

School Accountability Online Corrections System
for
*i*LEAP, LEAP, LAA 1, and LAA 2

User Guide
May 2014

Brought to you by:
Division of Assessments and Accountability
and
Data Recognition Corporation

General Information and Logon Access

The Online Corrections System (OCS) for iLEAP, LEAP, LAA 1, and LAA 2 test data is used to correct or confirm information provided on answer documents for these tests. This information was provided during the Statewide Spring Assessment period. Accountability-related information and certain student demographic information can be corrected through the OCS if the original information was entered incorrectly or was not entered at all. The cleanup period for these tests will be May 16 through May 22, 2014. The pertinent information for cleanup will be presented to each school through several web “reports” reflecting what was entered and what needs to be corrected or confirmed. Here is a brief description of the various web reports you may find in the OCS for your school.

Invalid State ID: The records on this report come from hand-coded documents only. If the State ID does not consist of nine numbers (due to missing or double coded numbers) then the student record is placed on this report. Correct these records by typing the correct nine-digit State ID.

Invalid Date of Birth: The records on this report come from hand-coded documents only. If the Date of Birth is not a valid date then the student record is placed on this report. Correct these records by entering the correct Date of Birth.

Impending Zeros: The records on this report represent potential zeros toward a school’s School Performance Score. If an appropriate accountability code is not provided for a record on this report, then a zero will be assigned to the student for school accountability purposes. Provide an accountability code only when it is appropriate to do so.

To enter the Online Corrections System, go to the Louisiana Department of Education (LDE) Web site (www.louisianabelieves.com), click on the Assessment tab, click on “Annual Assessments”, and then the “LEAPweb” link on the right side of the page. If the LDE Web site is unavailable for any reason you can get to the logon screen by entering the site address on your Internet browser. The direct web address for the logon is www.leapweb.org.

LDE “Testing” Web Page

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Once on the Annual Assessments page you will select the “LEAPweb” link near the lower right of the screen. Selecting this link will bring you to the logon screen for the LEAPweb Reporting System.


LEAPweb Reporting System Logon Page



LOUISIANA DEPARTMENT OF EDUCATION

HOME

Division of Assessments and Accountability



LEAPweb Reporting System

The following pages of test information are designed for district and school users only. Access to certain levels of available information is directly related to the user ID entered. All authorized users must read and sign the [Security Agreement](#) and return it to the appropriate party.


User ID:

Password:

Note: You must turn off all popup blockers (Windows XP, Google, Yahoo, etc.) that exist on your computer in order to view certain links on this system. For Windows XP, go to the top of the screen and click on Tools and then on Turn Off Popup Blocker. Consult your local technician for other blockers.

All authorized users should abide by the Family Educational Rights & Privacy Act (FERPA) and the district/school security policy concerning the confidentiality of students' test scores and personal information. See the U.S. Department of Education's web page at <http://www.ed.gov/offices/OM/fpco/ferpa/>.

Some of these pages are available in Adobe Reader format (PDF). You should download and have installed the most recent version of the FREE [Adobe Reader](#). Use version 6.0 or later.



These Web pages are provided by Data Recognition Corporation.

Enter the user ID and password for your school or district. These are the same as the ID and password used for the LEAPweb Reporting System. If schools have trouble logging on to the Online Corrections System, they should contact their District Test Coordinator (DTC). If DTCs have trouble logging on to the cleanup system, they should contact Jennifer Baird at LDE.

The screenshot shows the top navigation bar of the Louisiana Department of Education website. It includes the department name, a logo, and a 'HOME' link. Below this is a 'Training Manual' link and the 'Division of Assessments and Accountability' title. A 'Log Off' button is located in the top right. A horizontal menu contains several tabs: 'Test Results', 'Test Administration', 'Test History', 'Summary Reports', 'Passwords', 'Online Corrections' (which is highlighted), and 'Enrollment Verification'. A message box titled 'Having Trouble Opening a File?' provides instructions on how to open files. Below this, there are two sections: 'Online Cleanup' and 'ELDA Online Cleanup'. Each section has a link to 'Access for' the respective system and a description of the system. There are also links to 'OCS User Manual PDF' and 'OCS User Manual - Text Only PDF' for both systems. At the bottom, there is a 'Get Adobe Reader' button and a note about downloading the most recent version of Adobe Reader.

LOUISIANA DEPARTMENT OF EDUCATION

STATE OF LOUISIANA HOME

► Training Manual Division of Assessments and Accountability

Log Off

Test Results Test Administration Test History Summary Reports Passwords Online Corrections Enrollment Verification

Having Trouble Opening a File?
Be sure to turn off window popup blockers by going up to the browser's Tools menu and click on 'turn off the popup blocker. If you still have trouble opening a file, press and continue to hold down the CTRL key on your keyboard as you click once on the link, and the file should open.

Online Cleanup
[Access for iLEAP, LEAP, LAA 1, and LAA 2](#) Online Spring student data cleanup system for iLEAP, LEAP, LAA 1, and LAA 2.
The Online Cleanup System will be open from May 16th through May 22nd.
[OCS User Manual PDF](#) User manual containing screenshots.
[OCS User Manual - Text Only PDF](#) Text only user manual.

ELDA Online Cleanup
[Access for ELDA](#) Online Spring student data cleanup system for ELDA.
The Online Cleanup System will be open from May 16th through May 22nd.
[OCS User Manual PDF](#) User manual containing screenshots.
[OCS User Manual - Text Only PDF](#) Text only user manual.

Get ADOBE® READER® Some of these pages are available in Adobe Reader format (PDF). You should download and have installed the most recent version of the **FREE Adobe Reader**. Use version 6.0 or later.

After logging on to the LEAPweb system you can choose to access the Online Corrections System (OCS) by navigating to the Online Corrections tab. Choose the link to access the iLEAP, LEAP, LAA 1, and LAA 2 cleanup reports. If the OCS application is closed, the link will be disabled and a note will indicate when it will open again.

School-level Review and Cleanup

Online Corrections System for iLEAP, LEAP, LAA 1, and LAA 2 School Welcome Page

[Home](#)[Corrections](#)[Progress Status](#)[Excused Students](#)[Audit](#)[Contact Information](#)[User Manual](#)[Log Out](#)

School: 016
BROADMOOR SENIOR HIGH
SCHOOL

Welcome to the DRC Online Correction System

Click the Progress Status button on the toolbar above to see the status of your report. When cleanup is complete, you should see either *NR (No Report)* or *Approved* on every type of report for each school.

This system provides the ability for the user to make corrections to specified student information.

If you are a first-time user, or need help navigating through the system, please click on the User Manual toolbar button.

There are several options available through the navigation menu at the top of the page. Those options are as follows:

Home: Returns you to the welcome page from wherever you are in the system.

Corrections: This option can only be selected once a single school has been selected. Choosing this option for the selected school will open a listing of the iLEAP, LEAP, LAA 1 or LAA 2 student records that require cleanup.

Progress Status: Choosing this option will open a listing for your school (principal) or for your entire districts schools (DTC) showing the status of each school's progress in the cleanup effort.

Excused Students: Choosing this option provides you a report to view or print. The report displays the list of students at your school that were excused from testing during testing week. The report shows the valid accountability code used to excuse each student.

Audit: Choosing this option provides you a report to view or print. The report displays the corrections made for the student records in the cleanup process. At a minimum you should access this report when you have completed all changes and save or print a copy of the report for future reference.

Contact Information: Choosing this option provides the school with the names, phone numbers, and email addresses of their DTC and DTC Backup.

User Manual: Choosing this option will open a copy of this User Guide. The guide can be printed or downloaded.

Log Out: Choosing this option will log you out of the Online Corrections System.

This guide will now provide you with information about using each of the options and the screens you will see during cleanup. The cleanup process and screens used are the same for all testing programs.

The screenshot shows a web application interface. At the top left is the Louisiana State seal. A navigation bar contains links for Home, Corrections, Progress Status, Excused Students, Audit, Contact Information, and User Manual. A Log Out link is in the top right. The main content area is divided into two sections. The left section displays 'School: 003' and 'CENTRAL RAYNE KINDERGARTEN SCHOOL'. The right section is titled 'Louisiana Student Corrections - Spring 2010 Student List' and shows 'District: Acadia Parish - 001' and 'School: Central Rayne Kindergarten School - 003'. There is a 'View Report:' dropdown menu. Below it, the text reads 'Or click a student's name to view that student only.' and 'No students to cleanup.' in red.

