Download DM-Index	Load into food service system
SNAP	Yes	Yes
TANF	Yes	Yes
Medicaid Free Lunch	Yes	Yes
Medicaid Reduced Lunch	Yes	Yes

Please contact Jayanthi.Sothirajah@la.gov with questions.



eScholar StaffID



2025-2026 StaffID Submission

eScholar StaffID is open for the 2025-2026 school year (ESSY = 2026).

Staff who need access to Edlink applications (Edlink 360, Edlink Ops, eSER, LEP etc.) must be submitted to eScholar Staff ID for the 2025-2026 school year (ESSY = 2026) along with their State Userid (MyLa ID).

CUSTOMER DEFINED FIELDS

STATE USERID	PollyPelican
STAFF EMAIL	PollyPelican@AviarySchools.com

School systems may submit their staff email. It is an optional field and will not impact the Staff ID assignment/match process

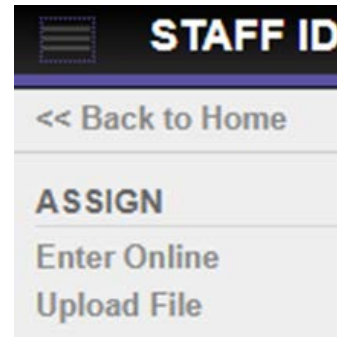
Please contact Wanggan.Yang@la.gov with questions.



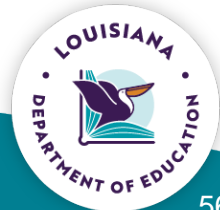
StaffID File Submission

- Export a file from your local system (Jcampus, PowerSchool, etc.)
 - If your district does not have a vendor you will have to create your file using the [Louisiana StaffID 3.0 Upload Format](#) (Excel template) and load it into eScholar StaffID
- Load the file into eScholar StaffID
 - Click on the 3-bars on the top left
 - Under Assign, select Upload File

 - Click on the BROWSE button
 - Find your file on your computer
 - Click on the UPLOAD button

A screenshot of the file upload form in the eScholar StaffID system. At the top, there are two tabs: "BASIC" (selected) and "ADVANCED". Below the tabs is a label "File to Upload *:" followed by a text input field containing "Choose File" and a purple "BROWSE" button. At the bottom right of the form is a purple "UPLOAD" button.

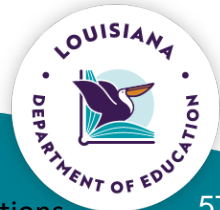
Please contact Wanggan.Yang@la.gov with questions.





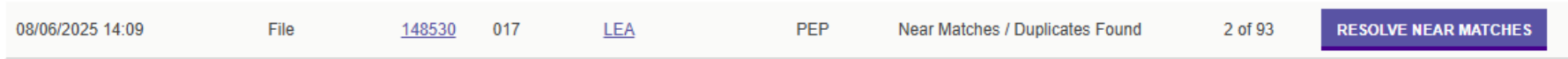
Next Steps

- 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 PEP and resubmit a new file.
- The application will begin matching the submitted employees to the master database:
 - Some employees will be matched with a StaffID from the master database.
 - The application will assign StaffID for those who had no matches.
 - Some records will be near matches – user has to resolve the near matches



Resolve Near Matches

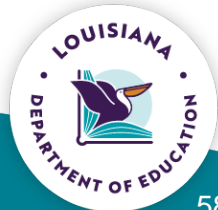
At the Home page, click on Resolve Near Matches



All Near Match records must be resolved before the user can continue to the next step in the ID Assignment process. Near Match records can be resolved by assigning an ID, creating a new ID, or by canceling the record(s). One batch may have one or many submission records in a near match status and one submission record may have one or many pending near matches.

When resolving pending near matches, the user is identifying if the submission record is the same or different than the pending near matches. The submission record either matches one of the potential matches or does not match any of them. If the submission record matches a pending near match, the Assign ID button is used to indicate a Match. If the submission record does not match any of the pending near matches, a new ID should be created by clicking the Create New ID button.

