

Early Childhood Observation System

ECOS User Guide



August 2026

General Information

The Early Childhood Observation System (ECOS) is integrated within the [Louisiana Educator Portal \(LEP\)](#). Users must sign in to the LEP to access the observation system.

Network Administrators, Site Administrators/Directors, CCR&R Coaches, Observers, and Teachers are required to have a [MyLA](#) ID and an active [EdLink](#) User Profile to access ECOS.

Due to data security and system integrity requirements, Network Administrators must serve exclusively in a district-level capacity and may not also function as site-level administrators or staff members.

Teachers cannot be added to classrooms without an active LEP Profile.



Requesting MyLA ID and EdLink Security Access

Creating your MyLa Credentials

- To create your user credentials, access [MyLa](#) and complete the required fields.
- If you have previously created a MyLa account, use your existing user ID and password rather than creating a new account.

Creating your EdLink User Profile

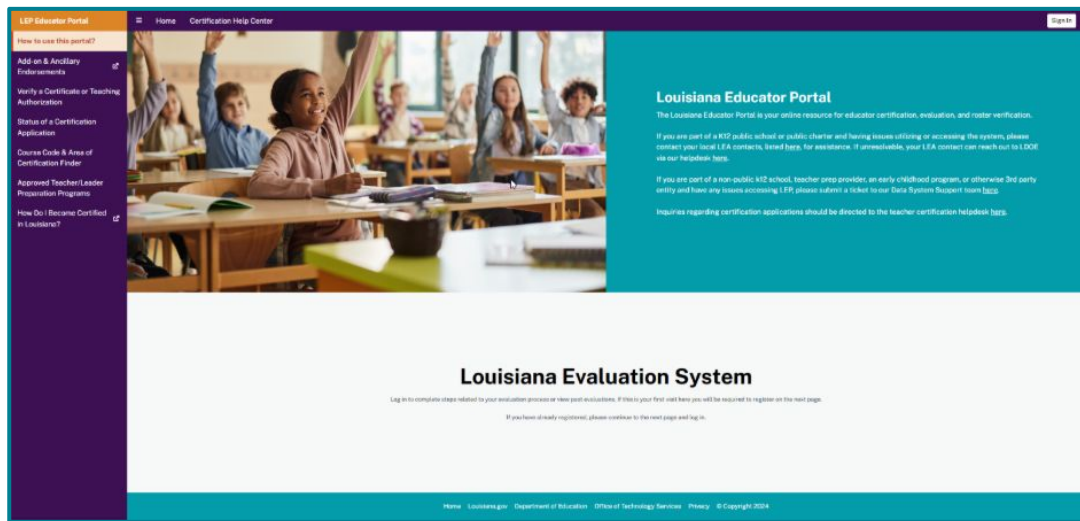
- To create your EdLink User Profile, sign in to [EdLink Security](#) with your MyLa credentials.
- Click the **EdLink Ops Portal** button in the Application Menu. Then, complete the required fields in the New User Profile.

For additional support, please refer to the [EdLink New Account Set-Up and Existing User Access Guide](#).



Early Childhood Observation System

The Early Childhood Observation System (ECOS) is integrated within the [Louisiana Educator Portal \(LEP\)](#). Users must sign in to the LEP to access the observation system.



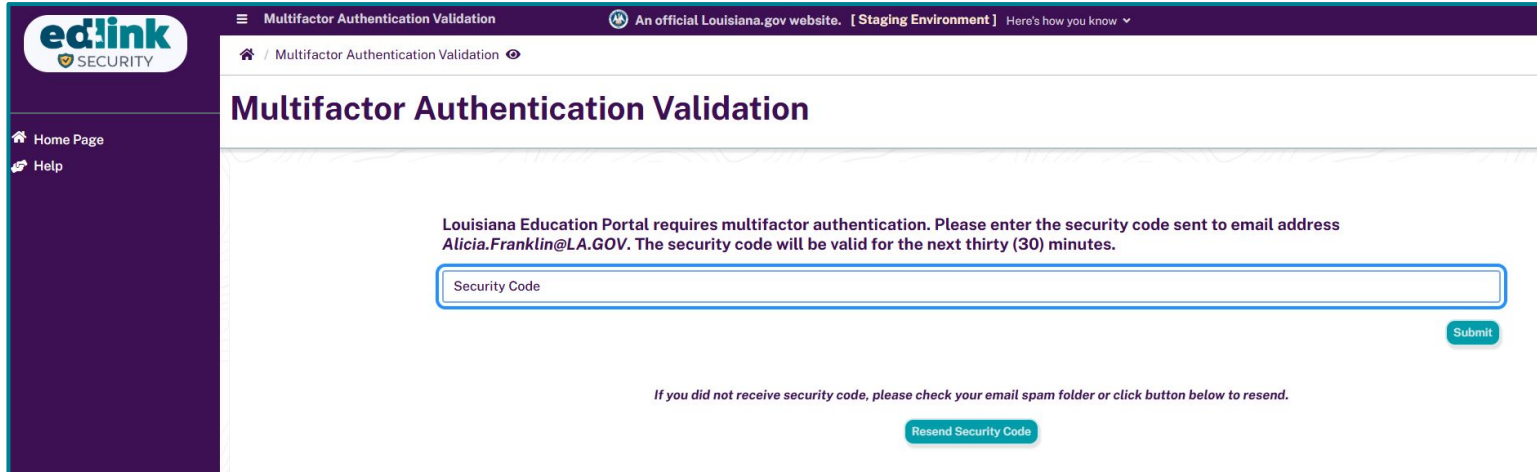
Early Childhood Accountability

For support, email alicia.franklin@la.gov or sonia.fields-gutierrez@la.gov



ECOS Login

Once the User Profile has been activated, users will be prompted to complete Multifactor Authentication Validation. This step is required each time a user logs into the system.



The screenshot shows the 'Multifactor Authentication Validation' page of the Louisiana Education Portal. The page has a dark purple header with the 'edlink SECURITY' logo on the left and navigation links for 'Home Page' and 'Help'. The main content area is white and features the title 'Multifactor Authentication Validation'. Below the title, a message states: 'Louisiana Education Portal requires multifactor authentication. Please enter the security code sent to email address *Alicia.Franklin@LA.GOV*. The security code will be valid for the next thirty (30) minutes.' A text input field labeled 'Security Code' is provided for the user to enter the code. To the right of the input field is a green 'Submit' button. Below the input field, a note reads: 'If you did not receive security code, please check your email spam folder or click button below to resend.' A green 'Resend Security Code' button is located at the bottom of the page.

edlink SECURITY

Multifactor Authentication Validation

An official Louisiana.gov website. [Staging Environment] Here's how you know

/ Multifactor Authentication Validation

Multifactor Authentication Validation

Louisiana Education Portal requires multifactor authentication. Please enter the security code sent to email address *Alicia.Franklin@LA.GOV*. The security code will be valid for the next thirty (30) minutes.