Select the Corrections button on the Navigation menu. Your school will not have any Corrections for LAA 1 or LAA 2 if you did not test any students in the Alternate Assessment programs. If your school does not have any corrections for iLEAP, LEAP, LAA 1, or LAA 2, then you will see the screen above indicating that you have no student records to clean up.

Corrections: Student List Page

School: 025
SOUTH RAYNE
ELEMENTARY SCHOOL

**Louisiana Student Corrections - Spring 2013
Student List**

District: Acadia Parish - 001
School: South Rayne Elementary School - 025

View Report:

Or click a student's name to view that student only.

Grade	Admin	Student Name	State ID	Date of Birth	Security Bar-Code Number	Impending Zero	Date of Birth	State ID
04	LEAP	DOE, JOHN	-----	--/------	P1 41320949 P2 43320947		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	LEAP	EVANS, SARAH	-----	--/------	P1 41335982 P2 -----	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	LEAP	GRACE, FRANCES	-----	--/------	P1 ----- P2 43320951	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	LEAP	HAWK, LUKE	-----	--/------	P1 41320948 P2 43320946		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	LEAP	KHAA, VU	123456789	07/18/2002	P1 41320876 P2 43320876	<input checked="" type="checkbox"/>		
04	LEAP	MARSH, JOSH	123456789	03/19/2002	P1 41320946 P2 43320949			
04	LEAP	RAUSCH, TOM	-----	--/------	P1 41320945 P2 43320948		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	LAA 2	GEORGE, BETTY	123456789	01/06/2002	40202381	<input checked="" type="checkbox"/>		
04	LEAP	ZEUS, ERIC	123456789	01/06/2002	P1 ----- P2 43320950	<input checked="" type="checkbox"/>		
05	iLEAP	ALBERS, JAKE	123456789	11/04/2001	52218261			
05	iLEAP	BEAN, ANNIE	123456789	07/17/2000	52218133	<input checked="" type="checkbox"/>		
05	iLEAP	FIELD, JEREMY	123456789	03/05/2002	-----	<input checked="" type="checkbox"/>		
05	iLEAP	HOUSE, AIDEN	123456789	05/21/2002	-----	<input checked="" type="checkbox"/>		

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If you have student records to correct, you will open a screen with a student list that indicates what cleanup is required.

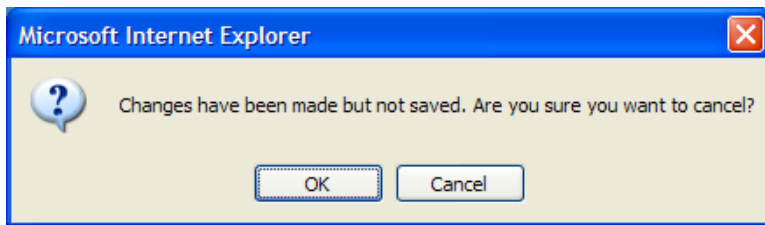
The corrections needed for all testing programs are displayed on the same screen. There is an Admin column on the Student List that will allow you to distinguish the testing program for a student record. This list also shows the grade of the student's test. For iLEAP, LEAP, LAA 1, and LAA 2 the grade shown is the grade of the test the student took.

The Student List shows each student record in the school that requires correction or confirmation. Student records are listed by grade and then alphabetically by name. The reports applicable to a specific student are checked in the columns to the right. A brief description of each of the reports was provided earlier in this guide (page. 3).

There are two ways that you can access the student records to correct or confirm the information required to complete the cleanup process. You can access an **Individual Student Record** to correct or confirm everything required for a particular student. This method allows you to focus on one student at a time and resolve all of his or her information at the same time. You can access an individual student record by simply clicking on the student's name on the Student List screen. The second method is to access the records by **Report Type**. This method allows you to focus on one type of information at a time and resolve all information of that type for all student records at the same time. You can access this method by selecting one of the three report types from the View Report dropdown list on the Student List screen: Impending Zero, Invalid Date of Birth, or Invalid State ID.


The following screens show access primarily by **Report Type**, but the same principles apply regardless of the access method you use. The examples show the **Individual Student Record** screen once before updates and again after updates have been made.

On the various reports by **Report Type** there are two buttons at the bottom of each report. The buttons are Update and Cancel, and they perform the same function for each report. Clicking Update will save all valid changes entered on the report. **It is important that you click Update before leaving a report or your changes may not be saved.** Clicking Cancel will clear all changes entered on the report since the last time you clicked Update, or since the time you opened the report if you have not clicked Update. If you click Cancel you will be asked to confirm that you do not want your changes saved (you will see a popup asking if you are sure you want to cancel your changes). Click OK to cancel your changes.



There are several other navigation buttons on the screens. These buttons provide the same functionality regardless of the screen on which they are located. The first button is the Return to Student List button. Clicking on this button allows you to return directly to the initial Student List screen no matter where you are in the cleanup system. Clicking on this button when you have not saved your changes causes the cleanup system to treat your action in the same way as using the Cancel button as described above. The second button is the Printable Report button. Clicking this button allows you to open a .pdf format report for the cleanup report on which you are currently working. The report will only reflect the changes made to student records for which you have finished updating by clicking the Update button. After opening the .pdf report you can save it or print it. The last button is the Accountability Code Descriptions button. Clicking this button will display the list of accountability codes. This button is available only on the Impending Zero Report and the Student-Level Corrections screens.

Corrections: School Access by Individual Student Record



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District: 001
ACADIA PARISH

School: 001
ARMSTRONG MIDDLE SCHOOL

School: 002
BRANCH ELEMENTARY SCHOOL

School: 003
CENTRAL RAYNE KINDERGARTEN SCHOOL

School: 004
CHURCH POINT ELEMENTARY SCHOOL

School: 005
CHURCH POINT HIGH SCHOOL

School: 006
CHURCH POINT MIDDLE SCHOOL

School: 007
CROWLEY HIGH SCHOOL

School: 008
CROWLEY MIDDLE SCHOOL

School: 009
CROWLEY KINDERGARTEN SCHOOL

School: 010
NORTH CROWLEY ELEMENTARY SCHOOL

School: 011
EGAN ELEMENTARY SCHOOL

School: 012
ESTHERWOOD ELEMENTARY SCHOOL

School: 013
EVANGELINE ELEMENTARY SCHOOL

School: 014
IOTA ELEMENTARY SCHOOL

School: 015
IOTA MIDDLE SCHOOL

School: 016
HERMENTAU ELEMENTARY SCHOOL

School: 017
MIDLAND HIGH SCHOOL

Louisiana Student Corrections - Spring 2013 Student-Level Corrections

District: Acadia Parish - 001
School: South Rayne Elementary School - 025

[Accountability Code Descriptions](#) [Return to Student List](#)


Security Bar-	p1
Code Number	P2 43320951
Grade	04
Admin	LEAP
Student Name	GRACE, FRANCES
Last, First	
State ID
Date Of Birth	--/------
Gender	Unknown
Ethnicity/Race	Invalid
Spec Ed Ind	No

	Original Student Data	Updated Student Data	Leave As Is?	Approved
Date of Birth	--/------			
State ID			
Phase 1 ELA/ Math Accountability	--			

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This screen shows access by Individual Student Record. You can access an individual student record by simply clicking on the student's name on the Student List screen.

Corrections: Access by Report Type



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[Corrections](#)
[Progress Status](#)
[Excused Students](#)
[Audit](#)
[Contact Information](#)
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[Log Out](#)

School: 025
SOUTH RAYNE
ELEMENTARY SCHOOL

Louisiana Student Corrections - Spring 2013 Student List

District: Acadia Parish - 001
School: South Rayne Elementary School - 025

View Report: ▼

Or click a student name to view that student only.

