Louisiana Believes

Teacher-Student Data Link (TSDL)
User Guide

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John White
State Superintendent of Education

DEPARTMENT of EDUCATION
Louisiana Believes

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Web-only document.

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SYSTEM OVERVIEW

Teacher-Student Data Link (TSDL) is a data system that consists of records linking students and teachers within classes. This information was previously collected through sFTP. To streamline this process for all district staff, data is now collected via an online application.

HOW COLLECTED DATA ARE USED:

Data is used for assessment pre-gridding, as well as for CVR teacher roster verification.

LINK TO OTHER LDOE SYSTEMS:

In supporting the online batch upload process, TSDL leverages structure and formatting used in other collection systems such as SIS, PEP, etc.

COLLECTION PERIODS:

Data is collected at two points in the school year, September and January.

OTHER SYSTEM FEATURES:

TSDL is an upload only system with basic error report functionality.

2019-2020 DATA COLLECTION TIMELIME

The 2019-20 Benchmark Calendar list the timeline and system specific due dates for data collection. Refer to the INSIGHT PORTAL for the most current version.

<table>
<tr><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th></tr>
<tr><td colspan="12">eScholar Uniq-ID, eScholar DirectMatch,
Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)</td></tr>
<tr><td></td><td colspan="3">Oct 1 MFP/IDEA
SPC, SIS, HTS</td><td></td><td></td><td colspan="2">Feb 1 MFP
SPC, SIS,
HTS</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="4">K-3 Assessment</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="6">Oct 1 CLASS
SPC, SIS, HTS, CUR, PEP</td><td></td><td></td><td></td><td colspan="2">CVR
SIS, PEP, CUR</td><td></td></tr>
<tr><td></td><td colspan="2">TSDL Fall</td><td></td><td></td><td></td><td colspan="2">TSDL Spring</td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="3">STS End-Of-Year
(Prior Year)</td><td></td><td></td><td></td><td colspan="2">STS Mid-Year</td><td></td><td colspan="3">STS End-of-Year</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="4">SPC, SIS, HTS
End-Of-Year</td></tr>
<tr><td colspan="2">PEP End-Of-Year
(Prior year)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3">PEP End-of-Year</td></tr>
<tr><td colspan="6">AFR End-Of-Year (Prior Year)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="6">Dropout Corrections (SIS EOY Prior Year)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

LDOE APPLICATION SYSTEMS ACCESS AND SECURITY

DATA SECURITY:

Data security standards define specific requirements for managing and controlling access to all LDOE Application Systems. Security goals require all personnel using the LDOE Application Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR:

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDOE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Application Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDOE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov

USER ACCESS AND AUTHORIZATION:

Users requiring access to the LDOE Application Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE Application System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination.

User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
- Upper case characters (A-Z)
- Lower case characters (a-z)
- Numeric digits (0-9)
- Non-alphanumeric characters (e.g, %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords

Resetting a Password Using the Password Reset System (PRS):

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov. The PRS User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf

MINIMUM COMPUTER SYSTEM REQUIREMENTS:

The following are the minimum computer system requirements to access the LDOE Application Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDOE Application Systems are designed for **Internet Explorer,** Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, and then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

SCREEN DISPLAY PROBLEMS:

Problems with screen display for the LDOE Application Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

Internet Explorer (IE) Options:

If there are problems with the LDOE Application Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter https://leads3.doe.louisiana.gov/ptl/ in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View:

