



LOUISIANA DEPARTMENT OF EDUCATION

Edit Entity Application User Guide

June 2023



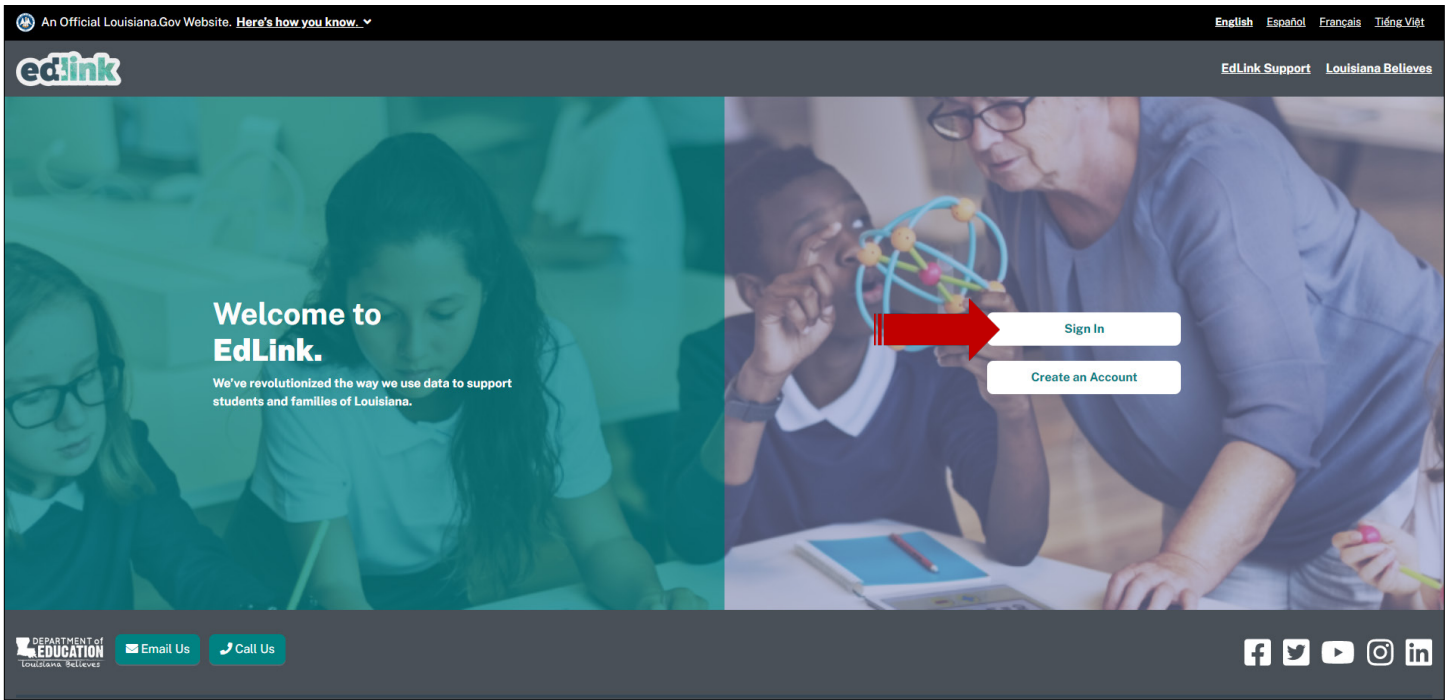
Table of Contents

Logging into Edlink.....	3
Entity Dashboard.....	3
License Summary.....	4
Update My License.....	
Begin Change of Location.....	
Begin Change of License Type.....	
(See additional Training Material for CHOL/CHOLT)	
Changes Requiring LDOE Approval.....	5
Early Learning Center Information.....	6
Services and Hours.....	7
Capacity Changes.....	
Hours of Operation.....	8
Additional Services.....	9
Rates and Fees.....	10
Registrations Fees.....	11
Rates and Verification Upload.....	12
Banking Information.....	13
Change Summary.....	15
Pending Application and Notifications.....	16

