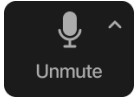
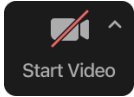


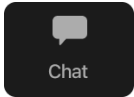
Zoom Meeting Preparation



- 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



February 5, 2026

Agenda

- General Information
 - Security Coordinators
 - [2025-2026 LEA Contact List](#)
 - Disabling eScholar User Accounts
 - Benchmark Calendar
- 2025-2026 eScholar
 - PersonID
 - Audit Codes
 - DirectMatch
 - Statewide Matching
 - Lunch and ED Counts
 - 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
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 # 4	5/4/2026
Staff ID Audit # 2	5/11/2026

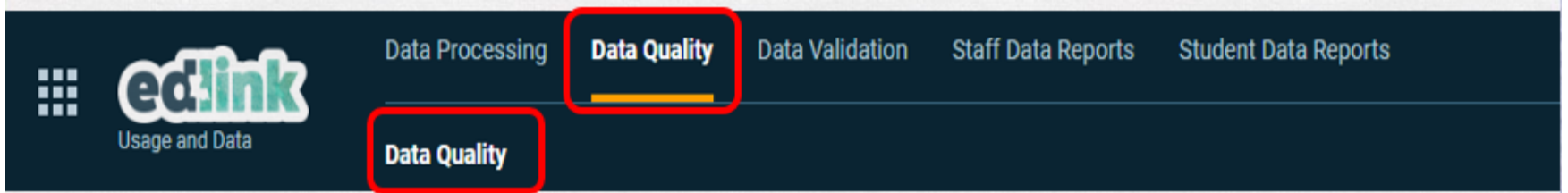


Please contact Anantha.Lakkakula@la.gov with questions.

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>

No LASID in Audit Notes

The record you submitted to EdLink did not have a LASID. The "--" indicates that the filed was blank.

The U codes are in the Student Schedules ADQ bucket so that means that there are records (rows) in the file that do not have a student ID listed. If you pull the file you are sending you should be able to quickly find the rows where the issue is located.

District Code	School Code	School	Audit Code	Student Local ID	LASID	Audit Notes
ABC	Not Applicable	Not Applicable	U01	Not Applicable	Not Applicable	Student -- during 2024-2025 does not exist in the eScholar active state IDs list.
ABC	Not Applicable	Not Applicable	U02	Not Applicable	Not Applicable	Student -- during 2024-2025 does not exist in eScholar at the same District for current school year



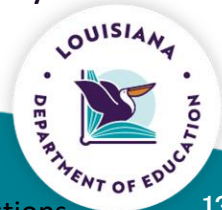
Solution to Audit Codes U01, U02, U05

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



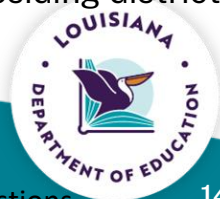
Type 2 Charters and Residential Addresses

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

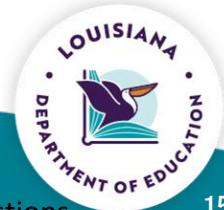
Residing District Code

- 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, E03 - Resubmit the students with their correct address and residing district code to eScholar PersonID



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**

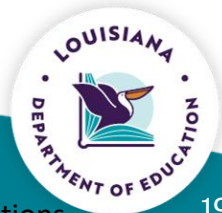


Checking Lunch Counts and ED

We are reaching out to districts to check their Free Lunch and ED counts/percentages.

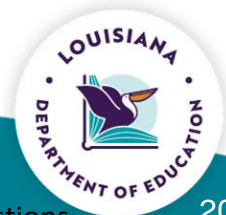
- We compared their Feb 1 data to the Oct 1 Class data.
- We identified some schools as “potential issues” if:
 - the Free Lunch percentage increased/decreased by 5%
 - the Feb 1 Free Lunch percentage was > 95%

 - ED percentage increased/decreased by 5%
 - Feb 1 ED percentage > 95%



Free Lunch and ED percentage decreased by 5%

- Submit your currently enrolled students to eScholar PersonID (claim the master record)
- Run DirectMatch (SNAP, TANF, Medicaid Free Lunch and Medicaid Reduced Lunch)
- Resolve all the near matches in the state batches
- Download the DM-Index files from the SEARCH function and load into your food service system and/or local SIS.
- Check your student enrollment data – is there a decrease in enrollment from Oct 1 to Feb 1?

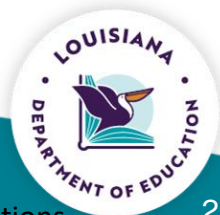


FL and ED % Increased by 5 % or FL and ED are > 95 %

Please ensure that your district has **NOT** identified **ALL** students as **free** lunch.

Students should be reported as free lunch in EdLink if they meet the criteria below:

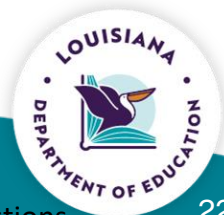
- **Direct Certification (DC)** of students through SNAP, TANF, Medicaid Free Lunch
- **DC extended** (*siblings or children at the same address*)
- **Other Source Categorical Eligibility** students enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children
- Qualified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



Homeless and Head Start

Homeless and Head Start

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



eScholar DirectMatch

- **September - June:** LDOE will run the statewide DirectMatch

January State Matches	Public Batch #	Non-Public Batch #
SNAP	13004	13011
TANF	13003	13005
Medicaid Free Lunch	13019	13028
Medicaid Reduced Lunch	13020	13021
Medicaid All		N/A

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

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

The Feb. 1 MFP collection **snapshot** date is **2/12/2026**



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)



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



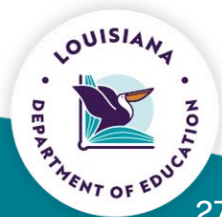
2025-2026 eScholar StaffID



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>

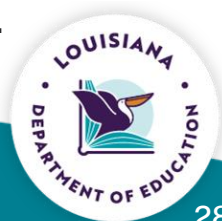
Solution:

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.

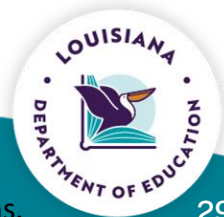


eScholar Applications monthly Maintenance

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

- **Date: February 23, 2026**
- **Time: 1:00 am to 8:00 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
 - 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, February 5**
 - **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,
 - Edlink Ops-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