Security Code

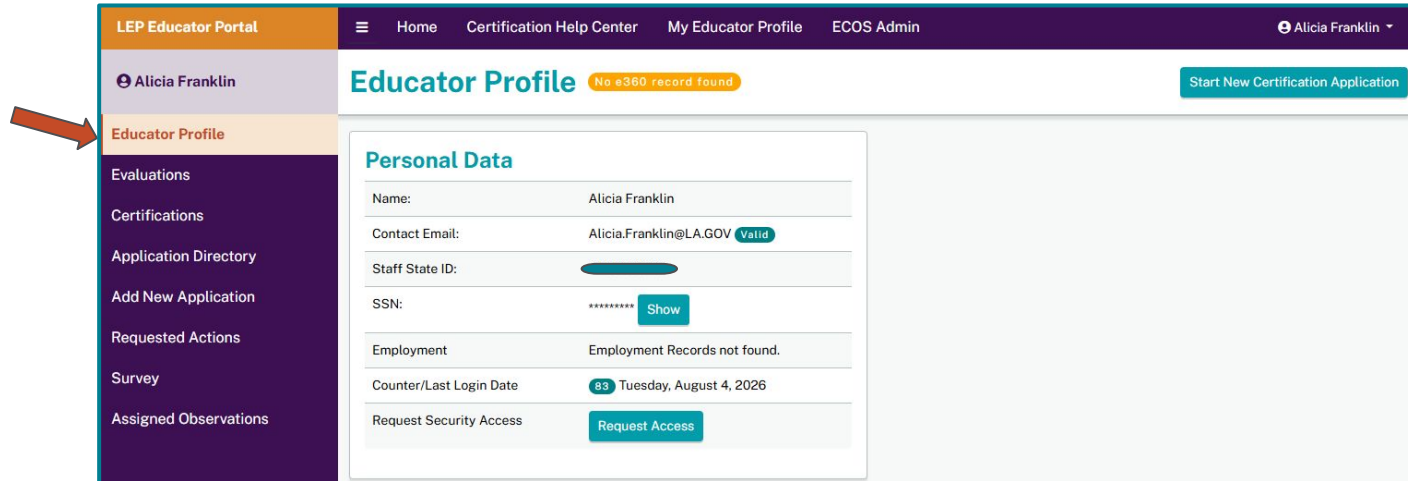
Submit

If you did not receive security code, please check your email spam folder or click button below to resend.

Resend Security Code

Educator Profile

The **Educator Profile** section displays the user's identifying information. For educators employed in Louisiana public schools, this information is often already verified.



The screenshot displays the LEP Educator Portal interface. The top navigation bar includes links for Home, Certification Help Center, My Educator Profile, and ECOS Admin, along with a user profile for Alicia Franklin. The left sidebar contains a list of menu items: Educator Profile (highlighted with an orange arrow), Evaluations, Certifications, Application Directory, Add New Application, Requested Actions, Survey, and Assigned Observations. The main content area is titled 'Educator Profile' and features a yellow warning banner stating 'No e360 record found'. A 'Start New Certification Application' button is located in the top right corner. The 'Personal Data' section contains the following information:

Personal Data	
Name:	Alicia Franklin
Contact Email:	Alicia.Franklin@LA.GOV Valid
Staff State ID:	
SSN:	***** Show
Employment	Employment Records not found.
Counter/Last Login Date	83 Tuesday, August 4, 2026
Request Security Access	Request Access

Educator Profile

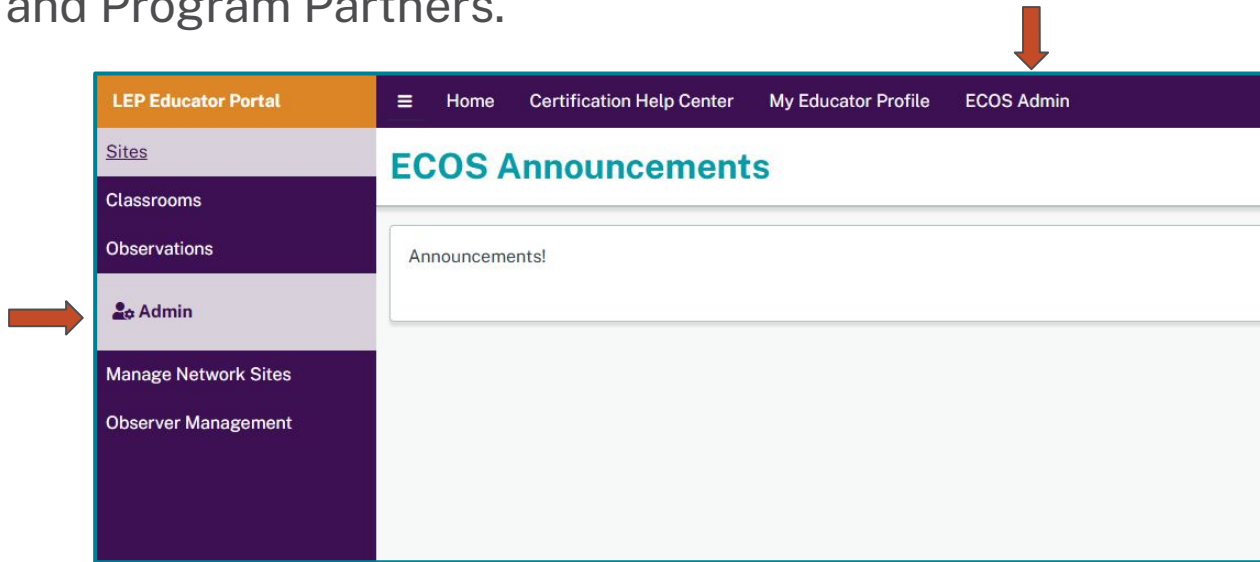
The **Navigation Panel** on the left displays the menu options available based on the user's assigned role and permissions. The **Tabs and Management** tools at the top provide access to the areas of the system the user is authorized to view, manage, or update.

The screenshot displays the LEP Educator Portal interface. On the left is a dark purple **Navigation Panel** with a menu including: LEP Educator Portal, Alicia Franklin, Educator Profile (highlighted), Evaluations, Certifications, Application Directory, Add New Application, Requested Actions, Survey, and Assigned Observations. The top navigation bar is dark purple with links: Home, Certification Help Center, My Educator Profile, ECOS Admin, and a user profile for Alicia Franklin. The main content area is titled **Educator Profile** and includes a yellow badge stating "No eSBO record found" and a button for "Start New Certification Application". Below this is a **Personal Data** section with the following information:

Name:	Alicia Franklin
Contact Email:	Alicia.Franklin@LA.GOV Valid
Staff State ID:	[Redacted]
SSN:	***** Show
Employment	Employment Records not found.
Counter/Last Login Date	83 Tuesday, August 4, 2026
Request Security Access	Request Access