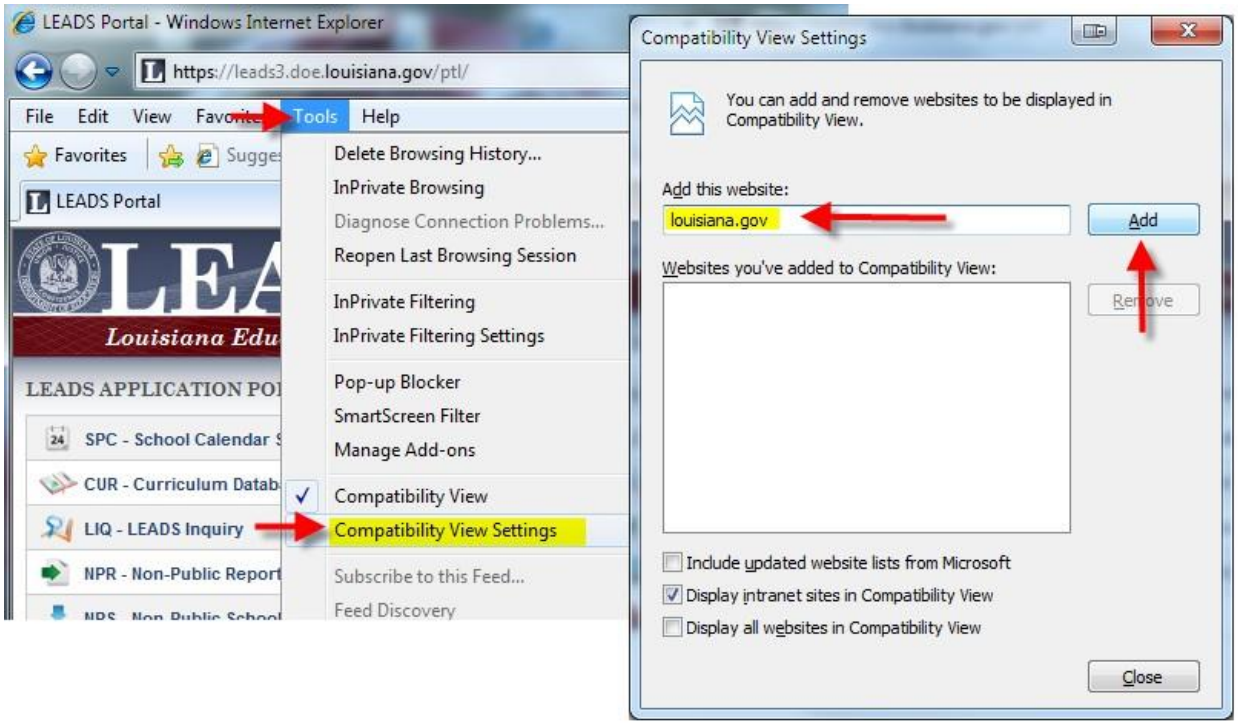
Compatibility View may be a solution for those IE users experiencing problems viewing LDOE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the "Compatibility View" icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11,** Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option.

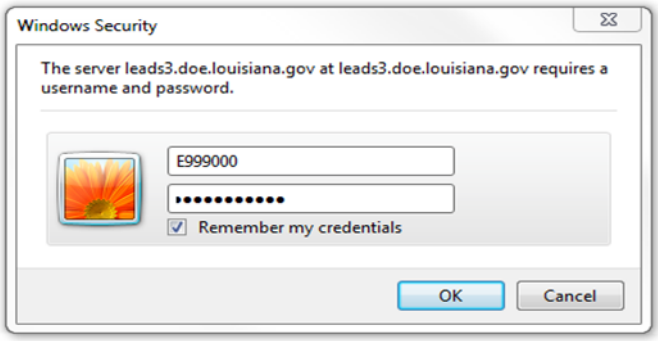
Then, in the text box under “Add this website”, enter *Louisiana.gov* and click the “Add” button. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



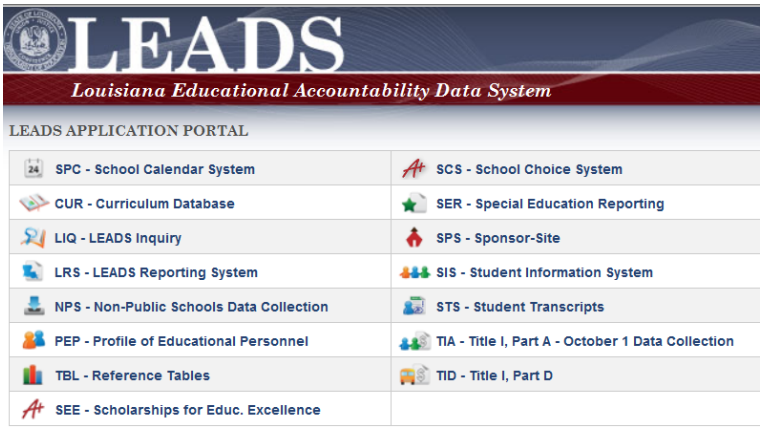
LDOE LOGIN SCREEN:

To access the LDOE Application Systems, users must enter a **User ID** and **Password** on the LDOE LOGIN SCREEN.

