

# Minimum Foundation Program Staffing Data

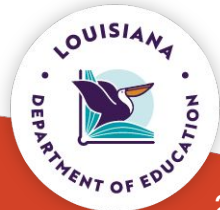


October 24, 2024

# MFP Staffing Data

- The calculation of the Minimum Foundation Program (MFP) formula is dependent on **staff** data.
- BESE regulations state that:
  - It is the responsibility of the school systems and schools to submit to LDOE all necessary and required information, in a timely manner and in the format required, for the computation of the Minimum Foundation Program formula allocations.

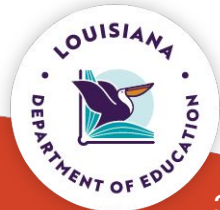
Please contact [LDOEMFPHelpDesk@la.gov](mailto:LDOEMFPHelpDesk@la.gov)



# MFP Staffing Data

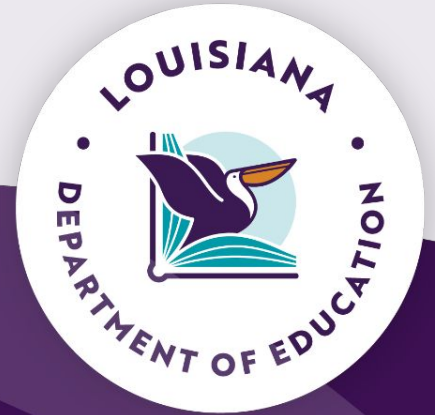
- Staff data is utilized in the MFP Level 4 to calculate five allocations including:
  - Pay Raise Allocations
    - 2019-20 Certificated and Support Worker Pay Raise Allocation
    - 2021-22 Certificated and Support Worker Pay Raise Allocation
    - 2022-23 Certificated and Support Worker Pay Raise Allocation
  - Mentor Teacher Stipend Allocation
  - Resident Teacher Stipend Allocation

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# MFP Staffing Data

Pay Raise Allocations



# MFP Staffing Data

## Pay Raise Allocations

The methodology is the same for all of three pay raise allocations:

- The number of qualifying positions are multiplied by the pay raise amount to generate the pay raise allocation
- The pay raise allocation is then multiplied by the employer contribution rate to generate the retirement allocation
- The pay raise allocation is added to the retirement allocation to calculate the total pay raise allocation
  - In July, an initial allocation is released based on prior year staff data
  - In March, a final allocation is prepared based on the actual current year staff data from the EdLink Fall/Winter CLASS Collection

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# MFP Staffing Data

## Pay Raise Allocations

- In July, an initial allocation is calculated using the prior year staff data as a placeholder
- Funding based on the initial allocation is released July through February
- In March, a final allocation is prepared based on the actual current year staff data from the most recent EdLink Fall/Winter CLASS Collection

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# MFP Staffing Data

## Pay Raise Allocations

- Specific positions qualify for the pay raise allocations
- These positions are detailed in the MFP Resolution
- The position data is reported to the EdLink Fall/Winter CLASS Collection
- The data reported by school systems is utilized in the calculations
- Accurate data generates accurate allocations

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# MFP Staffing Data

Certificated and support staff positions are identified by:

- Object and function code combinations specified in the MFP Resolution
- Full time equivalents
- Positions that traditionally require a teaching or school leadership certificate are classified as certificated personnel
- Positions that do not require a teaching or school leadership certificate are classified as support personnel

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# MFP Staffing Data

Eligible Certificated staff positions include:

- **Teachers** (function codes 1000-2200s, object code 112)
- **Therapists/Specialists/Counselors** (function codes 1000-2200s, object code 113)
- **School Site-based Principals, Assistant Principals, and Other School Administrators** (function code 2400s, object code 111)
- **Central Office Certificated Administrators** (function codes 1000-2200s & 2324, 2831, and 2832 (excluding 2130s), object code 111)
- **School Nurses** (function code 2134, object code 118)
- **Sabbaticals** (function codes 1000-2200s, and 2400s, object code 140)

# MFP Staffing Data

Eligible Support staff positions include:

- **Aides** (function codes 1000-4900s, object code 115)
- **Support Supervisors** (function codes 2130s, 2300s (excluding 2311, 2321, and 2324) and 2500-4900s (excluding 2831 and 2832), object code 111)
- **Clerical/Secretarial** (function codes 1000-4900s, object code 114)
- **Service Workers** (function codes 1000-4900s, object code 116)
- **Skilled Craftsmen** (function codes 1000-4900s, object code 117)
- **Degreed Professionals** (function codes 1000-4900s, (excluding 2134s) object code 118)
- **Other Personnel** (function codes 1000-4900s, object codes 100, 110 and 119)



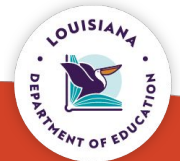
# MFP Staffing Data

Positions ineligible for inclusion in the staffing data are those that are associated with Pre-K or Headstart programs.