Grade	Admin	Student Name	State ID	Date of Birth	Security Bar-Code Number	Impending Zero	Date of Birth	State ID
04	LEAP	DOE, JOHN	-----	--/--/----	P1 41320949 P2 43320947	✓	✓	✓
04	LEAP	EVANS, SARAH	-----	--/--/----	P1 41335982 P2 -----	✓	✓	✓
04	LEAP	GRACE, FRANCES	-----	--/--/----	P1 ----- P2 43320951	✓	✓	✓
04	LEAP	HAWK, LUKE	-----	--/--/----	P1 41320948 P2 43320946	✓	✓	✓
04	LEAP	KHAA, VU	123456789	07/18/2002	P1 41320876 P2 43320876	✓		
04	LEAP	MARSH, JOSH	123456789	03/19/2002	P1 41320946 P2 43320949	✓		
04	LEAP	RAUSCH, TOM	-----	--/--/----	P1 41320945 P2 43320948	✓	✓	✓
04	LAA 2	GEORGE, BETTY	123456789	01/06/2002	40202381	✓		
04	LEAP	ZELUS, ERIC	123456789	01/06/2002	P1 ----- P2 43320950	✓		
05	iLEAP	ALBERS, JAKE	123456789	11/04/2001	52218261	✓		
05	iLEAP	BEAN, ANNIE	123456789	07/17/2000	52218133	✓		
05	iLEAP	FIELD, JEREMIE	123456789	03/05/2002	-----	✓		
05	iLEAP	HOUSE, AIDEN	123456789	05/21/2002	-----	✓		

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To access a specific report, select it from the View Report dropdown list. You will be shown a list of all students requiring corrections or confirmations for the selected report.

Corrections: Filter Students Options

School: 024
SOUTH CROWLEY
ELEMENTARY SCHOOL

**Louisiana Student Corrections - Spring 2013
Accountability Impending Zero Report**

District: Acadia Parish - 001
School: South Crowley Elementary School - 024

Accountability Code Descriptions

Filter Students by Status: All Updated Update Needed

[Return to Student List](#) [Printable Report](#)

Grade	Admin	Student Name	State ID	Subject	Security Bar-Code Number	Reason	Leave As Is?	New Code	Status
03	iLEAP	DOE, JOHN	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
03	iLEAP	EVANS, SARAH	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
03	iLEAP	GRACE, FRACES	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
03	iLEAP	HAWK, LUKE	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
04	LAA 2	MARSH, JOSH	123456789	ELA/Science/Social	40202376	Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
04	LEAP	GEORGE, BETTY	123456789	Phase 1 Math	P1 41320781 P2 43320781	Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
04	LEAP	GEORGE, BETTY	123456789	Phase 2 Math	P1 41320781 P2 43320781	Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
05	iLEAP	ZEJUS, ERIC	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
05	iLEAP	ALBERS, JAKE	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
05	iLEAP	BEAN, ANNIE	123456789	ELA/Math/Science/Social	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed

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Each report has a Filter Students by Status dropdown box. The default value for schools and for districts is “All.” The default cannot be changed but a new filter can be selected after a report is opened. The filters allow you to have different sets of records display on the report while you are working on the report.

All displays all records, those already updated and those that need to be updated.

Updated displays the records already corrected or confirmed.

Update Needed displays the records that have not yet been corrected or confirmed.

It can be especially helpful to use the “Update Needed” filter while working on a report. This shrinks the student list each time you update an individual student’s data. When you update an individual student’s data, their status changes to “Updated.” This status change hides them from you if you are using the “Update Needed” filter. To see your Updated students again, just change to either the “Updated” or “All” filter.

Corrections: Schools Invalid State ID Report

School: 016
BROADMOOR SENIOR HIGH SCHOOL

**Louisiana Student Corrections - Spring 2010
Invalid State ID Report**

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status: [Return to Student List](#)
[Printable Report](#)


Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct State ID	Status
09	iLEAP	KHAA, VU	08/05/1993	M	Black		Update Needed

[Update](#) [Cancel](#)

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This screen shows access by Report Type for the Invalid State ID data.

Corrections: School Invalid State ID Report Completion



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School: 016
BROADMOOR SENIOR HIGH SCHOOL

Louisiana Student Corrections - Spring 2010 Invalid State ID Report

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status: [Return to Student List](#)
[Printable Report](#)

Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct State ID	Status
09	ILEAP	KHAA, WJ	08/05/1993	M	Black	123456789	Updated

[Update](#) [Cancel](#)


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The principal must supply the correct State ID for each record on the Invalid State ID Report. This information is vital to matching processes used for subgroup reporting under the Federal NCLB requirements.

The principal should enter the student’s correct State ID in the appropriate edit box under the “Correct State ID” heading. The other information on the report is to help you identify the student. Only the State ID can be updated on this report.

Once you have entered the correct State ID, be sure to click on the Update button at the bottom or the updates will not be accepted.

Corrections: School Invalid Date of Birth Report



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School: 016
BROADMOOR SENIOR HIGH SCHOOL

Louisiana Student Corrections - Spring 2010 Invalid Date of Birth Report

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status: [Return to Student List](#)

[Printable Report](#)


Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct Date of Birth	Status
09	ILEAP	RAUSCH, TOM	123456789	--/--/----	F	Black	<input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>	Update Needed

[Update](#) [Cancel](#)

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This screen shows access by Report Type for the Invalid Date of Birth Report.

Corrections: School Invalid Date of Birth Report



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[Log Out](#)

School: 016
BROADMOOR SENIOR HIGH SCHOOL

Louisiana Student Corrections - Spring 2010 Invalid Date of Birth Report

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status: All

[Return to Student List](#)
[Printable Report](#)

Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct Date of Birth	Status
09	ILEAP	RAUSCH, TOM	123456789	--/------	F	Black	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #ccc; padding: 2px;">▼</div> <div style="font-size: 0.7em; padding: 2px;">01 02 03 04 05 06 07 08 09 10 11 12 99</div> </div> <div style="border: 1px solid black; padding: 2px;">/</div> <div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #ccc; padding: 2px;">▼</div> </div> <div style="border: 1px solid black; padding: 2px;">/</div> <div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #ccc; padding: 2px;">▼</div> </div> </div>	Update Needed

[Update](#)

[Cancel](#)


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The principal must supply the correct date of birth for each record on the Invalid Date of Birth Report. This information is vital to matching processes used for subgroup reporting under the Federal NCLB requirements.

Corrections are made on this report by selecting values from each of the dropdown boxes. The principal should select the student's correct date of birth from the choices provided in each dropdown box under the "Correct Date of Birth" heading. The boxes are arranged in month, day, and year order from left to right. The other information on the report is to help you identify the student. Only the date of birth can be updated on this report.

Once you have selected the correct date of birth be sure to click on the Update button at the bottom or the updates will not be accepted.

Corrections: School Invalid Date of Birth Report Completion



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School: 016
BROADMOOR SENIOR HIGH SCHOOL

Louisiana Student Corrections - Spring 2010 Invalid Date of Birth Report

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status: [Return to Student List](#) [Printable Report](#)


Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct Date of Birth	Status
09	iLEAP	RAUSCH, TOM	12345678	--/--/----	F	Black	01 / 01 / 95	Updated

[Update](#) [Cancel](#)

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After all records have been updated you will see that the report is complete when each record shows “Updated” in the Status column at the right. You need to be sure the report filter is set to “All” in order to check this.

Corrections: School Impending Zero Report



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School: 024
SOUTH CROWLEY
ELEMENTARY SCHOOL

**Louisiana Student Corrections - Spring 2013
Accountability Impending Zero Report**

District: Acadia Parish - 001
School: South Crowley Elementary School - 024

[Accountability Code Descriptions](#)

Filter Students by Status: All Return to Student List Printable Report

Grade	Admin	Student Name	State ID	Subject	Security Bar-Code Number	Reason	Leave As Is?	New Code	Status
03	ILEAP	DOE, JOHN	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
03	ILEAP	EVANS, SARAH	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
03	ILEAP	GRACE, FRANCES	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
03	ILEAP	HAWK, LUKE	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
04	LAA 2	MARSH, JOSH	123456789	ELA/Science/Social	40202376	Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
04	LEAP	GEORGE, BETTY	123456789	Phase 1 Math	P1 41320781 P2 43320781	Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
04	LEAP	GEORGE, BETTY	123456789	Phase 2 Math	P1 41320781 P2 43320781	Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
05	ILEAP	ZEUS, ERIC	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
05	ILEAP	ALBERS, JAKE	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed
05	ILEAP	BEAN, ANNIE	123456789	ELA/Math/Science/Social	-----	* No Response Document Returned	<input type="checkbox"/>	<input type="checkbox"/>	Update Needed

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This screen shows access by Report Type for the Impending Zero Report.

