

eScholar created a *Potentially Displaced Students File* and placed it on the eScholar FTP site in the *eScholarOut* folder. As outlined in the [disaster policy memo](#), this file contains information for all students enrolled as of May 2016 in affected LEAs who may be displaced due to the recent flooding disaster.

This file is formatted exactly the same as the regular 2.1 file used to upload students to eScholar. It does not contain column names; the columns are identified in sequence according to the record Layout below:

FILENAME: *Cumulative_File_22_LEAs.txt*

The *Potentially Displaced Students File* is the same as the regular eScholar 2.1 file except it will not contain a header or trailer record.

DETAIL RECORD LAYOUT:

Field Name	Data type
Record Type	Char (2)
School/Site Code	Char (6)
Residing Parish Code	Char (2)
Last Name	VarChar (20)
First Name	VarChar (15)
Middle Name	VarChar (15)
Name Suffix	VarChar (3)
Gender	Char (1)
Date of Birth	Date (10)
Grade Placement	Char (2)
Student Local ID Number	VarChar (9)
Social Security Number	Char (9)
Race/Ethnicity	Char (6)
Unique ID	VarChar (25)
LEA Code	Char (3)
Ending School Session Year	Char (4)
Alternate Last Name	VarChar (20)
Alternate ID	VarChar (50)
Alternate Source	VarChar (60)
Street Address (Physical)	VarChar (50)
City (Physical)	VarChar (25)
State	Char (2)
Zip Code (Physical)	Char (5)
Parental Consent Flag	Char (25)

Field Name	Data type
RESERVED	VarChar (25)
RESERVED	VarChar (25)
RESERVED	VarChar (25)
Record Status	VarChar (255)
Record Reference Number	VarChar (12)
RESERVED	VarChar (4)
RESERVED	VarChar (10)
RESERVED	VarChar (10)
RESERVED	VarChar (10)
RESERVED	VarChar (10)
Record Update Date	VarChar (10)

DOWNLOAD INSTRUCTIONS:

The LEA Security Coordinators are authorized to receive login credentials and instructions for the eScholar FTP site for downloading files.

Please see the eScholar login instructions below. If there are problems with the UserID or password, please email support@escholar.com.

HOW TO DOWNLOAD FILES FROM THE eScholar SECURE FTP SERVER

1. From a web browser, navigate to <https://LouisianaSecureFTP.escholar..com:444>
2. Your User name:
3. Your Temporary password:
 - If the temporary password does not work, select “Forgot Password?” then enter your User name. You will be sent an e-mail with the link to reset the temporary password.
 - Follow the link and the prompts to reset the password.
 - Login using the new password.
4. At the Web Client login page enter in your username and password. Click the **Login** button.
 - Once you login to the FTP server, please **immediately** change your password. Your new password must be at least 8 alphanumeric characters in length and include one special character and one numeric character. (If you had to use the “Forgot Password?” option above to initially login you will not need to change your password using this step. You will not receive the “Your Password has expired” message).





User Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

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5. The message “Your password has expired” will appear. Change your password by typing in the appropriate fields. Click the Change Password button to return to the log in page.




 **Your password has expired** 

Change Password

Current Password *

New Password *

Confirm New Password *

 **Your password has expired**

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6. At the Web Client login page enter in your username (first initial of first name and last name) and new password. Click the **Login** button.



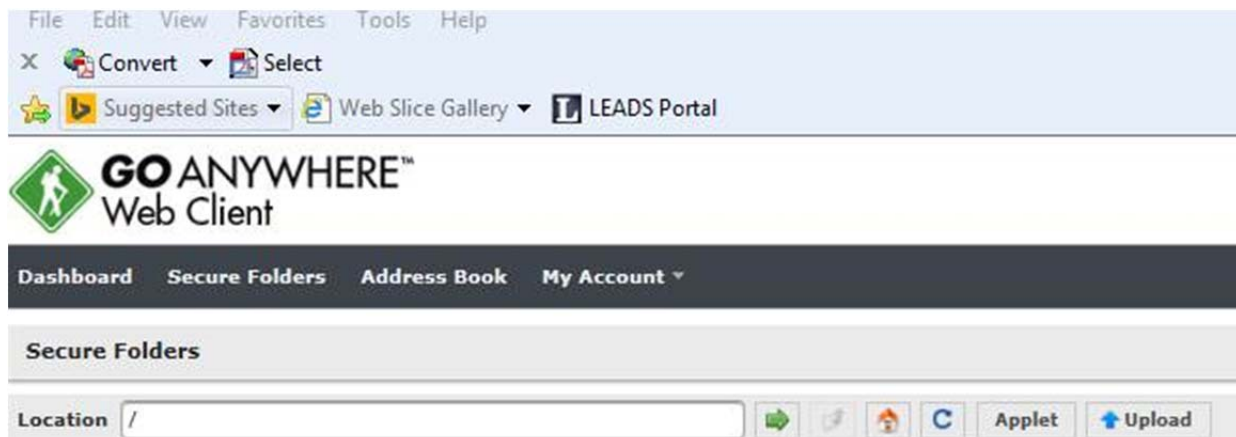
User Name

Password

Login

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7. Upon successful login, the File Manager menu will load. Click the DOWNLOAD button to the right of location.



8. Click the **eScholarOut** folder. Select a file to download

(e.g. *Cumulative_File_22_LEAs.txt*)

9. After you have successfully uploaded your files you can click the Logout link in the upper right corner or simply close the web browser window.

10. If you have issues with downloading the file, please email support@escholar.com