



Louisiana Believes

# Teacher-Student Data Link (TSDL) User Guide

2016-17 Version 1.0

Last Revision  
09/08/2016

John White  
State Superintendent of Education

## State Board of Elementary and Secondary Education

**Mr. James D. Garvey, Jr.**  
President  
1<sup>st</sup> BESE District

**Dr. Gary Jones**  
5<sup>th</sup> BESE District

**Dr. Holly Boffy**  
Vice President  
7<sup>th</sup> BESE District

**Ms. Kathy Edmonston**  
6<sup>th</sup> BESE District

**Ms. Kira Orange Jones**  
Secretary-Treasurer  
2<sup>nd</sup> BESE District

**Ms. Jada Lewis**  
8<sup>th</sup> BESE District

**Shan Davis**  
Executive Director

**Mr. Thomas Roque**  
Member-at-Large

**Ms. Sandy Holloway**  
3<sup>rd</sup> BESE District

**Mr. Lurie Thomason**  
Member-at-Large

**Mr. Tony Davis**  
4<sup>th</sup> BESE District

**Ms. Doris Voitier**  
Member-at-Large

For further information, contact:  
Ashley Augustine  
Louisiana Department of Education  
P.O. Box 94064  
Baton Rouge, LA 70804-9064  
E-mail: [ldedata@la.gov](mailto:ldedata@la.gov)

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or [customerservice@la.gov](mailto:customerservice@la.gov). Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

Web-only document.

## Table of Contents

SYSTEM OVERVIEW .....	4
HOW COLLECTED DATA ARE USED .....	4
LINK TO OTHER LDE SYSTEMS .....	4
COLLECTION PERIODS .....	4
OTHER SYSTEM FEATURES.....	4
2016-2017 DATA COLLECTION TIMELINE.....	4
LDE APPLICATION SYSTEMS ACCESS AND SECURITY .....	5
DATA SECURITY .....	5
SECURITY COORDINATOR .....	5
USER ACCESS AND AUTHORIZATION .....	5
User IDs and Password Standards .....	6
Resetting A Password Using the Password Reset System (PRS) .....	6
MINIMUM COMPUTER SYSTEM REQUIREMENTS.....	6
SCREEN DISPLAY PROBLEMS.....	7
Internet Explorer (IE) Options .....	7
Internet Explorer (IE) Compatibility View.....	7
LDE LOGIN SCREEN .....	8
INSIGHT PORTAL Login Screen.....	9
DATA SUBMISSION.....	11
BATCH SUBMISSIONS.....	11
ONLINE SUBMISSIONS .....	11
APPENDIX A RECORD LAYOUT & DATA ELEMENT DESCRIPTIONS.....	12
APPENDIX B ERROR CODES & MESSAGES.....	14

## **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 LDE 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.

## **2016-2017 DATA COLLECTION TIMELINE**

The 2016-17 Benchmark Calendar lists the timeline and system specific due dates for data collection. Refer to the [INSIGHT PORTAL](#) for the most current version.

## LDE APPLICATION SYSTEMS ACCESS AND SECURITY

### DATA SECURITY:

Data security standards define specific requirements for managing and controlling access to all LDE Application Systems. Security goals require all personnel using the LDE 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 LDE 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 LDE Application Systems.

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

### USER ACCESS AND AUTHORIZATION:

Users requiring access to the LDE 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 LDE 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, LDE 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 LDE Application Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDE 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*, 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 LDE 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 LDE 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 [leads3.doe.louisiana.gov](https://leads3.doe.louisiana.gov) 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 LDE 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.