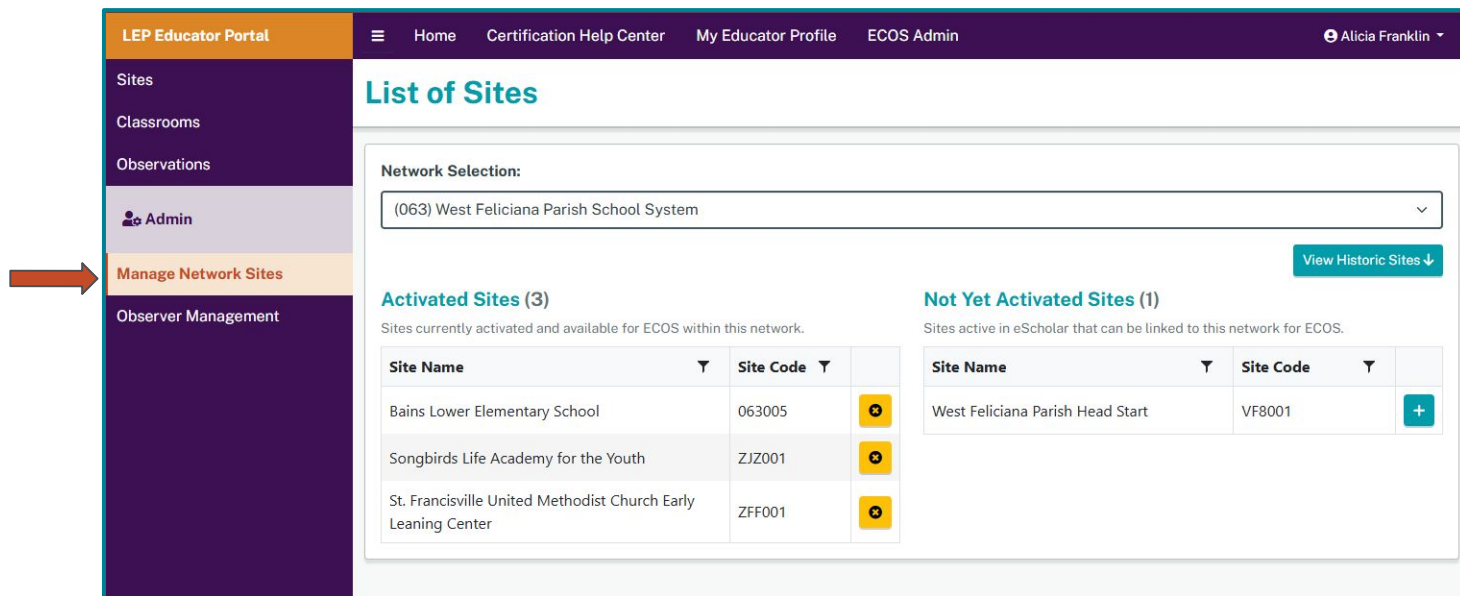
ECOS Dashboard

The **ECOS Dashboard** is accessed by clicking on **ECOS Admin** and is designed to provide statewide announcements for CNLAs, Early Childhood Learning Centers, and Program Partners.



Adding New Sites

Community Network Lead Agencies (CNLAs) have the ability to add new sites to their network. In accordance with Bulletin 140, CNLAs should not add sites that opened after October 1.



The screenshot displays the LEP Educator Portal interface. The left sidebar contains navigation links: Sites, Classrooms, Observations, Admin, Manage Network Sites (highlighted with an orange arrow), and Observer Management. The main content area is titled 'List of Sites' and features a 'Network Selection' dropdown menu currently set to '(063) West Feliciana Parish School System'. Below this, there are two sections: 'Activated Sites (3)' and 'Not Yet Activated Sites (1)'. The 'Activated Sites' table lists three sites with their codes and status icons. The 'Not Yet Activated Sites' table lists one site with its code and a plus icon for adding it.

Site Name	Site Code	Status
Bains Lower Elementary School	063005	Activated
Songbirds Life Academy for the Youth	ZJZ001	Activated
St. Francisville United Methodist Church Early Learning Center	ZFF001	Activated

Site Name	Site Code	Status
West Feliciana Parish Head Start	VF8001	Not Yet Activated

Adding New Sites

The **Network Selection** displays only the networks the Network Administrator is authorized to access. To add sites to an assigned network, select the blue box next to the desired site under the **Not Yet Activated Sites** list, which is populated from eScholar.

LEP Educator Portal Home Certification Help Center My Educator Profile ECOS Admin Alicia Franklin

List of Sites

Network Selection: (063) West Feliciana Parish School System

[View Historic Sites](#)

Activated Sites (3)

Sites currently activated and available for ECOS within this network.

Site Name	Site Code	
Bains Lower Elementary School	063005	
Songbirds Life Academy for the Youth	ZJZ001	
St. Francisville United Methodist Church Early Learning Center	ZFF001	

Not Yet Activated Sites (1)

Sites active in eScholar that can be linked to this network for ECOS.

Site Name	Site Code	
West Feliciana Parish Head Start	VF8001	+

Removing Sites

To remove sites, select the yellow box next to the desired site under the **Activated Sites** list. If the site contains open classrooms or scheduled observations, the Network Administrator will be prompted to cancel the scheduled observations and close the open classrooms before the site can be closed.

LEP Educator Portal

Home Certification Help Center My Educator Profile ECOS Admin Alicia Franklin

Sites

Classrooms

Observations

Admin

Manage Network Sites

Observer Management

List of Sites

Network Selection: (063) West Feliciana Parish School System

View Historic Sites

Activated Sites (3)

Sites currently activated and available for ECOS within this network.

Site Name	Site Code	
Bains Lower Elementary School	063005	
Songbirds Life Academy for the Youth	ZJZ001	
St. Francisville United Methodist Church Early Learning Center	ZFF001	

Not Yet Activated Sites (1)

Sites active in eScholar that can be linked to this network for ECOS.

Site Name	Site Code	
West Feliciana Parish Head Start	VF8001	

Confirm Action

This site has open classrooms. Please close those classrooms before closing the site.

Cancel

List of Sites

The **List of Sites** displays sites based on the user's assigned school year and authorized network(s). Network Administrators will see all networks to which they have been assigned. From the site list, Administrators can select a site to view and edit classrooms, add new classrooms, and update existing classroom information.

LEP Educator Portal | Home | Certification Help Center | My Educator Profile | ECOS Admin | Alicia Franklin

Sites | Classrooms | Observations | Admin | Manage Network Sites | Observer Management

List of Sites

School Year: 2026-2027 | Network: (063) West Feliciana Parish

Sites

Expand a site row to view site contacts.
Note: Site contacts reflect the latest available details and are independent of the selected school year.

Site Code	Site Name	Site Type		
YD1001	Glory Angels, LLC	Child Care	Edit	See Classrooms
063005	Bains Lower Elementary School	School	Edit	See Classrooms
YFF001	Glad Tidings Childcare Early Learning Center	Child Care	Edit	See Classrooms
ZFF001	St. Francisville United Methodist Church Early Learning Center	Child Care	Edit	See Classrooms
ZJZ001	Songbirds Life Academy for the Youth	Child Care	Edit	See Classrooms

List of Sites

The **List of Sites** displays sites based on the user's assigned school year and authorized network(s). By clicking the drop-down arrow next to the site code, Network Administrators can update the **Latest Site Contacts** name and title.

LEP Educator Portal

Home Certification Help Center My Educator Profile ECOS Admin

Alicia Franklin

Sites

Classrooms

Observations

Admin

Manage Network Sites

Observer Management

List of Sites

School Year: 2026-2027

Network: (063) West Feliciana Parish

Sites

Expand a site row to view site contacts.

Note: Site contacts reflect the latest available details and are independent of the selected school year.

