

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 pg](#) for a copy of the webinar deck



July 23, 2026

Agenda

- General Information
 - Security Coordinators, 2026-2027 LEA Contact List
 - 2026-2027 eScholar Rollover
 - Updated Student Data Privacy Laws & Required Data Submissions
- 2026-2027 eScholar PersonID – student submission
 - File Upload
 - Manual Entry
 - Troubleshooting Errors
 - Downloading LASIDs
 - Editing Records



Security Coordinators

Update the 2026-2027 LEA Contact List (located in the EdLink Support pg)

- Copy/paste your district's data into a new EXCEL sheet
- Review and edit (add/remove data managers)
- Send updated EXCEL file to System Support@la.gov

Disable accounts of the data managers who are no longer in your district.

- EdLink Security <https://registration.edlink.la.gov>
- eScholar PersonID/DirectMatch <https://secureid.l DOE .la.gov/uid/login>
- eScholar StaffID <https://louisianastaffid.escholar.com/uidmgr/>

[eScholar Support pg](#) – announcements, templates, documents, schedules, etc.

Please contact systemsupport@la.gov questions.



Student and Staff PII

- Do NOT email any Student or Staff PII (e.g. full names, SSN, DOB, etc)
- Do NOT email any file/screenshot that has student PII or staff PII
- Send the student's LASID or eScholar PersonID Batch # for support
- Send the StaffID or eScholar Staff ID Batch # for support

Please contact systemsupport@la.gov questions.



2026-2027 SY Rollover

PersonID and DirectMatch

- eScholar PersonID and Direct Match are opened for SY 2026-2027(ESSY = 2027)
 - Districts submit expected student enrollment 2026-2027 school year
 - Districts run their own Direct Match after students have been assigned IDs
 - June SNAP, Medicaid files are available in DirectMatch
 - TANF
 - New LEAs/schools will be updated in escholar applications as they get approved by LDOE



STAFFID

- July 24, 5:00 pm - Last day to submit staff data to eScholar Staff ID for 2025-2026 school year (ESSY=2026)
- July 24, 5:00 pm - **Closed for rollover and maintenance**
- July 27 - Rolled over for 2026-2027 school year (ESSY = 2027)
- July 27, 7:00 am - Districts should submit the staff who needed LDOE data system access to escholar Staff ID for the 2026-2027 school year
- New LEAs/schools will be updated in escholar applications as they get approved by LDOE
- July 27 - Edlink Security Rollover to new SY
- Aug 5 - Last day to submit staff data to EdLink 360 for 2025-2026 school year



STAFFID

STAFFID TRAINING:

- **Date:** July 30, 2026
- **Time:** 11:00 am - 12:00 pm
- **Link:** <https://ldoe.zoom.us/j/97031808633>

Meeting ID: 970 3180 8633 **Call in:** +13126266799



eScholar PersonID/DirectMatch & StaffID

- All training slide decks and users guides are on the [eScholar Support pg](#)
- Email: Architha.Yerramalla@la.gov
 - Training videos
 - Zoom sessions on PersonID/DirectMatch
 - StudentID file submission and troubleshooting errors
- Email: Wanggan.Yang@la.gov
 - Training video
 - Zoom sessions on StaffID
 - StaffID file submission and troubleshooting errors



Graduated Students – 12th grade

Problem Analysis and Resolution:

For student(s) who graduated in the 2025-2026 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 2026-2027 school year:
 - **ESSY = 2027**
 - **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 systemsupport@la.gov questions.



Act 837 Overview

What does the law say?

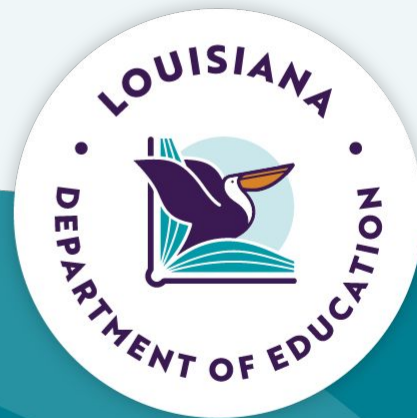
- **Act 837** required the Department of Education to create a unique statewide student identifier system by May 1, 2015.
- Each LEA must have assigned a Louisiana Secure ID to all students enrolled in public elementary or secondary schools by June 1, 2015.