Ineligible positions include:

## **Certificated Regular Pre-K Personnel**

- Teachers (function codes 1530 and 1531, object code 112)
- Therapists/Specialists/Counselors (function codes 1530 and 1531, object code 113)
- Central Office Certificated Administrators (function codes 1530 and 1531, object code 111)
- Sabbaticals (function codes 1530 and 1531, object code 140)



# MFP Staffing Data

Ineligible positions include:

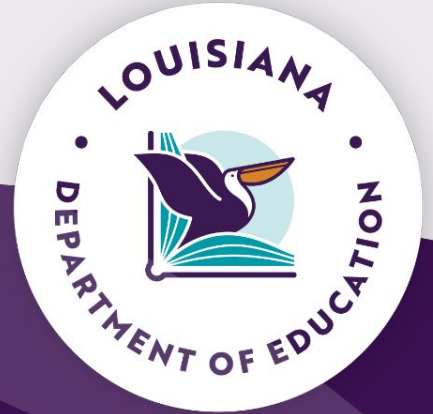
## **Support/Non-Certificated Regular Pre-K Personnel**

- Aides (function codes 1530 and 1531, object code 115)
- Clerical/Secretarial (function codes 1530 and 1531, object code 114)
- Service Workers (function codes 1530 and 1531, object code 116)
- Skilled Craftsmen (function codes 1530 and 1531, object code 117)
- Degreed Professionals (function codes 1530 and 1531, object code 118)
- Other Personnel (function codes 1530 and 1531, object codes 100, 110 and 119)



# MFP Staffing Data

Mentor Teacher Stipend Allocation



# MFP Staffing Data

## Mentor Teacher Stipend Allocation

- The Mentor Teacher allocation is based on the number of Mentor Teachers who support year-long undergraduate residents and post-baccalaureate candidates during the fall and spring semesters
- The number of Mentor Teachers are multiplied by \$2,000 to calculate the allocation
- Mentor Teacher data must be submitted via EdLink 360, Mentor and Resident Teacher Collection

Please contact [LDOEMFPHelpDesk@la.gov](mailto:LDOEMFPHelpDesk@la.gov)

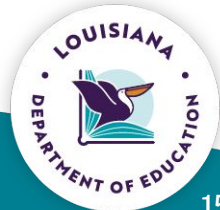


# MFP Staffing Data

## Resident Teacher Stipend Allocation

- The Resident Teacher allocation is based on the number of year-long undergraduate residents and post-baccalaureate candidates during the fall and spring semesters
- The number of Resident Teachers are multiplied by \$3,300 to calculate the allocation
- Resident Teacher data must be submitted via EdLink 360, Mentor and Resident Teacher Collection

Please contact [LDOEMFPHelpDesk@la.gov](mailto:LDOEMFPHelpDesk@la.gov)

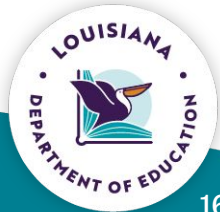


# MFP Staffing Data

## Vacant Staff Data Collection

- Vacant positions must be reported through a separate data extract
- School systems must report vacant positions separate from filled positions
- Vacant positions are to be reported if they are budgeted and are planned to be filled by school systems

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# MFP Staffing Data

Summary



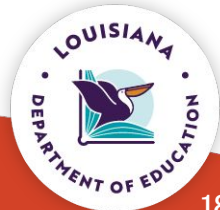
# MFP Staffing Data

## Summary:

Accurate and timely reporting of **staff** data is critical to ensuring that school systems and schools receive appropriate amounts of funding.

- Omissions and errors deprive school systems from receiving funding timely.
- Attention to detail during the data collection process is a worthwhile investment of time and effort to ensure accuracy.
- Carefully reviewing exception reports and focusing on data quality is extremely important.
- Timeliness in meeting deadlines is required by the BESE regulations.
- Pay raise guidance may be viewed in the [MFP Library](#) .

