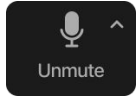
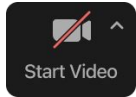


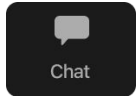
Zoom Meeting Preparation



- 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.”



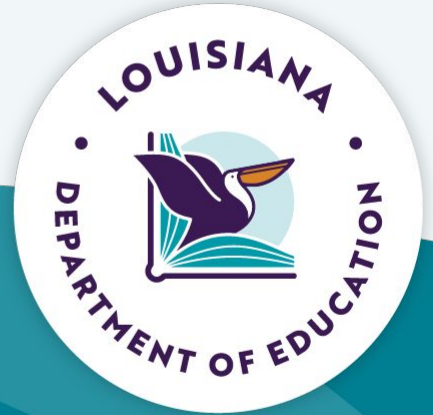
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

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



August 6, 2026

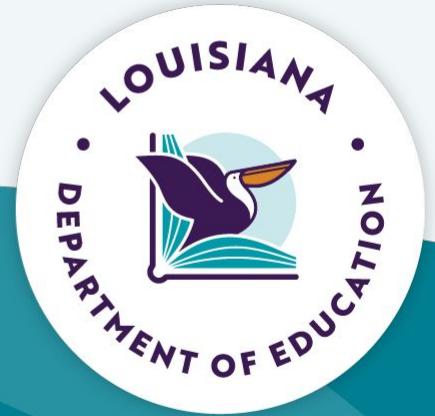
Agenda

- General Information
 - Security Coordinators
 - 2026-2027 LEA Contact List
 - Disabling PersonID/DirectMatch User Accounts
- 2026-2027 eScholar Rollover
 - PersonID
 - DirectMatch
 - StaffID
 - Edlink Security and MyLa Username

Please contact systemsupport@la.gov with questions.



General Information



Handy Links

Support page: [LDOE Data System Support](#)

Ticketing system: [Submit Request](#)

New Superintendent: <https://ldoeforms.jotform.com/251474463796873>

LEA Contact List: [2026-2027 LEA Contact List](#)

[eScholar Support](#)



Security Coordinators

Update the [2026-2027 LEA Contact List](#)

Copy/paste your district's data into a new EXCEL sheet

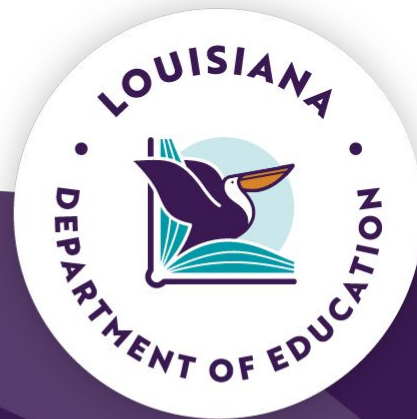
- Review and edit (add/remove data managers)
- Send updated EXCEL file to [Submit Request](#)

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/>



Update on Student Data Privacy Laws & Required Data Submission



August 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 ldedata@la.gov
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

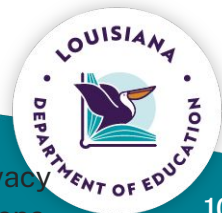


LA FIRST - Receives Student PII (Names, DOB, SSN) for Legislatively Mandated Research

- [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.
- LA FIRST shall be provided access to all data listed in the [data-sharing agreement](#) developed with each state entity, including the LDOE.
 - LEAs opting into the DSA allows LDOE to share current K-8 student and K-12 historical (prior to 2026) student data with LA FIRST.
- [Act 661 of 2026](#) requires school systems to share [high school students' 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.

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 current K-8 and K-12 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

- To reiterate -the LA FIRST legislation requires school systems to share share student names, date of birth and SSNs to LA FIRST for all students (K-12)
- To alleviate that burden from school systems, if school systems opt into the LA FIRST [data-sharing agreement](#), the LDOE will share current K-8 and K-12 historical student data with LASID directly to LA FIRST and will via eScholar on the LEA's behalf.
- If school systems do not opt into the data sharing agreement, the law says systems shall share the data directly with LA FIRST.
- 9-12 (HS) student data will be shared for all students unless a parent opt-out flag is submitted in eScholar
 - Example of a [LA FIRST Parental Opt-Out Consent](#)

