# 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
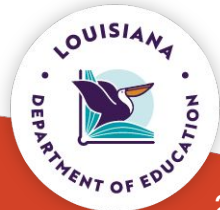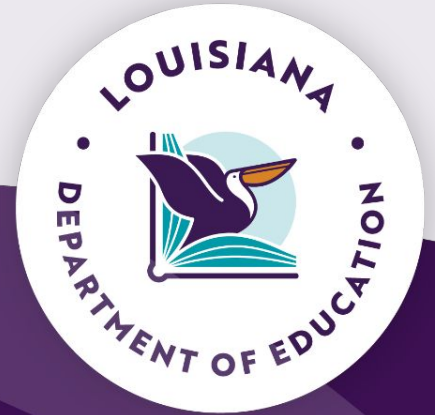
MFP Staffing Data

- 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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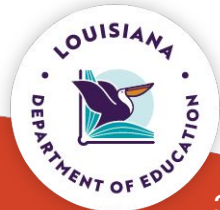
MFP Staffing Data

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

Please contact LDOEMFPHelpDesk@la.gov

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)
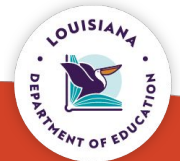
MFP Staffing Data

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
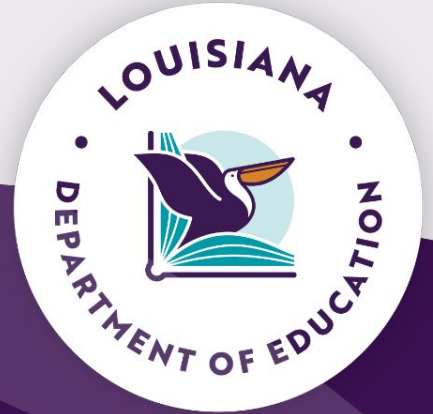
MFP Staffing Data

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

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
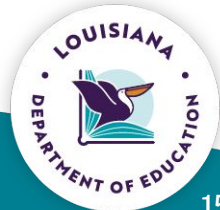
MFP Staffing Data

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

Please contact LDOEMFPHelpDesk@la.gov
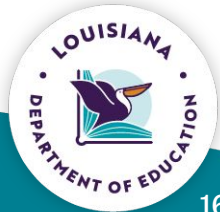
MFP Staffing Data

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 .

Please contact LDOEMFPHelpDesk@la.gov
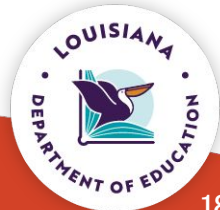
EdLink360

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					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
STUDENTS	students.tsv students_ext.tsv	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_ldoe.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_ldoe.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.

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Fall Collections		
		10/1/24
8/12/24	8/12/24	8/12/24
10/25/24	11/15/24	1/10/25
Mentor & Resident Teacher Collection	**Oct 1 Staff Vacancy Collection**	**Oct CLASS (Staff and Student)**

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	
1/1/25	1/12/25
7/31/25	8/8/25
EOY Mentor & Resident Teacher Collection	Staff End-Of-Year

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	Staff: Used for actual salary, staff absences and workforce data reporting. Mentor/Resident: Collect spring (January) starting residents with their mentors. Staff Vacancy: Used to support school systems with the recruitment and retention of educators throughout the state, and will be reported to BESE.

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

CLASS Data Validation

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

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

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:

Staff Dashboard

Staff Dashboard - What can be reviewed for staff?

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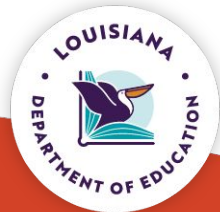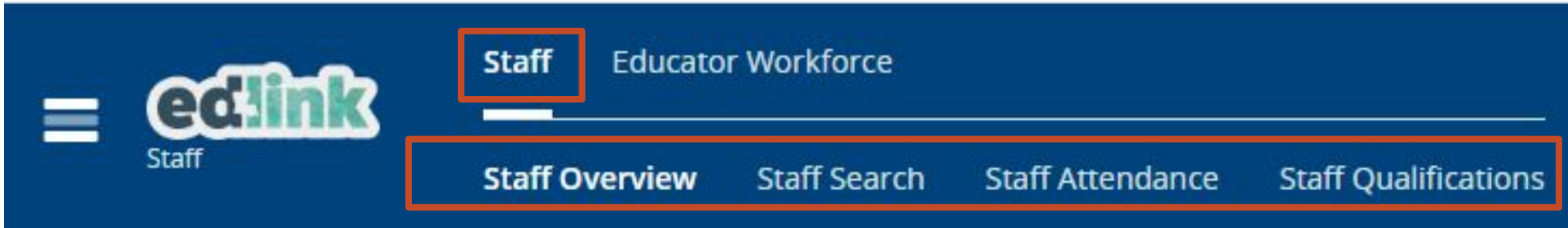
Staff Search