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# EdLink360



# Data Collections and Timelines



# Benchmark Calendar 2024-2025

| 2024-2025 EdLink 360 Data Submissions          | All extract submissions are expected to be submitted daily by 5:00pm if the data is available. | Fall Collections                |                               |          |                |                                      |   |                                |                               |
|--|--|---------------------------------|-------------------------------|----------|----------------|--------------------------------------|---|--------------------------------|-------------------------------|
| As of  |  | 8/19/24                         |                               | 10/1/24  |                | 10/1/24                              |   | 10/1/24                        |                               |
| Snapshot Start Date                            |  | 8/19/24                         | 8/19/24                       | 10/1/24  | 8/19/24        | 8/19/24                              |   | 8/19/24                        | 8/19/24                       |
| Collection End Date (Snapshot or System Close) |  | 12/13/24                        | 9/27/24                       | 10/18/24 | 10/18/24       | 10/25/24                             | 11/8/24   | 11/15/24                       | 1/10/25                       |
| EdLink 360 Extract Data Type                   | EdLink 360 Extract File  | 2023-24 EOY Dropout Corrections | Fall LEAP 2025 HS Assessments | KEA      | Oct 1 MFP/IDEA | Mentor & Resident Teacher Collection | Amplify Middle of Year (MOY) Literacy Assessments Student File Submission | Oct 1 Staff Vacancy Collection | Oct CLASS (Staff and Student) |
| CALENDARS                                      | calendars.tsv calendars_ext.tsv  | X                               | X                             | X        | X              | X                                    | X   | X                              | X                             |
| COURSE OFFERINGS                               | course_offerings.tsv course_offerings_ext.tsv  |                                 | X                             |          |                | X                                    | X   | X                              | X                             |
| STUDENTS                                       | students.tsv students_ext.tsv  | X                               | X                             | X        | X              | X                                    | X   | X                              | X                             |
| ENROLLMENTS                                    | enrollments.tsv enrollments_ext.tsv  | X                               | X                             | X        | X              |                                      | X   |                                | X                             |
| ASSESSMENTS                                    | k3_assessments.tsv   |                                 |                               | X        |                |                                      |   |                                |                               |
| HOMELESS                                       | homeless_services.tsv  |                                 |                               |          | X              |                                      |   |                                | X                             |
| DISCIPLINE - Incidents                         | discipline_incidents.tsv discipline_incidents_ext.tsv  |                                 |                               |          | X              |                                      |   |                                | X                             |
| DISCIPLINE - Offenses                          | discipline_offenses.tsv discipline_offenses_ext.tsv  |                                 |                               |          | X              |                                      |   |                                | X                             |
| DISCIPLINE - Actions                           | discipline_actions.tsv discipline_actions_ext.tsv  |                                 |                               |          | X              |                                      |   |                                | X                             |
| DISCIPLINE - Persons                           | discipline_persons.tsv   |                                 |                               |          | X              |                                      |   |                                | X                             |
| PROGRAM MEMBERSHIP                             | program_membership.tsv   |                                 |                               |          | X              |                                      |   |                                | X                             |
| ATTENDANCE                                     | attendance.tsv   |                                 |                               |          | X              |                                      |   |                                | X                             |
| STUDENT - Class Schedules                      | student_schedules.tsv  |                                 | X                             |          |                |                                      | X   |                                | X                             |
| STUDENT MARKS (Optional)                       | student_marks.tsv  |                                 |                               |          | X              |                                      |   |                                | X                             |
| STUDENT - Interventions (Optional)             | students_interventions.tsv   |                                 |                               |          | X              |                                      |   |                                | X                             |
| STAFF - Demographics                           | staff.tsv staff_ext.tsv  |                                 | X                             |          |                | X                                    | X   |                                | X                             |
| STAFF - Assignments                            | staff_assignments.tsv staff_assignments_ext.tsv  |                                 | X                             |          |                | X                                    | X   |                                | X                             |
| STAFF - Class Schedules                        | staff_course_offering_link.tsv   |                                 | X                             |          |                |                                      | X   |                                | X                             |
| STAFF - Payroll                                | payroll_idoe.tsv   |                                 |                               |          |                |                                      |   |                                | X                             |
| STAFF - ABSENCES                               | staff_absences.tsv   |                                 |                               |          |                |                                      |   |                                | X                             |
| MENTOR TEACHER and RESIDENT TEACHER            | mentor_teacher_link.tsv  |                                 |                               |          |                | X                                    |   |                                |                               |
| VACANT STAFF - Demographics                    | vacant_staff.tsv vacant_staff_ext.tsv  |                                 | X                             |          |                |                                      |   | X                              | X                             |
| VACANT STAFF - Assignments                     | vacant_staff_assignments.tsv vacant_staff_assignments_ext.tsv                                  |                                 | X                             |          |                |                                      |   | X                              | X                             |
| VACANT STAFF - Class Schedules                 | vacant_staff_course_offering_link.tsv  |                                 | X                             |          |                |                                      |   | X                              | X                             |
| VACANT STAFF - Payroll                         | vacant_payroll_idoe.tsv  |                                 |                               |          |                |                                      |   | X                              | X                             |
| CONTRACT STAFF - Demographics                  | contract_staff.tsv contract_staff_ext.tsv  |                                 | X                             |          |                |                                      | X   |                                | X                             |
| CONTRACT STAFF - Assignments                   | contract_staff_assignments.tsv contract_staff_assignments_ext.tsv                              |                                 | X                             |          |                |                                      | X   |                                | X                             |
| CONTRACT STAFF - Class Schedules               | contract_staff_course_offering_link.tsv  |                                 | X                             |          |                |                                      | X   |                                | X                             |

Please refer to the [2024-2025 Benchmark Calendar](#) for a list of extracts that should be submitted.



