Louisiana Believes

Homeless Tracking System in SIS User Guide

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State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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eSCHOLAR LOUISIANA SECURE ID SYSTEM

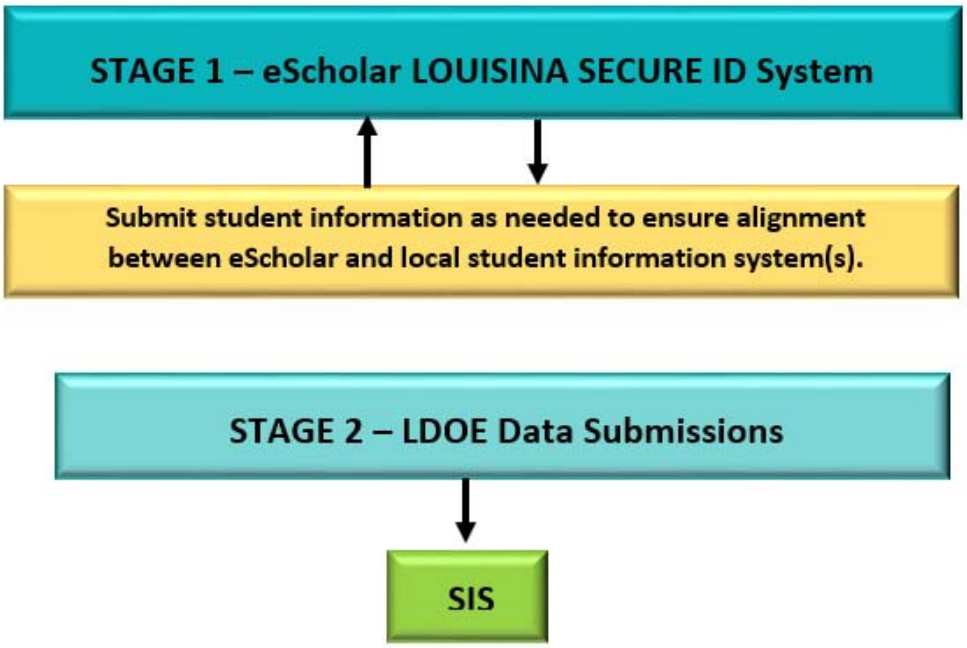
R.S. 17:3914 required the LDOE to create a unique statewide student identifier system by May 1, 2015. Each LEA was required to assign unique student IDs to all student enrolled in public elementary or secondary schools. After August 1, 2015, data sharing between LDOE and LEAs utilize unique student identifiers, known as a Louisiana **Secure ID (LASID)**, in place of social security numbers. LEAs assumed a new area of responsibility of assigning and maintaining LASIDs.

Beginning with the 2015-16 school year personally identifiable information (PII) can no longer be captured by LDOE systems. Instead, other information is captured and used to identify student demographic information:

- The eScholar Louisiana Secure ID system assigns each student a unique Louisiana Secure ID (LASID)
- The first letter of the student's First name
- The first 3 characters of the student's Last name
- Day of birth
- Zip code and Parish of Residence for districts required to submit an Address record.

There are 2 stages to the data submission process for all LDOE systems which contain student data. The following diagram displays the data submission process for the Student Information System (SIS):

- **Stage 1** – Submit student information to the eScholar Louisiana Secure ID System for LASID assignment or update
- **Stage 2** - Submit data to the Student Information System (SIS). All non-PII data will be validated against the eScholar Louisiana Secure ID system. Mismatches will result in errors.



Homeless Tracking System on SIS (HTS) OVERVIEW

The purpose of the Homeless Tracking System (HTS) is to house data regarding a student's homeless status and homeless services. This guide will give a basic overview of accessing the system, searching for students, adding and updating data online, and generating reports.

LDOE SYSTEMS ACCESS AND SECURITY

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

SECURITY COORDINATOR

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator** The Security Coordinator is responsible for granting authorized users access to the LDOE Systems and for troubleshooting security issues for the LEA. 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 LDOE Systems.

For authorization access and security issues, users should first contact their local Security Coordinator. Security issues that cannot be resolved by the local Security Coordinator should be referred to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION

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

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

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

Levels of User Access

There are 3 possible levels of user access to the Student Information System (SIS) for homeless reporting purposes:

- LEA View – Users can View and Extract the data but cannot modify the data
- LEA Homeless – User can view student data or homeless data only
- LEA Homeless w/ Update – Users can view student and homeless data, add or modify only homeless data online, and extract reports.

User IDs and **Password Standards**

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code. In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

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

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

Resetting a Password Using the Password Reset System (PRS)

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

MINIMUM COMPUTER SYSTEM REQUIREMENTS

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

- **Hardware:** A PC connected to the Internet.
- **Browser:** LDOE 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 LDOE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

Internet Explorer (IE) Options

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

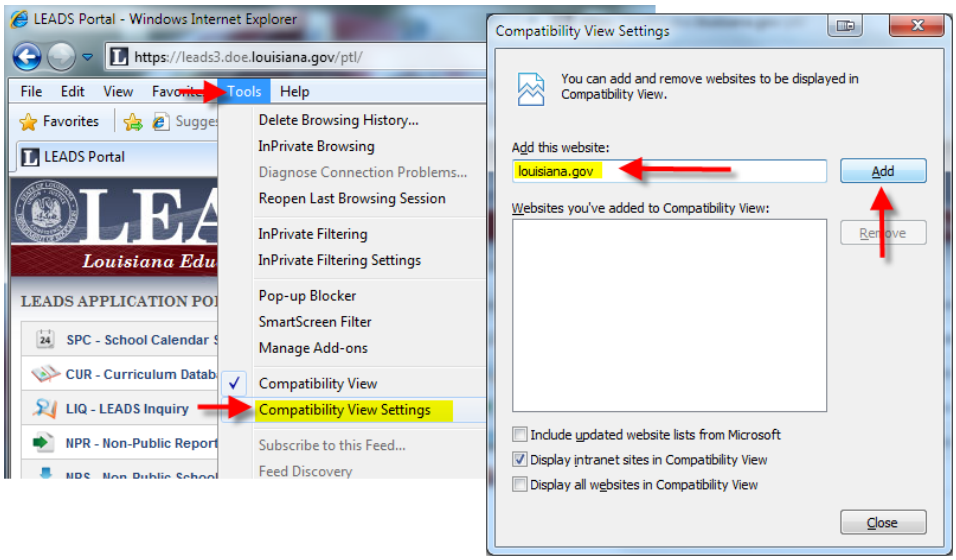
The browser should reload the page and begin displaying the page in compatibility view mode.

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

First, click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option.

Then, in the text box under "Add this website", enter Louisiana.gov and click the "Add" button.

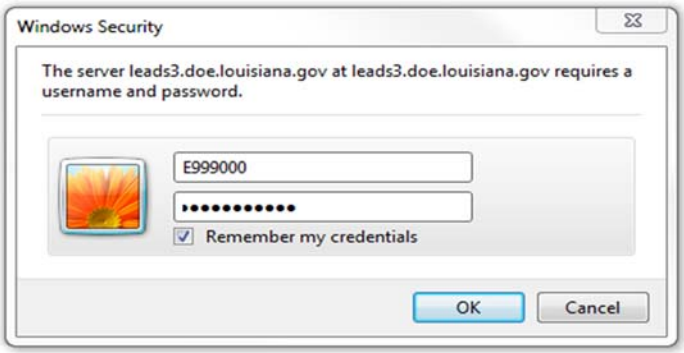
Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



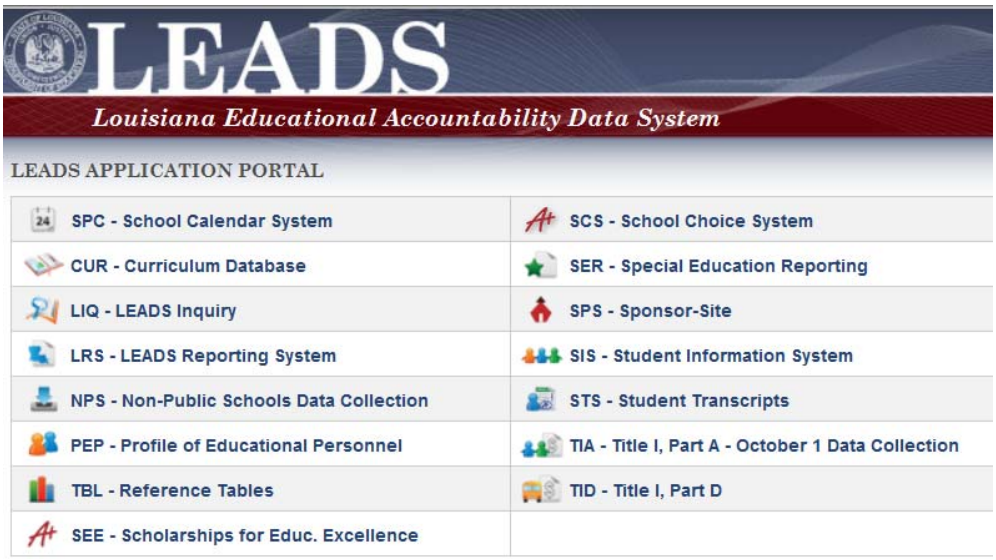
LDOE Login Screen

To access the LDOE Systems, users must enter a **User ID** and **Password** on the LDOE Login Screen.

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



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



To access HTS, select the **SIS – Student Information System** link.