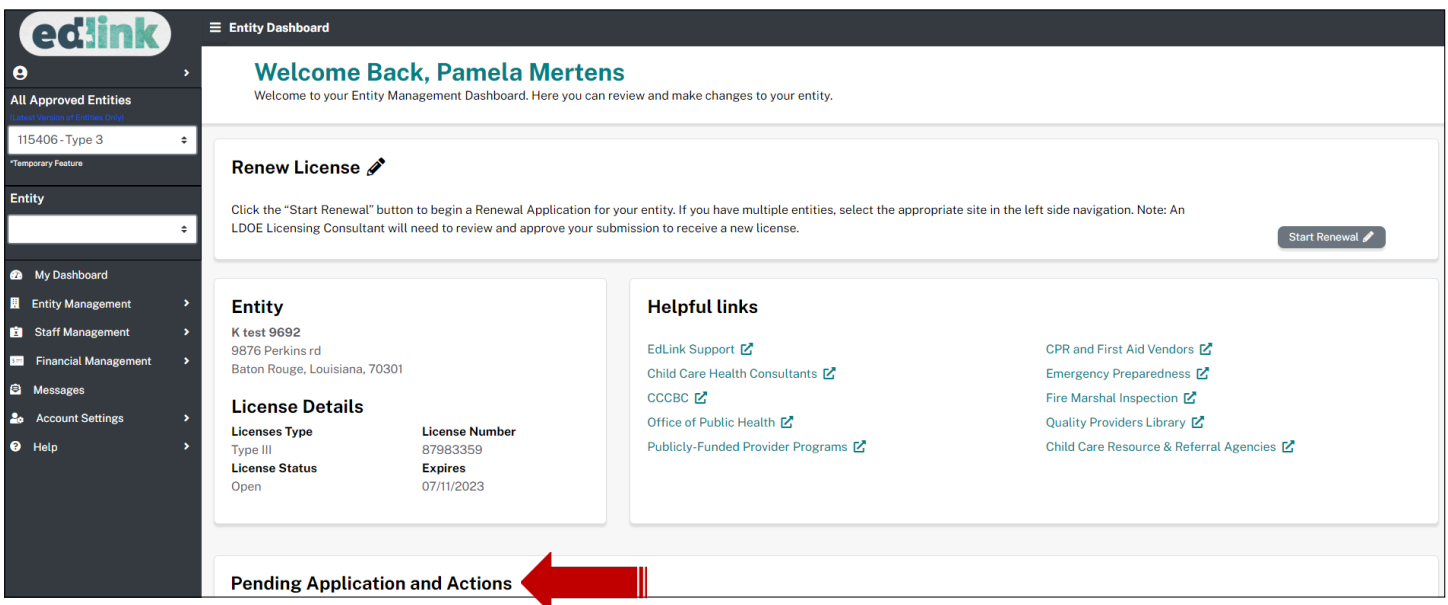
LOGGING INTO EDLINK

Using the link below, begin the Edit Entity Change Application by logging into Edlink.

<https://ldoe.edlink.la.gov/#/>



On the Entity Dashboard, locate the left-side menu options, under the Edlink logo. Make sure that you do not have any other applications pending in the Pending Application section. You may only have one application in progress or pending at any given time. If there is another application in this area, you may cancel, withdraw or Edit. Select Entity Management to begin.



LICENSE SUMMARY (UPDATE OPTIONS)

Select, License Summary. Review the Entity License Information on this page before proceeding. It may assist in knowing what changes to make.

The screenshot displays the 'Entity - License Summary' page in the edlink system. The left sidebar menu is visible, with 'License Summary' selected and indicated by a red arrow. The main content area features a 'License Summary' header with the entity ID '87983359 - K test 9692' and a 'Return to Dashboard' button. Below this is a 'My Site Details' section containing a grid of six cards: Applications (0), Messages (74), Staff (4), Inspections (0), Anniversary (April), and Expiration (07/11/2023). The 'License Details' section has two tabs: 'License Info' (selected) and 'License Image'. The 'License Info' tab contains several input fields: Entity Name (K test 9692), License Number (87983359), License Expiration (07/11/2023), Physical Address (9876 Perkins rd, Baton Rouge, LA, 70301), License Type (Type I), and Anniversary Month (April). There is also a 'Services' field with 'Special Needs'.

Select, Update License. In this application, all sub-menus listed in the left-side menu may be edited with the exception of center location and license type changes. The application presents the opportunity to make these changes to all areas of your Entity. You only need to edit what is necessary. Continue through the pages where changes are not needed.

The screenshot displays the 'Update My License' section in the edlink system. The section is titled 'Update My License' with a gear icon. Below the title is a paragraph of text explaining the 'Update License' button. To the right of the text is a button labeled 'Update License' with a pencil icon, highlighted by a red arrow. Below this are two other sections: 'Change of Location' with a 'Begin CHOL' button and 'Change of License Type' with a 'Begin CHOLT' button.