## Fall Collections

|   |   |  |
|---|---|--|
|   |   | <b>10/1/24</b>                           |
| <b>8/12/24</b>                                  | <b>8/12/24</b>                            | <b>8/12/24</b>                           |
| <b>10/25/24</b>                                 | <b>11/15/24</b>                           | <b>1/10/25</b>                           |
| <b>Mentor &amp; Resident Teacher Collection</b> | <b>Oct 1<br/>Staff Vacancy Collection</b> | <b>Oct CLASS<br/>(Staff and Student)</b> |

# 2024-2025 Fall Data Collections

| Collection                     | Open      | Close      | How is data used from the collection?   |
|--------------------------------|-----------|------------|---|
| Mentor & Resident              | 8/12/2024 | 10/25/2024 | Used for reporting official data on mentor and resident teachers for stipends.  |
| Oct 1 Staff Vacancy            | 8/12/2024 | 11/15/2024 | Used to support school systems with the recruitment and retention of educators throughout the state, and will be reported to BESE.    |
| Oct 1 CLASS (students & staff) | 8/12/2024 | 1/10/2025  | Used for Teacher Pay Raise funding, calculating VAM, Interests and Opportunities, CTE and CDF funding, and budgeted salary reporting. |

# 2024-2025 Fall Data Collections

**Spring Collections**

**8/12/24**

**2/28/25**

**Feb 1  
Staff Vacancy**

**2024-2025 Spring Data Collections**



| Collection          | Open      | Close     | How is data used from the collection?  |
|---------------------|-----------|-----------|--|
| Feb 1 Staff Vacancy | 8/12/2024 | 2/28/2025 | Used to support school systems with the recruitment and retention of educators throughout the state, and will be reported to BESE. |

# 2024-2025 Spring Data Collections

## End of Year Collections

| <b>1/1/25</b>                                       | <b>1/12/25</b>               |
|---|------------------------------|
| <b>7/31/25</b>                                      | <b>8/8/25</b>                |
| <b>EOY Mentor &amp; Resident Teacher Collection</b> | <b>Staff<br/>End-Of-Year</b> |

# 2024-2025 End-of-Year Data Collections

| Collection        | Open      | Close    | How is data used from the collection?   |
|-------------------|-----------|----------|---|
| Staff End-of-Year | 1/12/2025 | 8/8/2025 | <p>Staff: Used for actual salary, staff absences and workforce data reporting.</p> <p>Mentor/Resident: Collect spring (January) starting residents with their mentors.</p> <p>Staff Vacancy: Used to support school systems with the recruitment and retention of educators throughout the state, and will be reported to BESE.</p> |

# 2024-2025 End-of-Year Data Collections

# EdLink 360 Dashboards



# Staff Data Validation

**Data Validation** - How are your counts compared to your local system?

Filter: Collection Period > Staff CLASS or Staff End-of-Year

The screenshot shows the EdLink Data Validation interface. The navigation bar includes 'Data Processing', 'Data Quality', 'Data Validation' (highlighted), 'Staff Data Reports', 'Student Data Reports', and 'Class Data Reports'. Below the navigation bar, there are tabs for 'Student Validation', 'Staff Validation' (highlighted), 'Class Validation', 'Assessment Validation', and 'Graduates and 12th Graders'. The main content area contains a 'Notes' section with the following text: 'The snapshot for Staff Class collection will be taken on **Friday, January 10, 2025**; therefore, the last day to submit data to EdLink to be included in this snapshot is **Thursday, January 9, 2025 at 5:00 PM**. Please ensure that ALL staff who worked at any time between 7/1/2023 and 6/30/2024 are included in your submission.'

Below the notes is a 'Staff Counts' section with a teal header and a table. The table has the following columns: 'SCHOOL SYSTEM', 'VALIDATION MEASURE NAME', 'STAFF CLASS, 2024-2025', 'STAFF END OF YEAR, 2023-2024', and 'STAFF CLASS, 2023-2024'. The table contains the following data:

| SCHOOL SYSTEM | VALIDATION MEASURE NAME           | STAFF CLASS, 2024-2025 | STAFF END OF YEAR, 2023-2024 | STAFF CLASS, 2023-2024 |
|---------------|-----------------------------------|------------------------|------------------------------|------------------------|
|               | Count of Staff (Head)             | 1,300                  | 1,294                        | 1,290                  |
|               | Count of Classroom Teachers (FTE) | 500.2                  | 468.7                        | 455.3                  |
|               | Count of Principals               | 6                      | 7                            | 7                      |
|               | Count of Assistant Principals     | 3                      | 3                            | 3                      |
|               | Tenured                           | 0                      | 3                            | 3                      |