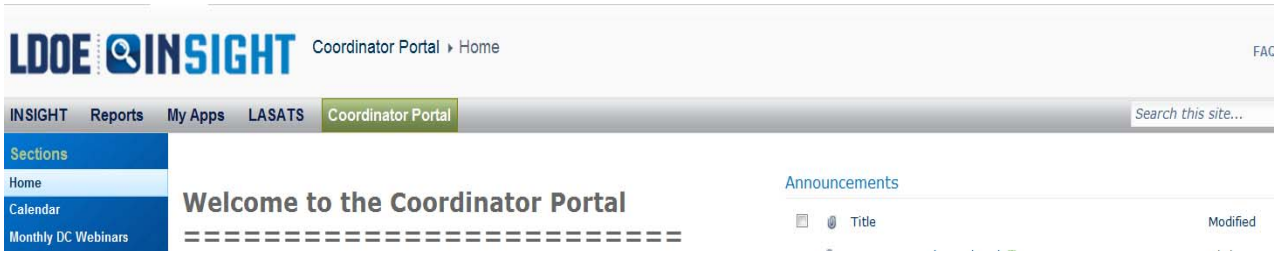
LDOE INSIGHT COORDINATOR PORTAL

The INSIGHT PORTAL brings together data submitted by Louisiana Education Agencies (LEAs) and Charter Management Organizations (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.



DATA COLLECTIONS TIMELINES

Data is collected in several application systems during each school year. Most of the application systems are only open during scheduled data collection periods while others are open all throughout the school year with snapshots taken during the scheduled data collection periods.

Collection Periods	Collection Name	Application Systems
Always Open Collections		SPS, eScholar Uniq-ID, DirectMatch, SER, CIS
Fall Collections	Oct 1 MFP/IDEA	SPC, **SIS,** SER
	Oct 1 CLASS	SPC, **SIS**, CUR, PEP
	TSDL Fall	TSDL
	K-3 Assessment	SIS
Spring Collections	Feb 1 MFP	SPC, **SIS**, SER
	TSDL Spring	TSDL
	STS Mid-Year	STS
	CVR	CVR, SPC, **SIS**, CUR, PEP
End-Of-Year Collections	EOY	SPC, SIS, SER, AFR, PEP, STS

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

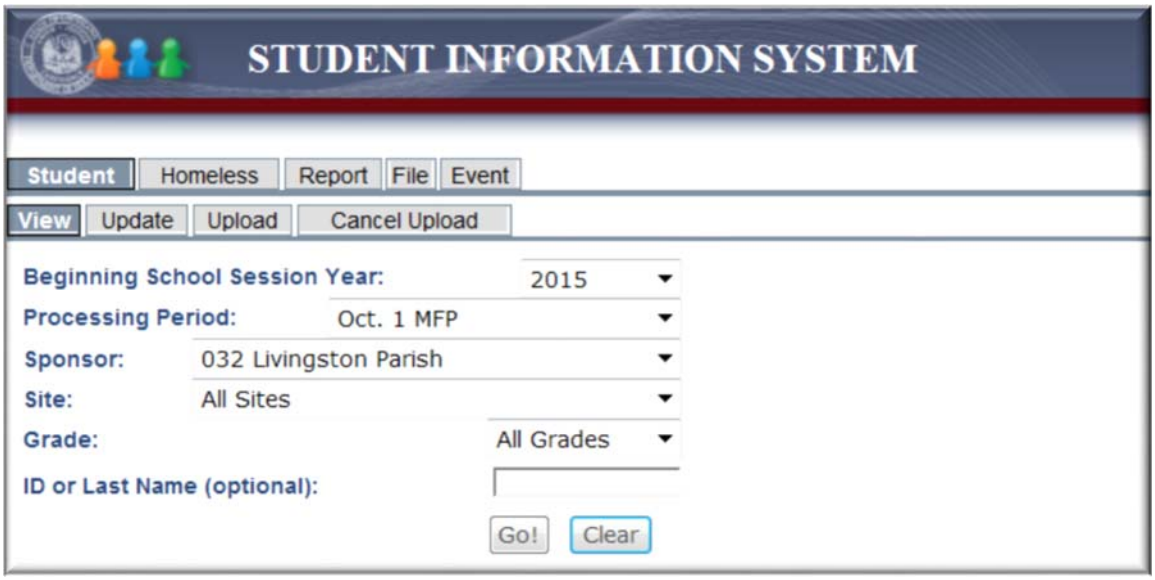
NAVIGATING FUNCTION INTERFACES

STUDENT: VIEW - Viewing Student Data

To View student data using the Student Information System (SIS), from the SIS homepage:

A) Select the ***Student*** tab on the homepage.
B) Select the ***View*** subtab.
C) The *View Student Information Screen* will be displayed (*see Figure 1*).

Figure 1 – View Student Information Screen



(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year).
(2) Choose the *Processing Period* (e.g., Oct. 1 MFP).
(3) Use the drop down box to choose the *Site* (All Sites or Site Level)
(4) Choose the *Grade* (All Grades or Grade)
(5) Enter the **LASID** or Last Name of the student whose information you want to view.
(6) Click ***Go!***
(7) The *Student Selection Screen* will be displayed.
(8) Click on the **LASID** to view the student data.

(9) The student's information will be displayed on the *Student Profile Screen* *(see Figure 2)*.
(10) Use the other subtabs (in the yellow section) if you want to view the other types of information:

(a) Enrollment
(b) Class Schedule
(c) Discipline
(d) Event Desc
(e) Program
(f) 504 Student

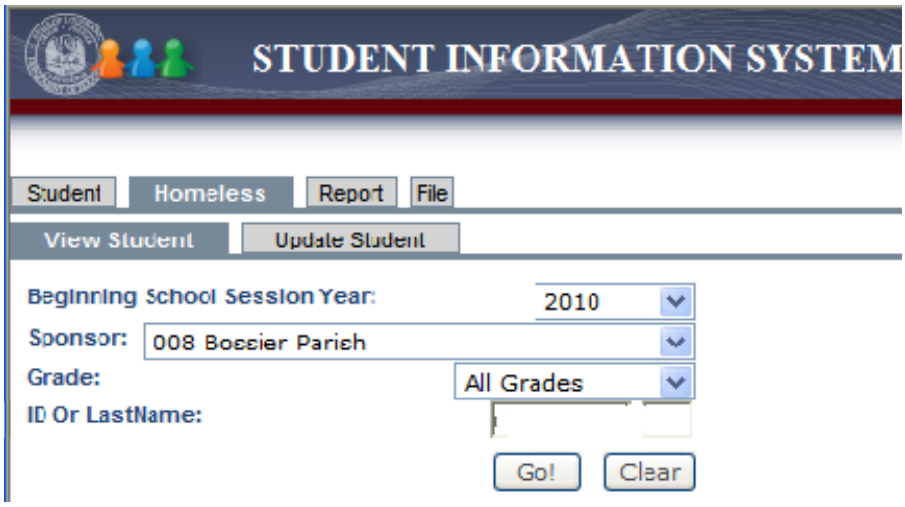
Figure 2 – Student Profile Screen

HOMELESS: VIEW - Viewing Student Data

You can search for the sub-category, homeless students, in the same way that you can public school students that are submitted to SIS. **All** public school students may be found through the Student, View tabs. **Only homeless** students may be found through the Homeless, View Student tabs. Homeless students also include underage siblings and homeless students from private schools.

Note: No homeless services data will be over-written when homeless students are rolled over from SIS.

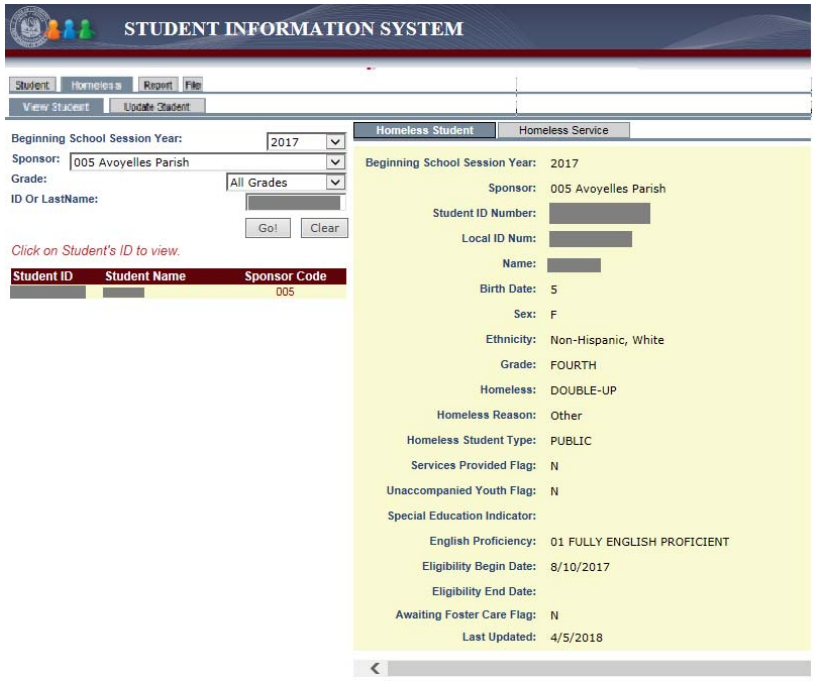
Figure 3 – Homeless View Student



(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year).
(2) Choose the *Processing Period* (e.g., Oct. 1 MFP).
(3) Choose the *Grade* (All Grades or Grade)
(4) Enter the **LASID** or Last Name of the student whose information you want to view.
(5) Click ***Go!***
(6) The *Student Selection Screen* will be displayed.
(7) Click on the **LASID** to view the student data.