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](#)



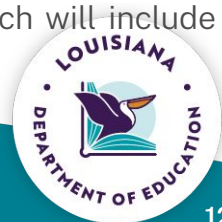
LWC (Louisiana Workforce Commission) - Receives Student SSN, for Legislatively Mandated Return on Investment Research

- 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: (1) submit these student data (SSN) to eScholar for students pursuing a diploma, not later than the beginning of the student's senior year

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

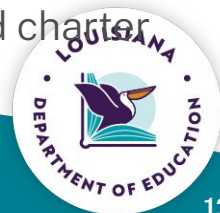
Please contact Laura.Boudreaux@la.gov, Research & Data Privacy Director for data privacy questions. Contact SystemSupport@la.gov for data submission questions



Frequently Asked Questions

1. **What if my school system doesn't collect any SSNs for students?** Act No. 187 of the 2025 Regular Session amended La. R.S. 17:3914 (N) (1) to require school systems to collect a student's SSN of each student pursuing a diploma by the beginning of their senior year and provide those to the LDOE. In compliance with that law, school systems can share students' SSNs in eScholar.
2. **What if a parent refuses to supply the student's SSN?** If parents refuses 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.
3. **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 SystemSupport@la.gov for data submission questions



Annual Student Privacy Notification to Parents

- Per the USDOE, school systems are to 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

School districts must: Annually notify parents of FERPA and PPRA rights

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 SystemSupport@la.gov for data submission questions



Early Childhood Education Identification Numbers

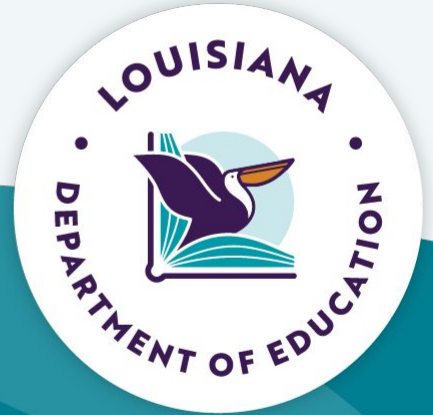
- According to [ACT 576 of 2026](#), LDOE will assign EC IDs to children in a publicly-funded prekindergarten program at a school or early learning center.
- When school systems assign a LASID for the enrolled students, it will automatically be linked to the EC ID if one is already assigned.
- There 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 SystemSupport@la.gov for data submission questions



2026-2027 eScholar Opening:

PersonID & DirectMatch



2026-2027 Rollover

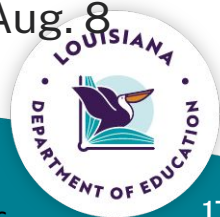
PersonID and DirectMatch

- eScholar PersonID and DirectMatch opened for 2026-2027 (ESSY = 2027)
 - Districts submit expected student enrollment 2026-2027 school year
 - Districts run their own DirectMatch after students have been assigned IDs
 - June SNAP is available in DirectMatch
 - June Medicaid files are available in DirectMatch
 - New LEAs/schools have been loaded into the applications

StaffID

July 27 – eScholar StaffID opened for the 2026-2027 school year

- Districts may submit staff data (ESSY = 2027)
- EdLink will read both ESSY 2026 and ESSY 2027 until Staff EOY closes on Aug. 8
- New LEAs/Schools have been loaded into the application



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
 - Zoom sessions on StaffID
 - StaffID file submission and troubleshooting errors



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 systemsupport@la.gov with questions.



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*

Please contact systemsupport@la.gov with questions.



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 with questions.



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 will assign a public LASID for the student
 - Location Active Flag = 1 “Active”
 - 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.

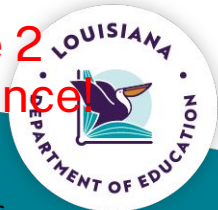


Optional Fields for LASID Assignment

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!

Please contact systemsupport@la.gov with questions.