After access has been granted, users should access LDOE Application Systems directly through the LEADS Portal at https://leads3.doe.louisiana.gov/ptl/.



All LDOE Systems for which a user is authorized to access will be displayed.



Select the **TSD – Teacher Student Data Link** icon to access the application.

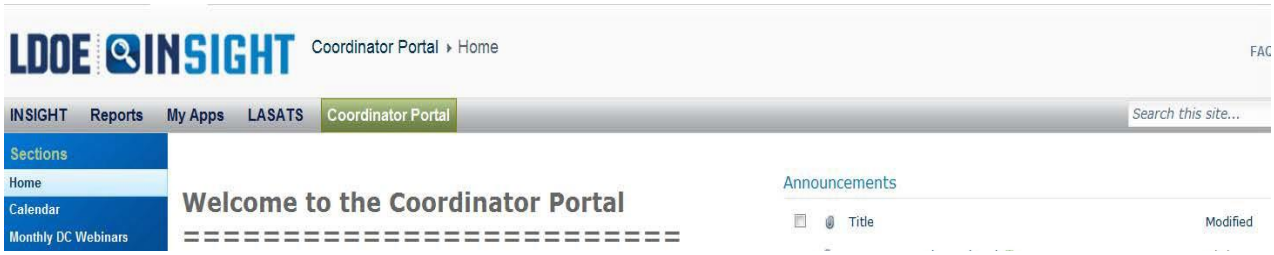
INSIGHT PORTAL LOGIN SCREEN:

The INSIGHT PORTAL brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDOE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the INSIGHT PORTAL by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

To access the INSIGHT PORTAL, users must enter a **User ID** and **Password** on the INSIGHT PORTAL ***login screen***.

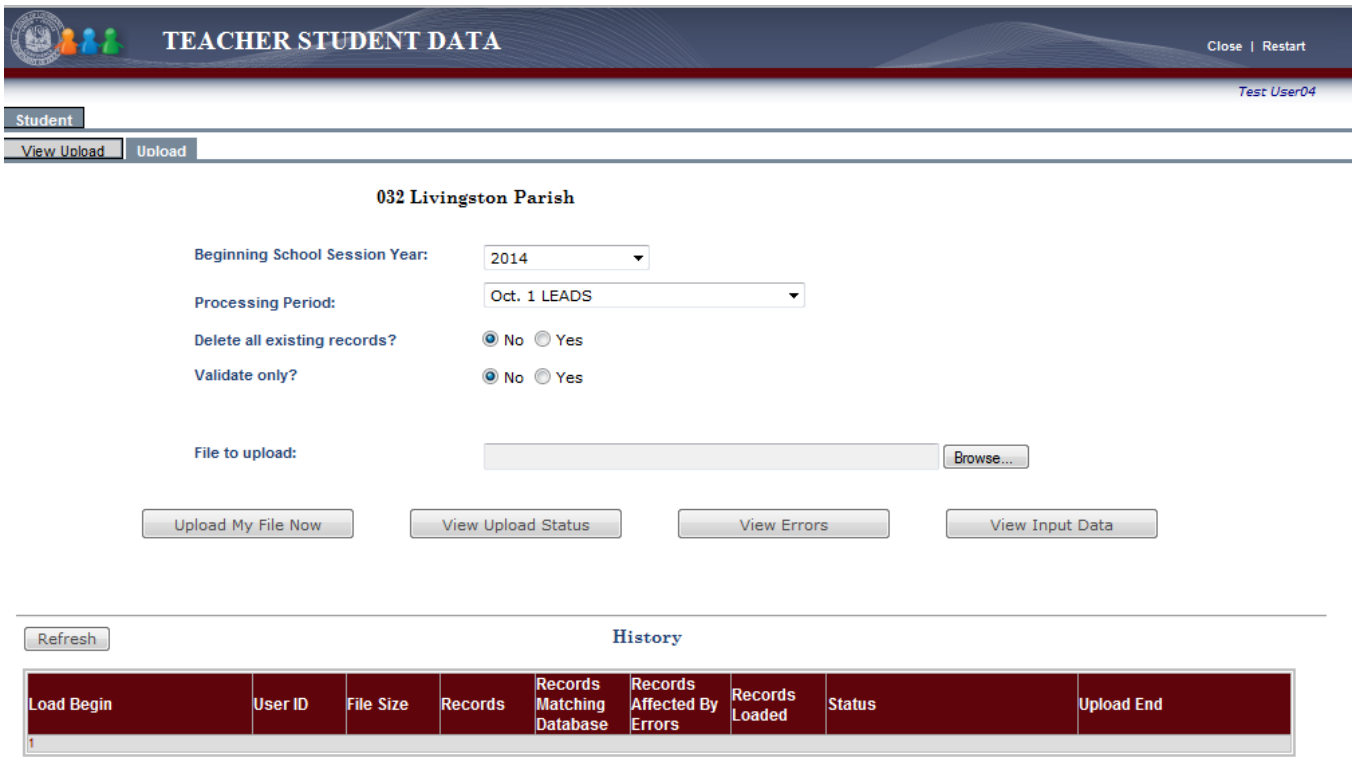
The ***Coordinator Portal*** screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



