

Early Childhood Observation System

ECOS User Guide



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.

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.

If a user already has a [MyLA](#) and an [EdLink Security](#) Profile, please **do not** create a new one.

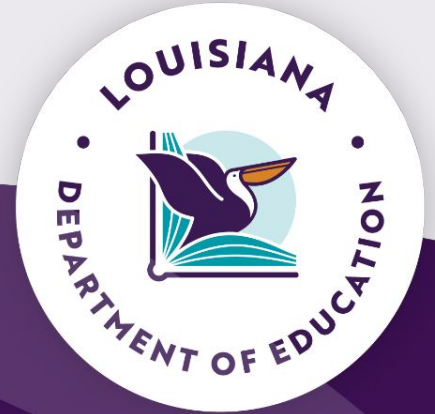
Once users have an active EdLink User Profile, they should log in to [LEP](#) and validate their SSN on the My Educator Profile page.



Getting Started in ECOS

Early Childhood Accountability

For support, email Alicia Franklin at alicia.franklin@la.gov or Sonia Gutierrez at sonia.fields-gutierrez@la.gov



Accessing ECOS for Teachers and Observers

Creating your MyLa Credentials

- To create user credentials, access [MyLA](#) and complete the required fields.

Creating your EdLink User Profile

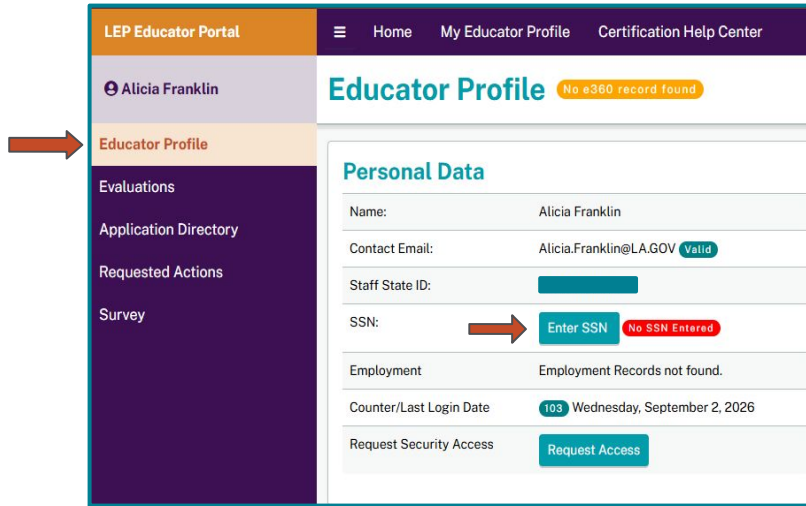
- To create your EdLink User Profile, sign in to [EdLink Security](#) with your MyLa credentials.
- Click the EdLink Ops Portal button in the Application Menu. Then, complete the required fields in the New User Profile.

Note: Additional permissions are not required for Teachers or Observers.



SSN Validation

Once a user has an active EdLink User Profile, they should log in to [LEP](#) and verify their SSN on the **My Educator Profile** page. A copy of their Social Security card may be required to authenticate their identity. Those needing a replacement card can request one through the [Social Security Administration](#).



LEP Educator Portal

Home My Educator Profile Certification Help Center

Alicia Franklin

Educator Profile No e360 record found

Educator Profile

Evaluations

Application Directory

Requested Actions

Survey

Personal Data

Name: Alicia Franklin

Contact Email: Alicia.Franklin@LA.GOV Valid

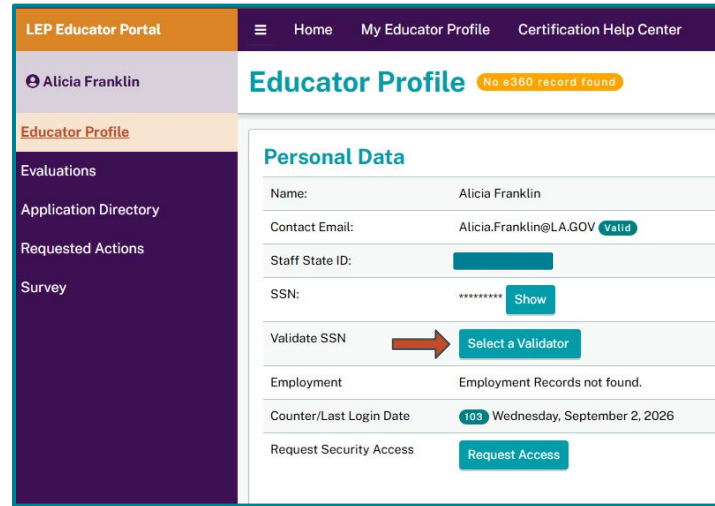
Staff State ID: [Redacted]

SSN: [Redacted] **Enter SSN** No SSN Entered

Employment: Employment Records not found.

Counter/Last Login Date: 103 Wednesday, September 2, 2026

Request Security Access: Request Access



LEP Educator Portal

Home My Educator Profile Certification Help Center

Alicia Franklin

Educator Profile No e360 record found

Educator Profile

Evaluations

Application Directory

Requested Actions

Survey

Personal Data

Name: Alicia Franklin

Contact Email: Alicia.Franklin@LA.GOV Valid

Staff State ID: [Redacted]

SSN: [Redacted] Show

Validate SSN: **Select a Validator**

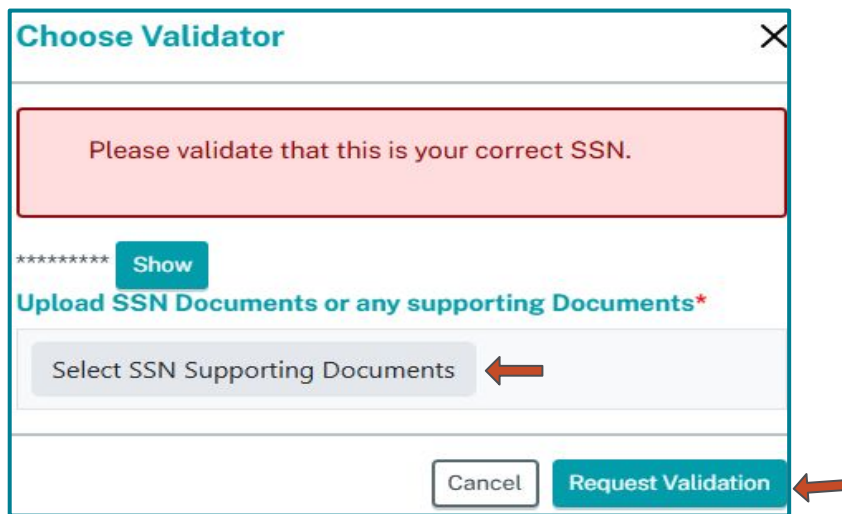
Employment: Employment Records not found.

Counter/Last Login Date: 103 Wednesday, September 2, 2026

Request Security Access: Request Access

SSN Validation

Once a user has an active EdLink User Profile, they should log in to [LEP](#) and verify their SSN on the **My Educator Profile** page. A copy of their Social Security card may be required to authenticate their identity. Those needing a replacement card can request one through the [Social Security Administration](#).



The screenshot shows a 'Choose Validator' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a red-bordered box with the text 'Please validate that this is your correct SSN.' Below this, there is a text input field containing '*****' and a 'Show' button. Underneath the input field is the text 'Upload SSN Documents or any supporting Documents*'. Below this text is a light blue button labeled 'Select SSN Supporting Documents' with an orange arrow pointing to it from the right. At the bottom of the dialog are two buttons: 'Cancel' and 'Request Validation', with an orange arrow pointing to the 'Request Validation' button from the right.

Accessing ECOS for Site/School Administrators

If a user already has a [MyLA](#) and an [EdLink Security](#) Profile, please do not create a new one. Instead, skip to the Permission Request process. If not, please follow the steps outlined on the previous slide.

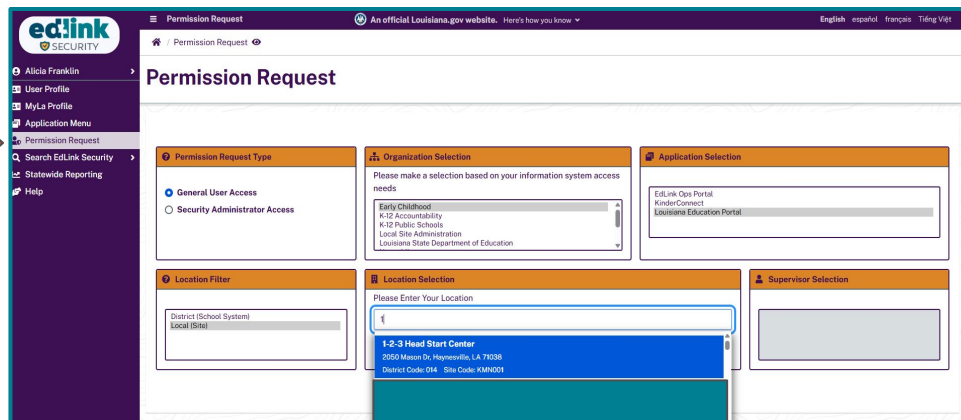
To request access, select the **Permission Request** tab on the registration screen in the [EdLink Ops Portal](#).