3.0 File Format Update - LA FIRST LAW

LA FIRST PARENTAL OPT-OUT FLAG:

- New optional field has been added to the 3.0 file format to support Act 661 of 2026
- This field accepts the values:
 - Y = Parent has opted out of sharing the student's information with LA First
 - N= No opt-out (or leave blank)
- Students with value of Y will be excluded from data sharing with LA First
- This field is optional and does not affect the eScholar ID assignment process
- Field 26 in the file format is designated as LA First Parental Opt-Out Flag

26-LA FIRST Parental Opt-out I	27R	28R	29R	30-Parental Consent
N				Y

LA First Parental Flag
 Collect consent if a parent has opted out of sharing the student PII data with LA FIRST.
For Direct Match: This field should be blank



Customer Defined Fields

LWC Consent Flag (optional)	
LA FIRST Parental Opt-out Flag (optional)	
Parental Consent Flag (optional)	

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*

Please contact systemsupport@la.gov with questions.

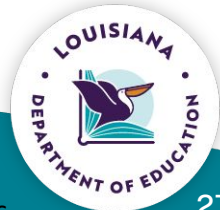


eScholar DirectMatch



eScholar DirectMatch

- **July – August:** Districts will run their own DirectMatch, resolve the near matches, download the DM-Index files to load into their food service system
 - June SNAP and Medicaid Files are available in DirectMatch
 - These are the first files for the 2026-2027 school year
 - July files will be loaded by 8/22/2026
- **September - June:** LDOE will run the statewide DirectMatch
- Address Matching will begin September. District may resolve the matches.
 - students must have address in eScholar PersonID
 - matched records will be sent to districts on September 25, 2026
- The Oct. 1 MFP collection **snapshot** date is 10/29/2026



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)

Please contact systemsupport@la.gov with questions.



Free Lunch vs. Reduced Lunch

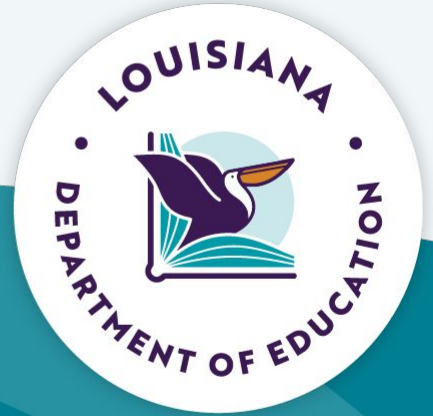
The free lunch status **supersedes** the reduced lunch status no matter when the student was identified during the school year.

- 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**



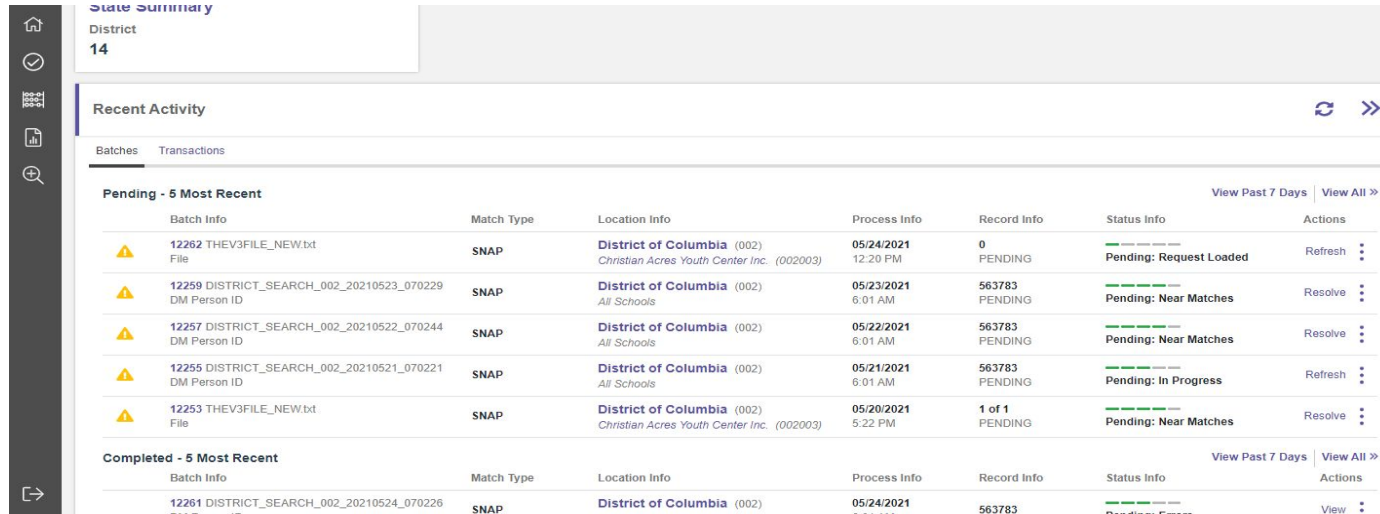
Please contact systemsupport@la.gov with questions.