What does this mean for the Department and LEAs?

- After June 1, 2015 any data sharing between the Department and LEAs must utilize unique student identifiers in place of social security numbers.
- LEAs assumed a new area of responsibility for assigning and maintaining unique student identifiers.



Update on Student Data Privacy Laws & Required Data Submission



2026

Social Security Number (SSN) Laws Summary

Purpose	Entity & Law	Applicable Student Group	School System Requirements
Taylor Opportunity Program for Students (TOPS) Eligibility Determination	Board of Regents (BOR)/Louisiana Office of Student Financial Assistance (LOSFA) <u>La. R.S. 17:3914 (K)</u>	Students in Grades 8-12	Collect Parental Consent & Provide SSN to eScholar
Louisiana's Foundational Integrated Research System for Transformation (LA FIRST) Research	University of Lafayette Babineaux Blanco Public Policy Center <u>La. R.S. 17:3138.12</u> & <u>Act 661 of 2026</u>	All Students in All Grades	Provide SSN to eScholar & Submit Data Sharing Agreement Opt-In for Historical Data to <u>ldedata@la.gov</u>
Return on Investment Research	Louisiana Workforce Commission <u>Act 187 of 2025</u> Regular Session & <u>La. R.S. 17:3914 (N)(1)(a)</u>	12th Grade Students	Provide SSN to eScholar for Each Student Pursuing a Diploma by Beginning of Senior Year (12th Grade)



BOR/LOSFA - Receives 8-12 Student SSN for TOPS Eligibility Determination

- Per [LA R.S. 17:3914 \(K\)](#) Public schools must collect specific student data (name, DOB, SSN, transcript, race/ethnicity) for grades 8-12, with parental consent.
- Data can only be shared with Louisiana postsecondary institutions, the Board of Regents, and the Office of Student Financial Assistance for admissions, financial aid, and reporting/evaluation purposes.
- Public schools shall, at the beginning of each school year, collect parental consent of each student in grades eight through twelve. Parent may deny consent for the collection and disclosure of the student's information.
- Public schools shall provide annual notification to the student's parent or legal guardian as to the right and process used to withdraw consent.
- **Note - Failure to provide parental consent means student will not be considered for TOPS unless parent provides HS transcripts directly to BOR/LOFSA**

School districts must: submit student data (name, DOB, SSN) to eScholar and the LOSFA parental permission flag in the Student Transcript System

With whom will these data be shared? The BOR/LOSFA receives a secure file transfer of these data directly from the Student Transcript System

Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



LA FIRST - Receives Student PII (Names, DOB, SSN) for Legislatively Mandated Research

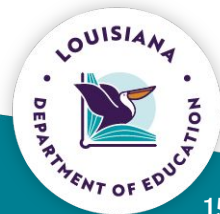
- [La. R.S. 17:3138.12](#) authorized The Board of Regents to establish and maintain Louisiana's Foundational Integrated Research System for Transformation (LA FIRST) at the University of Louisiana at Lafayette within the Kathleen Babineaux Blanco Public Policy Center to research and analyze certain enumerated matters.
- [Act 661 of 2026](#) requires (Local Education Agencies) LEAs to share SSNs directly with the LDOE to share with LA FIRST. Parental permission is not required. However, parents may opt out of the data sharing process. The LDOE is required to implement that process by November 2026. Detailed information is forthcoming but there will be a LA FIRST Parental Opt-Out Flag field created in eScholar. Districts will submit a “Y” if a parent has opted out of sharing their student’s PII information with LA FIRST.
- LA FIRST shall be provided access to all data listed in the [data-sharing agreement](#) developed with each state entity, including the LDOE. For historical data, an LEA opt-in DSA with the LDOE allows sharing of historical (prior to 2026) student data with LA FIRST.