Please contact Wanggan.Yang@la.gov with questions.



Resolve Near Matches

Assign ID:

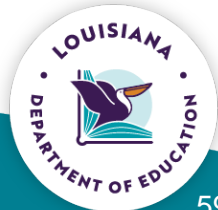
This decision is the same as a Match decision described above. When the ASSIGN ID button is clicked, the submission record will retrieve the identifier of the selected staff. When this button is clicked, all other near matches for the submission record are removed.

Create New ID:

This decision is the same as a No Match decision described above. When the CREATE NEW ID button is clicked, the submission record will generate a new identifier for the staff. When this button is clicked, all other near matches for the submission record are removed.

Cancel Record:

When this button is clicked, the pending near match is canceled. All pending near matches for this submission record are canceled. This only cancels the specific near match.



Resolve Near Matches

Review the Resolve Near Matches/Duplicates list page for information about the records.

STAFF ID | Department of Education

Near Match - Batch 119 ?

FILTER

LAST NAME [input field] FILTER RESULTS

Select All On Page

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL/SITE CODE	RES DISTRICT	LOCAL ID	NEXT ACTION
Valentin	Brad		Gallagher		09/07/1999	MALE	009 LEA		009	8	REVIEW AND SELECT

Displaying 1 - 1 of 1

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

CANCEL ALL NEAR MATCH RECORDS FOR THIS BATCH CANCEL ALL CHECKED RECORDS

Please contact Wanggan.Yang@la.gov with questions.



Resolve Near Matches

Click the Review and Select button or the hyperlinked name to view additional details about the Near Match and to resolve the issue.

Review the Resolve Near Matches / Duplicates details page. The top section displays the submitted staff and the bottom section displays a list of matching staff records:

STAFF ID Louisiana Department of Education

Resolve Near Matches / Duplicates - Batch 119 ?

PERSON RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL/SITE CODE	LOCAL ID
Valentin	Brad		Gallagher		09/07/1999	MALE	009	LEA	8

NEAR MATCHES / DUPLICATES FOUND

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL/SITE CODE	LOCAL ID	MATCH PROBABILITY
<input type="radio"/>	Valentin	Brad								
			Gallagher		09/08/1999	FEMALE	009	LEA	184124937131	91 (NEAR MATCH)

The match probability and type of match (Near Match or Match) reported by the ID assignment process.

Resolve Near Matches

Click on the hyperlinked Last Name or First Name to view the Compare staff Information page. The page, as shown below, displays the submitted staff in the “Submission Record” column on the left and the matching staff in the “Master Staff Record” column on the right of the page.

STAFF ID Louisiana Department of Education

Resolve Near Matches / Duplicates - Batch 119 ?

PERSON RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL/SITE CODE	LOCAL ID
Valentin	Brad		Gallagher		09/07/1999	MALE	009	LEA	8

NEAR MATCHES / DUPLICATES FOUND

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL/SITE CODE	LOCAL ID	MATCH PROBABILITY
Valentin	Brad		Gallagher		09/08/1999	FEMALE	009	LEA	184124937131	91 (NEAR MATCH)

The match probability and type of match (Near Match or Match) reported by the ID assignment process.

CANCEL RECORD SELECT ANOTHER RECORD CREATE NEW ID ASSIGN SELECTED

Resolve Near Matches

STATE ID superuser, Allentown School District

Newest Match: Compare ?

91

Brad Valentin (EMMISSION)

SEX: MALE DATE OF BIRTH: 09/07/1999 LOCAL ID: 8 SSN: Not Present

Brad Valentin (MISSED)

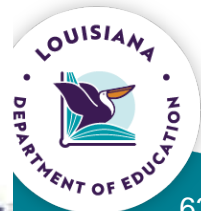
SEX: FEMALE DATE OF BIRTH: 09/08/1999 LOCAL ID: 184124937131 SSN: Not Present

COMPARE RECORDS

The different field values between the admission record and the master record are highlighted.

