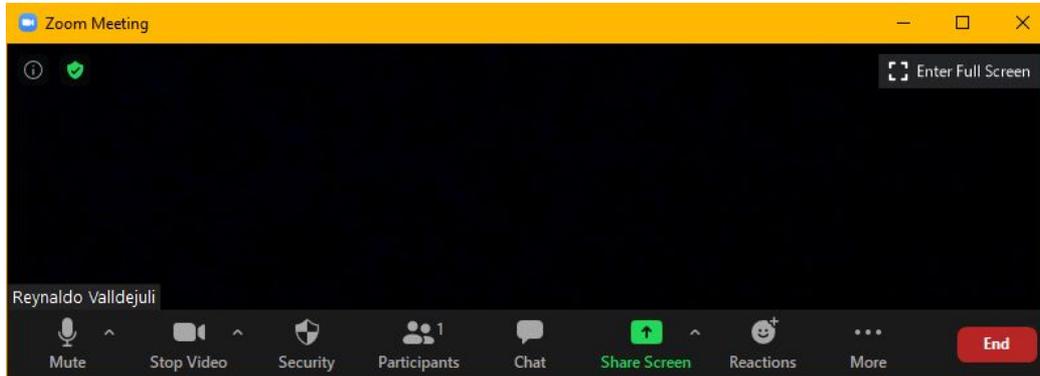


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
- To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
- To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



# Louisiana Believes

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## Data Coordinator Monthly Call October 1, 2020

Visit the [School Improvement Library](#) for a copy of all webinar decks.

# Agenda

## I. 2019-2020 End of Year Collections Closeouts

## II. Preparing for 2020-2021 Data Collections

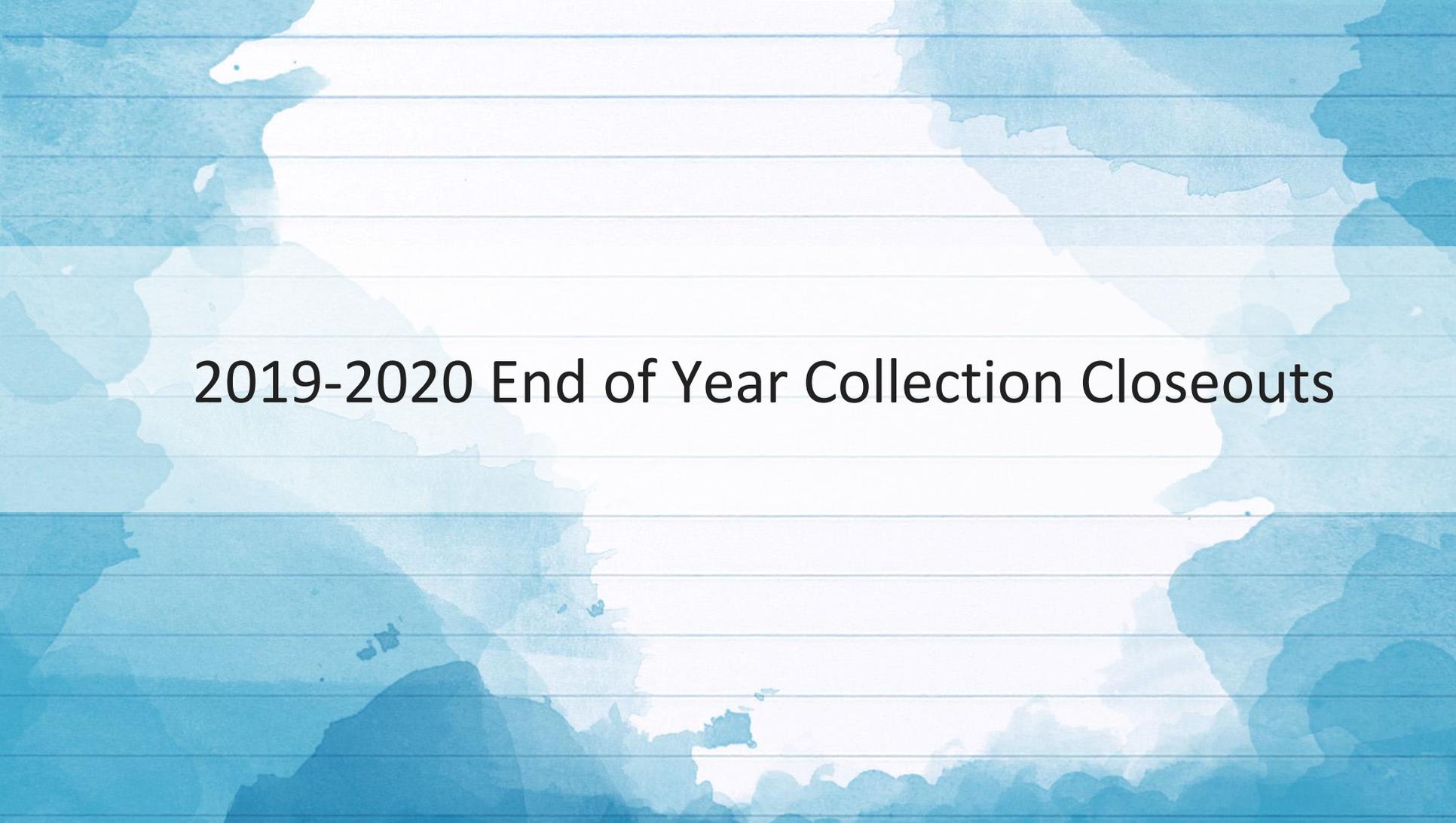
- 2020-2021 eScholar Systems New School Year Startup
- 2020-2021 Open Collections
- Data Management FTP Updates

## III. EdLink Updates

- Project Timeline
- StaffID Assignments
- Parallel Data Submissions for 2020-2021

Suggested participants for this call:

- Early Childhood Supervisors
- Curriculum Supervisors
- Data Coordinators
- District Test Coordinators and Accountability Contacts
- Federal Program Supervisors
- High School and Career and Technical Supervisors
- Personnel Directors
- Talent Supervisors



# 2019-2020 End of Year Collection Closeouts



# 2019-2020 Collections Closeout

## End-Of-Year Collections: To close out the 2019-2020 school year

### Annual Financial Report (AFR) EOY

2019-2020 Annual Financial Data is due by September 30 of each year per Louisiana R.S. 17:92

**Deadline: October 1** (for on-time submission)



# 2019-2020 Collections Closeout Student Information System (SIS)

**End-Of-Year Collections:** To close out the 2019-2020 school year

## Student Information System (SIS)

- 2019-2020 SIS EOY reopened for **Dropout Corrections**
  - Exit all 2019-2020 graduates (those who met graduation requirements between 9/1/19 and 8/31/20) and other legitimate leavers.
  - Refer to Dropout Training Module and Dropout Training Guidance (in SIS Section on [System Support page](#))

Deadline: **December 4**



# Student Transcript System (STS) Downtime for System Maintenance

*In an effort to prepare for the 2020-2021 data collection period:*

STS will close from October 1st through December 1<sup>st</sup> to make preparations for the first uploads of the 2020-2021 school year. STS will reopen for uploads and prior year changes on December 2, 2020

***During the closure:***

- System maintenance will be performed
- Table changes/updates will be made
- New programming/system enhancements will be tested and deployed

*Note: Please make every attempt to ensure that all corrections to the 2019-20 school year and any prior year requests are made before September 30, 2020*

*If needed, STS can be reopened during this time for making corrections. Please complete the [STS Prior Collection Period Access Request Form](#) and email to [barrett.adams@la.gov](mailto:barrett.adams@la.gov).*



# Curriculum System (CUR) Distance Learning Codes

If a student is taking a course 100% virtually, please use the appropriate Distance Learning Code on the CUR Class Schedule Record. Most would use code 3 Other Distance Learning.