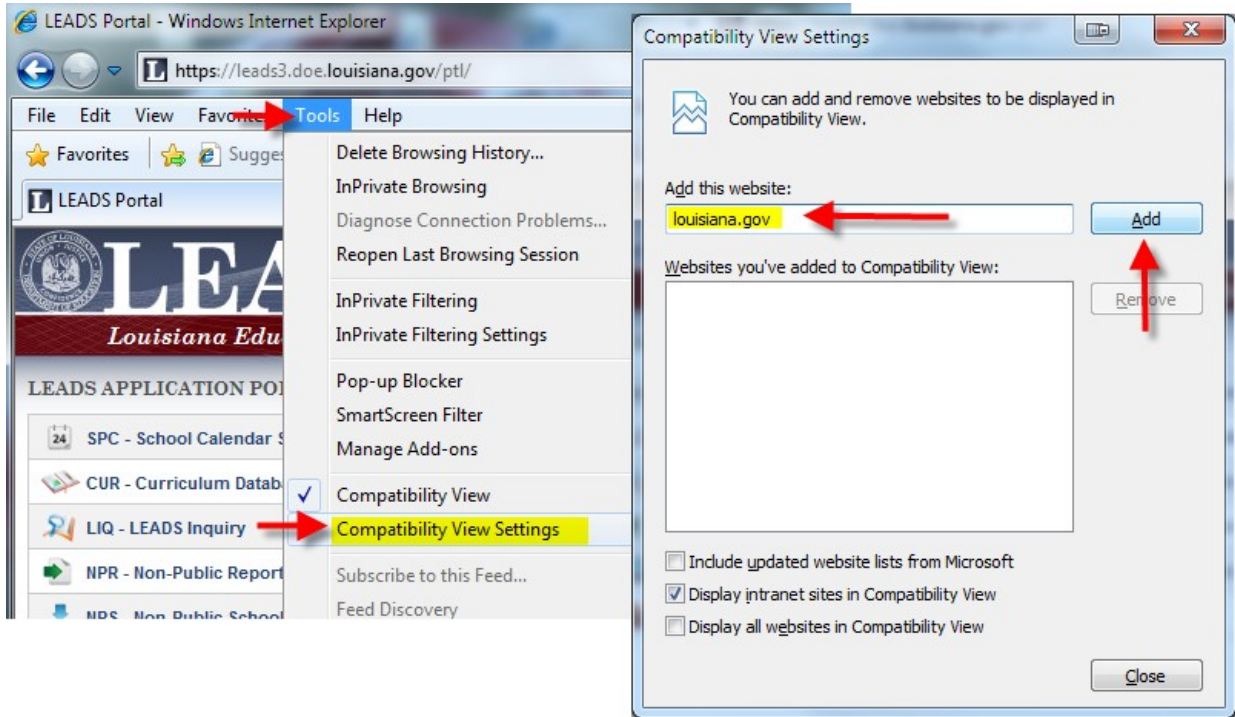


The browser should reload the page and begin displaying the page in compatibility view mode.

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).

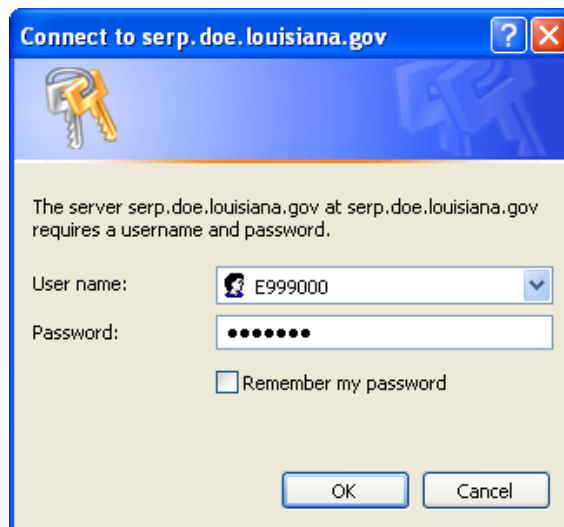
First, Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option.

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.



