Louisiana Believes

Sponsor Site System (SPS) User Guide 1.0

2019-2020

Last Revision August 1, 2019

DEPARTMENT of EDUCATION
louisiana Believes

LOUISIANA DEPARTMENT OF EDUCATION	1.877.453.2721	www.louisianabelieves.com

State Board of Elementary and Secondary Education

Mr. James D. Garvey, Jr.
President
1st BESE District

Dr. Holly Boffy
Vice-President
7th BESE District

Ms. Kira Orange Jones
Secretary-Treasurer
2nd BESE District

Ms. Sandy Holloway
3rd BESE District

Mr. Tony Davis
4th BESE District

Dr. Gary Jones
5th BESE District

Ms. Kathy Edmonston
6th BESE District

Ms. Jada Lewis
8th BESE District

Mr. Thomas Roque
Member-at-Large

Dr. Lurie Thomason
Member-at-Large

Ms. Doris Voitier
Member-at-Large

Shan Davis
Executive Director

For further information, contact:
System Support
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064
E-mail: systemsupport@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 Deputy Undersecretary, LDOE, Exec. Office of the Supt., P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or 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/llist/ocr/.

Web-only document.

Table of Contents

SPONSOR OR SITE SYSTEM (SPS) OVERVIEW 7

DATA COLLECTION TIMELINE: 7

REPORTS: 8

ACCESSING SPONSOR SITE 8

DATA SECURITY: 8

SECURITY COORDINATOR: 8

USER ACCESS AND AUTHORIZATION: 8

USER IDS AND PASSWORD STANDARDS: 9

RESETTING A PASSWORD USING THE PASSWORD RESET SYSTEM (PRS): 9

MINIMUM COMPUTER SYSTEM REQUIREMENTS: 9

SCREEN DISPLAY PROBLEMS: 10

INTERNET EXPLORER (IE) OPTIONS: 10

INTERNET EXPLORER (IE) COMPATIBILITY VIEW: 10

INSIGHT PORTAL LOGIN: 12

LEADS PORTAL LOGIN: 13

NAVIGATING THE SYSTEM 15

INQUIRING SPONSOR DATA: 15

INQUIRING SITE DATA: 16

DOWNLOADING FILES: 22

APPENDIX A – UPDATING SPONSOR SITE INFORMATION 24

LEA ONLINE UPDATES: 24

LDOE UPDATES AND FORMS: 29

Tips for Successfully Completing Forms: 29

SPONSOR SITE UPDATE FLOWCHART 30

APPENDIX B – SPS CODE LISTS 31

PARISH CODES 31

CHIEF ADMINISTRATOR POSITION CODES 32
RELIGIOUS AFFILIATION CODES 33
SCHOOL PARTNERSHIP COUNT 33
FACILITY TYPE CODES 34
INSTITUTION TYPE CODES 41
INSTITUTION FUNDING CODES 42
INSTITUTION CONTROL CODES 42
PROGRAM CODES 43
CAREER PATHWAYS 46
GRADE CODES 48
URBAN-CENTRIC CODES 49
SITE STATUS CODES 50
SPONSOR STATUS CODES 51
CLUB CODES 52
SPORTS CODES 53

APPENDIX C – DATA DICTIONARY 54

Administrator 54
Career Pathway 54
Clubs 55
Grade 55
Program Offered 55
Site 56
Site Status 58
Sponsor 58
Sponsor Verified 60
Sports– 60

APPENDIX D: FREQUENTLY ASKED QUESTIONS (FAQS) 61

REVISION HISTORY 62

INDEX **63**

SPONSOR OR SITE SYSTEM (SPS) OVERVIEW

The Sponsor Site (SPS) database is connected to each of the LDE databases by sponsor and site code. It contains basic demographic information on public, nonpublic elementary and secondary educational facilities, post-secondary educational institutions and other non-educational facilities. The demographic information includes the identification of each entity by name, district number, superintendent or chief administrator, school name, location by address, type of facility, and type of funding received, grades taught and other sponsor and school identifying information.

The term *sponsor* refers to local school districts, Catholic school systems, technical college districts, other religious affiliated schools, private schools, etc. For example, East Baton Rouge Parish School District, Baton Rouge Diocese, District 1 LA Technical Colleges, and Louisiana New School Academy are all sponsors.

A *site* is any facility under the jurisdiction of a sponsor. For example, Baton Rouge High School is a site under East Baton Rouge Parish School District; Catholic High School is a site under Baton Rouge Diocese; LA Technical College-Sidney N. Collier Campus is a site under District 1 LA Technical Colleges; and Louisiana New School Academy is a site under Louisiana New School Academy.

Each sponsor is assigned a three-character code (*sponsor code*). Each site is assigned a six character code (*sitecode*), the first three characters of which are the same as its sponsor code. For example, the code assigned to the East Baton Rouge School District is 017 and the code assigned to Baton Rouge High School is 017008. *Note: Beginning in the 2013-2014 school year the Public Education-Approved Special State Schools (Charters) sponsor code assignment has been expanded to include both alpha and numeric characters where all numeric possibilities have been exhausted. For example, the code assigned to the Jefferson Chamber Foundation Academy, the Non Profit Chartering Agency (sponsor code) was assigned 3A1.*

All of the LDE's major data collections - Student Information System (SIS), Profile of Educational Personnel (PEP),), School Calendar (SPC), School Lunch Program, Teacher Evaluation Program (TEP), Teacher Certification (TCR), Special Education Reporting System (SER), Curriculum (CUR) and Student Transcript System (STS) - are linked to SPS by use of the site code and are impacted by its contents.

DATA COLLECTION TIMELINE:

- Collection of requested changes for the following school year begins in April of each year.
- SPS is rolled over to the new school year on June 1st.
- Changes for the new school year begin being entered after June 1st.
- All change requests are due at the end of August.
- LEAs should review and certify SPS in September.
- Refer to the benchmark calendar on the INSIGHT Coordinator Portal for specific dates.

REPORTS:
Each district may view The Sponsor Turnaround Reports By Site generated by using the "Report" function on the Sponsor Site Home Page. This page is accessed via the LEADS Portal at **https://leads3.doe.louisiana.gov/ptl/**.

ACCESSING SPONSOR SITE

DATA SECURITY:
Data security standards define specific requirements for managing and controlling access to all LDE Systems. Security rules require all personnel using the LDE 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) 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 Systems. The **security coordinator** 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 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 via e-mail to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION:
Users requiring access to the LDE Systems must complete a Security Request Form and forward it to their **security coordinator**. Once the user's authorization has been verified by the **security coordinator,** the appropriate **User ID** and security profile will be assigned to the user which will determine the LDE System(s) a user has access to and identify the specific functionality that will be available to the user. The log-on credentials should be communicated by the **security coordinator** 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; or
- 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 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 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 leads.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.

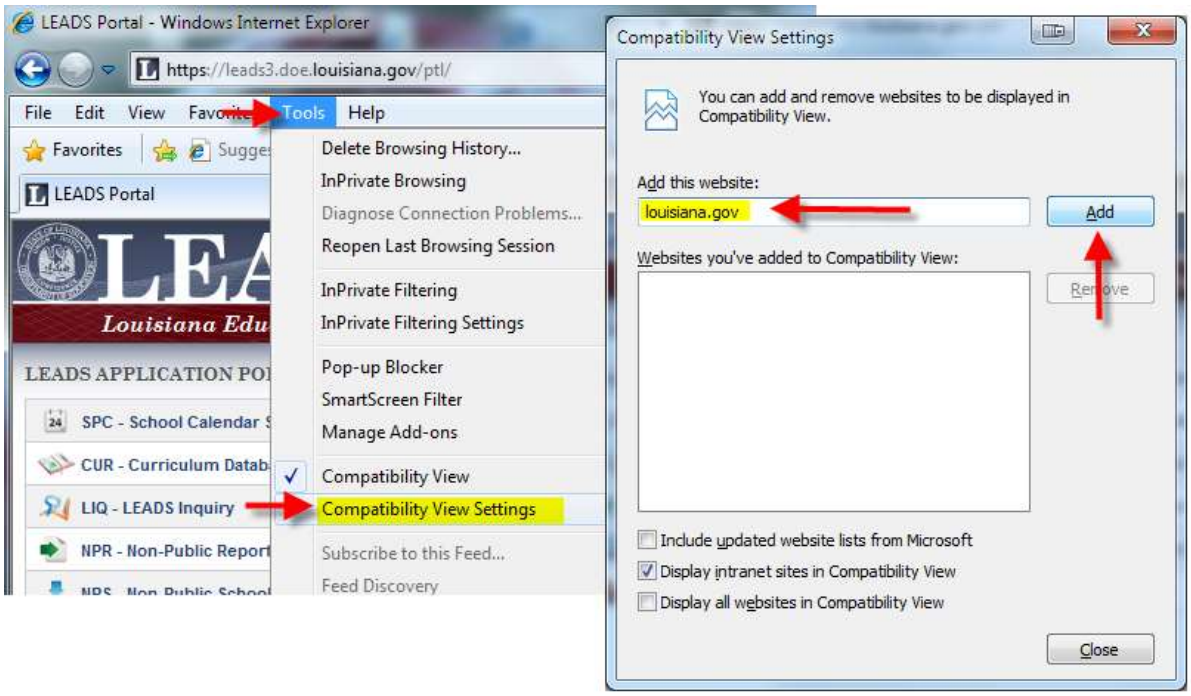
The browser should reload the page and begin displaying the page in compatibility view mode.

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 through 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.

The screen print below shows the location of the **Compatibility View Settings** in Internet Explorer 9.



INSIGHT PORTAL LOGIN:

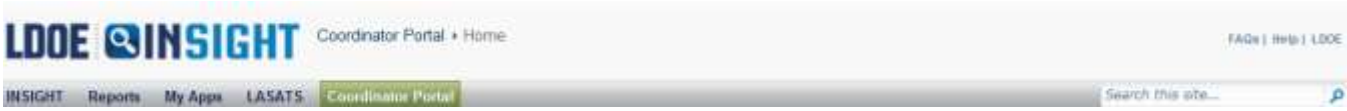
The various **LDE applications** can be accessed through the **LDE INSIGHT Portal.** The **INSIGHT Portal** brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis. The ***Coordinator Portal*** is also located within **INSIGHT Portal** and is source for accessing the useful system specific information such as: system user guides, announcements, and notifications.

The **Security Coordinator** may grant authorized users the additional access to the **Coordinator Portal** on INSIGHT Portal by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

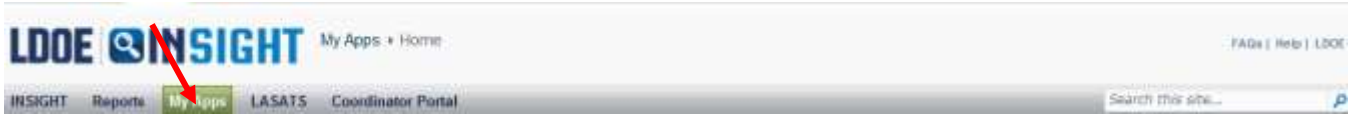
A **User ID** and **Password** are required to log on to the INSIGHT Portal.

INSIGHT Portal login screen:

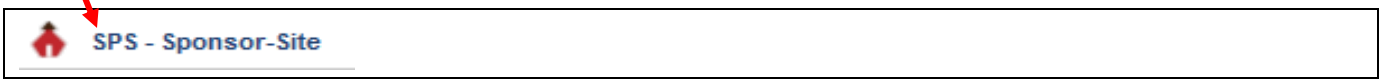
The **Coordinator Portal** button will display on INSIGHT Portal home screen**. Click** the **Coordinator Portal** button to enter the **Coordinator Portal**.



Also on the **Home Page** of the **INSIGHT Portal** is the **My Apps** button. All LDE Systems for which a user is authorized to access will be displayed.



Select the **SPS- Sponsor Site System** link to access the application.



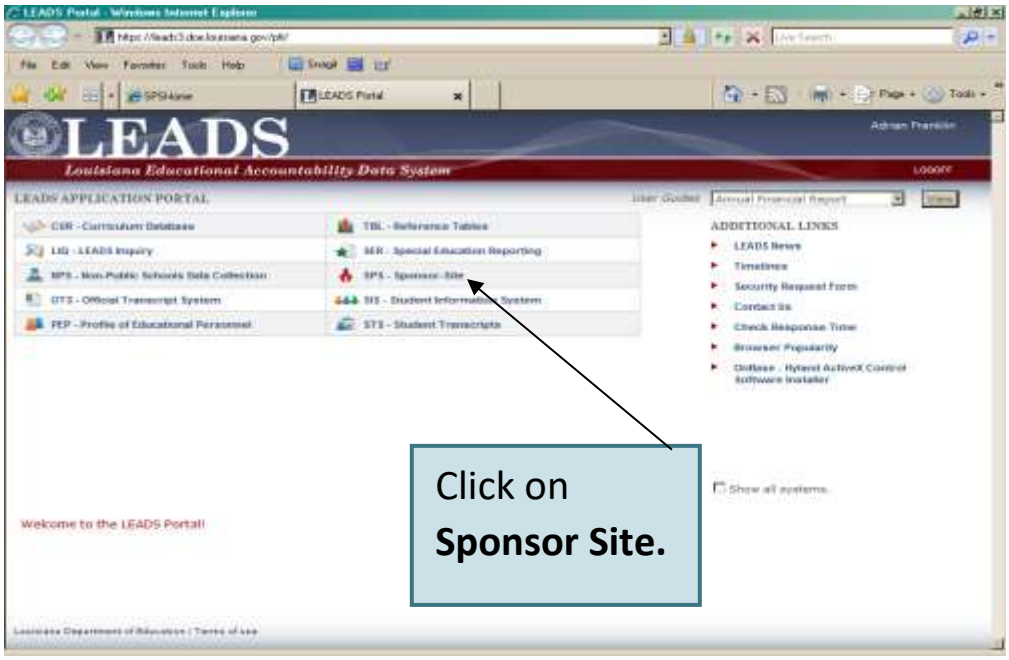
LEADS PORTAL LOGIN:

The Sponsor Site System can also be accessed from the **LEADS Portal**, which is the gateway to all DOE Web applications. The URL for the **LEADS Portal** is: https://leads3.doe.louisiana.gov/ptl. Add this site to your Favorites after you have entered it for the first time.

ACCESS: After entering the web address above and pressing ENTER, a log-on box will appear.

PROCEDURE: Key in User Name and Password. Press OK.