School districts must: (1) submit these student data (names, DOB, SSN) to eScholar OR submit the LA FIRST Parental Opt-Out Flag = “Y” if a parent has opted out of sharing data (2) Opt into the LA FIRST data sharing agreement to allow historical student data to be shared with LA FIRST

With whom will these data be shared? LA FIRST receives a secure file transfer of the student PII data and LASID directly from eScholar, excluding students with the LA FIRST Parental Opt-Out flag. The LDOE, as required by this law, shares enrollment, assessment, and demographic information connected to LASID via secure file transfer to LA FIRST.



Please contact laura.boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact [LDOE Data System Support](#) for data submission questions.



LA FIRST - Legislatively Mandated Research

- If school systems opt into the LA FIRST [data-sharing agreement](#) the LDOE will share student data with LASID directly to LA FIRST and will share student names, date of birth and SSNs to LA FIRST via eScholar on the LEA's behalf.
- The DSA also allows LDOE to share historical data
- If school systems do not opt into the data sharing agreement, the law says systems shall share the data directly with LA FIRST.

Important Links:

Data Sharing Agreement: [LAFIRST through BOR and the Blanco Center January 2024](#)

LEA Opt-In Addendum: [LAFIRST through BOR and the Blanco Center - Addendum](#)
[JotForm Link to upload addendum](#)



LWC (Louisiana Workforce Commission) - Receives Student SSN, for Legislatively Mandated Return on Investment Research

- Previously, [LA R.S. 17:3914 \(N\)](#) required parental permission for school systems to collect SSNs and share with LWC via eScholar for evaluating state and federal programs that prepare students for postsecondary education, workforce training, and employment.
- [Act 187 of 2025](#) Regular Session repealed LA R.S. 17:3914 (C)(1)(j) and (N)(1)(c) in their entirety and amended N(1)(a) to do the following:
 - Add to the purpose a return on investment analysis to be conducted by the LWC
 - Eliminated the parental permission requirement. Public secondary school governing authorities are now mandated to collect the social security number of each student pursuing a diploma by the beginning of their senior year. School systems are required to report the SSN, matched to student names and unique student identification numbers with the LDOE. The LDOE is directed to share this information with the commission.

School districts must: submit these student data (SSN) to eScholar

With whom will these data be shared? The LDOE, via eScholar, will securely transfer the data to LWC which will include enrollment, assessment, and demographic information connected to SSN & LASID

Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



Frequently Asked Questions

What if my school system doesn't collect any SSNs for students?

Act 187 of the 2025 Regular Session & **Act 661** of the 2026 Regular Session amended La. R.S. 17:3914 to require school systems to collect a student's SSN and provide those to the LDOE. In compliance with that law, school systems can share students' SSNs in eScholar.

What if a parent refuses to supply the student's SSN?

If parents refuse to provide their student's SSN, the LDOE requests that school systems document the parent's refusal. For any additional questions regarding communicating with parents about their rights and any implications regarding the refusal to provide a SSN, please contact your school system's legal counsel.

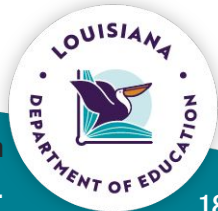
Note: the LDOE is developing a process for parents to opt out of the information sharing process to be implemented by November 2026

To which schools do these laws apply?

These laws apply to all public traditional and charter schools.



Please contact laura.boudreaux@la.gov , Research & Data Privacy Director for data privacy questions. Contact [LDOE Data System Support](#) for data submission questions.