Impending Zero cleanup is applied per document. Under the Subject column, all subjects meeting the criteria for Impending Zero cleanup will be listed. For LEAP records, testing for each subject is done across multiple answer documents. This means that a student may have multiple rows in the report that need to have an Accountability Code applied if the criteria are met for both phases of the test for a subject. LEAP records will indicate phase for the subjects listed.

The principal must supply the correct Accountability Code, or mark the “Leave As Is?” column for each record on the Impending Zero Report. Selecting an Accountability Code or checking “Leave As Is?” will be applied to all subjects listed for that record.

LEAP records will display all Security Bar-Code Numbers from each document returned for a student record.

For LEAP records, the Security Bar-Code Numbers are listed in the following order:

P1 <ELA/Math Security Bar-Code Number>

P2 <ELA/Math/Science/Social Studies Security Bar-Code Number>

For all other administrations, testing is contained in one answer document and thus there is only one Security Bar-Code Number listed.

For all administrations, when the Security Bar-Code Number is a string of dashes, that means that a document was not returned, but the student was expected to test the subjects contained within the document. See JOHN DOE’s record on the previous page. This student was expected to test ELA, Math, Science, and Social Studies, but did not return the answer document.

The Reason column indicates why each record is on this report. The possible reasons are: a) No Response Document Returned, or b) Unexcused Absence.

No Response Document Returned indicates that a pre-coded document was sent to the school for this student and no matching document was returned to DRC, or that a hand-coded document was returned for one phase but the other phase document was not returned (LEAP only).

Unexcused Absence indicates that an answer document was returned for this student, but no attempts were made and the principal did not code an accountability code.

Corrections are made on the Impending Zero report by selecting a value from the “New Code” dropdown box. The dropdown box will only provide the code choices that are applicable to the test and grade combination shown on each line. If you are not sure what the various codes mean, you can click on the Accountability Code Descriptions button on the screen or refer to the “Accountability Code Descriptions” document available on the LDE Web site. Descriptions are also available by selecting the User Manual option (see the Appendix) on the navigation menu at the top of the screen.

Once you have selected the correct Accountability Code or selected the “Leave As Is?” checkbox, be sure to click on the Update button at the bottom or the updates will not be made.

Here is an example of the Impending Zero Report for LEAP records.

Grade	Admin	Student Name	State ID	Subject	Security Bar-Code Number	Reason	Leave As Is?	New Code	Status
04	LEAP	JOHNSON, JOHN	987654321	Phase 1 ELA/Math	P1 ----- P2 43058615	* No Response Document Returned	<input type="checkbox"/>	<input type="text"/>	Update Needed
04	LEAP	NELSON, MATT	123456789	Phase 1 ELA/Math	P1 ----- P2 43030092	* No Response Document Returned	<input type="checkbox"/>	<input type="text"/>	Update Needed
04	LEAP	NELSON, MATT	123456789	Phase 2 ELA/Math	P1 ----- P2 43030092	* Unexcused Absence	<input type="checkbox"/>	<input type="text"/>	Update Needed
04	LEAP	NELSON, MATT	123456789	Phase 2 Science/Social	P1 41246825 P2 43002841	* Unexcused Absence	<input type="checkbox"/>	<input type="text"/>	Update Needed

The first student record (John Johnson) is expected to test ELA/Math/Science/Social Studies. In looking at the Subject column, we see that he was flagged for Impending Zero cleanup for Phase 1 ELA and Math. When we look at the Security Bar-Code Number field, we see that the Phase 1 Security Bar-Code Number is all dashes. This means that the subjects contained within that answer document (ELA and Math) were expected to be tested, but the document was not returned. The Reason column also indicates that the record was flagged due to “No Response Document Returned”.

The principal should select a New Code or check “Leave As Is?” to correct the Phase 1 ELA and Math subjects.

The next three records all belong to the same student, Matt Nelson. Matt Nelson is expected to test ELA/Math/Science/Social Studies and took the following:

- Phase 1 ELA and Math on the 41246825 Security Bar-Code Number document
- Phase 2 ELA and Math on the 43002841 Security Bar-Code Number document.
- Phase 2 Science and Social Studies on the 43030092 Security Bar-Code Number document

For LEAP students, only one Answer Document from each phase can exist on a student record for a subject. Meaning, for Matt Nelson, a student record can only have 1 Security Bar-Code Number value for Phase 1 and 1 Security Bar-Code Number value for Phase 2.

Answer Document with 41246825 Security Bar-Code Number (Phase 1 ELA/Math) matched to Answer Document with 43002841 Security Bar-Code Number (Phase 2 ELA/Math). Since Matt tested Phase 2 Science and Social Studies on a different Answer Document, and a valid Accountability Code value was not bubbled on either of the Phase 2 answer documents, Matt Nelson ends up with 3 records on the Impending Zero report requiring cleanup.

The first Matt Nelson record listed above is flagged for Phase 1 ELA/Math Impending Zero cleanup because that student record only contains the Phase 2 document in which he only took Science and Social Studies. Since he is expected to test all 4 subjects, he is flagged for Phase 1 ELA/Math Impending Zero cleanup.

The second Matt Nelson record listed above is flagged for Phase 2 ELA/Math Impending Zero cleanup because that student record only contains the Phase 2 document in which he only took Science and Social Studies. Since he is expected to test all 4 subjects, he is also flagged for Phase 2 ELA/Math Impending Zero cleanup.

The third Matt Nelson record listed above is flagged for Phase 2 Science/Social Studies Impending Zero cleanup because he only tested ELA/Math on the Phase 2 document. Since he is expected to test all 4 subjects, he is flagged for Phase 2 Science/Social Studies Impending Zero cleanup.

The principal should select a New Code or check “Leave As Is?” on all three records for Matt Nelson.

Checking Your School's Online Cleanup Status


At anytime during the process of cleaning up your data you can check your progress for all your reports by selecting Progress Status from the navigation menu at the top of each screen. Choosing this option takes you to a screen that shows your school's current progress in completing the cleanup process. Each report will have a status message indicating your school's progress in completing the cleanup associated with that report.

The Progress Status List Messages

The Progress Status list provides a report status for each report at the school. This screen shows the view the school principal will have upon selecting this option. The statuses are as follows:

- No Report (NR):** There are not any records that need correcting or confirming for this report and school combination. (This status has a blue background.)
- Not Started:** There are records that need correcting or confirming for this report and school combination, but no records have yet been corrected or confirmed. (This status has a red background.)
- In Progress (##%):** The school has corrected or confirmed at least one record on this report, but there are other records left to correct or confirm. The percentage indicates how far along in the cleanup process the school is for this report. In the status message ## represents the percent complete. This information helps the school keep track of how much work they have done on a report. (This status has a yellow background.)
- Completed:** The school has corrected or confirmed all records on this report. The report is now ready for district review and approval, if appropriate. (This status has a purple background.)
- Approved:** The district has reviewed the school's corrections and confirmations and has approved them. This report is complete for this school. (This status has a green background.)

Corrections: School Progress Status



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School: 016
BROADMOOR SENIOR HIGH SCHOOL


Louisiana Student Corrections - Spring 2010 Corrections Progress Status

Broadmoor Senior High School 017 - 016

Sitecode	Correction Report Types		
	Impending Zero	Invalid Date of Birth	Invalid State ID
017 - 016	Not Started	Completed	Completed

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This screen shows the current progress for each report for which a school has records needing correction or confirmation. When all records have been corrected or confirmed on a report the status on this screen changes to **Completed**. This lets the DTC know that a report is ready for review and approval.



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Log Out

School: 016
BROADMOOR SENIOR HIGH SCHOOL


Louisiana Student Corrections - Spring 2010 Excused Student Report

Broadmoor Senior High School 017 - 016

Please print and review the Excused Students Report.

[Excused Report](#)

NOTE: You will need *Acrobat Reader* in order to view and print the forms referenced above. If you do not have this on your computer, click on the Adobe Reader button below.



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At any time during the cleanup window, you can click on the Excused Students tab in the navigation menu at the top of each screen. Click on the Excused Report button to open a .pdf report showing students excused from testing during the testing window. You can save or print this report.

