



Non-Public School Seeking BESE (NPSB) Approval Initial and Renewal Application User Guide

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EdLink System and Training Support

Our Support Ticket System streamlines support requests to better serve you. Every support request is assigned a unique ticket number, which you can use to track the progress and responses online. For your reference, we provide complete archives and histories of all your support requests. A valid email address is required to submit a ticket. Visit: <https://EdLink.supportsystem.com/index.php> to submit a support ticket. Supporting System will soon move to Zendesk.

Getting Started

A MyLA account is required to access the K-12 EdLink Portal and its features. Once the account setup is complete, a unique, self-chosen User ID and Password will be assigned to users valid for EdLink and all Louisiana State Department of Education sites. To do this, follow the instructions in this guide.

An internet connection and a laptop or desktop computer are required. For the best experience, use Google Chrome or Microsoft Edge as your browser on Windows and iOS computers.



Figure 1-Browser Options

EdLink Home Page

Access the EdLink Home Page, by clicking on <https://ldoe.EdLink.la.gov/> or copying and pasting the URL address into your browser search. You'll be navigated to the screen below.

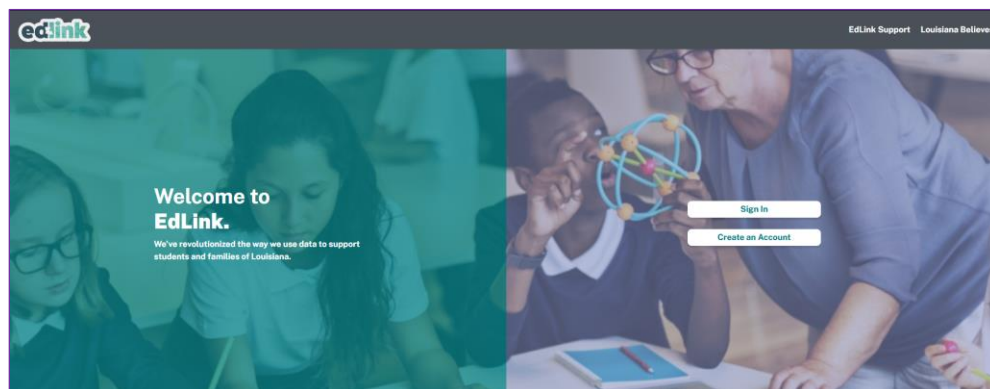


Figure 2-EdLink Home Page

Create an Account navigates to a brief overview of EdLink and its MyLa.gov Sign-In page. Read the overview, scroll to the bottom, and select *Continue to MyLa*, in the bottom right-hand corner of the page. See *Figure 3*.

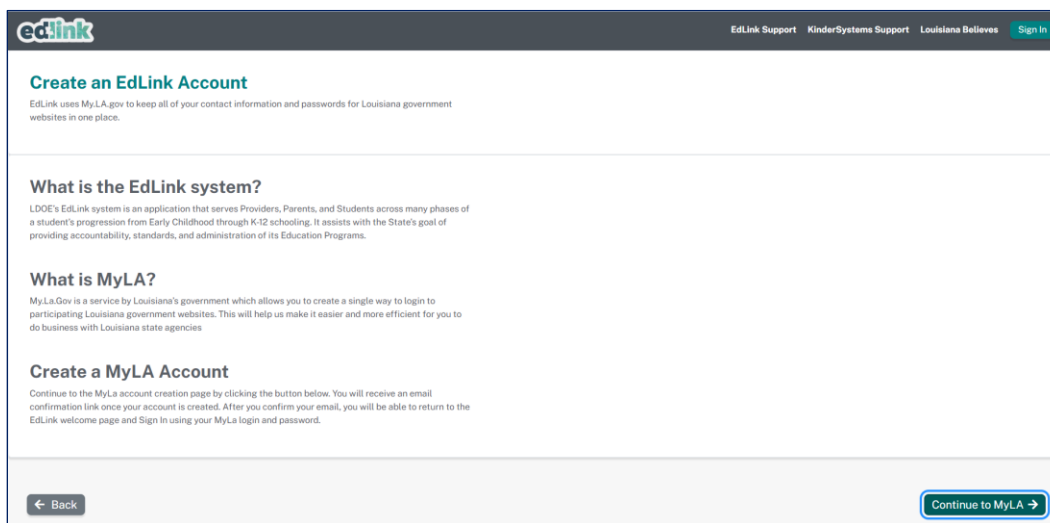


Figure 3-EdLink System Overview

The MyLa Profile requires that you enter basic information, including your name, personal email, and phone number. You will also create a unique *User ID and Password*. Please do not use an email address as your User ID. The only characters permitted (though not required), are - @ _ . For your Password, most keyboard characters should be accepted. It is advisable *User ID's and Passwords* should be recorded for reference. See *Figure 4*.

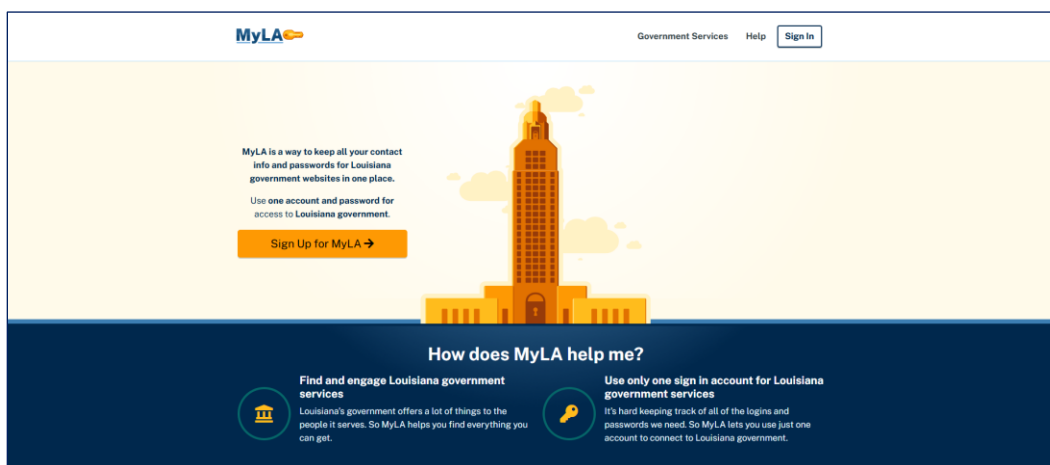


Figure 4-MyLA Profile

Complete all of information boxes, including your personal phone number, as shown in *Figure 5*. Enter your official school email, which you must have immediate access to. You'll need to confirm your email to complete the account set-up. The following images offer guidance in doing this.