# CLASS Data Validation

**Data Validation** - How are your counts compared to your local system?

Filter: Collection Period > CLASS or End-of-Year

**edlink**  
Usage and Data

Data Processing | Data Quality | **Data Validation** | Staff Data Reports | Student Data Reports | Class Data Reports

Student Validation | Staff Validation | **Class Validation** | Assessment Validation | Graduates and 12th Graders

Filter Data ▾ | 2024-2025 | Class | Clear All Filters

Notes:

The snapshot for Oct 1 CLASS collection will be taken on **Friday, January 10, 2025**; therefore, the last day to submit data to EdLink to be included in this snapshot is **Thursday, January 9, 2025 at 5:00 PM**.

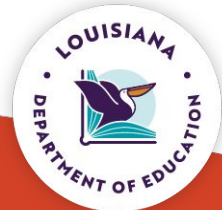
**Class Counts**

Class schedule submission should include all students' class schedules and their expected class schedules. Updates should be made in real time as they happen.  
Class Size Counts are used in Schedule 6 of your annual audit assurances.

| SCHOOL SYSTEM | VALIDATION MEASURE NAME         | CLASS END OF YEAR, 2024-2025 |
|---------------|---------------------------------|------------------------------|
|               | Total Classes                   | N/A                          |
|               | Total value-added model classes | N/A                          |
|               | Class Enrollment 01-20          | N/A                          |
|               | Class Enrollment 21-26          | N/A                          |
|               | Class Enrollment 27-33          | N/A                          |

**Career Classes**

Total Units: Number of students enrolled in CTE or CDF Courses times Max Credit for each course.  
Accurate enrollment counts ensure correct funding for CTE and CDF classes and ensures general reporting about classes



# Staff Data Reports

## Staff Data Reports



# Staff Salary Data Reports

## Staff Salary Data by Fund Code (Filter: Staff CLASS)

- Fund Description
- Number of Positions
- Base Salary
- Extended Salary
- Extra Compensation
- Fund Total Amount

*Note: This data does not include funds from the payroll subgroup "National Board Certified Teacher" or from the fund description "IASA FUNDS."*





# Staff Salary Data Reports

## Staff by Object/Function Code (Filter: Staff CLASS)

- Staff Information (Name, Gender, Site Information, Staff ID, Local ID...)
- FTE
- Object Code/Function Code/Employee Status Code/AMW
- Years of Experience
- Salary + PIP

*Note: This data does not include funds from the payroll subgroup "National Board Certified Teacher" or from the fund description "IASA FUNDS."*



# Staff Dashboards

To review staff details:

The image shows a screenshot of the edlink Staff dashboard. On the left, a navigation menu is open, with the 'Staff' option highlighted by a red box. The main content area is a dark blue header with the text 'Staff Educator Workforce' and a white progress bar. Below the header, there are four navigation tabs: 'Staff Overview', 'Staff Search', 'Staff Attendance', and 'Staff Qualifications'. At the bottom of the screenshot, there is a note: 'Note: Resident and Mentor teacher No changes will be made after the s'.

edlink

Staff

Essentials

Usage and Data

Staff

Assessments

Student Support

Accountability Data

Dropout Correction

Performance Dashboards

**Note:** Resident and Mentor teacher  
No changes will be made after the s

Staff Educator Workforce

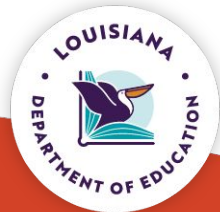
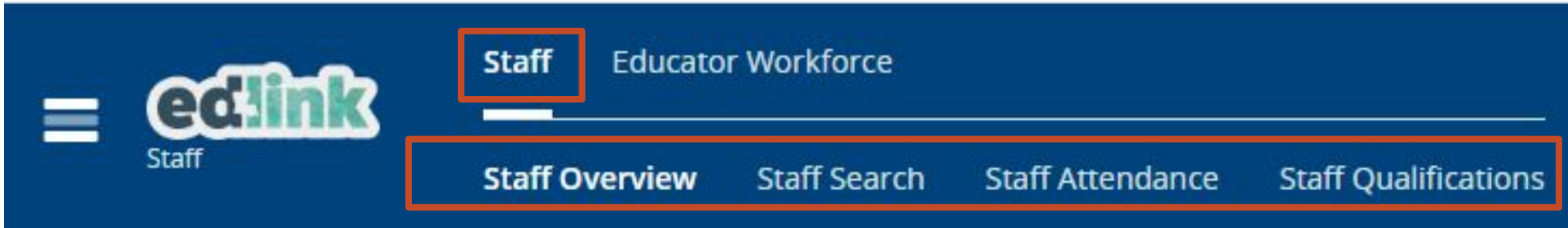
Staff Overview Staff Search Staff Attendance Staff Qualifications



# Staff Dashboard

Staff Dashboard - What can be reviewed for staff?

