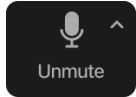
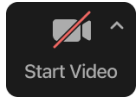


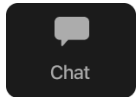
Zoom Meeting Preparation



- 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



December 4, 2025

Agenda

- General Information
 - Security Coordinators
 - [2025-2026 LEA Contact List](#)
 - Disabling eScholar User Accounts
 - Benchmark Calendar
 - CEP dates
- 2025-2026 eScholar
 - LASID Audit # 2
 - StaffID Audit #1



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](#)

[Benchmark Calendar](#)

Email: Anantha.Lakkakula@la.gov or Wanggan.Yang@la.gov



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 [Submit Request](#)

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/>



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 #



Please contact Anantha.Lakkakula@la.gov with questions.

2025-2026 Benchmark Calendar

Collection	Start Date	End Date
Oct. 1 Class (students and staff)	8/11/2025	1/15/2026
Feb 1 MFP	8/11/2025	2/12/2026
Student EOY	3/2/2026	7/9/2026
Staff EOY	3/2/2026	8/6/2026



Please contact Anantha.Lakkakula@la.gov with questions.

2025-2026 eScholar Calendar

Audit	Date
LASID Audit # 2	12/1/2025
LASID Audit # 3	1/26/2026
LASID Audit # 4	5/4/2026
Staff ID Audit # 2	5/11/2026



Please contact Anantha.Lakkakula@la.gov with questions.

2025-2026 CEP Deadline

CEP Requirement	Deadline
Data Used to Calculate ISP	As of April 1, 2026
LEA Notification	April 15, 2026
State Agency Notification	April 15, 2026
State Agency Publication	May 1, 2026
Elect CEP for Following SY	June 30, 2026

By April 15, 2026: SFAs must confirm the Population Data in eScholar CEP Manager. All population data will automatically be pulled from the eScholar DirectMatch system.

By June 30, 2026: SFAs must make final elections regarding CEP participation for the 2026-2027 school year in **the CEP Manager in DirectMatch.**



2025-2026 eScholar PersonID



Graduated Students – 12th grade

Problem Analysis and Resolution:

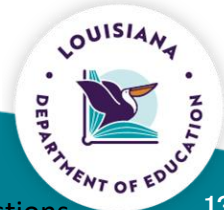
For student(s) who graduated in the 2024-2025 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- 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



Reminders – Student Submission

- Submit newly enrolled students to eScholar PersonID for ID assignment
- **Do not re-submit exited students**
 - the new district will submit the student and claim the master record
 - new district needs the master record to:
 - run DirectMatch
 - add student eSER
 - DRC (test booklet coding)
- *When exporting your student file from your local SIS, make sure you select “**Exclude Inactive Students**”*



LASID Audit 2

According to [LA Rev Stat § 17:3914](#), each student should maintain one *and only one* Louisiana Secure ID for their entire public school career

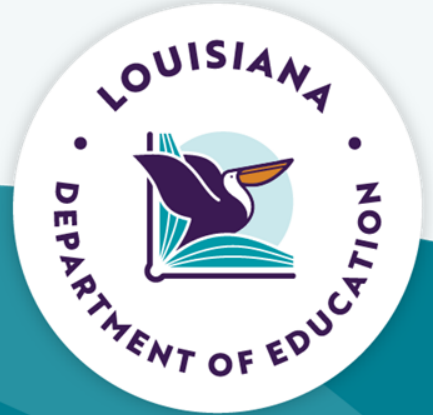
LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID.

Audit Process:

- LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on **Dec 1, 2025**
 - File name: **LEACODE_2025-26_LASID Resolution2**
(Look in the folder: *ID Management (Purge after 30 days)\Secure ID*)
- Districts should:
 - Review the file
 - Compare the demographic information for the students in the file.
 - Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
 - Save the file as **LEACODE_2025-26_LASID Resolution2_COMPLETE** by **December 10, 2025**



RetireID and SplitID



RetireID

Issue: A student was assigned more than one LASID

Cause: When resolving the near matches, the user selected No Match instead of Match. A new ID was created for this student

Complete the [Student RetireID TEMPLATE](#) and email to Anantha.Lakkakula@la.gov

Once the LASID is retired or split:

- update your local SIS
- submit the student to eScholar PersonID with the active LASID
- run DirectMatch
- update all LDOE data systems (EdLink, eSER, STS, etc.)



