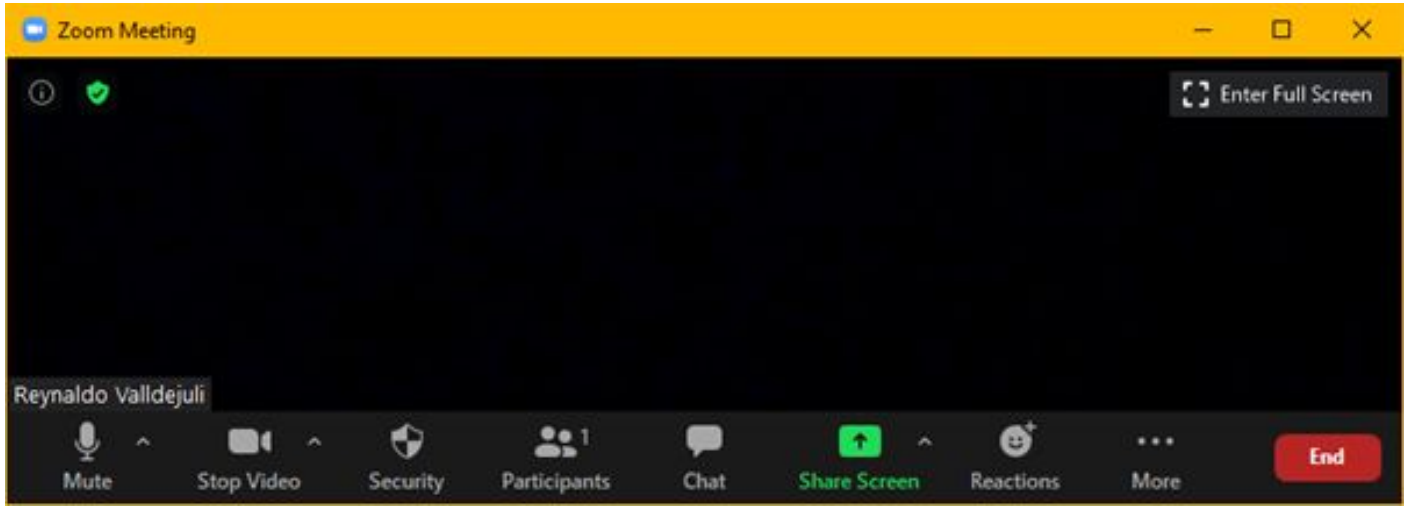
Zoom Meeting Preparation

- 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.



- A copy of this webinar can be found on the EdLink360 Support page
- To Join the Webinar: https://ldoe.zoom.us/j/95076292137

Louisiana Believes

2020-21 Parallel Data Collections
for
Legacy Systems and EdLink 360 Data Warehouse
OFFICE HOURS

edlink

DEPARTMENT of EDUCATION

Parallel Data Collections for 2020-2021
Data Collection Calendar

Data will collected based on the current annual reporting calendar of when the data is needed for funding, reporting and compliance

OPEN Year Round

FALL Collections

SPRING Collections

END-OF-YEAR Collections

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Always Open: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Always Open: Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS					Feb 1 MFP SPC, SIS, HTS					
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								CVR SIS, PEP, CUR		
	TSDL Fall					TSDL Spring					
STS End-Of-Year (Prior Year)						STS Mid-Year			STS End-of-Year		
								SPC, SIS, HTS End-Of-Year			
PEP End-Of-Year (Prior year)									PEP End-of-Year		
AFR End-Of-Year (Prior Year)											
Dropout Corrections (SIS EOY Prior Year)											