Staff: Staff Overview, Staff Search, Staff Attendance, and Staff Qualifications.

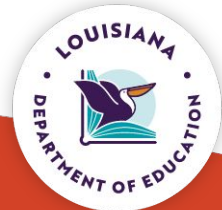


# Staff Search

To review staff details:

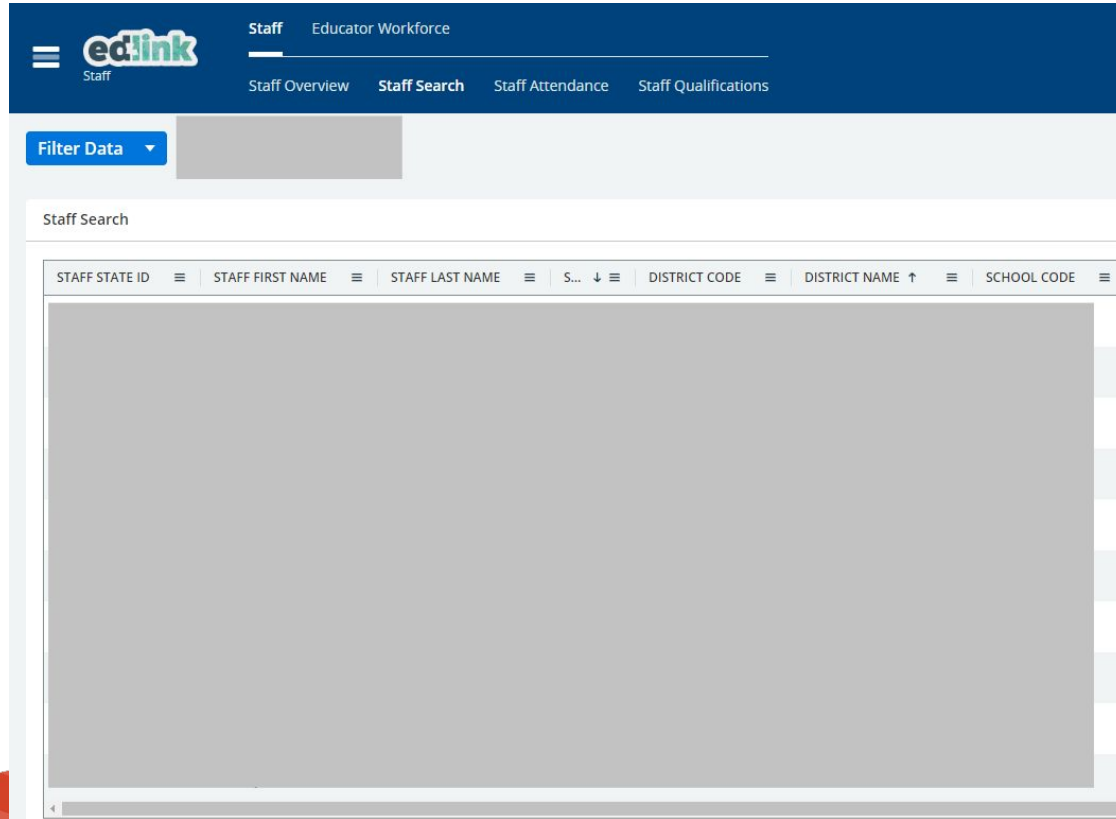
Click Hamburger Icon > Staff > Staff search > Enter staff State ID using the filter dropdown

The screenshot shows the 'edlink' interface for 'Staff' management. The top navigation bar includes a hamburger icon, the 'edlink' logo, and a 'Staff' dropdown menu. Below this, a secondary navigation bar contains 'Staff Overview', 'Staff Search', 'Staff Attendance', and 'Staff Qualifications'. A 'Filter Data' dropdown menu is open, showing 'District' and 'Staff State ID' as filter options. A text input field is positioned to the right of the filter menu, containing the placeholder text 'Enter text to filter by'. The background of the page shows a partial view of a dashboard with the text 'dashboard can be displayed: Staff State ID'.