### LDE LOGIN SCREEN:

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





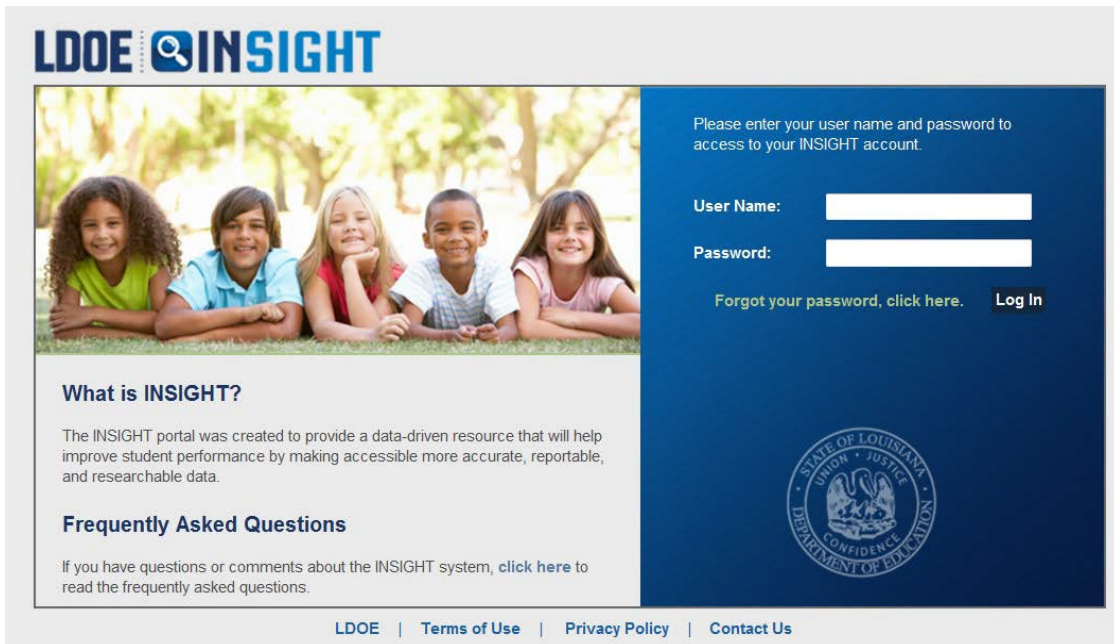
After access has been granted, users should then log into the [INSIGHT PORTAL](https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx) <https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx>

**INSIGHT PORTAL LOGIN SCREEN:**

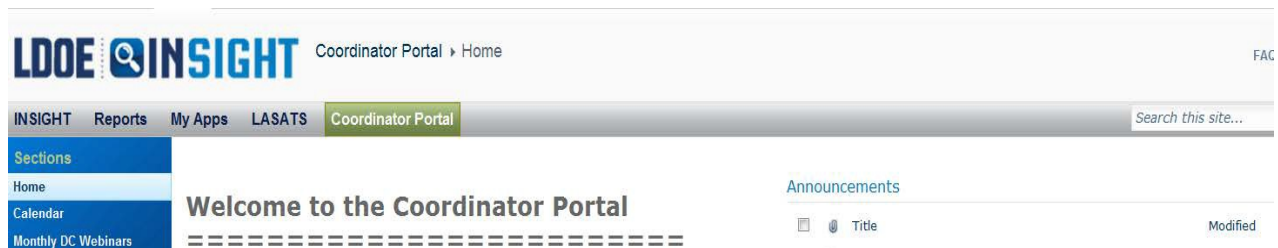
The INSIGHT PORTAL brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis.

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.