CHANGES REQUIREING/NOT REQUIRING LDOE REVIEW

The page in the image below, lists the changes that must be approved by LDOE and those that do not. If approval is required, the changes will not be immediate. You must wait until the application has been approved before you will see the requested changes. Select, "Accepted" and Continue to Edit Entity to move forward.

edlink Entity - Change of Information

Entity - Change of Information

The following pages will allow you to change/update your Entity's Information, Services, and Hours of Operation.

Edit Entity Information and/or Services

Only an authorized Owner, Director, or Director Designee will be able to complete this request. Please read the warning and options below:

Warning! You are requesting to change your Entity Information and/or Services and Hours. Some changes will require additional documentation and validation prior to approval by the Department of Education. ✕

The fields listed below will **require** review and approval by LDOE:

- Center Name Change
- Age Range Served Change
- Add/Remove Services
- Request Change in Banking Information
- Update Operating Hours
- Update Service Hours
- Request Change in Capacity

The remaining items can be changed without review and approval and no fees are associated.

- Update Center Contacts
- Update Center Social Media
- Change of Location (Mailing)

***By clicking this box, I have read through all the instructions and agree to them.**

Accepted

[← Back to Entity Dashboard](#) [Continue to Edit Entity →](#)

EARLY LEARNING CENTER INFORMATION


On this page, changes to the Center's name (spelling or differentiation from other centers) may be made. Contact your Licensing Consultant prior to changing the name of your center beyond spelling errors. Mailing address, email, social media URL's may be added to this page. This information will be seen by parents and providers on [Louisiana School and Center Finder](#).

Early Learning Center Information

The Early Learning Center information on this page will be linked to the Center profile on the LDOE School Finder website.

[← Return to Entity Dashboard](#)

Section 1: Early Learning Center Name

*As it will appear on [School or Center Finder](#) 

Section 2: Address Information

Physical Address

*Street Name 1
9876 Perkins rd

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70301

*County
Caddo

[Copy to Mailing](#)

Mailing Address

*Street Name 1
9876 Perkins rd

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70301

*Parish/County
Caddo


Section 3: Early Learning Center Contacts

*Primary Telephone Number
225-345-6787

Secondary Telephone Number

*Notification Email Address
Lakshmi.Bobba2@la.gov



Center Website Address

Center Facebook Page 

Center Twitter Account

Center Instagram Account

Is your Center located in a School?
 No

[← Back to Entity Dashboard](#)  [Save and Continue →](#) 

SERVICES AND HOURS (CAPACITY)

On this Service and Hours page, enter the number of buildings, classrooms, ages served, hours of operation and additional services.

Services and Hours

Great Job Entity information saved successfully.

Dashboard / Change of Information / Center Information / Services and Hours

Services and Hours

The information entered on this page will be linked to the Center's profile on the LDOE School Finder website.

Return to Entity Dashboard

Section 1: Licensed Capacity

*How many buildings will be used by the children:

*How many classrooms will be used by the children:

*Enter Age: Minimum age being served

*Select Age Range:

*Enter Age: Maximum age being served

*Select Age Range:

For centers that serve children under 1 year old, the Safety Approved Crib Statement will need to be signed and currently dated each time the application is closed and reopened. The application can not be submitted unless this is done.

*Enter Age: Minimum age being served

*Select Age Range:

*Enter Age: Maximum age being served

*Select Age Range:


Safety Approved Cribs (less than 1 yr old)

This statement must be certified by the applicant anytime they make a new request to take care of a child that is less than 1 year old in a center.

I certify that the center listed on this application currently has the safety approved cribs available for each infant in care.

*Signature: Type your full name to certify.

*Today's Date: Enter today's date in the format of MM/DD/YYYY.




SERVICE AND HOURS (OPPORATING HOURS)

To edit the Hours of Operation, read the toggle questions carefully and select the best fit. Year long operation for the center is the default but it can be changed by sliding the toggle to the left. Select the days that the center is open using the same technique. The days may be opened or closed while the application is open. Enter the time the center will be open and closed enter to the first time boxes. If all days open have the same times for open and close, click on Copy to All for the times to be duplicated for all days.















If no has been selected for “open all months of the year”, provide the months for when you do provide care. Enter Hours of Operation the same as directed above.