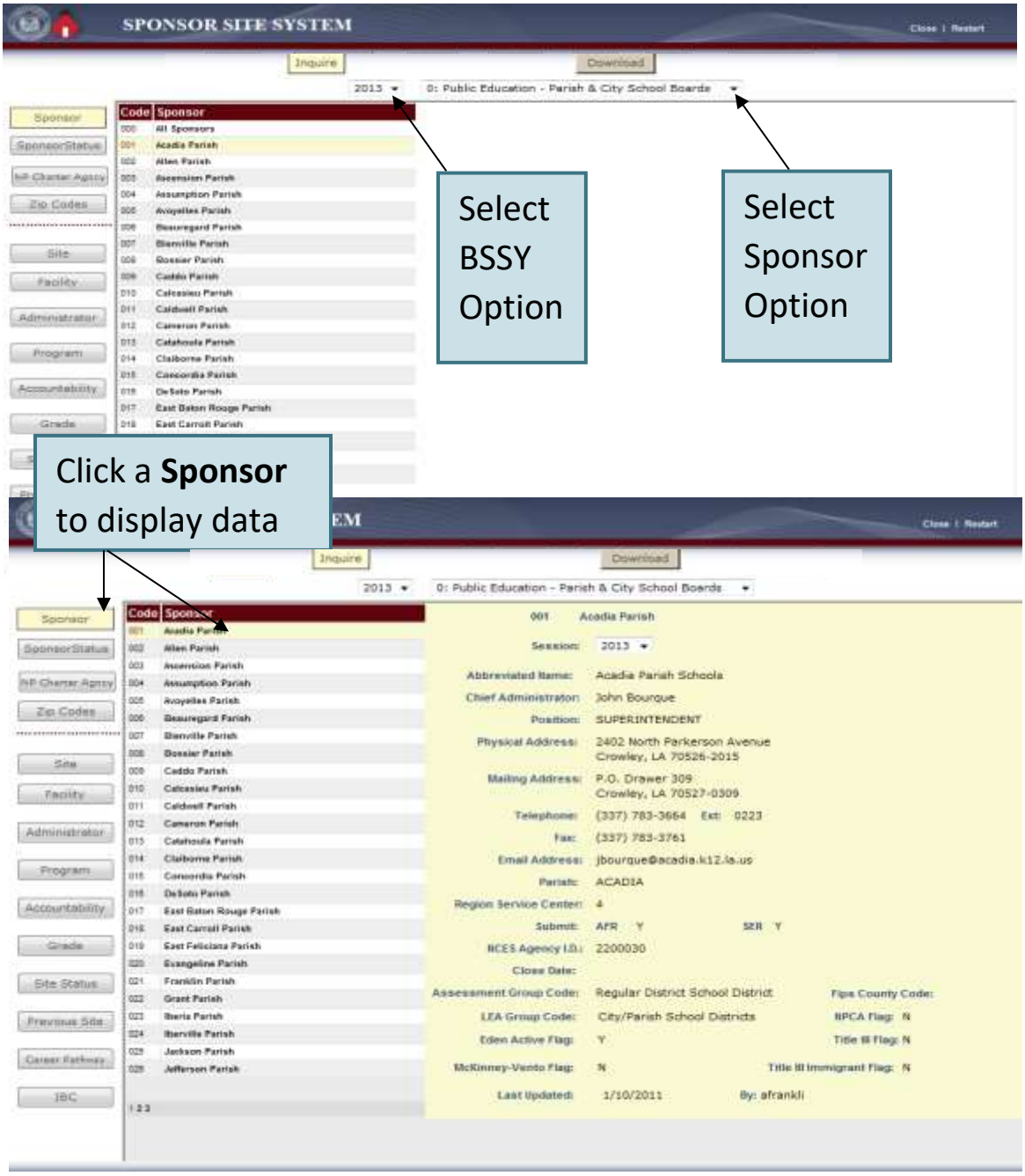
After pressing OK to sign on, the **LEADS Portal** screen will appear. Click **Sponsor Site** to access the **Sponsor Site** homepage.



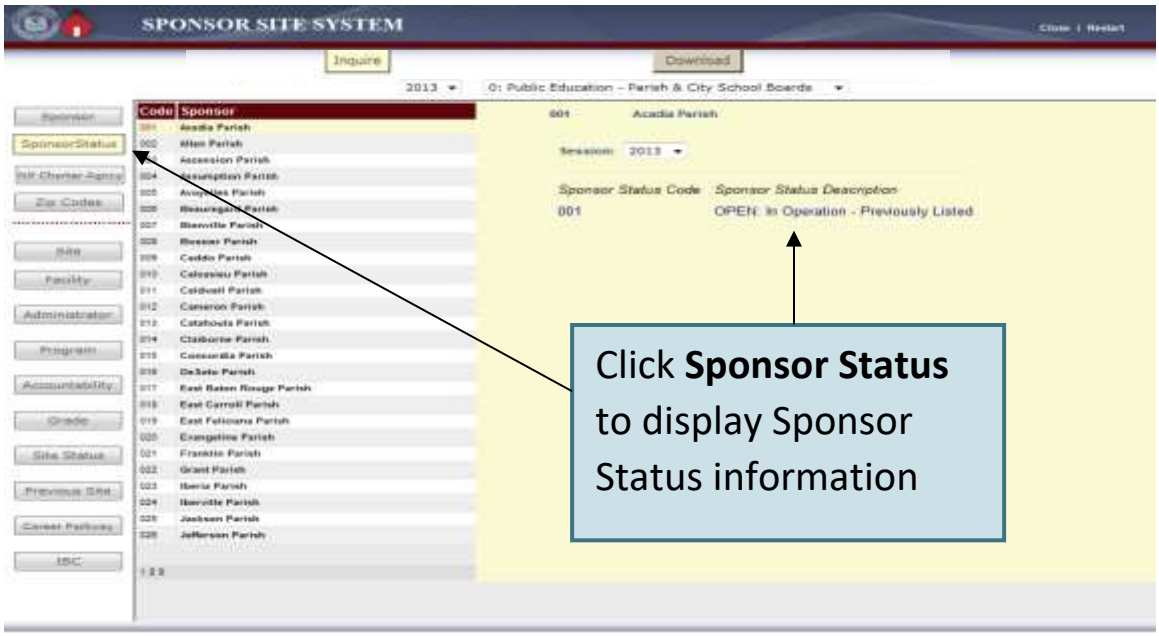
NAVIGATING THE SYSTEM

INQUIRING SPONSOR DATA:

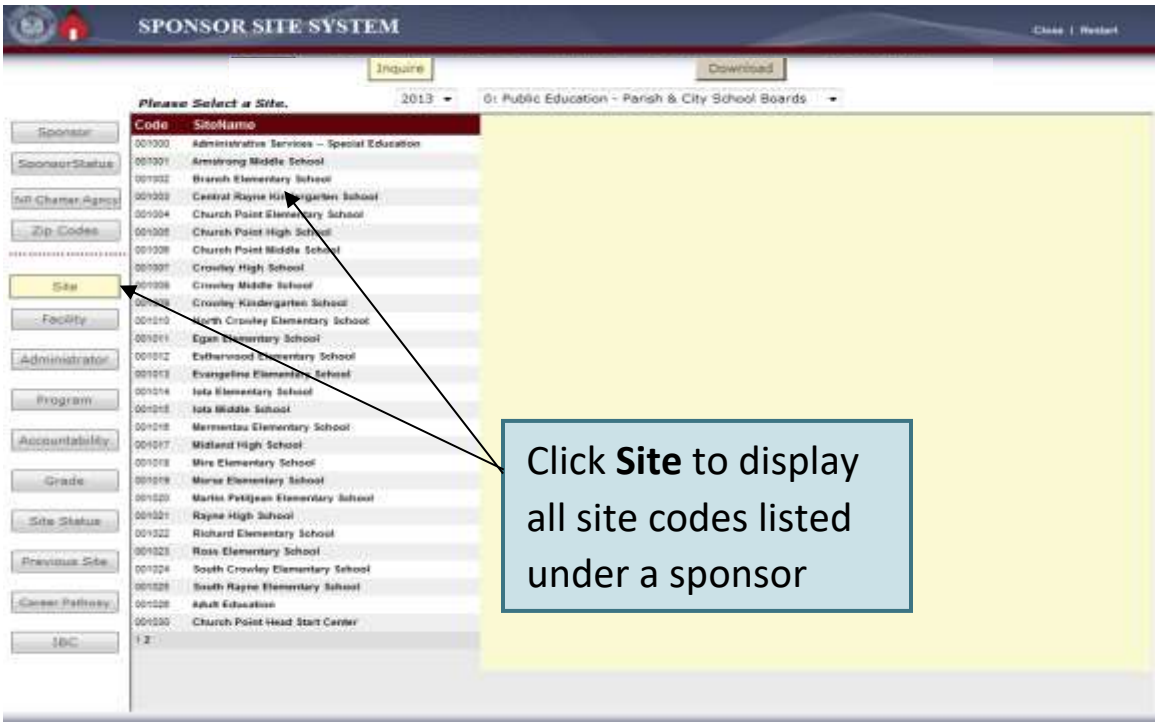
The Sponsor Site homepage defaults to those public education parish and city school boards listed under Code and Sponsor. If you wish to see other sponsors, such as non-publics, select that option by using the drop-down menu. It is also possible to select a different BSSY in the same manner.



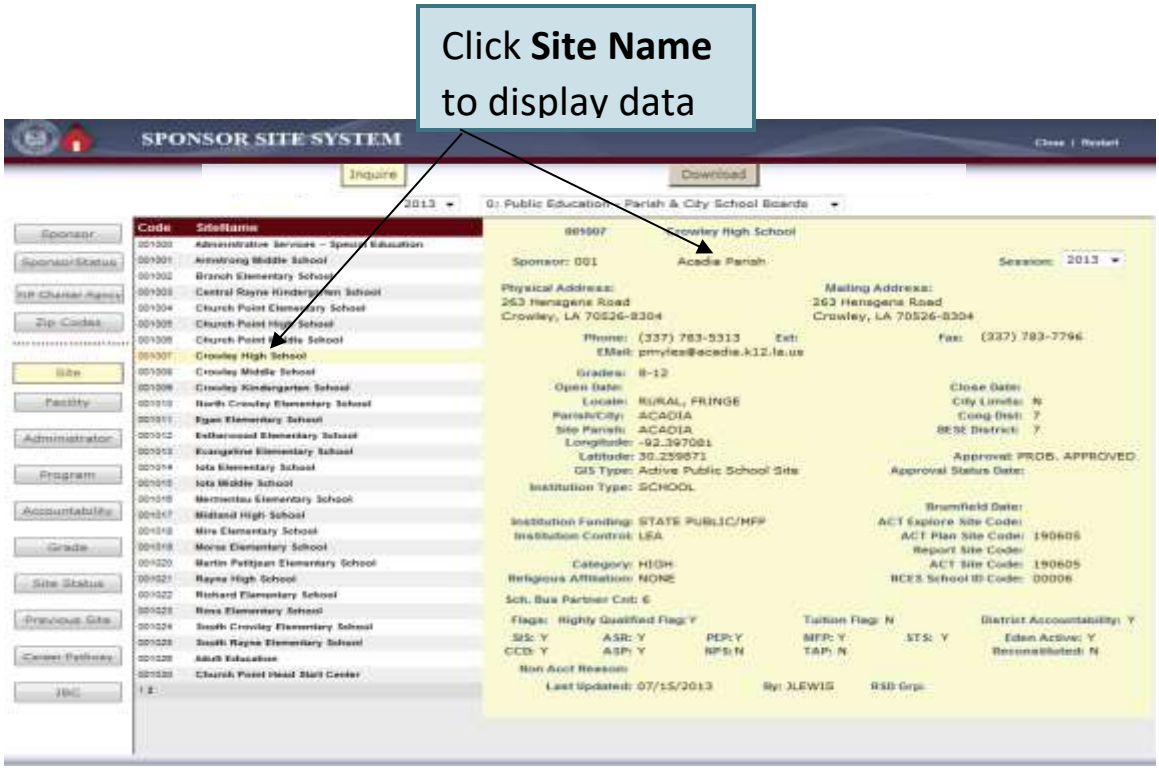
SPONSOR STATUS: Shows the status of the site in the current BSSY and is useful for internal report generation.



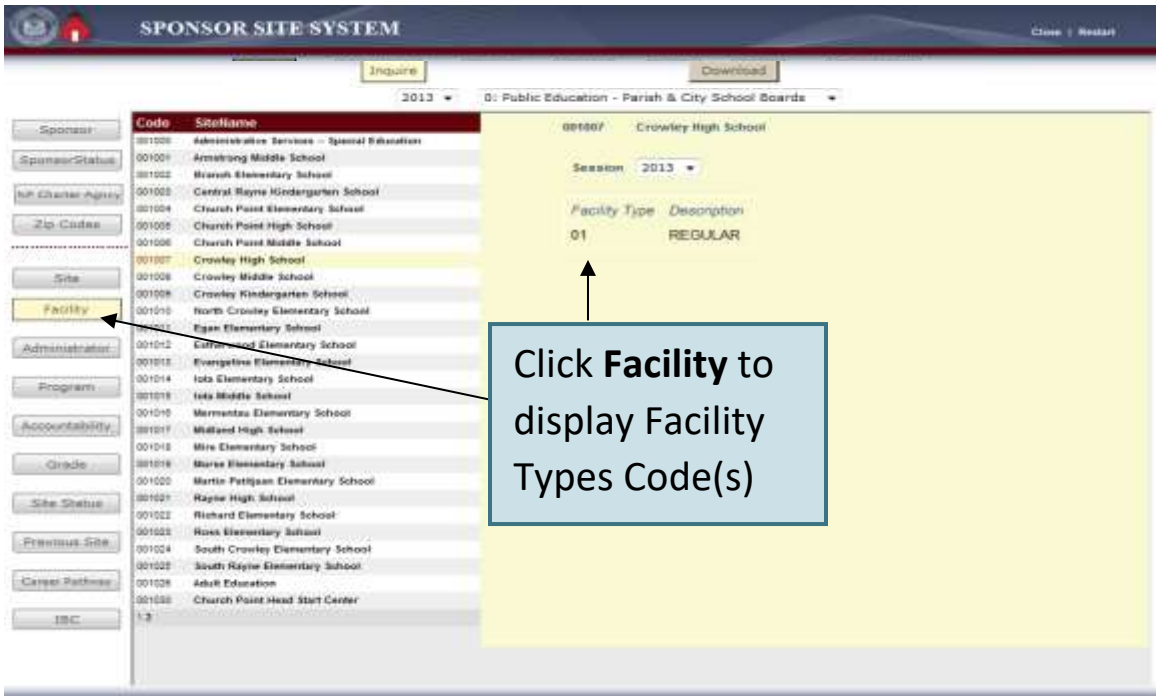
INQUIRING SITE DATA: Select the site to see the demographic information for the school or site.