Complete the steps below to submit your permission request:

- Permission Type - **General User Access**
- Organization Selection - **Early Childhood**
- Application Selection - **Louisiana Education Portal**
- Location Filter - **Local (Site)**
- Location Selection - **Site Name**
- Role - **ECOS**
- Permission Selection - **Admin**
- Click **Submit**



Accessing ECOS for Site/School Administrators



edlink SECURITY

Permission Request

Permission Request

Permission Request Type

- ☒ General User Access
- ☐ Security Administrator Access

Organization Selection

Please make a selection based on your information system access needs

Early Childhood
K-12 Accountability
K-12 Public Schools
Local Site Administration
Louisiana State Department of Education

Application Selection

EdLink Ops Portal
KinderConnect
Louisiana Education Portal

Location Filter

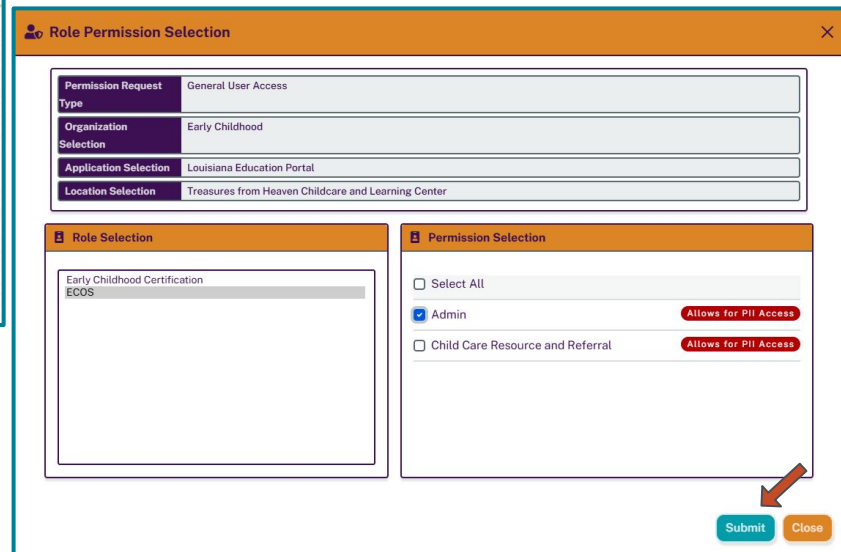
District (School System)
Local (Site)

Location Selection

Please Enter Your Location

1-2-3 Head Start Center
2050 Mason Dr., Metairie, LA 70008
District Code 014 Site Code KMM001

Supervisor Selection



Role Permission Selection

Permission Request Type General User Access

Organization Selection Early Childhood

Application Selection Louisiana Education Portal

Location Selection Treasures from Heaven Childcare and Learning Center

Role Selection

Early Childhood Certification
ECOS

Permission Selection

☐ Select All

☒ Admin **Allows for PII Access**

☐ Child Care Resource and Referral **Allows for PII Access**

Submit **Close**

ECOS Roles

Third-Party Administrator - Add and edit third-party observers and assign observations.

Network Administrator - Add, edit, and remove sites and classrooms, and assign observations to local observers.

Site/School Administrator - View-only access without the ability to add, edit, or remove sites or classrooms.

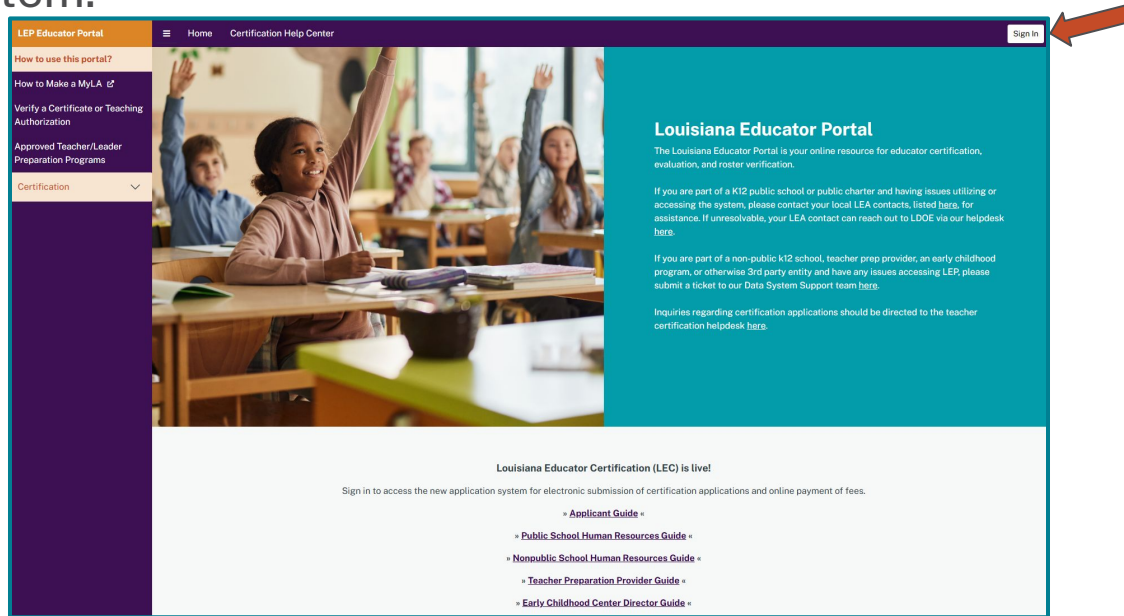
CCR&R Coach - View-only access with limited access to site and classroom data.

Observer - Add or edit observation data assigned by the Network Administrator or Third Party.



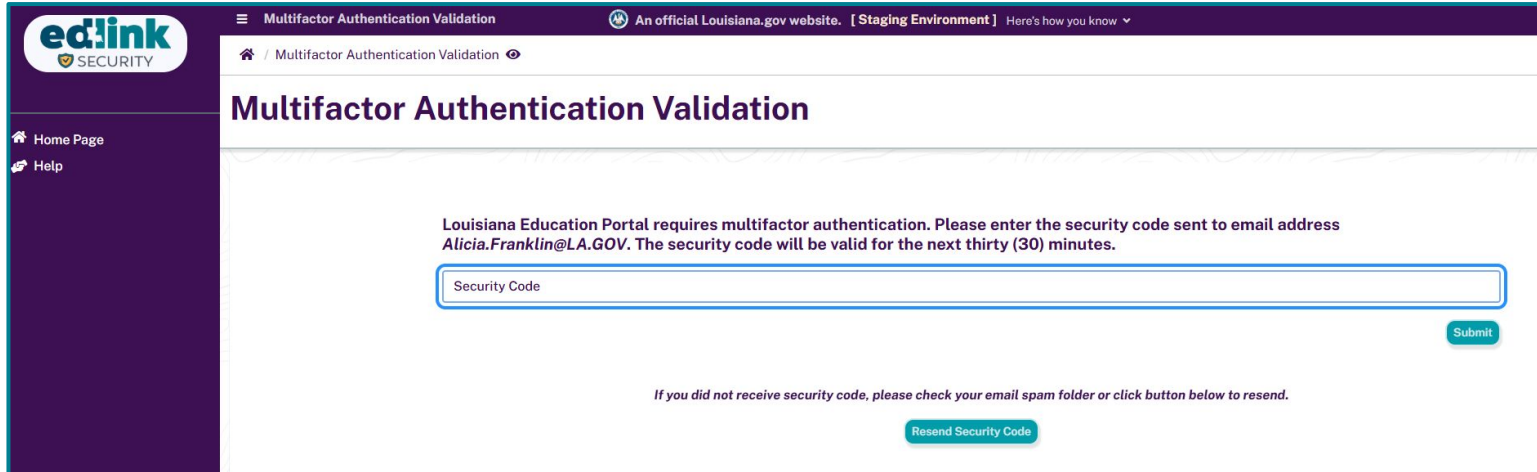
Early Childhood Observation System

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.



ECOS Login

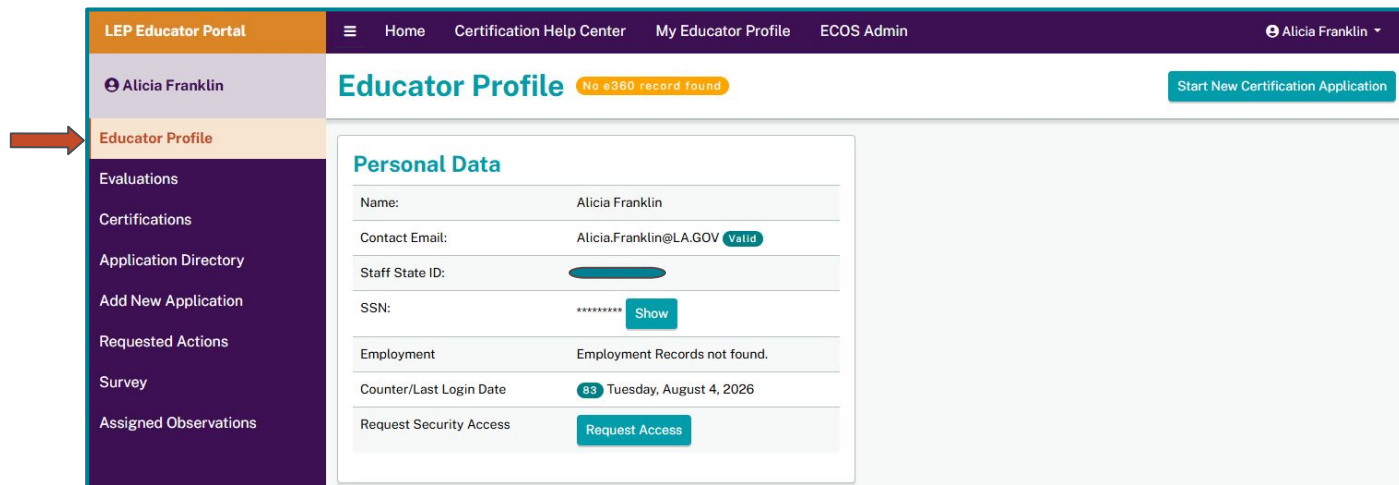
Once the User Profile has been activated, users will be prompted to complete Multifactor Authentication Validation. This step is required each time a user logs into the system.