FIELDS	EMMISSION RECORD	MASTER RECORD	ADD NOTE
FIRST NAME	Brad	Brad	
LAST NAME	Valentin	Valentin	
MIDDLE NAME			
SUFFIX			
ALT LAST NAME	Gallagher	Gallagher	
DATE OF BIRTH	09/07/1999	09/08/1999	
GENDER	MALE	FEMALE	
SSN	Not Present	Not Present	
LEA	009 - Allentown School District	009 - Allentown School District	
SCHOLS/RE CODE	LEA - Allentown School District	LEA - Allentown School District	
RES DISTRICT	009	009	
Classification Level	01	01	
ENDING SCHOOL SESSION LEA	2015	2015	
SOURCE SYSTEM	PEP	PEP	
LOCAL ID	8	184124937131	
STATE ID		1152474588	
ALTERNATE ID			
ALTERNATE SOURCE			
STREET ADDRESS PHYSICAL	20 Columbus Ave	20 Columbus Ave	
CITY PHYSICAL	Stamford	Stamford	
STATE	VA	VA	
ZIP CODE PHYSICAL	06905	06905	
PARENTAL CONSENT FLAG	No	No	
SERIAL #	51206	51187	
CREATED	04/30/2015	04/30/2015	
LAST UPDATED	04/30/2015	04/30/2015	
COMMENTS	1152474588		
MATCH NOTES			

RETURN TO LIST
CANCEL SUBMISSION
CREATE NEW ID
AS NEW SELECTED



Resolve Near Matches

If the submission record matches the master record and the user has authorization to update the master data, the application will display an “Update Master” option. This option only applies if the Assign Selected match decision button is clicked.

Option “No” – The submission record will be assigned when the “ASSIGN SELECTED” button is clicked, but the master data will not be updated with the submission record information.

Option “Yes” – The submission record will be assigned when the “ASSIGN SELECTED” button is clicked and the master data will be updated with the submission record information.

COMMENTS	8816079282;	
MATCH NOTES		
UPDATE MASTER	<input checked="" type="radio"/> Yes <input type="radio"/> No	

RETURN TO LIST	CANCEL SUBMISSION	CREATE NEW ID	ASSIGN SELECTED
----------------	-------------------	---------------	-----------------

Resolve Near Matches

Decide how the near match should be resolved. To resolve a near match a user can assign an ID, create a new ID or cancel the record. A near match is only resolved once, so once you click a decision button the near match is resolved. Once a decision is submitted, it cannot be reverted.

If the staff under review is the same as master record, the user should click the ASSIGN SELECTED button. When the ASSIGN SELECTED button is clicked the user is indicating that the submitted staff is the same as the master record and the unique identifier will be retrieved and linked to the submission record.

If the staff under review is different from the master record, the user should click the CREATE NEW ID button. When the CREATE NEW ID button is clicked, the user is indicating that the submitted staff is different than the master record and a new ID will be created for the submission record.

If the user wishes to cancel the record under review, the user should click the CANCEL SUBMISSION button. When the Cancel Submission button is clicked, the pending near match will be canceled. If a pending near match is canceled, no ID is assigned or created and the record must be resubmitted to the application.

Users can also navigate back to the list of Near Matches by clicking RETURN TO LIST.



Resolve Near Match - Avoid duplicate ID

Be cautious when creating a new ID while resolving near match.

SSN carries the most weight in determining if two records belong to the same staff. Below scenarios are most likely the same staff:

SSN	First	Last	DOB	Assign Selected	Create New ID
Same	Same	Same	Diff	Y	N
Same	Same	Diff	Same	Most Likely	Cautious
Same	Same	Diff	Diff	Most Likely	Cautious
Same	Diff	Same	Same	Most Likely	Cautious
Same	Diff	Same	Diff	Most Likely	Cautious
Same	Diff	Diff	Diff	Likely	Cautious
Diff	Same	Same	Same	Most Likely	Cautious



Please contact Wanggan.Yang@la.gov with questions.

Resolve Near Match - Avoid duplicate ID

Below is an example of the same staff: two records have the same SSN, First and Last name, but different DOB.