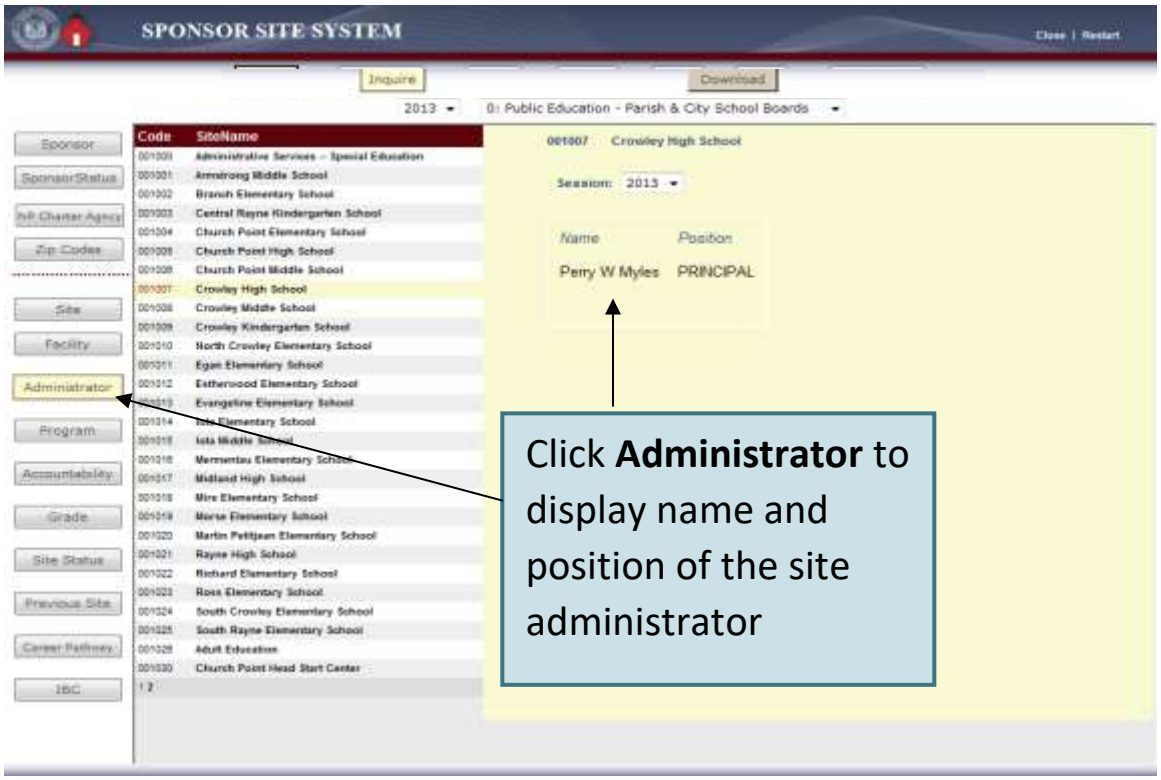
The specific data related to the school will be displayed on the site screen.



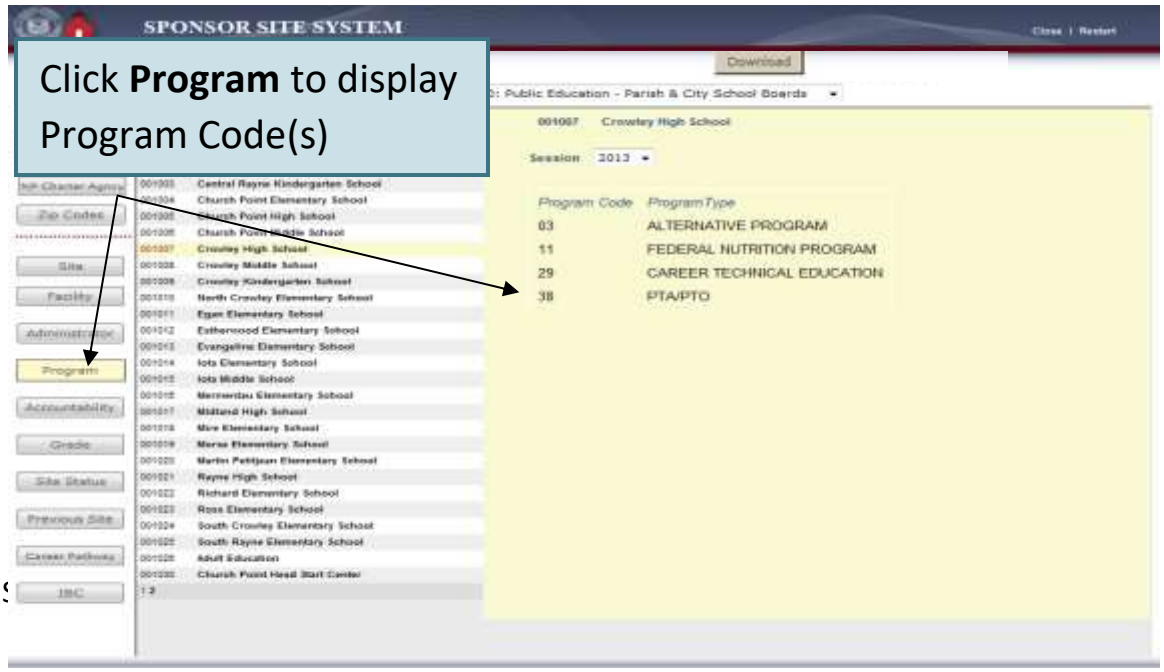
FACILITY TYPE: Displays what type of facility the school



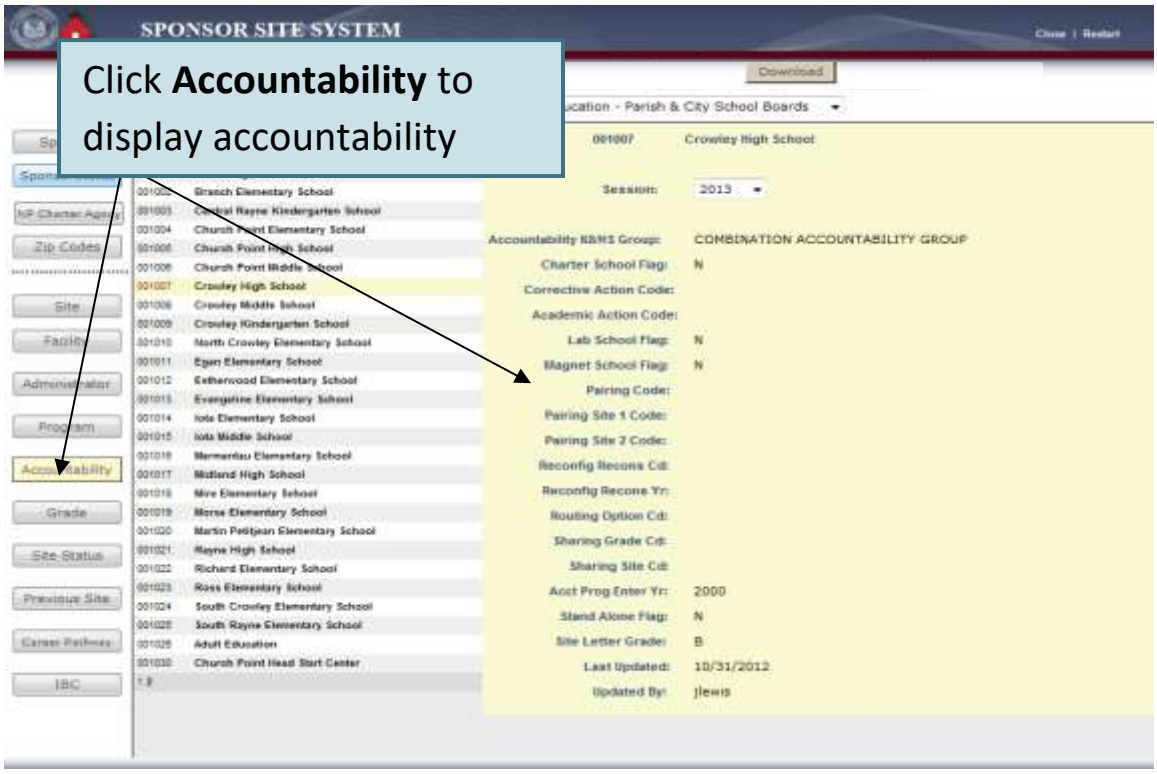
ADMINISTRATOR: The head administrators name and position is shown on this screen.



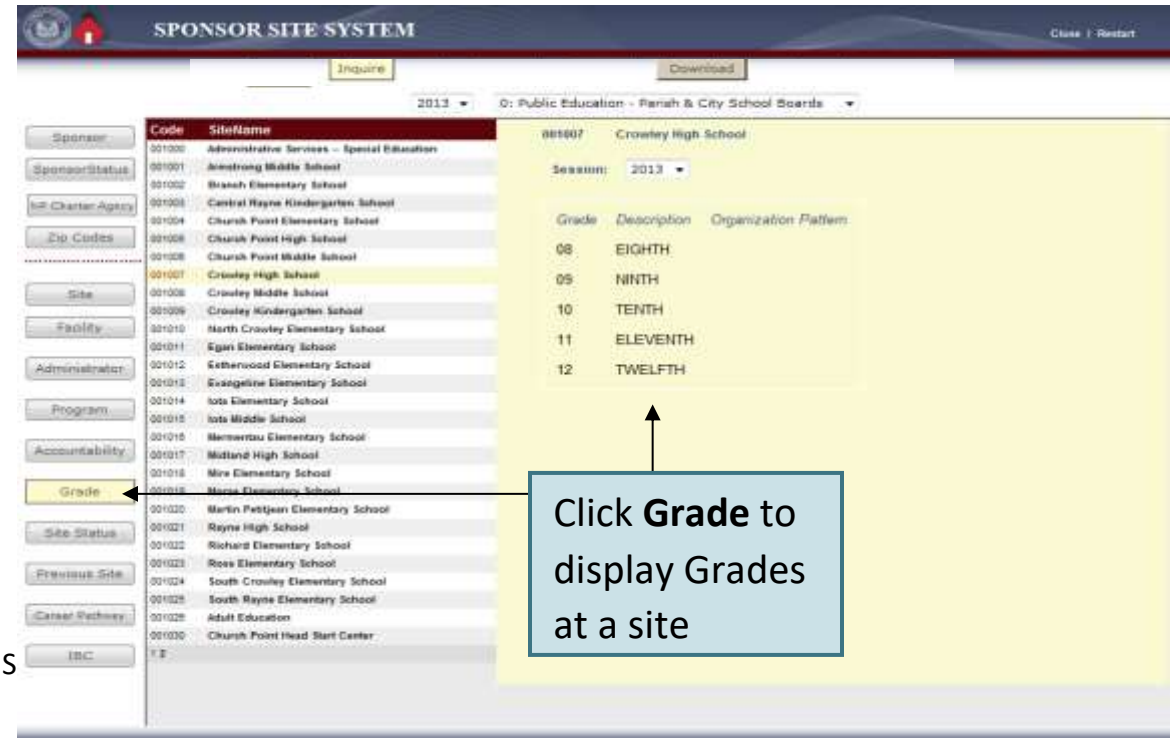
PROGRAM CODES: All the programs available at the school or site are shown under the program button.



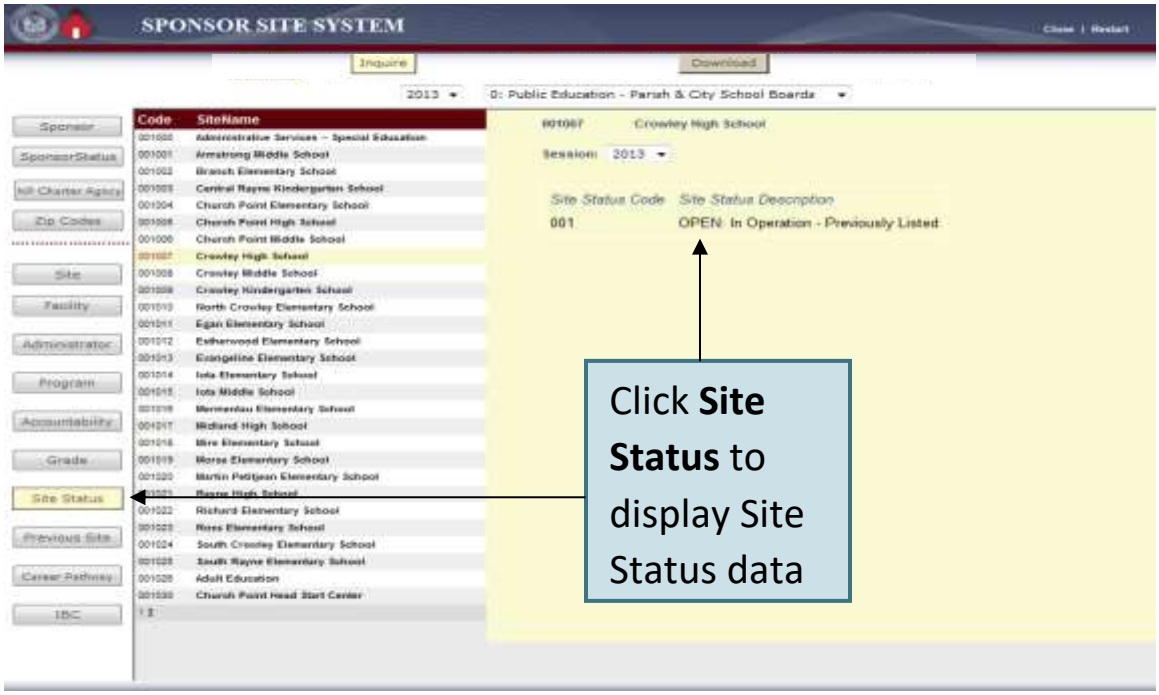
ACCOUNTABILITY: Displays information related to school accountability and is used for internal reporting.



GRADE: Shows the specific grades available at the school or site.

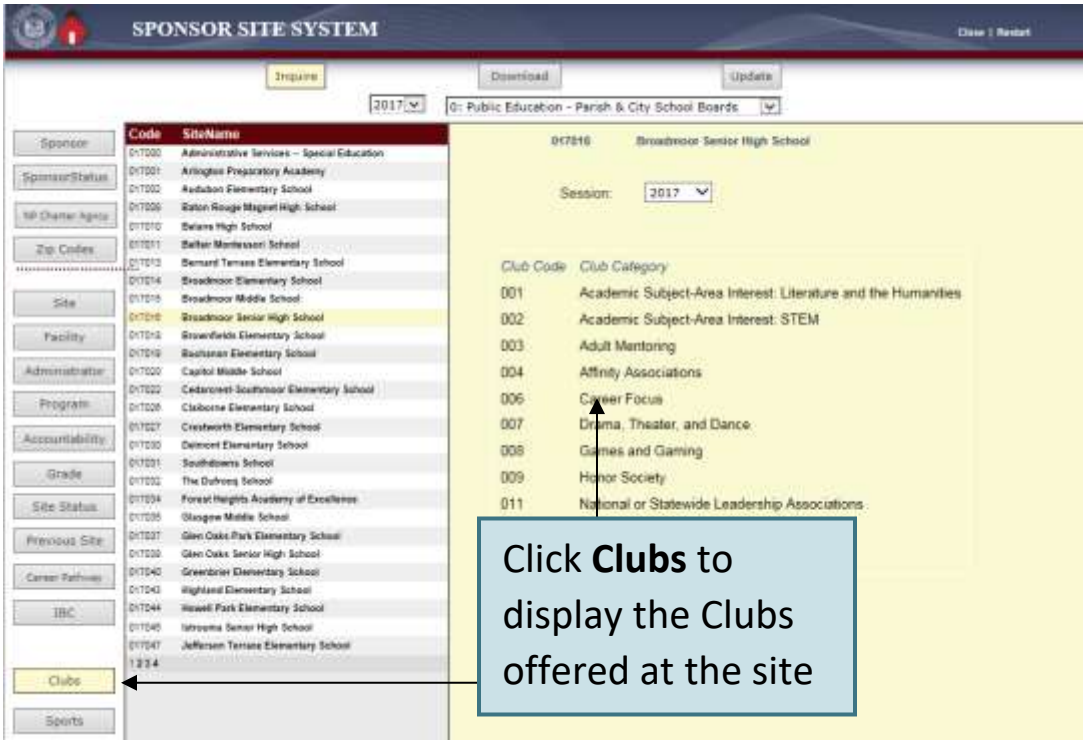


SITE STATUS: Displays the status of the site in the current BSSY used for internal reporting purposes.