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.

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 message: '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

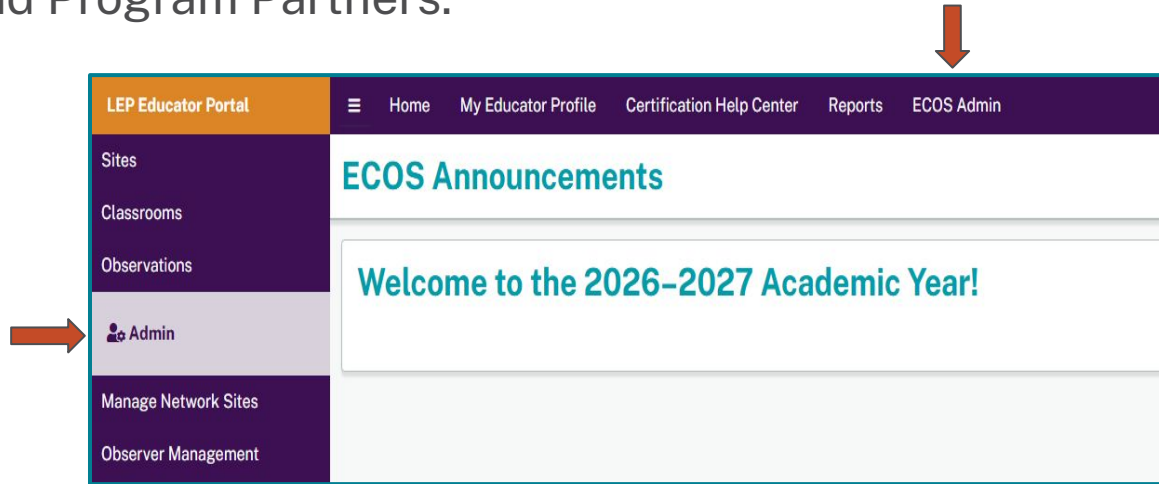
The **Navigation Panel** on the left displays the menu options available based on the user's assigned role and permissions. The **Tabs and Management** tools at the top provide access to the areas of the system the user is authorized to view, manage, or update.

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, Application Directory, Add New Application, Requested Actions, Mentor Attestations, and Survey. The top navigation bar is dark purple with links: Home, My Educator Profile, Certification Help Center, Reports, and ECOS Admin. The main content area is titled **Educator Profile** and shows a message: "No e360 record found". A button "Start New Certification Application" is in the top right. Below 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	121 Tuesday, October 13, 2026
Request Security Access	Request Access

ECOS Dashboard

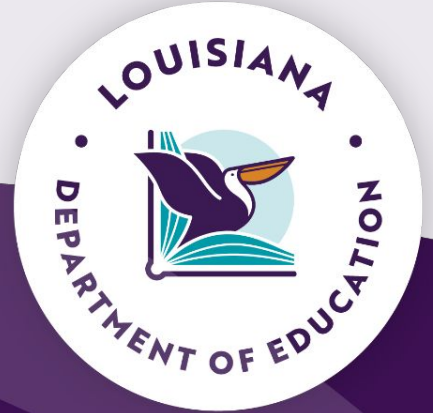
The **ECOS Dashboard** is accessed by clicking on **ECOS Admin** and is designed to provide statewide announcements for CNLAs, Early Childhood Learning Centers, and Program Partners.



Managing Sites and Classrooms

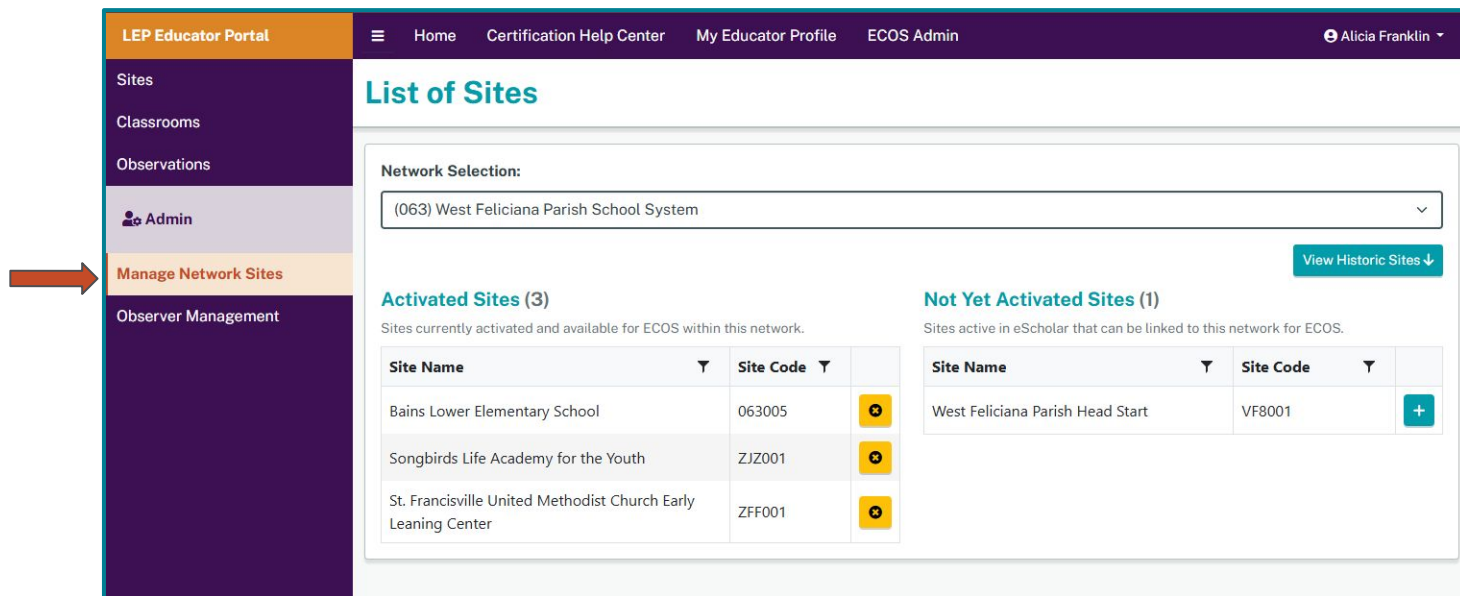
Early Childhood Accountability

For support, email Alicia Franklin at alicia.franklin@la.gov or Sonia Gutierrez at sonia.fields-gutierrez@la.gov



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' section lists three sites with their respective codes and status icons (a yellow circle with a plus sign). The 'Not Yet Activated Sites' section lists one site with its code and a status icon (a blue circle with a plus sign). A 'View Historic Sites' button is located to the right of the network selection dropdown.

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	+

List of Sites

The **List of Sites** displays sites based on the user's assigned school year and authorized network(s). Network Administrators can view all assigned networks and select a site by clicking the **green arrow** to view or edit classrooms, add new classrooms, and update classroom information. Network and Site/School Administrators can also **export** and **download** files.

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

List of Sites | Export to Excel | Export to PDF

School Year: 2026-2027 | Network: 063 West Feliciana Parish | Semester: Fall | Spring

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	Classroom Observation Progress	Classrooms
All Sites			5 completed • 22 scheduled/in progress • 2 not started	
Fall classroom observation progress				
YD1001	Glory Angels, LLC	Child Care	0 completed • 2 scheduled/in progress • 0 not started	Go
YFF001	Glad Tidings Childcare Early Learning Center	Child Care	No open classrooms	Go
ZFF001	St. Francisville United Methodist Church Early Learning Center	Child Care	0 completed • 5 scheduled/in progress • 0 not started	Go
ZJZ001	Songbirds Life Academy for the Youth	Child Care	0 completed • 2 scheduled/in progress • 0 not started	Go
063005	Bains Lower Elementary School	School	5 completed • 5 scheduled/in progress • 0 not started	Go
VF8001	West Feliciana Parish Head Start	Head Start / Early Head Start	0 completed • 8 scheduled/in progress • 0 not started	Go

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, the **Latest Site Contacts** name and title can be viewed.

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

List of Sites | Export to Excel | Export to PDF

Filters:
School Year: 2026-2027
Network: (063) West Feliciana Parish
Semester: Fall (selected) | Spring

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	Classroom Observation Progress	Classrooms
All Sites Fall classroom observation progress			9 completed • 21 scheduled/in progress • 0 not started	
YD1001	Glory Angels, LLC	Child Care	0 completed • 2 scheduled/in progress • 0 not started	Edit →
Latest Site Contacts				
Contact Name		Position Title		
Angela Ott		DIRECTOR		

List of Classrooms

The **List of Classrooms** displays classrooms based on the selected school year, network, and site. Network Administrators have permission to add, edit, and close classrooms. To add a new classroom, click **Add**. A **red exclamation mark** next to a classroom name signifies that classroom information is **incomplete**. Site/School Administrators can only **view** this information.