Online Corrections System School Excused Students Report

Louisiana Student Corrections - Spring 2013						Date:	04/05/2013		
Excused Student List						Time:	12:14:54 PM		
District: 001 - Acadia Parish									
School: 001 - Armstrong Middle School									
Grade	Admin	State ID	Student Name	Date of Birth	Accountability				
					ELA	Math	Science	Social	
06	LAA 2				94	94			
06	iLEAP				01	01	01	01	
06	iLEAP				09	09	09	09	
06	iLEAP				08	08	08	08	
06	iLEAP				01	01	01	01	
06	iLEAP				15	15	15	15	
06	iLEAP				01	01	01	01	
06	iLEAP				16	16	16	16	
06	iLEAP				01	01	01	01	
06	iLEAP				01	01	01	01	
06	iLEAP				09	09	09	09	
07	iLEAP				01	01	01	01	
07	iLEAP				01	01	01	01	
07	iLEAP				15	15	15	15	
07	iLEAP				09	09	09	09	
07	iLEAP				09	09	09	09	
07	iLEAP				15	15	15	15	
07	iLEAP				15	15	15	15	
07	iLEAP				09	09	09	09	
07	iLEAP				15	15	15	15	
07	iLEAP				08	08	08	08	
07	iLEAP				15	15	15	15	
07	iLEAP				03	03	03	03	
07	iLEAP				15	15	15	15	
07	iLEAP				15	15	15	15	
07	iLEAP				15	15	15	15	

For LEAP records, accountability codes are shown for Phase 1 followed by Phase 2, separated by a slash (/).

NA = The subject was attempted.
 -- = The subject was not attempted and a valid accountability code was not applied.
 Blank = The subject was not required for testing.


The Student ID, Student Name, and Date of Birth fields have been blanked out for privacy purposes.

For LEAP records, the accountability codes are shown for Phase 1 followed by Phase 2, separated by a slash (/) for each subject.

The Accountability Code values include:

- Numeric values display as they were coded on the answer documents.
- “NA” will display when that subject was attempted and thus an accountability code is not applicable.
- “--“ will display when the subject was not attempted and a valid accountability code was not coded on the answer document.
- Blank will display when the student was not expected to test that subject.

Note: The Excused Students report is a static report. The report does not get updated when Accountability Codes are applied during the cleanup window.



Home Corrections Progress Status Excused Students **Audit** Contact Information User Manual Log Out

School: 016
BROADMOOR SENIOR HIGH SCHOOL


Louisiana Student Corrections - Spring 2010 Corrections Audit

Broadmoor Senior High School 017 - 016

Print and review the Corrections Audit Report.

[Audit Report](#)

NOTE: You will need *Acrobat Reader* in order to view and print the Corrections Audit Report. If you do not have this on your computer, click on the Adobe Reader button below.



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At any time during the cleanup window, you can click on the Audit tab in the navigation menu at the top of each screen. Click on the Audit Report button to open a .pdf report showing all updates performed to date. You can save or print this report.

Online Corrections System School Audit Report

Louisiana Student Corrections - Spring 2013

Louisiana Corrections Audit Report

Date: 05/01/2013

Time: 02:43:06 PM

Note: This information is preliminary and should be used for code verification. This information is confidential and is not valid for public release.

District: 001 - Acadia Parish
School: 001 - Armstrong Middle School

Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity/Race	Special Ed.	Impending Zero (Accountability Code)							
								ELA		Math		Science		Social	
								Test Taken	Code	Test Taken	Code	Test Taken	Code	Test Taken	Code
06	ILEAP			02/21/2001	F	White	N	No	-- 98	No	-- 98	No	-- 98	No	-- 98

For LEAP records, accountability codes and test taken fields are shown for Phase 1 followed by Phase 2, separated by a slash (/).

NA = The subject was attempted.

-- = The subject was not attempted and a valid accountability code was not applied.

Blank = The subject was not required for testing.

Page 1 of 1

The information as it was coded on the testing materials is found on the first line for each student record, the updated information is on the second line. The Student ID, Student Name, and Date of Birth fields have been blanked out for privacy purposes.

For LEAP records, the test taken and accountability codes are shown for Phase 1 followed by Phase 2, separated by a slash (/) for each subject.

The Accountability Code values include:

- Numeric values display as they were coded on the answer documents.
- “NA” will display when that subject was attempted and thus an accountability code is not applicable.
- “--“ will display when the subject was not attempted and a valid accountability code was not coded on the answer document.
- Blank will display when the student was not expected to test that subject.

Note: The Audit report is a dynamic report. The report is updated throughout the cleanup window as State ID, DOB, and Impending Zero cleanup is applied.

District-level Review and Approval

STATE OF LOUISIANA

Home Correction Progress Status Excused Students Audit Contact Information User Manual Log Out

District: 017
EAST BATON ROUGE PARISH

School: 001
ARLINGTON PREPARATORY ACADEMY

School: 002
AUDUBON ELEMENTARY SCHOOL

School: 007
BANKS ELEMENTARY SCHOOL

School: 008
BATON ROUGE MAGNET HIGH SCHOOL

School: 010
BELAIRE HIGH SCHOOL

School: 011
BELFAIR MONTESSORI SCHOOL

School: 013
BERNARD TERRACE ELEMENTARY SCHOOL

School: 014
BROADMOOR ELEMENTARY SCHOOL

School: 015
BROADMOOR MIDDLE SCHOOL

School: 016
BROADMOOR SENIOR HIGH SCHOOL

School: 017
BROOKSTOWN ELEMENTARY SCHOOL

School: 018
BROWNFIELDS ELEMENTARY SCHOOL

School: 019
BUCHANAN ELEMENTARY SCHOOL

School: 020
CAPITOL MIDDLE SCHOOL

School: 022
CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL

School: 026
CLAIBORNE ELEMENTARY SCHOOL

School: 027

Welcome to the DRC Online Correction System

Click the Progress Status button on the toolbar above to see the status of your report. When cleanup is complete, you should see either *NR (No Report)* or *Approved* on every type of report for each school.


This system provides the ability for the user to make corrections to specified student information.

If you are a first-time user, or need help navigating through the system, please click on the User Manual toolbar button.

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This screen shows the view the DTC will have upon entering the Online Corrections System. This page welcomes the user and, for district users, provides a list of their schools in the frame on the left-hand side. The same options are available to the DTC as to the school through the navigation menu at the top (page 9). DTCs most likely will want to start by reviewing the Progress Status for all their schools.

Online Corrections System District Progress Status



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District: 017

EAST BATON ROUGE PARISH

School: 001
ARLINGTON PREPARATORY ACADEMY

School: 002
AUDUBON ELEMENTARY SCHOOL

School: 007
BANKS ELEMENTARY SCHOOL

School: 008
BATON ROUGE MAGNET HIGH SCHOOL

School: 010
BELAIRE HIGH SCHOOL

School: 011
BELFAIR MONTESSORI SCHOOL

School: 013
BERNARD TERRACE ELEMENTARY SCHOOL

School: 014
BROADMOOR ELEMENTARY SCHOOL

School: 015
BROADMOOR MIDDLE SCHOOL

School: 016
BROADMOOR SENIOR HIGH SCHOOL

School: 017
BROOKSTOWN ELEMENTARY SCHOOL

School: 018
BROWNFIELDS ELEMENTARY SCHOOL

School: 019
BUCHANAN ELEMENTARY SCHOOL

School: 020
CAPITOL MIDDLE SCHOOL

School: 022
CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL

School: 026
CLAIBORNE ELEMENTARY SCHOOL

School: 027

Louisiana Student Corrections - Spring 2010 Corrections Progress Status

East Baton Rouge Parish 017

Filter Progress by:

School Sitecode	Correction Report Types		
	Impending Zero	Invalid Date of Birth	Invalid State ID
017-001	NR	NR	NR
017-002	Not Started	Not Started	NR
017-007	Not Started	Not Started	Not Started
017-008	Not Started	NR	NR
017-010	Not Started	Not Started	Not Started
017-011	Not Started	Not Started	NR
017-013	Not Started	NR	NR
017-014	Not Started	NR	NR
017-015	Not Started	Not Started	Not Started
017-016	In Progress (11%)	Completed	Completed
017-017	Not Started	NR	NR
017-018	Not Started	Not Started	NR
017-019	Not Started	Not Started	Not Started
017-020	Not Started	Not Started	NR
017-022	Not Started	Not Started	Not Started
017-026	Not Started	NR	NR
017-027	Not Started	NR	NR
017-028	Not Started	NR	NR
017-029	Not Started	NR	NR
017-030	Not Started	NR	NR
017-032	Not Started	NR	NR
017-034	NR	NR	NR
017-035	Not Started	Not Started	NR
017-037	Not Started	NR	NR
017-038	Not Started	NR	NR
017-040	Not Started	Not Started	Not Started
017-041	Not Started	NR	NR

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At anytime during the cleanup process you can check your schools' progress for all their reports by selecting Progress Status from the navigation menu at the top of each screen. Choosing this option takes you to a screen that shows the schools' current progress in completing the cleanup process. Each report is shown as a column and will have a status message indicating the schools' progress in completing the cleanup associated with each report.