- 01**– Louisiana Virtual School Courses
- 02**– 8g Satellite Courses
- 03**– Other Distance Learning
- 04**– Course Choice
- 05**– Dropout Recovery Program

If a student/teacher is enrolled at a virtual site, use the site code for reporting.

If they are just taking virtual courses, but are enrolled at a physical site use the physical site code.

Be careful not to move students, teachers, and courses to virtual sites unless they are actually there for the year as it will mess up MFP, accountability, SPS, food, etc. Try to leave as many students and teachers on the same campus as they would be if we were in a normal year.

# CUR Redesign Project

## 2021-22 CUR Course Redesign Project

- **Date and Time:** October 29 at 2 p.m. (CST)
- **Advance Registration:** [Registration Link](#)
- **Webinar Name:** CUR Redesign Project
- **Meeting ID#:** 931 6096 9970

We will look at the new course list to see how it works, the courses that were expired, and any additional rules we might need to add.



# Preparing for 2020-2021 Data Collections



# Principal and Superintendent Secure Portal Updates

The secure portal site includes two user groups; a principal user group for viewing specific sites, and a superintendent user group for viewing an entire district.

- A **Secure Portal User Request Form** is available on the Data Management FTP in the **Secure Portal** folder. Data Coordinators should download and provide to superintendents for adding users that need access to the secure portal. **Access will be granted every week on Fridays.**
- Once updates have been completed, the Data Management FTP Coordinator should rename the file using the naming guidelines below and upload the form in the same location as the original.  
File Name: [LEA Code]\_[LEA Name]\_Secure Portal User Request Form\_Completed  
Example: ***001\_Acadia\_Secure Portal User Request Form\_Completed***
- In order for changes to be made, the Superintendent must email [Systemsupport@la.gov](mailto:Systemsupport@la.gov) confirming the user requests and providing his/her consent to the Department to grant access to those users.
- The last column of the form will be used to update Data Coordinators when access to the secure portal has been granted by LDOE.



# Louisiana School Finder Data Refresh

The Department will update monthly the ABOUT OUR SCHOOL section in School Finder to reflect any changes made in Sponsor Site (SPS) at the end of each prior month. Information is pulled down around the 1st of each month, and changes in School Finder are reflected mid-month. Please reference the [Louisiana School Finder Data Guide](#) for additional information on data sources.

Data Source	School Finder Sections	Refresh Timeline
Sponsor Site	Website, administrator, social media, clubs and sports	Monthly
Sponsor Site	Address, phone #, grade configuration	December
PEP	Principal name	January & August
CUR/PEP/SIS	Academic offerings (AP, DE, foreign languages), music/art offerings	January





# Data Sharing Agreements

## Security Coordinators

Pursuant to R.S. 17:3914, school systems are required to have a contract or data sharing agreement in place with private vendors that deliver services in order to share personally identifiable student data.

- Review the 2020-2021 list of [data sharing agreements](#) to identify which ones are new and/or expiring.
- School systems should submit the completed form(s) with the appropriate approval signatures for those needing to be completed.

Please ensure that data managers and other staff have the proper credentials to access the LDOE systems

- Using [TAS](#), assign (new staff)/remove (exited staff) access to legacy systems.
- Please refer to the [TAS User Guide](#).



# eScholar Systems Access

**For Security Coordinators use only:** Using the eScholar **Admin URLs**, to assign (new staff) or remove (exited staff) access to the eScholar systems:

- **Uniq-ID, DirectMatch** <https://louisianasecureid.escholar.com/uidmgr/>
  - Instructions: [https://leads13.doe.louisiana.gov/lug/eScholar/Security\\_coordinator\\_add\\_a\\_user\\_Final.pdf](https://leads13.doe.louisiana.gov/lug/eScholar/Security_coordinator_add_a_user_Final.pdf)
- **StaffIID** <https://louisianastaffid.escholar.com/uidmgr/login.do>
  - Instructions: [https://www.louisianabelieves.com/docs/default-source/assessment/staffid\\_security\\_coordinator\\_add\\_a\\_user\\_final.pdf?sfvrsn=299a991f\\_2](https://www.louisianabelieves.com/docs/default-source/assessment/staffid_security_coordinator_add_a_user_final.pdf?sfvrsn=299a991f_2)



# Data Manager Resources

## Data Managers

- Review 2020-2021 Benchmark Calendar (*posted on the [System Support page](#)*)
- Prior to submitting data, ensure your vendor has programmed the [2020-2021 System Enhancements](#)
- Ensure sponsors and sites have been verified, Prepare to certify in the Sponsor Site (SPS) System. Refer to the Sponsor Site (SPS) User Guide
- Review the [contact list](#) and verify there is a contact person for each LDOE Application system.
- Connect with [Security Coordinator](#) to ensure you have access to the systems for which you will be uploading data
- Connect with [LDOE system managers](#) for specific system questions (SPC, SIS, SER, STS, PEP, AFR, etc.)
- New Data Managers should review the new user training modules which are posted [in the Training Library](#) on the [System Support page](#).
  - Module 1: LDOE Data Systems Security and Access
  - Module 2: LDOE Application Systems Overview
  - Module 3: LDOE Data Collection Timeline and Communications Resources



# Available Training

## Training Library

- The [Training library](#) on the System Support page, contains training modules and videos by topic and by system. These training modules were developed for data coordinators, data managers, and others who want to learn more about the systems and how to submit data.

## Online eScholar Training

- Online eScholar training is available for **Uniq-ID**, **DirectMatch** and **StaffID**
- Please email [SystemSupport@la.gov](mailto:SystemSupport@la.gov) for registration information.



# Data Coordinator Monthly Webinar Slide Decks

## Data Coordinator Webinar slide deck

- Copies of the current and prior month webinar slides are located in the School Improvement library: <https://louisianabelieves.com/resources/library/school-improvement>

### MONTHLY CALLS

#### DATA COORDINATOR MONTHLY CALLS

File

[Data Coordinator Monthly Call August 2020](#)

A world map rendered in a soft, watercolor style with various shades of blue and teal. The map is centered on the Atlantic Ocean, showing the continents of North America, South America, Europe, and Africa. The colors are blended and textured, giving it an artistic, hand-painted appearance.

# 2020-2021 Open Data Collections



# 2020-2021 Data Collection Calendar

**Open Year Round**

**FALL Collections**

**SPRING Collections**

**END-OF-YEAR Collections**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Open Year Round: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Open Year Round: Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS					Feb 1 MFP SPC, SIS, HTS					
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								CVR SIS, PEP, CUR		
	TSDL Fall					TSDL Spring					
	STS End-Of-Year (Prior Year)					STS Mid-Year			STS End-of-Year		
								SPC, SIS, HTS End-Of-Year			
	PEP End-Of- Year (Prior year)								PEP End-of-Year		
	AFR End-Of-Year (Prior Year)										
	Dropout Corrections (SIS EOY Prior Year)										

A listing of what data is collected during each data collection period [is available](#).



# Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the [System Support page](#). Latest Revision: **10-01-20**

## 2020-21 Benchmark Calendar

### Worksheet Descriptions:

**Benchmarks:** Action Items by collection/category for all systems  
**Key Dates:** Major Collection Dates and Key Terms  
**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, TSDL, etc.)  
**Webinars & Trainings:** Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the *Action Item* column by **COLOR**

Audits

Collection  
Open  
Dates

Collection  
Deadline  
Dates

Intermediate  
Benchmark  
Dates

Final Data  
Pulls and  
Report  
Runs

[Return to Benchmarks tab](#)

User Guide

User Guides are posted on the Louisiana Believes website (under Data Systems).

**2020-21 Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov) or [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

Month	Date	System	Collection/Category	Action Item
-------	------	--------	---------------------	-------------

In each tab, you can review specific information, by filtering the columns by COLOR, date, system, and collection:

- Benchmark tab - Lists year-long summary of action items for ALL systems
- Key Dates - Lists major collection dates
- System tab - Lists action items by system



# Louisiana Secure ID System (eScholar)

## 2020-2021 Uniq-ID

eScholar Uniq-ID <https://louisianasecureid.escholar.com/uid/login.do>

- School systems submit their student enrollment with **ESSY=2021** and **Location Active Flag** (*Active="1" or Inactive="0"*).
- School systems download LASIDs from eScholar into their local systems
- Uniq-ID student data submissions is required before student data can be submitted to the LDOE application systems which contain student data (e.g. SIS, STS, SER, TSDL, etc.). \* **Districts should NOT include 2019-2020 graduates in the expected enrollment**

**REMINDER:** You need to assign a new LASID for a student **ONLY IF** the student:

- has never been enrolled or not enrolled within the last 5 years in any public or charter school in the State,
- has never received any special education services (SER) in the State - including students previously enrolled in a nonpublic school or preschool students.
- All other students should already have a LASID in eScholar.
- You will need to upload these students into eScholar and match their LASID through the Near Match process.



# Louisiana Secure ID System (eScholar)

## 2020-2021 DirectMatch SNAP and TANF

eScholar DirectMatch <https://louisianasecureid.escholar.com/uid/login.do>

- **August** SNAP and TANF files were loaded into eScholar DirectMatch on September 26, 2020
  - **LDOE ran statewide** DirectMatch for SNAP and TANF
  - Districts will resolve SNAP and TANF near matches
    - Upload SNAP matched records into local SIS and food service system
    - Run DirectMatch for any new enrollments during the month

Additional information [is available](#) :

- Economically Disadvantaged Definition
- National School Lunch Program Direct Certification
- Options for CEP schools

To receive automatic monthly notices when the SNAP file has been loaded to DirectMatch, please refer to the [CNP Registration for SNAP Update Notifications](#) posted on the System Support.



# October 1 MFP Fall Collection Student Information System (SIS)

Collection Name	Application System - What Data Is Collected	Deadline
Oct 1 MFP Collection	<ul style="list-style-type: none"><li data-bbox="581 419 1344 511">• <b>School Calendar System (SPC)</b> - Planned district and school calendars</li><li data-bbox="581 532 1418 805">• <b>Student Information System (SIS)</b> - Student data for all students enrolled on 10/1 including enrollment, attendance, discipline, lunch status, ED status, homeless and other indicators (504, etc.)</li><li data-bbox="581 827 1244 919">• <b>Homeless Tracking System (HTS)</b> - Homeless services data</li></ul>	<b>Deadline: October 23</b>



# October 1 MFP Fall Collection SIS SER Combined Validation Reports

SIS/SER combined Validation Reports and Rosters for the Oct 1 MFP and IDEA collections will be dropped to the [DM FTP](#) during the weeks 10/5, 10/12, 10/19, 10/26 and 11/9 (Final)

SIS Validation Report Elements	SIS Validation Roster Elements
<p>Funding</p> <ul style="list-style-type: none"> <li>• SIS MFP and Total Enrollment SER IDEA and Total</li> <li>• Enrollment IDEA Counted and Not Counted Free and Reduced Lunch Status</li> <li>• Sites with No Enrollment</li> <li>• Multiple and Duplicate Enrollments Special Populations</li> </ul> <p>Special Populations</p> <ul style="list-style-type: none"> <li>• Free and Reduced Lunch Status English Learners</li> <li>• Homeless reported in SIS</li> <li>• Underage homeless reported in HTS Section 504 students</li> <li>• Migrant Students</li> <li>• Military Affiliated Students Parent/Expectant Parent of a Child Attendance, Discipline, and Potential Dropouts</li> </ul> <p>Attendance and Discipline</p> <p>Dropouts</p> <p>K-3 Assessments (See K-3 section)</p>	<ul style="list-style-type: none"> <li>• Roster of multiple and duplicate enrollments</li> <li>• Roster of homeless students</li> <li>• List of CEP sites</li> <li>• Roster of student discipline events</li> <li>• Roster of students with 30 or more absences</li> <li>• Roster of students on Academic Improvement Plan</li> <li>• Roster of current T9 students who were T9 at any time in the prior school year</li> </ul>



# Enrollment of Displaced Students

## Enrollment of Displaced Students

Students displaced due to hurricane Laura will be enrolling in schools across the state over the coming weeks.

Schools must enroll these students immediately per the federal [McKinney-Vento Homeless Assistance Act of 2001](#), and should maintain the parent certification form ([English](#) or [Spanish](#)) as documentation.

For additional information about enrolling displaced students in local and state systems, please refer to the [2020-2021 Guidance on Enrollment of Displaced Students](#).



# Student Information System (SIS) Changes for 2020-2021

## **English Learners: Students with Interrupted Formal Education (SIFE)**

An additional english proficiency code has been added In order to allow school districts to properly indicate Students with Interrupted Formal Education (SIFE):

- 04 = SIFE English Learner a code should be reported if an english learner student falls into this category..

Please refer to the 2020-21 System Enhancements posted on the [System Support page](#).

Visit [Louisiana Believes](#) for more information.

# October 1 IDEA Collection Special Education Reporting System (SER)



Collection Name	Application System - What Data Is Collected	Deadline
Oct 1 IDEA Collection	<ul style="list-style-type: none"><li>• <b>Special Education Reporting (SER):</b> The IDEA Oct 1 count for the Individuals with Disabilities Education Act (IDEA) collection is as of October 1. The collection of this data is used for funding and federal reporting.</li></ul>	<ul style="list-style-type: none"><li>• IDEA Count Deadline: <b>October 30</b></li><li>• Preliminary Run Date for reports: <b>September 18</b></li></ul>



# October 1 IDEA Collection Special Education Reporting System (SER)

**IDEA SER Data Criteria:** Students with disabilities must have the following in SER to be included in the IDEA Child Count

- a current Evaluation,
- a current IEP,
- and receiving services as of October 1 to be included in the IDEA Child Count.

**IDEA Preliminary Reports: Reports to run and verify**

- IDEA - IDEA Counted, Not Counted, NEW FAPE Counted, Not Counted, and summary, FED Eval Listing Pub/Private and summary, SER/SIS, SER/SIS (Child Count Compare), SIS/SER Cross Checks
- Personnel Table - Personnel Table 2 Detail, Personnel Table 2 Summary, and IDEA Services Listings



# October 1 IDEA Fall Collection SIS SER Combined Validation Reports

SIS/SER combined Validation Reports and Rosters for the Oct 1 MFP and IDEA collections will be dropped to the [DM FTP](#) during the week 10/5, 10/12, 10/19, 10/26, and 11/9 (Final).