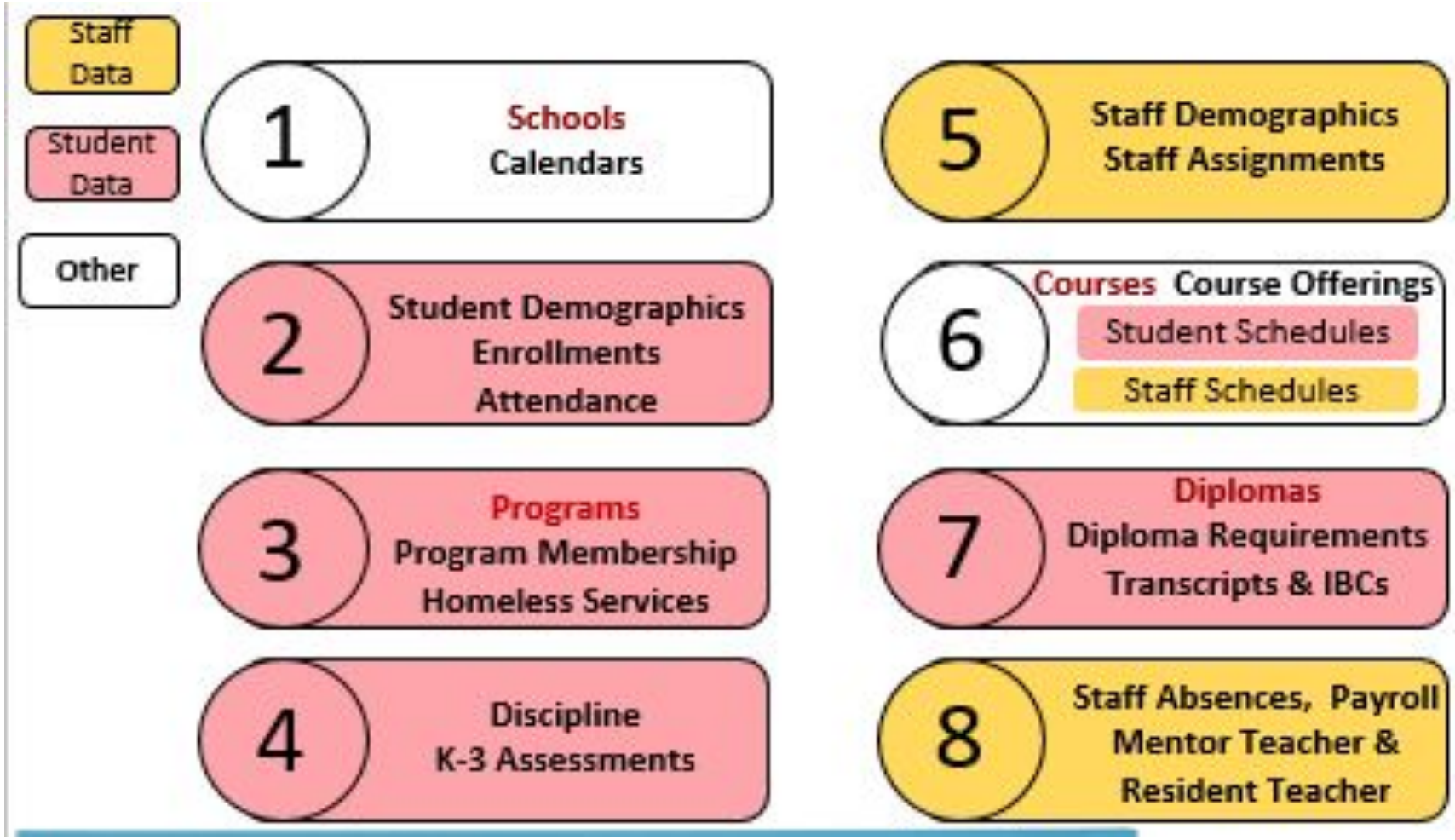
For assistance, contact systemsupport@la.gov

Parallel Data Collections for 2020-2021
Legacy Systems vs. EdLink 360

During the 2020-2021 school year, data collected in the **legacy systems** during scheduled collection periods will be the **source of truth.** SNAPSHOTS will be taken for EdLink 360

Collection Periods	Collection Name	Legacy Systems	EdLink 360
Fall Collections *August thru early January*	Oct 1 MFP/IDEA	SPC, SIS, SER	**SNAPSHOTS**
	Oct 1 CLASS	SPC, SIS, CUR, PEP	
	TSDL Fall, K3	TSDL, SIS	
Spring Collections *January thru late March*	Feb 1 MFP	SPC, SIS, SER	**SNAPSHOTS**
	TSDL Spring	TSDL, STS	
	STS Mid-Year	STS	
	CVR	CVR, SPC, SIS, CUR, PEP	
End-Of-Year Collections *April thru December*	EOY	SPC, SIS, AFR, PEP, STS	**SNAPSHOTS**

Parallel Data Collections for 2020-2021
EdLink 360 Extracts



Slide decks and recordings for the training sessions are posted on [EdLink 360 Support Page](#).

Parallel Data Collections for 2020-2021
EdLink 360 Extracts

EdLink 360 Extracts should be dropped on the Hoonuit FTP server daily no later than 7:00pm

EdLink 360 Extracts are processed nightly by EdLink and results are available on the EdLink 360 file processing dashboards.

Refer to the 2020-21 Data Submission calendar posted on the EdLink 360 Support page.