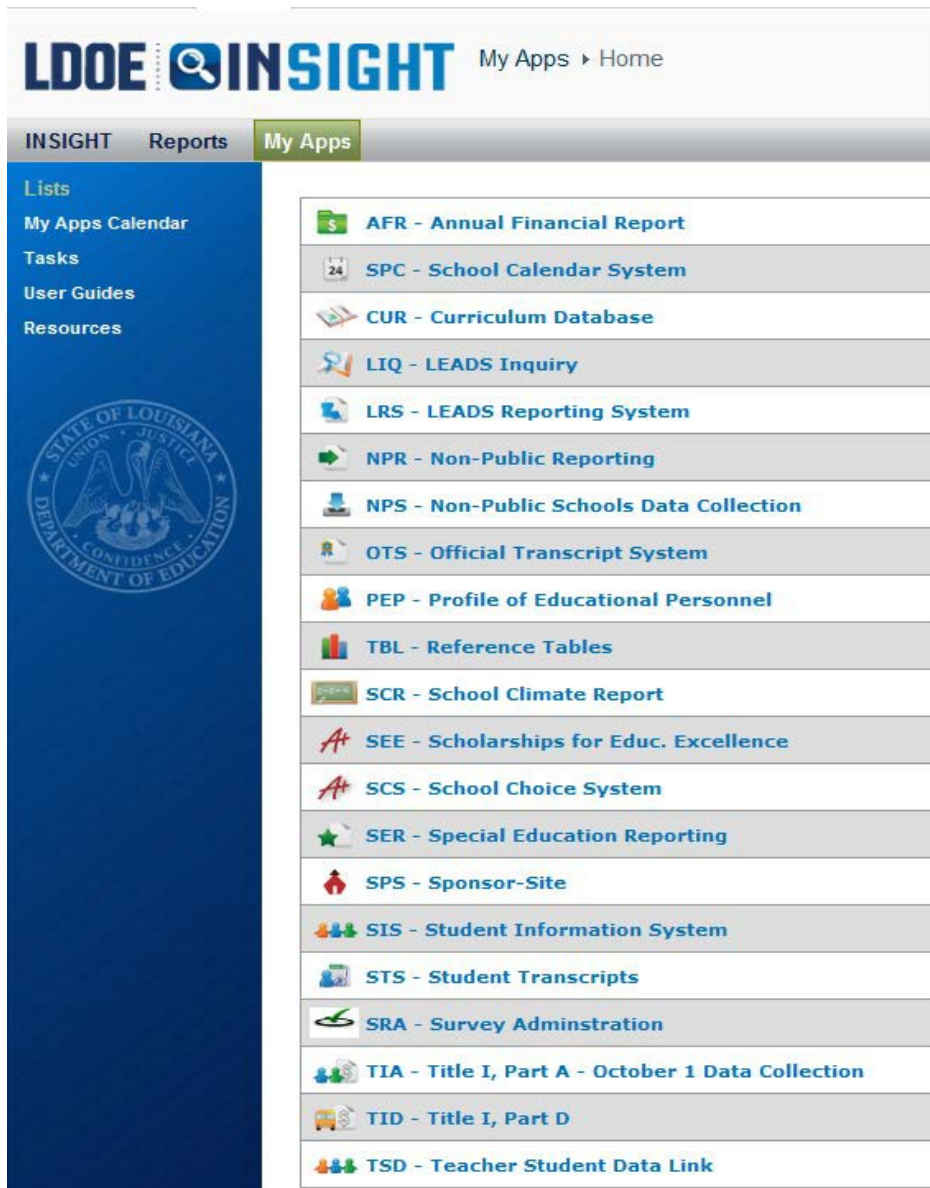
To access the INSIGHT PORTAL, users must enter a **User ID** and **Password** on the INSIGHT PORTAL *login screen*.



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



Next, select the “My Apps” tab.



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

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

 **TSD - Teacher Student Data Link**

## 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.

The screenshot shows the 'TEACHER STUDENT DATA' application interface. At the top, there is a header with the Louisiana state seal, the text 'TEACHER STUDENT DATA', and 'Close | Restart' on the right. Below the header, there is a navigation bar with 'Student' selected, and 'View Upload' and 'Upload' buttons. The main content area is titled '032 Livingston Parish' and contains the following form elements:

- Beginning School Session Year:** A dropdown menu set to '2014'.
- Processing Period:** A dropdown menu set to 'Oct. 1 LEADS'.
- Delete all existing records?:** Radio buttons for 'No' (selected) and 'Yes'.
- Validate only?:** Radio buttons for 'No' (selected) and 'Yes'.
- File to upload:** A text input field with a 'Browse...' button.
- Four buttons at the bottom: 'Upload My File Now', 'View Upload Status', 'View Errors', and 'View Input Data'.

Below the form is a 'History' section with a 'Refresh' button. It contains a table with the following columns:

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
1								

### 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	
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	01-19 or blank spaces
90	Class Code	20	X	Yes	<b>Must match the class code submitted in CUR.</b> 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	Numerals only. No spaces or hyphens.
187	Filler	1	X	Blank	Filler
188	Student Day of Birth	2	N	Yes	Student Unique ID as assigned by the UID system.
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 LEP	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.
<b>Total Length = 239</b> <b>N – Numeric</b> (right justified, padded with zeroes) <b>X – Alphanumeric</b> (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 LEP	01 - Fully English Proficient
	02 - Limited English Proficient
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.

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

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

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