\*Check with your Security Coordinator or DM FTP contact to retrieve this document from your LEA [DM FTP](#)

SER Validation Report Elements	SER Validation Roster Elements
<p><b>Funding - SER IDEA</b></p> <p><b>IDEA Enrollment:</b></p> <ul style="list-style-type: none"><li>● SER Oct 1 IDEA Counted</li><li>● 2019-2020 Oct 1 IDEA Counted</li><li>● SER Oct 1 IDEA Not Counted</li></ul> <p><b>SER without SIS:</b></p> <ul style="list-style-type: none"><li>● SER/SIS Cross Check (Child Count Compare) Report</li><li>● SIS/SER Cross Check Report</li><li>● SER/SIS Cross Check Report</li></ul>	<ul style="list-style-type: none"><li>● Roster of students reported in SER but not in SIS</li></ul>

# SER IDEA Child Count Statement of Affirmation

- The *SER IDEA Child Count Statement of Affirmation* will be included with the FINAL SIS/SER Oct 1 Validation Report to be dropped the [DM FTP](#) (Data Validation folder). *November 9, 2020.*
- Submit the completed form with signatures using the [SER Oct 1 IDEA Statement of Affirmation](#) form link by **November 20, 2020.**

 **DEPARTMENT of EDUCATION**  
Louisiana Believes

**IDEA Child Count Statement of Affirmation**

Special Education Reporting System (SER)  
Fiscal Year 2019-2020  
IDEA Count Date: 10/01/19

I hereby certify that the Special Education Reporting (SER) data submitted by this school district for the IDEA final submission are true and accurate.

Sponsor Code: «SponsorCd»    Sponsor Name: «SponsorName»

Date: \_\_\_\_\_

Special Education Supervisor/Director: \_\_\_\_\_  
*(SpEd Supervisor/Director name - print or type)*

Signature: \_\_\_\_\_  
*(SpEd Supervisor/Director signature)*

Superintendent: \_\_\_\_\_  
*(District Superintendent name - print or type)*

Signature: \_\_\_\_\_  
*(District Superintendent signature)*

COMMENTS:

Please submit the completed form with signatures by **December 6, 2019** using the [SER Oct 1 IDEA Statement of Affirmation Return](#) form link



# SER Modification for Hurricane Laura Recovery

The Department is committed to supporting school systems that were impacted by Hurricane Laura. To ensure LEAs can provide timely special education services to students, SER has been temporarily modified to allow LEAs to pick up jurisdiction for students from affected LEAs only without contacting the previous LEA or LDOE. Any students in affected LEAs not moving will remain unchanged and will require the previous LEA to release jurisdiction.

For more information on emergency LEA transfers, please refer to [Understanding an Emergency LEA Transfer](#).



# Special Education Reporting System (SER) Q & A Office Hours

## SER Question and Answer Office Hours

- **Date and Time:** October 15, 2020 at 10 a.m. (CST)
- **Advance Registration:** [Registration Link](#)
- **Webinar Name:** SER October 1 IDEA Child Count Q & A

After registering, you will receive a confirmation email containing information about joining the meeting. If there are agenda items and/or topics you would like to include for a future webinar, please email your suggestions to [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)



# K-3 Assessments Fall Collection

Collection Name	Application System - What Data Is Collected	Open/Deadline
K-3 Assessments	<b>Student Information System (SIS):</b> Kindergarten entry assessment results and K-3 literacy assessment results.	<ul style="list-style-type: none"><li>• Opens: <b>October 12</b></li><li>• Deadline: <b>October 31</b></li></ul>



# K-3 Assessments Fall Collection Changes for 2020-2021

## What's new in K-3 for 2020-21

The K-3 Assessment file layout for SIS has been enhanced to include additional exemption codes and a virtual setting flag. Additionally, the assessment name associated with Literacy Screener Test type 1 will now be labeled Acadience Reading (formerly DIBELS Next) due to a name change from the assessment vendor. See the [K-3 assessment section](#) for the new layout. This change will also impact the EdLink 360 K-3 layout.

### New Exemption Codes:

Code 06 for COVID-19 can be used if a student is enrolled in a virtual learning environment and meets one of the following criteria:

- The school system is unable to reach the family after multiple attempts.
- The family reports inability to access technology.
- The student or immediate family reports extended illness.

Code 07 for School Closure can be used if the school shuts down and no distance learning is occurring.

### Virtual Flag:

The virtual setting flag is required and should be set to Y when the student was assessed virtually and should be set to N when the student was assessed in person. A Y in the virtual setting field will be disallowed for literacy screener test type = 3 (STEP) as this particular screener is not allowed to be given virtually.



# K-3 Assessments Fall Collection Validation Reports and Rosters

K3 Assessment Data will be included on the SIS/SER Oct 1 MFP Validation Reports and Rosters dropped on the [DM FTP](#) during the weeks of 10/5, 10/12, 10/19, 10/26 and 11/9 (Final).

**Note: No K3 Assessment Data will be available on the first iteration of the reports/rosters.**

K3 Validation Report Elements	K3 Validation Roster Elements
<ul style="list-style-type: none"><li>● K-3 Assessments</li><li>● Kindergarten Students Enrolled</li><li>● K Students without Kindergarten Entrance Assessment or Exemption</li><li>● K-3 Students Enrolled</li><li>● K-3 Students without Literacy Assessment or Exemption</li></ul>	<ul style="list-style-type: none"><li>● Roster of Kindergarten through 3rd Grade students without a Literacy Screener score or exemption</li><li>● Roster of Kindergarten students without a KEA score or exemption</li></ul>



# October 1 CLASS Fall Collection

Collection Name	Application System – What Data is Collected	Deadline
<b>Oct 1 CLASS</b>	<ul style="list-style-type: none"><li data-bbox="421 408 1224 447">• <b>School Calendar (SPC)</b> – Planned calendars</li><li data-bbox="421 484 1296 939">• <b>Student Information System (SIS)</b> – Student data for all students enrolled on 10/1 including enrollment, attendance, discipline, lunch status, ED status, homeless and other indicators (504, etc.). Also includes class schedules for classes offered/planned for the entire school year including schedules for CTE/CDF and Interest and Opportunities classes.</li></ul>	<ul style="list-style-type: none"><li data-bbox="1352 408 1866 447">• <b>Deadline: <span style="color: red;">January 8, 2021</span></b></li></ul>

# October 1 CLASS Fall Collection (contd.)



Collection Name	Application System – What Data is Collected	SCHEDULE
<b>Oct 1 CLASS</b>	<ul style="list-style-type: none"> <li>• <b>Homeless Tracking System (HTS)</b> – K-12 and underage Homeless student service data.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deadline: January 8, 2021</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Curriculum System (CUR)</b> - Course data and Class schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deadline: January 8, 2021</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Profile Of Educational Personnel System (PEP)</b> – Teacher data including salary, teacher class schedules for classes offered/planned for the entire school year including CTE/CDF class schedules</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deadline: December 11, 2020</b></li> </ul>



# October 1 CLASS PEP Validation Reports

Validation Reports and Rosters for the Oct 1 CLASS collections will be dropped to the [DM FTP](#) during the week 11/2, 11/16, 11/30, 12/14, and 1/14 (Final).

