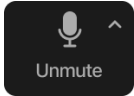
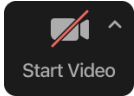


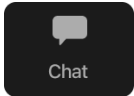
# Zoom Meeting Preparation



- 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



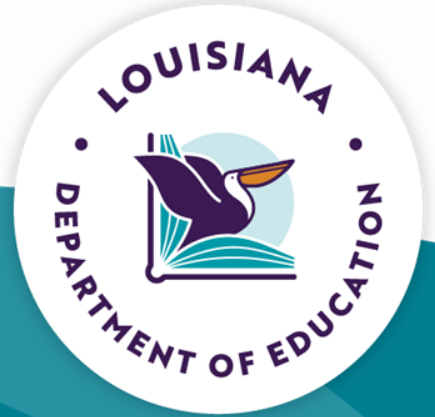
May 14, 2026

# Agenda

- General Information
  - Security Coordinators
  - 2025-2026 LEA Contact List
  - Disabling eScholar User Accounts
  - Benchmark Calendar
- 2025-2026 eScholar
  - PersonID
  - DirectMatch
    - Statewide Matching
    - CEP
  - StaffID
    - EdLink Errors



# General Information



# 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/>



# 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)



# 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 #



# 2025-2026 eScholar Calendar

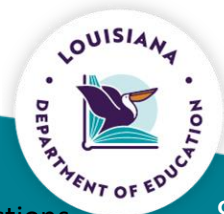
Audit	Date
LASID Audit # 4 due	5/14/2026
Staff ID Audit # 2	5/13/2026



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 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**”*



# Audit Codes

## EdLink Audit Codes U01, U02, U05

- Update your local SIS with the correct LASID and/or LocalID
- Submit the student to eScholar PersonID; ensure the correct LocalID was used

## EdLink Audit Codes E01, E02, E03

- Submit the student to eScholar PersonID with the Residing Parish Code (01-69) and address

Student is enrolled in your district	Your district holds the master record	Task
Y	Y	Edit the record; correct the residing parish code/address
N	Y	Edit the record; correct the residing parish code/address
Y	N	Resubmit student to PersonID with the residing parish code/address
N	N	Ignore audit code



# eScholar PersonID and StaffID

**Student EOY submission: July 9** (snapshot end date)

- Submit all new students and homeless students

**Staff EOY deadline: August 6** (snapshot end date)

- Submit all new staff and those who need EdLink dashboard access
- Resolve pending near matches
- Contact [Wanggan.Yang@la.gov](mailto:Wanggan.Yang@la.gov) if your district is unable to claim the master record

Retire IDs	Split IDs
<a href="#">Student RetireID template</a>	<a href="#">Student SplitID template</a>
<a href="#">Staff RetireID template</a>	<a href="#">Staff SplitID template</a>

LEAs must update the active Student/Staff ID in your local system and all LDOE data systems that use the Student/Staff ID for that student/employee.

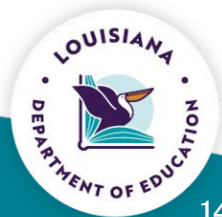


# Person ID - Chrome browser issues

- **Search Function not showing results**
- **Near Match Resolution - Matched State Student ID not found in Master**

## **Solution:**

- Use Microsoft Edge or an alternate browser
- If using chrome:
  - Clear/delete browser cache and history
  - Update browser to the latest version



# eScholar DirectMatch



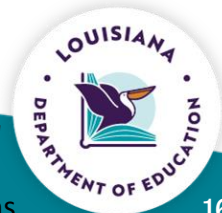
# Qualified vs Allowed to Eat Free

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).

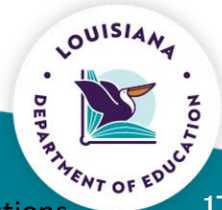
Please contact [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov) with questions.



# 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**



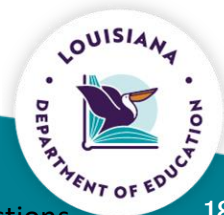
# eScholar DirectMatch

- September - June: LDOE will run the statewide DirectMatch













April State Matches	Public Batch #	Non-Public Batch #
SNAP	13515	13521
TANF	13514	13520
Medicaid Free Lunch	13532	
Medicaid Reduced Lunch	13534	
Medicaid All		NA

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

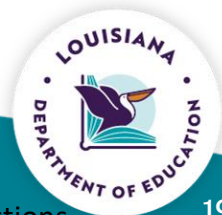
Do **NOT** load the Medicaid All file into your food service system or local SIS.