LEP Educator Portal

Home My Educator Profile Certification Help Center Reports ECOS Admin

Alicia Franklin

Sites

Classrooms

Observations

Admin

Manage Network Sites

Observer Management

List of Classrooms

+ Add

School Year: 2026 - 2027

Network: (013) Catahoula Parish

Site: (K65012) Tensas Parish Head Start

Semester: Fall Spring

Classrooms

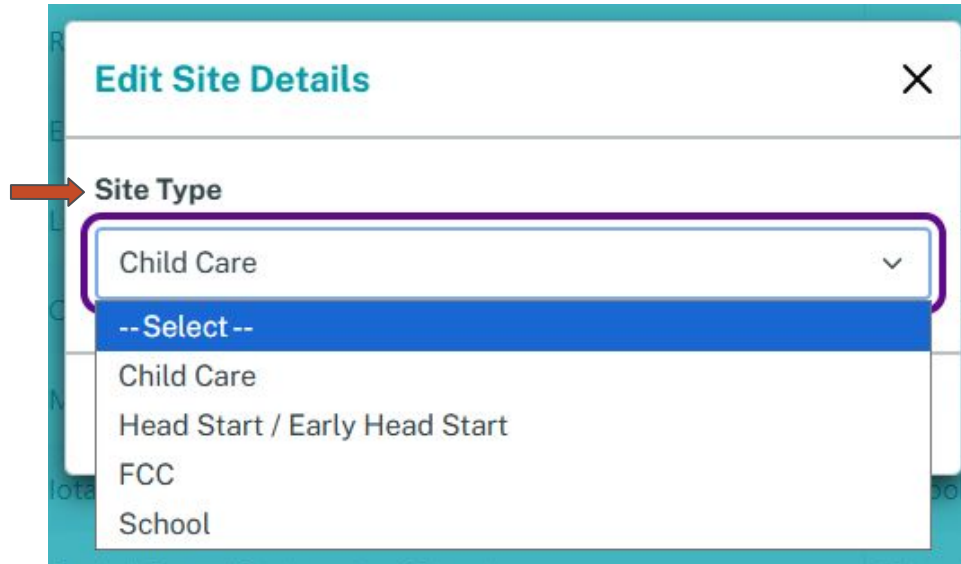
Edit Close Reopen Remove

A red exclamation mark next to a classroom name signifies that classroom information is incomplete and requires October 1 details.

Classroom Code	Classroom Name	Configuration	Is Self-Contained	Observation Status	Observations
002	TH5 PreK2 !	Pre-K		Not Started	✎ ✖ ➡
004	TH5 PreK4 !	Pre-K		Not Started	✎ ✖ ➡

Updating Site Details

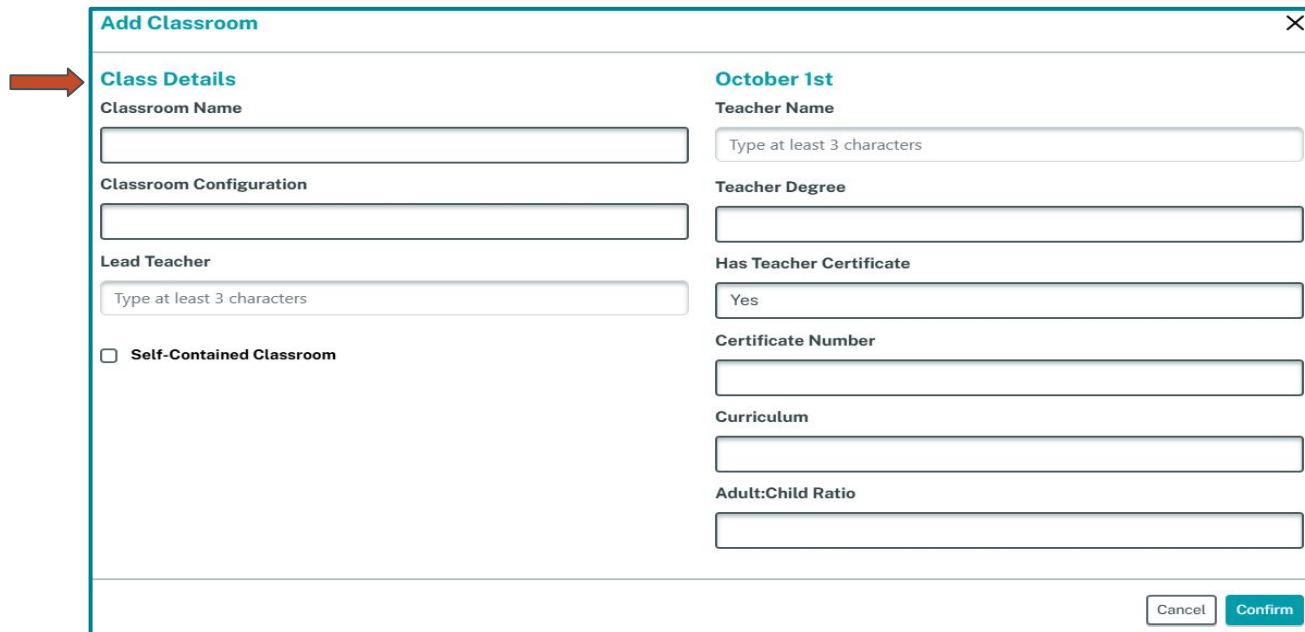
Network Administrators can edit the **Site Type** by selecting the appropriate option from the dropdown menu.



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

Adding New Classrooms

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



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 "Teacher Information" on the right. An orange arrow points to the "Class Details" section. The "Class Details" section includes fields for "Classroom Name", "Classroom Configuration", and "Lead Teacher" (with a placeholder "Type at least 3 characters"). Below these is a checkbox labeled "Self-Contained Classroom". The "Teacher Information" section includes fields for "Teacher Name" (with a placeholder "Type at least 3 characters"), "Teacher Degree", "Has Teacher Certificate" (with a "Yes" option), "Certificate Number", "Curriculum", and "Adult:Child Ratio". At the bottom right of the form are "Cancel" and "Confirm" buttons.

Add Classroom X

Class Details

Classroom Name

Classroom Configuration

Lead Teacher

Type at least 3 characters

☐ Self-Contained Classroom

Teacher Information

October 1st

Teacher Name

Type at least 3 characters

Teacher Degree

Has Teacher Certificate

Yes

Certificate Number

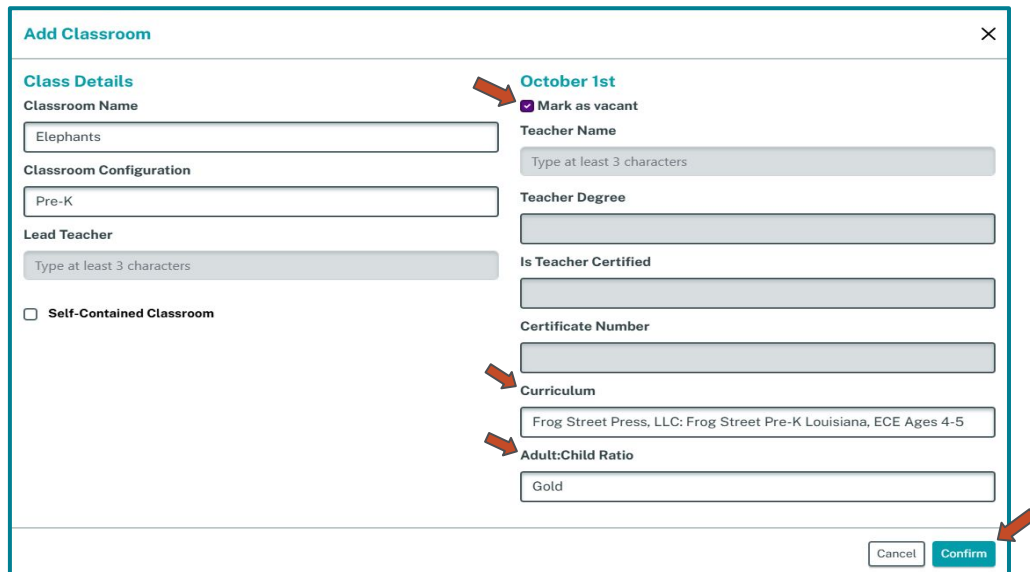
Curriculum

Adult:Child Ratio

Cancel Confirm

Lead Teacher Vacancy

If a lead teacher has not been identified, mark the classroom as **Vacant** and complete the informational metrics for **Curriculum**, **Adult: Child Ratio** and click **Confirm**.



The screenshot shows the 'Add Classroom' form with several fields and annotations. Red arrows point to the 'October 1st' date, the 'Mark as vacant' checkbox, the 'Curriculum' field, the 'Adult:Child Ratio' field, and the 'Confirm' button.

Add Classroom [X]

Class Details

Classroom Name
Elephants

Classroom Configuration
Pre-K

Lead Teacher
Type at least 3 characters

☐ Self-Contained Classroom

October 1st
☒ Mark as vacant

Teacher Name
Type at least 3 characters

Teacher Degree
Type at least 3 characters

Is Teacher Certified
Type at least 3 characters

Certificate Number
Type at least 3 characters

Curriculum
Frog Street Press, LLC: Frog Street Pre-K Louisiana, ECE Ages 4-5

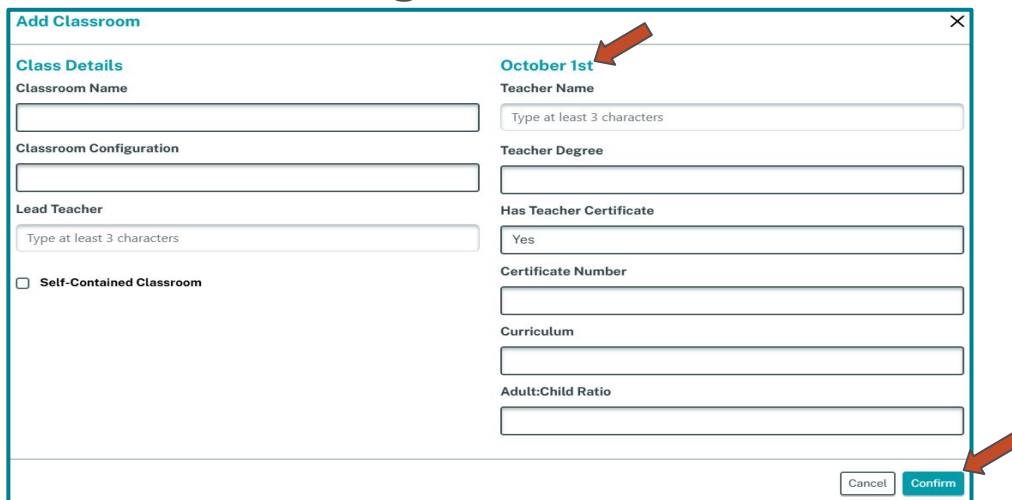
Adult:Child Ratio
Gold

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 1st" on the right. The "Class Details" section includes fields for "Classroom Name", "Classroom Configuration", "Lead Teacher" (with a placeholder "Type at least 3 characters"), and a checkbox for "Self-Contained Classroom". The "October 1st" section includes fields for "Teacher Name" (placeholder "Type at least 3 characters"), "Teacher Degree", "Has Teacher Certificate" (with a "Yes" option), "Certificate Number", "Curriculum", and "Adult:Child Ratio". At the bottom right of the form are "Cancel" and "Confirm" buttons. Two red arrows are present: one pointing to the "October 1st" header and another pointing to the "Confirm" button.