\*Check with your Security Coordinator or DM FTP contact to retrieve this document from your LEA [DM FTP](#)

PEP Validation Report Elements	PEP Validation Roster Elements
<ul style="list-style-type: none"><li>● Total LEA Staff Headcount</li><li>● Classroom Teacher Counts FTE</li><li>● Average Classroom Teacher Salary</li><li>● Total Demand Pay, Total Performance Pay</li><li>● Tenured Count, Lost Tenured Count</li><li>● Principal Counts, Average Principal Salary</li><li>● Assistant Principal Counts, Average Assistant Principal Salary</li></ul>	<ul style="list-style-type: none"><li>● Salary Check</li><li>● Missing Staff Information</li><li>● Tenure Information</li><li>● Attendance Rate/ Absence Date</li></ul>

Sample of Oct 1 Report can be viewed [here](#).



# October 1 CLASS Fall Collection (contd.) 2020-2021 Interests and Opportunities

School Performance Scores include an Interest and Opportunities Index to measure the extent to which schools are providing students with access to enrichment opportunities.

For additional information about the Interests and Opportunities measure for the 2020-2021 school year, please refer to the following one-pager:

[2020-2021 I&O onepager](#)

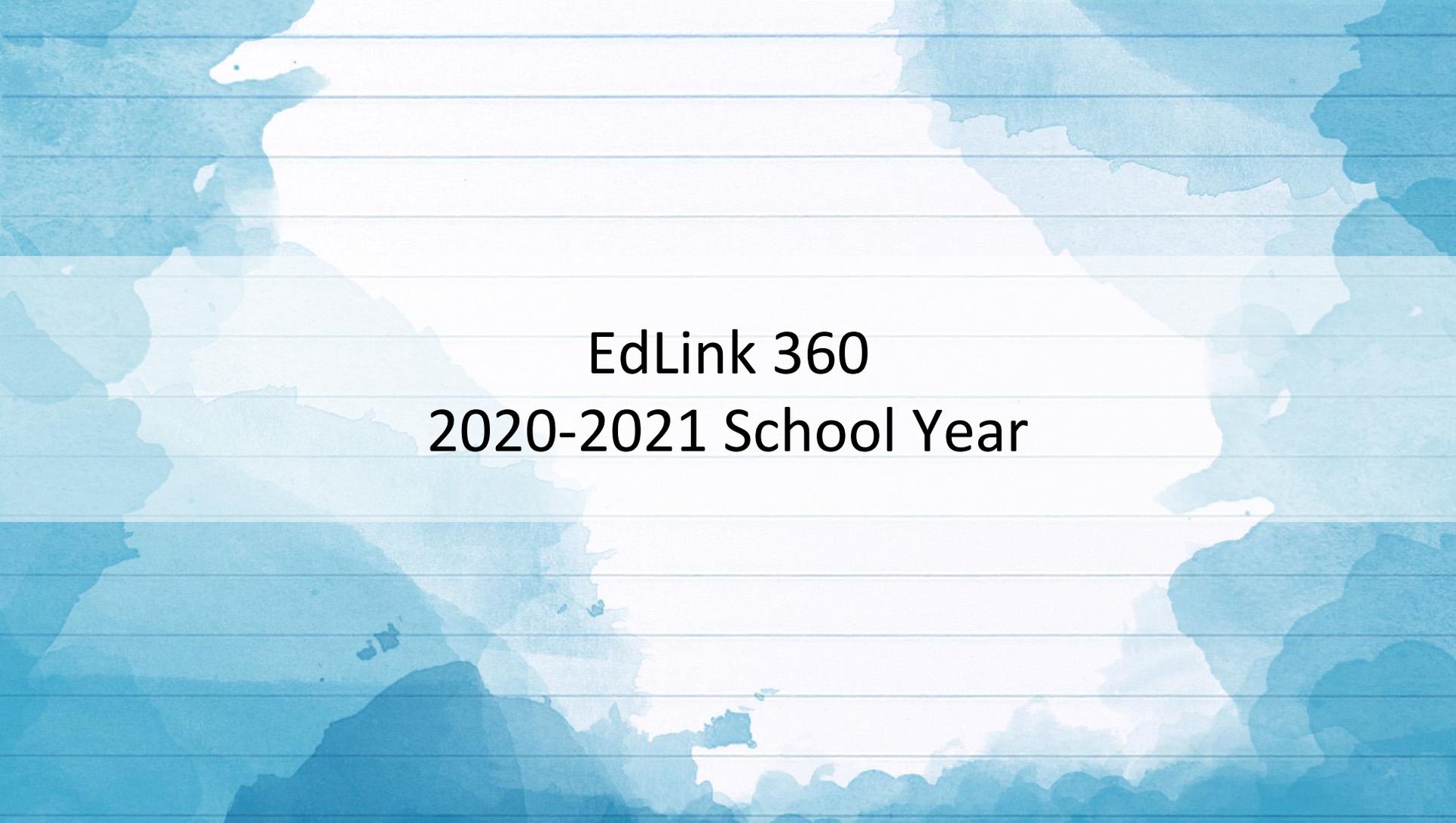
For additional information about the Course Codes Utilized for K-8 student enrollment in Physical Education, Visual Arts, Performing Arts, and World Languages, please refer to:

[2020-2021 I&O course list](#)

# Data Management FTP

The following files are available on the [DM FTP](#)

Data	File Name	Recipient
2019-2020 Interest & Opportunities Index by School System and School	LEACode_2019-2020 I&O Index_by_School System_and_School	Superintendent and Accountability Manager
COVID19 OFAT Extensions_09_04_2020	LEACode_LEAName_COVID19 OFAT Extensions_09_04_2020	HR Directors
COVID-19 One Year Certificate Extensions_08-18-2020	LEACode_LEAName_COVID-19 One Year Certificate Extensions_08-18-2020	HR Directors
2019 Class Size by Site for Auditors	LEACode_2019 Class Size by Site for Auditors	Finance Manager
2019 Class Size for Auditors	LEA Code_2019 Class Size for Auditors	Finance Manager



EdLink 360  
2020-2021 School Year



# EdLink

**Existing system challenges will be resolved by EdLink, a robust data repository with easily accessible data and data visualizations.**

- Outdated and failing systems
- Data collected in too many places with no single source of truth
- Simple reporting and research are difficult
- Challenging questions nearly impossible
- The school and facility-level staff who have the most opportunities for positive impact on kids often have the least amount of meaningful data available for decision making.



- Improve business processes and overall usability
- Consolidate data silos into one source of truth
- Connect data and programs to reduce multiple logins
- Build a data warehouse with meaningful visualizations, comprehensive reporting, and program evaluation





# EdLink Data System

## **EdLink 360 (Warehouse) + EdLink Ops (Transactional System)**

The EdLink system is made up of two main components.

**EdLink 360** data warehouse is the system that pulls together K-12 and ECE data from many different sources for reporting and analysis using interactive dashboards.

**EdLink Operational (Ops)** is the transactional system for user interactions and processing of any transaction-oriented applications such as teacher certifications, early childhood payments, etc.