EdLink 360 Extract Key Fields

Questions	Responses
LOCAL_STUDENT_KEY	Should always be the eScholar LASID
LOCAL_SCHOOL_KEY	Should always be the Site Code and should never be incorrect since this is defined at the state level
LOCAL_STAFF_KEY	This will always be the eScholar Staff ID. Refer to StaffID Assignment FAQ posted on the EdLink360 support page.
SCHOOL_YEAR	This will always be beginning and ending school year (e.g. 2020-2021)
LOCAL_COURSE_KEY	This will always be the State Course Code.
How should other key other fields be set?	It's not really important what is stored in the local key fields as long as the local keys that exist across multiple extracts are consistent. There could be advantages to using whatever underlying keys that exist in the vendor system as some changes might come through as updates vs delete/inserts.

Frequently Asked Questions (FAQ)
Calendar Data
calendars.tsv calendars_ext.tsv

Questions	Responses
What are the minimum calendars that must be reported?	At a minimum a single district calendar must be reported that covers the entire school year. If only one calendar is reported for a school system and it's schools, it must include the first and last day of school, holidays, breaks, semesters, other terms, a record for each teacher only day, and a record for each day students are expected to be in attendance. Please refer to **CALENDARS** extracts and **SAMPLE CALENDAR** posted on the EdLink360 support page.
Can more than one district calendar be reported?	No, only one district calendar can be reported. If other calendars are reported, the district calendar could minimally include the first and last day of school.

Frequently Asked Questions (FAQ)
Calendar Data
calendars.tsv calendars_ext.tsv

Questions	Responses
Can a calendar be reported for each school?	Yes, if the school calendar is different from the district calendar, a school calendar can be reported. It will override the district calendar.
Can a calendar be reported for separate grades?	Yes, separate calendars can be reported for specific grades. It will override the district and school calendar.
How should the CALENDAR_CODE be reported	The CALENDAR_CODE is associated with the school and the student. The CALENDAR_CODE is required to be reported in the enrollment extracts. It can be sent in other extracts if available. In the case where a school has more than 1 calendar, it is preferred to be sent. If not sent, it will be derived to the default CALENDAR_CODE for the LOCAL_STUDENT_KEY.

Frequently Asked Questions (FAQ)
Homeless Services Data
homeless_services.tsv

Questions	**Responses**
How many homeless services records should exist for a student?	21. Only 1 record for each of the 21 homeless services is required to be submitted for a student. A student will have a maximum of 21 records per year (1 for each of the 21 homeless services).
Are all dates captured for which a specific homeless service was provided for a student?	No, if a service is provided at least once monthly there is only a need to capture this information once to show the service was provided during a particular month.

This homeless services data is currently entered online in the Legacy HTS system.
In EdLink 360 this data must be collected and submitted in the **homeless_services.tsv** extract.

Please refer to **HOMELESS** extract posted on the EdLink360 support page.

Frequently Asked Questions (FAQ)
Staff Extracts

Questions	Responses
Are all of the current fields reported in PEP required to be reported in EdLink360?	Yes. Refer to the staff extracts posted on the EdLink 360 Support page. - **Staff** - **Contract Staff** - **Vacant Staff**
If you have an employee working at more than one site within a school district, how do you report them?	Each employee has one staff record, but can have multiple assignment records.
If you have an employee working in multiple districts how do you report them.	They will have a staff record at each district.
What is the difference between Vacant and Contract positions?	Vacant positions do not have a staff member in place. Contract staff is hired out to provide services.

Frequently Asked Questions (FAQ)
EdLink Security

Questions	Responses
I am the security coordinator. How do I get access to EdLink?	Refer to the EdLink Security Guide posted on the EdLink360 support page. Security Coordinators must complete the following required steps to get themselves set up in EdLink Security **before** access can be granted to any district staff to EdLink 360. 1. The school district must submit all staff to eScholar Staff ID 2. Security Coordinators should create a username and password https://My.LA.gov 3. The username created by the Security Coordinator should be added to the State User ID field of eScholar StaffID (see field # 20 in the attached Upload Format document) 4. Security coordinators should notify LDOE of their username and staff ID by completing this very short survey; providing this information will ensure you are initially loaded into EdLink Security as a Security Coordinator 5. Wait for a notification that you have been loaded into EdLink Security as a security coordinator. You will be contacted by Kaylie Loupe when you have been loaded into EdLink Security. Security Coordinators that have completed steps 1-4 will be loaded into EdLink security every Tuesday.

