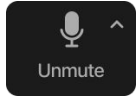
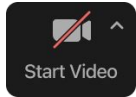


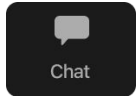
Zoom Meeting Preparation



- 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



September 3, 2026

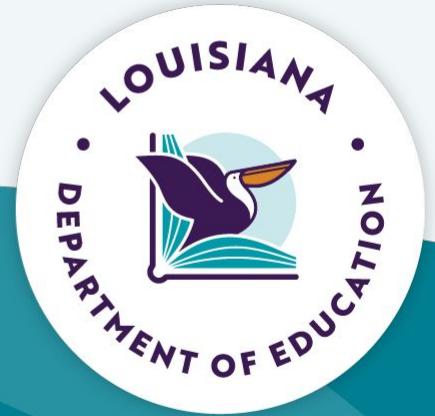
Agenda

- General Information
 - Security Coordinators
 - 2026-2027 LEA Contact List
 - Disabling PersonID/DirectMatch User Accounts
- 2026-2027 eScholar
 - PersonID
 - Type 2 Charters
 - Retire/Split IDs
 - LASID Audit # 1
 - DirectMatch
 - Monthly files
 - Address Matching
 - StaffID
 - EdLink Security and Myla Username

Please contact systemsupport@la.gov with questions.



General Information



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/>



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](#)



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.



2026- 2027 eScholar PersonID



eScholar PersonID

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

Submit new enrollments throughout the year

- ESSY = 2027; Location Active Flag = 1 (active)
- Run 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 not be matched to the SNAP, TANF, Medicaid files in DirectMatch*



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.



Type 2 Charters

Type 2 Charters are required to submit students' addresses and the residing district code to [eScholar PersonID](#).

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
- The amount of funding for Type 2 charters is tied to the parish of residence!

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.



Retire ID and Split ID



RetireID

Issue: A student was assigned more than one LASID

Cause: When resolving the near matches, the user selected No Match instead of Match. A new ID was created for this student

Complete the [Student RetireID TEMPLATE](#) and email to systemsupport@la.gov or Architha.Yerramalla@la.gov

Once the LASID is retired or split:

- update your local SIS
- submit the student to eScholar PersonID with the active LASID
- run DirectMatch
- update all LDOE data systems (EdLink, eSER, STS, etc.)



Please contact systemsupport@la.gov with questions.

SplitIDs

Issue: Two or more different students were assigned the same ID

Cause: When resolving near matches, the user selected Match instead of No Match

Prevention:

- Submit the student to eScholar PersonID with correctly spelled names
- Include the middle name(s)
- Make sure the DOB is correct
- Include the student's SSN if available
- Include the student's address

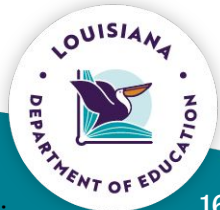
Complete the [Student SplitID TEMPLATE](#) and email to Architha.Yerramalla@la.gov



Please contact support@la.gov with questions.

Retiring or Splitting Secure IDs Process Flow & Timeline

- Districts submit LASID Retirement/Split requests by Thursday of the week; all requests are logged in a tracker
- LDOE researches the requests and sends the weekly file to eScholar on Friday
- Escholar processes the requests and results will be returned to DOE on Monday
- Results are shared back to the districts on Tuesday



LASID Audit 1

According to [LA Rev Stat § 17:3914](#), each student should maintain one *and only one* Louisiana Secure ID for their entire public-school career

LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID

Audit Process:

LDOE identifies potential duplicate LASIDs and drops a file into each district's DM FTP folder on **Sept 21, 2026**

- File name: **LEACODE_2026-27_LASID Resolution1**
(Look in the folder: ID Management (Purge after 30 days)\Secure ID)

Districts should:

- Review the file
- Compare the demographic information for the students in the file.
- Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are two separate students.
- Save the file as **LEACODE_2026-27_LASID Resolution1_COMPLETE by September 28, 2026**



EdLink: Audit Codes U01, U02, U05



Data Processing

Data Quality

Data Validation

Staff Data Reports

Student Data Reports

Class Data Reports

Data Quality

- Scroll through each Data Quality Measures
- Click on any of the hyperlinks

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



Please contact systemsupport@la.gov with questions.