# Major Systems Being Replaced

## **EdLink 360 (Warehouse) Phase**

Curriculum (CUR), Homeless Tracking System (HTS), Longitudinal Reporting Systems/Search (LIQ and LRS), Profile of Education Personnel (PEP), Student Information System (SIS), Calendar (SPC), Teacher Student Data Link (TSDL), Sponsor Site (SPS)

## **EdLink Ops (Transactional System) Phase**

Annual Financial Reporting (AFR), CLASS, Compass (HCS), Early Childhood (EC), Licensing (BLAS), EC Provider, Worker and Customer Portals (CAFÉ), Child Care Assistance Program (CAP), LA4/Nonpublic School Early Childhood Development System (NSECD), Payment/Reimbursement Systems (TIPS), ProDirect, Sponsor Site (SPS), Teacher Certification Management (TCMS)



# Project Timeline

## EDLINK

The Whole Project (EdLink360 & EdLinkOps)





# Upcoming Actions for EdLink

EdLink 360 (Warehouse)	EdLink Ops (Transactional)
<p><b>August 2020</b> EdLink 360 Kick Off for school systems</p>	<p><b>August 2020</b> - EdLink Ops Kick Off for LDOE teams</p>
<p><b>August 2020 - July 2021</b> School systems and their vendors will:</p> <ul style="list-style-type: none"> <li>● program file extracts in their systems,</li> <li>● send data to EdLink 360,</li> <li>● validate data in the data quality dashboards and</li> <li>● participate in monthly office hours are for EdLink support</li> </ul>	<p><b>May 2020 - May 2021</b> Phase 1 Entities (Child Care Licensing, School Certification, Financial Reporting, etc.)</p> <ul style="list-style-type: none"> <li>● Core Team and Scrum teams are formed and operating</li> <li>● System Interfaces are operational</li> <li>● Public facing portals are operational</li> <li>● Worker portals are operational</li> </ul>
<p><b>August - June 2021</b> School and school system staff engage in dashboard trainings</p>	<p><b>June 2021 - Dec 2022</b> Phase 2 Students (CCAP Eligibility and payments, etc.)</p>
<p><b>August 2021</b> EdLink 360 Goes Live</p>	<p><b>November 2022 - August 2023</b> Phase 3 Staff (Teacher Certification and Training, Quality, Workforce, etc.)</p>

**August 2023 - EdLink System Complete**

The background of the slide is a watercolor-style illustration. It features a central white area that tapers towards the top and bottom, creating a sense of depth. This white area is surrounded by soft, blended washes of light blue and teal. The colors are applied in a painterly, organic manner, with some darker blue accents near the bottom and sides, suggesting a sky or a vast, open space. The overall aesthetic is clean, modern, and professional.

# EdLink Security



# EdLink Security Office Hours

Office hours dedicated to EdLink Security will be held the next four Fridays.

- **Dates:** October 2-October 23
- **Time:** 12 p.m.-1 p.m.
- **Link:** <https://ldoe.zoom.us/j/94468575045>
- **Dial-In Phone:** 346-248-7799
- **Meeting ID#:** 944 6857 5045



# EdLink Security

Access rights to EdLink 360 for the 2020-2021 school year will be provisioned through the new EdLink Security System **by your LEA Security Coordinator.**

Security Coordinators must take the necessary steps to get themselves set up in EdLink Security before access can be granted to any district staff for EdLink 360.

1. Security Coordinators should create a username and password <https://My.LA.gov>
2. The username created by the Security Coordinator should be added to the State User ID field of eScholar StaffID
3. Security coordinators should notify LDOE of the username and staff ID by completing this very short [survey](#); providing this information will ensure you are initially loaded into EdLink Security as a Security Coordinator
4. Wait for a notification that you have been loaded into EdLink Security as a security coordinator

A training was held for security coordinators on 8/11. If you missed the training, please see the documents posted on the [EdLink360](#) support page (EdLink Security section).

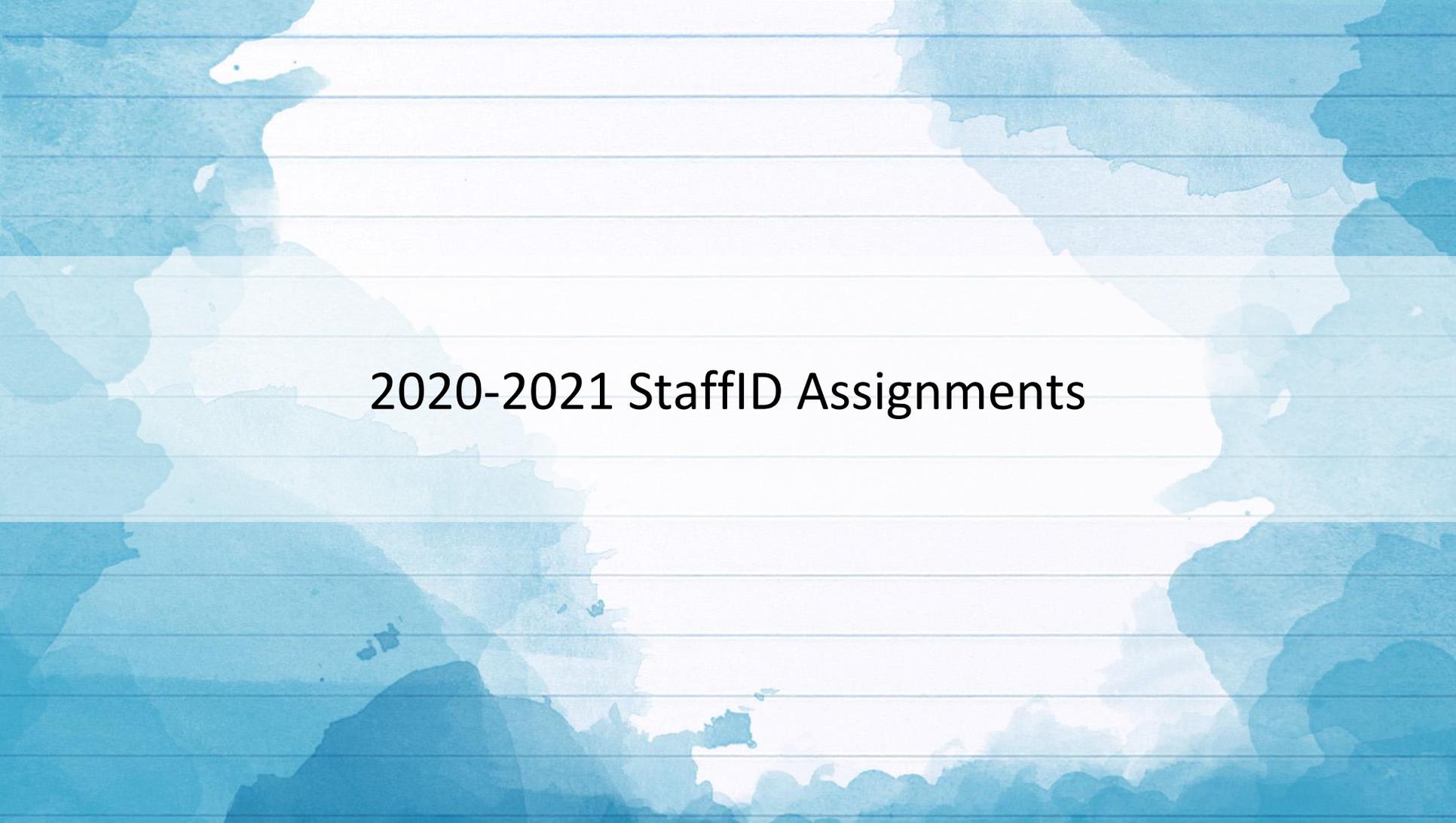


# EdLink Security

**After** Security Coordinators are set up in EdLink Security, school system staff can begin requesting access for EdLink 360 in EdLink Security.