DATA SUBMISSION

BATCH UPLOAD:

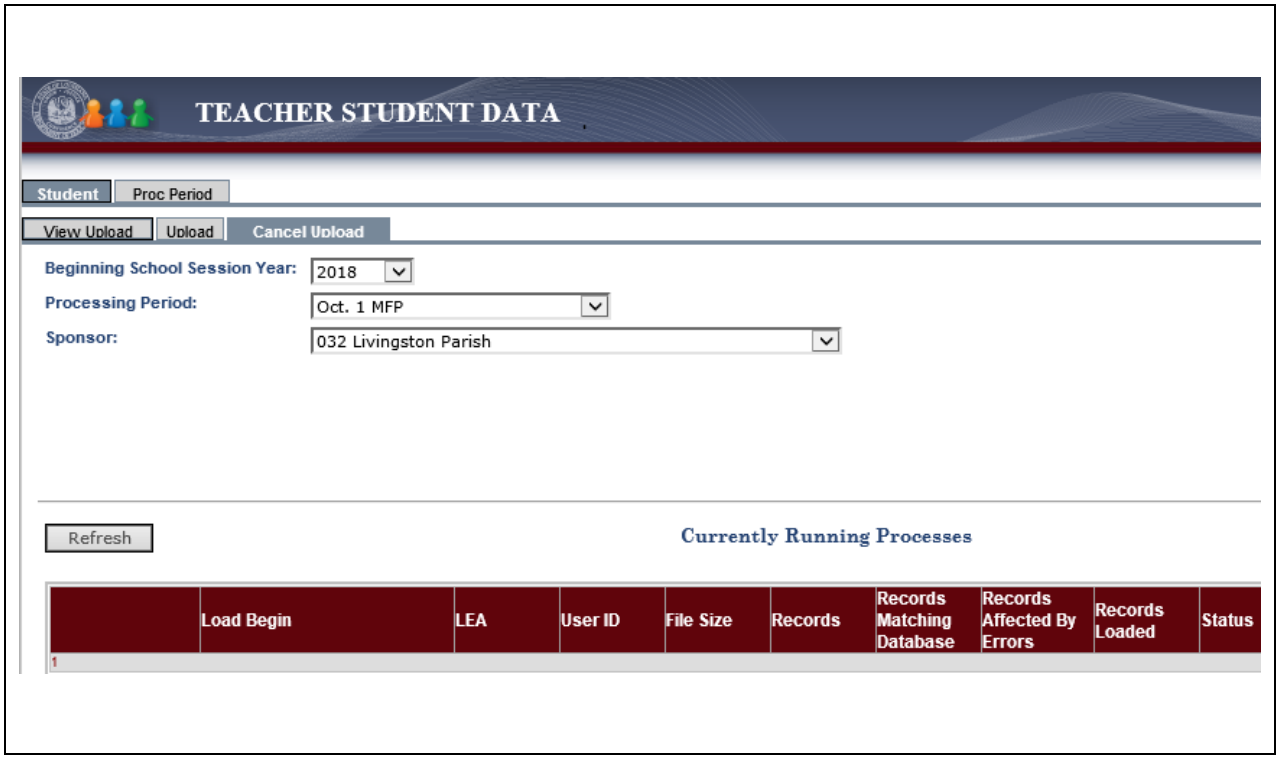
Files are uploaded via a fixed width text format to the online application. A single record will be submitted representing each class in which a student is enrolled. Classes are submitted for all grades and all subjects. Like SIS, the accepted file types are .txt and .zip (with .txt file inside). The user has the option to validate the file prior to adding the records to the database and may also delete all existing records or add new records to previously uploaded data. Validation allows record errors to be corrected prior to final submission. The user will select the correct school year and processing period for upload and may check upload status and view errors following completion of the upload. A list of error codes and messages are included in this user guide to assist in error correction.