If 24Hr facility is selected, a 24Hr clock is updated in the time boxes. No further action is needed.


Section 2: Operating Hours

*Is this facility open all months of the year? Yes 

*Is this facility open 24 hours a day? No

Day	Open	Open From:	Open Until:	
Monday	<input checked="" type="checkbox"/> Open	07:00 AM 	05:00 PM 	<input type="button" value="Copy to all"/>
Tuesday	<input checked="" type="checkbox"/> Open	07:00 AM 	05:00 PM 	
Wednesday	<input checked="" type="checkbox"/> Open	07:00 AM 	05:00 PM 	
Thursday	<input checked="" type="checkbox"/> Open	07:00 AM 	05:00 PM 	
Friday	<input checked="" type="checkbox"/> Open	07:00 AM 	05:00 PM 	
Saturday	<input type="checkbox"/> Closed	--:-- 	--:-- 	
Sunday	<input type="checkbox"/> Closed	--:-- 	--:-- 	

Section 3: Additional Services

<input type="checkbox"/> Before Care 	<input type="checkbox"/> All Day	<input type="checkbox"/> Transportation (To/From Home or School)
<input type="checkbox"/> After Care	<input type="checkbox"/> Half Day	<input type="checkbox"/> Transportation (Field Trips)
<input type="checkbox"/> Summer/Holiday Hours	<input type="checkbox"/> Half Day Only	<input checked="" type="checkbox"/> Special Needs
	<input type="checkbox"/> Overnight Care (9pm to 6am)	<input type="button" value="↑"/>

Select all additional services that you would like to add and delete those that you will not be offering. The Special Needs service is a Federal Mandate and cannot be removed. The next image is of the new time boxes that will need to be completed based upon your additional services.

SERVICE AND HOURS (OPPORATING HOURS)


Section 3: Additional Services

- Before Care
- After Care
- Summer/Holiday Hours
- All Day
- Half Day
- Half Day Only
- Overnight Care (9pm to 6am)
- Transportation (To/From Home or School)
- Transportation (Field Trips)
- Special Needs

Section 4: Additional Service Hours

Before Care

Start Time:


End Time: 

Days Available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Unavailable	<input type="checkbox"/> Unavailable

After Care

Start Time:

End Time: 

Days Available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Unavailable	<input type="checkbox"/> Unavailable

[← Back to ELC Information](#)

[Save and Continue →](#) 

Ensure that the Before and After Care Open and Close times are within the perimeters of the Open and Close times of the facility. Select, Save and Continue.

RATES AND FEES

Enter the rates charged enter the boxes that correspond with the ages that are served. If there is an age that is not served, place a 1 in the box. Zeros are not accepted. These rates will need to be verified by the Licensing Consultant.

Rates and Fees

Review your Rates and Fees. Select Edit Entity to edit your Rates.

[← Return to Entity Dashboard](#)

Section 1: Rates and Fees

Please enter your Center's rates and registration fees. Provide them both as a daily rate for full time care and as an hourly rate for part time care. Rates can be changed in the future from the Entity Management section of the Entity Portal. However, changes will not take affect until the next calendar month.

Enter Your Daily Rates


Age 0	*Full Daily Rate <input type="text" value="30"/>	*Part Time Hourly Rate <input type="text" value="15"/>
Age 1	*Full Daily Rate <input type="text" value="30"/>	*Part Time Hourly Rate <input type="text" value="15"/>
Age 2	*Full Daily Rate <input type="text" value="30"/>	*Part Time Hourly Rate <input type="text" value="15"/>
Age 3	*Full Daily Rate <input type="text" value="30"/>	*Part Time Hourly Rate <input type="text" value="15"/>
Age 4	*Full Daily Rate <input type="text" value="30"/>	*Part Time Hourly Rate <input type="text" value="15"/>
Age 5 & Over	*Full Daily Rate <input type="text" value="30"/>	*Part Time Hourly Rate <input type="text" value="15"/>



*Do you charge a registration fee?
 No

[← Back to Services and Hours](#) [Save and Continue →](#)

REGISTRATION FEES

Enter any Registration Fees charged based upon your added services. You do not have to charge a fee but indicate this fee as shown below. If you selected Yes, you may change the response to No if you will not charge Registration Fees. Leave additional text boxes alone. No need to enter information.