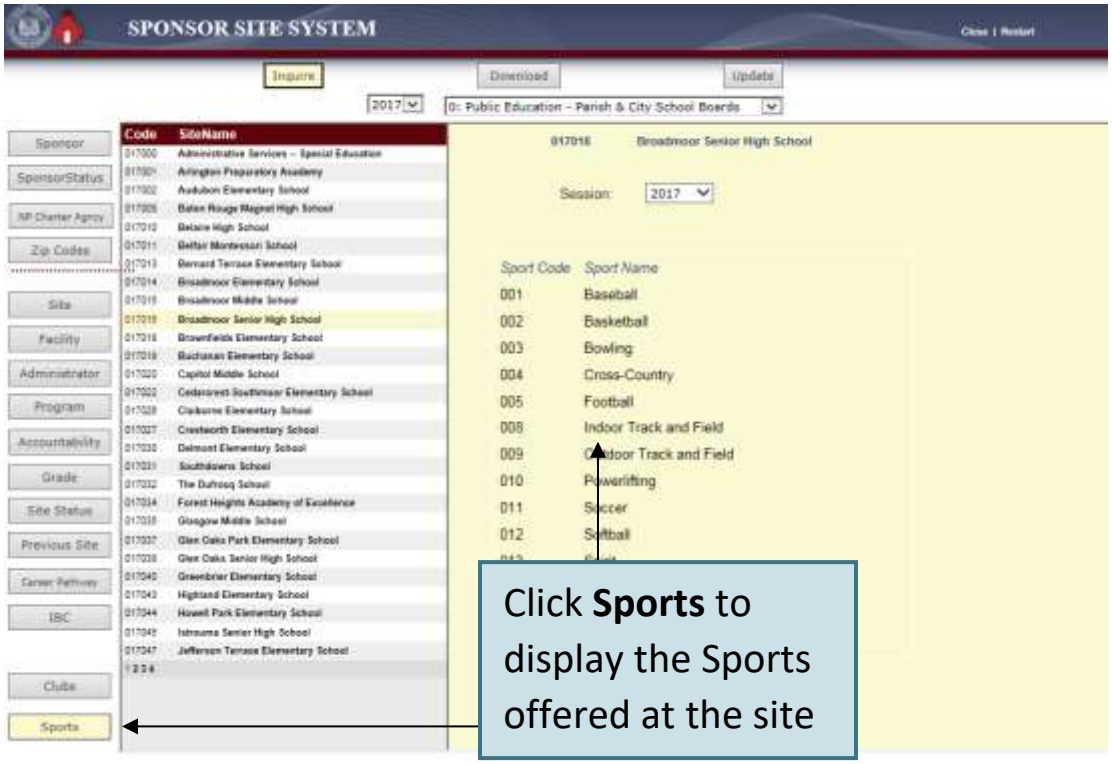


CAREER PATHWAY: Displays the current Career Pathways offer at the school or site.

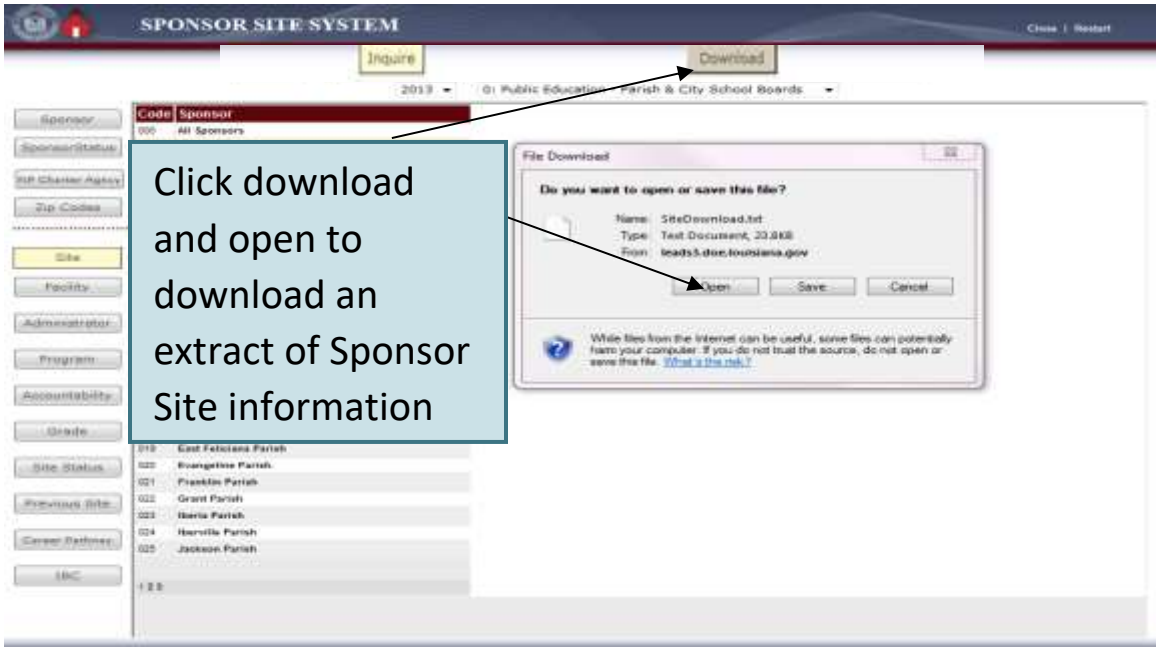
CLUBS: Displays the current Clubs offer at the school or site.



SPORTS: Displays the current Sports offer at the school or site.



DOWNLOADING FILES: Sponsor Site information may be saved as a text file and can be used to create mailing labels or to verify the data within each site.



EXTRACT FILES & REPORTS

An extract file containing all the data fields within a sponsor or site can be downloaded and saved as a .txt file.

All Sponsors Download:

Site Download:

Appendix A – Updating Sponsor Site Information

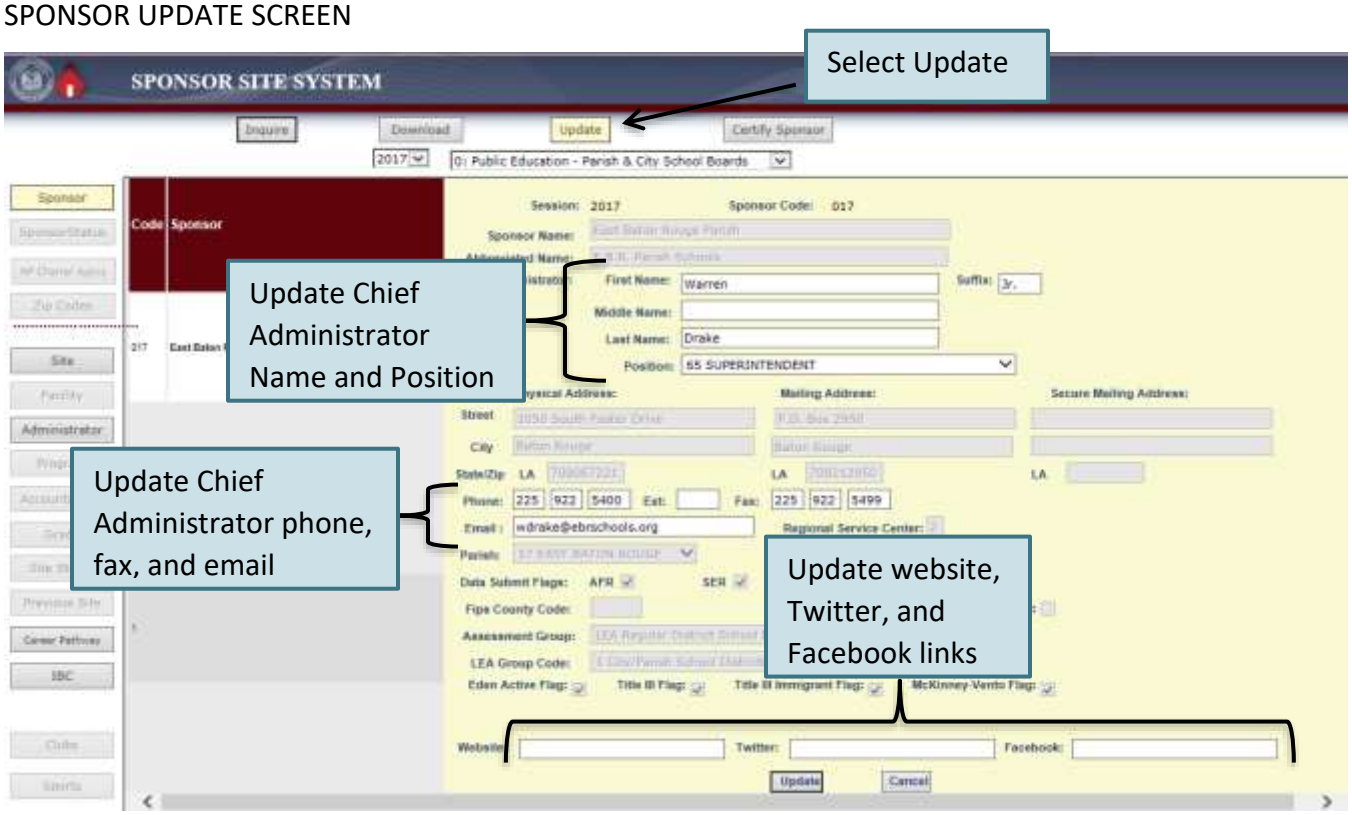
LEA ONLINE UPDATES:

Screen	Possible Updates
Sponsor Screen	Chief Administrator Name and Position
	Chief Administrator Phone number, fax number, Email address
	Sponsor Website, Twitter, Facebook links
Site Screen	Site Administrator Phone number, Fax number, and Email address
	Site Website, Twitter, Facebook links
	Site Earliest Drop-Off and Latest Pick-Up Times
Site Administrator Screen	Site Administrator Name and Position
Career Pathway Screen	Add or Remove Career Pathways offered by site
Clubs Screen	Add or Remove Clubs offered by site
Sports Screen	Add or Remove Sports offered by site

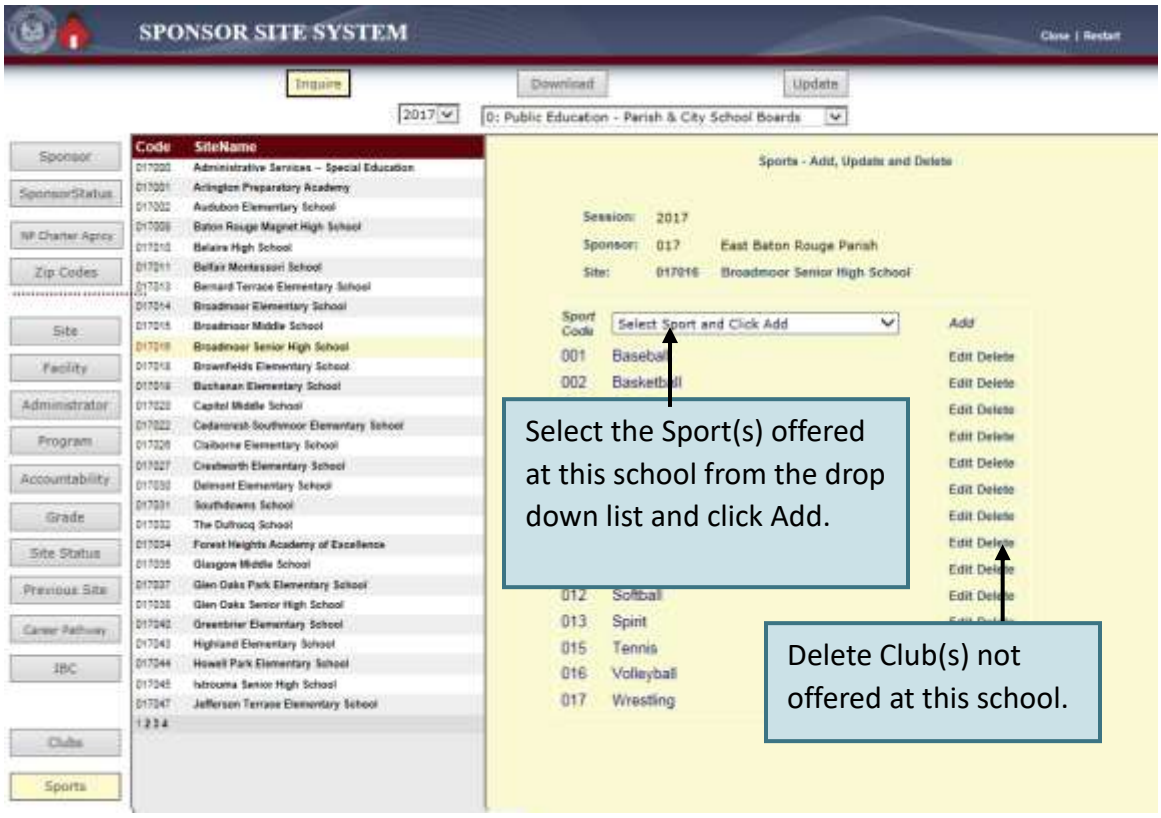
SECURITY ACCESS FOR ONLINE UPDATES
https://leads3.doe.louisiana.gov/ptl/
"LEA with Update" Permissions

Follow the screens below to update the available screens by clicking the Update button on the navigation bar.