EdLink: Audit Codes U01, U02

U01 - Student 0123456789 during 2026-2027 does not exist in the eScholar active state IDs list.

- LASID submitted to EdLink does not exist in eScholar PersonID database.
- Remove the LASID that is in your local SIS and resubmit the student to eScholar PersonID
- The application will assign a LASID for the student

U02 - Student 0012345678 during 2026-2027 does not exist in eScholar at the same District for current school year

- The LASID in eScholar PersonID is from a previous school year.
- The district should submit the student to eScholar PersonID for ESSY 2027.



EdLink: Audit Codes U05

U05 - Student 0123456789 has an enrollment at Site ABC123 beginning on 08/12/2026 does not have the same STUDENT_local ID (98765) for the current school year.

- LocalID submitted to EdLink is 98755. The LocalID submitted to eScholar is 32133
- The LocalIDs must match
- Select which LocalID you want to use update the appropriate application (local SIS or eScholar PersonID)



EdLink: Audit Codes E

E01

- Issue: Missing RESIDE_PARISH_CODE in eScholar
- Solution: Resubmit the students with their address and residing district code to eScholar PersonID

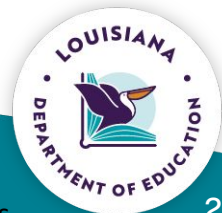
E02

- Issue: Invalid RESIDE_PARISH_CODE entered in eScholar
- Solution: Resubmit the students with their address and residing district code to eScholar PersonID

E03

- Issue: Student with no or invalid address in eScholar
- Solution: check and make sure that correct address is submitted for the student in eScholar

After you make your corrections in eScholar PersonID, please run DirectMatch (SNAP, TANF, Medicaid Free Lunch and Medicaid Reduced Lunch so that the students will be matched under the active LASID.



eScholar DirectMatch



Qualified vs Allowed to Eat Free

A student who is allowed to eat free is different from a student who is qualified to eat free.

Your district should be reporting students as free in EdLink 360 if they qualify to eat free:

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

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.

Address Matching



Address Matching

September – June:

- LDOE will run the statewide Address matching
 - Students, submitted with addresses to PersonID for ID assignment, will be matched against the addresses of students who were matched to the SNAP file.
 - These are the Directly Certified (DC) Extended students i.e. children living in the same household with another child who is receiving SNAP benefits will also be considered as free lunch eligible.
- LDOE will run the Address matching once a month ($\approx 20^{\text{th}}$ of each month starting 9/24/2026)
- Caution: some addresses are apartments/trailer lots that do not include the apt # or lot #
- Districts will resolve their near matches
- See slides 63-68: [April 29 slide deck](#) [April 29 recording](#)
- LDOE will provide a roster of Address Matched students



Address Matching

- Select the Match Options button 
- Under Match Options, select Address

Match Options

PERSON ADDRESS

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

District: All Districts, Specific Districts

School: All Schools

Match Type:

Reset Match



Please contact Jayanthi.Sothirajah@la.gov with questions.

- The address matching found three potential matches with match scores of 92, 91 and 91 respectively.
- Expand the selection to see the potentially eligible matches

Eligible Address 123 Pelican Drive Apt F Bossier City, LA 71111	Matched Address 123 Pelican Drive Apt F Bossier City, LA 71111	 92% Match Score	Expand the selection 1 Students Potentially Eligible   
Eligible Address 65 Egret Blvd METAIRIE, LA 70006	Matched Address 65 Egret Blvd METAIRIE, LA 70006	 91% Match Score	Expand the selection 4 Students Potentially Eligible   
Eligible Address 21 W. Jay Lane Harvey, LA 70058	Matched Address 21 W. Tufted Jay Lane HARVEY, LA 70058	 91% Match Score	Expand the selection 1 Students Potentially Eligible   