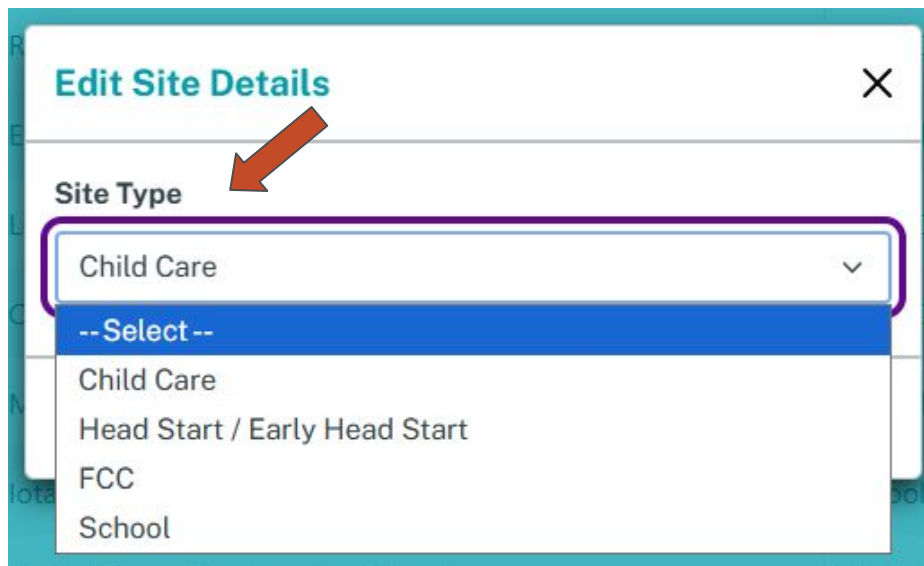
Site Code	Site Name	Site Type	
YD1001	Glory Angels, LLC	Child Care	Edit See Classrooms

[Latest Site Contacts](#)

Contact Name	Position Title
--------------	----------------

Updating Site Details

Network Administrators can edit the Site Type by selecting the appropriate option from the dropdown menu.



The screenshot shows a web form titled "Edit Site Details" with a close button (X) in the top right corner. Below the title is a label "Site Type" with a red arrow pointing to a dropdown menu. The dropdown menu is open, showing a list of options: "-- Select --" (highlighted in blue), "Child Care", "Head Start / Early Head Start", "FCC", and "School". The current selection in the dropdown is "Child Care".

List of Classrooms

The **List of Classrooms** displays classrooms based on the selected school year, network, and site. Network Administrator have permission to add, edit, and close classrooms. To add a new classroom, click **Add**.

LEP Educator Portal Home Certification Help Center My Educator Profile ECOS Admin Alicia Franklin

List of Classrooms

+ Add

Filters:

- School Year:** 2026 - 2027
- Network:** (001) Acadia Parish
- Site:** (001002) Branch Elementary School

Classrooms

Classroom Code	Classroom Name	Is Self-Contained	
005	new cool classroom	☒	Edit Close See Observations
010	prek classroom	☐	Edit Close See Observations

Adding New Classrooms

Enter the **Classroom Name**, **Classroom Configuration**, and **Lead Teacher**. If applicable, select the **Self-Contained Classroom** checkbox.

Add Classroom

Class Details

Classroom Name

Classroom Configuration

Lead Teacher

Type at least 3 characters

Search by name, Staff State ID, or email address (minimum 3 characters).

☐ Self-Contained Classroom

October 1st

Teacher Name

Type at least 3 characters

Search by name, Staff State ID, or email address (minimum 3 characters).

Teacher Degree

Has Teacher Certificate

No

Certificate Number

Curriculum

Adult:Child Ratio

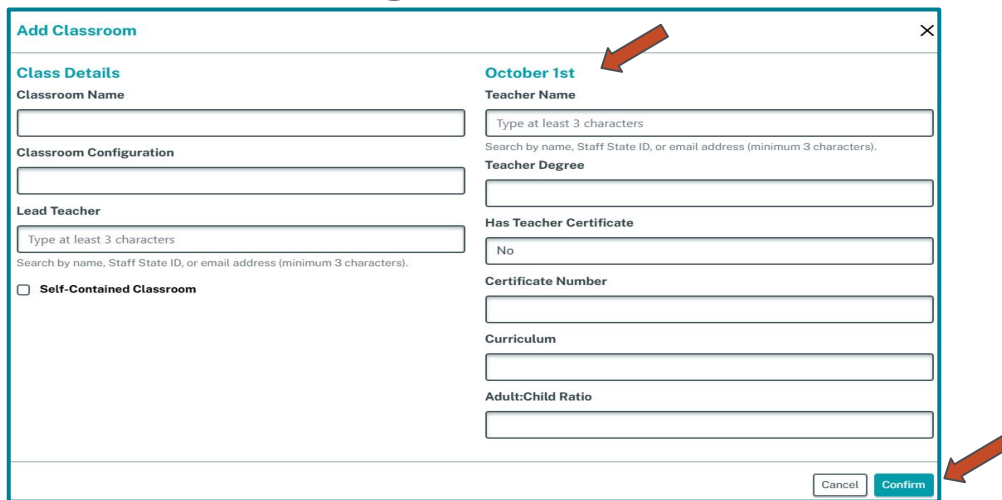
Cancel

Confirm

NEW: October 1 Classroom Informational Metric

All updates to October 1 informational metrics must be completed by October 1 of the academic year. Click **Confirm** to save.

Note: After October 1, the informational metrics fields will be shaded out until the following academic year. Failure to complete the October 1 informational metrics may impact Performance Profile ratings.



The screenshot shows a web form titled "Add Classroom" with a close button (X) in the top right corner. The form is divided into two main sections: "Class Details" on the left and "October 1" on the right. The "Class Details" section includes fields for "Classroom Name", "Classroom Configuration", "Lead Teacher" (with a search hint), and a checkbox for "Self-Contained Classroom". The "October 1" section includes fields for "Teacher Name" (with a search hint), "Teacher Degree", "Has Teacher Certificate" (with a dropdown set to "No"), "Certificate Number", "Curriculum", and "Adult:Child Ratio". At the bottom right of the form are "Cancel" and "Confirm" buttons. Two red arrows are overlaid on the image: one points to the "October 1" section header, and the other points to the "Confirm" button.

Add Classroom

Class Details

Classroom Name

Classroom Configuration

Lead Teacher

Type at least 3 characters

Search by name, Staff State ID, or email address (minimum 3 characters).

☐ Self-Contained Classroom

October 1

Teacher Name

Type at least 3 characters

Search by name, Staff State ID, or email address (minimum 3 characters).

Teacher Degree

Has Teacher Certificate

No

Certificate Number

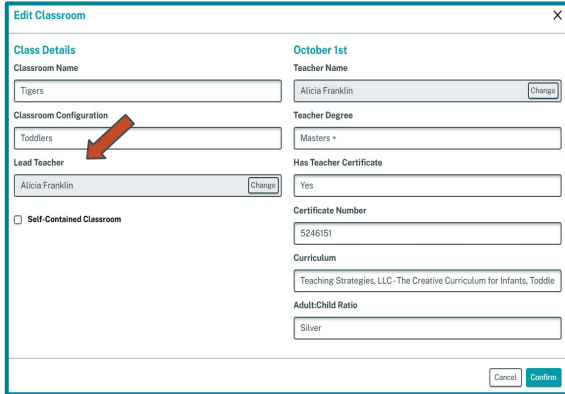
Curriculum

Adult:Child Ratio

Cancel Confirm

Editing a Lead Teacher

If a lead teacher leaves a classroom and is replaced by another lead teacher, click **Change**, enter the new employee's name in the box, and click **Select** and **Confirm**. The newly selected teacher will appear as the lead teacher for the classroom.