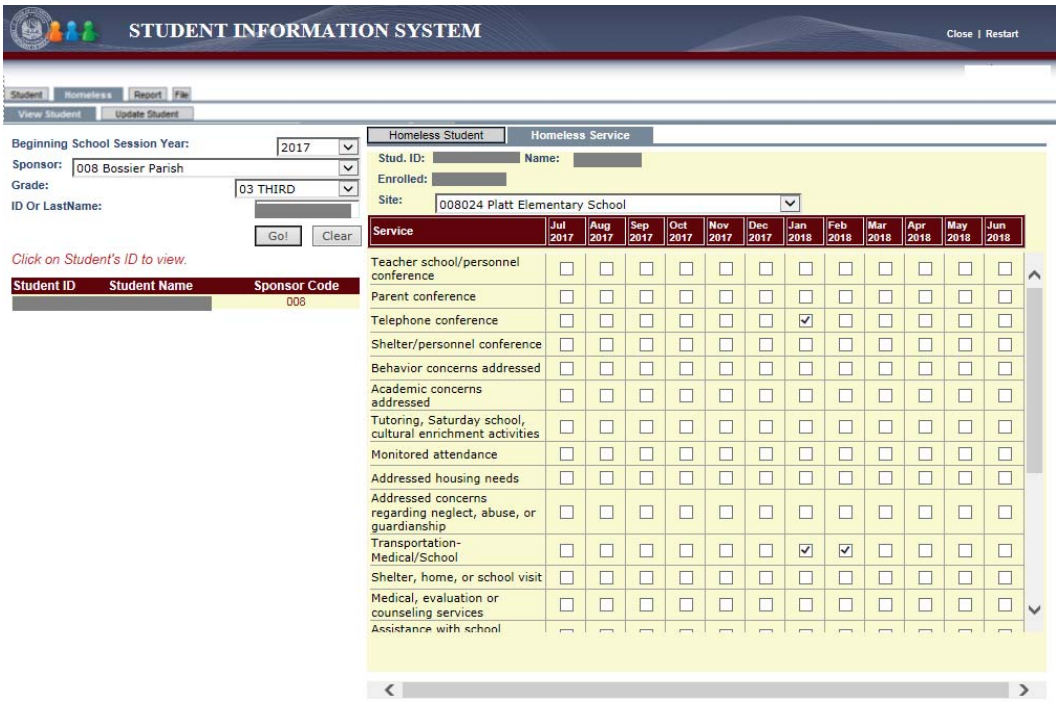
If you see the student you want to take a closer look at, click on their underlined ID field to pull up their Homeless Student record.

Figure 4 – Homeless Student Screen



From here, you will have the option to select Homeless Service records and information. You may either change some of your search criteria or click the Clear button to reset all parameter fields. You will need to hit the "Go" button to initiate your new search.

Figure 5 – Homeless Service Screen



HOMELESS: Update Student – Adding New Student

(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year).
(2) Choose the Sponsor
(3) Enter the LASID of the student you want to add.
(4) Click ***Add Homeless Data*** (Figure 6)
(5) Enter the new student's profile information. Once you have completed your entry, press the ***Update Database*** button. (Figure 7)
(6) Click ***Homeless Service***
(7) Enter the new student's homeless services information. Indicate the site at which the services were provided on the dropdown menu and check service boxes per month. (Figure 8)
(8) Click ***Save***

Figure 6 – Add New Student Screen

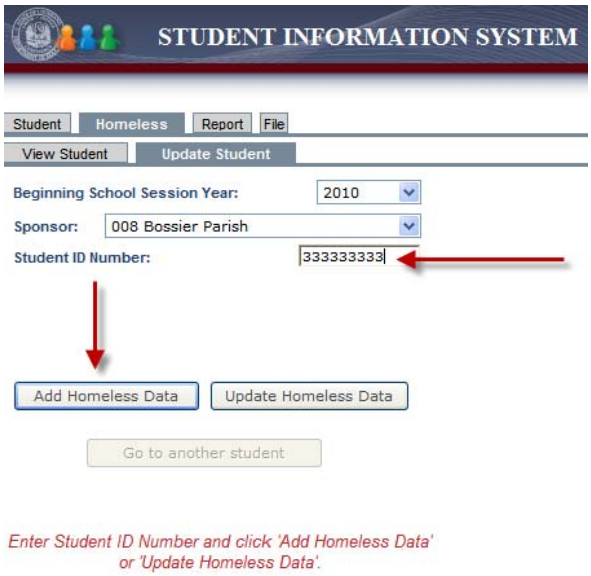


Figure 7 – Add Homeless Student Profile Information

STUDENT INFORMATION SYSTEM

Close | Test

Student | Homeless | Report | File

View Student | Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 333333333

Add Homeless Data | Update Homeless Data

Go to another student

Homeless Student | Homeless Service

Beg Schl Sess Yr: 2010

Mode: Add

Status: Pending

Sponsor: Bossier Parish

Student ID Number: 333333333

Local ID Num:

Name: First: Daffy

Middle:

Last: Duck

Suffix:

Unaccompanied Youth: N NO

Services Provided: Y YES

Eligibility Begin Date: 08/17/2010

Eligibility End Date:

Birth Date: 11/08/1993

Sex: M MALE

Ethnicity: Hispanic: Y N

Race: Am Indian ☐ Asian ☐ Black ☑ Pac Islander ☐ White ☐

Homeless: 4 HOTEL/MOTEL

Homeless Reason: 04 TROPICAL STORM

Homeless Student Type: Select one

Grade: Select one

Update Database

Enter the Homeless Student information for the new student and click "Update Database".

Figure 8 – Add Homeless Student Service Information

STUDENT INFORMATION SYSTEM

Close | Restart

Test User12

Student | Homeless | Report | File

View Student | Update Student

Beginning School Session Year: 2010

Sponsor: 008 Bossier Parish

Student ID Number: 333333333

Add Homeless Data | Update Homeless Data

Go to another student

Homeless Student | Homeless Service

Stud. ID: 333-33-3333 Name: DAFFY DUCK

Enrolled: 08/17/2010 -

Site: 008009 Bossier High School

* indicates Services at Site

Service	Jul 2010	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011
Teacher school/personnel conference	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Parent conference	☐	☐	☑	☐	☑	☐	☑	☐	☑	☐	☑	☐
Telephone conference	☐	☐	☐	☑	☐	☑	☐	☑	☐	☑	☐	☑
Shelter/personnel conference	☐	☐	☐	☐	☑	☐	☐	☑	☐	☐	☑	☐
Behavior concerns addressed	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐
Academic concerns addressed	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐
Tutoring, Saturday school, cultural enrichment activities	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Monitored attendance	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Addressed housing needs	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Addressed concerns regarding neglect, abuse, or guardianship	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Transportation-												

Cancel | Save

HOMELESS: Update Student – Updating Existing Student

(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year).
(2) Choose the Sponsor
(3) Enter the LASID of the student you want to update.
(4) Click ***Update Homeless Data*** (Figure 8)
(5) Update the student's profile information. Once you have completed your entry, press the ***Update Database*** button. (Figure 9)
(6) Click ***Homeless Service***
(7) Update the student's homeless services information. Indicate the site at which the services were provided on the dropdown menu and check service boxes per month. (Figure 10)
(8) Click ***Save***

HOMELESS: Update Student – Delete Existing Student

(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year).
(2) Choose the Sponsor
(3) Enter the LASID of the student you want to update.
(4) Click ***Update Homeless Data*** (Figure 8)
(5) Click ***Delete this Student*** (Figure 9)
(6) Click ***Delete this Student*** again to confirm that you want to delete the student and all services.