In the final section of the profile, choose a random six-digit PIN. Please ensure that the **PIN** does not consist of the same digit repeated or of consecutive numbers (e.g., 111111, 123456).

Sign up for MyLA

What's your name?

We only need what's marked with a red star.

* Your first name

Your middle name

* Your last name

What's your phone number and email address?

Let's create your User ID and password

Your User ID is the name you'll use when you sign in to your account.

* Your User ID



[▶ Want help making a User ID?](#)

* Your password



Your password needs 3 of these 4 categories: English uppercase letters (A-Z), English lowercase letters (a-z), a number, and/or a symbol.

[▶ Want help making a password?](#)

☒ Show passwords

* Confirm your password



The passwords don't match. Would you retype them?

Make a PIN

Enter a six digit PIN code. Use only 6 numbers.

* Enter PIN



* Confirm PIN



Sign Up

Cancel

Figure 5-Personal Information

Create Your Account if all of your information is correct. Once your account is successfully created, you will see a brief message in a pale yellow box indicating that you need to confirm your email to complete the account setup.

If you see a red banner stating, “*This email is already being used,*” it means that the email you entered in your MyLA Profile is already associated with a course registration, other state accounts, licensing, etc. To proceed, you will need to enter an alternate email address.

Refresh the page, re-enter your password, input the alternate email, and click *Create Your Account* again. If you continue to have issues, consider creating a new email address and repeat these steps until you reach the confirmation page.

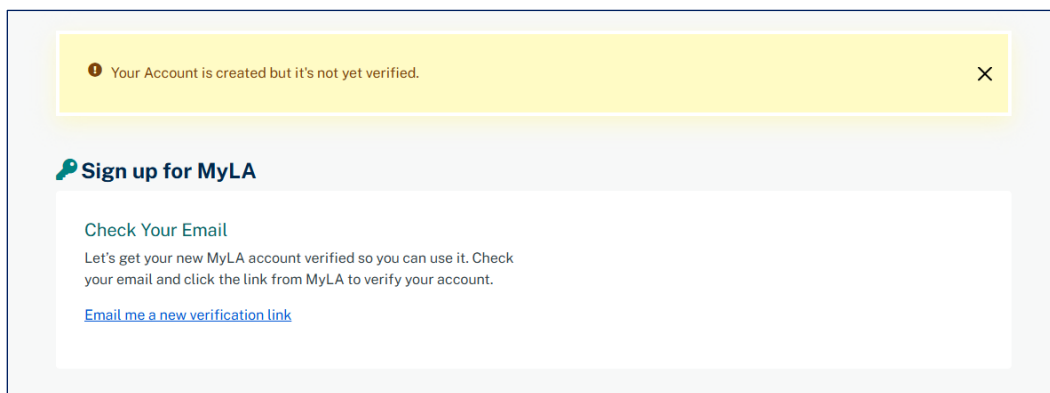


Figure 6-Confirm Email

Next, open the inbox for the email from LDOE or LA.gov, associated with your new account. Click on **Confirm Email**. Make sure to note your User ID for future reference.

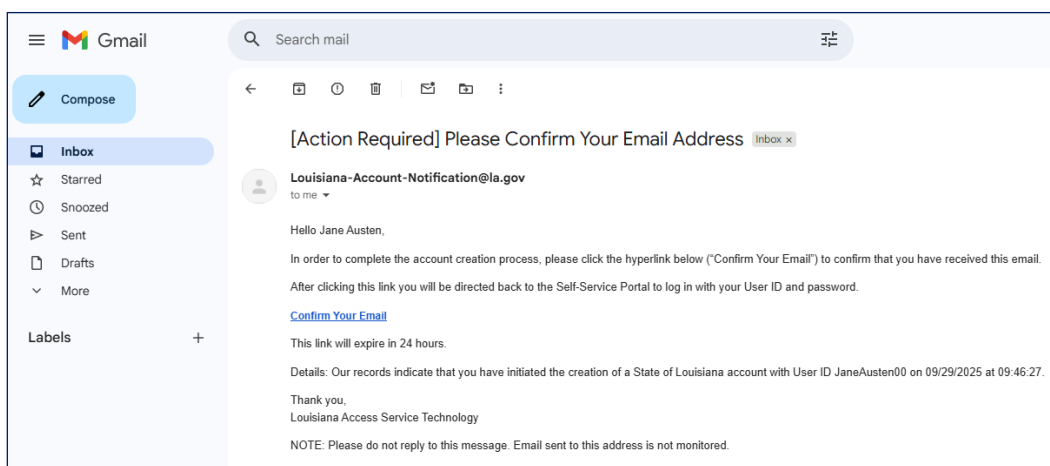


Figure 7-Confirm Email

After confirming your account, sign out of all EdLink Portal and MyLA pages by clicking on your name in the top left corner and selecting *Sign Out*.

Next, return to the EdLink Portal by visiting <https://ldoe.EdLink.la.gov/> or pasting the URL into your browser. Select, *Sign-In*, and enter your credentials into the MyLA box with your User ID and Password to enter the EdLink Portal. See *Figure 8*.

MyLA [Government Services](#) [Help](#)

Sign in

User ID
JaneAusten00 ✓

Password
..... ✓

☐ Show Password

Sign In

Need Help? [Get help signing in](#)

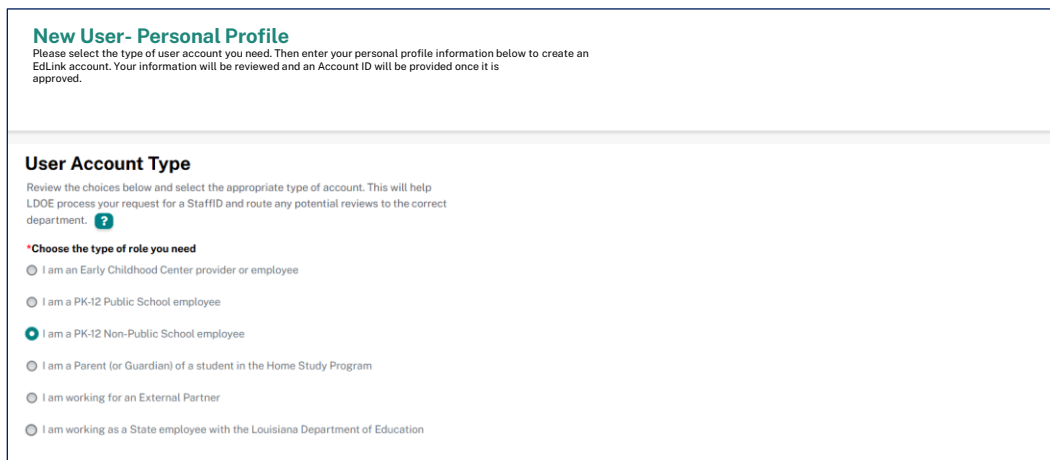
Figure 8-MyLa Sign-In

New Users to the EdLink Portal are navigated to the *New User Profile*, shown in the following section.