To review staff details:
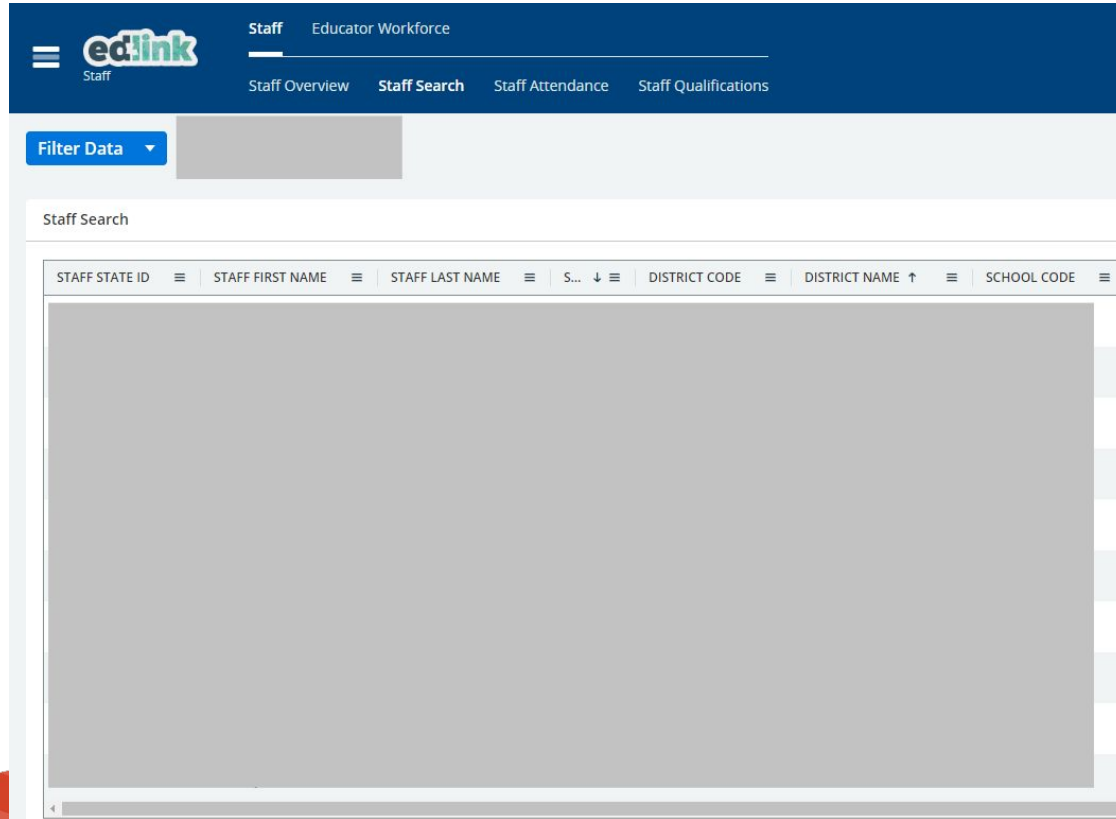
Click Hamburger Icon > Staff > Staff search > Enter staff State ID using the filter dropdown

Staff Profile

To review staff details:
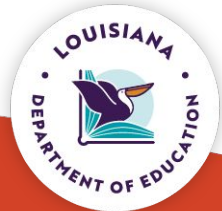
Staff Profile

To review staff details:
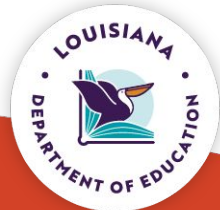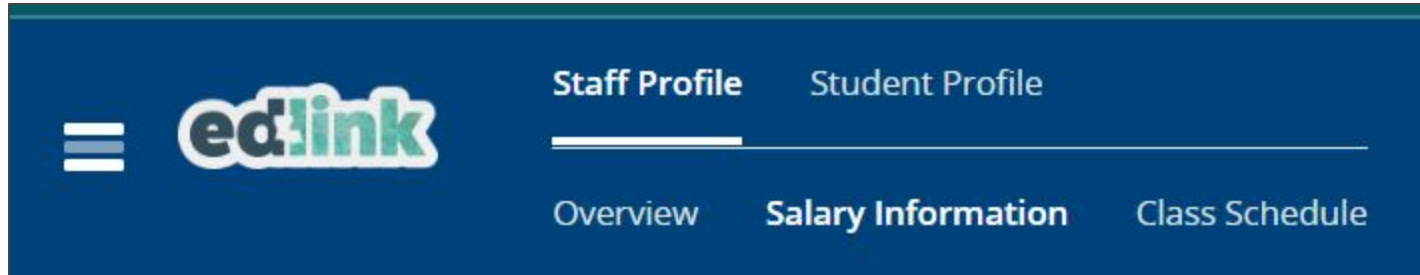
Resident Mentor Teachers

Hamburger Icon > Staff > Educator Workforce > Resident Mentor Teachers

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

EdLink Security

EdLink Security

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.

EdLink Security

Step 3: Authorization - EdLink Security
Request Permissions

EdLink Security

Resources:
- [EdLink Security Support Page](#)
- For questions or concerns, email 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 .

For questions or concerns for EdLink related issues, please contact
systemsupport@la.gov