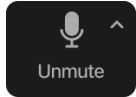
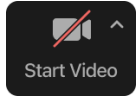


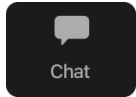
Zoom Meeting Preparation



- 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



January 8, 2026

Agenda

- General Information
 - Security Coordinators
 - [2025-2026 LEA Contact List](#)
 - Disabling eScholar User Accounts
 - Benchmark Calendar
 - CEP dates
- 2025-2026 eScholar
 - PersonID
 - Audit Codes; LASID Audit # 3
 - DirectMatch
 - Statewide Matching; Address Matching
 - StaffID
 - EdLink Errors



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 # 3	1/21/2026
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.

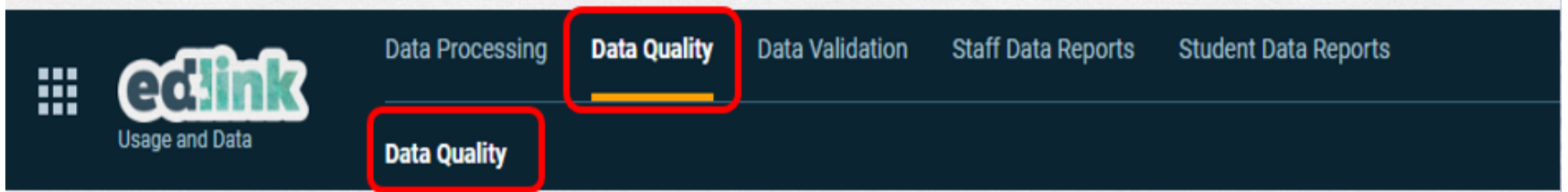
By June 30, 2026: SFAs must make final elections regarding CEP participation for the 2026-2027 school year in **the CEP Manager in DirectMatch.**



2025-2026 eScholar PersonID



EdLink: Audit Codes U01, U02, U05



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

Solution to Audit Codes U01, U02, U05

Submit the student to eScholar PersonID for ESSY 2026

- Make sure the LocalID is correct
- Make sure you are using the Active ID and not a Retired ID

Which students should be included in all submission counts?

- All students should be sent to EdLink
- The Data Quality screen will flag Audit Code errors
- The Data Validation Report will produce your numbers based on the count date pending which collection we are working towards
- Its best practice to send everything and let EdLink (Data Validation Report) provide you with the counts for each collection

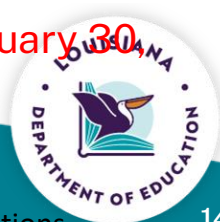


LASID Audit # 3

LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID per [LA Rev Stat § 17:3914](#)

Audit Process:

- LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on **January 21, 2026**
 - File name: LEA_2025-26_ LASID Resolution3
(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 Resolution3_COMPLETE** by **January 30, 2026**
 - Make any retirement/split ID updates in applicable systems



Type 2 Charters and Residential Addresses

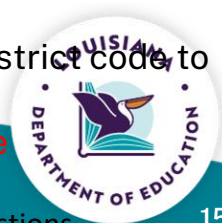
Type 2 charters and SSDs are required to report the students' residential addresses in eScholar PersonID.

- Any student who has no address or Residing District Code in eScholar will be flagged in the official MFP count.
- The MFP audit process will review documentation in the following months and the funding for these students will be adjusted later in the year, in the same way as multiple and duplicate students are handled.
- Resubmit your students to eScholar PersonID with their addresses
- Ensure that each student record has a Residing District Code

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
- EdLink Audit Code: E01, E02 - Resubmit the students with their address and residing district code to eScholar PersonID
- **New Audit Code: E03 - Student with no or invalid address in eScholar – check and make sure that correct address is submitted for the student in escholar**

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



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:

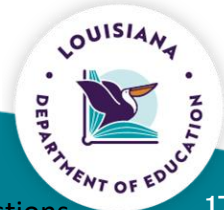
- update the students information in your local system (SSN, parental consent, etc.)
- submit the student to PersonID for the **2025-2026** school year:
 - **ESSY = 2026**
 - **Location Active Flag = 0 (inactive)**
 - **Parental Consent Flag = Y**
 - **SSN**
- submit the student to the Student Transcript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



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

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**”*



eScholar DirectMatch



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:

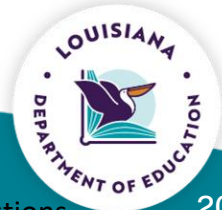
- **Direct Certification (DC)** of students through SNAP, TANF, Medicaid Free Lunch
- **DC extended** (siblings or children at the same address)
- **Other Source Categorical Eligibility** *students enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children*
- Qualified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



Qualified vs Allowed to Eat Free

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**



eScholar DirectMatch

- September - June: LDOE will run the statewide DirectMatch

December State Matches	Public Batch #	Non-Public Batch #
SNAP		
TANF		
Medicaid Free Lunch		
Medicaid Reduced Lunch	12832	12833
Medicaid All		


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**



File Download

The Search function  will provide a file that contains ALL your students who matched to a particular file from the start of the school year till the last time DirectMatch was run.