New User Profile (Mandatory)

A New User Profile will automatically be displayed. This profile must to be completed before a Staff ID is issued and the Account Type is classified with LDOE.

User Account Type, select **“I am a PK-12 Non-Public School Employee”**. Next, select your **School System** from the drop-down, as shown in *Figure 9*.



New User- Personal Profile
Please select the type of user account you need. Then enter your personal profile information below to create an EdLink account. Your information will be reviewed and an Account ID will be provided once it is approved.

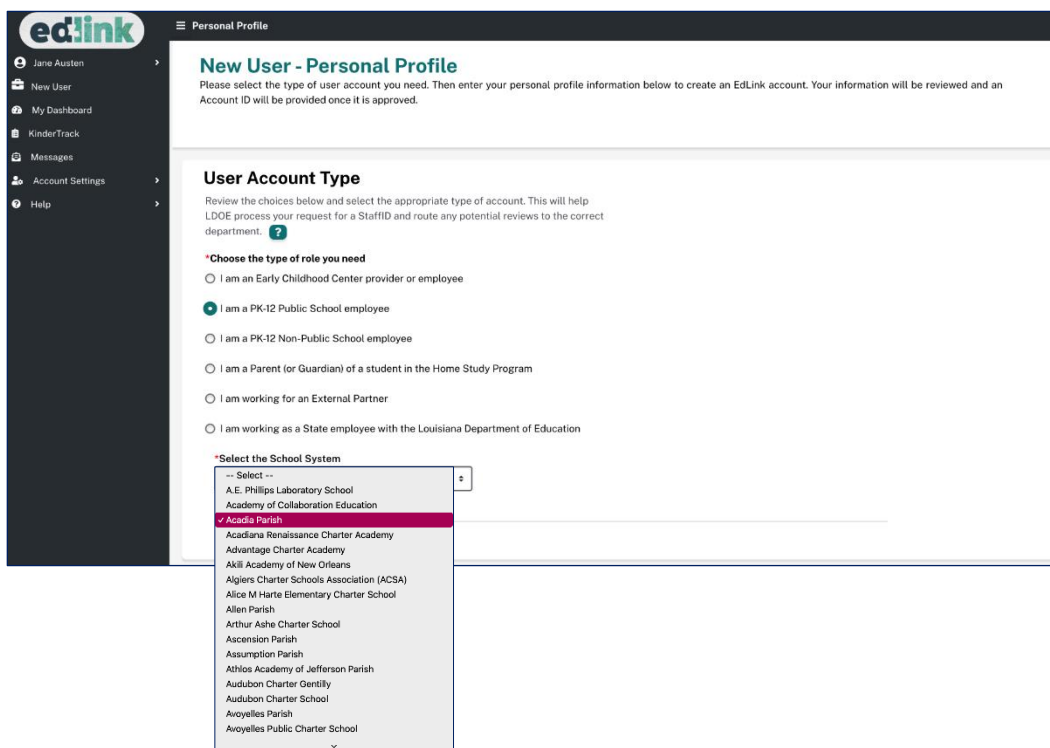
User Account Type
Review the choices below and select the appropriate type of account. This will help LDOE process your request for a StaffID and route any potential reviews to the correct department. ?

***Choose the type of role you need**

- ☐ I am an Early Childhood Center provider or employee
- ☐ I am a PK-12 Public School employee
- ☒ I am a PK-12 Non-Public School employee
- ☐ I am a Parent (or Guardian) of a student in the Home Study Program
- ☐ I am working for an External Partner
- ☐ I am working as a State employee with the Louisiana Department of Education

Figure 9-Account Type Selection

Select the Sponsor/Site name or Site Code. Full or partial searches provide a dropdown list to select from, as shown below in *Figure 10*.



edlink Personal Profile

New User - Personal Profile
Please select the type of user account you need. Then enter your personal profile information below to create an EdLink account. Your information will be reviewed and an Account ID will be provided once it is approved.

User Account Type
Review the choices below and select the appropriate type of account. This will help LDOE process your request for a StaffID and route any potential reviews to the correct department. ?

***Choose the type of role you need**

- ☐ I am an Early Childhood Center provider or employee
- ☒ I am a PK-12 Public School employee
- ☐ I am a PK-12 Non-Public School employee
- ☐ I am a Parent (or Guardian) of a student in the Home Study Program
- ☐ I am working for an External Partner
- ☐ I am working as a State employee with the Louisiana Department of Education

***Select the School System**

- Select --
- A.E. Phillips Laboratory School
- Academy of Collaboration Education
- ✓ Acadia Parish
- Acadiana Renaissance Charter Academy
- Advantage Charter Academy
- Advis Academy of New Orleans
- Algiers Charter Schools Association (ACSA)
- Alice M-Harte Elementary Charter School
- Allen Parish
- Arthur Ashe Charter School
- Ascension Parish
- Assumption Parish
- Athlos Academy of Jefferson Parish
- Audubon Charter Gentilly
- Audubon Charter School
- Avoyelles Parish
- Avoyelles Public Charter School

Figure 10-School System/Site Selection

After selecting the *School System and Site*, the image below is displayed. If the contact information is not correct, the information may be edited in *Site Management/Site Information*. See *Figure 11*.

Figure 11-School System/Site Information

In this next section, your name, contact information, MyLA User ID and Staff ID are already populated from your new MyLA account, as shown in *Figure 12*.

Figure 12-Name and Contact

Here, enter your personal address into the boxes shown in *Figure 13*.

Figure 13-Address Information

As shown in the upcoming images, provide your personal information in the sections below. **Personal Identification Information** requires entry of your correct birthdate, Social Security Number, Identification Number (hover over the text box for identification options), Issuing State (Louisiana is at the top), Gender, and Race. Please enter your telephone number. Additional information was recorded during your initial account setup in [My.la.gov](https://my.la.gov). A Staff ID will be issued after saving. See *Figure 14*.