Figure 8 – Update Existing Homeless Student

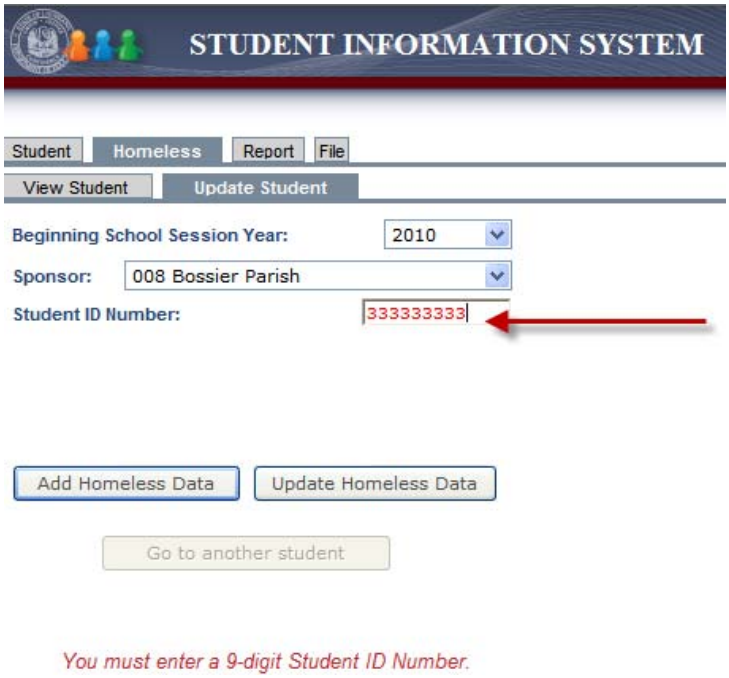


Figure 9 – Update Homeless Student Profile Information

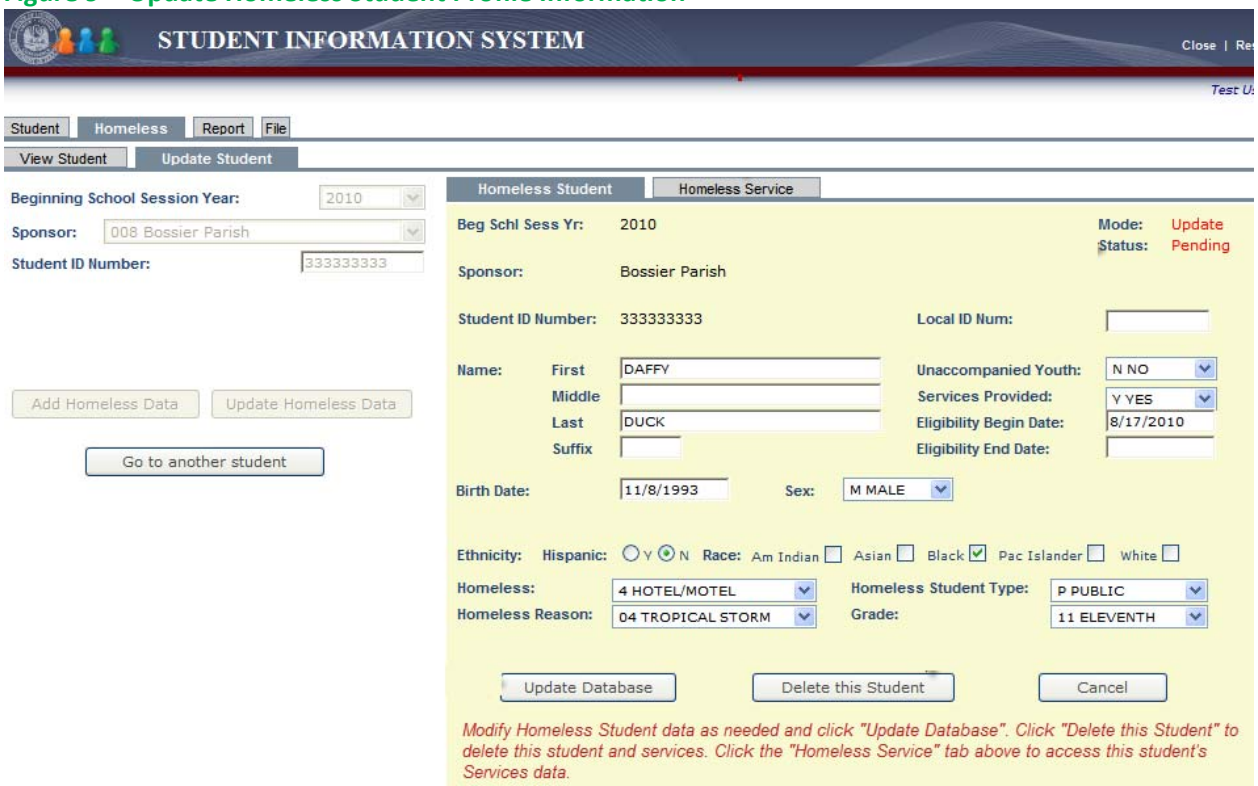
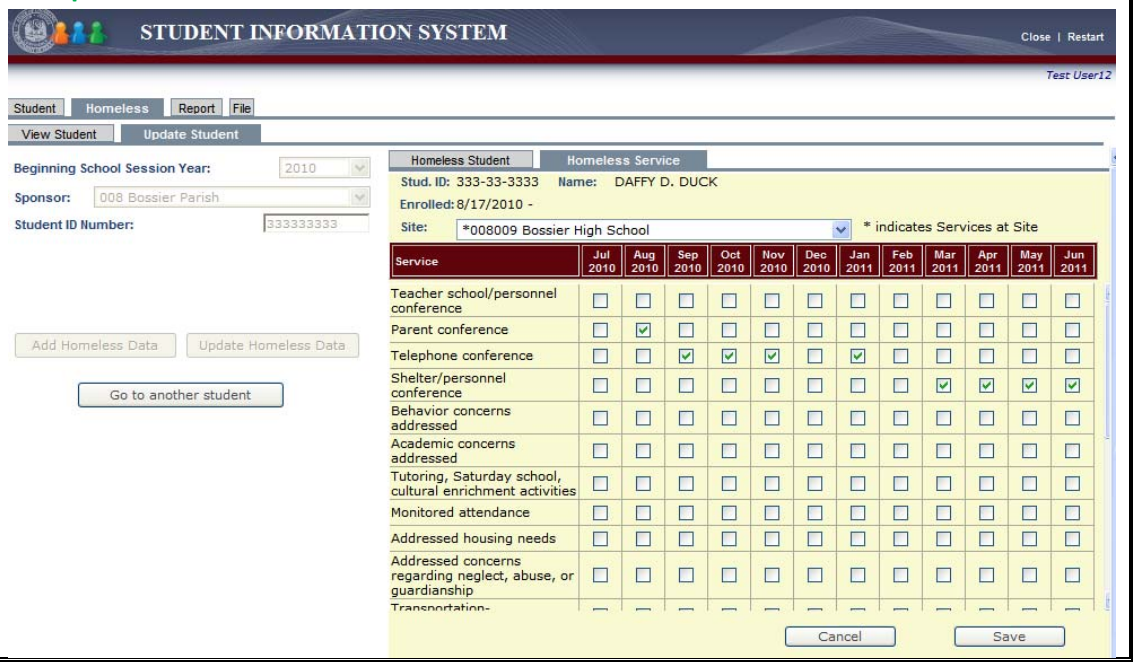
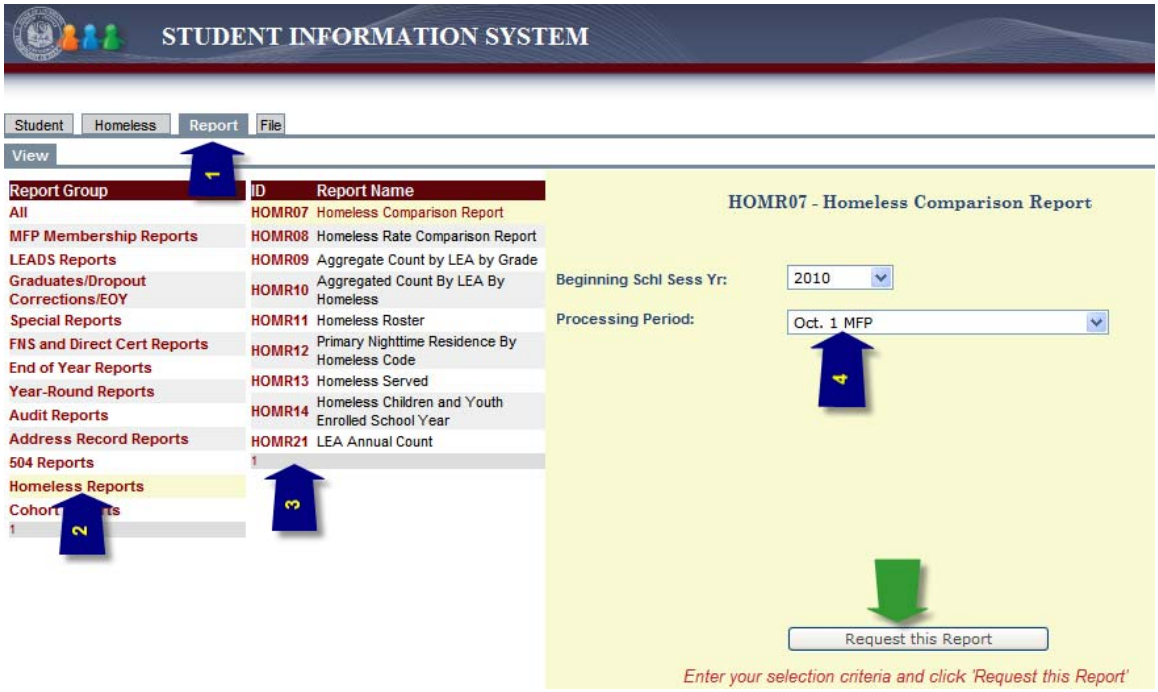


Figure 10 – Update Homeless Student Service Information



APPENDIX A – HTS Reports

The Report Section is organized by report groups. The report group, Homeless Reports, contains the reports for the Homeless Tracking System.



Requesting a Report

1. Select the Report tab.
2. Click on “Homeless Reports”.
3. Click desired report.
4. Once the report parameters screen shows up, you may choose to override the defaults. Select applicable criteria, such as Beginning School Session Year and applicable SIS Processing Period for HOMR07 Homeless Comparison Report.
5. Request the Report.
6. The Report will show up in a pop up or another window (depending on your Adobe settings and version) as a PDF.

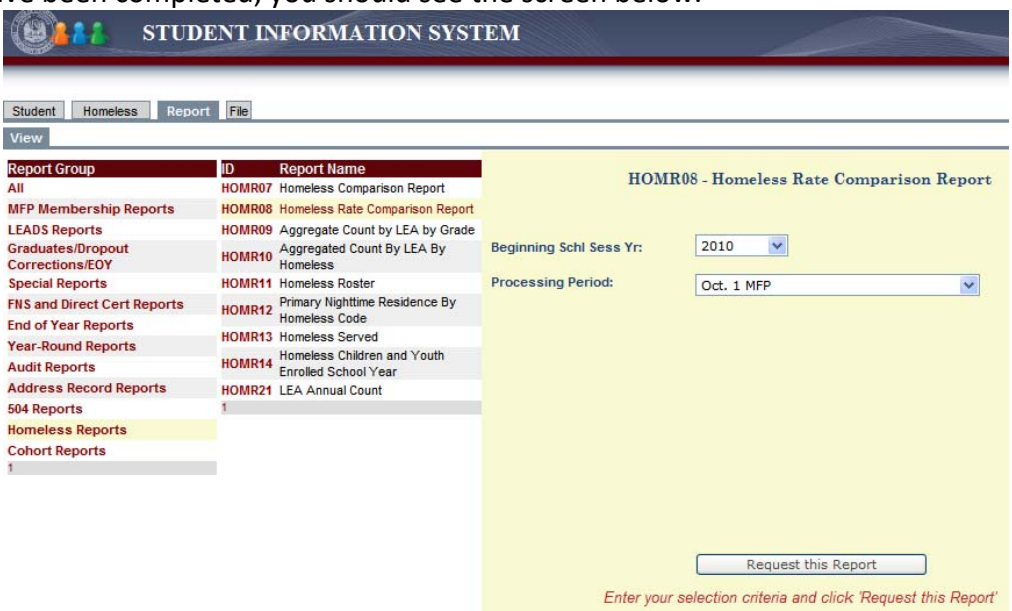
Note: These reports process real-time. They do not process in a queue, and you can only request one report at a time.

