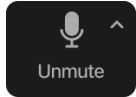
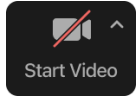


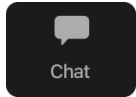
# Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



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



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

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



# eScholar Office Hours

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



March 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
    - CEP
  - 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](mailto:Anantha.Lakkakula@la.gov) or [Wanggan.Yang@la.gov](mailto: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](mailto:Anantha.Lakkakula@la.gov) with questions.

# 2025-2026 Benchmark Calendar

Collection	Start Date	End Date
Student EOY	3/2/2026	7/9/2026
Staff EOY	2/2/2026	8/6/2026



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

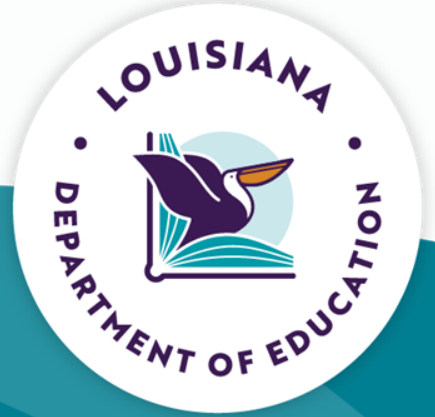
# 2025-2026 eScholar Calendar

Audit	Date
LASID Audit # 4	5/4/2026
Staff ID Audit # 2	5/11/2026



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

# 2025-2026 eScholar PersonID



# Homeless and Head Start

## Homeless and Head Start/Even Start

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

Note:

Make sure you submit the HeadStart students to EdLink with the appropriate **PK\_FUNDING\_CODE** if Grade = 24.

Extract: enrollments\_ext.tsv



# Pre-K Funding Code

## Definition:

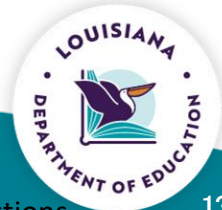
PK-Funding Code indicates title of program which denotes the primary funding source for students who are younger than those children eligible to enter kindergarten in a particular district.

Code Values	Code Values
01 – Title I (formerly Chapter 1)	08 – Head Start (3-year-olds)
04 – Even Start	09 – LA 4 Program (formerly Early Childhood Development)
05 – 8(g) (Preschool Block or Student Enhancement Block Grant)	10 – REAP Rural Education Achievement Program
06 – Locally Funded	11 – EEF Education Excellency Fund
07 – Head Start (4-year-olds)	98 – Other

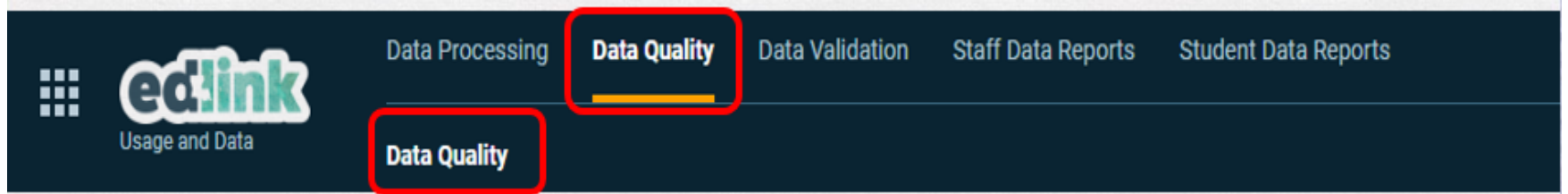


# Reminders – Student Submission

- 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**”*



# EdLink: Audit Codes U01, U02, U05



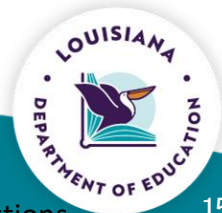
AUDIT CODE	MEASURE NAME	ERRORS	DAYS TO RESOLUTION
<u>U01</u>	<u>LASID Invalid</u>	<u>5</u>	<u>8</u>
<u>U02</u>	<u>LASID does not exist</u>	<u>1009</u>	<u>9.1</u>
<u>U05</u>	<u>Student LocalID does not match</u>	<u>2163</u>	<u>8.7</u>

# No LASID in Audit Notes

The record you submitted to EdLink did not have a LASID. The “--” indicates that records (rows) in the file was blank (did not have a LASID).