The screenshot shows a web form titled "Personal Information". Below the title is a paragraph: "The information below is used to validate your identity in the eScholar system. If you have an existing StaffID, your MyLaGov account will be linked to that ID. If you do not have one, then a new StaffID will be created." The form contains several input fields: "Date of Birth" with the value "03/27/1980" and a calendar icon; "SSN" with the value "***-**-6543"; "Identification Number" with the value "878787" and a help icon; "Issuing State" with a dropdown menu showing "Louisiana"; "Gender" with a dropdown menu showing "Female"; and "Race" with a dropdown menu showing "White/Caucasian". At the bottom of the form are two buttons: "Save and Submit" (green) and "Cancel and Logout" (yellow). A small upward arrow icon is also visible in the bottom right corner of the form area.

Figure 14-Personal Information (PII)

Confirm your Social Security Number (SSN) and Date of Birth (DOB) before moving on to the next step. Take a moment to carefully review each section of your information. Make any necessary corrections, then scroll down and confidently click on *Save and Submit*.

A unique Staff ID has now been assigned to you. This Staff ID links your EdLink account to the system and/or school that approve your access request. The following section provides instructions on how to proceed. If you did not receive a Staff ID after saving (located beneath the MyLA ID within the Name and Contact section), please submit an EdLink Support Ticket to obtain one.

Complete the registration process by signing out of EdLink and all MyLA pages. Then sign back into the EdLink Portal. Your account is now ready for use.

Existing EdLink Accounts

New Users are not required to request access to submit a New Site Application. However, SPS District Data Analysts (Coordinators) with access are able to view Sites that fall within his/her Sponsor. A list of approved Sites are located in the left-side menu drop-down, labeled, *Site/School*. Users with Sponsor level access are only required to request the Sponsor and not each individual Sponsor Site.

Users with Existing EdLink Accounts:

1. From the Dashboard, click on *Account Settings* in the left-side menu (black).
2. While the sub-menu is open, select, *Entity Access Request*.
3. The Access Request page is displayed, as shown in *Figure 15*.

The screenshot shows the EdLink dashboard for user Pamela Mertens. The left sidebar contains a menu with options: My Dashboard, Sponsor Management, Site Management, EdLink Search, Messages (4/17), Account Settings, and Help. The main content area is titled 'Welcome Back, Pamela Mertens' and contains two sections: 'Sponsor Information' and 'Sponsor Contacts'. The 'Sponsor Information' section includes fields for Location ID (1000012527), Sponsor code (007), Sponsor Name (Bienville Parish), Sponsor Type (Public Education - Parish & City School Boards), Physical Address (1956 First Street, Arcadia, LA, 71001), Mailing Address (P.O. Box 418, Arcadia, LA, 71001), Sponsor Status (OPEN: In Operation - Previously Listed), and Primary Phone Number (318-263-9416). The 'Sponsor Contacts' section includes fields for Head Administrator Title (SUPERINTENDENT), Contact Name (Bryon Lyons), Primary Phone Number (318-263-9416), and Email Address (bryon.lyons@bpb.us). A yellow callout box on the right side of the dashboard states: 'If you already have access to a site/s, you may either select a site or leave the drop down as is. Selecting one of your sites provides Site Information and Management.'

Figure 15-Existing User Dashboard

Existing Users have access to *Messages*, as shown in *Figure 16*.

The screenshot shows the 'Unread Messages and Notifications' section of the EdLink dashboard. The section has a header with 'Unread Messages and Notifications' and a 'View All Messages' link. Below the header are three tabs: 'Show All', 'Notifications', and 'Messages'. The 'Messages' tab is selected. The messages are listed in a table with columns for 'Message', 'Date', and 'Action Required'. The messages are sorted by 'Newest to Oldest'. The messages are: 'Notification - Initial Application Review' (Jan 21, 2025 10:20 AM, Action Required: Initial Application Review), 'Message - Initial Application Review' (Pamela Mertens, Jan 21, 2025 10:20 AM, Action Required: Read the full message below), 'Notification - Renewal Application Submitted' (Jan 14, 2025 12:26 PM, Action Required: Renewal Application Submitted), 'Message - Renewal Application Submitted' (Pamela Mertens, Jan 14, 2025 12:26 PM, Action Required: Read the full message below), and 'Notification - Initial Application Review' (Jan 10, 2025 2:15 PM, Action Required: Initial Application Review). Each message has a 'Review' button. A 'Click to show 5 more' link is at the bottom.

Figure 16-Existing User Messages

In Progress (incomplete applications) are located on the dashboard. Click on the *Edit* button within the appropriate box to begin working on the application again. The application will navigate to the *Application Home Page* for completion or revision.

Figure 17-Pending Applications

1. From the *Dashboard*, select the far right blue button labeled, *Request Access to Entity*, as shown in *Figure 18*.
2. The *Access Request* page is displayed, as shown in *Figure 19*.



Access Request

Review or update your access to specific entities below.

Entity Access and Roles Levels

Request access to a new entity, or to change role with an existing entity using the table below.

Entity Name	Address	Role
Lafayette Christian Academy	223 Stone Avenue, Lafayette, LA 705070000	NPS-School Manager
Life of Christ Christian Academy/Alternative	1851 N. Dorgenois Street, New Orleans, LA 701190000	NPS-School Manager
Light City Christian Academy	6117 St. Claude Avenue, New Orleans, LA 701171341	NPS-School Manager
S-Automation-23367	46726 Gorczany Haven, Apt. 999, Banton, LA 70372	B3 Partner

Request Access

Click the link to the right to be redirected to the EdLink Security site to request or manage your access to the EdLink Entity Portal.

[EdLink Security](#)

Learn about the Roles

Click the link to the right to be see details about the various types of security roles available to users.

[Security Roles](#)

Figure 19-Access Request Page

The following instructions will assist existing and new users with site access requests.

1. After selecting, EdLink Security, *Figure 20* is displayed. *Do not perform any functions on this page until you have completed the New User Profile.
2. Return to the EdLink Portal Dashboard and follow the instructions at the top of the previous page.

An official Louisiana.gov website. [UAT Environment]

English español français Tiếng Việt

Pamela Mertens
User Profile
MyLA Profile
Application Menu
Permission Request
Help

Application Menu

By selecting the relevant application button, you can access the applications you are authorized to use.

Canopy
EdLink Contacts
EdLink Ops Portal
LDDE Employee Directory

Figure 20-Application Menu

In this image, the *General User Access* shown in *Figure 21*, is selected by default and should not be changed.