Add Classroom	
Class Details	October 1st
Classroom Name 	Teacher Name Type at least 3 characters
Classroom Configuration 	Teacher Degree
Lead Teacher Type at least 3 characters	Has Teacher Certificate Yes
☐ Self-Contained Classroom	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, enter the new employee's name in the **Lead Teacher** box and click the selected name. Update the **October 1st** data, if applicable, and click **Confirm**. The newly selected teacher will appear as the lead teacher for the classroom.

Edit Classroom

Class Details

Classroom Name: Dorothy Guidry's Class

Classroom Configuration: Pre-K

Lead Teacher: soni (dropdown menu open showing SONIA Fields-Gutierrez and Sonia.Fields-Gutierrez@LA.GOV)

October 1st

Teacher Name: Alicia Franklin

Teacher Degree: Masters +

Has Teacher Certificate: No

Certificate Number:

Curriculum:

Adult:Child Ratio: Gold

Buttons: Cancel, Confirm

Edit Classroom

Class Details

Classroom Name: Dorothy Guidry's Class

Classroom Configuration: Pre-K

Lead Teacher: SONIA Fields-Gutierrez

☒ Self-Contained Classroom

October 1st

Teacher Name: SONIA Fields-Gutierrez

Teacher Degree: Masters +

Has Teacher Certificate: Yes

Certificate Number: 123456

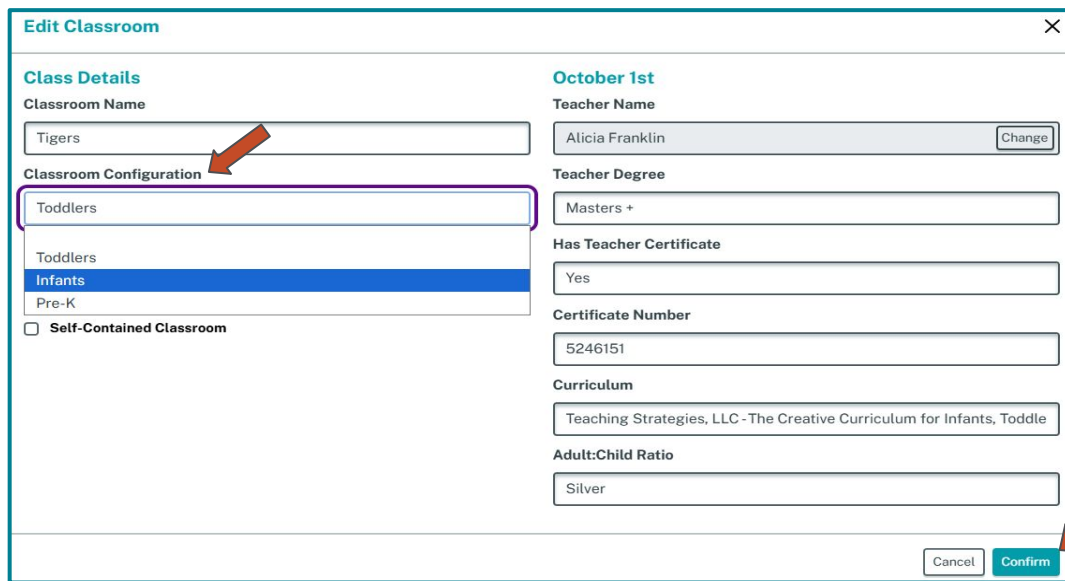
Curriculum: Frog Street Press, LLC: Frog Street Pre-K Louisiana, ECE Ages 4-5

Adult:Child Ratio: Gold

Buttons: Cancel, Confirm

Changing Classroom Configuration

If a classroom is opened with the wrong age configuration, it **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 drop-down menu with options: Toddlers, Toddlers, **Infants** (highlighted in blue), and Pre-K. A purple box highlights the entire drop-down menu.
 - ☐ **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.

Closing a Classroom

Closing a classroom **should only** be used when the classroom has actually **ceased operating** in its current physical space.

Examples of a true classroom closure include:

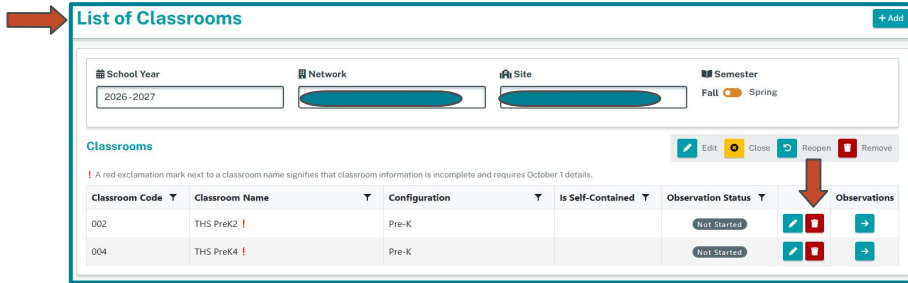
- Low enrollment resulted in the classroom no longer operating.
- The teacher left and the children were moved to another classroom.
- The classroom was permanently consolidated with another classroom.
- **Do not** close a classroom to correct information such as the age configuration, teacher assignment, or other classroom details. If the classroom is still operating in the same physical space, update the classroom information instead.

Only select **Close Classroom** if the classroom is **no longer operating**.



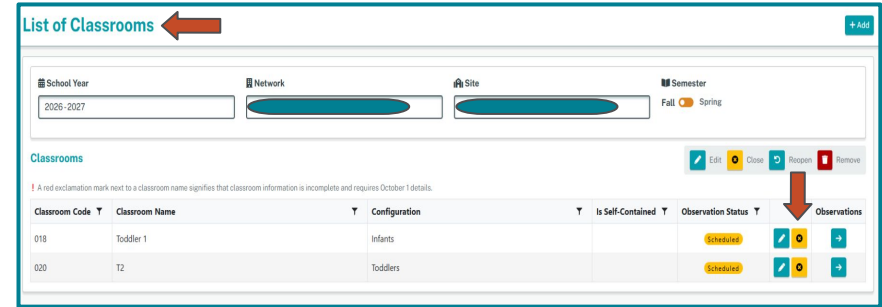
To Remove or Close a Classroom

If no observation has been scheduled or completed, and no observation data has been entered, users will only have the option to remove the classroom by clicking **Remove**. Otherwise, select the correct school year and click **Close**.



The screenshot shows the 'List of Classrooms' interface. At the top, there are filters for School Year (2026-2027), Network, Site, and Semester (Fall, Spring). Below these are buttons for Edit, Close, Reopen, and Remove. A table lists classrooms with columns for Classroom Code, Classroom Name, Configuration, Is Self-Contained, Observation Status, and Observations. A red arrow points to the 'Remove' button in the actions column for the first classroom (002 THS PreK2).

Classroom Code	Classroom Name	Configuration	Is Self-Contained	Observation Status	Observations
002	THS PreK2 !	Pre-K		Not Started	[Edit] [Close] [Reopen] [Remove]
004	THS PreK4 !	Pre-K		Not Started	[Edit] [Close] [Reopen] [Remove]



The screenshot shows the 'List of Classrooms' interface. At the top, there are filters for School Year (2026-2027), Network, Site, and Semester (Fall, Spring). Below these are buttons for Edit, Close, Reopen, and Remove. A table lists classrooms with columns for Classroom Code, Classroom Name, Configuration, Is Self-Contained, Observation Status, and Observations. A red arrow points to the 'Close' button in the actions column for the first classroom (018 Toddler 1).

Classroom Code	Classroom Name	Configuration	Is Self-Contained	Observation Status	Observations
018	Toddler 1	Infants		Scheduled	[Edit] [Close] [Reopen] [Remove]
020	T2	Toddlers		Scheduled	[Edit] [Close] [Reopen] [Remove]

Example: How to Close a Classroom

Close Classroom

×

Are you sure you want to close this classroom?

Closing a classroom should only be used when the classroom has actually ceased operating in its current physical space.

Examples of a true classroom closure include:

- Low enrollment resulted in the classroom no longer operating.
- The teacher left and the children were moved to another classroom.
- The classroom was permanently consolidated with another classroom.

Do not close a classroom to correct information such as the age configuration, teacher assignment, or other classroom details. If the classroom is still operating in the same physical space, update the classroom information instead.

⚠ Only select Close Classroom if the classroom is no longer operating.

* required

School Year End *

--Select Year--

Reason for Closure *

--Select Reason--

☐ I confirm that I want to permanently close this classroom. *

Cancel

Yes, Close this classroom

Close Classroom

×

Are you sure you want to close this classroom?