If you pull the file that your district is sending to Edlink, 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 2025-2026 does not exist in the eScholar active state IDs list.
ABC	Not Applicable	Not Applicable	U02	Not Applicable	Not Applicable	Student -- during 2025-2026 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



# eScholar DirectMatch



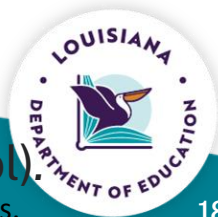
# Qualified vs Allowed to Eat Free

A student who is allowed to eat free is different from a student who is qualified to eat free. **Make sure you are not submitting all your students as free lunch in your EdLink extracts.** The students may be allowed to eat free but they are not qualified to eat free. EdLink needs the counts of students who are qualified to eat free.

Your district should report 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)

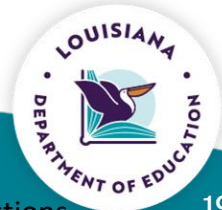
Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.



# 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**



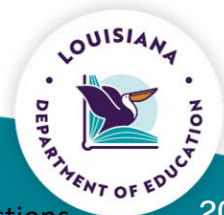
# eScholar DirectMatch

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

February State Matches	Public Batch #	Non-Public Batch #
SNAP		
TANF		
Medicaid Free Lunch		
Medicaid Reduced Lunch		
Medicaid All		

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.



# 2025-2026 Community Eligibility Provision (CEP)



# Community Eligibility Provision (CEP)

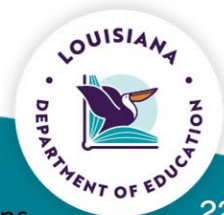
The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs.

- CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.
- To be eligible for CEP:
  - the identified student percentage (ISP) as of April 1 must be at least 25%.
  - to be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

*FNS staff will provide training on Tuesday, March 10, 2026.*

More information at: [USDA CEP FactSheet](#)

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



# 2025-2026 CEP Population Training

**Date: March 10, 2026**


**Time: 12:30 PM - 2:00 PM**

Join the meeting at:

<https://events.gcc.teams.microsoft.com/event/2ffb8a7c-5a18-4386-af7e-dd1c7c77453d@89b0b16b-677c-4e6f-a254-61311d5b4a86>

**Registration is Open!**

SFAs should be instructed to register on LA Fit Kids website. <https://www.louisianafitkids.com/Meetings/Home/MeetingRegistration/>

 **SFS - CEP Population**

**March 10, 2026** 12:30 PM - 2:00 PM  
Virtual Meeting

Meeting Room opens at 12:45 pm; Meeting starts at 1 pm

Join the meeting at  
<https://events.gcc.teams.microsoft.com/event/2ffb8a7c-5a18-4386-af7e-dd1c7c77453d@89b0b16b-677c-4e6f-a254-61311d5b4a86>

**Registration is Open!**

[Registration](#) [Agenda](#)



# Public Districts' To Do List

## Public:

- CEP student enrollment will be pulled from EdLink (**as of April 1, 2026**)
  - Ensure all your EdLink student extracts have loaded without errors
  - Correct all Audit Code issues
- Submit all newly enrolled and currently enrolled students to eScholar PersonID for LASID assignment
- Run DirectMatch (SNAP, TANF, Medicaid FL/RL), resolve all near matches

***Note: Medicaid Reduced Lunch is not used in CEP data***

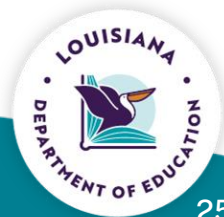


# Non-Public Districts' To Do List

## Non-Public

- CEP student enrollment will be pulled from eScholar PersonID (as of April 1, 2026)
- Submit all newly enrolled and currently enrolled students to eScholar PersonID for LASID assignment
- Run DirectMatch (SNAP, TANF, Medicaid FL/RL), resolve all near matches

*Note: Medicaid Reduced Lunch is not used in CEP data*

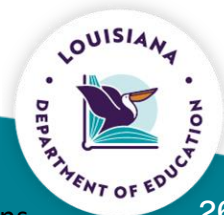


# 2025-2026 CEP Deadline

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

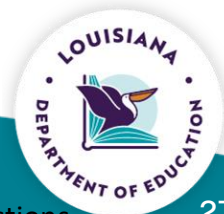
**By April 15, 2026:** SFAs must confirm the Population Data in eScholar CEP Manager. All population data will automatically be pulled from the eScholar DirectMatch system.