Permission Request

Permission Request Type

☒ General User Access
☐ Security Administrator Access

Organization Selection

Please make a selection based on your information system access needs

Early Childhood
K-12 Accountability
K-12 Public Schools
Louisiana State Department of Education
Nonpublic

Application Selection

Location Filter

Location Selection

Please Enter Your Location

Supervisor Selection

Figure 21-General User Access

Select, **Nonpublic** for the Organization selection

The screenshot shows the 'Permission Request' form with the following sections:

- Permission Request Type:** Radio buttons for 'General User Access' (selected) and 'Security Administrator Access'.
- Organization Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The menu is open, showing options: 'Early Childhood', 'K-12 Accountability', 'K-12 Public Schools' (highlighted), 'Louisiana State Department of Education', and 'Nonpublic'.
- Application Selection:** A dropdown menu with options: 'Canopy', 'EdLink 360 (Reports)', 'EdLink 360 (Reports) - Staging', 'EdLink Ops Portal', and 'Louisiana Education Portal'.
- Location Filter:** An empty text input field.
- Location Selection:** A text input field with the placeholder 'Please Enter Your Location'.
- Supervisor Selection:** An empty text input field.

Figure 22-Organization Selection

Next, select the **EdLink Ops Portal** option for the Application, as shown in Figure 23.

The screenshot shows the 'Permission Request' form with the following sections:

- Permission Request Type:** Radio buttons for 'General User Access' (selected) and 'Security Administrator Access'.
- Organization Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The menu is open, showing options: 'Early Childhood', 'K-12 Accountability', 'K-12 Public Schools', 'Louisiana State Department of Education', and 'Nonpublic'.
- Application Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The menu is open, showing options: 'Canopy', 'EdLink 360 (Reports)', 'EdLink 360 (Reports) - Staging', 'EdLink Ops Portal' (highlighted), and 'Louisiana Education Portal'.
- Location Filter:** An empty text input field.
- Location Selection:** A text input field with the placeholder 'Please Enter Your Location'.
- Supervisor Selection:** An empty text input field.

Next, select the **District** and submit the request.
Next select the **Local** Option and submit the request.

The screenshot shows the 'Permission Request' form with the following sections:

- Permission Request Type:** Radio buttons for 'General User Access' (selected) and 'Security Administrator Access'.
- Organization Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The menu is open, showing options: 'Early Childhood', 'K-12 Accountability', 'K-12 Public Schools' (highlighted), 'Louisiana State Department of Education', and 'Nonpublic'.
- Application Selection:** A dropdown menu with the text 'Please make a selection based on your information system access needs'. The menu is open, showing options: 'Canopy', 'EdLink 360 (Reports)', 'EdLink 360 (Reports) - Staging', 'EdLink Ops Portal' (highlighted), and 'Louisiana Education Portal'.
- Location Filter:** A dropdown menu with options: 'District (School System)' (highlighted) and 'Local (Site)'.
- Location Selection:** A text input field with the placeholder 'Please Enter Your Location'.
- Supervisor Selection:** An empty text input field.

For the Location, select the site location by entering the partial or full school/district name or the address to select the location from search results. Begin with a partial school name or the street number (4500). Add more characters until your school/district appears. Select the desired location by hovering over and clicking on the entry in blue.

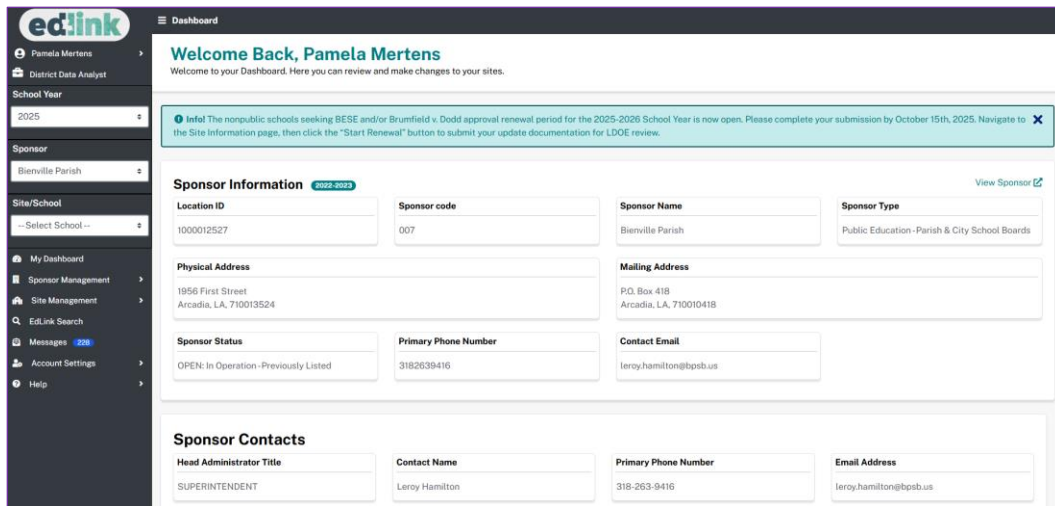
Finally, choose a role from the list below in *Figure*. Click, and *Submit*. You will receive an email notification and further instructions once LDOE reviews and approves your request. Allow 48 hours to receive this approval. If you do not see the required role on the displayed list, return to *Figure 18* and ensure that all selections are made according to this guide.

Figure 26-Role Selection

If you still experience an issue selecting the appropriate role, submit a ticket to [Ask LDOE](https://askldoe.doe.louisiana.gov/hc/en-us) (<https://askldoe.doe.louisiana.gov/hc/en-us>), supported by Zendesk. Select, need an LDOE SPS Specialist as the Help Topic. An SPS Specialist will contact you within 48 Hours to resolve the issue.

SPS District Data Analyst (Coordinator) Dashboard and Its Features

Welcome Back. Now that you have been approved to access the Sponsor and its Sponsor Sites, the dashboard in *Figures 27-28* are displayed upon login. If Sponsor Information appears, select a School from the bottom drop-down (Sponsor Site/School), located in the left-side menu to view your specific Site Information.