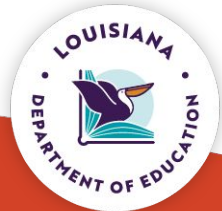


# Staff Profile

To review staff details:

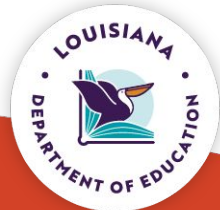
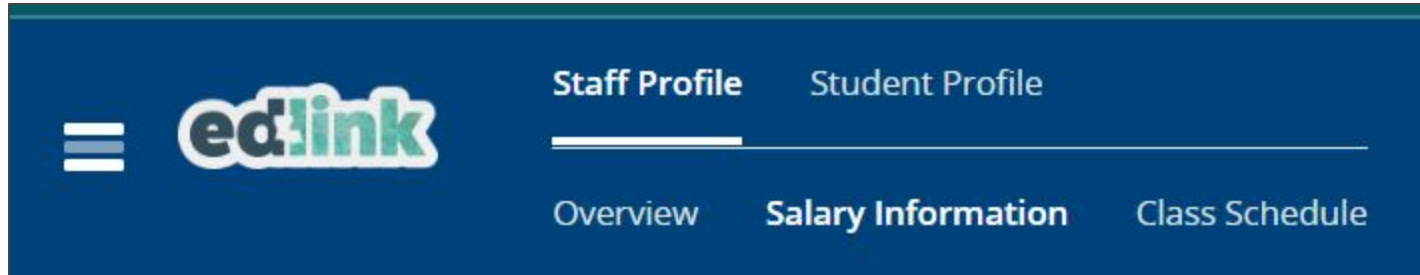


The screenshot shows the 'edlink Staff' interface. At the top, there is a navigation bar with the 'edlink Staff' logo on the left and 'Staff Educator Workforce' on the right. Below the logo is a menu with options: 'Staff Overview', 'Staff Search' (which is highlighted), 'Staff Attendance', and 'Staff Qualifications'. A 'Filter Data' button is located below the navigation bar. The main content area is titled 'Staff Search' and contains a table with the following headers: 'STAFF STATE ID', 'STAFF FIRST NAME', 'STAFF LAST NAME', 'S...', 'DISTRICT CODE', 'DISTRICT NAME', and 'SCHOOL CODE'. The table body is currently empty, showing a large grey rectangular area.



# Staff Profile

To review staff details:



# Resident Mentor Teachers

Hamburger Icon > Staff > Educator Workforce > Resident Mentor Teachers

Filter: 2024-2025, Mentor Teacher Funding (Fall) or Mentor Teacher End-of-Year

**Staff** Educator Workforce

Overview Resident Mentor Teachers Teacher Departure/Mobility Vacancy Compensation Workforce Appendix

Filter Data 2024-2025 Mentor Teacher Funding

Note:

The snapshot for Mentor Resident Funding collection will be taken on **Friday, October 25, 2024**; therefore, the last day to submit data to EdLink to be included in this snapshot is **Thursday, October 24, 2024 at 5:00 PM**.

Please ensure that you have submitted all mentors and residents in the staff, staff assignments, and mentor teacher link extracts. Any field with @err or blank indicates there is no data submitted for this field. Also, please verify that the resident's license is active. This can be verified on the Staff Qualifications dashboard located at Staff/Staff/Staff Qualifications.

**Resident and Mentor Teachers**

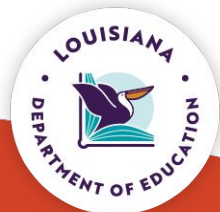
**Note:** Resident and Mentor teachers submitted during the collection are displayed on this dashboard. In order to be eligible for funding, they must meet the criteria listed below. Please verify all data points are submitted correctly; this data will be used to verify eligibility for funding. No changes will be made after the snapshot is taken.

**Resident Teachers** will only be eligible for funding if they hold a valid certificate (RES, PL, P2, or P3) on or before 10/1/2024, are reported as object code 112, function code 1\* (excluding 1530 (PreK) and 1531 (Head Start)), serve in the same MFP funded site as the mentor (Post Baccalaureate may serve in different site in same school system) with an FTE greater than 0, and serve with a mentor who holds one of the following on 10/1/2024: Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, or 2024-2025 Mentor Waiver Credential.

**Mentor Teachers** will only be eligible for funding if they are reported as object code 112, function code 1\* (excluding 1530 (PreK) and 1531 (Head Start)), serve in the same MFP funded site as the undergraduate resident with an FTE greater than 0, and hold one of the following on 10/1/2024: Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, 2024-2025 Mentor Waiver Credential, or Alternative Mentor Waiver Credential.