Closing a classroom should only be used when the classroom has actually ceased operating in its current physical space.

Examples of a true classroom closure include:

- Low enrollment resulted in the classroom no longer operating.
- The teacher left and the children were moved to another classroom.
- The classroom was permanently consolidated with another classroom.

Do not close a classroom to correct information such as the age configuration, teacher assignment, or other classroom details. If the classroom is still operating in the same physical space, update the classroom information instead.

⚠ Only select Close Classroom if the classroom is no longer operating.

* required

School Year End *

--Select Year--

--Select Year--

2026 - 2027

2025 - 2026

☐ I confirm that I want to permanently close this classroom. *

Cancel

Yes, Close this classroom

Example: How to Close a Classroom

Close Classroom

Are you sure you want to close this classroom?

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Only select Close Classroom if the classroom is no longer operating.

* required

School Year End *

2025-2026

Reason for Closure *

--Select Reason--

--Select Reason--

Close Classroom

Are you sure you want to close this classroom?

Closing a classroom should only be used when the classroom has actually ceased operating in its current physical space.

Examples of a true classroom closure include:

- Low enrollment resulted in the classroom no longer operating.
- The teacher left and the children were moved to another classroom.
- The classroom was permanently consolidated with another classroom.

Do not close a classroom to correct information such as the age configuration, teacher assignment, or other classroom details. If the classroom is still operating in the same physical space, update the classroom information instead.

Only select Close Classroom if the classroom is no longer operating.

* required

School Year End *

2025-2026

Reason for Closure *

Other

Justification for Closure *

The site closed.

I confirm that I want to permanently close this classroom. *

Cancel Yes, Close this classroom

Reactivating a Closed Classroom

Network Administrators do not have user permissions to reactivate a closed classroom. This can only be done by an LDOE Administrator.

To request that a closed classroom be reactivated, provide justification identifying why the classroom should be reopened to Alicia Franklin at alicia.franklin@la.gov and Sonia Gutierrez at sonia.fields-gutierrez@la.gov.

Please allow up to 24 hours for a response.



Closing Sites

If a site should be closed, Network Administrators should email Alicia Franklin at alicia.franklin@la.gov and Sonia Gutierrez at sonia.fields-gutierrez@la.gov. Please make sure **all classrooms at the site are closed before** submitting your request.

The email should include the following information:

- Site code
- Site name
- Effective date of site closure
- Justification identifying why the site should be closed, explicitly stating the reason for closure

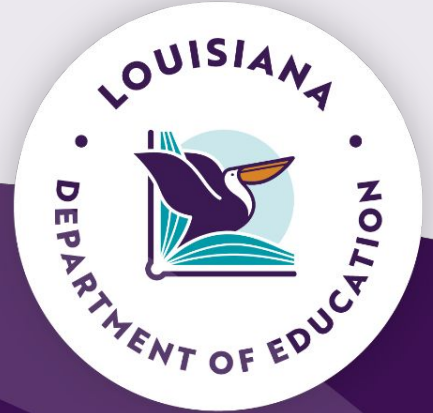
Please allow up to 24 hours for a response regarding site closures in ECOS.



Observations

Early Childhood Accountability

For support, email Alicia Franklin at alicia.franklin@la.gov or Sonia Gutierrez at sonia.fields-gutierrez@la.gov



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

ALICIA FRANK (1257531638) Add

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

Observers

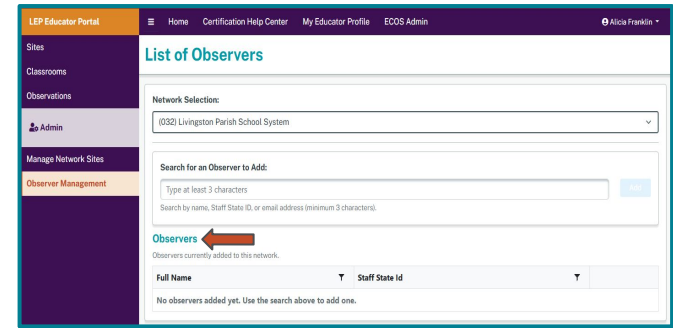
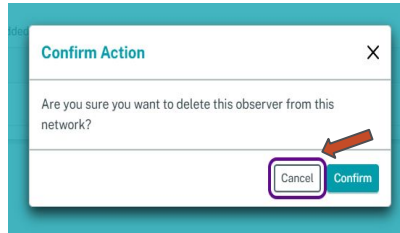
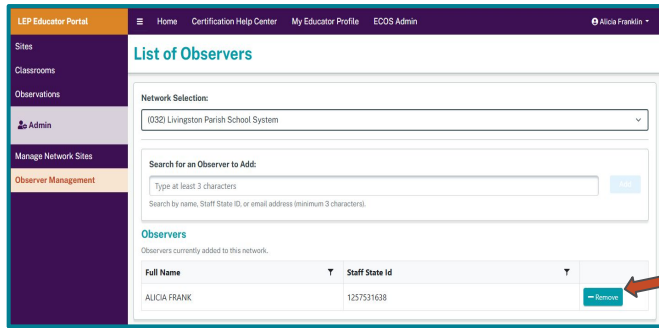
Observers currently added to this network.

Full Name	Staff State Id
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**.



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.

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 Observations

+ Schedule Observation

School Year: 2026-2027

Network: (032) Livingston Parish

Site:

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
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.			

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 My Educator Profile Certification Help Center Reports ECOS Admin Alicia Franklin

List of Observations + Schedule Observation

School Year: 2026 - 2027 Network: 063 West Feliciana Parish Site: Classroom:

Scheduled Observations
Observations for this classroom that have not been completed or canceled.

Scheduled For	Semester	Primary Observer	Unannounced	Third Party	
10/22/2026 9:00 AM	Fall				Open Cancel

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

Observed On	Completed On	Semester	Primary Observer	Shadow Observer	Third Party	
09/24/2026 8:20 AM	09/25/2026 8:19 PM	Fall		—	✓	View Details Download Respin

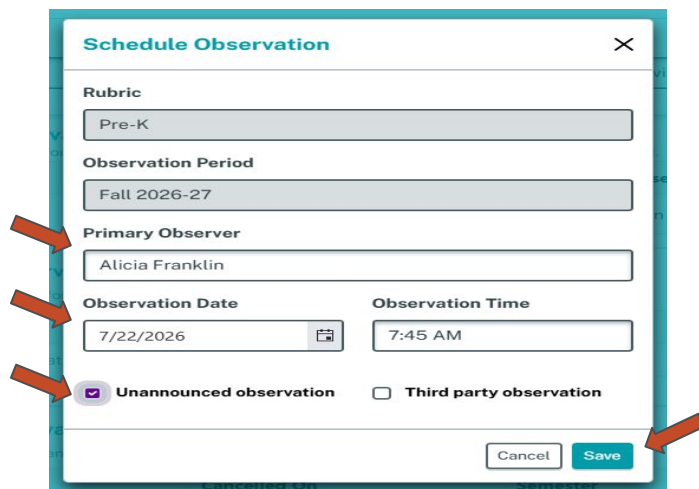
Canceled Observations
Observations that were canceled prior to completion. These are kept for record-keeping.

Scheduled For	Canceled On	Semester	Primary Observer	Third Party
No canceled 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.



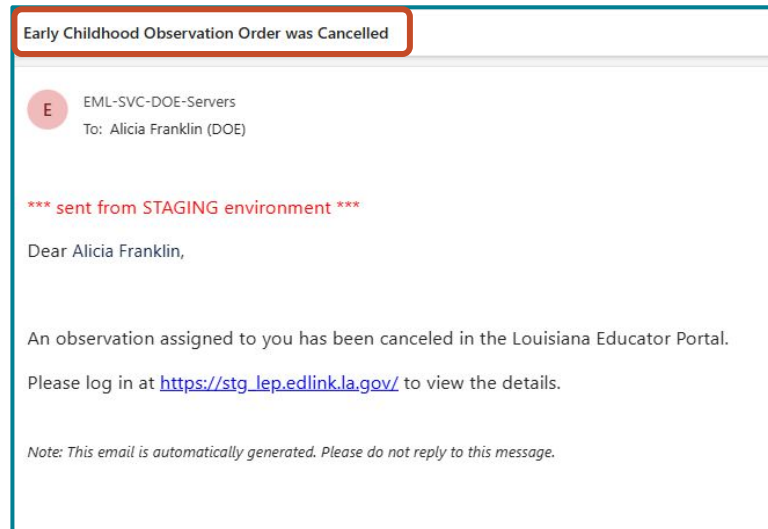
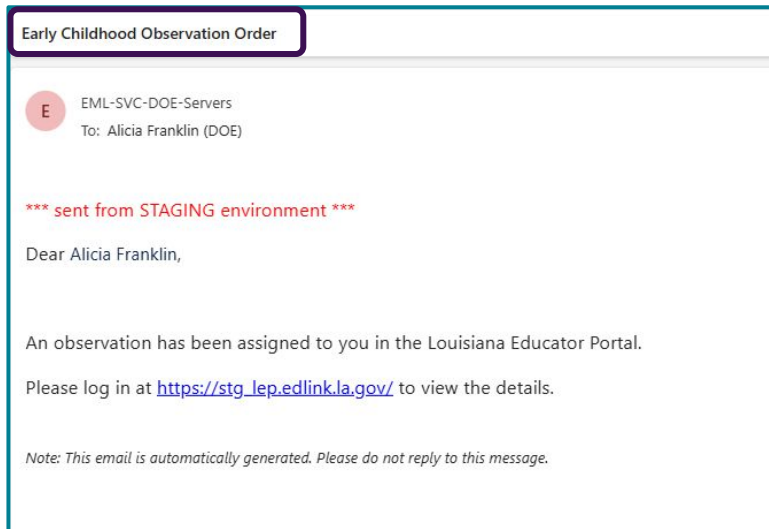
The screenshot shows a 'Schedule Observation' form with the following fields and options:

- 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', 'Observation Time', and 'Unannounced observation' fields.