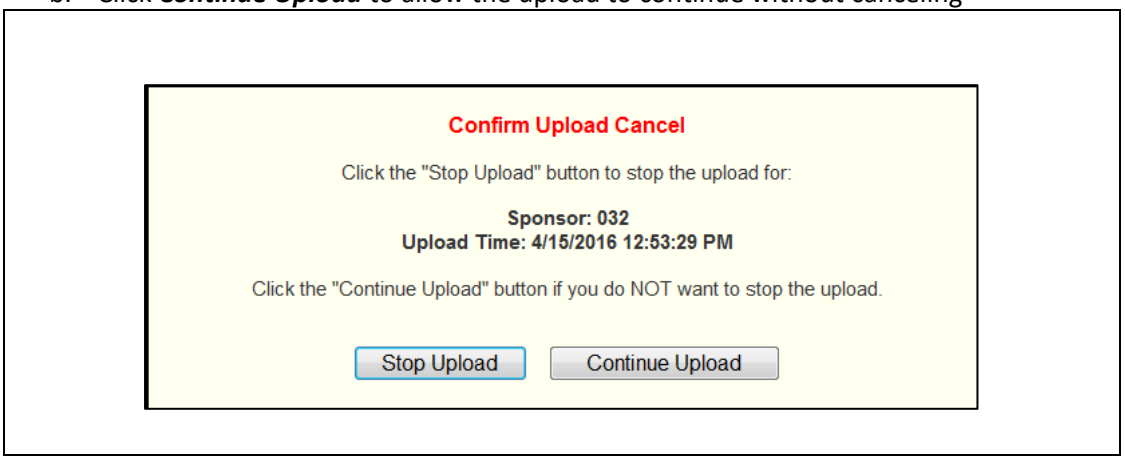
CANCEL UPLOAD: Canceling a Batch Upload File

While an upload is being processed, to cancel the upload online using the Teacher Student Data Link (TSDL), from the TSDL homepage:

A) Select the ***Student*** tab on the homepage
B) Select the ***Cancel Upload*** subtab
   (1) On the Cancel Upload Screen, select ***Cancel Upload*** next to the date and time of the upload file that you want to cancel



   (2) The *Confirm Upload Cancel* screen will be displayed
      a. Click ***Stop Upload*** to cancel the upload
      b. Click ***Continue Upload*** to allow the upload to continue without canceling



ONLINE SUBMISSIONS:

Currently, online submissions are not supported for TSDL.