1. School System staff should create a username and password <https://My.LA.gov>
2. The username created by the staff member should be added to the State User ID field of eScholar StaffID
3. The staff member should request the following access in EdLink Security:
  - a. Location: local school system
  - b. Application: EdLink 360
  - c. Role: Data Analyst
  - d. Permissions: K-12
4. The local security coordinator will review and approve the request in EdLink Security.

Full steps and screenshots are available in the [EdLink Security Guide](#) posted on the [EdLink360 support page](#).



# 2020-2021 StaffID Assignments



# 2020-2021 StaffID Training

Slide decks, Q & As from previous trainings, and the recording for the July 23 [eScholar StaffID Training Webinar](#) are available on the [EdLink360 Support page](#).

Please email [SystemSupport@la.gov](mailto:SystemSupport@la.gov) to request access (training cannot be downloaded).

# eScholar StaffID System

## Staff Unique Identifier (StaffID)

To help Louisiana secure and protect sensitive data, the StaffID will be used to uniquely identify staff in **EdLink 360**.

The following types of employees should be submitted to the eScholar Staff ID system for the assignment of a **StaffID**.

- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN)
- Long term substitute teacher reported to PEP as a regular employee
- Resident teacher (*employee status code = 07*)

### **Which staff should NOT assigned a StaffID?**

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*employee status code=02; SSN begins with 998*)
- Short-term substitutes

# eScholar StaffID System

## Staff Unique Identifier (StaffID) (contd.)

### How Should StaffIDs Be Assigned and Reported?

- Review the StaffID documents posted to the [EdLink 360 support page](#) .
  - Review StaffID User Guide
  - Review Frequently Asked Questions
  - Review StaffID training

### Why are StaffIDs Needed?

- For the appropriate staff, a StaffID is required to be reported in all EdLink 360 extract files (*staff.tsv*, *course\_offering\_link.tsv*, *payroll\_idoe.tsv*, *staff\_absences.tsv*, etc.).
- A StaffID is needed in order to establish security to the EdLink 360 dashboards
- Please refer to the EdLink security resources posted on the [EdLink 360 support page](#)
  - EdLink Security Coordinator Training August 11 2020
  - EdLink Security for Security Coordinators Slide Deck
  - EdLink Security Guide – Security Coordinators v.1
  - Please contact your Security Coordinator for details about EdLink Security
  - Security Coordinators should contact [EdLink360@la.gov](mailto:EdLink360@la.gov) if they have questions

# Social Security Number (SSN)

The Social Security Number will continue to be reported in record layouts in the **legacy** Profile Of Educational Personnel (PEP) system and used to uniquely identify staff.

- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Vacant employees (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*employee status code=02; SSN begins with 998 if not collected*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

The Social Security Number should be reported in the *STAFF\_SSN* field in the **EdLink 360** extract files (*staff.tsv, course\_offering\_link.tsv, payroll\_ldoe.tsv, staff\_absences.tsv, etc.*)



# 2020-2021 StaffID Assignments Summary

## As of 09/24/20

Please review the [Frequently Asked Questions \(FAQ\)](#) in regards to which employees should be submitted for StaffID assignment.

<b>StaffID Assignments for 2020-2021 for the 166 School Systems</b>	<b>Count of School Systems As of 09/24/2020</b>
StaffID Assignments completed or in progress	95 (57.6%)
StaffID Assignments NOT STARTED	70 (42.4%)

If your file was rejected or records were canceled during the data validation stage, please review the instruction in the [Identifying and Resolving Errors](#) document. The same process can be used for UniqID.



# Parallel Data Collections for 2020-2021



# Parallel Data Collections for 2020-2021

The 2020-2021 school year will be a transitional year for data collections. Data will be collected in both the state legacy data systems and the EdLink 360 system.

- The EdLink data submission schedule is purposefully aligned with the legacy system collection schedule to provide school systems with multiple opportunities to compare and validate their data before EdLink 360 goes live in August 2021 and the legacy systems are retired.
- Data collected in the legacy systems during the 2020-21 school year will be the source of truth for funding, accountability and reporting.
- To assist school systems and vendors through this transition, training will be offered throughout the fall. This training includes a walk-through of the EdLink data submission process, a demonstration of the data quality dashboards, and the technical details of each data element included in the programming of the file extracts.
- If you or your vendor did not participate in the EdLink 360 Spring Pilot, please reach out to us and let us know how we can assist you in working to ensure you are prepared to submit EdLink 360 extracts during the 2020-2021 school year.

# Parallel Data Collections for 2020-2021

## Legacy Systems



**Open Year Round**

**FALL Collections**

**SPRING Collections**

**END-OF-YEAR Collections**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Open Year Round: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Open Year Round: Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS						Feb 1 MFP SPC, SIS, HTS				
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								CVR SIS, PEP, CUR		
	TSDL Fall					TSDL Spring					
	STS End-Of-Year (Prior Year)					STS Mid-Year			STS End-of-Year		
								SPC, SIS, HTS End-Of-Year			
	PEP End-Of-Year (Prior year)								PEP End-of-Year		
	AFR End-Of-Year (Prior Year)										
	Dropout Corrections (SIS EOY Prior Year)										



# Parallel Data Collections for 2020-2021

## EdLink 360 Extracts

**EdLink 360 Extracts** (posted on [EdLink 360 support page](#))

- CALENDARS
- STUDENTS
- ATTENDANCE (Daily Absences)
- ENROLLMENTS
- DISCIPLINE
- PROGRAM MEMBERSHIP
- COURSE OFFERINGS
- STUDENT SCHEDULES
- STAFF COURSE OFFERING LINK
- HOMELESS SERVICES
- K-3 ASSESSMENTS
- TRANSCRIPTS AND IBCS
- STAFF, STAFF ASSIGNMENTS
- STAFF ATTENDANCE
- VACANT STAFF
- CONTRACT STAFF
- PAYROLL
- MENTOR TEACHER AND RESIDENT TEACHER

Review 2020-2021 Parallel data submission schedule for EdLink 360 extracts

- Submit EdLink 360 extracts - **beginning October 26**



# 2020-2021 Parallel Data Collections Training and Review Schedule

Beginning August 20 through October 22, we have been holding weekly webinars to provide details about the 2020-2021 Parallel Collections and the EdLink360 extract reviews:

- **August 20:** 2020-2021 Parallel Data Collections Kickoff
  
- **September 3 through October 22:** EdLink 360 Extracts reviews
  - **Dates/Times:** 1 p.m. Sep 10, 17, 24; Oct 8, 15, 22
  - 2 p.m. Sep 3, Oct 1
  - **Link:** <https://ldoe.zoom.us/j/95076292137>
  - **Name:** EdLink 360 Extract Reviews
  - **Dial-In Phone:** 408-638-0968
  - **Meeting ID#:** 950 762 92137

Slide decks and recordings are posted on the [EdLink 360 Support page](#).