Running DirectMatch



DirectMatch

- The menu bar on the left side of the page is the main navigation tool
- The home button is the first option on the navigation bar 
- All navigation options are determined by the user's role
- The user can also access Match Options  Student Search 
- The CEP Manager option will only appear on the menu if the user has rights to CEP Manager 



The screenshot displays the DirectMatch web application interface. On the left is a dark navigation bar with icons for Home, Match Options, Student Search, and CEP Manager. The main content area is titled 'State Summary' and shows 'District 14'. Below this is the 'Recent Activity' section, which has tabs for 'Batches' and 'Transactions'. The 'Batches' tab is active, showing a list of pending and completed batches. The 'Pending - 5 Most Recent' section lists five batches with details such as Batch Info, Match Type (SNAP), Location Info (District of Columbia), Process Info (Date and Time), Record Info (Count and Status), Status Info (e.g., Pending: Request Loaded), and Actions (Refresh, Resolve). The 'Completed - 5 Most Recent' section shows one completed batch with similar details.

Pending - 5 Most Recent							
Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions	
 12262 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/24/2021 12:20 PM	0 PENDING	Pending: Request Loaded	Refresh	⋮
 12259 DISTRICT_SEARCH_002_20210523_070229 DM Person ID	SNAP	District of Columbia (002) All Schools	05/23/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve	⋮
 12257 DISTRICT_SEARCH_002_20210522_070244 DM Person ID	SNAP	District of Columbia (002) All Schools	05/22/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve	⋮
 12255 DISTRICT_SEARCH_002_20210521_070221 DM Person ID	SNAP	District of Columbia (002) All Schools	05/21/2021 6:01 AM	563783 PENDING	Pending: In Progress	Refresh	⋮
 12253 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/20/2021 5:22 PM	1 of 1 PENDING	Pending: Near Matches	Resolve	⋮

Completed - 5 Most Recent							
Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions	
12261 DISTRICT_SEARCH_002_20210524_070226	SNAP	District of Columbia (002)	05/24/2021	563783	Pending: Request Loaded	View	⋮

Please contact systemsupport@la.gov with questions.



Run a Match

- **Submit your students to eScholar PersonID** for LASID assignment BEFORE you run DirectMatch.
- Click on waffle icon  and toggle to DirectMatch 
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch click on the Match icon 
- You will be running matches for 5 files:
 - SNAP
 - TANF
 - Medicaid Free Lunch
 - Medicaid Reduced Lunch
 - Medicaid All (not for non-publics)



eScholar DirectMatch

- The PersonID is the default.
- The application will source your students in PersonID and match them against the SNAP, TANF, Medicaid Free Lunch, Medicaid Reduced Lunch, Medicaid All files.

Match Options

PERSON ADDRESS

Match Option: **Person ID** Upload File Individual Match Manual Authorization

LEA Code: All LEA Codes **Specific LEA Codes**

LEA Code Name: Acadia Parish School System (001) ▼

School/Site Code: All Schools

Person Type: K12 Student ▼

Match Type: SNAP K12 Student ▼

Reset **Match**

Please contact systemsupport@la.gov with questions.



Running a Match

- When you run a Match, a batch file is created
- Go to the Home Page and look at the Pending section
- You will see the batch #
- The Status Info will show **Pending: Request Queued**
 - DirectMatch is obtaining the students from PersonID and will start the matching them to the SNAP file
 - Check back on your batch in an hour or so
- The Status Info will show **Pending: In Progress** when the matching has begun
- The Status Info will show **Pending: Near Matches** when you can begin resolving the near matches

BATCHES

TRANSACTIONS

Pending - 5 Most Recent

View Past 7 Days

View All »

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
 2840 DM Person ID	SNAP	Terrebonne Parish School System (055) All Schools	08/11/2022 8:45 AM	0 of 0 PENDING	Pending: Request Queued	Refresh

Please contact systemsupport@la.gov with questions.