APPENDIX A - RECORD LAYOUT & DATA ELEMENT DESCRIPTION

Start	Field Name	Length	Type	Required	Description / Valid Values
1	System Indicator	3	X	Yes	Must always be "TSD"
4	LEA Code	3	X	Yes	LEA code assigned by LDOE
7	Record Type Code	3	X	Yes	Code indicating record type. Must be "010".
10	School Site Code	6	X	Yes	Site code assigned by LDOE
16	Teacher First Name	30	X	Yes	Letters and period, forward slash, hyphen, apostrophe, and <space>. Cannot contain commas or numerals
46	Teacher MI	1	X	Optional	Letter only. Include the MI if your school has more than one teacher with the same first and last name
47	Teacher Last Name	30	X	Yes	Letters and period, forward slash, hyphen, apostrophe, and <space>. Cannot contain commas or numerals
77	Teacher Suffix Name	5	X	Optional	Letters, Roman numerals, and periods only (e.g., Jr., Sr., I, II)
82	Course Code	6	N	Yes	Numerals only
88	Period	2	N	Yes	Numerals Only, 01-19 or blank spaces
90	Class Code	20	X	Yes	**Must match the class code submitted in CUR**. Can contain letters, numerals, and characters with the exception of commas and quotation marks
110	Class Type	1	N	Yes	0 or 1 only (0=day class, 1=night class)
111	Partial Student First Name	1	X	Yes	First 1 character of the student's first name.
112	Filler	30	X	Blank	Filler
142	Partial Student Last Name	3	X	Yes	First 3 character of the student's last name.
145	Filler	32	X	Blank	Filler
177	Student Unique ID	10	N	Yes	Student Unique ID as assigned by the UID system. Numerals only. No spaces or hyphens.
187	Filler	1	X	Blank	Filler
188	Student Day of Birth	2	N	Yes	Numerals only.
190	Filler	4		Blank	Filler
194	Student Gender	1	X	Yes	Must be M or F
195	Student Grade	2	X	Yes	2 characters.
197	Student Education Classification	2	N	Yes	Numerals only (see Ed Class tab for additional information)
199	Student EL	2	N	Yes	Numerals only (see decode tab)
201	Student Free/Reduced Lunch	2	N	Yes	Numerals only (see decode tab)
203	Student Migrant Status	1	X	Optional	Y or N
204	Student Section 504 Status	1	X	Yes	Y or N
205	Student Primary Exceptionality	2	N	Optional	Student primary exceptionality in SER. Numerals only. Required if Education Classification is Special Ed or G/T
207	Student Ethnicity (Hispanic/Latino)	1	X	Yes	Y or N
208	Student Race: American Indian or Alaska Native	1	X	Yes	Y or N
209	Student Race: Asian	1	X	Yes	Y or N
210	Student Race: Black or African American	1	X	Yes	Y or N
211	Student Race: Native Hawaiian or Other Pacific Islander	1	X	Yes	Y or N
212	Student Race: White	1	X	Yes	Y or N
213	Student Homeless (McKinney-Vento Act)	1	X	Optional	Y or N
214	Student Career Diploma	1	X	Optional	Y or N
215	Teacher Social Security Number	9	N	Yes	Numerals only. No spaces or hyphens.
224	Class Begin Date	8	N	Yes	Numerals only. YYYYMMDD-format.
232	Class End Date	8	N	Yes	Numerals only. YYYYMMDD-format.
Total Length = 239	**N – Numeric** (right justified, padded with zeroes) **X – Alphanumeric** (left justified, padded with spaces)				

Education Classification Validation Rules

In general, a student must be classified as either gifted/talented, students with disabilities (SWD), or regular education. A student who is SWD cannot also be Section 504. However, a gifted/talented or regular education student may be classified as Section 504.

Education Classification	Validation Rule
02	Primary Exceptionality must be Gifted (27) or Talented (32 or 33 or 34); Section 504 code may be "Y"
01	Primary Exceptionality must be anything other than Gifted or Talented (27 or 32 or 33 or 34)
01	Section 504 code must be "N"
00	Primary Exceptionality must be blank (not SWD); Section 504 code may be "Y"

Additional Information: Field Decode

Field Name	Excepted Values
Student EL	01 - Fully English Proficient
	02 - English Learner
Student Free/Reduced Lunch	00 - Paid
	01 – Free
	02 - Reduced

APPENDIX B – ERROR CODES & MESSAGES

The following error code definitions describe error messages that may be received after processing data for TSDL. These messages are designed to facilitate the correction of errors before data are resubmitted.