Edit Classroom

Class Details

Classroom Name: Tigers

Classroom Configuration: Toddlers

Lead Teacher: Alicia Franklin **Change**

☐ Self-Contained Classroom

October 1st

Teacher Name: Alicia Franklin **Change**

Teacher Degree: Masters +

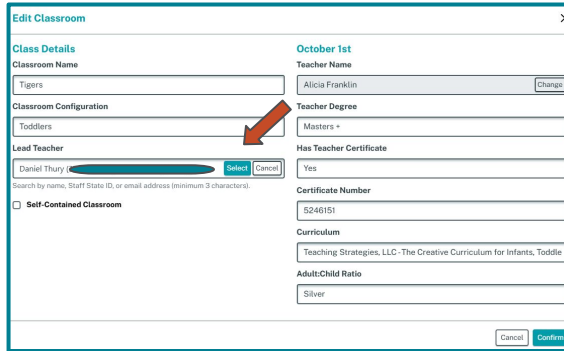
Has Teacher Certificate: Yes

Certificate Number: 5246151

Curriculum: Teaching Strategies, LLC - The Creative Curriculum for Infants, Toddlers

Adult:Child Ratio: Silver

Cancel **Confirm**



Edit Classroom

Class Details

Classroom Name: Tigers

Classroom Configuration: Toddlers

Lead Teacher: Daniel Thury **Select** **Cancel**

☐ Self-Contained Classroom

October 1st

Teacher Name: Alicia Franklin **Change**

Teacher Degree: Masters +

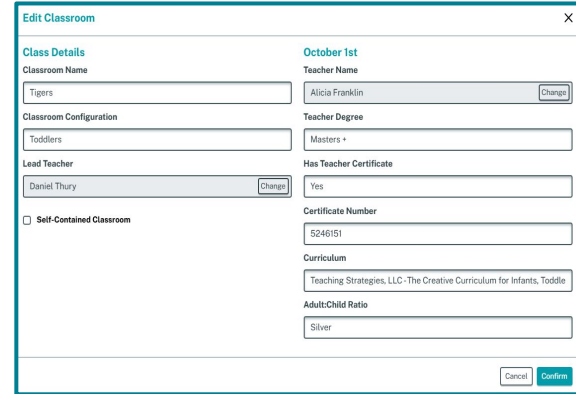
Has Teacher Certificate: Yes

Certificate Number: 5246151

Curriculum: Teaching Strategies, LLC - The Creative Curriculum for Infants, Toddlers

Adult:Child Ratio: Silver

Cancel **Confirm**



Edit Classroom

Class Details

Classroom Name: Tigers

Classroom Configuration: Toddlers

Lead Teacher: Daniel Thury **Change**

☐ Self-Contained Classroom

October 1st

Teacher Name: Alicia Franklin **Change**

Teacher Degree: Masters +

Has Teacher Certificate: Yes

Certificate Number: 5246151

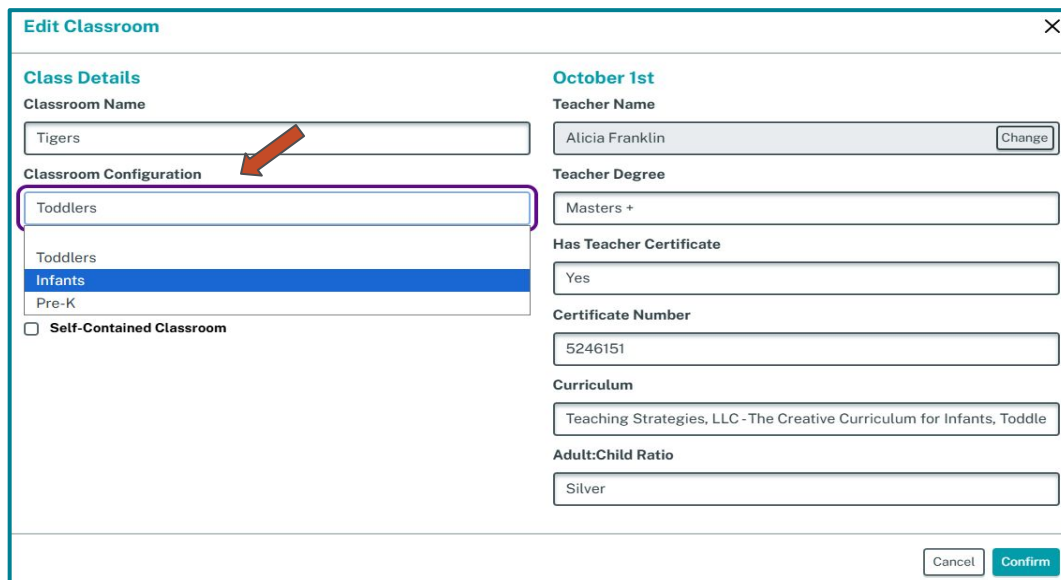
Curriculum: Teaching Strategies, LLC - The Creative Curriculum for Infants, Toddlers

Adult:Child Ratio: Silver

Cancel **Confirm**

Changing Classroom Configuration

If a classroom is opened with the wrong age configuration, the classroom does not need to be closed. Instead, select the correct age configuration from the drop-down menu, and click **Confirm** to save your changes.



The screenshot shows the 'Edit Classroom' form with the following fields and annotations:

- Class Details**
 - Classroom Name:** Text field containing 'Tigers'. An orange arrow points to this field.
 - Classroom Configuration:** A dropdown menu with options: Toddlers, Toddlers, **Infants** (highlighted in blue), and Pre-K. A purple box highlights the dropdown, and an orange arrow points to it.
 - ☐ **Self-Contained Classroom**
- October 1st**
 - Teacher Name:** Text field containing 'Alicia Franklin' with a 'Change' button to its right.
 - Teacher Degree:** Text field containing 'Masters +'.
 - Has Teacher Certificate:** Text field containing 'Yes'.
 - Certificate Number:** Text field containing '5246151'.
 - Curriculum:** Text field containing 'Teaching Strategies, LLC -The Creative Curriculum for Infants, Toddle'.
 - Adult:Child Ratio:** Text field containing 'Silver'.
- Buttons:** 'Cancel' and 'Confirm' buttons at the bottom right. An orange arrow points to the 'Confirm' button.

Adding Observers

Observers must first have an active [MyLA ID](#) and an [EdLink](#) security profile to be added as an observer in ECOS. To add an observer, type the first few letters of the observer's name. Once the observer has been located, select Add, and the observer will appear in the list of Observers.

LEP Educator Portal

Home Certification Help Center My Educator Profile ECOS Admin Alicia Franklin

Sites
Classrooms
Observations
Admin
Manage Network Sites
Observer Management

List of Observers

Network Selection:
(032) Livingston Parish School System

Search for an Observer to Add:
ALICIA FRANK (1257531638) Add

Search by name, Staff State ID, or email address (minimum 3 characters).

Observers

Observers currently added to this network.

Full Name	Staff State Id
No observers added yet. Use the search above to add one.	

LEP Educator Portal

Home Certification Help Center My Educator Profile ECOS Admin Alicia Franklin

Sites
Classrooms
Observations
Admin
Manage Network Sites
Observer Management

List of Observers

Network Selection:
(032) Livingston Parish School System

Search for an Observer to Add:
Type at least 3 characters Add

Search by name, Staff State ID, or email address (minimum 3 characters).