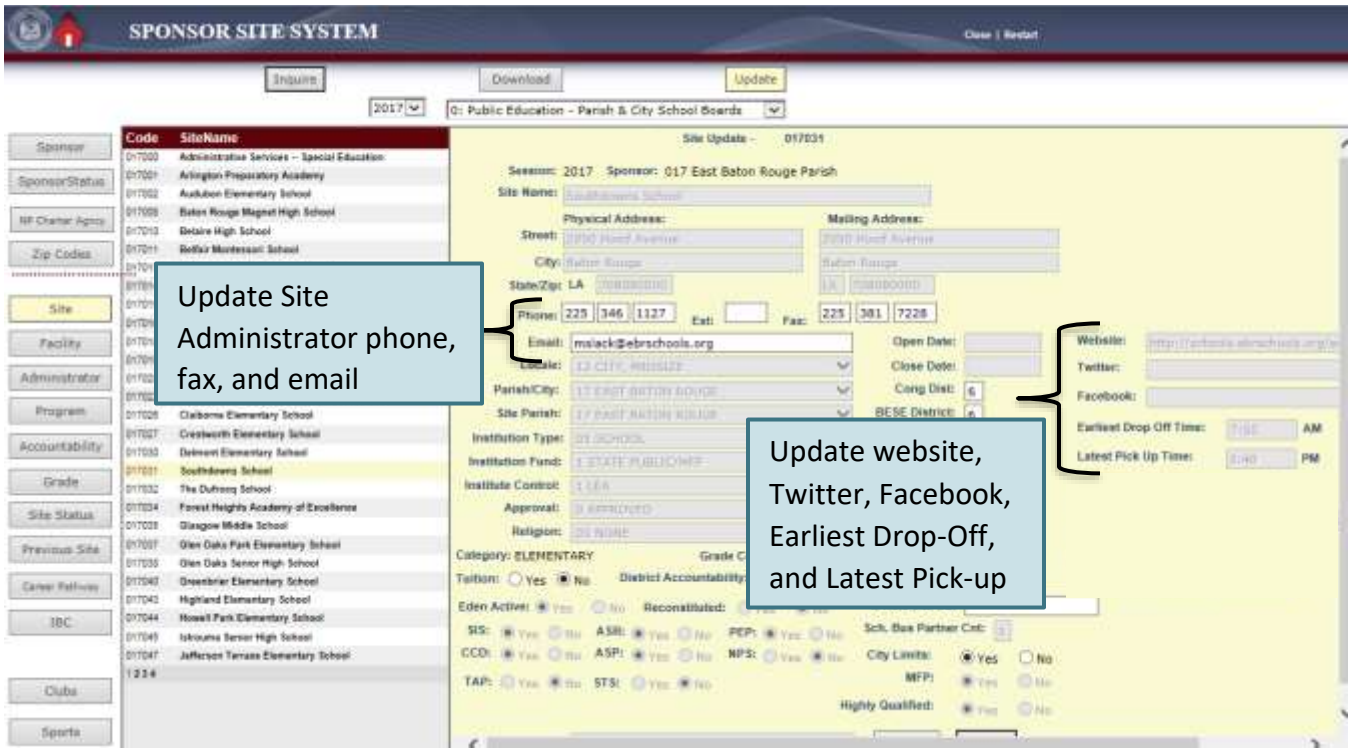
SPONSOR UPDATE SCREEN



SPORTS UPDATE SCREEN

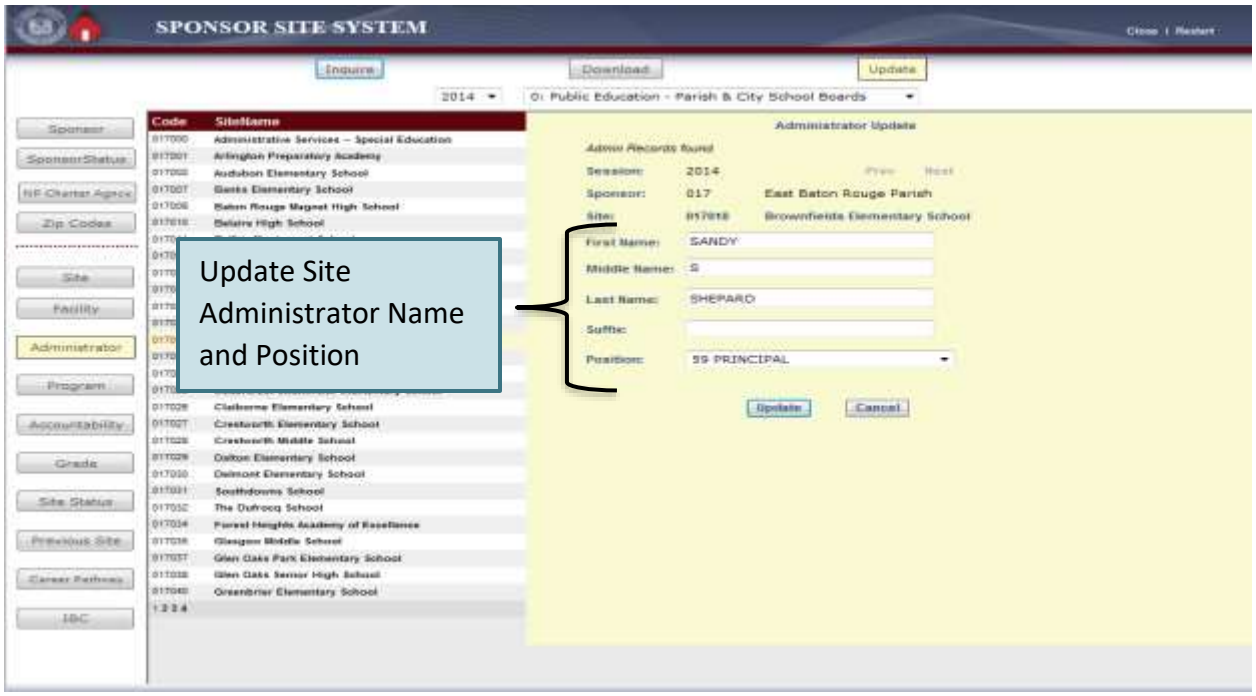


SITE UPDATE SCREEN

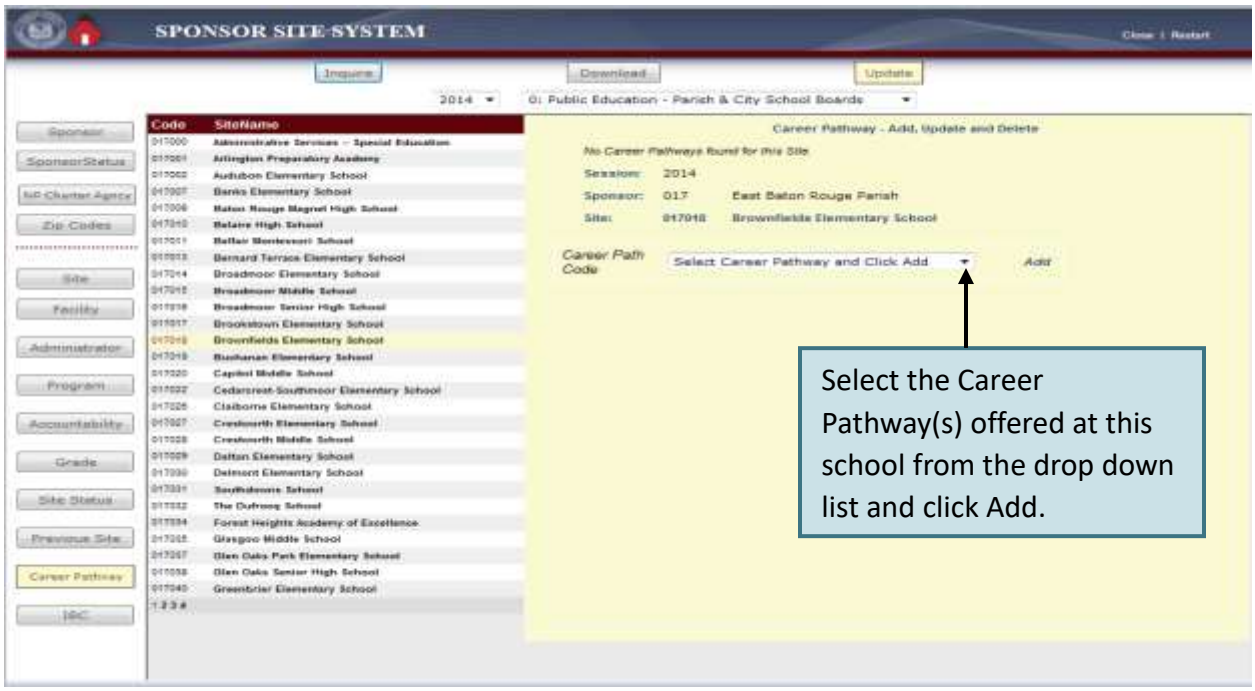


13

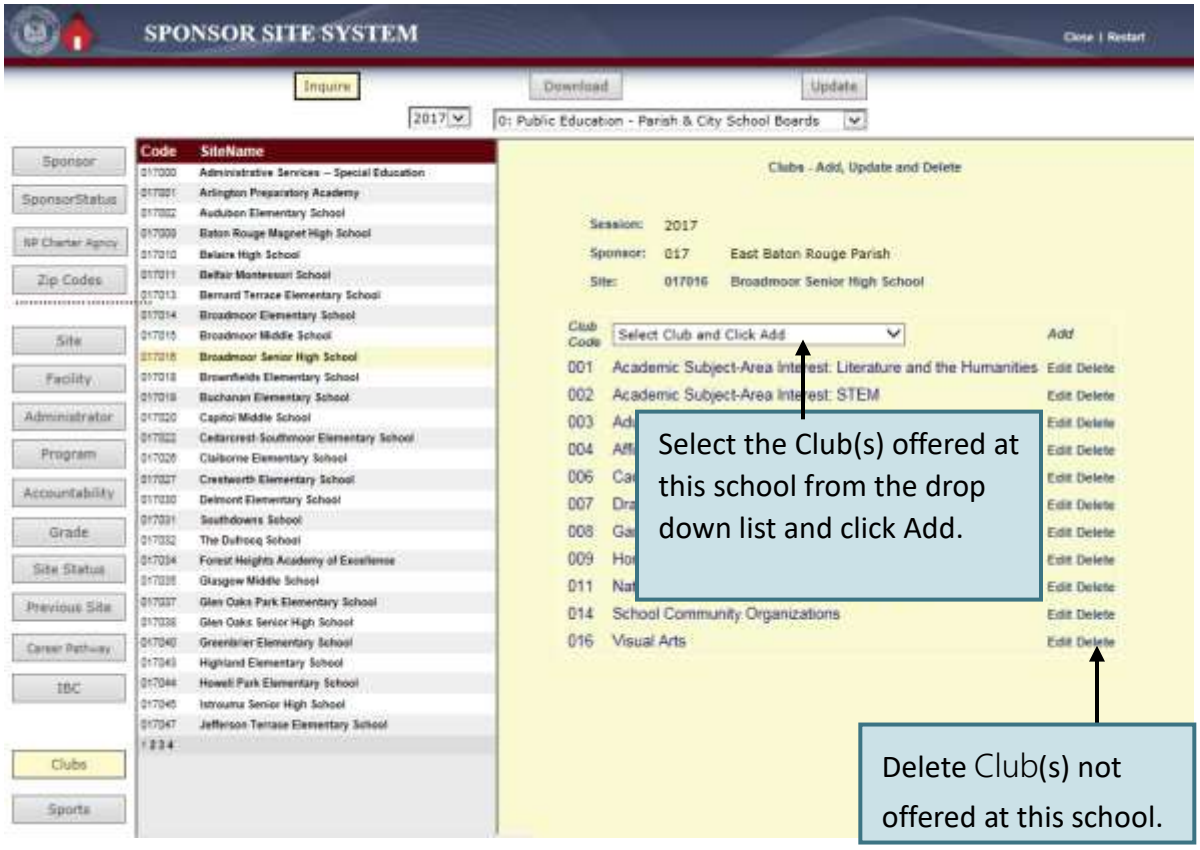
SITE ADMINISTRATOR UPDATE SCREEN



CAREER PATHWAY UPDATE SCREEN



CLUBS UPDATE SCREEN



LDOE UPDATES AND FORMS:

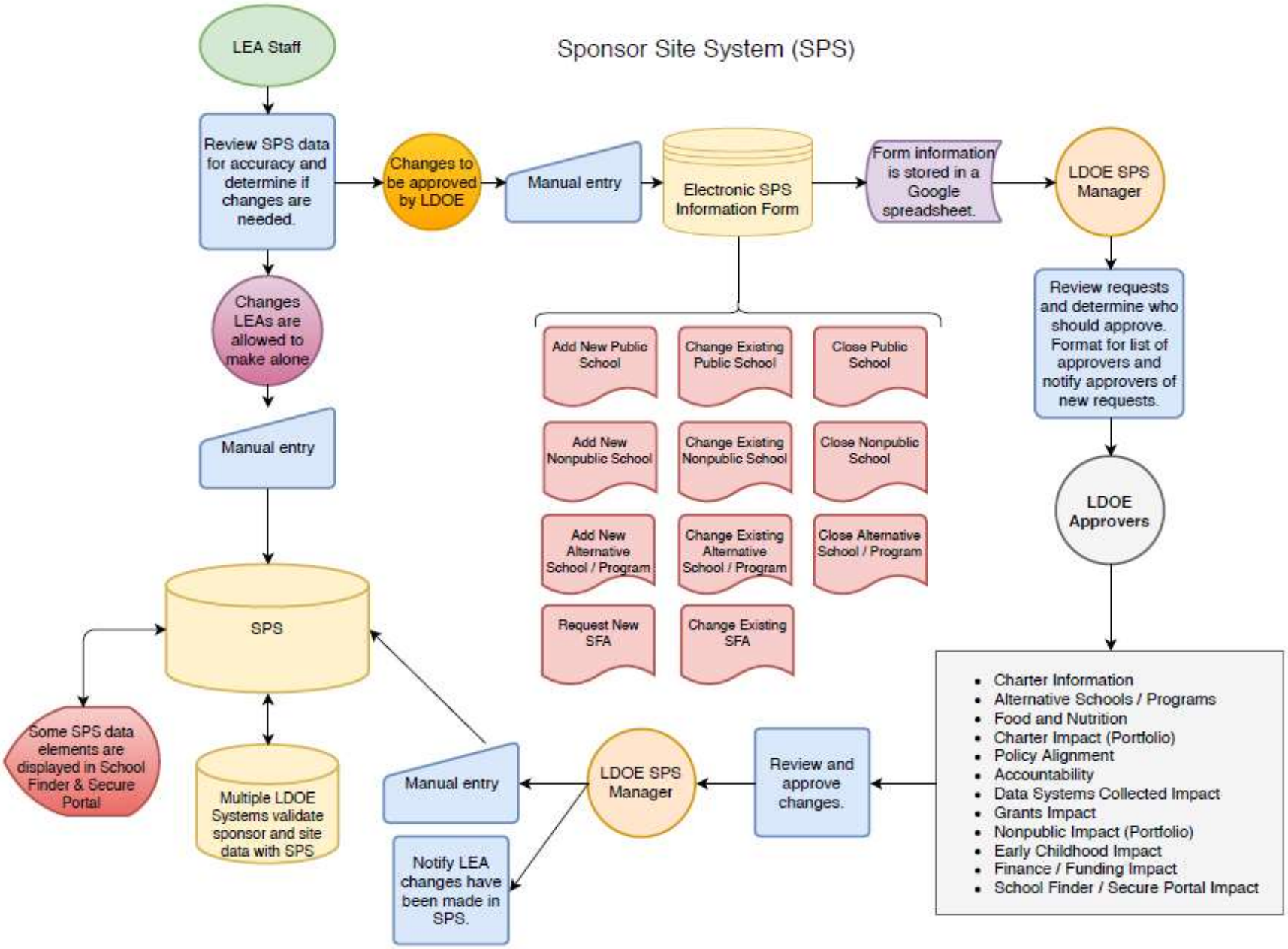
All SPS Forms are now electronic.