Please contact Anantha.Lakkakula@la.gov with questions.

SplitIDs

Issue: Two or more different students were assigned the same ID

Cause: When resolving near matches, the user selected Match instead of No Match

Prevention:

- Submit the student to eScholar PersonID with correctly spelled names
- Include the middle name(s)
- Make sure the DOB is correct
- Include the student's SSN if available
- Include the student's address if available

Complete the [Student SplitID TEMPLATE](#) and email to Anantha.Lakkakula@la.gov



Please contact Anantha.Lakkakula@la.gov with questions.

eScholar DirectMatch

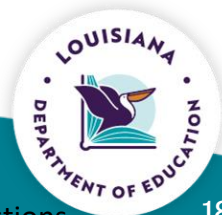
- September - June: LDOE will run the statewide DirectMatch

November State Matches	Public Batch #	Non-Public Batch #
SNAP	12600	12599
TANF	12597	12598
Medicaid Free Lunch	12648	12656
Medicaid Reduced Lunch	12653	12654
Medicaid All	12643	NA

Districts will resolve the near matches, download the DM-Index files to load into their food service system and/or local SIS.

Do **NOT** load the Medicaid All file into your food service system or local SIS.

The Oct. 1 Class collection **snapshot** date is **1/15/2026**



2025-2026 eScholar StaffID



StaffID Audit 1

LDOE conducts periodic StaffID audits throughout the school year to ensure that each staff has only one StaffID.

Audit Process:

- LDOE identifies potential duplicate StaffIDs and drops a file into each district's DM FTP StaffID folder on **November 18, 2025**.
 - File name: **LEACode_2025-26_Staff ID Resolution1**
- Districts should:
 - Review the file
 - Compare the demographic information for the staff in the file.
 - Indicate Same or Different in the first column of the spreadsheet to denote whether the staff are truly duplicates or if they are actually two separate staff.
 - Save the file in district's DM FTP StaffID folder as **LEACode_2025-26_Staff ID Resolution1_Complete** by **December 5, 2025**.

If you do not have access to your district data management FTP folder, please check with your district security coordinator for the Audit file. If your district security coordinator has any access issues, please contact ldedata@la.gov.

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



EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2025-2026 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
- Audit Code = **U06**

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

AUDIT CODE	MEASURE NAME	ERRORS	DAYS TO RESOLUTION
<u>U06</u>	<u>STAFFID does not exist for MENTOR_LOCAL_STAFF_KEY</u>	<u>17</u>	<u>3.4</u>
<u>U06</u>	<u>STAFFID does not exist for RESIDENT_LOCAL_STAFF_KEY</u>	<u>48</u>	<u>5.3</u>
<u>U06</u>	<u>StaffID Invalid for LOCAL_STAFF_KEY</u>	<u>97</u>	<u>9.8</u>

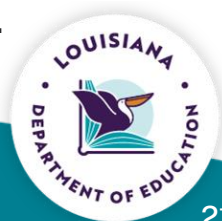
Solution:

Submit the person to eScholar StaffID for the 2025-2026 school year (ESSY = 2026).

EdLink tables sync with eScholar at about 5 pm (CST).

All eScholar updates must be made BEFORE 5 pm to clear U06 audit errors next day.

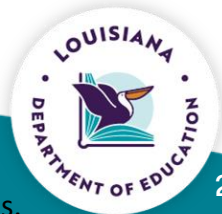
Please contact Wanggan.Yang@la.gov with questions.



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
 - 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, **December 4****
 - **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
Anantha.Lakkakula@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 Anantha.Lakkakula@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