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

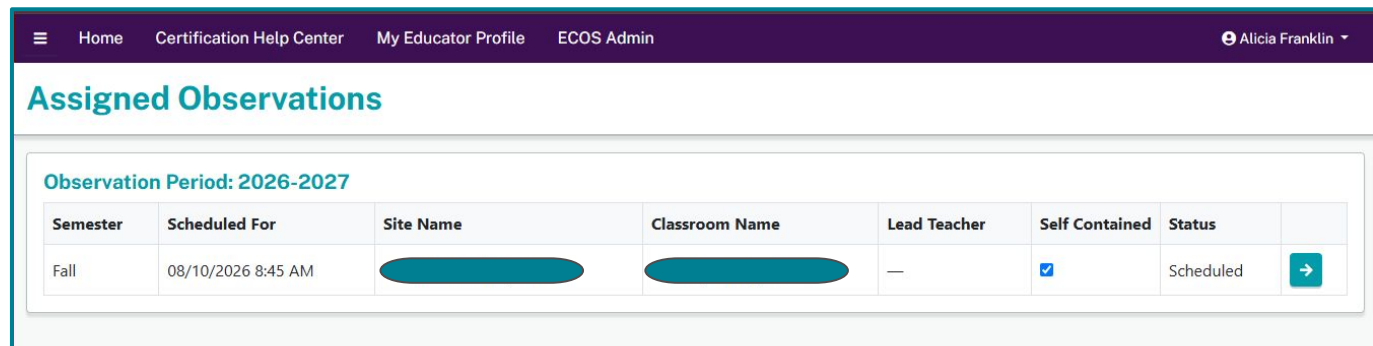
To view the observation order, the observer should click **Assigned Observations** on the Educator Profile page.

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			—	☒	Scheduled	→

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: Classroom:

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?

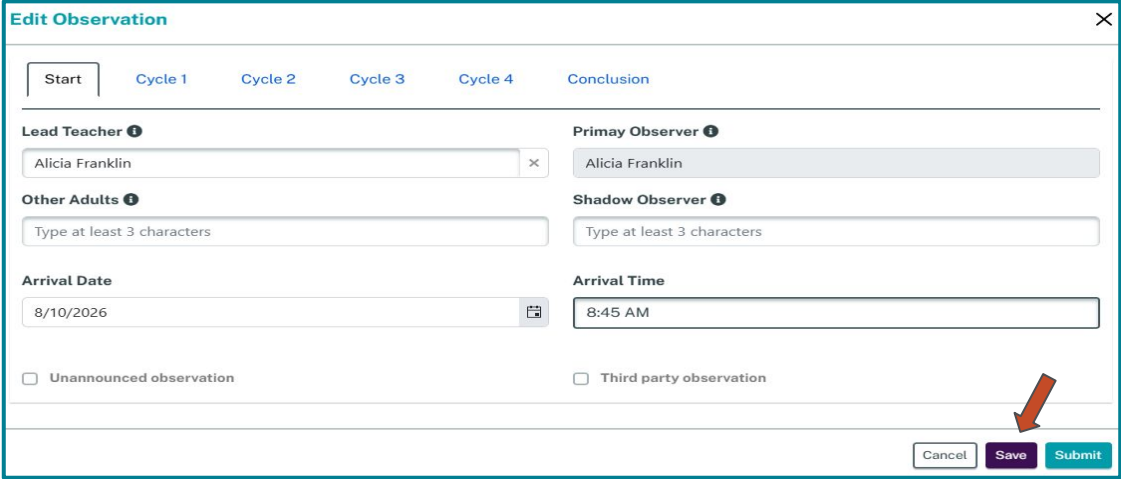
Cancel Confirm

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

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 annotations:

- Lead Teacher:** A dropdown menu showing 'Alicia Franklin'. An orange arrow points to this field from the left.
- Other Adults:** A text input field with the placeholder 'Type at least 3 characters'. An orange arrow points to this field from the left.
- Primary Observer:** A dropdown menu showing 'Alicia Franklin'. An orange arrow points to this field from the right.
- Shadow Observer:** A text input field with the placeholder 'Type at least 3 characters'. An orange arrow points to this field from the right.
- 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:** At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Submit'. An orange arrow points to the 'Save' button.

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) Centers / Free Play (C) 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 ☒ ☐ ☒ ☐ ☐

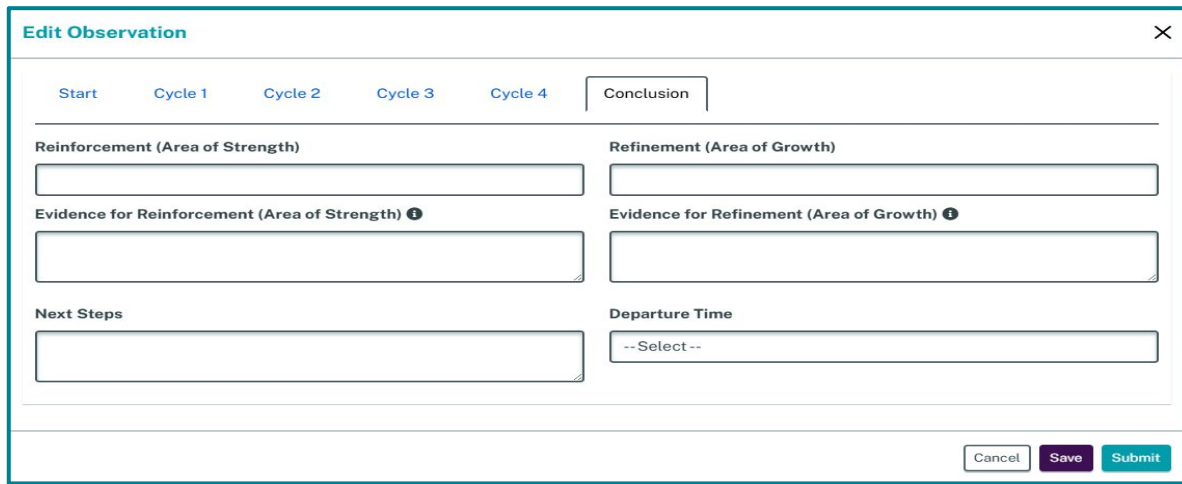
Art / Music: 2 2 3 ☐ ☒ ☒ ☐ ☒

-- 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/action plan narrative to support teacher development in the area of refinement. Before clicking **Submit**, enter the departure time.



The screenshot shows a web form titled "Edit Observation" with a close button (X) in the top right corner. The form has a tabbed interface with tabs for "Start", "Cycle 1", "Cycle 2", "Cycle 3", "Cycle 4", and "Conclusion". The "Conclusion" tab is currently selected. The form is divided into two main columns. The left column contains three text input fields: "Reinforcement (Area of Strength)", "Evidence for Reinforcement (Area of Strength) ⓘ", and "Next Steps". The right column contains two text input fields: "Refinement (Area of Growth)" and "Evidence for Refinement (Area of Growth) ⓘ". Below these is a "Departure Time" dropdown menu with "-- Select --" as the selected option. At the bottom right of the form are three buttons: "Cancel", "Save", and "Submit". An orange arrow points from the "Submit" button towards the Louisiana Department of Education logo in the bottom right corner of the slide.

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.

Edit Observation [X]

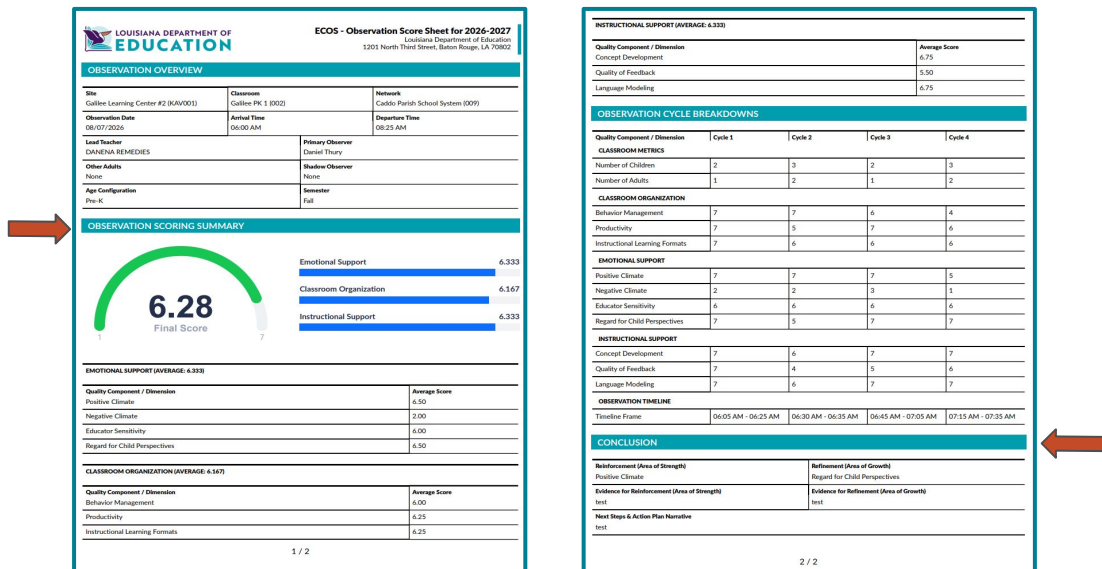
Start Cycle 1 Cycle 2 Cycle 3 Cycle 4 **Conclusion**

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

Cancel Save **Submit**

Observation Summary

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



Completed Observations

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

LEP Educator Portal

Home My Educator Profile Certification Help Center Reports ECOS Admin

Alicia Franklin

Sites

Classrooms

Observations

Admin

Manage Network Sites

Observer Management

List of Observations

+ Schedule Observation

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

Scheduled Observations

Observations for this classroom that have not been completed or canceled.