88MATCH SCORE

Katherine Mosby (SUBMISSION)
GENDER: FEMALE DATE OF BIRTH: [REDACTED] LOCAL ID: [REDACTED] SSN: ###-##-####

vs

KATHERINA MOSBY (#000-000000B)
GENDER: FEMALE DATE OF BIRTH: 01/01/2020 LOCAL ID: [REDACTED] SSN: ###-##-####

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (STAFF ID: [REDACTED]3)	ADD NOTE
FIRST NAME	Katherine	KATHERINA	
LAST NAME	Mosby	MOSBY	
MIDDLE NAME			
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH	[REDACTED]	01/01/2020	
GENDER	FEMALE	FEMALE	
SSN	###-##-####	###-##-####	
RACE/ETHNICITY	Non-Hispanic, Black	Non-Hispanic, White	

StaffID File Submission - Batch Statistics Info

- After the ID assignment process is completed, click on the batch number to confirm if all staff have been assigned IDs under your LEA.
- The screenshot shows that the master record was not updated for two staff because the source system is LDOE; one record was canceled due to a data error.
- LEA needs to identify the two staff from the downloaded file and send us the StaffIDs. We will change their source system from LDOE to PEP, then the LEA can claim the staff under their district.
- Data error for the canceled record needs to be corrected before resubmission.

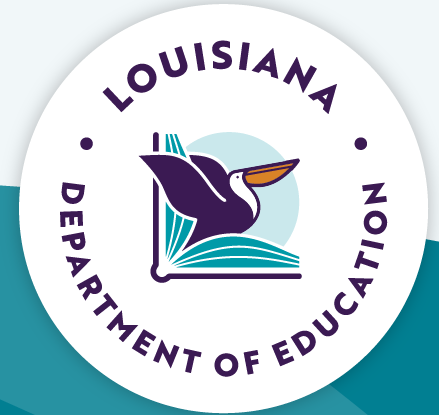
Batch Information: **Batch 770**

STATISTICS	PROCESSING	DOWNLOADS	GENERAL
ID ASSIGNMENT COMPLETE			
Staff Found but No Change in Data - Exact Match			6
New ID Assigned - No Matching Record Found			11
Staff Found and History Created During Assign ID Stage			11
Staff Found During Match Resolution Stage but History Not Created - Source Reliability			2
CANCELED			
Canceled During Data Validation Stage			1

[CLOSE WINDOW](#)

PERSON TYPE	Staff
CLASSIFICATION LEVEL	SCHOOL BOARD EMPLOYEE
SCHOOL/SITE CODE	LEA Department of Education
LEA CODE	SEA Department of Education
ENDING SCHOOL SESSION YEAR	2025
LOCAL ID	295166
SOURCE SYSTEM	LDOE
ALTERNATE ID	
ALTERNATE SOURCE	
LAST UPDATED	07/29/2024 08:52
CREATED	05/22/2023 16:36

eScholar StaffID – Canceled Records



ID Assignment: Canceled Records

The file you loaded into eScholar StaffID has passed validation and proceeded to the ID Assignment stage.

Batch # 445 has a total record count of 20 but only 11 were assigned IDs.

STAFF ID HOME Jay Sothirajah, Department of Education

Home ?

FILTER

LEA CODE: Red River Charter Academy [WBY]
SCHOOL/SITE CODE:
BATCH NUMBER:

SUBMISSION TYPE: All
PROCESSING STAGE: All
FROM: 05/21/2020
TO: 08/19/2020
SORT: Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 15:14	File	463	WBY	LEA	PEP	ID(s) Assigned.	19 of 19	DOWNLOAD STAFF ID
08/19/2020 14:16	File	445	WBY	LEA	PEP	ID(s) Assigned.	11 of 20	DOWNLOAD STAFF ID

Displaying 1 - 2 of 2

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

Please contact Wanggan.Yang@la.gov with questions.