Annual FERPA Student Privacy Notification to Parents

- Per the USDOE, **school systems must annually notify parents and eligible students (over age 18) about their rights** under the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).
- Such notification must include but is not limited to:
 - Procedure to inspect and review educational records
 - Procedure to request amendment of education records
 - A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the educational agency or institution discloses or intends to disclose PII from education records to school officials without consent; and
 - Right to file a complaint with the USDOE concerning alleged violations of FERPA or PPRA

Helpful Resources:

- [A Parent Guide to the Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Protection of Pupil Rights Amendment \(PPRA\) General Guidance](#)
- [FERPA Model Notification of Rights for Elementary & Secondary Schools](#)
- [PPRA Model General Notice of Rights](#)
- [Model Form for Disclosure to Parents of Dependent Students](#)
- [Model Form for Disclosure to Parents of Dependent Students and Consent Form for Disclosure to Parents](#)



Please contact laura.boudreaux@la.gov , Research & Data Privacy Director for data privacy questions. Contact [LDOE Data System Support](#) for data submission questions.



ACT 576 - Early Childhood Education Identification Numbers

LDOE will assign EC IDs to children in a publicly funded prekindergarten program at a school or early learning center.

When school systems assign a LASID for the enrolled students, it will automatically be linked to the EC ID if one already assigned.

There are no additional steps required by the school systems to link these IDs.

Please contact laura.boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact [LDOE Data System Support](#) for data submission questions.



2026-2027 eScholar PersonID



eScholar PersonID

The eScholar PersonID application allows districts to assign and maintain statewide student identifiers (StudentIDs)

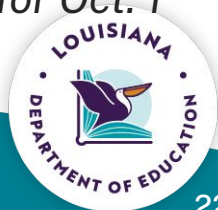
Submit your **2026-2027 expected student enrollments** to PersonID for ID assignment.

- Submit returning and new students at the beginning of the school year
- Submit new enrollments throughout the year
- ESSY = **2027**; Location Active Flag = 1 (active)

Note: Students must be submitted to PersonID prior to running DirectMatch.

Consequences of not submitting all students to eScholar PersonID

- *District will receive an error message in EdLink when student data is submitted for Oct. 1 collection*
- *Student will be **excluded** from matching to the SNAP, TANF, Medicaid files in DirectMatch*



ID Assignment Process



SPED Student and eSER

Student is enrolled in a non-public school but is receiving SPED services at a public school district:

- Public school district assign a public LASID for the student
 - Location Active Flag = 1 “Active”
 - Has to be Master record
- Public school district enters the public LASID in eSER

Non-public school assigns a non-public State ID for the student for Direct Match purposes.



Optional Fields for LASID Assignment

Address

- If districts want to use Address Matching in Direct Match to identify additional free lunch students (DC Extended), they should include the students' address in their student submission.
- **Type 2 charters are required to include the student addresses in their student submissions**

SSNs

- Makes better matches
- Program type files (SNAP, TANF, Medicaid-Free and Medicaid-Reduced) all contain recipient SSN
- Needed for 12th graders who will be submitting FAFSA applications for college
- Required for 8-12 graders beginning in 2026-2027 school year with parental consent

Middle Names

- Makes better matches
- Easily differentiate between students with similar first/last names
- Program type files (SNAP, TANF, Medicaid-Free and Medicaid-Reduced) contain middle names for some records



Optional Fields for LASID Assignment

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
- The district of residence does **not** impact students in city/parish public school districts (001-069)
- This field is required for certain types of public/charter schools who are required to submit address records
 - Type 2 charters are required to include the residing district code in their PersonID submissions
- Parish of residence matters for funding purposes in the case of Type 2 charter schools. The amount of funding is tied to the parish of residence.



eScholar PersonID Student Submission

There are 2 methods to submit your students for ID assignment:

1. File Upload

- obtain file from your local SIS (JCampus, PowerSchool, etc.)
- create a file using EXCEL template
 - Public
 - Non-Public

2. Manual submission

- enter the students' data, one-by-one, into eScholar PersonID

NOTE: *If you use the EXCEL template and need support, please email Architha.Yerramalla@la.gov to schedule a zoom session.*



Submit Students for ID Assignment

- Log into eScholar PersonID
- Use the waffle and toggle to PersonID
- Click on the “Upload a File”

A screenshot of the eScholar PersonID web application interface. On the left is a dark vertical sidebar with icons for home, checkmark, document, magnifying glass, and a plus sign. The main content area has a light purple header with three sections: 'System Message' (with a welcome message), 'Pending Work' (a table with 2 rows), and 'Quick Actions' (with three links). The 'Upload a File' link in the Quick Actions section is highlighted with a red rectangle. Below the header is a section for 'Recent Activity (Past 30 Days)' with a refresh and expand icon on the right.