The Progress Status List Messages

This year cleanup starts on May 17. Your schools should start their cleanup immediately on this date. The status changes that a school sees as they work on their cleanup reports are also reflected on the DTC's list screen. This allows the DTC to keep up with the progress of each school in the district. Schools that are not progressing at a reasonable rate should be contacted by the DTC. The LDE will also be keeping watch on the progress of each district to be sure that each district is making reasonable progress toward completing all reports by the May 23 deadline. If any of your schools have any reports with a status of **Not Started** by May 21 you should contact them to get them started. As each report shows a status of **Completed**, the DTC should start the review and approval process for that school's report.

The Progress Status list provides a report status for each report at each school in the district. The following briefly describes the meaning of each status. The previous screen shows the view the DTC will have upon selecting this option from the navigation menu at the top of all screens. The statuses are as follows:

No Report (NR): There are not any records that need correcting or confirming for this report and school combination. (This status has a blue background.)

Not Started: There are records that need correcting or confirming for this report and school combination, but no records have yet been corrected or confirmed. (This status has a red background.)

In Progress (##%): The school has corrected or confirmed at least one record on this report, but there are other records left to correct or confirm. The percentage indicates how far along in the cleanup process the school is for this report. In the status message ## represents the percent complete. This information helps the school keep track of how much work they have done on a report. (This status has a yellow background.)

Completed: The school has corrected or confirmed all records on this report. The report is now ready for district review and approval, if appropriate. (This status has a purple background.)

Approved: The district has reviewed the school's corrections and/or confirmations and has approved them. This report is complete for this school. (This status has a green background.)

Communicating with Your Schools

As you review the updates entered by your schools watch for schools using the same value for several students on the same report. This could indicate a school is not being careful about the information they are entering. A helpful feature on the various reports, available only to the DTC, is the ability to highlight questionable records. For example, if the DTC sees information they do not agree with during the review of a completed report, the DTC can highlight any questionable records and notify the school that they need to do further work or provide justification for their existing updates. The following section shows a sample of this highlighting process first and then describes the DTC Approval process for completed reports.

Highlighting Example:

Begin review of a school's cleanup data by selecting the school from the left-hand frame and then selecting Corrections from the navigation menu. Check the individual reports by selecting each report from the View Report dropdown list on the Student List screen. This example shows the Invalid State ID Report, but the process is the same for all of the cleanup reports.

Corrections: District Review of School Invalid State ID Report

**Louisiana Student Corrections - Spring 2010
Invalid State ID Report**

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status: All [Return to Student List](#)
[Printable Report](#)


Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct State ID	Status	Highlight Questionable Records
09	iLEAP	KHAA, YU	-----	08/05/1993	M	Black	123456789	Updated	<input checked="" type="checkbox"/>

[Update](#) [Cancel](#) [Approve School Changes](#)

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During review you notice that a school has corrected the State ID by entering the 9 numbers sequentially ascending. You do not believe this to be the student's correct ID, so you decide to let the school know. You can easily mark the record in question by clicking in the box within the Highlight Questionable Records column for the student and clicking the Update button.

Corrections: District Review of School Invalid State ID Report



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School: 010
BELAIRE HIGH SCHOOL

School: 011
BELFAIR MONTESSORI SCHOOL

School: 013
BERNARD TERRACE ELEMENTARY SCHOOL

School: 014
BROADMOOR ELEMENTARY SCHOOL

School: 015
BROADMOOR MIDDLE SCHOOL

School: 016
BROADMOOR SENIOR HIGH SCHOOL

School: 017
BROOKSTOWN ELEMENTARY SCHOOL

School: 018
BROWNFIELDS ELEMENTARY SCHOOL

School: 019
BUCHANAN ELEMENTARY SCHOOL

School: 020
CAPITOL MIDDLE SCHOOL

School: 022
CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL

School: 026
CLAIBORNE ELEMENTARY SCHOOL

School: 027
CRESTWORTH ELEMENTARY SCHOOL

School: 028
CRESTWORTH MIDDLE SCHOOL

School: 029
DALTON ELEMENTARY SCHOOL

School: 030
DELMONT ELEMENTARY SCHOOL

School: 032
DUFROCQ MONTESSORI SCHOOL

School: 034

Louisiana Student Corrections - Spring 2010 Invalid State ID Report

District: **East Baton Rouge Parish - 017**
School: **Broadmoor Senior High School - 016**


Filter Students by Status: [Return to Student List](#)
[Printable Report](#)

Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct State ID	Status	Highlight Questionable Records
09	ILEAP	KHAA, VU	-----	08/05/1993	M	Black	123456789	Updated	<input checked="" type="checkbox"/>

[Update](#)
[Cancel](#)
[Approve School Changes](#)

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Once the record has been marked and highlighted (by clicking on the Update button at the bottom of the report) then it becomes much easier to communicate which record the school needs to review. Contact the school and tell them to recheck the State ID for the highlighted student.



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District: 017
EAST BATON ROUGE PARISH

School: 001
ARLINGTON PREPARATORY ACADEMY

School: 002
AUDUBON ELEMENTARY SCHOOL

School: 007
BANKS ELEMENTARY SCHOOL

School: 008
BATON ROUGE MAGNET HIGH SCHOOL

School: 010
BELAIRE HIGH SCHOOL

School: 011
BELFAIR MONTESSORI SCHOOL

School: 013
BERNARD TERRACE ELEMENTARY SCHOOL

School: 014
BROADMOOR ELEMENTARY SCHOOL

School: 015
BROADMOOR MIDDLE SCHOOL

School: 016
BROADMOOR SENIOR HIGH SCHOOL

School: 017
BROOKSTOWN ELEMENTARY SCHOOL

School: 018
BROWNFIELDS ELEMENTARY SCHOOL

School: 019
BUCHANAN ELEMENTARY SCHOOL

School: 020
CAPITOL MIDDLE SCHOOL

School: 022
CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL

School: 026
CLAIBORNE ELEMENTARY SCHOOL

School: 027

Louisiana Student Corrections - Spring 2010 Corrections Progress Status

East Baton Rouge Parish 017

Filter Progress by: All

School Sitecode	Correction Report Types		
	Impending Zero	Invalid Date of Birth	Invalid State ID
017-001	NR	NR	NR
017-002	Not Started	Not Started	NR
017-007	Not Started	Not Started	Not Started
017-008	Not Started	NR	NR
017-010	Not Started	Not Started	Not Started
017-011	Not Started	Not Started	NR
017-013	Not Started	NR	NR
017-014	Not Started	NR	NR
017-015	Not Started	Not Started	Not Started
017-016	In Progress (11%)	Completed	Completed
017-017	Not Started	NR	NR
017-018	Not Started	Not Started	NR
017-019	Not Started	Not Started	Not Started
017-020	Not Started	Not Started	NR
017-022	Not Started	Not Started	Not Started
017-026	Not Started	NR	NR
017-027	Not Started	NR	NR
017-028	Not Started	NR	NR
017-029	Not Started	NR	NR
017-030	Not Started	NR	NR
017-032	Not Started	NR	NR
017-034	NR	NR	NR
017-035	Not Started	Not Started	NR
017-037	Not Started	NR	NR
017-038	Not Started	NR	NR
017-040	Not Started	Not Started	Not Started
017-041	Not Started	NR	NR

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When you see, on the Progress Status list, that a school has **Completed** one or more of its reports, you can start your approval process. If you are at the District level, you can click on the **Completed** status and you will open the report for review and approval. Check that the school has properly updated all information on the report. If there are problems, notify the school; use the highlighting process if you think that will help.