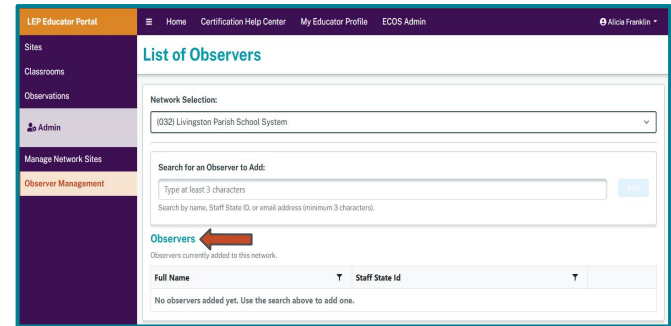
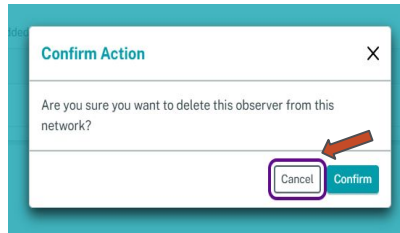
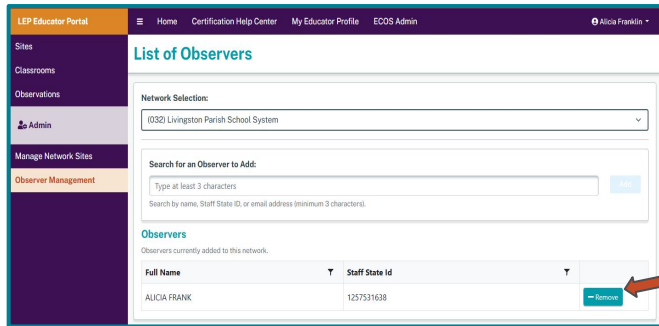
Observers

Observers currently added to this network.

Full Name	Staff State Id	
ALICIA FRANK	1257531638	Remove

Removing Observers

To remove an observer, select the **Remove** button. The system will prompt the Network Administrator to **Confirm Action** before the observer is removed from the **List of Observers**.



List of Observations

The **List of Observations** displays scheduled, completed, and canceled observations based on the selected school year, network, site, and classroom. Network Administrators, Third-Party Administrators, and LDOE Administrators have permission to schedule observations from this screen.

LEP Educator Portal Home Certification Help Center My Educator Profile ECOS Admin Alicia Franklin

List of Observations

+ Schedule Observation

Filters:

- School Year: 2026-2027
- Network: (032) Livingston Parish
- Site: (VBL001) A Lit' Ones Walker
- Classroom: (013) A Lit One's Walker, A Entremont

Scheduled Observations
Observations scheduled for this classroom that have not yet occurred. These can be cancelled as needed.

Scheduled For	Semester	Primary Observer
No scheduled observations.		

Completed Observations
Completed observations for this classroom. Review results using "View Details".

Observed On	Completed On	Semester	Primary Observer	Shadow Observer
No completed observations yet. Once an observation is completed, it will appear here.				

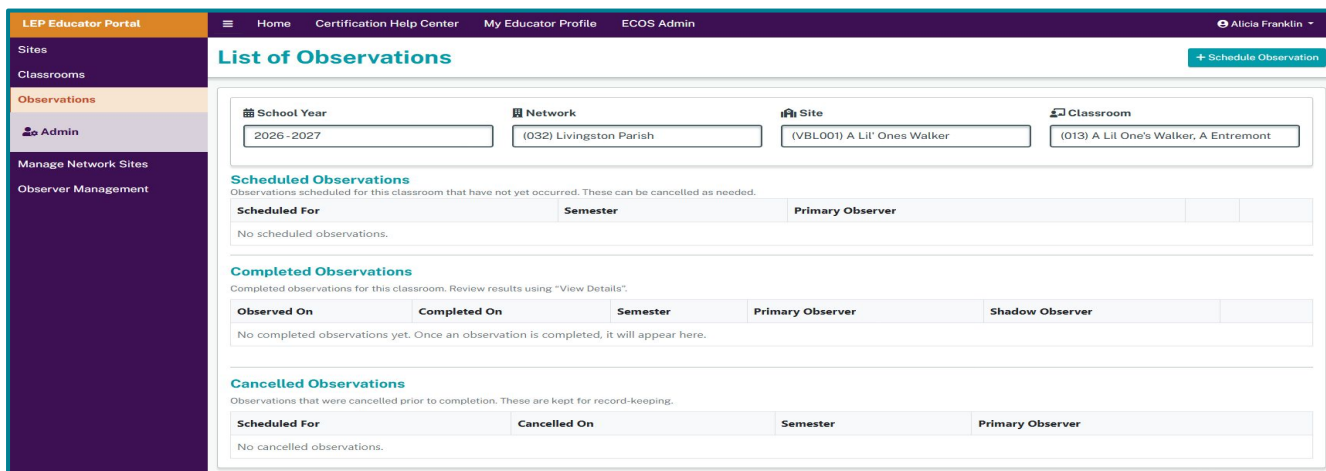
Cancelled Observations
Observations that were cancelled prior to completion. These are kept for record-keeping.

Scheduled For	Cancelled On	Semester	Primary Observer
No cancelled observations.			

Scheduling an Observation

To schedule an observation, click the **Schedule Observation** button.

Note: Per Bulletin 140, Network Administrators must enter all local classroom observations scheduled at each site in ECOS by **October 1** and **February 1** of the respective academic year. The system **will not** allow observation orders to be added after the scheduled observation date has passed.

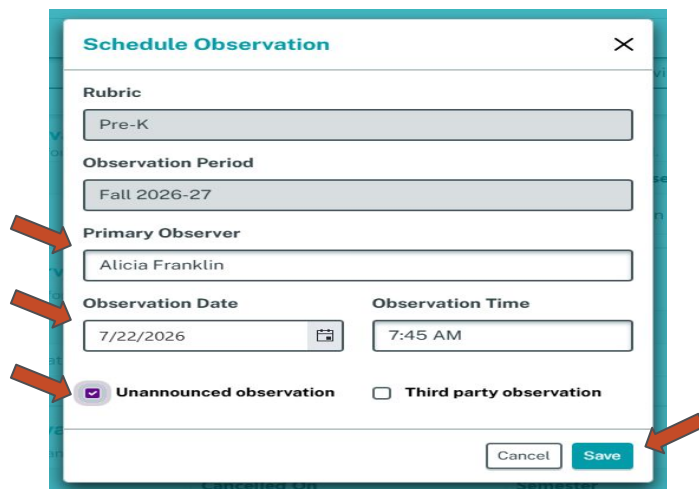


The screenshot displays the LEP Educator Portal interface. The left sidebar contains navigation links: Sites, Classrooms, Observations (highlighted), Admin, Manage Network Sites, and Observer Management. The main content area is titled 'List of Observations' and includes a '+ Schedule Observation' button in the top right corner, indicated by an orange arrow. Below the title, there are filters for School Year (2026-2027), Network ((032) Livingston Parish), Site ((VBL001) A Lil' Ones Walker), and Classroom ((013) A Lil One's Walker, A Entremont). The page is divided into three sections: Scheduled Observations, Completed Observations, and Cancelled Observations. Each section has a table with columns for Scheduled For, Semester, Primary Observer, and Shadow Observer. The Scheduled Observations table is currently empty, showing 'No scheduled observations.' The Completed Observations table is also empty, showing 'No completed observations yet. Once an observation is completed, it will appear here.' The Cancelled Observations table is empty, showing 'No cancelled observations.'