Pending Work	
Pending Near Match(s/es)	116
Pending Batches	2



Submit Students for ID Assignment

- Click on the Browse button and find the file on your computer
- Click on the purple Match button

Home > Match Options

Match Options

Match Option	Upload File
Person Type	K12 Student
File to Upload	Browse
Upload Type	Simple Advanced

Reset Match



- Select Home  button, this is where the uploaded batch will appear
- Scroll down till you see the Completed – 5 Most Recent sections
- Once your students have been assigned IDs, the batch will move from the Pending to the Completed section.

Completed - 5 Most Recent

[View Past 7 Days](#) [View All >>](#)

Batch Info	Location Info	Process Info	Record Info	Status Info	Actions
121774 LA_StateStudentUID... FILE	FirstLine Schools School System (399) <i>Arthur Ashe Charter School (399002)</i>	07/22/2025 7:07 AM	3 of 3	 Completed	* * *
121773 PID_BATCHPROFILE... FILE	FirstLine Schools School System (399) <i>Multiple School/Site Code(s)</i>	07/22/2025 7:06 AM	4 of 4	 Completed	* * *
121772 009-UID-5996663439... FILE	Caddo Parish School System (009) <i>Multiple School/Site Code(s)</i>	07/21/2025 4:49 PM	24 of 24	 Completed	* * *
121771 LA_StateStudentUID... FILE	McDonogh 35 Senior High School System (WBZ) <i>McDonogh 35 Senior High School (WBZ001)</i>	07/21/2025 2:59 PM	165 of 172	 Completed	* * *
121770 LA_StateStudentUID... FILE	Edna Karr High School System (WBD) <i>Edna Karr High School (WBD001)</i>	07/21/2025 2:48 PM	253 of 256	 Completed	* * *

Next Steps

- The application will first check your file (file validation) and then check each record (data validation).
- If your file is rejected, take a screenshot of the error message and send it to us. We will help you troubleshoot so that you can correct the errors in your local SIS and resubmit a new file.
- The application will begin matching the submitted students to the master database:
 - Some students will be matched with a LASID from the master database.
 - The application will assign LASIDs for those who had no matches.
 - Some records will be near matches – user has to resolve the near matches



Check Record Info

- You should have the same number of records assigned IDs as the number of records you submitted.
- If the Record Info shows fewer records, click on the 3 vertical dots and select View Batch Details.

Batch Info	Location Info	Process Info	Record Info	Status Info	Actions
99649 uid0012024.txt FILE	Aviary Parish (ABC) Pelican Primary (ABC001)	08/14/2024 11:49 PM	271 of 278	Completed	⋮ Download View Batch Details



Check Status Statistics

Here are a few types of canceled records:

- Completed: Assignment -Near Match Resolution – Canceled **user canceled record**
- Exact Match ID Not Found Canceled **user canceled record**
- Canceled (Data Validation) – **records have errors**, no IDs were assigned



Status Statistics

Match Status	Record Count
Canceled (Completed)	
Completed: Assignment- Exact Match ID Not Found Canceled	2
Completed: Validation - Canceled (Data Validation)	5

Download the Canceled Records

- Click on the Download button
- Select Canceled
- Click on Generate Extracts

Download Options



Match Status

Status	Submission Date	Downloadable Record Count	Total Record Count
☐ IDs Assigned (Match / No Match)	08/14/2024 11:49PM	271	278
☒ Cancelled	08/14/2024 11:49PM	7	278



Format

Download Type

Simple

Advanced

Generate Extract



Download the Canceled Records

- Scroll down to the Extract File table
- Click on the Refresh button until it changes to Download
 - The Extract Status will show Completed
- Click on Download
- It will save a txt file to the Download folder on your computer

Extract File (1)