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

- Use the Search button and download your matched records:

Match Type	Public	Non-Public
SNAP	SNAP K12 Student	SNAP Non-Public Student
TANF	TANF K12 Student	TANF Non-Public Student
Medicaid Free Lunch	Medicaid Free Lunch K12 Student	Medicaid Free Lunch Non-Public Student
Medicaid Reduced Lunch	Medicaid Reduced Lunch K12 Student	Medicaid Reduced Lunch Non-Public Student



DirectMatch Q & A

I can see only the state SNAP batch. I do not see the state TANF batch.

If you do not see a particular state batch it means that you do not have any matched records and you do not have any near matches to resolve.

See the different scenarios below:

Can you see the state batch?	Matched Records	Near Matches	Action
Y	Y	Y	Resolve the near matches and download the records
Y	Y	N	Download the matched records
Y	N	Y	Resolve the near matches and download the records
N	N	N	Nothing to do (there are no matched records or near matches)



Address Matching



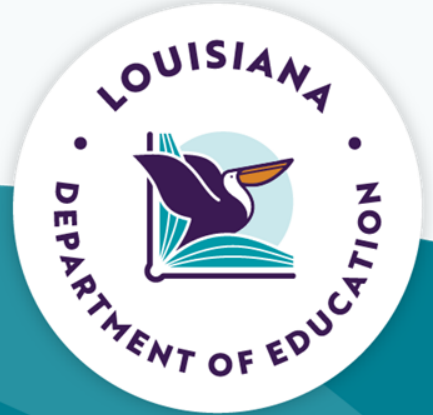
Address Matching

September – June:

- LDOE will run the statewide Address matching
 - Students, submitted with addresses to PersonID for ID assignment, will be matched against the addresses of students who were matched to the SNAP file
 - These are the Directly Certified (DC) Extended students i.e. children living in the same household with another child who is receiving SNAP benefits will also be considered as free lunch eligible.
- LDOE will run the Address Matching once a month
 - *Caution: some addresses are apartments/trailers lots that do not include the apartment # or lot #*
- District will resolve their near matches
 - See slides 63-68: [March 29 slide deck](#) [March 29 recording](#)
- LDOE will send each district its Address matched students



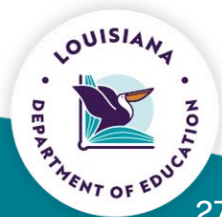
2025-2026 eScholar StaffID



eScholar StaffID

- Submit staff who need LDOE systems access for the 2025-2026 school year
- Submit newly hired staff for ESSY 2026
- LDOE creates new user accounts and updates existing accounts (deactivates accounts) for eScholar Staff ID application. Please keep your contact list updated with LDOE.

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>

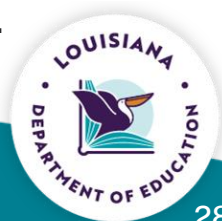
Solution:

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.

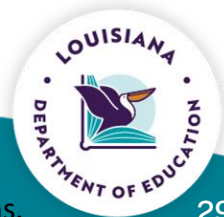


eScholar Applications monthly Maintenance

eScholar applications will be down for a scheduled monthly maintenance on last Monday of the month from 1:00 am – 8:30 am. During this time, all eScholar applications will not be available for users and may experience some delays with Edlink Security.

- **Date: January 26, 2026 (tentative)**
- **Time: 1:00 am to 8:30 am CST**
- **Applications involved: Student ID, Direct Match, and Staff ID**

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

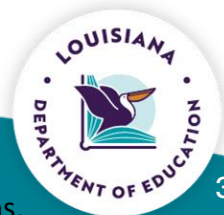


Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am every other Thursday**
 - **Zoom link:** <https://ldoe.zoom.us/j/97031808633>
 - **Dial-In Phone Number:** (312) 626-6799
 - 1/22 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, January 15**
 - **Zoom Link:** <https://ldoe.zoom.us/j/976397929>
 - **Dial-In Phone Number:** (408) 638-0968
 - **Meeting ID#:** 976 397 929

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



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