Online Corrections System District Approval of School Report

[Home](#)
[Corrections](#)
[Progress Status](#)
[Excused Students](#)
[Audit](#)
[Contact Information](#)
[User Manual](#)
[Log Out](#)

School: 010
 BELAIRE HIGH SCHOOL
School: 011
 BELFAIR MONTESSORI SCHOOL
School: 013
 BERNARD TERRACE ELEMENTARY SCHOOL
School: 014
 BROADMOOR ELEMENTARY SCHOOL
School: 015
 BROADMOOR MIDDLE SCHOOL
School: 016
 BROADMOOR SENIOR HIGH SCHOOL
School: 017
 BROOKTOWN ELEMENTARY SCHOOL
School: 018
 BROWNFIELDS ELEMENTARY SCHOOL
School: 019
 BUCHANAN ELEMENTARY SCHOOL
School: 020
 CAPITOL MIDDLE SCHOOL
School: 022
 CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL
School: 026
 CLAIBORNE ELEMENTARY SCHOOL
School: 027
 CRESTWORTH ELEMENTARY SCHOOL
School: 028
 CRESTWORTH MIDDLE SCHOOL
School: 029
 DALTON ELEMENTARY SCHOOL
School: 030
 DELMONT ELEMENTARY SCHOOL
School: 032
 DUFROCQ MONTESSORI SCHOOL
School: 034

Louisiana Student Corrections - Spring 2010

Invalid Date of Birth Report

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status:
[Return to Student List](#)

[Printable Report](#)

Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct Date of Birth	Status	Highlight Questionable Records
09	iLEAP	RAUSCH, TOM	123466789	--/--/----	F	Black	01/01/1995	Updated	<input type="checkbox"/>

[Update](#)
[Cancel](#)
[Approve School Changes](#)

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This is the screen the DTCs will see when they enter a report that the school has completed, which is marked as **Completed** on the Progress Status List screen. The DTC should review the corrections at this point and approve the report if that is the appropriate action. If there are questions about certain records, the DTC can highlight the records and notify the school that they need to take further action on the highlighted records. The DTC can approve the report simply by clicking on the Approve School Changes button at the bottom of the report. This will display a message (see page 43) on the report telling you that the approval locks out the school from further changes.



- School: 010
BELAIRE HIGH SCHOOL
- School: 011
BELFAIR MONTESSORI SCHOOL
- School: 013
BERNARD TERRACE ELEMENTARY SCHOOL
- School: 014
BROADMOOR ELEMENTARY SCHOOL
- School: 015
BROADMOOR MIDDLE SCHOOL
- School: 016
BROADMOOR SENIOR HIGH SCHOOL
- School: 017
BROOKSTOWN ELEMENTARY SCHOOL
- School: 018
BROWNFIELDS ELEMENTARY SCHOOL
- School: 019
BUCHANAN ELEMENTARY SCHOOL
- School: 020
CAPITOL MIDDLE SCHOOL
- School: 022
CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL
- School: 026
CLAIBORNE ELEMENTARY SCHOOL
- School: 027
CRESTWORTH ELEMENTARY SCHOOL
- School: 028
CRESTWORTH MIDDLE SCHOOL
- School: 029
DALTON ELEMENTARY SCHOOL
- School: 030
DELMONT ELEMENTARY SCHOOL
- School: 032
DUFROCQ MONTESSORI SCHOOL
- School: 034

Louisiana Student Corrections - Spring 2010 Invalid Date of Birth Report

District: East Baton Rouge Parish - 017
School: Broadmoor Senior High School - 016

Filter Students by Status:


[Return to Student List](#)

**District has approved changes for Date of Birth.
No further updates allowed.**

[Printable Report](#)

Grade	Admin	Student Name	State ID	Date of Birth	Gender	Ethnicity	Correct Date of Birth	Status	Highlight Questionable Records
09	ILEAP	RAUSCH, TOM	123456789	--/--/----	F	Black	01/01/1995	Updated	<input type="checkbox"/>

Online Corrections System District Progress Status



[Home](#)
[Corrections](#)
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[Audit](#)
[Contact Information](#)
[User Manual](#)

[Log Out](#)

District: 017

EAST BATON ROUGE PARISH

School: 001
ARLINGTON PREPARATORY ACADEMY

School: 002
AUDUBON ELEMENTARY SCHOOL

School: 007
BANKS ELEMENTARY SCHOOL

School: 008
BATON ROUGE MAGNET HIGH SCHOOL

School: 010
BELAIRE HIGH SCHOOL

School: 011
BELFAIR MONTESSORI SCHOOL

School: 013
BERNARD TERRACE ELEMENTARY SCHOOL

School: 014
BROADMOOR ELEMENTARY SCHOOL

School: 015
BROADMOOR MIDDLE SCHOOL

School: 016
BROADMOOR SENIOR HIGH SCHOOL

School: 017
BROOKSTOWN ELEMENTARY SCHOOL

School: 018
BROWNFIELDS ELEMENTARY SCHOOL

School: 019
BUCHANAN ELEMENTARY SCHOOL

School: 020
CAPITOL MIDDLE SCHOOL

School: 022
CEDARCREST-SOUTHMOOR ELEMENTARY SCHOOL

School: 026
CLAIBORNE ELEMENTARY SCHOOL

School: 027

Louisiana Student Corrections - Spring 2010 Corrections Progress Status

East Baton Rouge Parish 017

Filter Progress by:

School Sitecode	Correction Report Types		
	Impending Zero	Invalid Date of Birth	Invalid State ID
017-001	NR	NR	NR
017-002	Not Started	Not Started	NR
017-007	Not Started	Not Started	Not Started
017-008	Not Started	NR	NR
017-010	Not Started	Not Started	Not Started
017-011	Not Started	Not Started	NR
017-013	Not Started	NR	NR
017-014	Not Started	NR	NR
017-015	Not Started	Not Started	Not Started
017-016	In Progress (11%)	Approved	Completed
017-017	Not Started	NR	NR
017-018	Not Started	Not Started	NR
017-019	Not Started	Not Started	Not Started
017-020	Not Started	Not Started	NR
017-022	Not Started	Not Started	Not Started
017-026	Not Started	NR	NR
017-027	Not Started	NR	NR
017-028	Not Started	NR	NR
017-029	Not Started	NR	NR
017-030	Not Started	NR	NR
017-032	Not Started	NR	NR
017-034	NR	NR	NR
017-035	Not Started	Not Started	NR
017-037	Not Started	NR	NR
017-038	Not Started	NR	NR
017-040	Not Started	Not Started	Not Started
017-041	Not Started	NR	NR

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This is a view of the DTC Progress Status screen after the report has been approved. Note that the message and background color have changed for the report you approved. The district is done once all school reports are approved. If DTCs determine that a district-approved report needs further work before the May 23 deadline they should contact Jennifer Baird at LDE. LDE will reset the report status and notify the DTC that the report is available for update again.



School: 016
BROADMOOR SENIOR HIGH
SCHOOL

Louisiana Student Corrections - Spring 2010 Corrections Progress Status

Broadmoor Senior High School 017 - 016

Sitecode	Correction Report Types		
	Impending Zero	Invalid Date of Birth	Invalid State ID
017 - 016	In Progress (11%)	Approved	Completed

The school's corresponding Progress Status will also reflect the Approved status.

Additional Important Notes on Cleanup:

The DTC's primary responsibilities are to monitor the progress each school is making toward completing their corrections and to review and approve those corrections once the school has finished updating its reports. A brief description of each of the reports was provided early in this guide (page 3). Only school staff can update information on the various reports. The DTC can open reports for a selected school but can only view the information. District staff cannot approve a report until the school has completed the report. School staff cannot update a report once it is complete and the district has approved it. If the report is complete but the district has not approved it yet, then the school can go back in and change the information.

It can prove very important for you and your schools to print the Excused Students and Audit reports. These printed reports will be the proof that specific students were excused from testing and that specific corrections were made in a timely manner.