EdLink Security Office Hours
Friday October 23 at 12:00pm
https://ldoe.zoom.us/j/94468575045

eScholar StaffID System

Staff Unique Identifier(StaffID)

To help Louisiana secure and protect sensitive data, the StaffID will be used to uniquely identify staff in **EdLink 360**.

The following types of employees should be submitted to the eScholar Staff ID system for the assignment of a **StaffID.**

- 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)
- Long term substitute teacher reported to PEP as a regular employee
- Resident teacher *(employee status code = 07)*

Which staff should NOT assigned a StaffID?

- Vacant *(employee status code = 01; SSN begins with 999)*
- Post-secondary employees *(employee status code=02); SSN begins with 998*)
- Short-term substitutes

Please refer to StaffID Assignment FAQ posted on the EdLink360 support page.

eScholar StaffID System

Staff Unique Identifier(StaffID) (contd.)

How Should StaffIDs Be Assigned and Reported?

- Review the StaffID documents posted to the EdLink 360 support page .
  - Review StaffID User Guide
  - Review Frequently Asked Questions
  - Attend StaffID training or review the recording
  - Complete the steps described in the StaffID Work Plan to assign StaffIDs

Why are StaffIDs Needed?

- For the appropriate staff, a StaffID is required to be reported in all EdLink 360 extract files (*staff.tsv, course_offering_link.tsv, payroll_ldoe.tsv, staff_absences.tsv, etc.).*
- A StaffID is needed in order to establish security to the EdLink 360 dashboards
- Please refer to the EdLink security resources posted on the EdLink 360 support page
  - EdLink Security Coordinator Training Slide Deck (August 11 2020)
  - EdLInk Security Guide – Security Coordinators v.1
  - Please contact your Security Coordinator for details about EdLink Security
  - Security Coordinators should contact Kaylie.Loupe@la.gov if they have questions.

Social Security Number (SSN)

The Social Security Number will continue to be reported in record layouts in the **legacy** Profile Of Educational Personnel (PEP) system and used to uniquely identify staff.

- Regular employees *(employee status code = 01)*
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) *(employee status code = 03 or 04)*
- Vacant employees (*employee status code = 01; SSN begins with 999)*
- Post-secondary employees (*employee status code=02; SSN begins with 998 if not collected)*
- Long term substitute teacher reported to PEP as a regular employee *(employee status code = 01)*
- Resident teacher *(employee status code = 07)*

The Social Security Number should be reported in the *STAFF_SSN* field in the **EdLink 360** extract files (*staff.tsv, course_offering_link.tsv, payroll_ldoe.tsv, staff_absences.tsv, etc.)*

Frequently Asked Questions (FAQ)
Transcript Data
sts_demographics.tsv sts_transcript.tsv sts_ibc.tsv

Questions	Responses
What will happen to STS? Will STS be used during the 2021-22 school year?	Transcript data will be sent in the transcript extract files. This data will be sent to the STS legacy system, calculations run using the STS rules, and data sent back to EdLink 360. Please refer to the **STS-TRANSCRIPTS-IBCS** extracts posted on the EdLink 360 Support page. Only nonpublic schools will continue to submit transcripts to the STS legacy system.
How will IBCs be submitted?	IBC data will be submitted in the **sts_ibc.tsv** extract. Copies of IBC credentials will continue to be submitted to eScholar Credential folder.
How do we correct previous years?	Hoonuit is currently working on this issue and working on a process for partial file uploads.

Frequently Asked Questions (FAQ)
Staff Absences, Mentor Teacher and Resident Teachers

Questions	Responses
How should staff absence records be submitted to the **staff_absences.tsv** extract?	1 record should be submitted for **each date** where the staff was absent for one-half day or a full day. Date ranges should not be submitted. Please refer to the **Staff** extracts posted on the EdLink 360 Support page.
How should Resident Teacher and Mentor Teacher records be submitted to the **mentor_teacher_link.tsv** extract.	Please refer to the **Mentor Teacher and Resident Teacher FAQ** posted on the EdLink 360 support page. In EdLink 360 this data must be collected and submitted in the **mentor_teacher_link.tsv** extract.

Frequently Asked Questions (FAQ)
2021-2022 Course Codes

Questions	Responses
Are there new Course Codes for EdLink 360?	New course codes will go into effect for the 2021-22 school year. Please refer to the **2021-22 Master Course Code** redesign posted on the EdLink 360 support page. A webinar (Cur Redesign 21-22) is scheduled for October 29 at 2:00pm. Registration Link

New Questions

Questions for discussion