Scheduled For	Semester	Primary Observer	Unannounced	Third Party	
10/22/2026 9:00 AM	Fall				Open Cancel

Completed Observations

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

Observed On	Completed On	Semester	Primary Observer	Shadow Observer	Third Party	
09/24/2026 8:20 AM	09/25/2026 8:19 PM	Fall		—	✓	View Details Download Reopen

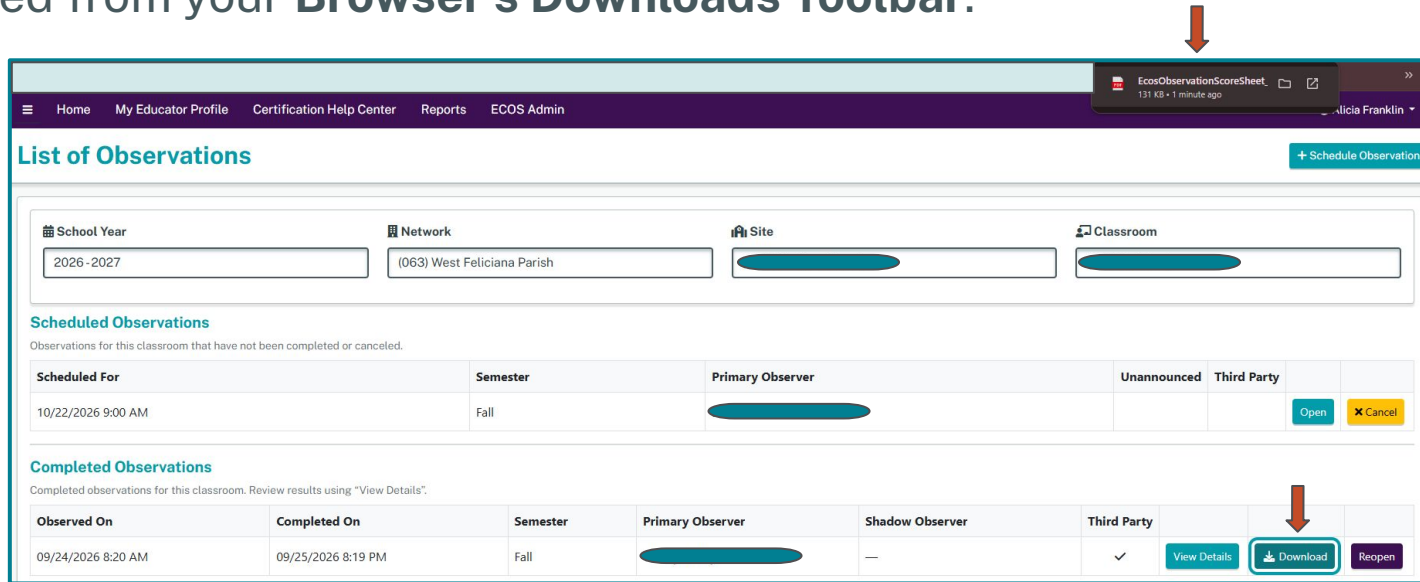
Canceled Observations

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

Scheduled For	Canceled On	Semester	Primary Observer	Third Party
No canceled observations.				

Downloading Observations

To download a completed observation, click **Download**. The observation summary will be downloaded to your **Downloads folder**, which can be accessed from your **Browser's Downloads Toolbar**.



The screenshot displays the ECOS Admin interface. At the top, a navigation bar includes links for Home, My Educator Profile, Certification Help Center, Reports, and ECOS Admin. The user is logged in as Alicia Franklin. The main section is titled 'List of Observations' and includes a '+ Schedule Observation' button. Below this is a filter section with dropdowns for School Year (2026-2027), Network ((063) West Feliciana Parish), Site, and Classroom. The 'Scheduled Observations' section shows a table with one observation scheduled for 10/22/2026 at 9:00 AM, with buttons for 'Open' and 'Cancel'. The 'Completed Observations' section shows a table with one observation completed on 09/25/2026 at 8:19 PM. This row has buttons for 'View Details', 'Download', and 'Reopen'. A red arrow points to the 'Download' button. Another red arrow points to the browser's download toolbar at the top right, which shows a file named 'EcosObservationScoreSheet' (131 KB) downloaded 1 minute ago.

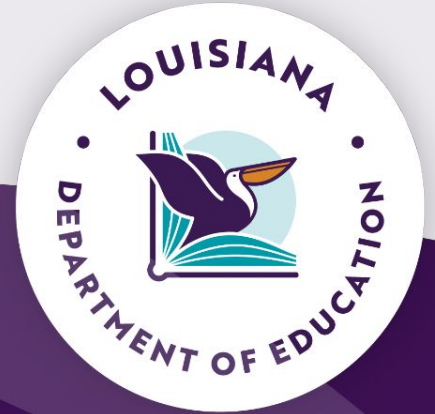
Scheduled For	Semester	Primary Observer	Unannounced	Third Party	
10/22/2026 9:00 AM	Fall				<button>Open</button> <button>Cancel</button>

Observed On	Completed On	Semester	Primary Observer	Shadow Observer	Third Party	
09/24/2026 8:20 AM	09/25/2026 8:19 PM	Fall		—	✓	<button>View Details</button> <button>Download</button> <button>Reopen</button>

Error Corrections and Appeals

Early Childhood Accountability

For support, email Alicia Franklin at alicia.franklin@la.gov or Sonia Gutierrez at sonia.fields-gutierrez@la.gov



Submitting an Error Correction

To submit an error correction, click the **Reopen** button and **Select a Reason** from the drop-down list.

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

Observed On	Completed On	Semester	Primary Observer	Shadow Observer	Third Party			
08/17/2026 6:00 AM	08/26/2026 1:49 PM	Fall	Daniel Thury	—		View Details	Download	Reopen
09/10/2026 6:00 AM	09/09/2026 2:49 PM	Fall	Telisa Shropshire	JANINE LAFLEUR		View Details	Download	Reopen

Confirm Action ×

Enter information for request to be approved

Select Reason: 

-- Select a Reason --

-- Select a Reason --

Observation Details Correction

Observation Score Correction

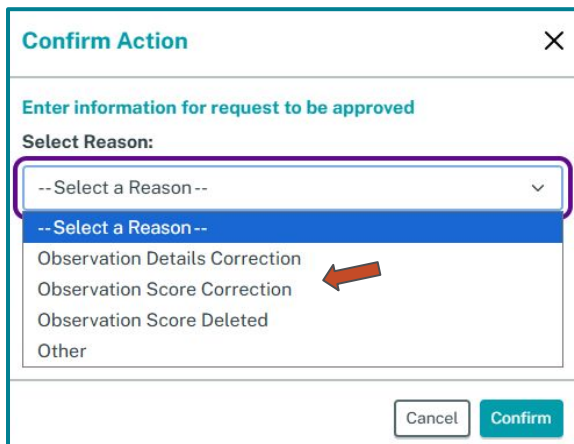
Observation Score Deleted

Other

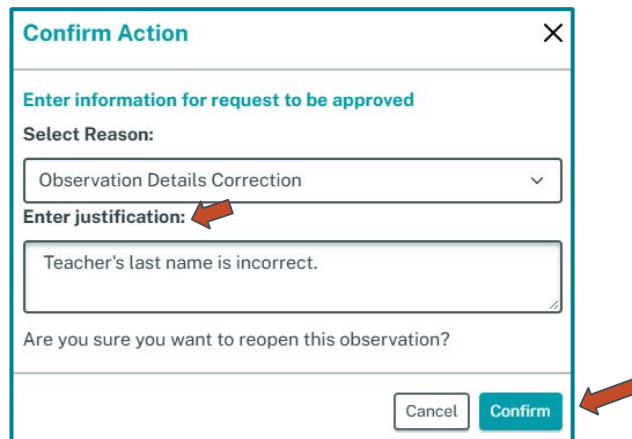
[Cancel](#) [Confirm](#)

Submitting an Error Correction

Select a **Reason**, enter the **Justification**, and click **Confirm** to submit the error correction request. The LDOE will review the request and either **Accept** or **Reject** it. If accepted, the **observer** will be notified via email that the error correction has been undone. If rejected, additional information may be required.



The screenshot shows a 'Confirm Action' dialog box with a close button (X) in the top right corner. Below the title bar, it says 'Enter information for request to be approved'. Under 'Select Reason:', there is a dropdown menu. The menu is open, showing options: '--Select a Reason--', 'Observation Details Correction', 'Observation Score Correction', 'Observation Score Deleted', and 'Other'. An orange arrow points to 'Observation Details Correction'. At the bottom, there are 'Cancel' and 'Confirm' buttons.



The screenshot shows the same 'Confirm Action' dialog box, but now the 'Enter justification:' text area is active. An orange arrow points to the text area, which contains the text 'Teacher's last name is incorrect.' Below the text area, it asks 'Are you sure you want to reopen this observation?'. At the bottom, there are 'Cancel' and 'Confirm' buttons. Another orange arrow points to the 'Confirm' button.

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

Please send all questions or concerns to Alicia Franklin at alicia.franklin@la.gov or Sonia Gutierrez at sonia.fields-gutierrez@la.gov.