ERROR CODE	ERROR MESSAGE	CAUSE
U02	Unique ID does not exist	Unique ID submitted does not exist in the Unique ID system
U03	Partial Student First Name not matched	First letter of student's first name must match the Unique ID system
U04	Partial Student Last Name not matched	First three letters of the student's last name must match the Unique ID system
U06	Student's Day of Birth not matched	Day of birth must match day of birth submitted to the Unique ID system.
U07	Student's Ethnicity not matched	Ethnicity and race submitted must match the ethnicity and race submitted to the Unique ID system
U08	Student's Gender not matched	Gender submitted must match the gender submitted to the Unique ID system
261	Only "Y" or N" is acceptable for race/ethnicity	Only "Y" or "N" will be accepted in any of the new race/ethnicity flags starting BSSY >= 2010.
262	At least one race/ethnicity flag must be a "Y"	At least one of the six new race/ethnicity flags must be a "Y" starting BSSY>=2010
A01	System Indicator is required	System Indicator is required
A02	System Indicator is invalid	System indicator must be "010"
A03	LEA Code is required	LEA Code is required
A04	LEA Code is invalid	Must be valid LDOE assigned LEA code
A05	Record Type Code is required	Record Type Code is required
A06	Record Type Code is invalid	Value must be '010'
A07	School Site Code is required	School Site Code is required
A08	School Site Code is invalid	Must be valid LDOE assigned Site code
A09	Teacher First Name is required	Teacher First Name is required
A10	Teacher First Name is invalid	First name required and must be valid characters A-Z, apostrophe, dash
A11	Teacher MI is required	Teacher MI is required
A12	Teacher MI is invalid	Must be valid characters A-Z, apostrophe, dash, period or spaces
A13	Teacher Last Name is required	Teacher Last Name is required
A14	Teacher Last Name is invalid	Last name required and must be valid characters A-Z, apostrophe, dash

ERROR CODE	ERROR MESSAGE	CAUSE
A15	Teacher Suffix Name is required	Teacher Suffix Name is required
A16	Teacher Suffix Name is invalid	Must be valid characters A-Z, period or spaces
A17	Course Code is required	Course Code is required
A18	Course Code is invalid	Course code must be six digits in length
A19	Period is required	Period is required
A20	Period is invalid	Period must be numeric between 01-19
A21	Class Code is required	Class Code is required
A22	Class Code is invalid	Class code must not exceed 20 characters
A23	Class Type is required	Class Type is required
A24	Class Type is invalid	Class type must be numeric, 0 or 1
A39	Student Grade is required	Student Grade is required
A40	Student Grade is invalid	Grade must be two characters in length
A41	Student Education Classification is required	Student Education Classification is required
A42	Student Education Classification is	Please see “Education Classification Validation Rules” above
A43	Student EL is required	Student EL is required
A44	Student EL is invalid	Please see “Additional Information: Decode” above
A45	Student Free/Reduced Lunch is	Free/Reduced Lunch is required
A46	Student Free/Reduced Lunch is invalid	Please see “Additional Information: Decode” above
A47	Student Migrant Status is required	Migrant Status is required
A48	Student Migrant Status is invalid	Value must be Y or N or blank
A49	Student Section 504 Status is required	Section 504 Status is required
A50	Student Section 504 Status is invalid	Value must be Y or N
A51	Student Primary Exceptionality is	Primary Exceptionality is required
A52	Student Primary Exceptionality is	Must be valid primary exceptionality code in SER
A53	Student Ethnicity (Hispanic/Latino) is required	Ethnicity (Hispanic/Latino) is required
A54	Student Ethnicity (Hispanic/Latino) is invalid	Value must be Y or N
A55	Race: American Indian or Alaska Native is	Race: American Indian or Alaska Native is required
A56	Student Race: American Indian or Alaska	Value must be Y or N
A57	Race: Asian is required	Race: Asian is required
A58	Student Race: Asian is invalid	Value must be Y or N
A59	Race: Black or African American is required	Race: Black or African American is required
A60	Student Race: Black or African American is	Value must be Y or N

ERROR CODE	ERROR MESSAGE	CAUSE
A61	Race: Native Hawaiian or Other Pacific Islander is	Race: Native Hawaiian or Other Pacific Islander is required
A62	Student Race: Native Hawaiian or Other Pacific Islander	Value must be Y or N
A63	Student Race: White is required	Race: White is required
A64	Student Race: White is invalid	Value must be Y or N
A65	Student Homeless is required	Homeless is required
A66	Student Homeless (McKinney-Vento Act) is invalid	Value must be Y or N or blank
A67	Student Career Diploma is required	Career Diploma is required
A68	Student Career Diploma is invalid	Value must be Y or N or blank
A69	Teacher Social Security Number is required	Teacher SSN is required
A70	Teacher Social Security Number is invalid	Must be a valid 9 digit id number
A71	Class Begin Date is required	Class Begin Date is required
A72	Class Begin Date is invalid	Class begin date must be in YYYYMMDD format
A73	Class End Date is required	Class End Date is required
A74	Class End Date is invalid	Class end date must be in YYYYMMDD format

