How do I access Quarterly Enrollment Verification?

Quarterly enrollment verification is accessed in the SEE system which is accessible through the LEADS portal.

> The link to the LEADS portal* is: https://leads3.doe.louisiana.gov/ptl
> Password assistance: https://password.doe.louisiana.gov
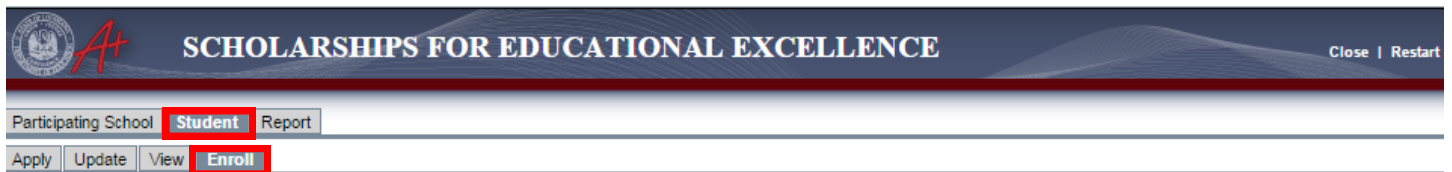> *Please remember to turn off your pop-up blockers before accessing the LEADS portal*

Once I've logged into LEADS, how do I access SEE?

Select SEE– Scholarships for Educ. Excellence from the menu. The SEE portal will open in a new window.

Once I've logged into SEE, how do I find my school's enrollment verification report?

1. Select "Student" from the top row and "Enroll" from the second row

2. Select "2015" for Beginning School Year

3. Your school's name will automatically populate under School

4. Place a check mark in the current quarter if the student is enrolled at your school on the count date

5. If a student has left your school, enter an "Exit Date" and select an "Exit Reason"

6. Once all students have either a check mark or an exit date next to their name, click "Save Changes"

Fill in Entry Dates for students and check off if they are enrolled for the given quarter. Data will *NOT* be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason
Enrolled	1			8/11/2014	✔	✔	✔	☐		Select Exit Reason

Save Changes   Cancel