Resolve Near Matches

- Batches that have near matches to resolve will be in the Pending section
- Click on the Resolve button to resolve your near matches in the SNAP, TANF or Medicaid batches

State Summary

District
14

Recent Activity

Batches

Transactions

Pending - 5 Most Recent

View Past 7 Days | View All »

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12262 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/24/2021 12:20 PM	0 PENDING	Pending: Request Loaded	Refresh
12259 DISTRICT_SEARCH_002_20210523_070229 DM Person ID	SNAP	District of Columbia (002) All Schools	05/23/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12257 DISTRICT_SEARCH_002_20210522_070244 DM Person ID	SNAP	District of Columbia (002) All Schools	05/22/2021 6:01 AM	563783 PENDING	Pending: Near Matches	Resolve
12255 DISTRICT_SEARCH_002_20210521_070221 DM Person ID	SNAP	District of Columbia (002) All Schools	05/21/2021 6:01 AM	563783 PENDING	Pending: In Progress	Refresh
12253 THEV3FILE_NEW.txt File	SNAP	District of Columbia (002) Christian Acres Youth Center Inc. (002003)	05/20/2021 5:22 PM	1 of 1 PENDING	Pending: Near Matches	Resolve

Completed - 5 Most Recent

View Past 7 Days | View All »

Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions
12261 DISTRICT_SEARCH_002_20210524_070226	SNAP	District of Columbia (002)	05/24/2021	563783		View

Please contact systemsupport@la.gov with questions.



DirectMatch batch belongs to another district

In the DirectMatch home page, you may see a batch that belongs to another district in the Pending – 5 Most Recent section. The batch will have near matches to resolve

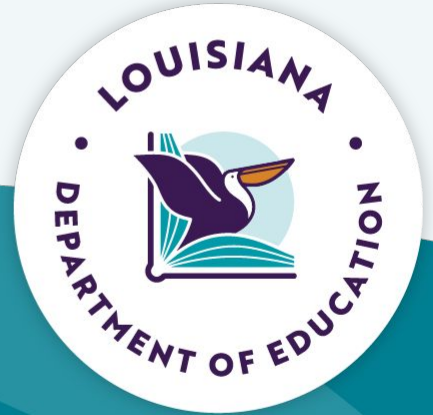
For Example :

- St. Tammany Parish assigned the LASID and ran DirectMatch. Student record is one of the near matches.
- St. Charles claimed the master record for the same student and went to DirectMatch and saw St. Tammany's batch in the Pending -5 Most Recent section
 - St. Charles Parish should click on the Resolve button and resolve the near match

Pending - 5 Most Recent							View Past 7 Days	View All >>
Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions		
 5931 DISTRICT_SEARCH... DM Person ID	SNAP K12 Student	St. Tammany Parish School System (052) All Schools	08/24/2023 2:42 PM	405 of 39070 PENDING	--- -- Pending: Near Match(s/es)	Resolve		
Completed - 5 Most Recent							View Past 7 Days	View All >>
Batch Info	Match Type	Location Info	Process Info	Record Info	Status Info	Actions		
5590 DISTRICT_SEARCH... DM Person ID	SNAP K12 Student	St. Charles Parish School System (045) All Schools	08/16/2023 8:15 AM	9275 of 9275	--- -- Completed			
5589 DISTRICT_SEARCH... DM Person ID	TANF K12 Student	St. Charles Parish School System (045) All Schools	08/16/2023 8:14 AM	9279 of 9279	--- -- Completed			

Please contact systemsupport@la.gov with questions.

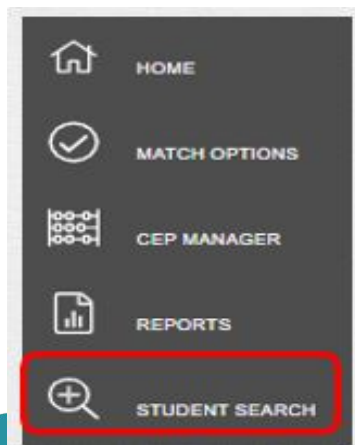
DirectMatch: Search



DirectMatch: Search Function

Purpose of the Search button:

- you can find a student by LASID or LocalID
- download your matched records
 - Obtain all your SNAP, TANF, Medicaid Free, Medicaid Reduced eligible students from the start of the school year till the last date DirectMatch was run.