The **Sponsor Site Information Form** should be completed when requesting a new site code for publics and nonpublics, closing a public or nonpublic site, or when making changes to public or nonpublic sponsors and site. On the first page of the form choose the action needed (add a new school, change, an existing school, or close a school) then click next to continue.

The link to the form is available under the SPS tab of the INSIGHT Coordinator Portal or click here.

Tips for Successfully Completing Forms:

- All forms MUST be electronically signed by the SPS Coordinator and the Superintendent / Head of School.
- Superintendent / Head of School email address and name must match what is currently stored as the Superintendent / Head of School email and name in SPS with the exception of New School Forms. Changes will not be processed if names and emails do not match.
- If the Superintendent / Head of School has changed it is the responsibility of the LEA to update on the Sponsor Update screen prior to submitting forms for other changes.
- All fields marked with * are required or the form will not allow user to continue.
- Appendix B of the Sponsor Site User Guide lists code descriptions for specific fields on the Sponsor and Site Screens and may be helpful when completing forms.


Sponsor Site System (SPS)
LEA Staff
Review SPS data for accuracy and determine if changes are needed.
Changes to be approved by LDOE
Manual entry
Electronic SPS Information Form
Form information is stored in a Google spreadsheet.
LDOE SPS Manager
Review requests and determine who should approve. Format for list of approvers and notify approvers of new requests.
LDOE Approvers
Changes LEAs are allowed to make alone
Manual entry
Add New Public School
Change Existing Public School
Close Public School
Add New Nonpublic School
Change Existing Nonpublic School
Close Nonpublic School
Add New Alternative School / Program
Change Existing Alternative School / Program
Close Alternative School / Program
Request New SFA
Change Existing SFA
SPS
Some SPS data elements are displayed in School Finder & Secure Portal
Multiple LDOE Systems validate sponsor and site data with SPS
Manual entry
LDOE SPS Manager
Review and approve changes.
Notify LEA changes have been made in SPS.
Charter Information
Alternative Schools / Programs
Food and Nutrition
Charter Impact (Portfolio)
Policy Alignment
Accountability
Data Systems Collected Impact
Grants Impact
Nonpublic Impact (Portfolio)
Early Childhood Impact
Finance / Funding Impact
School Finder / Secure Portal Impact

APPENDIX B – SPS CODE LISTS

PARISH CODES

Code	Parish Name	Code	Parish Name
01	Acadia Parish	36	Orleans Parish
02	Allen Parish	37	Ouachita Parish
03	Ascension Parish	38	Plaquemines Parish
04	Assumption Parish	39	Pointe Coupee Parish
05	Avoyelles Parish	40	Rapides Parish
06	Beauregard Parish	41	Red River Parish
07	Bienville Parish	42	Richland Parish
08	Bossier Parish	43	Sabine Parish
09	Caddo Parish	44	St. Bernard Parish
10	Calcasieu Parish	45	St. Charles Parish
11	Caldwell Parish	46	St. Helena Parish
12	Cameron Parish	47	St. James Parish
13	Catahoula Parish	48	St. John Parish
14	Claiborne Parish	49	St. Landry Parish
15	Concordia Parish	50	St. Martin Parish
16	Desoto Parish	51	St. Mary Parish
17	East Baton Rouge Parish	52	St. Tammany Parish
18	East Carroll Parish	53	Tangipahoa Parish
19	East Feliciana Parish	54	Tensas Parish
20	Evangeline Parish	55	Terrebonne Parish
21	Franklin Parish	56	Union Parish
22	Grant Parish	57	Vermilion Parish
23	Iberia Parish	58	Vernon Parish
24	Iberville Parish	59	Washington Parish
25	Jackson Parish	60	Webster Parish
26	Jefferson Parish	61	West Baton Rouge Parish
27	Jefferson Davis Parish	62	West Carroll Parish
28	Lafayette Parish	63	West Feliciana Parish
29	Lafourche Parish	64	Winn Parish
30	LaSalle Parish	65	City Of Monroe
31	Lincoln Parish	66	City Of Bogalusa
32	Livingston Parish	67	Zachary Community
33	Madison Parish	68	City Of Baker
34	Morehouse Parish	69	Central Community
35	Natchitoches Parish	99	Out Of State

CHIEF ADMINISTRATOR POSITION CODES

CODE	POSITION NAME	CODE	POSITION NAME
01	Administrative Supervisor	41	Director
02	Administrator	42	Executive Director
03	Area Supervisor	43	Field Coordinator
04	Area Manager	44	Field Manager
05	Assistant Administrator	45	Head Master
06	Assistant Director	46	Head Nurse
07	Assistant Manager	47	Instructional Supervisor
08	Assistant Principal	48	Instructor
09	Assistant Supervisor	49	Jailer
10	Assistant Superintendent	50	Manager
11	Associate Administrator	51	Mayor
12	Associate Director	52	Minister
13	Assistant Juvenile Court Administrator	53	Nutrition Coordinator
14	Board President	54	Operator
15	Business Administrator	55	Owner
16	Central Office Manager	57	Personnel Coordinator
17	Chairman	58	President
18	Chancellor	59	Principal
19	Chief Civil Deputy	60	Probation Officer
20	Chief Support Deputy	61	Purchasing Agent
21	Chief Dietician	62	Purchasing Coordinator
22	Chief Executive Officer	63	Recorder
23	Chief Jailer	64	Sheriff
24	Child Development Manager	65	Superintendent
25	Child Nutrition Supervisor	66	Supervisor
26	City Commander	67	Teacher Aid
27	Co-Director	68	Training Coordinator
28	Co-Principal	69	Vice President
29	Commanding Officer	70	Warden
30	Comptroller	71	Registrar
31	Coordination Supervisor	72	Secretary
32	Coordinator	73	Assistant Dean
33	Counselor	74	RSD Administrator
34	Court Chief Administrator	75	Head of School
35	Dean	76	Center Director
36	Deputy Jailer	77	Interim Superintendent
37	Interim Superintendent Deputy Sheriff	78	Chief Operating Officer
38	Chief Operating Officer Deputy Warden	79	School Director
39	School Director Detention Supervisor		
40	Dietitian		

RELIGIOUS AFFILIATION CODES

Religious Affiliation	Description
01	None
02	Assembly of God
03	Baptist
04	Catholic
05	Church of Christ
06	Church of God
07	Episcopal
08	Inter-Denomination
09	Jewish
10	Lutheran
11	Methodist
12	Morman
13	Pentecostal
14	Presbyterian
15	Seventh Day Adventist
16	Islam
99	Other

SCHOOL PARTNERSHIP COUNT

The number of school business partnerships (00-99)

Partnerships may involve a variety of things including volunteer services, monetary contributions, supplies, in-kind services, etc.

FACILITY TYPE CODES
(Multiple selections allowed)

Facility Type	Description
01 – Regular	Any graded school in which the majority of students, staff, administrators, facilities, materials, instructional methods, curricula, etc. are involved in instructional activities designed primarily to prepare pupils for experience as citizens, family members, and workers. Regular schools generally include elementary, middle, and high school programs.
02 - Vocational/Technical	Any school that is separately organized under the direction and management of an administrator for the primary purpose of offering education and training in one or more semiskilled, skilled, or technical occupations.
03 – Alternative	A facility that differs from a traditional, regular school in both curriculum and methodology. This includes BESE approved schools that deviate from the standards stated in *Bulletin 741* in order to meet the unique needs of a specific population (e.g., gifted students, potential drop-outs, etc.). Alternative schools are generally smaller, more personal, and more flexible than a regular school. Examples of alternative models include schools-within-schools, schools-without-walls, basic skills, and performing arts schools.
04 - Type 1 Charter School	Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 1 school means a new school operated as the result of and pursuant to a charter with a nonprofit corporation created to operate the school and a local school board.
05 – Correctional	Any facility for youth and adults who are incarcerated.
06 – Hospital	A licensed medical facility.
07 - University/Laboratory	An elementary or secondary school in which part or all of the teaching staff consists of student teachers and the control and operation of the school rests with an institution that prepares teachers. A demonstration elementary or secondary school that is associated with a teacher-training department of a university.

Facility Type	Description
08 - Community College (2 year)	A junior college usually operated by the board of education of a local basic administrative unit (including the independent local board for one or more community colleges). Instruction is adapted in content, level, and schedule to the needs of the local community. It begins with grade 13, offers at least one but less than four years of course work, and does not grant the baccalaureate degree.
09 - College (4 year)	A postsecondary school that offers general or liberal arts education, usually leading to a first degree and is independent of other institutions.
10 - University	A postsecondary facility that typically comprises one or more colleges and one or more graduate professional schools and that emphasizes research as well as teaching.
11 - Boarding School	An educational facility in which students are boarded and lodged as well as taught.
12 - Race-balancing Magnet	Any school that contains a program that is unique or specialized for the purpose of attracting students voluntarily from throughout the school district who will represent a racial and ethnic mix, i.e., voluntary desegregation. Generally, a magnet program will emphasize either a specific curricular area (e.g., arts or sciences) or a particular educational philosophy (e.g., *open* concept or fundamentalist orientation).
13 – Montessori	Any school in which the entire approach to early childhood education emphasizes training of the senses through a variety of experiences, exercises, and materials. The instruction is individualized within the range of available materials.
14 - Neglected Children	A public or private residential facility (other than a foster home) that is operated primarily for the care of children who have been committed to the institution, or are voluntarily placed in the institution under applicable State law, because of the abandonment by, or neglect by, or death of parents.
15 - Delinquent Children	A public or private residential facility that is operated primarily for the care of children who have been adjudicated, delinquent, or in need of supervision.

Facility Type	Description
16 – Shelter	A supervised public or private facility designed to provide temporary living accommodations (congregate shelter, and transitional housing for the mentally ill.)
17 - Developmental Centers	Any facility in which students reside for habilitation and care.
18 - Special School	A private or public school established for the sole purpose of providing education and related services to students with identified exceptionalities. School may be categorical, i.e., established to educate same disability students, e.g., visually impaired, emotionally disturbed; or generic--serving two or more exceptionalities.
19 - Adult Education	A program of instruction primarily for adults and youth beyond the age of compulsory school attendance.
20 - Type 2 Charter School	Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 2 school means a new or preexisting public school converted and operated as the result of and pursuant to a charter between a nonprofit corporation created to operate the school and BESE.
21 - Type 3 Charter School	Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 3 school means a preexisting public school converted and operated as the result of and pursuant to a charter between a nonprofit corporation and a local school board.

Facility Type	Description
22 - Type 4 Charter School	Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. A Type 4 school means a preexisting public school converted and operated or a new school operated as the result of and pursuant to a charter between a local school board and the State Board of Elementary and Secondary Education. Prior to the creation of such a charter to convert a preexisting school, it shall be approved by the professional faculty and staff of the preexisting school and approved by the parents or guardian of children enrolled in the school as provided in R.S. 17:3983 (C). Within such type 4 schools, unless an agreement with another city or parish school board is reached to allow students from outside the parish to attend the charter school, only pupils who would be eligible to attend a public school operated by the local school board within the same city or parish, or pupils from the same areas as those permitted to attend the preexisting school, will be eligible to attend as provided in the charter.
23 - Head Start/Day/Child Care	A private or public facility that provides care and educational experiences/early education opportunities for children age infant to pre-kindergarten.
24 - Academic Magnet	Any school having academic entrance requirements (e.g., GPA, test scores). These requirements apply to the entire school, encompassing all grades.

Facility Type	Description
25 - Type 5 Charter School	Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. (aa) A Type 5 school means a preexisting public school transferred to the Recovery School District pursuant to R.S. 17:10.5 and operated as the result of and pursuant to a charter between a nonprofit corporation and the State Board of Elementary and Secondary Education, or between a nonprofit corporation and a city, parish, or other local school board or other public entity in the case of the renewal of a Type 5 charter of a school that has been transferred back to the jurisdiction of the local school board or other public entity pursuant to R.S. 17:10.5(C). Notwithstanding the provisions R.S. 17:3991 (B)(1), within such type 5 charter school, only pupils who would have been eligible to enroll in or attend the preexisting school under the jurisdiction of the city, parish, or other local public school board or other public school entity prior to its transfer to the Recovery School District may attend. However, all such pupils shall be eligible to attend notwithstanding any other provisions of this Chapter to the contrary. (bb) In addition to pupils who are eligible to enroll pursuant to the provisions of Sub item (aa) of this Item, any student who is eligible to participate in school choice program established by the prior system shall be permitted to enroll in a Type 5 charter which has capacity for another student in the appropriate grade. Maximum capacity by grade shall be provided in the charter agreement.
26 - Recovery School District	A special statewide school district administered by the Louisiana Department of Education. Created by legislation passed in 2003, the RSD is designed to take underperforming schools and transform and make them effective in educating children. While the majority of RSD-supervised schools are within New Orleans and were largely under the administration of the Orleans Parish School Board pre-Katrina, the RSD has also taken over schools in East Baton Rouge, Caddo and Pointe Coupee parishes, reflecting its statewide authority and full name, the Recovery School District of Louisiana (RSDLA). As of 2012 it is the fifth largest school district in Louisiana by student population.
27 – Not Used	Formerly RSD Contractor Operated
28 – Not Used	Formerly RSD LDE Operated

Facility Type	Description
29 - R.S. 17:10.5 RSD School	School transferred to RSD as a failing school that is academically unacceptable.
30 - R.S. 17:10.7 RSD School	School transferred to RSD as a school in a district in academic crisis with a baseline school performance score below the state average.
31 – Not Used	Formerly RSD Contractor Operated (N.O.)
32 – RSD LA	An LEA which the RSD has assumed control of the school or schools.
33 – RSD MOU	A formal agreement between an LEA and the state in lieu of action by the RSD to assume control of a school or schools.
34 – Not Used	Formerly RSD LDE (Outside N. O.)
35 - High Performing/Gifted	A facility that differs from a traditional, regular school in both curriculum and methodology. This includes BESE approved schools that deviate from the standards stated in Bulletin 741 in order to meet the unique needs of high performing or gifted students (e.g., performing arts schools, gifted schools, etc.)
36 - Virtual Charter School	Any independent, public school that provides a program of elementary and/or secondary education and was established pursuant to and in accordance with R.S. 17:3971 et seq. The primary instruction in these schools occurs within a virtual environment. Students are not required to meet with a teacher at a specific location, but instead access instruction remotely through computers and other technology.
37 - Course Choice Provider	Third party **e**ducational providers who offer core academics, career and technical education (CTE), college credit and other type courses as approved by BESE to the students of Louisiana
38 - Dropout Prevention Provider	Educational providers who offer courses to students who have dropped out of regular school in an attempt to recover credit toward graduation requirements.
39 - Type 1B Charter School	A charter authorized by a Local Charter Authorizer.