Scheduling an Observation

Select the **Primary Observer**, **Observation Date**, and **Observation Time**. If applicable, select the **Unannounced Observation** and/or **Third-Party Observation** checkbox.

Note: Observations can be assigned to an existing observer in the system or by adding a new observer to the classroom.



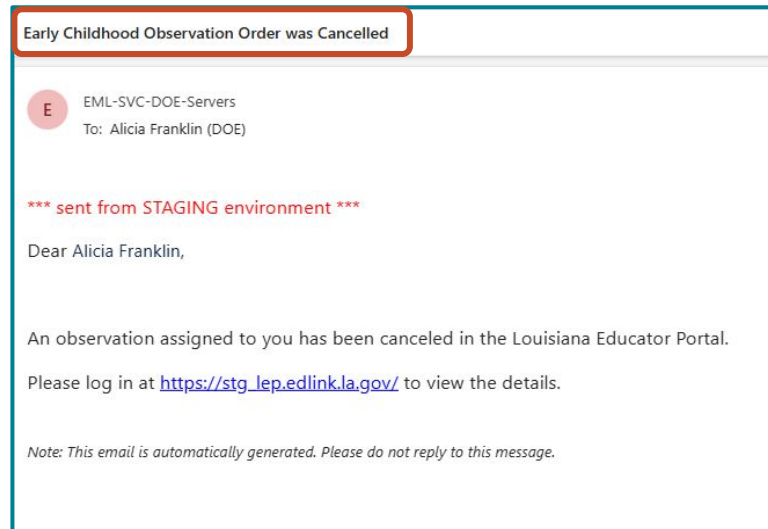
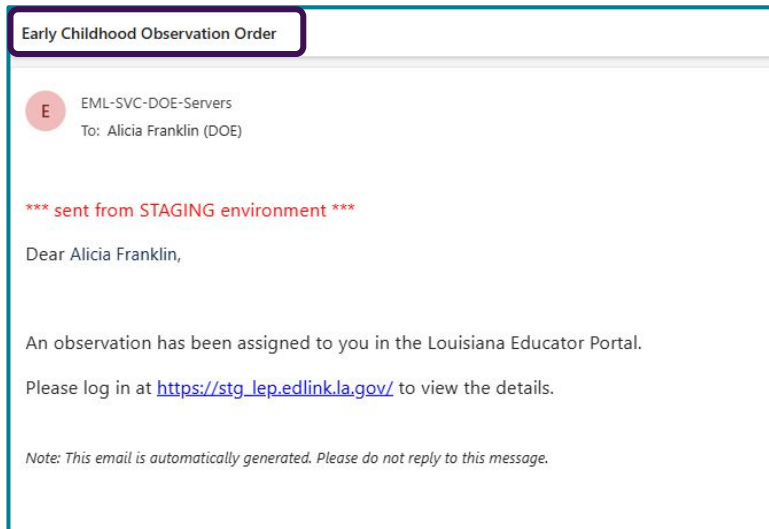
The screenshot shows a 'Schedule Observation' form with the following fields and values:

- Rubric:** Pre-K
- Observation Period:** Fall 2026-27
- Primary Observer:** Alicia Franklin
- Observation Date:** 7/22/2026
- Observation Time:** 7:45 AM
- Unannounced observation:** ☒
- Third party observation:** ☐

At the bottom right, there are 'Cancel' and 'Save' buttons. Four orange arrows point to the 'Primary Observer', 'Observation Date', 'Unannounced observation' checkbox, and the 'Save' button.

Observation Order Notification

When an observation order is scheduled, the observer will receive an email notification that an observation has either been assigned or canceled.



Assigned Observations

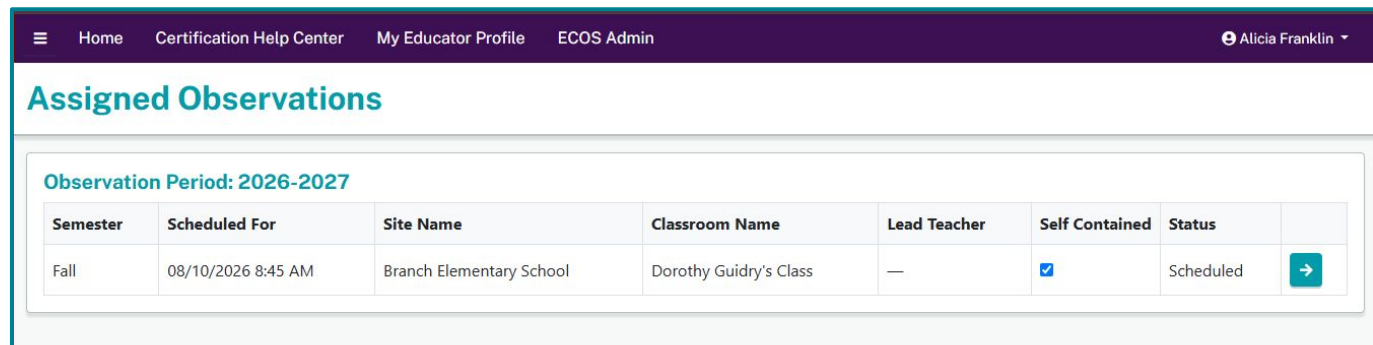
To view the observation order, the observer should click **Assigned Observations** on the Educator Profile page.

The screenshot displays the LEP Educator Portal interface. The top navigation bar includes links for Home, Certification Help Center, My Educator Profile, and ECOS Admin. The user is logged in as Alicia Franklin. The main content area is titled 'Educator Profile' with a note 'No e360 record found'. The left sidebar contains a list of navigation options: Educator Profile, Evaluations, Certifications, Application Directory, Add New Application, Requested Actions, Survey, and Assigned Observations. An orange arrow points to the 'Assigned Observations' link, which has a red badge with the number 1. The main content area shows 'Personal Data' with fields for Name, Contact Email, Staff State ID, SSN, Employment, Counter/Last Login Date, and Request Security Access.

Personal Data	
Name:	Alicia Franklin
Contact Email:	Alicia.Franklin@LA.GOV Valid
Staff State ID:	
SSN:	***** Show
Employment	Employment Records not found.
Counter/Last Login Date	90 Monday, August 10, 2026
Request Security Access	Request Access

Assigned Observations

To enter observation data, the observer should click the **Arrow** next to the assigned observation to begin.



Semester	Scheduled For	Site Name	Classroom Name	Lead Teacher	Self Contained	Status	
Fall	08/10/2026 8:45 AM	Branch Elementary School	Dorothy Guidry's Class	—	☒	Scheduled	→

Starting an Observation Order

Observers will first confirm the lead teacher. If a different lead teacher is being observed, the observer can update the selection by searching for and selecting the correct teacher from the **Lead Teacher** drop-down menu. The observer will then enter the names of additional adults present, shadow observer (if applicable), the arrival time, and click **Save** to proceed to the Cycle 1 tab.