Please contact systemsupport@la.gov with questions.



DirectMatch: Search by Student

- Identifier: enter the LASID or the LocalID
- Select the Match Type – SNAP K12, TANF K12, Medicaid K12 etc.
- Click Search

Search Options

Identifier :

Match Type :

SNAP K12 Student

LEA Code :

School/Site Code :

Ending School Session Year :

2026

[Reset](#) [Search](#)

Search Results

State ID	Name ↑	Date Of Birth	Gender	Grade Placement	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP K12 Student	06/28/2024	>>

Please contact systemsupport@la.gov with questions.



DirectMatch: Search

- Select the Match Type; School Year = 2027; Click the Search button
- The students data will appear in a table
- Click on the paper icon to download the students

Search Options

Identifier :

Match Type :

SNAP K12 Student

LEA Code :

Avoyelles Charter Schoo...

School/Site Code :

Ending School Session Year :

2025

Reset

Search

Search Results

State ID	Name	Date Of Birth	Gender	Grade Placement	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
							SNAP K12 Student	06/28/2024	>>
							Medicaid All K12 Student	06/28/2024	>>
							SNAP K12 Student		

File Download

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

- Download the SNAP, TANF and Medicaid files
- Give the 4 files to your food service staff to load into their system
- Do **NOT** load the Medicaid All file into your food service system

File	Download DM-Index	Send to Medicaid Vendor	Load into food service system
SNAP	Yes	No	Yes
TANF	Yes	No	Yes
Medicaid Free Lunch	Yes	Yes	Yes
Medicaid Reduced Lunch	Yes	Yes	Yes
Medicaid All	Yes	Yes	No

Please contact systemsupport@la.gov with questions.



DirectMatch: Non-Publics

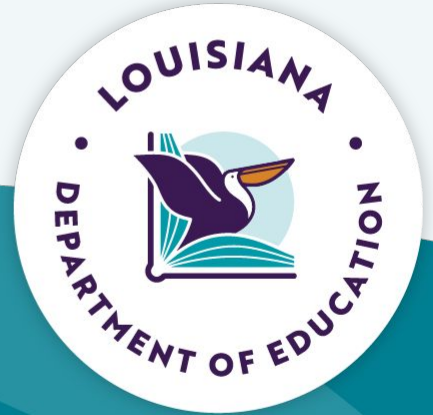
- Access to only SNAP, TANF, Medicaid Free and Medicaid Reduced files
- Will not have access to Medicaid All file

File	Download DM-Index	Load into food service system
SNAP	Yes	Yes
TANF	Yes	Yes
Medicaid Free Lunch	Yes	Yes
Medicaid Reduced Lunch	Yes	Yes

Please contact systemsupport@la.gov with questions.



eScholar StaffID



Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID
- Any new staff who recently joined the school system
- Any employee who needs access to Edlink 360, Edlink Ops, eSER, LEP etc.
- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code=02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

Please contact Wanggan.Yang@la.gov with questions.



Who Should NOT be Submitted to eScholar StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)
- Short term substitutes

Please contact Wanggan.Yang@la.gov with questions.



2026-2027 StaffID Submission

eScholar StaffID is open for the 2026-2027 school year (ESSY = 2027).

Staff who need access to Edlink applications (Edlink 360, Edlink Ops, eSER, LEP etc.) must be submitted to eScholar Staff ID for ESSY 2027 along with their State Userid (MyLa ID).

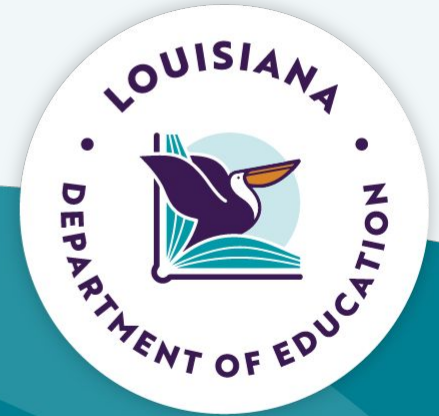
CUSTOMER DEFINED FIELDS	
STATE USERID	PollyPelican
STAFF EMAIL	PollyPelican@AviarySchools.com

School systems may submit their staff email. It is an optional field and will not impact the Staff ID assignment/match process

Please contact Wanggan.Yang@la.gov with questions.



eScholar StaffID Resolve Near Matches



Resolve Near Match - Avoid duplicate ID

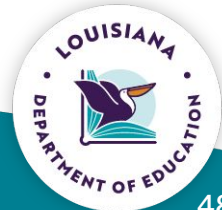
Be cautious when creating a new ID while resolving near match.