Facility Type	Description
40 - Type 3B Charter School	A former Type 5 charter school that transfers from the Recovery School District back to the jurisdiction of a local school system.
41 - Early Childhood Center	Centers that provide developmental milestones for children beginning at birth.
42 - RSD	A special statewide school district administered by the Louisiana Department of Education. Created by legislation passed in 2003, the RSD is designed to take underperforming schools and transform and make them effective in educating children. While the majority of RSD-supervised schools are within New Orleans and were largely under the administration of the Orleans Parish School Board pre-Katrina, the RSD has also taken over schools in East Baton Rouge, Caddo and Pointe Coupee parishes, reflecting its statewide authority and full name, the Recovery School District of Louisiana (RSDLA). This code is used to identify the RSDLA schools.
43 - Virtual School	Any independent, public schools that provides the primary instruction in these schools within a virtual environment. Students are not required to meet with a teacher at a specific location, but instead access instruction remotely through computers and other technology.
99 – Not Used	Formerly “other”

INSTITUTION TYPE CODES

(Only one per institution allowed)

Institution Type	Description
01 - School	An institution that provides elementary, and/or secondary instruction (including Regular Ed Pre-kindergarten (24) and Kindergarten (25)); has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings and has an assigned administrator.
02 - Administrative Office	A subsection within a larger organization that handles specific administrative functions for the organization (e.g., personnel services).
03 - Not Used	Previously assigned to Head Start Center (only).
04 - Child and Adult Nutrition Site (only)	An administrative unit that participates in one or more of the Child and Adult Nutrition Programs. These programs exist to safeguard the health and well-being of children and eligible adults by providing nutritionally adequate meals that are available to all enrollees. This unit is not attached to any grade school and is not part of the school's kitchen.
05 - Adult Education Site (only)	A single administrative unit that provides learning experiences concerned with the fundamental tools of learning for adults who have never attended school or who have interrupted formal schooling and need this knowledge and these skills to raise their level of education to increase self-confidence and/or self-determination, to prepare for an occupation, and to function more responsibly as citizens. Instruction is primarily for adults and youths beyond the age of compulsory school attendance in preparation for the General Equivalency Diploma (GED).
06 - Postsecondary	A single administrative unit that provides instructional programs (including curriculum, instruction, and related student services) for persons who have completed or otherwise left educational programs in elementary and secondary school. The general level of instruction provided for pupils in college programs, usually beginning with grade 13, and any instruction of a comparable nature and difficulty provided for adults and youth beyond the age of compulsory school attendance.
07 - Non-education Site	A supervised public or private facility designed to provide temporary accommodations for children or youth (e.g., adjudicated, institutionalized, or hospitalized youth) at which the reporting agency does not provide elementary and/or secondary instruction.

Institution Type	Description
08 – Not Used	Previously a home schooling or study program established according to Act 838.
09 - Preschool	An institution designed to provide care for infant to preschool age children while providing, at the same time, educational experiences for them. (For Regular Ed Pre-K see 01 School)
10 - Education Site (Not a School)	An educational setting or administrative unit that provides elementary, and/or secondary instruction (including Regular Ed Pre-kindergarten (24) and kindergarten (25)); has one or more grade groupings or is ungraded; has one or more certified teachers to give instruction or care; is located in one or more buildings, is not supported within or by a school

INSTITUTION FUNDING CODES

Inst. Funding	Description
1	**State Public/MFP**—A major portion of the operational revenue is obtained through the Minimum Foundation Program.
2	**State Public/Other**—A major portion of the operational revenue is obtained through other public resources such as local taxes, legislative appropriations, etc.
3	**Nonpublic** —A major portion of the operational revenue is obtained through private sources such as donations, tuition, endowments...
4	**Federal** —A major portion of the operational revenue is obtained through Federal programs.

INSTITUTION CONTROL CODES

Inst. Control	Description
1	**LEA** —Daily operations are controlled directly by a local public board.
2	**State** —Daily operations are controlled directly by a state public board.
3	**Federal**—Daily operations are controlled by a Federal agency.
4	**Other** —Daily operations are controlled by a nonpublic board or organization.

PROGRAM CODES

Program Code	Description
1 - Accelerated Schools	Any school program that replicates the Accelerated Schools Program (ASP) model developed at Stanford University. Accelerated Schools treat all children as gifted and builds on their strengths through enrichment strategies, independent research, problem solving, science, writing, music, and art. In Accelerated Schools, all members of the school community develop a vision of their ideal school; and then collaborate to achieve that dream by making major decisions about curriculum, instructional strategies, and school organization.
03 - Alternative Program	A BESE approved program within a school that deviates from the standards stated in *Bulletin 741* in order to meet the specific needs of a particular segment of students within the community.
04 - Dual Language Program	An educational program in which two languages are used with equal numbers of language minority and language majority students. The goal of this program is to facilitate the learning of English and another language to promote biculturalism and bi-literacy of students.
06 - Flexible Scheduling	A scheduling process that differs from the traditional schedule. The traditional schedule is defined as a six or seven period day that is repeated each day and the classes are typically 50 to 55 minutes in length.
08 - Day/Child Care	A program designed to provide care for infants to prekindergarten children while providing, at the same time, educational experiences for the children.
10 - Extended Day	A program designed to provide care for PreK-12th grade children, usually before and/or after regular school hours, while providing, at the same time, educational experiences for the children.
11 - Federal Nutrition Program	A food service program that provides nutritious meals service to eligible participants in a variety of settings. These programs include the National School Lunch Program, the School Breakfast Program, the Child and Adult Care Food Program, the Summer Food Service Program, and the Special Milk Program.
15 - High Schools That Work	An educational model developed by the Southern Regional Education Board to combine challenging academic courses and modern technical studies to raise the achievement of high school students.

Program Code	Description
22 - Montessori	An approach to early childhood education that emphasizes training of the senses through a variety of experiences, exercises, and materials. The instruction is individualized within the range of available materials.
23 - Night School	The provision of course work and facilities during the evening for people who are employed during the day and wish to continue their formal education.
25 - Title I/Schoolwide Program (IASA)	A schoolwide program, as set forth in Title I of ESEA, as reauthorized by IASA, Title I (P.L. 103-382).
26 - Title I/Targeted Assistance	Any targeted assistance program financed by funds provided through Title I of ESEA, as reauthorized by IASA, Title I (P.L. 103-382).
29 - Career Technical Education (formerly Vocational/Technical)	An essential component of the total educational system that provides students, the **technical skills** and knowledge necessary to succeed in occupations and career; the cross-functional or **workplace basics** necessary for success in any occupation or career; and the context (**contextual learning**) in which traditional academic skills and a variety of more general educational goals can be enhanced.
32 - Year Round	A school program that operates on a 12-month basis but may divide the year into time blocks so that students continue to attend the same number of total days.
33 - Head Start	A federal program designed to provide early education opportunities for children whose socioeconomic status is classified as being at or close to poverty prior to kindergarten in addition to health, social, nutritional, and psychological services.
34 - Structured English Immersion Program (formerly Limited-English Proficient (LEP))	The goal of this program is acquisition of English language skills so that the English language learner (ELL) can succeed in an English-only mainstream classroom. All instruction in an immersion strategy program is in English. Teachers have specialized training in meeting the linguistic and cultural needs of ELL students, possessing either a bilingual education or English as Second Language teaching credential and/or training, and strong receptive skills in the student's primary language.
37 - Parent Center	A special area prepared for parents to provide adult literacy instruction, parenting education, and resources for the parents' education, as well as for working with their children in the center and/or as take-home activities.

Program Code	Description
38 - PTA/PTO	A locally organized parent-teacher association or organization for a particular school developed to provide opportunities for parental involvement.
39 - Even Start	A program conducted with federal and matching funds to improve the education of the nation's children and adults by focusing upon the coordination and integration of services of the three primary components of a family literacy program: early childhood education, adult education, and parenting education; and, requires parent and child together time and home visits.
41 - Success for All	A commercial program that offers a reading curriculum based on research on effective practices in beginning reading and an effective use of cooperative learning.
43 - Foreign Language Immersion Program	An educational program in which the foreign language is the language of instruction for some or all subjects excepting English. The curriculum used may be the Louisiana curriculum translated into the foreign language, or another curriculum originating in the foreign language.
44 - LA 4 Program (formerly ECD-Early Childhood Development Program)	An early childhood program funded through the Temporary Assistance to Needy Families Act. The purpose of this program is to provide universal pre-kindergarten classes and before-and-after school enrichment activities to four-year-old children. For this program, children eligible for free and reduced price meals are provided services at no cost, while other families may pay tuition fees.
45 - Pre-GED Skills Option Program	An academic program paired with skill instruction for students who are at risk of dropping out of high school. This program is partially funded through the Temporary Assistance to Needy Families Act.
48 – Not Used	Formerly ADOL. Literacy Project Partnership
49 – Not Used	Formerly Ensuring Literacy for All
50 - Community Eligibility Program	A school that participates in the Community Eligibility Program
99 – Not Used	Formerly “other”

CAREER PATHWAYS

Code	Pathway Name	Code	Pathway Name
A01	Ag,Food,Nat Res - Ag Prod/Mgt/Entrep	N01	MKT,Sales,SVCS - Clothing & Textiles
A02	Ag,Food,Nat Res - Animal Sci	N02	MKT,Sales,SVCS - Entrepreneurship
A03	Ag,Food,Nat Res - Forestry&Conservation	N03	MKT,Sales,SVCS - Marketing & Sales Mngmt
A04	Ag,Food,Nat Res - Horticulture	N04	MKT,Sales,SVCS - Upholstery
B01	Archit,Constr – AC&Refrgn,Heat&Vent	O01	Sci,Tech,Eng,Maths – Biotech Res & Dev
B02	Archit,Constr – Architecture	O02	Sci,Tech,Eng,Maths – Drafting
B03	Archit,Constr – Cabinetmaking	O03	Sci,Tech,Eng,Maths – Engineering
B04	Archit,Constr – Carpentry&Construction	P01	Transp,Dstr,Log - Automotive Technology
B05	Archit,Constr – Drafting	P02	Transp,Dstr,Log - Collision Repair Tech
B06	Archit,Constr - Electrical/Electronics	P03	Transp,Dstr,Log - Diesel Mechanics
B07	Archit,Constr – Masonry	P04	Transp,Dstr,Log - Marine Operations
B08	Archit,Constr – Plumbing	P05	Transp,Dstr,Log - Power Mechanics
C01	Arts,AVTech, Comm - Commercial Arts	P06	Transp,Dstr,Log – Transp Operations
C02	Arts,AVTech, Comm - Entertainment Prod	R01	BUSINESS MANAGEMENT
C03	Arts,AVTech, Comm - Graphic Arts	R02	WELDERS HELPER
C04	Arts,AVTech, Comm – Interiors&Furnishing	R03	MICRO ENTERPRISE
C05	Arts,AVTech, Comm – Journalism	R11	COMMERCIAL DRIVER
C06	Arts,AVTech, Comm – Liberal Arts	R12	MASON
C07	Arts,AVTech, Comm - Mass Communications	R21	SHEET METAL
C08	Arts,AVTech, Comm - Performing Arts	R22	PUBLIC SERVICE
C09	Arts,AVTech, Comm - Photography	R31	CARPENTER HELPER
C10	Arts,AVTech, Comm - Printing Technology	R32	WORKPLACE SAFETY
CDV	Historical Diploma Requirements Verified	R33	ELECTRICAL HELPER
D01	Bus,Mgmt,Admin - Administrative Support	R34	PIPEFITTER HELPER
D02	Bus,Mgmt,Admin - Business Administration	R35	EARLY CHILDHOOD
E01	Edu,Trng - Advanced Studies/LA Core 4	S01	AUTOMOBILE SERVICE
E02	Edu,Trng - Education	S02	CARPENTER
E03	Edu,Trng – General Studies	S03	CERTI MECH DRAFTER
F01	Fin - Banking and Finance (NAF Academy)	S04	CERTIFIED NURSING ASSISTANT
F02	Fin – Economics	S05	COLLISION REPAIR
G01	Gov,PubAdmin - JROTC	S06	ELECTRICIAN
H01	HlthSci - Dental	S07	EMERGENCY MED TECH
H02	HlthSci - Emergency Health Care	S08	FASHION DESIGN
H03	HlthSci - Health Professionals	S09	FOUR STOKE ENGINE TECH
H04	HlthSci - Nursing	S10	HVAC TECH
H05	HlthSci - Nutrition and Food	S11	INDUSTRIAL MAINT MECHANIC

H06	HlthSci - Pharmacy	S12	INTERNET WEB FOUND
H07	HlthSci - Sports Medicine	S13	DENTAL
I01	Hosp,Tr - Culinary Arts	S14	MOBILE CRANE OP
I02	Hosp,Tr - Tourism and Lodging	S15	OIL & GAS T2 SAFE
J01	HumServ - Child Development Services	S16	PIPEFITTER
J02	HumServ - Mgmt of Family Resources	S17	PLUMBER
J03	HumServ - PersonalCareSvs (Cosm,Barb)	S18	PROSTART/RESTAURANT
J04	HumServ - Social Services	S19	WEB DESIGN PRO
K01	InfoTech - AOIT (NAF-Acad of IT)	S20	WELDER
K02	InfoTech - Computer Electronics	S21	CYBER ENGINEERING
K03	InfoTech – Computer Eng Sys(Oracle INet)	S22	DENTAL
K04	InfoTech – Computer Science	S23	INDUSTRIAL MAINT MECHANIC HELP
K05	InfoTech – Information Systems	T01	AGRICULTURE TECH
K06	InfoTech – Network Services & Operations	T02	DIGI MEDIA/ENT TECH
L01	Law,PubSafe,Corr,Secu - Law Enft Svs	T03	HLTH SCI/PAT & MGT
L02	Law,PubSafe,Corr,Secu - LegalSvs	T04	HOSP,TOUR,CUL,RETAIL
M01	Manuf - Industrial Operations	T05	INFO TECH
M02	Manuf - Jewelry Manuf	T06	MAN,CONST,CRFTS,LOG
M03	Manuf - Lab Technology	T07	STEM
M04	Manuf – Petro Chemical	T08	TECH SPECIALIST
M05	Manuf – Welding	T10	MARITIME

GRADE CODES

Grade Code	Description
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
T9	Transitional Ninth
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
15	Infant (0-2 Years Old) SPED (IN)
20	Preschool (3-5 Years Old) SPED (PS)
22	Nonpublic Prekindergarten Three-Year Olds (Regular Ed) (PK3) - Nonpublic school Pre-K developmental programs for 3 year olds, the minimum age being 3 years old by September 30th of the year the child enrolls in a nonpublic prekindergarten program. **NOTE: This grade code is for the use of nonpublic schools only**.
24	Prekindergarten Four-Year Olds (Regular Ed) (PK4) - Pre-K developmental programs for 4 year olds, the minimum age being 4 years old by September 30th of the year the child enrolls in a prekindergarten program.
25	Kindergarten
40	Post Secondary (CC)

URBAN-CENTRIC CODES

Institution Type	Description
11 - City, Large:	Territory inside an urbanized area and inside a principal city with population of 250,000 or more.
12 - City, Midsize:	Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000.
13 - City, Small:	Territory inside an urbanized area and inside a principal city with population less than 100,000.
21 - Suburb, Large:	Territory outside a principal city and inside an urbanized area with population of 250,000 or more.
22 - Suburb, Midsize:	Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000.
23 - Suburb, Small:	Territory outside a principal city and inside an urbanized area with population less than 100,000.
31 - Town, Fringe:	Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.
32 - Town, Distant:	Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.
33 - Town, Remote:	Territory inside an urban cluster that is more than 35 miles from an urbanized area.
41 - Rural, Fringe:	Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.
42 - Rural, Distant:	Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.
43 - Rural, Remote:	Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.