Extract Date ↕	Location Info ↕	Record Count ↕	Extract Name ↕	Extract Status ↕	Actions
08/15/2024 6:49AM	Avian Parish (ABC) Pelican Primary (ABC001)	In progress of 278		Request Queued	Refresh



Txt File

- Open the txt file and you will see the student's name on the left
- Scroll to the far right of the file
- You will see the error associated with that record
- Correct the errors in your local SIS
- Export a fresh file
- Load file into eScholar PersonID

```
, "RACE_ETHNIC_CODE is invalid (Other)."  
' , "RACE_ETHNIC_CODE is invalid (Other)."  
! ", "RACE_ETHNIC_CODE is required."  
! ", "2024-08-14", "{0} does not exist ({1})., STATE_STUDENT_ID"  
08-14", "{0} does not exist ({1})., STATE_STUDENT_ID"  
' RES_DISTRICT_CODE is invalid."
```

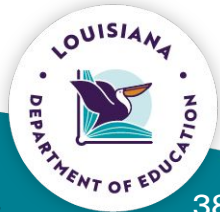


Manual Entry



Submit Students for ID Assignment

- Log into eScholar PersonID
- Use the waffle and toggle to PersonID
- Click on the Add Person icon
- You will be at the Add a New Person page



- Enter all the required fields
- The address information is required for Type 2 Charters and 101-Special School District

[Home](#) > [Add a New Person](#)

Add a New Person



Person Information

First Name

Middle Name (optional)

Last Name

Suffix (optional)

Alt Last Name (optional)

Gender

Female

Male



Contact Information

Address 1 (optional)

Address 2 (optional)

City (optional)

State (optional)

Zip (optional)

Geocode (optional)



Other Information

Residency Expiration Date
(optional)

mm/dd/yyyy



Customer Defined Fields

LWC Consent Flag (optional)

Parental Consent Flag
(optional)



- The SSN is optional. Entering that SSN will provide a better match

Note: SSNs are required for 8th-12th graders with parental consent

Date Of Birth	mm/dd/yyyy
Social Security Number (optional)	###-##-####
Race Ethnicity	v
Race 2 Code (optional)	v
Race 3 Code (optional)	v
Race 4 Code (optional)	v
Race 5 Code (optional)	v
State ID (optional)	



- Residing Parish Code is a required field for Type 2 Charters and 101-Special School District
- The Location Active Flag should be Active for students receiving eSER services
- Click on the purple Match button



Location Information

Ending School Session Year

LEA Code

School/Site Code

Residing Parish Code
(optional)

Local ID

Source System

Alternate ID (optional)

Alternate ID Source (optional)

Active/Inactive Indicator
(optional)

Source Refresh Date (optional)

Grade Placement

Reset

Match



- All errors will be highlighted in red
- Make the correction and click on the purple Match button
- The application will make the match decision
 - Match – the submitted record is an exact match to a record in the master database
 - the application will assign the same LASID for the student
 - Near Match – the submitted record is a close match to a record in the master database
 - the user will have to resolve the near match
 - No Match – the submitted record does not match any record in the master database
 - the application will create a new LASID for this student
 - Click on the Home icon
 - Your batch will have moved to the Completed section
 - Click on the 3 vertical dots and select Download



Download StudentIDs



Download LASIDs

- Your batch will be in the Completed section on the home page.
- To download, click on the 3 vertical dots. Then select Download
- You will be taken to the Download Options page
- Make sure you select the IDs Assigned under Status
- Click on Generate Extracts

Download Options

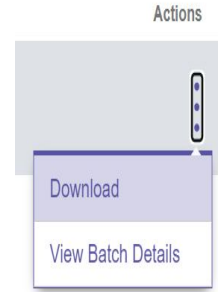
Match Status

Status	Submission Date	Downloadable Record Count	Total Record Count
☒ IDs Assigned (Match / No Match)	08/12/2024 2:02PM	11	11

Format

Download Type Simple Advanced

[Generate Extract](#)



Download LASIDs

- Scroll down till you see the Extract File table
- Under Actions, click on the Refresh button until the Download button appears
- The Extract Status will show Completed

Extract File (1)					
Extract Date	Location Info	Record Count	Extract Name	Extract Status	Actions
08/12/2024 2:02PM	St. Charles Parish School System (045) Multiple Buildings	11 of 11	PID_BATCHPROFILE_99167_08122024_0202PM_IDRES.TXT	Completed	Download

- Click on the Download button
- Your file will be saved to the download folder on your computer
- Load the file into your local SIS (JCampus, PowerSchool, etc.)