*Do you charge a registration fee?		
<input checked="" type="radio"/> Yes 		
*Registration Fee	*This fee is charged	*This fee is collected
<input type="text" value="0"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
<small>Example 75.00</small>		
*Before Care Fee	*This fee is charged	*This fee is collected
<input type="text" value="0"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
<small>Example 75.00</small>		
*After Care Fee	*This fee is charged	*This fee is collected
<input type="text" value="0"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
<small>Example 75.00</small>		

[← Back to Services and Hours](#)  [Save and Continue →](#) 

RATES VERIFICATION UPLOAD


Upload the rates and verifications letter, memo or email that was provided to parents, notifying them of the current rates and fees being charged at the center.

Document Upload
Based on the changes you have selected, the following documents are required for LDOE to review your request.

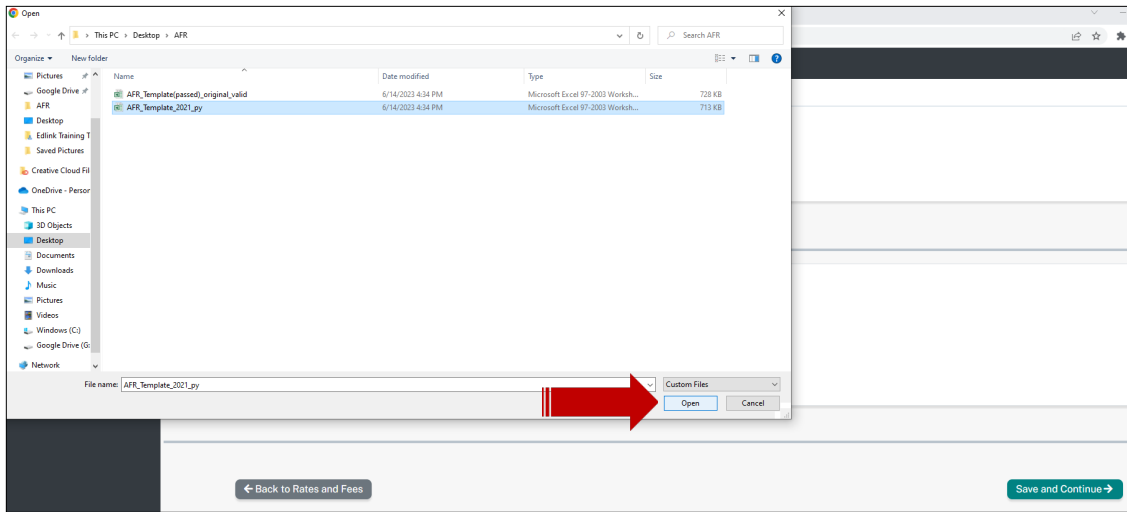
[← Return to Entity Dashboard](#)

Section 1: Rates Verification
Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.

***Upload File**

Choose File 

[← Back to Rates and Fees](#) [Save and Continue →](#)



The screenshot shows a Windows File Explorer window titled 'Open' with the path 'This PC > Desktop > AFR'. It contains a table of files:

Name	Date modified	Type	Size
AFR_Template(passed)_original_valid	6/14/2023 4:34 PM	Microsoft Excel 97-2003 Worksh...	729 KB
AFR_Template_2021.py	6/14/2023 4:34 PM	Microsoft Excel 97-2003 Worksh...	713 KB


The file 'AFR_Template_2021.py' is selected. A red arrow points to the 'Open' button at the bottom right of the window. Below the window, the 'Back to Rates and Fees' and 'Save and Continue' buttons are visible.

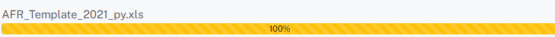
Document Upload
Based on the changes you have selected, the following documents are required for LDOE to review your request.

[← Return to Entity Dashboard](#)


Section 1: Rates Verification
Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.

***Upload File**

Choose File 

AFR_Template_2021.py 

Rate Verification	Status
AFR_Template_2021.py.xls 06/15/2023	Under Review



[← Back to Rates and Fees](#) [Save and Continue →](#)

BANKING INFORMATION

Download, complete and upload the Direct Deposit Authorization form. Enter your banking information as shown in the image below.

Edit Banking Information

Please review the steps below to submit a change in your banking information. This information will be reviewed by LDOE. The effective date will be from the date LDOE validates the request for change.

[← Return to Dashboard](#)

Section 1 : New Banking Information

Enter the updated banking information below for the Bank and Account Holder.