Homeless Rate Comparison Report (HOMR08)

This report shows the percent of homeless enrollments versus total enrollments, sorted by Sponsor Code, as of applicable SIS Processing Period. It includes current year data and previous year data. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update.

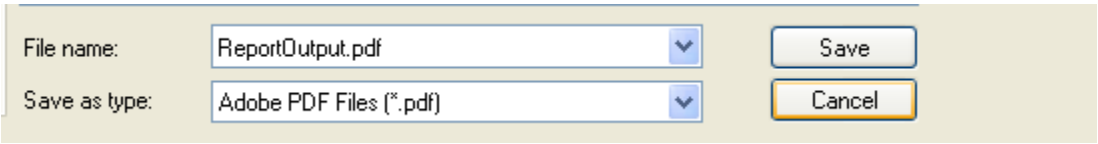
1. Select "Report" Category and "View" Function.
2. Under "Report Group", left click "Homeless Reports".
3. Under "ID", left click on "HOMR08-Homeless Rate Comparison Report".

If all steps have been completed, you should see the screen below.



4. Select desired "Beginning Schl Sess Yr" and "Processing Period".
5. Press the "Request the Report" button.
6. To save Homeless Rate Comparison Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Homeless Rate Comparison Report as of 10/01/2011,** and press the "Save" button.



Homeless Rate Comparison Report

REPORT: HOMR08
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS RATE COMPARISON REPORT
For 2010 & 2009, Oct. 1 MFP

PAGE: 1 of 10
RUN TIME: 12:46:23 PM

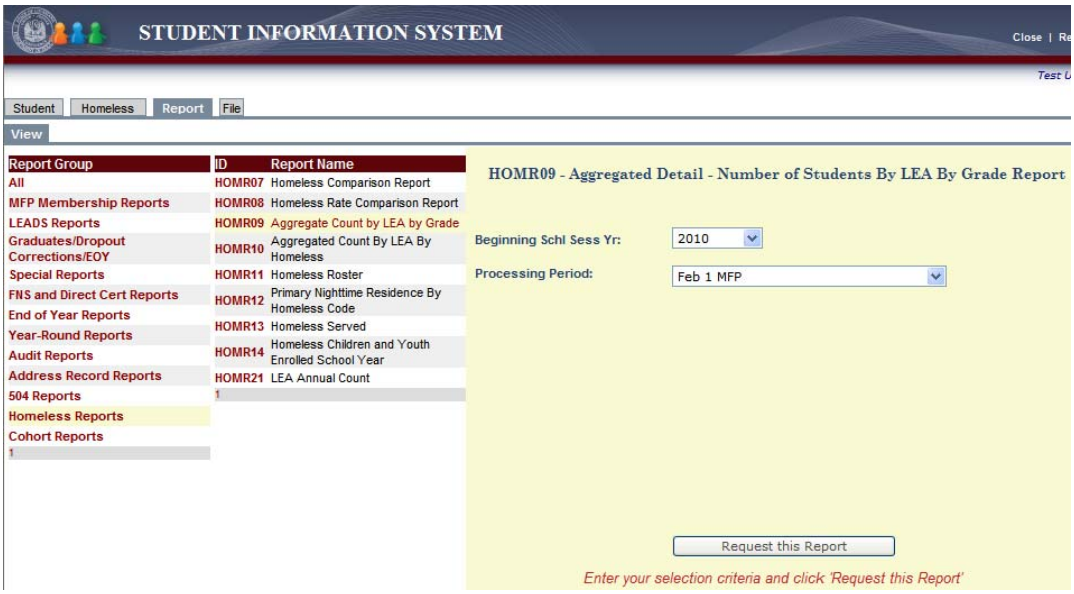
SPONSOR CODE	SPONSOR NAME	SCHL SESS	HOMELESS	NOT HOMELESS	% OF HOMELESS
001	Acadia Parish	2010	136	10020	1.34%
001	Acadia Parish	2009	107	9818	1.08%
002	Allen Parish	2010	53	4482	1.17%
002	Allen Parish	2009	38	4415	0.85%
003	Ascension Parish	2010	88	21571	0.41%
003	Ascension Parish	2009	118	20379	0.58%
004	Assumption Parish	2010	977	2969	24.76%
004	Assumption Parish	2009	989	3193	23.65%
005	Avoyelles Parish	2010	44	6427	0.68%
005	Avoyelles Parish	2009	66	6487	1.01%
006	Beauregard Parish	2010	118	6264	1.85%
006	Beauregard Parish	2009	84	6224	1.33%
007	Bienville Parish	2010	13	2449	0.53%
007	Bienville Parish	2009	10	2419	0.41%
008	Bossier Parish	2010	423	21348	1.94%
008	Bossier Parish	2009	320	21094	1.49%
009	Caddo Parish	2010	1398	44074	3.07%
009	Caddo Parish	2009	1052	44509	2.31%
010	Calcasieu Parish	2010	639	34126	1.84%
010	Calcasieu Parish	2009	841	38713	2.13%
011	Caldwell Parish	2010	123	1654	6.92%
011	Caldwell Parish	2009	66	1695	3.75%
012	Cameron Parish	2010	81	1260	6.04%
012	Cameron Parish	2009	152	1205	11.2%

Aggregate Count by LEA by Grade (HOMR09)

This report shows the number of students, sorted by Sponsor Code and by grade, who were flagged as homeless at any time during the year. Students must have been enrolled at least one day to be included on this report. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update. The last column of the report contains unduplicated homeless student totals. The last page of the report contains totals by grade.

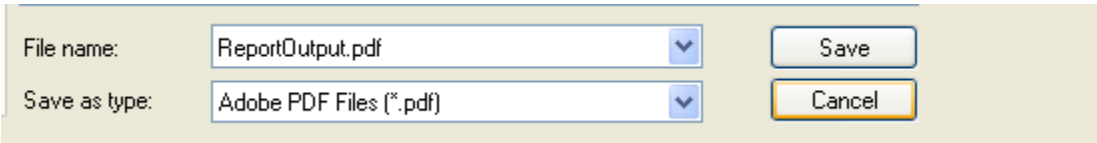
1. Select "Report" category and "View" function.
2. Under "Report Group", left click "Homeless Reports".
3. Under "ID", left click on "HOMR09-Aggregate Count by LEA by Grade".

If all steps have been completed, you should see the screen below.



4. Select desired "Beginning Schl Sess Yr" and "Processing Period".
5. Press the "Request the Report" button.
6. To save Aggregate count by LEA by Grade Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Aggregate count by LEA by Grade Report as of 02/01/2012,** and press the "Save" button.



Aggregated Count of Students by LEA by Grade Report

REPORT: HOMR09
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
AGGREGATED COUNT OF STUDENTS BY LEA BY GRADE REPORT
2010-2011 For Feb 1 MFP