- The eligible address and the matched address are spelled slightly differently
- The apt #, city, state and zip are the same
- Students' last name are the same
- The user will determine if this is the same address or not
- If yes, click on the Match button

Eligible Address

123 Pelican Drive Apt F
 Bossier City, LA 71111

Matched Address

123 Pelicane Drive Apt F
Bossier City, LA 71111

92% Match Score

1 Students Potentially Eligible

Matches all students below

Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Male	01/01/2016	09/09/2021

Student(s) Currently Not Identified at Matched Address

Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Twelfth	Female	12/10/2005	

Matches only one student at a time

- Expand the selection to see all 4 potentially eligible matches
- Click Match for one student
- Click No Match for the other students

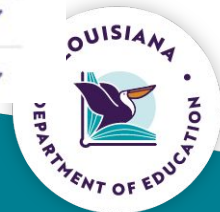
Eligible Address  65 Egret Blvd Walker, LA 70785	Matched Address 65 Egret Blvd Walker, LA 70785	91% Match Score	4 Students Potentially Eligible	  
--	---	--	--	---

 Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Female	01/01/2016	07/01/2021

 Student(s) Currently Not Identified at Matched Address

Student Name	District	School	Grade	Gender	DOB	Actions
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	Second	Male	09/01/2015	 
Wendy Warbler (0123456789)	Aviary School District (ABC)	<u>Pelicanus</u> Middle School (ABC002)	Eighth	Female	12/12/2009	 
Carolina Wren (0234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Tenth	Female	07/31/2007	 
Jenny Jayhawk (0345678901)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	Third	Female	08/23/2014	 

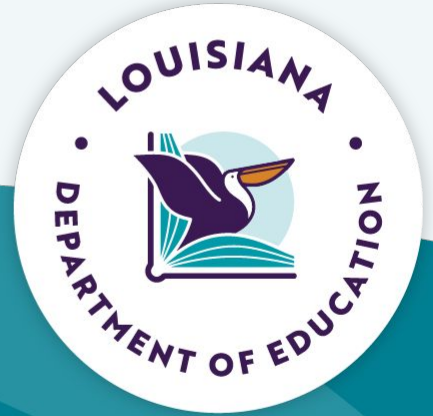


In some instances you may see that the Matched Address is missing. This indicates that the student is no longer in that district.

Click on the No Match button

Eligible Address  123 Pelican Avenue  Aviary, LA 70815	Matched Address ,	Prson Type: K12 Student Match Type:	 94% Match Score	2 Students Potentially Eligible	
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eScholar StaffID



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.



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	

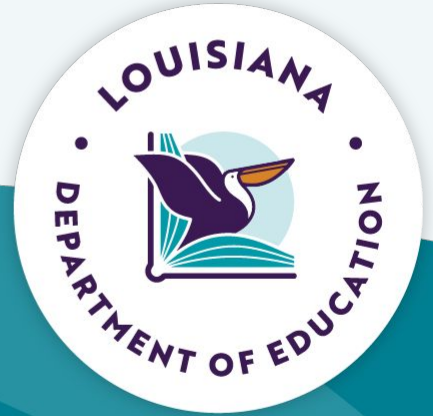
Please contact Wanggan.Yang@la.gov with questions.

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.



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 record in eScholar Staff ID for current school year
- attach employee's MyLA username to his/her eScholar record



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:** September **28**, 2026
- **Time:** 1:00 am to 8:00 am CST
- **Applications involved:** Student ID, Direct Match, and Staff ID

Please contact systemsupport@la.gov with questions.



Office Hours and Monthly Webinar

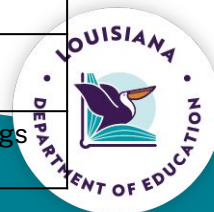
- eScholar Office hours 10:00 am every other Thursday
 - Zoom link: <https://ldoe.zoom.us/j/97031808633>
 - Dial-In Phone Number: (312) 626-6799
 - 9/17, 10/1, 10/15
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, **September 3**
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - 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
Anantha.Lakkakula@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 systemsupport@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.