SSN carries the most weight in determining if two records belong to the same staff.

Below scenarios are most likely the same staff:

SSN	First	Last	DOB	Assign Selected	Create New ID
Same	Same	Same	Diff	Y	N
Same	Same	Diff	Same	Most Likely	Cautious
Same	Same	Diff	Diff	Most Likely	Cautious
Same	Diff	Same	Same	Most Likely	Cautious
Same	Diff	Same	Diff	Most Likely	Cautious
Same	Diff	Diff	Diff	Likely	Cautious
Diff	Same	Same	Same	Most Likely	Cautious

Please contact Wanggan.Yang@la.gov with questions.



Resolve Near Match - Avoid duplicate ID

Below is an example of the same staff: two records have the same SSN, First and Last name, but different DOB.

88
MATCH SCORE

Polly Pelican (SUBMISSION)

GENDER: FEMALE DATE OF BIRTH: 01/17/1980 LOCAL ID: 0000001 SSN: 123-45-6789

VS

Polly Pelican (#)

GENDER: FEMALE DATE OF BIRTH: 01/01/2020 LOCAL ID: 999999999 SSN: 123-45-6789

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (STAFF ID:)	ADD NOTE
FIRST NAME	Polly	Polly	
LAST NAME	Pelican	Pelican	
MIDDLE NAME			
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH	01/17/1980	01/01/2020	
GENDER	FEMALE	FEMALE	
SSN	123-45-6789	123-45-6789	
RACE/ETHNICITY	Non-Hispanic, White	Non-Hispanic, White	

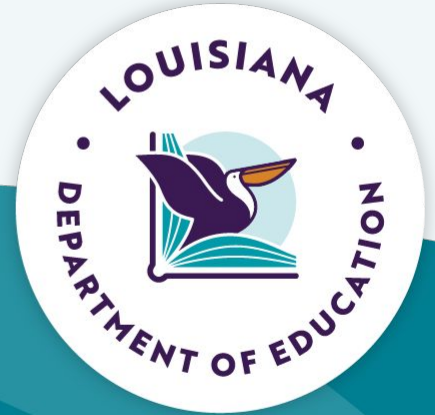
Please contact Wanggan.Yang@la.gov with questions.

Batch Statistics Info

- After the ID assignment process is completed, click on the batch number to confirm if all staff have been assigned IDs under your LEA.
- Below screenshot shows 16 staff records were not updated because of “Source Reliability”, where source system is LDOE; 10 records were canceled due to a data error.
- LEA needs to identify those 16 staff from the downloaded file and send us the StaffIDs. We will change their source system to PEP, then the LEA can claim the staff for their district.
- Data error for the canceled records needs to be corrected before resubmission.

Batch Information: Batch 	
STATISTICS PROCESSING DOWNLOADS GENERAL	
ID ASSIGNMENT COMPLETE	
Staff Found but No Change in Data - Exact Match	5293
Staff Found and History Created - Exact Match	155
Staff Found and History Created During Match Resolution Stage	16
New ID Assigned - No Matching Record Found	74
Staff Found and History Created During Assign ID Stage	123
Staff Found During Assign ID Stage but History Not Created - Source Reliability	4
Staff Found During Match Resolution Stage but History Not Created - Source Reliability	12
CANCELED	
Canceled During Data Validation Stage	8
Canceled During Match Resolution Stage	2

Edlink Security and MyLA Username



EdLink Security and MyLA Username

For districts that have a large number of employees who need access to the various LDOE systems (Edlink 360, Edlink Ops, eSER, LEP, etc.):

Each individual educator can proceed through the Edlink Ops portal and follow step 2 in the guidance linked [here](#). This will push the change to eScholar on an individual level, **near matches will need to be resolved by the district's eScholar data manager**, but as long as the educator enters their personal info correctly, it should just match up and add their login ID.