Banking Details

*Bank Name
Truist

*Bank Routing Number
346478759

*Bank Account Number
4353

*Disbursement Type
D-Personal Checking

Banking Address

*Street Name 1
2345 Main St

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70301

*Parish/County
Caldwell

Account Holder Details

*Account Owner - First Name
Cynthia

Account Owner - Middle Initial

*Account Owner - Last Name
Test

DBA (Business Name)

Payee Address

*Street Name 1
346356 Perkins rd

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70301

*Parish/County
Caldwell

Section 2: Banking Documents

Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.

[Download Bank Info Template](#)

*Upload File
Choose File [Browse](#)

*I confirm that I am authorized to make these changes on behalf of the Entity.

Accepted

*Position Type
--Select Position--

*Full Name

*Date of Birth
mm/dd/yyyy

[← Back to Document Upload](#) [Save and Continue →](#)

Section 2: Banking Documents

Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.

[Download Bank Info Template](#)

Upload File

Choose File

Browse

AFR_Template_2021_py.xls

100%

Banking Information

AFR_Template_2021_py.xls
06/15/2023

Status

Under Review



Review your application and sign as shown below. Your signature will be electronically recorded.

Section 2: Signature Authorization

*I confirm that I am authorized to make these changes on behalf of the Entity.

Accepted

*Position Type

Director

--Select Position--

Director Designee

Director

Owner

ELC Staff Administrator

*Full Name

*Date of Birth

mm/dd/yyyy

[← Back to Document Upload](#)

[Save and Continue →](#)

CHANGE SUMMARY

Review the changes you've elected to make to your Entity. Provide a brief justification for the changes in the text box. Accept the changes and Submit Changes for Review. You'll be redirected back to your Dashboard.

Edit Entity - Change Summary

This page summarizes any changes you have made to your Entity Information, Services, or Hours of Operation.

Change Summary

Below is a list of all the changes you have made during this session. Please review and confirm if you are complete with all items that need to be changed. Further changes may incur additional fees.

Field	Original Value	New Value	Documents Uploaded
Add/Remove Services	Special Needs	Before Care, After Care, Special Needs	0
Before Care - Monday	Unavailable	Available	0
Before Care - Tuesday	Unavailable	Available	0
Before Care - Wednesday	Unavailable	Available	0
Before Care - Thursday	Unavailable	Available	0
Before Care - Friday	Unavailable	Available	0
After Care - Monday	Unavailable	Available	0
After Care - Tuesday	Unavailable	Available	0
After Care - Wednesday	Unavailable	Available	0
After Care - Thursday	Unavailable	Available	0

Show 10 per page

« ‹ 1 2 › »

Showing Page 1 of 2

Change Justification

*Please describe the reason you are requesting a change to your Entity's information

Hours of Operation have changed.

Example: The Entity name is changing because we have opened a second center. We added #1 to the name to help client's know which center is being discussed.

*I confirm that I have completed all the changes I need to make at this time.

Accepted

← Back to Banking Info

Submit Changes for Review →

edlink Entity Dashboard

Dashboard

Welcome Back, Pamela Mertens
Welcome to your Entity Management Dashboard. Here you can review and make changes to your entity.

Renew License

Click the "Start Renewal" button to begin a Renewal Application for your entity. If you have multiple entities, select the appropriate site in the left side navigation. Note: An LDOE Licensing Consultant will need to review and approve your submission to receive a new license.

Entity
K test 9692
9876 Perkins rd
Baton Rouge, Louisiana, 70301

License Details

Licenses Type	License Number
Type III	87983359
License Status	Expires
Open	07/11/2023

Helpful links

- EdLink Support
- Child Care Health Consultants
- CCCBC
- Office of Public Health
- Publicly-Funded Provider Programs
- CPR and First Aid Vendors
- Emergency Preparedness
- Fire Marshal Inspection
- Quality Providers Library
- Child Care Resource & Referral Agencies

The application receipt is located in the Pending Application section, as shown below. You'll also receive an email for each page that a change was made. Below is an example of this.

Pending Application and Actions

K test 9692 - Type 3 Pending

Application ID	Category	Last Update	Expires on
116785	Entity	06/15/2023	09/13/2023

View Withdraw Application

Change of Information Received

NR No Reply To: Pamela Mertens Thu 6/15/2023 11:03 AM

Dear Provider,

There has been an update in regards to your EdLink Account.

Please view the update on your EdLink Portal here:
<https://sit.ldoe.edlink.la.gov>

Thanks,
Louisiana Department of Education

Reply Forward