In prior years there have been a few students who were programmatically assigned to the "Unknown" school within a district. These are students who took their test on a document coming from the district coverage set of documents, but a school label was not applied to the document. If your district has any corrections listed for the "888 – Unknown" school, you (DTC) will need to make the applicable corrections.

LDE now has a means to add or correct a student's name, State ID, Date of Birth, Gender, Ethnicity, and the Special Education Indicator for students who tested on a hand-coded answer document. If you notice in the Online Corrections System that any of this information is incorrect or missing, please contact LDE and request that they fix the problem. They can only correct this information for any students who tested on a hand-coded answer document.

If you need to contact LDE for assistance, use the following email address or phone number:

Jennifer Baird Jennifer.Baird@la.gov 225-342-3514
Lixia Li Lixia.Li@la.gov 225-342-1133
Victoria Stagg Victoria.Stagg@la.gov 225-342-3508
Lai Lei Lou LaiLei.Lou@la.gov 225-342-1460

The fax number is: 225-219-0474

Online Corrections System Appendix

ACCOUNTABILITY DATA CODES:

Codes for Students Taking LEAP, iLEAP, LAA 1, and LAA 2 Who Are Not Enrolled (Have Exited) before or during Testing

If the student **exits** (withdraws) from school before or during testing, code one of the following **SIS Exit Reason Codes** in the first two columns of Section V (LEAP and iLEAP), Section R (LAA1) or Section S (LAA2), starting at the left.

ALL TESTS	Accountability Codes and Descriptions (Student record in SIS must match code used for test.)
•	01 – Expelled (out of school) or out of school awaiting expulsion hearing
•	02 – Dropped Out (Including transfers to Youth Challenge, Job Corps, and Volunteers of America)
•	03 – Illness: Student intends to return to school (long-term illness; student withdraws from school). Use Code 03 if the student has been exited from school due to extended illness and plans to return. This illness is NOT a short-term illness that requires a doctor’s letter.
•	04 – Diploma
•	05 – GED Only
•	06 – Certificate of Achievement
•	07 – Death (of student)
•	08 – Transferred to another public, charter or lab school within district
•	09 – Transferred to another public, charter or laboratory school within Louisiana, but outside your district
•	10 – Transferred out of state or country
•	11 – Transferred to Adult Education
•	12 – Transferred to correctional institution (Younger than age 17)
•	13 – Transferred to Vocational Technical School
•	14 – Transferred to nonpublic school
•	15 – Reassignment to another grade (changed grade of student)
•	16 – Transferred to home study/in-home private schooling
•	19 – Exit from Non-mandatory Program
•	22 – Completer: GED & Industry Based Certificate
•	24 – Completer: Industry Based Certification
•	27 – Exit under SBESE Academic School Choice Policy
•	28 – Exit under SBESE Unsafe School Choice Policy
•	34 – Correctional Institution/State Custody (Age 17 or older)
•	35 – Transferred to LEA monitored Adult Education to pursue GED
•	36 – Completer: (State Approved Skills Certificate): Skills Certificate Only
•	40 – Transferred under Student Scholarship for Excellence within student’s district of residence
•	41 - Transferred under Student Scholarship for Excellence in a district other than the student’s district of residence
•	42 - Transferred under Student Scholarship for Excellence to a non-public school
•	97 – Unknown

Codes for Students Who Are Enrolled (Have Not Exited) but Do Not Complete Testing Using the Precoded Materials

If the student is enrolled during testing but did not complete testing for one of the following reasons, the principal must use one of the following codes (80, 85, 88-91, 95-96, and 98):

LEAP	iLEAP	LAA1	LAA2	Accountability Codes and Descriptions
•	•	•	•	80 – The student is absent for entire test period or does not take all of the subtests due to short-term illness.
•	•		•	85 – The special education student will take LAA2 assessment and LEAP or iLEAP in the content areas for the enrolled grade as identified on the student’s IEP. For accountability, LAA 2 tests cannot replace EOC for students who are enrolled in an EOC test-eligible course.
•	•	•	•	90 – The student completed the entire indicated test on another answer document. VALID ONLY IN CLEANUP (not valid bubbled on an answer document)
•	•	•	•	91 – The student used a hand-coded answer document instead of precoded materials. Use code 91 on the unused precoded materials that were found.
		•		95 – A high school student receives LAA1 precoded materials but is not in the 10th or 11th grade.
		•		96 – The student receives precoded materials for LAA 1 test but has already met the graduation requirement.
•	•	•	•	98 – Precoded materials are received for a student, who was misclassified during the precode process, but the student does not need the precoded materials or student has precoded materials for a different test. (Use code 15 if the school changed the student’s grade level in SIS)

Codes for Students Who Are Enrolled (Have Not Exited) and Complete Testing Using Precoded or Hand-gridded Materials but the Student Meets Special Circumstance Criteria

If the student is enrolled during testing and completes testing but meets one of the following criteria, the principal must use one of the following codes (81) for the student’s results to be handled with special consideration:

LEAP	iLEAP	LAA1	LAA 2	Accountability Codes and Descriptions
•	•	•	•	81 – The student is LEP and has completed less than one full academic year in a school in the United States. All LEP students must participate in testing.

Documentation Requirements for Use of an Accountability Code:

Code 01 (Expulsion): Due process documentation supporting expulsion.

Code 02 (Dropout): Withdrawal form¹ signed and dated by an authorized representative of the school district.

Code 03 (Long-term illness): Withdrawal form¹ and letter from the doctor stating the student's first date of absence written on the doctor office's letterhead stationery and has the doctor's original signature.

Code 04 (Diploma): Copy of Diploma or Graduation Date on official LDOE transcript.

Codes 05 (GED): Withdrawal form¹ signed and dated by an authorized representative of the school district.

Code 06: Copy of Certificate

Code 07 (Student Death): Copy of the Death Certificate, obituary or similar form.

Codes 08, 09, 10, 11, 13, 14, 16, and 19: Withdrawal form¹, request for records, or similar form completed at the time the student quits attending school in the district, and signed and dated by the parent/guardian or adult student (both signatures are not required) and an authorized representative of the school district.

Code 12 and 34 (Transfer): Written documentation from the facility in which the student is incarcerated, or a court order assigning the student to a correctional institution. A signed statement from the parent providing the name and location of the facility in which the student is incarcerated is also acceptable documentation. Other acceptable documentation is written documentation of an oral statement by the parent/guardian providing the name and location of the facility in which the student is incarcerated, signed and dated by an authorized representative of the district.

Code 15 (Reassigned grade): Document indicating the reason for the grade change.

Codes 22, 24, and 36 (Certificates of Completion): Copy of Certificate.

Codes 27 and 28 (School Choice): Request for records from attending school or copy of parental/guardian letter stating the acceptance of the choice option.

Code 35: Record of admission and attendance at an LEA sponsored GED program.

Codes 40-42: Student must have been listed on the voucher report supplied by the LDE.

Code 80: The student will not receive a score of zero for the School Performance Score as long as he/she submits a letter from his or her doctor that:

➤ is written on the doctor's office letterhead stationery and has the doctor's original signature, and

➤ has the student's dates of absence noted as being inclusive of all testing and makeup dates.

The School Coordinator must collect the doctor's original letter from students who were absent and provide these to the District Coordinator, who will maintain these letters on file for one year.

Code 85: If the student does not participate in all content areas required for the student's enrolled grade, a score of zero will be assigned for the SPS in the content area(s) not tested. This applies to LAA2 students only.

¹ The withdrawal form should indicate either where the family is moving, the name of the school the student will be attending, or that the student will be home schooled. An original signature is not required on withdrawal forms received in the district by fax. Withdrawal forms received by e-mail do not need to be signed by the parent/guardian or adult student.

All Test Programs: If a hand-gridded answer document or answer document with a precoded label is torn, soiled or not able to be scanned, the test administrator will contact the School Test Coordinator, who will notify the District Test Coordinator. The District Test Coordinator will affix an "Unscorable Document Label" to the answer document. The DTC will keep documentation about why the answer document was not scannable on file for one year. Specific directions are provided for the District Test Coordinator in the *Test Coordinators Manuals* for handling documents soiled with bodily fluids (e.g., blood, vomit).

Students in alternative schools can no longer be routed back to a home-based school if they are currently enrolled in the alternative school.

If any other unusual situations arise, the District Test Coordinator should contact the LDE for additional assistance.