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




# Program Sources for CEP

Program	Source
Even Start, Homeless, Head Start	EdLink 360
Foster	DCFS/DirectMatch
Migrant	MERIL/eScholar
DC Extended	DirectMatch - Address Matching
SNAP	DirectMatch - SNAP
TANF	DirectMatch - TANF
Medicaid-Free Lunch	DirectMatch - Medicaid Free



# Manual Authorization

Manually enter eligible students into DirectMatch for inclusion into CEP by April 1


- In DirectMatch, select Match Options icon 
- Select Manual Authorization
- Enter the LASID, click Match
- See slides 98-103 [DirectMatch Training Slide](#) or slides 51-55 in [CEP Training](#)

## Match Options

PERSON ADDRESS

---

Match Option	Person ID	Upload File	Individual Match	<b>Manual Authorization</b>
State ID	<input type="text" value="1234567890"/>			
			Reset	<b>Match</b>



Please contact [Anantha.Lakkakula@ia.gov](mailto:Anantha.Lakkakula@ia.gov) with questions.

Courtney Neubauer (111111111)

53 Pike Street  
Youngsville, LA  
70468

District of Columbia (002)  
Christian Acres Youth Center  
Inc. (002003)

DOB: 2004-04-18

Gender: Female

Grade:



Click Edit

#### Manual Match Type

Eligibility Type	Start Date	End Date
------------------	------------	----------

#### All Other Match Types

Eligibility Type	Identified Date	Match Source	Location Info
SNAP	08/06/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003) Center Inc.
TANF	06/03/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003) Center Inc.

- The match result is displayed along with the other match types that have been assigned to this student
- Click Edit



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

Courtney Neubauer (111111111)

53 Pike Street  
Youngsville, LA  
70488

District of Columbia (002)  
Christian Acres Youth Center  
Inc. (002003)

DOB: 2004-04-18  
Gender: Female  
Grade:

### Manual Match Type

Eligibility Type	Start Date	End Date
<a href="#">+ Add A New Program</a>		

Click Add a New Program

Cancel **Update**

### All Other Match Types

Eligibility Type	Identified Date	Match Source	Location Info
SNAP	08/06/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003) Center Inc.

Click Add a New Program.

*Look at the All Other Match Types before adding a new program.*



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

Courtney Neubauer (1111111111)

53 Pike Street  
Youngsville, LA  
70468

District of Columbia (002)  
Christian Acres Youth Center  
Inc. (002003)

DOB: 2004-04-18  
Gender: Female  
Grade:

### Manual Match Type

Eligibility Type	Start Date	End Date
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
<div style="border: 1px solid red; padding: 5px;"><ul style="list-style-type: none"><li>Even Start</li><li style="background-color: #4a7ebb; color: white; padding: 2px;">Homeless</li><li>Migrant</li></ul></div>	<input type="text" value="match reason"/>	
<a href="#">+ Add A New Program</a>		
<a href="#">Cancel</a>		<a href="#">Update</a>

Select the Manual Match Type, which is Homeless in this example.

*The Manual Match Eligibility Type list is based on the user's role. Not all users will have access to all Eligibility Types.*



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

Courtney Neubauer (111111111)

53 Pike Street  
Youngsville, LA  
70468

District of Columbia (002)  
Christian Acres Youth Center  
Inc. (002003)

DOB: 2004-04-18

Gender: Female

Grade:

### Manual Match Type

Eligibility Type

Homeless

Start Date

05/28/2021

End Date

mm/dd/yyyy

Match Reason:

The student lost their apartment

Add the match reason

Click Update

+ Add A New Program

Cancel

Update

The user must enter the start date and match reason. Click Update.