The screenshot shows the 'Edit Observation' form with the following fields and controls:

- Navigation tabs:** Start (active), Cycle 1, Cycle 2, Cycle 3, Cycle 4, Conclusion.
- Lead Teacher:** A dropdown menu showing 'Alicia Franklin' with a red arrow pointing to it.
- Primary Observer:** A dropdown menu showing 'Alicia Franklin' with a red arrow pointing to it.
- Other Adults:** A text input field with the placeholder 'Type at least 3 characters'.
- Shadow Observer:** A text input field with the placeholder 'Type at least 3 characters'.
- Arrival Date:** A date picker showing '8/10/2026'.
- Arrival Time:** A text input field showing '8:45 AM'.
- Unannounced observation:** A checkbox that is currently unchecked.
- Third party observation:** A checkbox that is currently unchecked.
- Buttons:** 'Cancel', 'Save' (highlighted with a red arrow), and 'Submit'.

Entering Observation Data

Observers will enter classroom data and scores for cycle 1, click **Save** and repeat for cycles 2, 3 and 4.

Edit Observation

Start Cycle 1 Cycle 2 Cycle 3 Cycle 4 Conclusion

Start Time: 8:00 AM Number Of Adults: 2 Activity Setting: Relative number of children involved (N) Degree of engagement (E) Routines / Transitions (R) Small Group (SG) Whole Group (WG) Independent Work (1:1) Format (F)

End Time: 8:20 AM Number Of Children: 18 Relative time spent (T)

Emotional Support	Weight: %	Score
Positive Climate		★★★★★ (6)
Negative Climate		★☆☆☆☆ (1)
Educator Sensitivity		★★★★★ (5)
Regard for Child Perspectives		★★★★★ (6)

Classroom Organization	Weight: %	Score
Behavior Management		★★★★★ (6)
Productivity		★★★★★ (5)
Instructional Learning Formats		★★★★★ (5)

Instructional Support	Weight: %	Score
Concept Development		★★★★★ (4)
Quality of Feedback		★★★★★ (3)
Language Modeling		★★★★★ (3)

Literacy: 2 2 3 ☒ ☐ ☒ ☐ ☐

Art / Music: 2 2 3 ☐ ☒ ☒ ☐ ☒

-- Add Item --

Cancel Save Submit

Completing a Local Observation

For local observations, observers must document one area of reinforcement (strength) and one area of refinement (growth), each with supporting evidence. Observers must also provide next steps to support teacher development in the area of refinement. Before clicking **Submit**, enter the departure time.

Edit Observation [X]

Start Cycle 1 Cycle 2 Cycle 3 Cycle 4 **Conclusion**

Reinforcement (Area of Strength) 	Refinement (Area of Growth)
Evidence for Reinforcement (Area of Strength) ⓘ 	Evidence for Refinement (Area of Growth) ⓘ
Next Steps 	Departure Time --Select--

Cancel Save **Submit**

Completing a Third-Party Observation

For third-party observations, observers must document two areas of reinforcement (strength) and two areas of refinement (growth), each with supporting evidence. Before clicking **Submit**, Enter the departure time.

The screenshot shows the 'Edit Observation' form with the 'Conclusion' tab selected. The form is divided into two columns. The left column contains 'Reinforcement (Area of Strength)', 'Evidence for Reinforcement (Area of Strength)', 'Secondary Reinforcement (Area of Strength)', and 'Evidence for Secondary Reinforcement (Area of Strength)'. The right column contains 'Refinement (Area of Growth)', 'Evidence for Refinement (Area of Growth)', 'Secondary Refinement (Area of Growth)', 'Evidence for Secondary Refinement (Area of Growth)', and 'Departure Time'. The 'Departure Time' field is a dropdown menu currently showing '-- Select --'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Submit'. An orange arrow points to the 'Submit' button.

Completed Observations

Completed Observations for this classroom are listed here. To review the results, click **View Details**.

LEP Educator Portal | Home | Certification Help Center | My Educator Profile | ECOS Admin | Alicia Franklin

List of Observations

[+ Schedule Observation](#)

Filters:

- School Year: 2026-2027
- Network: (001) Acadia Parish
- Site: (001002) Branch Elementary School
- Classroom: (010) prek classroom

Scheduled Observations
Observations scheduled for this classroom that have not yet occurred. These can be cancelled as needed.

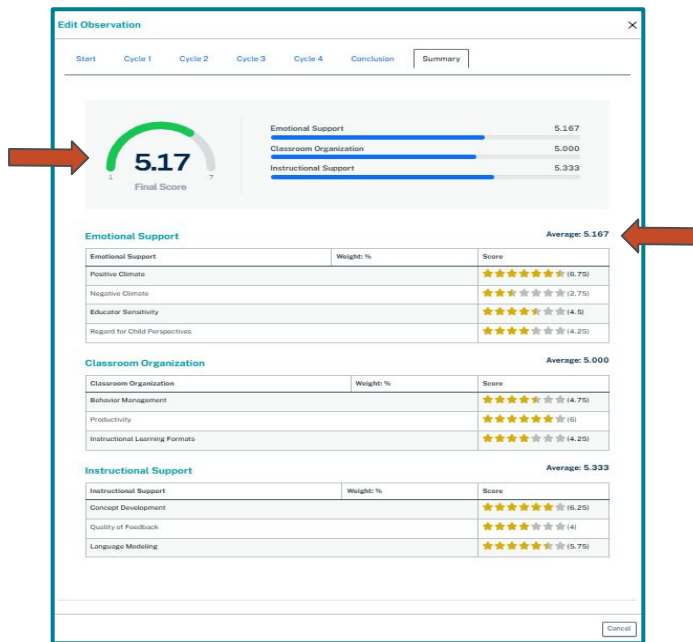
Scheduled For	Semester	Primary Observer
No scheduled observations.		

Completed Observations
Completed observations for this classroom. Review results using "View Details".

Observed On	Completed On	Semester	Primary Observer	Shadow Observer		
07/22/2026 6:00 AM	07/24/2026 10:29 AM	Fall	Daniel Thury	—	View Details	Reopen
07/24/2026 6:00 AM	07/24/2026 3:13 PM	Fall	Daniel Thury	—	View Details	Reopen
07/27/2026 6:00 AM	07/27/2026 1:33 PM	Fall	Daniel Thury	—	View Details	Reopen

Observation Summary

The **Observation Summary** page displays the average score for each domain and the final score, excluding the Negative Climate dimension.



Canceling an Observation

If a scheduled observation needs to be canceled, click **Cancel** next to the observation. A confirmation prompt will appear before the observation is canceled. Canceled observations will appear in the **Canceled Observations** list.

List of Observations + Schedule Observation

School Year: 2026 - 2027 Network: (024) Iberville Parish Site: (YBK001) Iberville MSA East E Classroom: (002) Melancon

Scheduled Observations
Observations scheduled for this classroom that have not yet occurred. These can be cancelled as needed.

Scheduled For	Semester	Primary Observer	
07/22/2026 7:45 AM	Fall	Alicia Franklin	Open X Cancel

Confirm Action ×

Are you sure you want to cancel this observation?

Cancel Confirm

Cancelled Observations

Observations that were cancelled prior to completion. These are kept for record-keeping.

Scheduled For	Cancelled On	Semester	Primary Observer
07/15/2026 6:00 AM	07/21/2026 1:50 PM	Fall	Daniel Thury
07/16/2026 6:15 AM	07/21/2026 1:50 PM	Fall	Telisa Shropshire

Questions

ECOS is supported by the Office of Assessments, Accountability, and Analytics (AAA).

Please send all questions or concerns to alicia.franklin@la.gov or sonia.fields-gutierrez@la.gov.