Editing Student Data



Editing A Student Record

For correcting the Name, SSN, DOB, etc.

- Log into eScholar: <https://secureid.ldoe.la.gov/uid/login>

- Use the waffle and toggle to PersonID



- Click on the Search button



- Select the By ID tab



- Enter the student's LASID

Please contact systemsupport@la.gov questions.



Editing the Name, SSN, DOB

- Scroll down till you see the Search Results table

State ID	Name	Date Of Birth	Gender	Ethnicity Indicator / Race Ethnicity	Social Security Number	Grade Placement	Location Info	ID Info	Match Score	Actions
0123456789	Pelican, Polly Anne	12/10/2014	Female	Pelicanus	999-00-0000	Fourth	Aviary School System (ABC) Aviary Elementary School (ABC001)	12345	N/A	>>

- Click on the student's name
- Click on the Master Record tab

OVERVIEW

MASTER RECORD

HISTORY RECORDS

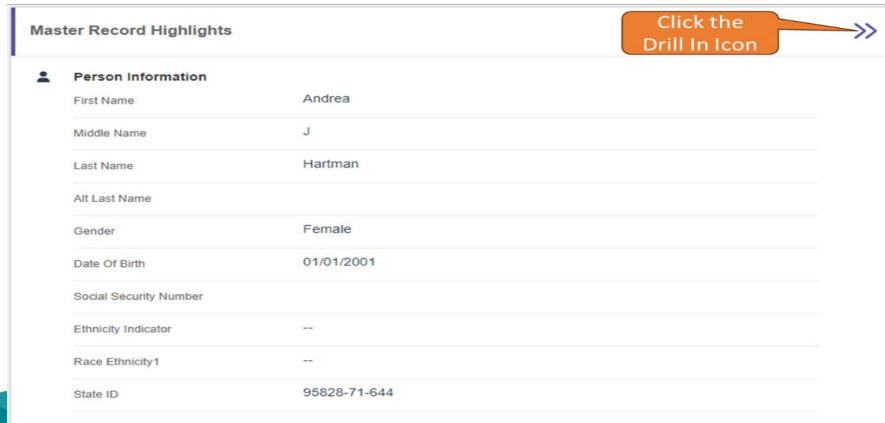
MERGED RECORDS

DIRECT MATCH



Edit the Name, SSN, DOB, Address, Consent Flags

- You will see the Master Record Highlights.
 - Note: your district must hold the master record when making edits.
 - If your district does not hold the master record, submit the student to eScholar PersonID (file or manual entry) with the correct demographics.
- Click on the double arrows



The screenshot shows a web interface titled "Master Record Highlights". It contains a form for "Person Information" with the following fields and values:

Person Information	
First Name	Andrea
Middle Name	J
Last Name	Hartman
Alt Last Name	
Gender	Female
Date Of Birth	01/01/2001
Social Security Number	
Ethnicity Indicator	--
Race Ethnicity1	--
State ID	95828-71-644

An orange callout box with the text "Click the Drill In Icon" and a double arrow icon points to the top right corner of the form.