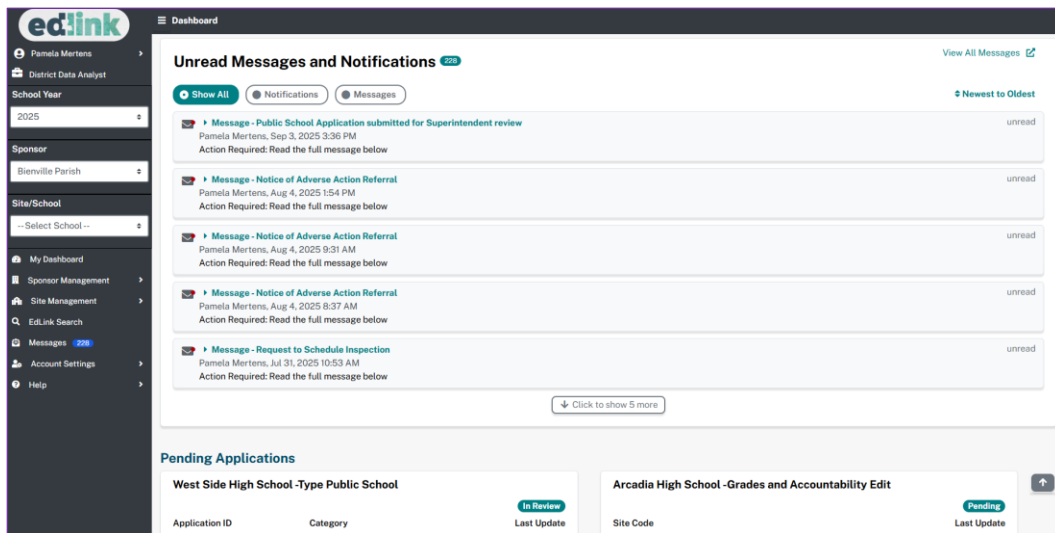
The screenshot shows the edlink Dashboard for Pamela Mertens, District Data Analyst. The left sidebar contains navigation links: My Dashboard, Sponsor Management, Site Management, EdLink Search, Messages (308), Account Settings, and Help. The main content area displays a welcome message and a notification about the 2025-2026 School Year renewal period. Below this is the 'Sponsor Information' section for the 2022-2023 school year, which includes fields for Location ID, Sponsor code, Sponsor Name, Sponsor Type, Physical Address, Mailing Address, Sponsor Status, Primary Phone Number, and Contact Email. At the bottom is the 'Sponsor Contacts' section with fields for Head Administrator Title, Contact Name, Primary Phone Number, and Email Address.

Sponsor Information 2022-2023			
Location ID	Sponsor code	Sponsor Name	Sponsor Type
1000012527	007	Bienville Parish	Public Education - Parish & City School Boards
Physical Address		Mailing Address	
1956 First Street Arcadia, LA, 710013524		P.O. Box 418 Arcadia, LA, 710010418	
Sponsor Status	Primary Phone Number	Contact Email	
OPEN: In Operation - Previously Listed	3182639416	leroy.hamilton@bpsb.us	

Sponsor Contacts			
Head Administrator Title	Contact Name	Primary Phone Number	Email Address
SUPERINTENDENT	Leroy Hamilton	318-263-9416	leroy.hamilton@bpsb.us

Figure 27-Dashboard at Sign In

Unread Messages and Pending Applications are also displayed at login. See *Figure 28*.



The screenshot shows the edlink Dashboard for Pamela Mertens, District Data Analyst. The left sidebar is the same as in Figure 27. The main content area displays 'Unread Messages and Notifications' with a list of five unread messages, each with a subject, timestamp, and action required. Below this is the 'Pending Applications' section, which shows two pending applications: 'West Side High School - Type Public School' and 'Arcadia High School - Grades and Accountability Edit'. Each application has a status button (In Review or Pending) and a 'Last Update' timestamp.

Unread Messages and Notifications 228			
Show All Notifications Messages Newest to Oldest			
Message - Public School Application submitted for Superintendent review Pamela Mertens, Sep 3, 2025 3:36 PM Action Required: Read the full message below			
Message - Notice of Adverse Action Referral Pamela Mertens, Aug 4, 2025 1:54 PM Action Required: Read the full message below			
Message - Notice of Adverse Action Referral Pamela Mertens, Aug 4, 2025 9:31 AM Action Required: Read the full message below			
Message - Notice of Adverse Action Referral Pamela Mertens, Aug 4, 2025 8:37 AM Action Required: Read the full message below			
Message - Request to Schedule Inspection Pamela Mertens, Jul 31, 2025 10:53 AM Action Required: Read the full message below			

Pending Applications			
West Side High School - Type Public School			
Application ID	Category	In Review	Last Update
Arcadia High School - Grades and Accountability Edit			
Site Code	Pending	Last Update	

Start NPSB Renewal Application

User will see a banner message and a start renewal button on Site Information page when it's time for NPSB renewal.

Coordinator should be able to click on “Start Renewal” Button and lands on Application homepage. Information will be prepopulated for the user to review and submit the renewal application.

The screenshot displays the 'Site Information' page. At the top, there is a green banner with a message about the BESE and/or Brumfield v. Dodd approval renewal period for the 2026-2027 School Year, with a deadline of October 15th, 2026. Below the banner is a 'Renew Entity' section with a 'Start Renewal' button. The main form is titled 'Site Information' and contains several fields: Site Code (501016), Site/School Name (St. Frances Cabrini School), Location ID (1000010014), Site Status (OPEN: In Operation - Previously Listed), Site Type (Private School), Primary Phone Number (318-448-3333), Ext. (N/A), Entity Notification Email (nvincent@cabrinischool.com), Fax Number (318-448-3343), Secondary Phone Number (N/A), and Physical Address (2215 East Texas Avenue, Alexandria, LOUISIANA, 713010000, Rapides Parish).

Site Information			
Site Code	Site/School Name	Location ID	Site Status
501016	St. Frances Cabrini School	1000010014	OPEN: In Operation - Previously Listed
Site Type	Primary Phone Number	Ext.	Entity Notification Email
Private School	318-448-3333	N/A	nvincent@cabrinischool.com
Fax Number	Secondary Phone Number	Ext.	
318-448-3343	N/A	N/A	
Physical Address			
2215 East Texas Avenue Alexandria, LOUISIANA, 713010000 Rapides Parish			

Once the renewal application has been submitted, Non–Public manager will be able to review the application and approve or reject the application.

An approval email with an approval letter will be sent to the respective coordinator.

Submitting a new NPSB Application -District Data Analyst (Coordinator)

A new application may be completed from Help Me Decide menu which is on the left side of the application as shown below:

1. Select Help and click on Help Me Decide menu item.
2. Respond to the questions by clicking onto the large square buttons, shown below.
3. Click start application button which is at the bottom of the page to start the application.

The screenshot displays the 'edlink' 'Help Me Decide' interface. On the left is a sidebar menu with options: My Dashboard, Sponsor Management, Site Management, Messages (179), Account Settings, Help, and Help Me Decide (highlighted with a red arrow). The main content area is titled 'Find the Right Program' and includes a 'Return to Dashboard' link. It contains three sequential questions with large square buttons for selection:

- Which service do you want to provide?** with buttons for 'Early Childhood' and 'K-12 Schooling' (selected with a red arrow).
- Which type of entity do you wish to open?** with buttons for 'Public School' and 'Non-Public School' (selected with a red arrow).
- Are you seeking BESE approval or not seeking BESE approval?** with buttons for 'Yes' and 'No' (selected with a red arrow).