Staff may be displayed multiple times if they have more than one object/function code combination. If staff are missing, please ensure they've been submitted in staff, staff assignments, and mentor teacher link extracts. Please also ensure that the SSN submitted in the Staff extract is the same SSN submitted in Teach Louisiana (TCMS). If they are different, they can not be linked; therefore, will not be included for funding.

| RESIDENT SPONSOR NAME | RESIDENT SPONSOR CODE | RESIDENT SITE CODE | RESIDENT SITE NAME | RESIDENT STATE ID | RESIDENT NAME | RESIDENT OBJECT CODE | RESIDENT FUNCTION CODE | RESIDENT CERTIFICATE TYPE CODE |
|-----------------------|-----------------------|--------------------|--------------------|-------------------|---------------|----------------------|------------------------|--------------------------------|
|-----------------------|-----------------------|--------------------|--------------------|-------------------|---------------|----------------------|------------------------|--------------------------------|



# EdLink Security





# EdLink Security

## Step 1: Credentials - My.La.gov

The first step for staff wishing to access EdLink Security or one of the systems that use it to provide access is to create a user ID and password.

## Create a User ID and Password (New MyLa Users)

**New MyLa Users Only** follow the [MyLa Guide](#) for steps to create a MyLa user ID and password for the first time.

- **Do not create a new account if you already have a MyLa user ID and password.**



# EdLink Security

## Step 2: Authentication - eScholar Staff ID

### Staff ID

- All users must have an eScholar Staff ID to ensure users are employed or contracted by a Louisiana school system or the Louisiana State Department of Education.

### Link User ID and Staff ID

The eScholar Staff ID and MyLa User ID must be linked for users to request permissions through EdLink Security.

- **New EdLink Users:** Follow the directions in the [Edlink User Profile](#) guide to automatically link your MyLa User ID and Staff ID through the EdLink Ops Portal.
- **Existing EdLink Users:** The District eScholar StaffID Manager must manually link users' Staff ID and User ID (or update User ID) through eScholar Staff ID. The District eScholar Staff ID Manager will need the user ID (**not the password**) created at My.La.gov. **DO NOT** share your password with anyone.

Users must sign into EdLink Security once to sync their account if manually linked.



# EdLink Security

## Step 3: Authorization - EdLink Security

### Log into EdLink Security

- Go to <https://registration.edlink.la.gov/>
- Log in with the user ID and password from My.La.gov.

The screenshot displays the EdLink Security Application Menu. At the top, there is a navigation bar with the EdLink Security logo on the left, a hamburger menu icon, the text "Application Menu", and a status bar indicating "An official Louisiana.gov website. Here's how you know" with language options for English, español, français, and Tiếng Việt. Below the navigation bar, the page title is "Application Menu" and a subtitle reads "By selecting the relevant application button, you can access the applications you are authorized to use." The main content area features a row of seven orange buttons: Canopy, Canopy (Testing), EdLink 360 (Reports), EdLink Ops Portal, KinderConnect, Louisiana Education Portal, and SER. A left sidebar contains a list of navigation items: Hunter Pontiff, User Profile, MyLa Profile, Application Menu, Permission Request, Search EdLink Security, Statewide Reporting, and Help. The footer includes the Louisiana Department of Education logo, contact information (1201 North Third Street, Baton Rouge, LA 70802-5243, Toll-Free: 1.877.453.2721), and a copyright notice for 2024.



# EdLink Security

## Step 3: Authorization - EdLink Security Request Permissions

The screenshot illustrates the 'Role Permission Selection' process in the EdLink Security interface. The interface is divided into a sidebar menu and a main content area.

**Sidebar Menu:**

- edlink SECURITY logo
- Hunter Pontiff (User Profile)
- User Profile
- MyLa Profile
- Application Menu
- Permission Request** (highlighted)
- Search EdLink Security
- Statewide Reporting
- Help

**Role Permission Selection Dialog Box:**

- Permission Request: General User Access
- Type: [Blank]
- Organization Selection: K-12 Public Schools
- Application Selection: EdLink 360 (Reports)
- Location Selection: Acadia Parish School System

**Role Selection Dialog Box:**

- Accountability
- Classroom Teacher
- CTE Supervisor
- Data Analyst
- District Administrator
- Finance** (highlighted)
- Homeless
- Human Resources
- Principal Administrator
- School Counselor

**Permission Selection Dialog Box:**

- Select All
- Early Child
- K-12
- Praxis (Allows for TSI Access)
- Scholarship/TDR (Allows for PII Access)
- Staff Name
- Staff SSN (Allows for TSI Access)
- Student Address (Allows for PII Access)
- Student DOB (Allows for PII Access)
- Student Name (Allows for PII Access)
- Student SSN (Allows for PII Access)

Buttons: Submit, Close



# EdLink Security

## Resources:

- [EdLink Security Support Page](#)
- For questions or concerns, email [systemsupport@la.gov](mailto:systemsupport@la.gov)



# THANK YOU

You attendance in today's webinar is appreciated.

For questions or concerns for MFP related issues, please contact [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov) .

For questions or concerns for EdLink related issues, please contact [systemsupport@la.gov](mailto:systemsupport@la.gov)