PAGE: 1 of 6
RUN TIME: 12:46:38 PM

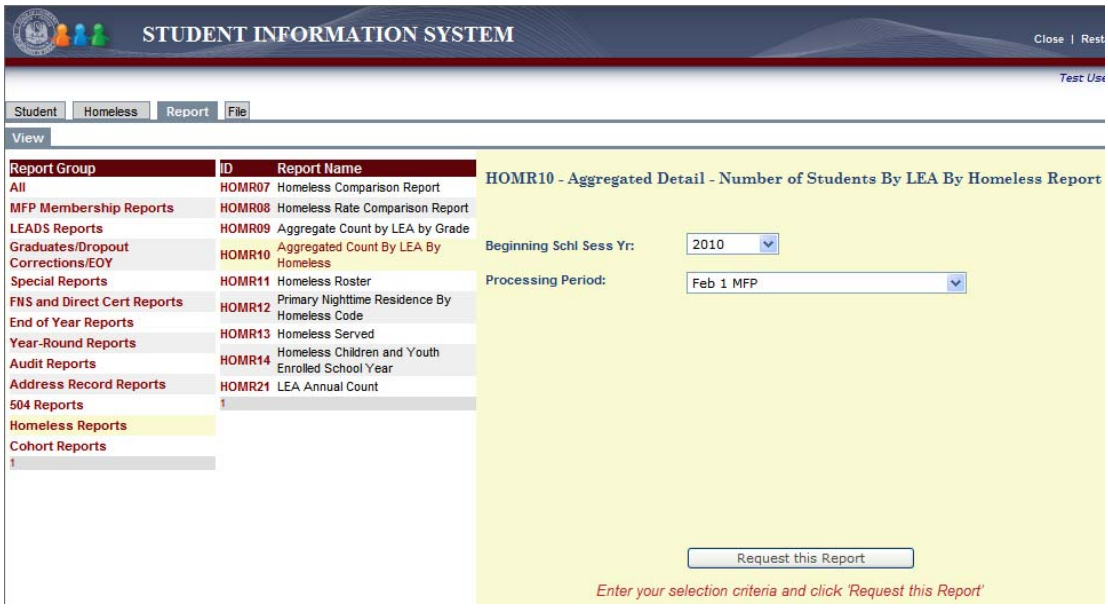
LEA		01	02	03	04	05	06	07	08	09	10	11	12	Inf	PS	PK	K	Total
001	Acadia Parish	17	18	16	19	16	14	17	13	15	5	6	7	0	0	2	15	180
002	Allen Parish	2	10	5	5	8	3	9	5	7	2	2	4	0	0	11	8	81
003	Ascension Parish	14	16	10	10	13	3	13	11	9	5	6	4	0	0	5	17	136
004	Assumption Parish	66	87	81	94	87	73	74	71	81	56	49	53	0	12	81	73	1038
005	Avoyelles Parish	4	6	7	9	6	2	4	2	5	1	0	1	0	0	3	6	56
006	Beauregard Parish	14	15	9	10	6	10	13	5	12	8	7	15	0	2	5	13	144
007	Bienville Parish	1	2	0	0	1	2	1	1	1	0	1	0	0	0	0	1	11
008	Bossier Parish	50	45	53	49	40	25	30	21	42	28	16	25	0	0	11	35	470
009	Caddo Parish	143	150	125	160	116	127	103	104	155	103	38	38	0	17	64	203	1646
010	Calcasieu Parish	83	80	90	76	64	62	54	41	48	29	17	26	0	10	43	103	826
011	Caldwell Parish	13	13	4	15	6	9	9	5	13	5	3	4	0	5	15	17	136
012	Cameron Parish	9	7	4	7	4	8	8	5	7	1	4	6	0	1	8	7	86
013	Catahoula Parish	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
014	Claiborne Parish	3	7	3	7	8	7	4	2	11	2	3	3	0	1	1	6	68
015	Concordia Parish	6	10	5	9	11	5	12	7	14	5	4	3	0	0	1	1	93
016	DeSoto Parish	5	8	4	13	4	5	4	6	5	5	3	2	0	0	8	5	77
017	East Baton Rouge Parish	96	80	85	99	74	75	69	65	125	43	41	34	0	2	39	104	1031
018	East Carroll Parish	0	0	1	0	3	0	1	0	0	0	0	0	0	0	0	0	5
019	East Feliciana Parish	20	20	24	20	30	25	23	37	23	19	14	14	0	1	3	24	297
020	Evangeline Parish	7	6	9	10	8	8	9	3	7	2	1	1	0	0	1	2	74
021	Franklin Parish	6	6	8	1	6	3	5	1	6	2	1	1	0	0	0	4	50
022	Grant Parish	14	12	16	23	16	15	11	10	27	11	11	18	0	0	1	13	198
023	Iberia Parish	14	13	11	12	12	11	22	26	30	11	4	7	0	0	5	7	185
024	Iberville Parish	26	40	25	28	24	15	10	13	8	7	6	3	0	0	8	19	232

Aggregate Count by LEA by Homeless Code (HOMR10)

This report shows the number of students sorted by Sponsor Code and by Homeless Code who were flagged as homeless at any time during the year. Students must have been enrolled at least one day to be included on this report. This report is not static and numbers may be added or deleted each time you run the report after a SIS upload/update. The last column of the report contains unduplicated homeless student totals. The last page of the report contains totals by Homeless Code.

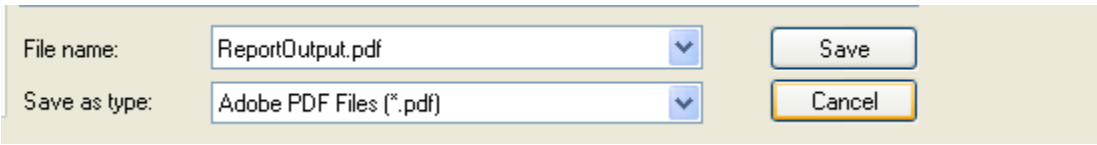
1. Select "Report" category and "View" function.
2. Under "Report Group", left click "Homeless Reports".
3. Under "ID", left click on "HOMR10-Aggregate Count by LEA by Homeless Code".

If all steps have been completed, you should see the screen below.



4. Select the desired "Beginning Schl Sess Yr" and "Processing Period".
5. Press the "Request the Report" button.
6. To save Aggregated Count by LEA by Homeless Code Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Aggregated Count by LEA by Homeless Code Report as of 02/01/2012,** and press the "Save" button.



Aggregated Count of Students by LEA by Homeless Code Report

REPORT: HOMR10
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
AGGREGATED COUNT OF STUDENTS BY LEA BY HOMELESS REPORT
2010-2011 For Feb 1 MFP

PAGE: 2 of 5
RUN TIME: 12:47:58 PM

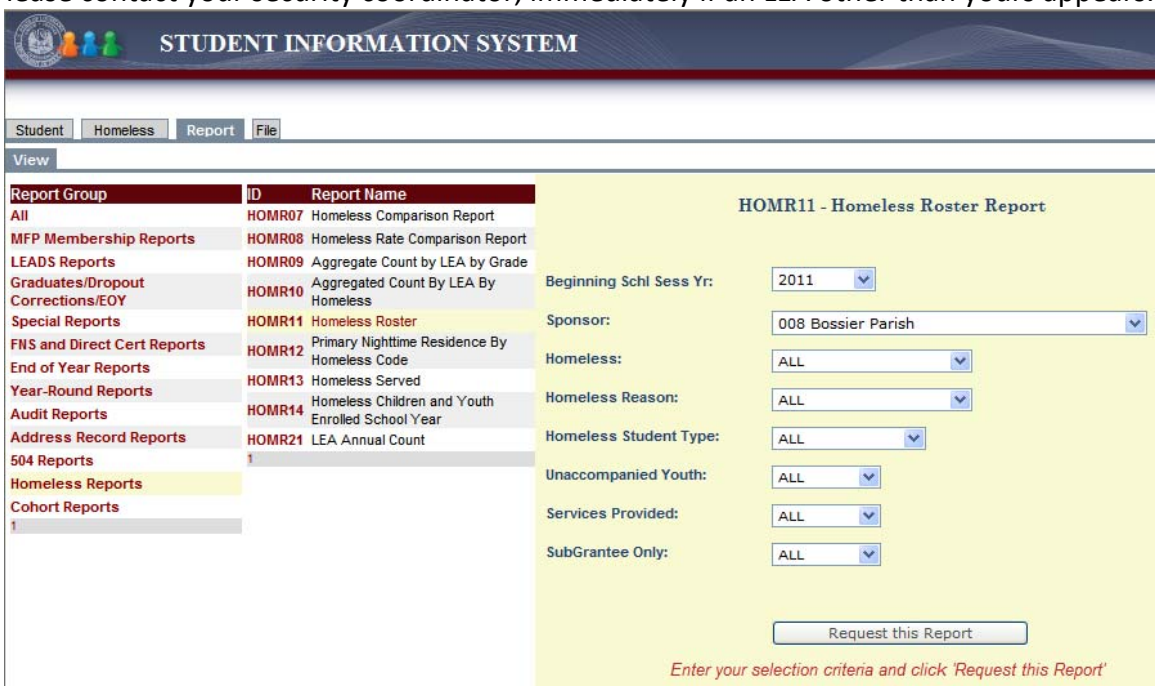
LEA		Cd1	Cd2	Cd3	Cd4	Total
026	Jefferson Parish	3	818	0	7	828
027	Jefferson Davis Parish	2	104	0	0	106
028	Lafayette Parish	101	1015	6	22	1144
029	Lafourche Parish	4	461	29	0	494
030	LaSalle Parish	0	556	28	1	585
031	Lincoln Parish	5	35	26	0	66
032	Livingston Parish	12	13	1	10	36
033	Madison Parish	3	77	0	0	80
034	Morehouse Parish	0	87	0	0	87
035	Natchitoches Parish	0	204	0	0	204
036	Orleans Parish	16	529	425	1	971
037	Ouachita Parish	33	135	2	3	173
038	Plaquemines Parish	1	153	10	0	164
039	Pointe Coupee Parish	3	43	2	0	48
040	Rapides Parish	89	478	78	24	669
041	Red River Parish	42	58	3	0	103
042	Richland Parish	0	62	0	0	62
043	Sabine Parish	0	29	3	0	32
044	St. Bernard Parish	63	332	11	2	408
045	St. Charles Parish	0	28	0	0	28
046	St. Helena Parish	0	37	0	0	37
047	St. James Parish	0	48	6	0	54
048	St. John the Baptist Parish	7	1072	1	0	1080
049	St. Landry Parish	46	192	1	0	239
050	St. Martin Parish	4	180	0	0	184

Homeless Roster (HOMR11)

This report is a list of Homeless students sorted by Student State ID. This report is not static and names may be added or deleted each time you run the report after a SIS upload/update. It includes State ID, Student Name, Birth Date, Grade, Homeless Code, Unaccompanied Youth Flag, Services Provided Flag, Sub Grantee Flag, Homeless Student Type, and Homeless Reason Code. It also includes the criteria filters applied to data when generating report.

1. Select "Report" category and "View" function.
2. Under "Report Group", left click "Homeless Reports".
3. Under "ID", left click on "HOMR11-Homeless Roster".

If all steps have been completed, you should see the screen below.
Note: Please contact your security coordinator, immediately if an LEA other than yours appears.

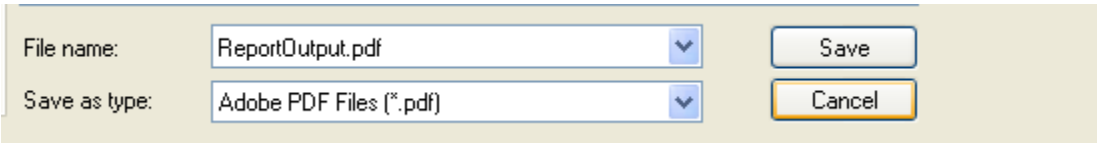


4. Select desired "Beginning Schl Sess Yr", "Homeless Code", "Homeless Reason Code", "Homeless Student Type (Public, Nonpublic, or Underage)", "Unaccompanied Youth Flag (Y or N)", "Services Provided Flag (Y or N)", and "SubGrantee Only" designation (ALL or Y).