# State Batch: Public

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
 13534 DM Person ID (State)	Medicaid Reduced Lunch K12 Student	State Batch	05/13/2026 3:15 PM	317 of 130980 PENDING	----- Pending: In Progress	Refresh  
 13532 DM Person ID (State)	Medicaid Free Lunch K12 Student	State Batch	05/12/2026 4:44 PM	1163 of 406754 PENDING	----- Pending: Near Match(s/es)	Resolve  
 13515 DM Person ID (State)	SNAP K12 Student	State Batch	05/05/2026 7:44 PM	390 of 479073 PENDING	----- Pending: Near Match(s/es)	Resolve  
 13514 DM Person ID (State)	TANF K12 Student	State Batch	05/05/2026 7:36 PM	9 of 14329 PENDING	----- Pending: Near Match(s/es)	Resolve  

The matched records will count toward your End-Of-Year lunch count data in EdLink.



# 2025-2026 Community Eligibility Provision (CEP)



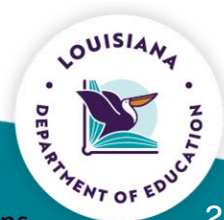
# 2025-2026 CEP Deadline

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
<b>Elect CEP for Following SY</b>	<b>June 30, 2026</b>

Population Data has been approved in eScholar CEP Manager, and SFAs can review their Election data now..

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

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

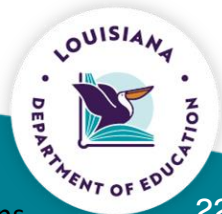


# CEP Election Training

FNS team has conducted a training on Tuesday, May 12, 2026.

Recording will be posted soon in the below source link.

Source: [Louisiana Fit Kids - Training](#)



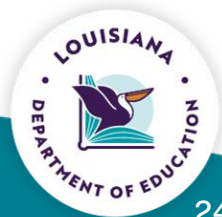
# 2025-2026 eScholar StaffID



# 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 Staff ID 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.



# Staff ID Audit # 2

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

## Audit Process:

- LDOE identifies potential duplicate Staff IDs and drops a file into each district's DM FTP/Secure ID folder on **May 13, 2026**
  - File name: LEA\_2025-26\_ Staff ID Resolution2
- Districts should:
  - Review the file and compare the demographic information for the staff.
  - 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 records..
  - Save the file as **LEACODE\_2025-26\_Staff ID Resolution2\_COMPLETE** by **May 27, 2026**
  - Make any retirement/split ID updates in applicable systems

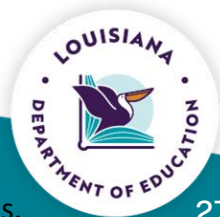


# eScholar Applications monthly Maintenance

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.

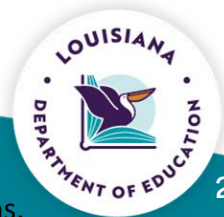
- **Date: May 25, 2026**
- **Time: 1:00 am to 8:00 am CST**
- **Applications involved: Student ID, Direct Match, and Staff ID**

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



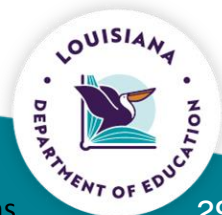
# Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am every other Thursday**
  - **Zoom link:** <https://ldoe.zoom.us/j/97031808633>
  - **Dial-In Phone Number:** (312) 626-6799
    - 5/28 6/11, 6/25
  
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - **Thursday, **June 4****
  - **Zoom Link:** <https://ldoe.zoom.us/j/976397929>
  - **Dial-In Phone Number:** (408) 638-0968
  - **Meeting ID#:** 976 397 929



# 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



# 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>	Administrative functions such as system settings and configurations eScholar Security (User Access/Role Based questions) Enhancements, Software bugs (system outage, security issues etc.)
<a href="mailto:Architha.Yerramalla@LA.GOV">Architha.Yerramalla@LA.GOV</a>  <a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a>	Student ID updates and maintenance Retire/Split LASID, Audits 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
<a href="mailto:Wanggan.Yang@la.gov">Wanggan.Yang@la.gov</a>  <a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a>	StaffID updates and maintenance eScholar related EdLink ADQ/Dashboard questions Retire/Split Staff ID, Audits, Edlink Security Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access
<a href="mailto:support@escholar.com">support@escholar.com</a>	eScholar FTP Industry Based Credentials (IBCs)/HiSet folders Requests for utilizing web services
Your LEA Security Coordinator	System access for new users Assistance with your eScholar login/password
Visit <a href="#">escholar support page</a>	User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