*For the Start Date, use the default date*

*Enter the Match Reason*



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

Courtney Neubauer (111111111)

53 Pike Street  
Youngsville, LA  
70488

**District of Columbia (002)**  
**Christian Acres Youth Center  
Inc. (002003)**

DOB: **2004-04-18**  
Gender: **Female**  
Grade:



#### Manual Match Type

Eligibility Type	Start Date	End Date
Homeless	05/28/2021	N/A
Match Reason: The student lost their apartment.		

#### All Other Match Types

Eligibility Type	Identified Date	Match Source	Location Info
SNAP	08/06/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003) Center Inc.
TANF	06/03/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003)

The Manual Match, Homeless in this case, will display under the Manual Match Type. All other program matches will display below.



Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.

# Manual Authorization Q&A

After I enter the student's LASID, I am unable to select SNAP in the Manual Match Type.

You will not be able to select SNAP if:

- the student is already identified as SNAP
- the student is no longer in your district

Courtney Neubauer (111111111)

53 Pike Street  
Youngsville, LA  
70468

**Aviary Parish (002)**  
**Christian Acres Youth Center**  
**Inc. (002003)**

DOB: 2004-04-18

Gender: Female

Grade:



## Manual Match Type

Eligibility Type	Start Date	End Date
Aviary Parish		

## All Other Match Types

Eligibility Type	Identified Date	Match Source	Location Info
<b>SNAP</b>	08/06/2020	DM Person ID (State)	<b>Aviary Parish (002)</b> <b>Christian Acres Youth (002003)</b> <b>Center Inc.</b>
TANF	06/03/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003) Center Inc.

Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.



# 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](mailto: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>

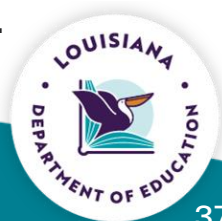
## Solution:

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](mailto:Wanggan.Yang@la.gov) with questions.

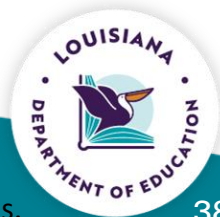


# eScholar Applications monthly Maintenance

eScholar applications will be down for a scheduled monthly maintenance on Fourth 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.

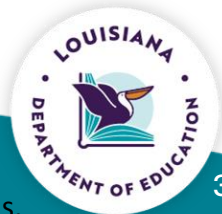
- **Date: March 23, 2026**
- **Time: 1:00 am to 8:00 am CST**
- **Applications involved: Student ID, Direct Match, and Staff ID**

Please contact [Anantha.Lakkakula@la.gov](mailto: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
    - 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, **March 5****
  - **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
<a href="mailto:Anantha.Lakkakula@LA.GOV">Anantha.Lakkakula@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Retire/Split LASID or Staff ID, LASID/Staff ID Audits</li> <li>• Administrative functions such as system settings and configurations</li> <li>• eScholar Security (User Access/Role Based questions)</li> <li>• Enhancements</li> <li>• eScholar related EdLink ADQ/Dashboard/Security questions</li> </ul>
<a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a>	<ul style="list-style-type: none"> <li>• Student ID updates and maintenance</li> <li>• DirectMatch and CEP Manager (SNAP, TANF, Medicaid, Free/Reduced Lunch counts etc)</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access</li> </ul>
<a href="mailto:Wanggan.Yang@la.gov">Wanggan.Yang@la.gov</a>	<ul style="list-style-type: none"> <li>• StaffID updates and maintenance</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access</li> </ul>
<a href="mailto:support@escholar.com">support@escholar.com</a>	<ul style="list-style-type: none"> <li>• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders</li> <li>• Software bugs (system outage, security issues etc.)</li> <li>• Requests for utilizing web services</li> </ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"> <li>• System access for new users</li> <li>• Assistance with your eScholar login/password</li> </ul>
Visit <a href="#">escholar support page</a>	<ul style="list-style-type: none"> <li>• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.</li> </ul>



Please contact [Anantha.Lakkakula@la.gov](mailto: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](mailto:LDOE_LEA_Support@powerschool.com) for PowerSchool sFTP Credentials and Whitelisting Requests
- Email: [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov) Summer Sun Bucks/CEP
- Email: [LDEData@la.gov](mailto:LDEData@la.gov) for Data Management FTP