# 2020-2021 Parallel Data Collections Training and Review Schedule

EXTRACTS		DATE
<b>Group 1:</b>	<b>Schools</b> , Calendars	Thursday, Sep 3 @ 2:00pm
<b>Group 2:</b>	Student Demographics, Enrollments, Attendance	Thursday, Sep 3 @ 2:00pm
<b>Group 3:</b>	<b>Programs</b> , Program Membership, Homeless, EdLINK DEMO	Thursday, Sep 10 @ 1:00pm
<b>Group 4:</b>	Discipline, K-3 Assessments	Thursday, Sep 17 @ 1:00pm
<b>Group 5:</b>	Staff Demographics, Staff Assignments	Thursday, Sep 24 @ 1:00pm
<b>Group 6:</b>	<b>Courses</b> , Course Offerings, Staff Schedules Student Schedules	Thursday, Oct 1 @ 2:00pm
<b>Group 7:</b>	<b>Diplomas</b> , Diploma Requirements, Transcripts and IBCs	Thursday, Oct 8 @ 1:00pm
<b>Group 8:</b>	Staff Absences, Payroll, Mentor Teacher and Resident Teacher	Thursday, Oct 15 @ 1:00pm
<b>Office Hours</b>		Thursday, Oct 22 @ 1:00pm

Student  
Data

Staff  
Data

Other



# EdLink 360 Resources

EdLink 360 resources are posted on the [EdLink 360 Support page](#):

<https://leads13.doe.louisiana.gov/lug/edLink360/EdLink360.htm>

- User Guides – Include legacy system to EdLink 360 crosswalk, data elements, error codes and messages, file creation and delivery instructions, etc.
  - 2020-21 User Guide for Calendars and Attendance Data
  - 2020-21 User Guide for Students Data
  - 2020-21 User Guide for Staff Data
  - 2020-21 User Guide for eScholar StaffIDs
- Extract file layouts
- Other Resources (Sample files, StaffID templates, FAQs, training registration links, etc.)
- Email [EdLink360@la.gov](mailto:EdLink360@la.gov) with questions



# LDOE Weekly Newsletters

- To subscribe, email [doecommunications@la.gov](mailto:doecommunications@la.gov)
- Previous issues of the newsletters can be found in the Department's [newsroom](#).





# Looking ahead ...

## Next Webinar

- **Date and Time:** November 5 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Name:** Data Coordinator Webinar
- **Phone:** 408-638-0968
- **Meeting ID#:** 976 397 929

If there are agenda items and/or topics you would like to include for the next webinar, please email your suggestions to [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)



# Webinar Highlights and Next Steps

- 2019-2020 EOY Closeouts - Meet EOY reporting deadlines for open collections
- eScholar Uniq-ID - [Submit student enrollments](#)
- eScholar DirectMatch - [Resolve Near matches from statewide run](#)
- 2020-2021 Parallel Data Collections
  - Legacy systems Fall collections (Oct 1 MFP/IDEA, Oct 1 Class, K-3 Assessments)
    - Verify programming has been completed for [2020-2021 system enhancements](#)
    - Submit data to meet collection deadlines
  - eScholar StaffID - [Complete StaffID Assignments](#)
  - EdLink 360 extract submissions
    - [Review Extract Webinar Materials \(Kickoff and Groups 1 - 8\)](#)
    - [Begin submitting EdLink 360 extracts - beginning October 26](#)



# Data Coordinator Webinar Survey



*Please use the following link to complete the webinar survey.*

**[Survey Link](#)**

*Please complete the evaluation now or by close of business  
on **Tuesday, October 6***

# Important Reminders/Call Summary



# Department Contact Form

In order to streamline the process of collecting contact information from school system supervisors and ensure timely information is sent to school systems throughout the year, the **Department will continue to use the [Louisiana School System Contact Form](#)**.

As a reminder, **personnel directors serve as the key point of contact for the form within school systems and are responsible for entering and updating contacts**. Please make sure that all contacts entered in the form are up-to-date.

Please note: In order to ensure an accurate contact list, all contacts, new and pre-existing, must be uploaded into this form. Please contact [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov) for a list of current contacts in the form.

Access this [guide](#) for more information.

A screenshot of the "LDOE Contact List" web form. At the top, the Louisiana Department of Education logo is displayed with the tagline "Louisiana Believes". The form title is "LDOE Contact List". Below the title, there is a section "My School System is:" with a dropdown menu currently showing "001 Acadia Parish". Underneath, there is a section "I need to:" with three radio button options: "Create a new contact", "Update an existing contact", and "Delete a contact". A teal "Submit" button is located on the right side of the form. At the bottom, there is a field labeled "Admin Use Only" with a small arrow icon on the right.



# Who to contact for support

**Email the system data managers listed below if you need assistance with the collections.**

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Annual Financial Reporting (AFR): [Yaxin.Lu@la.gov](mailto:Yaxin.Lu@la.gov)
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) :  
[Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS), Curriculum (CUR): [Barrett.Adams@la.gov](mailto:Barrett.Adams@la.gov)
- Profile of Educational Personnel (PEP): [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov) [Jara.Bode@la.gov](mailto:Jara.Bode@la.gov)
- Early Childhood CLASS: [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- eScholar Unique ID, DirectMatch, StaffID; and CVR: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
- 2020-21 System Enhancements: [Kaylie.Loupe@la.gov](mailto:Kaylie.Loupe@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

# Louisiana Secure ID System (eScholar)

## Who to contact for support



Who to Contact for Support	For assistance with:
<a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a>	<ul style="list-style-type: none"><li>● Split a Shared LASID or Retire a Duplicate LASID</li><li>● LASID Audits</li></ul>
<a href="mailto:SystemSupport@la.gov">SystemSupport@la.gov</a>	<ul style="list-style-type: none"><li>● Uniq-ID, DirectMatch or StaffID general questions</li><li>● eScholar User Access and Role Based Questions</li></ul>
<a href="mailto:LouisianaSecureID@escholar.com">LouisianaSecureID@escholar.com</a>	<ul style="list-style-type: none"><li>● eScholar FTP/Credentials folders/HiSet folders</li><li>● Software bugs (system outage, security issues etc.)</li><li>● Administrative functions such as system settings and configurations</li><li>● File Format/Upload Questions</li><li>● Requests for utilizing web services</li></ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"><li>● System access for new users</li><li>● Assistance with your eScholar login/password</li></ul>
<a href="mailto:Wen.Fan@la.gov">Wen.Fan@la.gov</a> or <a href="mailto:LDEData@la.gov">LDEData@la.gov</a>	<ul style="list-style-type: none"><li>● Security Coordinators needing credentials or assistance provisioning their LEA staff with system access</li></ul>

# Call Summary

Month	Key Deadlines	Support and Resources
<b>October</b>	<ul style="list-style-type: none"><li>● EdLink 360 Extract Review webinars - Oct. 1, 8, 15, 22</li><li>● Oct 1 IDEA/MFP collection deadline - Oct. 23</li><li>● EdLink 360 Parallel Data Submissions - Begins Oct 26</li><li>● K-3 Assessments deadline - Oct. 31</li><li>● AFR: 2019-20 Annual Financial Report deadline - Oct.31</li></ul>	<ul style="list-style-type: none"><li>● Data Coordinator Monthly Call: October 1</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>● SIS: Oct 1 MFP Statement of Affirmation - Nov. 20</li><li>● SER: Oct 1 IDEA Statement of Affirmation - Nov. 20</li></ul>	<ul style="list-style-type: none"><li>● Data Coordinator Monthly Call: November 5</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>● 2019-20 Dropout Corrections deadline- Dec. 4</li><li>● PEP: Oct 1 CLASS Collection deadline - Dec. 11</li></ul>	<ul style="list-style-type: none"><li>● Data Coordinator Monthly Call: December 3</li></ul>