Contact information
systemsupport@la.gov

Weekly Newsletter

July 17, 2023

We exist to:

- Positively impact student outcomes by improving the insights Louisiana educators are getting from data.
- Provide education data and analysis to our stakeholders that is accurate, useful and timely.

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 State Holiday	4 Independence day	5 Daily Office hour	6 Daily Office hour	7 Daily Office hour EOY student 22-23	8
9	10	11	12	13 Monthly Webinar	14 Daily Office hour	15
16	17 Daily Office hour	18 Daily Office hour	19 Daily Office hour	20 Daily Office hour	21 Daily Office hour	22
23	24 Daily Office hour	25 Daily Office hour	26 Daily Office hour	27 Daily Office hour	28 Daily Office hour	29
30	31					

What do we expect from you?

- Review the EdLink360 Dashboards:
  - Data Processing: Verify all extracts for the collection are loaded and there are no record rejections.
  - Data Quality: Verify all ADQs have been reviewed and cleaned up in the local system. Specifically any K ADQs must be cleared before each collection snapshot as these ADQs will keep data out of your counts.
  - Data Validation: Review your final counts and compare them to your local reports to ensure all students, staff and/or classes are counted prior to the snapshot date.

Daily Office Hour

- We have prepared several Daily Office Hour sessions to be available to assist districts with the Student and Staff EOY Collection. If you need assistance, please feel free to join us on a cal (Dates and time are listed below).

Registration Link: https://ldoe.zoom.us/meeting/register/tJYrcemqrjsoHt3xNeVdTQMy0FJMavPcsACy

Dates (M-F) /Time:

- July 5th @ 10AM
- July 6th @ 10 AM
- July 7th @ 10 AM
- July 14th @ 10 AM
- July 17th – August 10th @ 10 AM

ADQ code 39M

- This ADQ code should be resolved before you submit EOY student collection 22-23.
- To resolve this issue, please check enrollment tsv file and enrollment ext tsv (Column N) for
- adjustment and resubmit the file.

SPS Sites Codes

- If you are opening a new site: email Victoria Lloyd Victoria.Lloyd@LA.GOV>, to get you access to EdLink Ops to submit your application.
- If you are closing or making changes to an existing site: Click on this link https://form.jotform.com/231503832959158 to complete the JotForm as we have done in previous years.

Please review the SPS manual to determine if the changes can be done without LDOE approval.

- We do hope to transition to closures via EdLink Ops in the coming weeks, if you submit your closure

request via the JotForm prior to this transition you will not need to also complete it via EdLink Ops.

- **The deadline to submit Open and Closure Requests is July 15, 2023.**
- **The deadline to submit Change requests is August 25, 2023.**

System Enhancement document: Click here for the detail

1. Frequent Questions

- **Entity Portal**
  - ETA for new public schools Applications release is April 17, 2023
  - Due to unforeseen delays in system development the release has been pushed back a week.
  - ETA for security set up in the new system will be the week of April 10 and training will be the week of April 17.
  - If you plan to **open** or **close** a site please email: **victoria.lloyd@la.gov** ASAP to begin the setup process.

- **I have pulled down the Statement of Affirmation from the EdLink360 system, where do I upload the signed document?**

  Each Statement of Affirmation has its own JotForm Return Link. These links are posted on the EdLink360 Support Page. We are aware of some issues with pulling these from EdLink360. We are working with our dashboard team to resolve these issues.

2. Benchmark Calendar

	Snapshot Start Date	8/1/2022	1/10/2023
	Collection End Date (Snapshot or System Close)	8/11/2023	9/30/2023
EdLink 360 Extract Data Type	EdLink 360 Extract File	Staff End-Of-Year	STS End-Of-Year (Legacy System)
CALENDARS	calendars.tsv calendars_ext.tsv	X	
STUDENTS	students.tsv students_ext.tsv		
ENROLLMENTS	enrollments.tsv enrollments_ext.tsv		
ASSESSMENTS	k3_assessments.tsv		
HOMELESS	homeless_services.tsv		
DISCIPLINE - Incidents	discipline_incidents.tsv discipline_incidents_ext.tsv		
DISCIPLINE - Offenses	discipline_offenses.tsv discipline_offenses_ext.tsv		
DISCIPLINE - Actions	discipline_actions.tsv discipline_actions_ext.tsv		
DISCIPLINE - Persons	discipline_persons.tsv		
PROGRAM_MEMBERSHIP	program_membership.tsv		
ATTENDANCE	attendance.tsv		
COURSE_OFFERINGS	course_offerings.tsv course_offerings_ext.tsv	X	
STUDENT - Class Schedules	student_schedules.tsv		
STUDENT_MARKS	student_marks.tsv		
TRANSCRIPTS-IBCS Do not send to EdLink for 2021-22	sts_demographics.tsv sts_transcript.tsv sts_ibc.tsv (Not submitted to EdLink for 2022-23		
STAFF - Demographics	staff.tsv staff_ext.tsv	X	
STAFF-Assignments	staff_assignments.tsv staff_assignments_ext.tsv	X	
STAFF - Class Schedules	staff_course_offering_link.tsv	X	
STAFF - Payroll	payroll_ldoe.tsv	X	
STAFF - ABSENCES	staff_absences.tsv	X	
MENTOR TEACHER and RESIDENT TEACHER	mentor_teacher_link.tsv (NOT optional for 2022-2023)	X	
VACANT STAFF - Demographics	vacant_staff.tsv vacant_staff_ext.tsv	X	
VACANT STAFF - Assignments	vacant_staff_assignments.tsv vacant_staff_assignments_ext.tsv	X	
VACANT STAFF - Class Schedules	vacant_staff_course_offering_link.tsv	X	
VACANT STAFF - Payroll	vacant_payroll_ldoe.tsv	X	
CONTRACT STAFF - Demographics	contract_staff.tsv contract_staff_ext.tsv	X	
CONTRACT STAFF - Assignments	contract_staff_assignments.tsv contract_staff_assignments_ext.tsv	X	
CONTRACT STAFF - Class Schedules	contract_staff_course_offering_link.tsv	X	

Please refer to EdLink 360 support page for updates.