Edit the Name, SSN, DOB, Address, Consent lags

- Click on the Edit button 
- Correct the name, DOB, gender etc.
- Click on the Update button to save your changes



Editing Grade, LocalID, Location Active Flag

- Log into eScholar: <https://secureid.ldoe.la.gov/uid/login>

- Use the waffle and toggle to PersonID



SECUREID PERSON ID

- Click on the Search button



- Select the By ID tab

Search Options

BY PERSON **BY ID** BY LOCATION BY FILE



Editing the Grade, LocalID, Location Active Flag

- Scroll down till you see the Search Results table

State ID	Name	Date Of Birth	Gender	Ethnicity Indicator / Race Ethnicity	Social Security Number	Grade Placement	Location Info	ID Info	Match Score	Actions
0123456789	Pelican, Polly Anne	12/10/2014	Female	Pelicanus	999-00-0000	Fourth	Aviary School System (ABC) Aviary Elementary School (ABC001)	12345	N/A	>>

- Click on the student's name
- Click on the Master Record tab

OVERVIEW

MASTER RECORD

HISTORY RECORDS

MERGED RECORDS

DIRECT MATCH

Please contact systemsupport@la.gov questions.



Edit Grade, LocalID, Location Active Flag, Site

- Scroll down till you see the Location Information (K12 Student) section
- In the example below, the Active/Inactive Indicator is blank
- Click on the double arrows

Location Information (K12 Student)							
Update Date ⇅	Ending School Session Year ⇅	Location Info ⇅	Local ID ⇅	Alternate ID ⇅	Grade Placement ⇅	Active/Inactive Indicator ⇅	Actions
08/25/2024	2025	Aviary District (ABC) Aviary Elementary (ABC001)	12345		Ages 3-5 SPED		»

Edit Grade, LocalID, Location Active Flag, Site

- You will see the Location Information Details section
- Click on the Edit button
- Update the student's grade, LocalID, Location Active Flag, Residing Parish Code, Site

Location Information Details (K12 Student)



Community Academies of NO School System (3C3) Esperanza Charter School (3C3003)		07/22/2025 Last Updated	K12 Student Person Type
Ending School Session Year	2026	Grade Placement	Kindergarten
LEA Code	Community Academies of NO School System (3C3)		
School/Site Code	Esperanza Charter School (3C3003)		
Residing Parish Code			
Local ID	XXXXXX		
Source System	local LEA SIS		
Alternate ID			
Alternate ID Source			
Active/Inactive Indicator	Active		
Source Refresh Date	N/A		



Edit Grade, LocalID, Location Active Flag, Site

- If needed, update the Active/Inactive Indicator from blank to Active (or from Inactive to Active)
- Click Update to save the changes



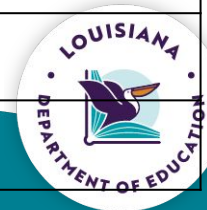
Office Hours and Monthly Webinar

- eScholar Office hours 10:00 am every other Thursday
 - Zoom link: <https://ldoe.zoom.us/j/97031808633>
 - Dial-In Phone Number: +13126266799,,97031808633# US (Chicago)
+14702509358,,97031808633# US (Atlanta)
 - Upcoming August Office Hours : 8/6, 8/20
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, **August 13, 2026**
 - 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
systemsupport@la.gov Architha.Yerramalla@la.gov	•Administrative functions such as system settings and configurations •eScholar Security (User Access/Role Based questions) • Enhancements •eScholar related EdLink ADQ/Dashboard/Security questions
Architha.Yerramalla@la.gov systemsupport@la.gov	• Student ID updates and maintenance •DirectMatch and CEP Manager (SNAP, TANF, Medicaid, F/R Lunch counts etc) •eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar Person ID credentials or assistance providing their staff with eScholar systems access •Retire/Split LASID, LASID Audits
Wanggan.Yang@la.gov	•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 •Retire/Split Staff ID or Staff ID Audits
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs) folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.



Who to contact for support

- Email: systemsupport@la.gov for any questions/concerns/issues for the systems/topics listed below.
 - Edlink, EdLink Security, eSER, 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

For all other questions/concerns/issues:

- 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
- Email: SystemSupport@la.gov for EdLink Security and EdLink360 dashboard access
- Email: Amanda.Slaughter@LA.GOV for Canopy access
- Email: LEADS@LA.GOV for Louisiana Educator Portal –LES (formerly known as Compass)

Please contact systemsupport@la.gov questions.