Identify the Unassigned Records

- Select batch # 445 to open the batch information page
- 9 records were canceled during the data validation stage

Batch Information: **Batch 445**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

ID ASSIGNMENT COMPLETE

Staff Found and History Created During Match Resolution Stage	8
New ID Assigned - No Matching Record Found	3

CANCELED

Canceled During Data Validation Stage	9
---------------------------------------	---

CLOSE WINDOW

Please contact Wanggan.Yang@la.gov with questions.



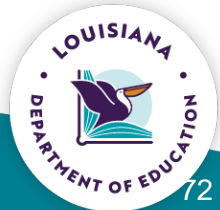
Identify the Unassigned Records

Find the batch that has the canceled records.



At the Main Menu, under DOWNLOAD, select Batch

Please contact Wanggan.Yang@la.gov with questions.



Identify the Canceled Records

- Under the Extract Type, select Canceled.
- Select FILTER RECORDS
- Select EXTRACT RECORDS

STAFF ID HOME Jay Sothirajah, Department of Education

Extract and Download Batch ?

FILTER

LEA CODE: Red River Charter Academy [WBY] CONTENT STATUS: Active

SUBMISSION TYPE: All EXTRACT TYPE: Canceled FROM: 05/21/2020 TO: 08/19/2020 SORT: Upload Date Desc **FILTER RESULTS**

UPLOAD DATE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 14:16	445	WBY	LEA	Canceled.	9	EXTRACT RECORDS ADD TO DOWNLOAD CART

Displaying 1 - 1 of 1 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

Please contact Wanggan.Yang@la.gov with questions.

Download the Canceled Records

Select DOWNLOAD

STAFF ID HOME jay.Sothirajah, Department of Education

Extract and Download Batch - Batch

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 14:16	445	File Extract Complete.	9	DOWNLOAD

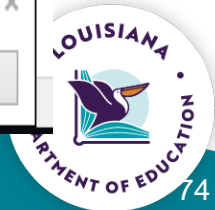
[EXTRACT ANOTHER BATCH](#)

At the bottom of you screen you will see the dialog box below. You can open or save the file to your desktop; and review the canceled records

Do you want to open or save `sid_WBY-UID-2523975026_445_20200819_233742_ide_iv.txt` from `louisianastaffid.escholar.com`?

[Open](#) [Save](#) [Cancel](#)

Please contact Wanggan.Yang@la.gov with questions.



Open Batch and Review Canceled Records

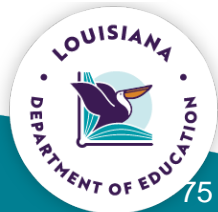
- Open the batch file. It is a comma separated file (csv).
- Scroll all the way to the right. The reason for the cancelation will be at the end of each record.

,,,,Canceled During Data Validation Stage,,,593281,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)
anceled During Data Validation Stage,,,593282,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,,,Canceled During Data Validation Stage,,,593283,1181,08/19/2020,Classification Level is not present;SSN is not valid(9WB00002);RaceEthnicity is not valid(NNNNNN)
,,,,,Canceled During Data Validation Stage,,,593287,1181,08/19/2020,ClassificationLevel is not present;RaceEthnicity is not valid(NNNNNN)
Canceled During Data Validation Stage,,,593288,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,Canceled During Data Validation Stage,,,593295,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,,,,,Canceled During Data Validation Stage,,,593296,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,Canceled During Data Validation Stage,,,593297,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)
,,,,Canceled During Data Validation Stage,,,593298,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)

Issues:

- Race-ethnicity must have at least one Y
- SSN is invalid
- Classification Level (Grade Placement is missing)

Please contact Wanggan.Yang@la.gov with questions.



Open Batch and Review Canceled Records

Scroll to the left to the beginning of the file.