Homeless Codes:	**Homeless Reason Codes:**
1 – Shelters 2 – Doubled-up 3 – Unsheltered 4 – Hotels/Motels	01 Mortgage Foreclosure 02 Flooding 03 Hurricane 04 Tropical Storm 05 Tornado 06 Wildfire or Fire 07 Man-made Disaster 99 Other

5. Press the “Request the Report” button.
6. To save Homeless Roster Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Homeless Roster as of 07/15/2011,** and press the “Save” button.



Homeless Roster Report

REPORT: HOMR11
RUN DATE: 7/15/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS ROSTER REPORT
2010-2011
SPONSOR: 008 Bossier Parish

PAGE: 1 of 1
RUN TIME: 12:50:46 PM

FILTER: HOMELESS: 4; UNACCOMPANIED YOUTH: N; SERVICES PROVIDED: Y; SUBGRANTEE ONLY: ALL; HOMELESS STUDENT TYPE: P; HOMELESS REASON: 04;

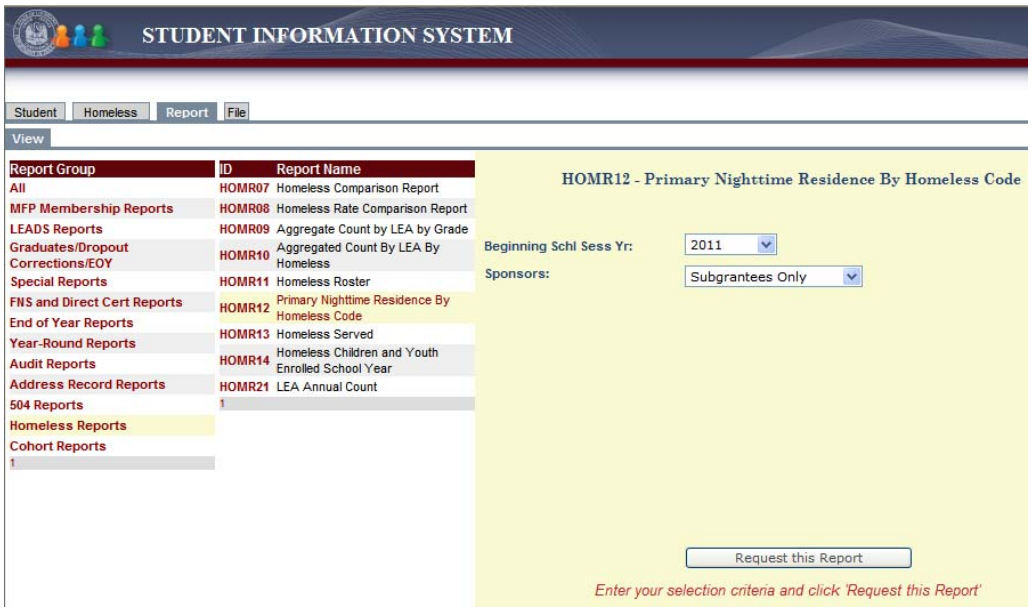
STUD ID	FIRST NAME	LAST NAME	BIRTH DATE	GRADE	HOMELESS	UNACCOMPANIED YOUTH	SERVICES PROVIDED	SUB GRANTEE	HOMELESS STUDENT TYPE	HOMELESS REASON
SPONSOR: 008 Bossier Parish										
333333333	DAFFY	DUCK	11/8/1993	11	4	N	Y	N	P	04

Primary Nighttime Residence by Homeless Code (HOMR12)

This report shows the number of all homeless entries sorted by Sponsor Code and by Primary Nighttime Residence (Homeless Code) for the year. The last column of report contains homeless entry totals. The last line of each section of report contains totals by Primary Nighttime Residence.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR12-Primary Nighttime Residence by Homeless Code”.

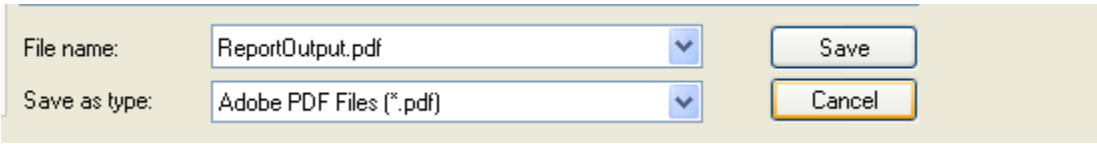
If all steps have been completed, you should see the screen below.



4. Select desired “Beginning Schl Sess Yr” and “Subgrantee” indicator.
5. Press the “Request the Report” button.
    a. The report will be built and will appear in an Adobe pop-up.
    b. You may save the report, print it, or close it, and rerun it again later.

6. To save Primary Nighttime Residence by Homeless Code Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Primary Nighttime Residence by Homeless Code Report as of 07/15/2011,** and press the “Save” button.



Primary Nighttime Residence by Homeless Code Report

REPORT: HOMR12
RUN DATE: 7/15/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
PRIMARY NIGHTTIME RESIDENCE BY HOMELESS CODE REPORT
2010-2011

PAGE: 1 of 1
RUN TIME: 3:41:32 PM

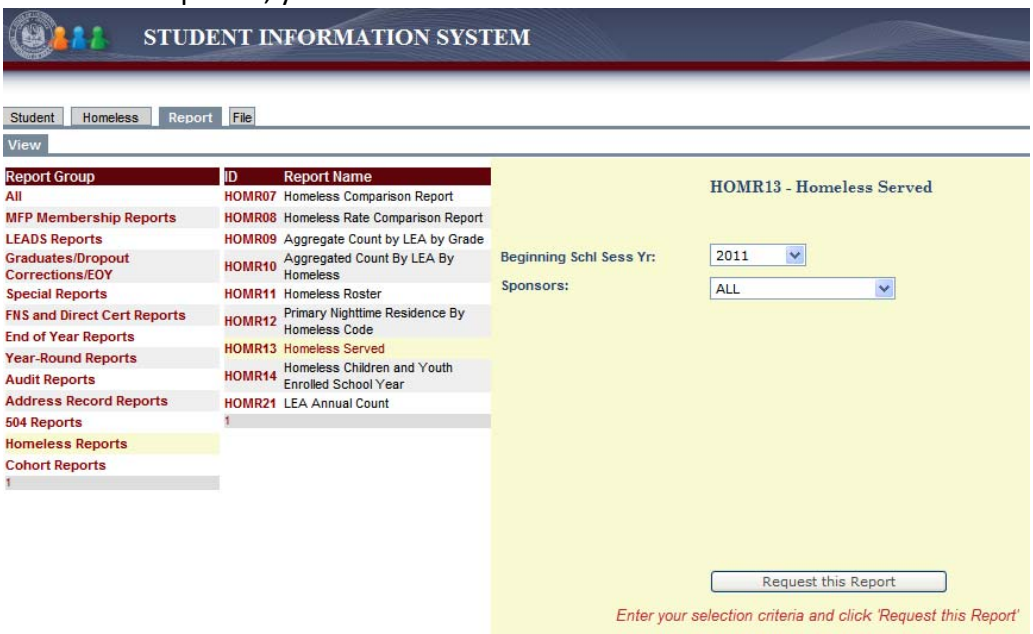
Subgrantees	Shelters, transitional housing, awaiting foster care placement	Doubled-up (e.g. living with another family)	Unsheltered (e.g. cars, parks, campgrounds, temporary trailers, or abandoned buildings)	Hotels/Motels	Total
Acadia Parish	9	138	27	6	180
Ascension Parish	1	131	2	2	136
Assumption Parish	3	956	140	1	1100
Avoyelles Parish	2	50	2	2	56
Bienville Parish	0	13	0	0	13
Cameron Parish	6	31	49	0	86
Claiborne Parish	0	65	3	0	68
East Baton Rouge Parish	148	815	4	66	1033
Grant Parish	12	187	0	0	199
Lafourche Parish	4	461	31	0	496
Natchitoches Parish	0	206	0	0	206
Ouachita Parish	33	136	2	3	174
Plaquemines Parish	1	158	10	0	169
Pointe Coupee Parish	3	45	2	0	50
Red River Parish	48	59	3	0	110
RSD-Sojourner Truth Academy, Inc.	6	13	0	0	19
Sabine Parish	0	29	3	0	32
St. Bernard Parish	63	333	11	2	409
St. John the Baptist Parish	7	1146	1	0	1154
St. Landry Parish	49	198	3	0	250
West Baton Rouge Parish	0	92	9	24	125
	395	**5262**	**302**	**106**	**6065**

Homeless Served (HOMR13)

This report shows the number of homeless students who were categorized as Unaccompanied Youth, Migrant Children/Youth, Children/Youth with Disabilities (IDEA), and/or Limited English Proficient (LEP) Children/Youth, sorted by Sponsor Code and by category. The last column of the report contains all category totals. The last line of each section of the report contains totals by category.

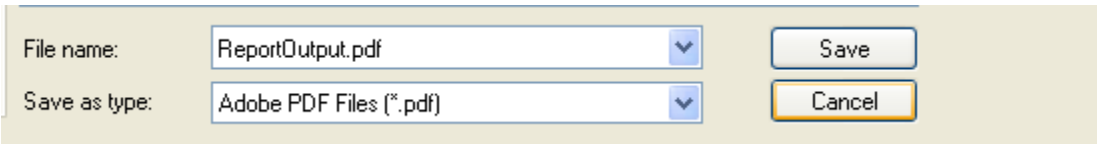
1. Select "Report" Category and "View" Function.
2. Under "Report Group", left click "Homeless Reports".
3. Under "ID", left click on "HOMR13 Homeless Served".