At the bottom, a dark blue banner displays the recommendation: **RECOMMENDED New Non-Public School Application**. Below this text is a 'Start Application' button with a right-pointing arrow, which is highlighted with a red arrow.

Application Home

User lands on the application home page with all the steps shown as fill out.

Application Home

The application home page lists all the required steps in completing the nonpublic schools seeking BESE and/or Brumfield v. Dodd Approval.

[← Return to Dashboard](#)

Page Help. We have provided a way for you to keep track of all the information needed for you to complete your school's application. After all required information is submitted within each step, you will see a green "Completed" badge on the Application Home page. If a section remains incomplete there will be a yellow "Incomplete" badge. Once you have started a step, you can always return to a previous section using the "Return to Previous" button or return to this Home page by using the "Return to Application Home" button.

1 - Applicant Contact Information

Identify the authorized applicant and select the type of request you are making.

[Fill Out Step 1](#)

2 - School Information

Select a school or provide the information for a new School.

[Fill Out Step 2](#)

3 - New Site Information

Provide/review the details for your new / existing school such as: school name, school addresses, contact details, school administration information.

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Provide your school's level of accreditation. If your school is accredited approved, you must upload the accreditation letter or certificate with the expiration date visible and other required materials.

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5 - Grades

Select all grades that will be served by your school. Please do not include grades that operate under an early childcare license. If your school serves grades 9-12, you must upload your school's program of study form.

[Fill Out Step 5](#)

6 - Programs and Careers

Select the programs and career pathway(s) offered by your school.

[Fill Out Step 6](#)

7 - Sports and Clubs

Select the sports and clubs offered by the school.

[Fill Out Step 7](#)

8 - Document Upload

Upload the supporting document for the school.

[Fill Out Step 8](#)

9 - Attestation

Certify your application with an authorized user's signature.

[Fill Out Step 9](#)

[Submit for LDOE Review →](#)

Begin by entering your new NPSB site information, completing each step. You must visit each step in chronological order but may return to any previously opened step at any time.

Demographic/Contact Information changes may only be made AFTER the NPS has been approved and by contacting NonPublicSchools@la.gov.

School Contact Information

In Section 1, review the Applicant Information. Contact your District Administrator if corrections are needed.

In Section 2, select your Title/Role (School Entity Coordinator). This title is not indicative of your official school title. The title is used for Edlink and BESE Approval only.

In Section 3, indicate whether or not this new site belongs within a Diocese by selecting Yes or No. Finally, select, Save and Continue.

Applicant Contact Information

Please review your school's contact information details and attest that you are authorized to submit this application on behalf of the school.

[← Return to Application Home](#)

Section 1: Applicant Information

Staff Name Santosh Jadala	Staff ID 8428788588	MyLA User ID C1001769
Physical Address 4155 Essen Ln 62 Baton Rouge, Louisiana, 70809	Mailing Address 4155 Essen Ln 62 Baton Rouge, Louisiana, 70809	
Primary Phone (510) 274-0417	Secondary Phone N/A	Email Address Santosh.Jadala@la.gov

Section 2: Authorization Information

Review the questions below and identify your role within the School System or Site/school.

***Select your title/role**

--Select--

***I certify that I am authorized to submit this application.**

☐ I Agree

Section 3: Request Type

☐ This school **is** within an existing diocese (e.g. diocese or private school)

☐ This school **is not** within a diocese (e.g. diocese or private school)

[← Back to Application Home](#)
[Save and Continue →](#)

School Information

In Section 1, If the site will belong to a Diocese. Select the specific Diocese.
In Section 2, select the site's accreditation status. Select, Save and Continue.

School Information

Select an existing school or provide the information for a new school.

[← Return to Application Home](#)

Section 1: Authorizing Entity Name

***Is your site part of a Diocese?**

☒ Yes ☐ No

***Select the Diocese this site is partnered with**

--Select--

--Select--
Yosin Parish
Alexandria Diocese
Baton Rouge Diocese
Houma-Thibodaux Diocese
Lafayette Diocese
Lake Charles Diocese
New Orleans Archdiocese
Shreveport Diocese

***Is your site Accredited?**

☒ Accredited ☐ Non-Accredited ☐ Provisionally-Accredited

entary and Secondary Education (BESE) and be compliant with the nondiscrimination requirements of Brumfield v. Dodd.
o that prescribed for similar public schools," as required by the Louisiana Constitution. Additional accountability measures

Section 2: Site Accreditation

In order to receive state and federal funding, nonpublic schools in Louisiana must be approved by the state Board of Elementary and Secondary Education (BESE) and be compliant with the nondiscrimination requirements of *Brumfield v. Dodd*. The nonpublic school approval process is intended to confirm that schools utilize "a curriculum of quality at least equal to that prescribed for similar public schools," as required by the Louisiana Constitution. Additional accountability measures apply for eligible nonpublic schools that participate in the Louisiana Scholarship Program.

*Is your site Accredited?

☒ Accredited
 ☐ Non-Accredited
 ☐ Provisionally-Accredited

Based on your accreditation, you will be required to submit the following documents on the Document Upload page:

- Brumfield v. Dodd Initial Application
- Letter of Accreditation
- State Fire Inspection Report
- Department of Health and Hospitals Inspection Report
- Program of Study (high schools only)

[Back to Authorized Contact](#)
[Save and Continue](#)

New School Information

Complete Sections 1-6. Take a moment to review the School and Center Finder link to ensure the site name has not already been approved by LDOE

New School Information

Complete with information about your school

[Return to Application Home](#)

Section 1: School Name

*As it will appear on [School or Center Finder](#)

ACT Site Code

* Congressional District [Map](#) [Zip Code Address](#)

*BESE District [Map](#)

Section 2: School Address

Physical Address

* Address Line

Enter the street address including any apartment or suite information required. Ex: 123 Louisiana St, Apt 9

* City

* State

* Zip

Section 3: School Details

*Primary Telephone Number

Secondary Telephone Number

*Notification Email Address

Website Address

Facebook Page

Twitter Account

Instagram Account

Other Social Media

Section 4: School Entity Coordinator

Coordinator Name:

Prefix

*First Name

Santosh

Middle Name

*Last Name

Jadala

Suffix

Coordinator Contact Information:

Title

School Entity Coordinator

*Primary Phone Number

510-274-0417

Secondary Phone Number

*Email Address

Santosh.Jadala@ia.gov

Section 5: School Leader Information

School Leader Name:

Prefix

*First Name

Middle Name

*Last Name

Suffix

School Leader Information:

Title

School Leader

*Primary Phone Number

Secondary Phone Number

*Email Address

Section 6: School Emergency Contact

Emergency Contact Name:

Prefix

*First Name

Middle Name

*Last Name

Suffix

Emergency Contact Information:

Title

School Emergency Contact

*Primary Phone Number (Cell Phone)

Secondary Phone Number

*Email Address

[← Back to School Information](#)

Salicaine Tool

[Save and Continue →](#)

ACCREDITATION AND BESE APPROVAL

Complete Sections 1 and 2 for Accreditation and BESE Approval. Upload the necessary documents by selecting “Browse” and then the file. All fields must be complete in order to proceed to the next page.