- All 9 records need to be corrected in your local system
- Download a fresh file and submit to eScholar StaffID

Canceled Records_Batch 445.txt - Notepad

File Edit Format View Help

TH 08/19/2020 23:37:42 2523975026 3.0 delimiter=0X2C source=PEP

```
ID,WBY001,,PELICAN,POLLY,,F,05/02/1995,01,010022,123123123,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Vali
ID,WBY001,,JAYHAWK,JASMINE,,F,09/10/1962,,010014,234234234,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data V
ID,WBY001,,EDGEAR,EDGEAR,,M,09/13/2019,,910020,9WBY00002,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data V
ID,WBY001,,HORNBILL,GHARRY,,M,01/13/1953,,010011,345345345,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data \
ID,WBY001,,OXBIRD,OCTAVIA,,F,08/30/1963,,010024,456456456,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Vali
ID,WBY001,,ROBIN,RENEE,,F,11/28/1977,,010023,567567567,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Validati
ID,WBY001,,HUMMINGBIRD,ROGER,,M,05/06/1969,,010012,678678678,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During D
ID,WBY001,,CASSOWARY,CATHY,,F,01/24/1980,01,010021,789789789,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Da
ID,WBY001,,KIWI,KINSLEY,,F,10/10/1981,,010017,890890890,NNNNNN,,WBY,2021,,,,,001,02,,,,,Canceled During Data Validatio
```

TT 2523975026 11

ID Assignment Completed

The record count shows all records were assigned IDs. Select **DOWNLOAD STAFF ID** and load into your local system.

STAFF ID HOME jay. Sothirajah, Department of Education

Home ?

FILTER

LEA CODE: Red River Charter Academy (WBY) SCHOOL/SITE CODE BATCH NUMBER

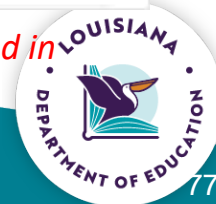
09 File [148530](#) 017 [LEA](#) PEP Near Matches / Duplicates Found 2 of 93 RESOLVE NEAR MATCH

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/19/2020 15:14	File	463	WBY	LEA	PEP	ID(s) Assigned.	19 of 19	DOWNLOAD STAFF ID
08/19/2020 14:16	File	445	WBY	LEA	PEP	ID(s) Assigned.	11 of 20	DOWNLOAD STAFF ID

Displaying 1 - 2 of 2 << FIRST PREV PAGE 1 OF 1 NEXT >> LAST >>

Note: During the resolve near match process, you may cancel a record if the staff is no longer employed in your district. In such cases, the ID will not be assigned. The record count will show fewer assigned ID records than what you submitted

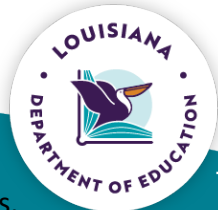
Please contact Wanggan.Yang@la.gov with questions.



Office Hours and Monthly Webinar

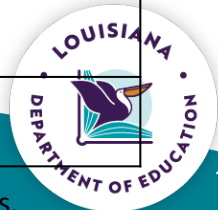
- **eScholar Office hours 10:00 am every other Thursday**
 - Zoom link: <https://ldoe.zoom.us/j/97031808633>
 - Dial-In Phone Number: (312) 626-6799
 - 8/7, 8/21 9/4, 9/18 10/2, 10/16, 10/30
 - 11/13 12/4, 12/18 1/8, 1/22
 - 2/5, 2/19 3/5, 3/19 4/2, 4/16, 4/30
 - 5/14, 5/28 6/11, 6/25

- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
 - Thursday, **August 14**
 - 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Student ID updates and maintenance • DirectMatch and CEP Manager (SNAP, TANF, Medicaid, 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	<ul style="list-style-type: none"> • System access for new users • Assistance with your eScholar login/password
Visit escholar support page	<ul style="list-style-type: none"> • User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.



Please contact Jayanthi.Sothirajah@la.gov with questions.

Who to contact for support

- Email: [Submit Request](#) for any questions/concerns/issues for the systems/topics listed below.
 - Edlink360, EdLink Security, eSER, LEP, 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
- *NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond directly to those emails as you receive them.*
- Email LDOE_LEA_Support@powerschool.com for PowerSchool sFTP Credentials and Whitelisting Requests
- Email: childnutritionprograms@la.gov Summer Sun Bucks/CEP
- Email: LDEData@la.gov for Data Management FTP