APPENDIX C – LEAP 2025 TEST COURSE INFORMATION

Course Information

Ref. #	LEAP 2025 Test	Course Code	Course Name
1	Algebra I	160321	Algebra I
2	Algebra I	160331	Applied Algebra I
3	Algebra I	160338	Algebra I Part 2
4	Algebra I	160340	Integrated Math II
5	Algebra I	160380	Algebra I Middle School
6	Algebra I	160362	NOCCA Integrated Math II
7	Biology	150301	Biology
8	Biology	150321	Biology I DE Gen Bio I
9	Biology	150322	Biology I DE Bio I Sci Mj
10	Biology	150502	NOCCA Integrated Sci II
11	Biology	150503	NOCCA Integrated Sci III
12	English I	120331	English I
13	English I	120411	English I NOCCA Integrated
14	English I	120521	LASMSA Intro Write and Lit
15	English II	120332	English II
16	English II	120412	NOCCA Integrated English II
17	English II	120519	LASMSA COMPOSITION AND LITERATURE (EN 210)
18	~~English III~~	~~120325~~	~~English III AP ELA Comp~~
19	~~English III~~	~~120327~~	~~English III IB Lang Lit~~
20	~~English III~~	~~120329~~	~~English III GT~~
21	~~English III~~	~~120333~~	~~English III~~
22	~~English III~~	~~120413~~	~~NOCCA Integrated English III~~
23	~~English III~~	~~120341~~	~~English III Honors~~
24	~~English III~~	~~120403~~	~~English III IB Lit~~
25	~~English III~~	~~120404~~	~~English III IB Lit Perf~~
26	~~English III~~	~~120338~~	~~English III Equivalent LA Sch for Math Sci and Arts~~
27	~~English III~~	~~120601~~	~~English III DE Comp I~~
28	~~English III~~	~~120602~~	~~English III DE Comp II~~
29	~~English III~~	~~120603~~	~~English III DE Am Lit I~~
30	~~English III~~	~~120604~~	~~English III DE Am Lit II~~
31	~~English III~~	~~120605~~	~~English III DE Am Writers~~
32	Geometry	160323	Geometry
33	Geometry	160332	Applied Geometry
34	Geometry	160341	Integrated Math III
35	Geometry	160363	NOCCA Integrated Math III
36	US History	220403	U.S. History
37	US History	220404	US History AP
38	US History	220405	US History IB
39	US History	220406	US History GT
40	US History	220407	US History DE Amr Hist I
41	US History	220408	US History DE Amr Hist II
42	US History	220409	U.S. History Honors
43	US History	220613	NOCCA Integrated World History III

- **Beginning with the 2019–2020 school year, the EOC English III assessment will be administered by school systems for students who need to test. School systems will be responsible for providing three opportunities annually for eligible students to take the English III test, which will be administered as a paper-based test.**

APPENDIX D FREQUENTLY ASKED QUESTIONS

SUBJECT: Identify TSDL *Fall* Submission
QUESTION: How are my Fall testers identified in my TSDL submission?
RESPONSE: December testers are those who are in a LEAP 2025 HS course with a class ending ***before*** January 15th, 2020.
SUBJECT: Grade Levels to upload in to TSDL
QUESTION: What grade levels should be uploaded in to TSDL?
RESPONSE: It should include any 8th grader students who are earning a credit for a high school course, along with 9th - 12th graders taking a LEAP 2025 course for the first time. It should not include students who are taking the grades 3-8 assessments.
SUBJECT: Identify TSDL *Spring* Submission
QUESTION: How are my *Spring* testers identified in my TSDL submission?
RESPONSE: Spring testers are those who are in a LEAP 2025 HS course with a class ending ***after*** January 15th, 2020.
SUBJECT: TSDL LEAP 2025 Re-testers
QUESTION: Do I upload any of my LEAP 2025 Re-testers in my *Fall* or *Spring* submissions?
RESPONSE: All re-testers are handled through the DRC online platform.