If possible, they should retain the login ID that was part of their record in the previous school year as the educator should be using the same MyLA. If the educator created a secondary MyLA due to loss of access to the original, its preferred they submit a ticket to DSS Zendesk so OTS can recover the account for further use.

Resolve the Near Matches

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
09/17/2025 13:11	WebService	156442	057	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/17/2025 10:10	WebService	156351	031	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 13:34	WebService	156170	019	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 12:34	WebService	156115	063	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 12:26	WebService	156109	336	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
09/16/2025 10:18	WebService	156032	3C2	LEA	PEP	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES

Please contact Wanggan.Yang@la.gov with questions.



Submission Type - WebService FAQ

- How often do I need to resolve match that the WEBSERVICE Edlink Ops loaded?

You will need to check Staff ID portal periodically to resolve the near matches created by the WebService requests. Whenever a staff/teacher completes the Edlink Profile, it creates a WebService request to link their MyLa ID to their StaffID. If there is no matching StaffID, it creates a StaffID. These new staff IDs may need to be updated in your local system, if they are not already there.

- Do I need to load them into my system if those ID# are already in my system?

If they are already in your system, there is no need to download the batches and import them.

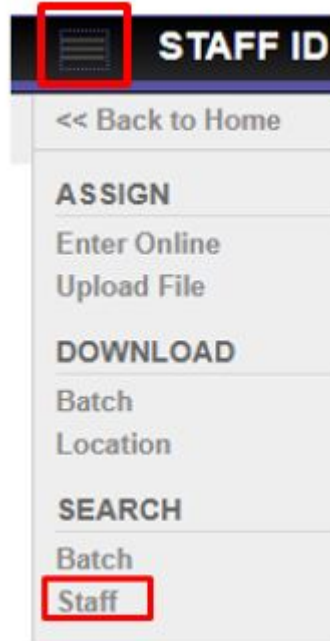
If the staff updates their MyLa ID in the Edlink profile, you will need to load them back into your system.

Add MyLA UserName to eScholar StaffID

Log into eScholar StaffID

Click on the 3-bars

Under Search, select Staff



Add MyLA UserName to eScholar StaffID

- Enter the employee's first/last name
- Click on the Search button

Staff Search - Individual Staff ?

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*

Polly

Middle Name:

Last Name:*

Pelican

Suffix:

Date Of Birth:

mm

dd

yyyy

(*) Required

CLEAR

SEARCH

Please contact Wanggan.Yang@la.gov with questions.

Add MyLA UserName to eScholar StaffID

- Select the employee's name

STAFF ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	RACE(S)	SSN	MATCH PROBABILITY
01-2345-6789	Pelican	Polly			01/01/1970	FEMALE	ABC	ABC001	Non-Hispanic, White	###-##-9999 80	

- At the Individual Staff Information screen you will see the employee's data
- Scroll to the bottom of the page
- Click on Edit Staff

BACK TO SEARCH RESULTS

EDIT STAFF

Add MyLA Username to eScholar StaffID

- Look for the Customer Defined Fields
- Enter the MyLA Username in the StateUserID
- The Staff Email is an optional field
- Select the UPDATE STAFF RECORD button

CUSTOMER DEFINED FIELDS

STATE USERID	PollyPelican1234
STAFF EMAIL	PollyPelican@AviarySchools.org

BACK TO STAFF INFORMATION

UPDATE STAFF RECORD

Please contact Wanggan.Yang@la.gov with questions.



Edlink Application Access Issue

Q: I have had 2 of my SPED employees say that when they try to get into SER it is telling them "NO ACTIVE STAFF RECORD". These 2 employees have been with our district for a few years and nothing has changed.

Possible reason:

- employee's name in MyLA does not match the name in the eScholar record
- employee's eScholar record is not in current school year (ESSY 2027)
- missing State UserID (MyLA) in employee's eScholar record

Solution:

- edit employee's name in MyLA or eScholar to make name match
- submit the employee for current school year
- attach employee's MyLA to his/her eScholar record

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
 - 8/20 9/3, 9/17
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, **August 13**
 - 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 StaffID 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.

Please contact systemsupport@la.gov with questions.



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 with questions.