If all steps have been completed, you should see the screen below.



4. Select desired "Beginning Schl Sess Yr" and "Subgrantee" indicator.
5. Press the "Request the Report" button.
6. To save Homeless Served Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Homeless Served as of 07/15/2011,** and press the "Save" button.



Homeless Served

REPORT: HOMR13
RUN DATE: 7/19/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS SERVED
2010-2011

PAGE: 1 of 4
RUN TIME: 2:53:49 PM

Subgrantees	Unaccompanied Youth	Migrant Children/Youth	Children/Youth with Disabilaties (IDEA)	Limited English Proficient (LEP) Children/Youth	TOTAL
Assumption Parish	45	*	168	6	219
Bossier Parish	180	*	43	7	230
Caddo Parish	60	*	127	8	195
East Baton Rouge Parish	15	*	55	7	77
East Feliciana Parish	0	*	48	0	48
Iberville Parish	2	*	22	3	27
Jefferson Parish	13	*	47	66	126
Lafayette Parish	10	*	71	19	100
LaSalle Parish	1	*	96	2	99
Orleans Parish	166	*	96	35	297
Ouachita Parish	2	*	25	0	27
Rapides Parish	112	*	67	12	191
Recovery School District-LDE	0	*	134	12	146
Tangipahoa Parish	11	*	8	1	20
Terrebonne Parish	25	*	183	25	233
	642	*	**1190**	**203**	**2035**

Homeless Children and Youth Enrolled School Year (HOMR14)

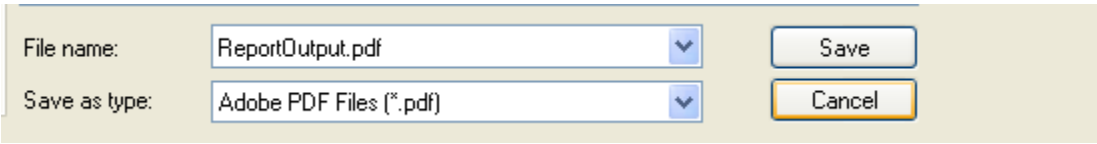
This report shows the number of homeless children and youth who are enrolled in school (both public and nonpublic entries) sorted by grade or educational unit. The last column of the report contains homeless student totals. The last line of the report contains totals by grade or educational unit.

1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR14-Homeless Children and Youth Enrolled School Year”.

If all steps have been completed, you should see the screen below.

4. Select desired “Beginning Schl Sess Yr”.
5. Press the “Request the Report” button.
6. To save Homeless Children and Youth Enrolled School Year Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **Homeless Children and Youth Enrolled School Year Report as of 07/15/2011,** and press the “Save” button.



Homeless Children and Youth Enrolled School Year Report

REPORT: HOMR14
RUN DATE: 7/15/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMELESS CHILDREN AND YOUTH ENROLLED SCHOOL YEAR REPORT
2011-2012

PAGE: 1 of 1
RUN TIME: 12:55:51 PM

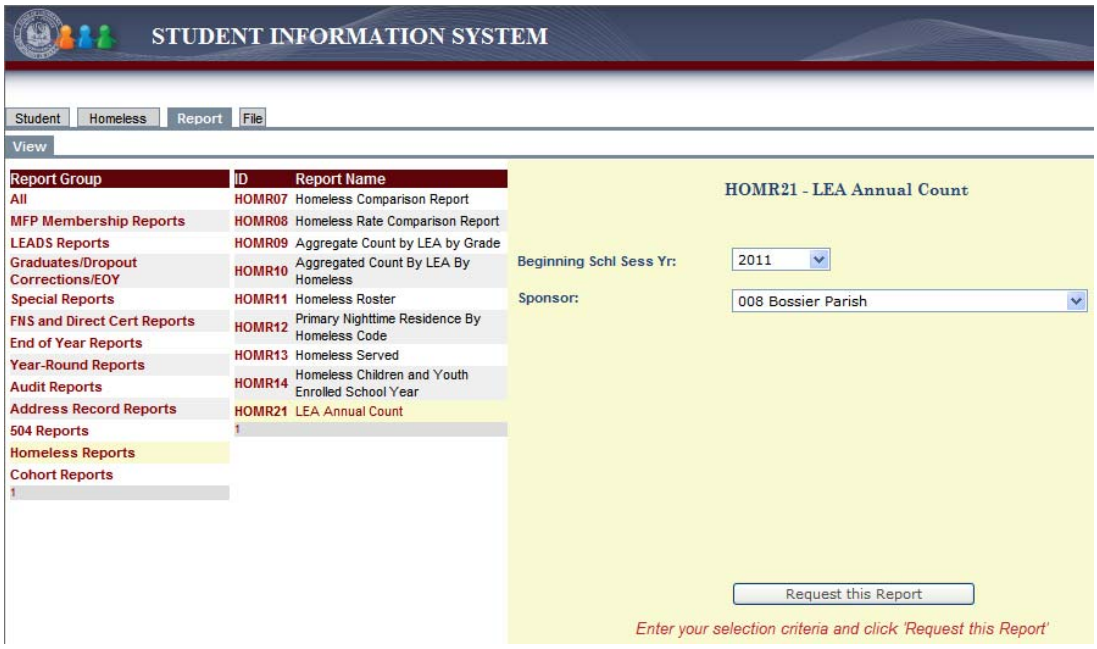
LEA		Age 3-6 (Not K)	K	01	02	03	04	05	06	07	08	09	10	11	12	Ungraded (served in an educational unit that has no separate grades)	Total
MV Subgrants																	
008	Bossier Parish	0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	4
	SUBTOTAL MV Subgrants	0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	4
TOTALS:		0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	4

LEA Annual Count (HOMR21)

This report is the Monthly Cumulative Activity Log. This report is sorted by types of contacts or services and grouped by month. The report includes the total services by month and the total services by year.

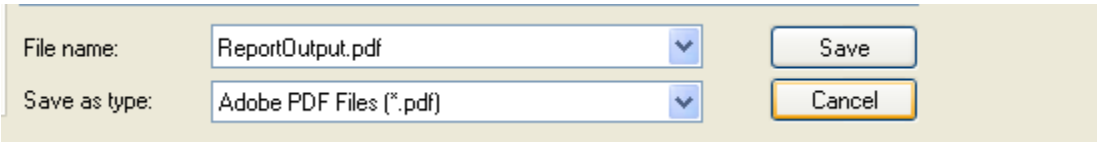
1. Select “Report” category and “View” function.
2. Under “Report Group”, left click “Homeless Reports”.
3. Under “ID”, left click on “HOMR21-LEA Annual Count”.

If all steps have been completed, you should see the screen below.
Note: Please contact your security coordinator, immediately if an LEA other than yours appears.



4. Select the desired “Beginning Schl Sess Yr”.
5. Press the “Request the Report” button.
6. To save LEA Annual Count Report Output.pdf to your computer, in an easily accessible location, left click center icon as represented below:

7. Rename the report to desired name, such as **LEA Annual Count as of 07/15/2011,** and press the “Save” button.



LEA Homeless Liaison Monthly Cumulative Activity Log

REPORT: HOMR21
RUN DATE: 7/16/2011

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM (HOMELESS)
HOMR21: LEA HOMELESS LIAISON MONTHLY CUMULATIVE ACTIVITY LOG
SPONSOR: 008 Bossier Parish
2011-2012

PAGE: 1 of 1
RUN TIME: 6:08:24 PM

TYPES OF CONTACTS OR SERVICES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
01. Teacher school/personnel conference	0	0	0	0	0	0	0	0	0	0	0	0
02. Parent conference	0	0	0	0	0	0	0	0	0	0	0	0
03. Telephone conference	1	0	0	0	0	0	0	0	0	0	0	0
04. Shelter/personnel conference	0	0	0	1	0	0	0	0	0	0	0	0
05. Behavior concerns addressed	1	0	1	0	1	0	0	0	1	0	0	0
06. Academic concerns addressed	1	1	0	0	0	1	0	1	0	0	0	0
07. Tutoring, Saturday school, cultural enrichment activities	0	1	0	0	0	0	1	0	0	0	0	0
08. Monitored attendance	2	0	0	0	0	0	0	0	0	0	0	0
09. Addressed housing needs	0	0	0	0	0	0	0	0	0	0	0	0
10. Addressed concerns regarding neglect, abuse, or guardianship	0	0	0	0	0	0	0	0	0	0	0	0
11. Transportation-Medical/School	1	0	0	0	0	0	0	0	0	0	0	0
12. Shelter, home, or school visit	0	0	0	0	0	0	0	0	0	0	0	0
13. Medical, evaluation or counseling services	0	0	0	0	0	0	0	0	0	0	0	0
14. Assistance with school registration	1	0	0	0	0	0	0	0	0	0	0	0
15. Addressed parenting issues, family literacy, or domestic violence	0	0	0	0	0	0	0	0	0	0	0	0
16. Correspondence sent to school/agencies	0	0	0	0	0	0	0	0	0	0	0	0
17. Addressed food and/or clothing needs	1	0	0	0	0	0	0	0	0	0	0	0
18. Referred client to preschool program, Head Start or Even Start	0	0	0	0	0	0	0	0	0	0	0	0
19. Provided school supplies	0	0	0	0	0	0	0	0	0	0	0	0
20. Other	0	0	0	0	0	0	0	0	0	0	0	0
21. Staff professional development and awareness	0	0	0	0	0	0	0	0	0	0	0	0
MONTHLY TOTALS	**8**	**2**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**0**	**0**	**0**
ANNUAL TOTAL OF SERVICES												**17**