SITE STATUS CODES

Code	Description
001 Open	School listed in prior year(s), and is currently in operation.
002 Closed	School listed in prior year data. Currently **not in operation**, or never opened, and is not expected to operate in the future.
003 New	School not listed in prior year data or was listed as Future School (Code = 7). Currently in operation, and newly created or completely restructured into current instructional levels and programs.
004 Added	School was in existence in prior year, but not reported. Currently in operation and is now added to database.
005 Changed Agency	School remains in existence, but was listed in prior year as affiliated with a different educational agency.
006 Inactive	School is temporarily closed and may reopen within three years; Otherwise code as Closed.
007 Future School	School is scheduled to be operational within two years; if not operational by that time, code as Closed.
008 Reopened School	School was reported as Closed in prior year's data, but has since reopened.

SPONSOR STATUS CODES

Status Code	Description
001 Open	Sponsor listed in prior year(s), and is currently in operation...
003 New	Sponsor listed in prior year data. Currently **not in operation**, or never opened, and is not expected to operate in the future.
002 Closed	Sponsor not listed in prior year data or was listed as Future Agency (Code = 7). Newly created or completely restructured into current location and/or responsibilities.
004 Added	Sponsor was in existence in prior year, but not reported. Currently in operation and is now added to database.
005 Changed Boundary	Sponsor in existence and listed in prior year, but has undergone significant change in geographic boundaries and/or instructional responsibilities.
006 Inactive	Sponsor is temporarily closed and may reopen within three years; Otherwise code as Closed.
007 Future School	Sponsor is scheduled to be operational within two years; if not operational by that time, code as Closed.
008 Reopened School	Sponsor was reported as Closed in prior year's data, but has since reopened**.**

CLUB CODES

Club Code	Description
001	Academic Subject-Area Interest: Literature and the Humanities
002	Academic Subject-Area Interest: STEM
003	Adult Monitoring
004	Affinity Associations
005	Business Interest
006	Career Focus
007	Drama, Theater, and Dance
008	Games and Gaming
009	Honor Society
010	Music
011	National or Statewide Leadership Associations
012	Peer Tutoring or Mentoring
013	Politics and Government
014	School Community Organizations
015	Speech and Debate
016	Visual Arts
017	Other Clubs

SPORTS CODES

Sport Code	Description
001	Baseball
002	Basketball
003	Bowling
004	Cross-Country
005	Football
006	Golf
007	Gymnastics
008	Indoor Track and Field
009	Outdoor Track and Field
010	Powerlifting
011	Soccer
012	Softball
013	Spirit
014	Swimming
015	Tennis
016	Volleyball
017	Wrestling
018	Other Sports

APPENDIX C – Data Dictionary

Administrator– Administrator name and title

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
Administrator	BegSchSessYr	The beginning year of the school session.	char	4	
Administrator	FirstName	The first name of the principal/administrator at a site.	varchar	15	
Administrator	LastName	The last name of the principal/administrator at a site.	varchar	20	
Administrator	MiddleName	The middle name of the principal/administrator at a site, if one is submitted.	varchar	15	
Administrator	PositionCd	A two-digit code that identifies the position title of a sponsor administrator.	char	2	01-79
Administrator	SiteCd	A six digit code assigned to each site by LDE.	char	6	any 6 digit alphanumberic code
Administrator	SuffixName	The suffix for the name of the site principal/administrator, if one is submitted.	char	3	

Career Pathway – Career pathways that are offered by a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
CareerPathway Offerings	BegSchSessYr	The beginning year of the school session.	char	4	
CareerPathway Offerings	CareerPathwayCd	A three digit code representing the career pathway offered at the site.	char	3	
CareerPathway Offerings	SiteCd	A six digit code assigned to each site by LDE.	char	6	any 6 digit alphanumberic code

Clubs – Clubs that are offered by a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
Clubs	BegSchSessYr	The beginning year of the school session.	char	4	
Clubs	ClubCategory	A description of a category of clubs offered by a site. Categories are uniquely identified by the ClubCd associated with them.	varchar	100	
Clubs	ClubCd	Code that corresponds with the club category that is offered by a site.	char	3	001-017

Grade – Grades available at a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
Grade	BegSchSessYr	The beginning year of the school session.	char	4	
Grade	GradeCd	A two-digit code that indicates the grade levels present at a site.	char	2	01-12 AND 15, 20, 22, 24, 25, 35, 40, t9
Grade	SiteCd	A six digit code assigned to each site by LDE.	char	6	any 6 digit alphanumberic code

Program Offered – Program codes offered by a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
ProgramOffered	BegSchSessYr	The beginning year of the school session.	char	4	
ProgramOffered	ProgramCd	A two-digit code indicating the programs offered at facilities that enhance the education of those attending the site.	char	2	
ProgramOffered	SiteCd	A six digit code assigned to each site by LDE.	char	6	any 6 digit alphanumberic code

Site – Information pertaining to a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
Site	ActSiteCd	A six-digit code assigned by the American College Testing program that identifies those sites having this code.	char	6	any 6 digit alphanumberic code
Site	BegSchSessYr	The beginning year of the school session.	char	4	
Site	BeseDistNum	A number (1 through 8) that indicates in which of the 8 BESE districts a site is located.	char	1	1-8
Site	CityLimitFlg	A flag that is set to "Y" or "N" to indicate whether or not a site is located within the city limits.	char	1	Y or N
Site	CongressDistNum	The congressional district in which a site is located.	char	1	1-6
Site	EarliestStudentDropOffTime	Earliest drop off time at a school site.	varchar	8	
Site	EmailAddress	The email address that is entered at the site level.	varchar	100	
Site	FacebookPage	Facebook URL of site.	varchar	100	
Site	GradeConfigDesc	A written description (First, Second, etc.) that indicates the grades present at a site.	varchar	50	
Site	LatestStudentPickUpTime	Latest pick up time at a school site.	varchar	8	
Site	MailingCityAddr	The city in which mailing address of the site is located.	char	25	
Site	MailingStAddr	The mailing address of the site/sponsor.	varchar	50	
Site	MailingZipAddr	Mailing Zip Code of the site/sponsor.	char	9	
Site	ParishCd	A two-digit code assigned to each parish/city system.	char	2	01-69 and 99
Site	PhoneExtNum	The telephone extension number for the site/sponsor.	char	4	
Site	PhoneFaxNum	The fax number for the site/sponsor.	char	10	

Site	PhoneNum	The telephone number for the site/sponsor.	char	10	
Site	PhysicalCityAddr	The city in which the site/sponsor is located.	varchar	50	
Site	PhysicalStAddr	The actual physical address on which the site/sponsor is located.	varchar	50	
Site	PhysicalZipAddr	The Zip Code for the physical location.	char	9	
Site	ReligiousAffCd	A two-digit code that indicates the affiliation of the religious organization by which a school is sponsored, funded or governed.	char	2	01-16 and 99
Site	SchBusPartCnt	The number of school business partnerships, such as volunteer services, supplies, etc.	smallint	NULL	
Site	SchoolCloseDt	The date that a site was closed.	datetime	NULL	
Site	SchoolOpenDt	The date that a site was opened.	datetime	NULL	
Site	SiteCategoryCd	A three-digit code that describes the particular category to which a site belongs.	char	3	
Site	SiteCd	A six digit code assigned to each site by LDE.	char	6	any 6 digit alphanumberic code
Site	SiteLocaleCd	A two-digit code that describes the locale in which a site is located.	char	2	01-08, 11-13, 21-23, 31-33, 41-43, 99
Site	SiteName	The name of the site.	varchar	50	
Site	SiteParishCd	A two-digit code that identifies the parish in which a site is located.	char	2	01-69 and 99
Site	SponsorCd	A three-digit code assigned to each sponsor by LDE.	char	3	any 3 digit alphanumberic code
Site	StateAddr	A two letter abbreviation for the state in which the site/sponsor is located.	char	2	
Site	TuitionFlg	A flag which is set to "Y" or "N" to indicate if tuition is charged by the site.	char	1	Y or N
Site	TwitterPage	Twitter URL of site.	varchar	100	
Site	WebsiteAddress	Website URL of site.	varchar	100	
Site	NonprofitOrganizationCd	The code which identifies the nonprofit organization	Char	6	

Site Status - Status of a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
SiteStatus	BegSchSessYr	The beginning year of the school session.	char	4	
SiteStatus	LastUpdateDt	A field present in each Sponsor Site table that indicates the most recent date any data in the table was updated.	datetime	NULL	
SiteStatus	SiteCd	A six digit code assigned to each site by LDE.	char	6	any 6 digit alphanumberic code
SiteStatus	SiteStatusCd	A two-digit code that identifies the parish in which a site is located.	char	3	01-69 and 99
SiteStatus	UpdtUserIdNum	The LDE-assigned ID which identifies a user that has updated data in the Sponsor Site System.	varchar	12	

Sponsor – Information pertaining to the sponsor

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
Sponsor	AdminFirstName	The first name of the sponsor administrator.	varchar	50	
Sponsor	AdminLastName	The last name of the sponsor administrator.	varchar	50	
Sponsor	AdminMiName	The middle name of the sponsor administrator, if one is submitted.	varchar	50	
Sponsor	AdminSuffixNam e	The suffix for the name of the sponsor administrator, if one is submitted.	char	3	
Sponsor	BegSchSessYr	The beginning year of the school session.	char	4	
Sponsor	CloseDt	The date that a sponsor was closed.	datetime	NULL	
Sponsor	EmailAddr	The email address that is entered at the sponsor level.	varchar	100	

Sponsor	FacebookPage	Facebook URL of site.	varchar	100	
Sponsor	MailingCityAddr	The city in which mailing address of the sponsor is located.	varchar	50	
Sponsor	MailingStAddr	The mailing address of the site/sponsor.	varchar	50	
Sponsor	MailingZipAddr	Mailing Zip Code of the site/sponsor.	char	9	
Sponsor	ParishCd	A two-digit code assigned to each parish/city system.	char	2	01-69 and 99
Sponsor	PhoneExtNum	The telephone extension number for the site/sponsor.	char	4	
Sponsor	PhoneFaxNum	The fax number for the site/sponsor.	char	10	
Sponsor	PhoneNum	The telephone number for the site/sponsor.	char	10	
Sponsor	PhysicalCityAddr	The city in which the site/sponsor is located.	varchar	50	
Sponsor	PhysicalStAddr	The actual physical address on which the site/sponsor is located.	varchar	50	
Sponsor	PhysicalZipAddr	The Zip Code for the physical location.	char	9	
Sponsor	PositionCd	A two-digit code that identifies the position title of a sponsor administrator.	char	2	01-79
Sponsor	SecureCityAddr	City of a secure mailing address that can be used for testing materials, etc.	varchar	50	
Sponsor	SecureStAddr	Secure mailing address that can be used for testing materials etc.	varchar	50	
Sponsor	SecureStateAddr	State of secure mailing address that can be used for testing materials etc.	char	2	
Sponsor	SecureZipAddr	Zip code of secure mailing address that can be used for testing materials etc.	char	9	
Sponsor	SponsorAbbrName	The abbreviated name of a sponsor.	varchar	50	
Sponsor	SponsorCd	A three-digit code assigned to each sponsor by LDE.	char	3	any 3 digit alphanumeric code
Sponsor	SponsorName	The name of the sponsor.	varchar	50	

Sponsor	StateAddr	A two letter abbreviation for the state in which the site/sponsor is located.	char	2	
Sponsor	TwitterPage	Twitter URL of Sponsor.	varchar	100	
Sponsor	WebsiteAddress	Website URL of Sponsor.	varchar	100	

Sponsor Verified– Information pertaining to site certification

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
SponsorVerifiedUpdate	BegSchSessYr	The beginning year of the school session.	char	4	
SponsorVerifiedUpdate	SponsorCd	A three-digit code assigned to each sponsor by LDE.	char	3	any 3 digit alphanumberic code
SponsorVerifiedUpdate	VerifiedUpdateFlg	A flag in Sponsor Site that is marked Y by the LEA once they have verified their information is correct for their LEA.	char	1	Y or Null

Sports– Sports that are offered at a site

TABLE NAME	FIELD NAME	FIELD DESCRIPTION	TYPE	CHARACTER MAXIMUM LENGTH	VALID RANGE
Sports	BegSchSessYr	The beginning year of the school session.	char	4	
Sports	SportCd	Code that corresponds with the sport category that is offered by a site.	char	3	001-018
Sports	SportName	A description of a category of sports offered by a site. Categories are uniquely identified by the SportCd associated with them.	varchar	100	

APPENDIX D: Frequently Asked Questions (FAQs)

SUBJECT: UPDATING SPONSOR SITE
QUESTION: What fields can an LEA update online in SPS
• Chief Administrator Name, position, phone number, fax number, and email address • Sponsor and Site website, Twitter, and Facebook links • Site Administrator name, position, phone number, fax number, and email address • Site earliest drop-off and latest pick-up times • Add or remove career pathways offered by site • Add or remove clubs offered by site • Add or remove sports offered by site
QUESTION: What security level is required to update SPS?
• LEA with Update
QUESTION: How do I update other fields in SPS?
• Fill out an electronic form to submit a request to LDOE. • https://form.jotform.com/LDOE/sponsor-site-information-form

Revision History

Date	Revision Description
July 2018	Added Clubs and Sports code lists

Index

ACCESS, 8, 13, 24

Coordinator Portal, 12, 13

DATA SECURITY, 8

initial password, 9

INSIGHT Portal, 12

Internet Explorer (IE) Compatibility View, 10

LOGIN, 12

MINIMUM COMPUTER SYSTEM REQUIREMENTS, 9

Password Standards, 9

Report 1, 23

Resetting A Password, 9

SECURITY, 8, 24

SECURITY COORDINATOR, 8

Security Request Form, 8

SPONSOR, 7

Sponsor Site System (SPS) Overview, 7

Timeline, 7

UPDATE, 26, 27

User IDs, 9