

# LES Staff Transition Guide

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## Overview

As the school year ends and staff transitions occur, it is important to ensure continued access to the Louisiana Evaluation System (LES) and accurate Student Learning Target (SLT) reporting once scores are released. This is especially critical when developing clear communication to staff so they understand expectations, timelines, and any actions needed during a transition period.

This reference supports school and system leaders in directing educators during transitions to new sites, whether within or outside their current school system.

## Scenario 1: Employee Remains at Current School

### Action Steps:

#### Educator:

1. Verify MYLA login, track the email your MyLA account is using, and ensure that the email is accessible. Recovery options are available at <https://my.la.gov/en-us/help>.

#### LES System Admin:

1. Confirm that the eScholar first name, last name, and user ID/login ID do not change and match the educator's MYLA account.
2. Ensure Edlink 360 staff data reporting is correct.

## Scenario 2: Employee Moves to a Different School (Same System)

### Action Steps:

#### Educator:

1. Verify MYLA login, track the email your MyLA account is using, and ensure that the email is accessible. Recovery options are available at <https://my.la.gov/en-us/help>.
2. If email is inaccessible, contact your local LEA support.

#### LES System Admin:

1. Confirm that the eScholar first name, last name, and user ID/login ID do not change and match the educator's MYLA account.
2. Update eScholar to reflect the new location assignment.
3. Ensure Edlink 360 staff data reporting is correct.

## Scenario 3: Employee Moves to a Different School System in Louisiana

### Action Steps:

#### Educator:

1. Verify MYLA login, track the email your MyLA account is using, and ensure that the email is accessible. Recovery options are available at <https://my.la.gov/en-us/help>.

2. If access to your email from your previous school system is lost and the login ID and password from the previous account are unknown, create a new MyLA account using your new email.
3. Contact your local school system support to update your eScholar record with your new account information. Your local school system will need your first and last name as well as the username you use to log in.

**LES System Admin:**

1. Confirm that the eScholar first name, last name, and user ID/login ID do not change and match the educator's MYLA account.
2. Update eScholar to reflect the new location assignment.
3. Ensure Edlink 360 staff data reporting is correct.

## **Scenario 4: Employee moves to another state, no longer employed in Louisiana, or Retirees**

**Action Steps:**

**Educator:**

1. Log in to your MyLA account if possible. If your recovery email is no longer available, create a new MyLA account.
2. Log in to the Louisiana Educator Portal (LEP) with your MyLA account. If presented with initial logon options, select "Previous Options Do Not Apply/Lost Account/Other."
3. Click the Start Account Recovery Request button.
4. Enter your SSN. Upload your SSN card for identity verification.
5. Once verified by LDOE, your records will be accessible in your new account.

**LES System Admin:**

Ensure Edlink 360 staff data reporting is correct.