Accreditation and BESE Approval

Select your new school's level of accreditation and upload your programs of study.

[← Return to Application Home](#)

Section 1: Accreditation Information

Your school selected this level of accreditation

Accredited

*Accredited by

Louisiana Montessori Association

Based on your selection, please attach your letter of accreditation from SACS, AdvancedED, or a member organization of NAIS, or Diocese/Archdiocese

*Upload File

Choose File [Browse](#)

 Accreditation Information ActionRequestStatuses (002).xlsx 06/25/2026	Status Under Review	 
---	------------------------	---

*Accreditation Expiration Date

07/10/2026

Section 2: Programs of Study

Download and complete the form below to demonstrate your school's Programs of Study:

[Program of Study](#)

*Upload File

Choose File [Browse](#)

 New Microsoft Excel Worksheet.xlsx
100%

 Programs of Study New Microsoft Excel Worksheet.xlsx 06/25/2026	Status Under Review	 
---	------------------------	---

[← Back to Site Information](#) [Save and Continue →](#)

Grade Configuration

Select the grades serviced at the new site. Later changes will need to be requested through your District Administrator or during the open period for NPSB changes.

Grade Configuration
Select the grades that will be included in the Site/School program.

[Return to Application Home](#)

Section 1: Select Grade Configuration
* Select all grades that will be available at your Site/School for the upcoming school year.

☒ First	☐ Infant
☒ Second	☐ Toddler
☒ Third	☐ Pre-Kindergarten (Age 3)
☒ Fourth	☐ Preschool (Ages 3-5, Spec.Ed)
☒ Fifth	☐ Pre-Kindergarten (Age 4)
☒ Sixth	☐ Kindergarten
☒ Seventh	☐ Nongraded
☒ Eighth	☐ Post Secondary
☐ Ninth	☐ Transitional Ninth
☐ Tenth	☐ Special Education 1 (Age 5, Spec.Ed)
☐ Eleventh	☐ Special Education 2 (Ages 6-21, Spec.Ed)
☐ Twelfth	☐ Extension Academy
☐ Birth - 2, Special Ed	

[Back to Accreditation](#) [Save and Continue](#)

Programs and Career Pathways

Select the programs and career pathways the site offers to its students. Later changes will need to be requested through your District Administrator or during the open period for NPSB changes.

Programs and Career Pathways Configuration

Add Programs and Career Pathways offered by the Site/School.

[← Return to Application Home](#)

Section 1: Programs

*Select all programs that will be available at your Site/School (must have at least 1).

- | | |
|--|---|
| ☐ Accelerated Schools | ☐ Even Start |
| ☐ Alternative Program | ☐ Success For All |
| ☐ Dual Language Program | ☐ Foreign Language Immersion Program |
| ☐ Day/Child Care | ☐ La 4 Program |
| ☐ Extended Day | ☐ Pre-Ged/Skills Option Program |
| ☐ Federal Nutrition Program | ☐ Adol. Literacy Proj. Partnership |
| ☐ High Schools That Work | ☐ Ensuring Literacy For All |
| ☐ Montessori | ☐ Community Eligibility Program |
| ☐ Night School | ☐ Child Care Assistance Program |
| ☐ Title I/School Wide Program | ☐ Private Pre-K |

Section 2: Career Pathways

Select all career pathways that will be available at your Site/School.

- | | |
|---|---|
| ☐ Agriculture, Food, And Natural Resources | ☐ Law,Pubsafe,Corr,Secu - Law Enft Svs |
| ☐ Architecture And Construction | ☐ Law,Pubsafe,Corr,Secu - Legalsvs |
| ☐ Arts,A/V Technology & Communications | ☐ Manuf - Industrial Operations |
| ☐ Business, Management & Administration | ☐ Manuf - Jewelry Manuf |
| ☐ Education & Training | ☐ Manuf - Lab Technology |
| ☐ Finance | ☐ Manuf - Petro Chemical |
| ☐ Government And Public Administration | ☐ Manuf - Welding |
| ☐ Health Science | ☐ Mkt,Sales,Svcs - Clothing & Textiles |
| ☐ Hospitality And Tourism | ☐ Mkt,Sales,Svcs - Entrepreneurship |
| ☐ Human Services | ☐ Mkt,Sales,Svcs - Marketing & Sales Mngmt |
| ☐ Information Technology | ☐ Mkt,Sales,Svcs - Upholstery |
| ☐ Law, Public Safety, And Security | ☐ Sci,Tech,Eng,Maths - Biotech Res & Dev |
| ☐ Manufacturing | ☐ Sci,Tech,Eng,Maths - Drafting |

[← Back to Grade Configuration](#)

[Save and Continue →](#)

Sports and Clubs

Select the sports and clubs the site offers to its students. Later changes will need to be requested through your District Administrator or during the open period for NPSB changes.

Sports and Clubs

Add Sports and Clubs offered by the Site/School.

[← Return to Application Home](#)

Section 1: Sports

*Select all sports that will be available at your Site/School.

☒ Baseball	☒ Powerlifting
☒ Basketball	☒ Soccer
☐ Bowling	☒ Softball
☐ Cross-Country	☐ Spirit
☐ Football	☐ Swimming
☐ Golf	☐ Tennis
☐ Gymnastics	☐ Volleyball
☐ Indoor Track And Field	☐ Wrestling
☐ Outdoor Track And Field	☐ Other Sports

Section 2: Clubs

*Select all clubs that will be available at your Site/School.

☐ Academic Subject-Area Interest: Literature And The Humanities	☐ Music
☐ Academic Subject-Area Interest: STEM	☐ National Or Statewide Leadership Associations
☐ Adult Mentoring	☐ Peer Tutoring Or Mentoring
☐ Affinity Associations	☐ Politics And Government
☐ Business Interest	☐ School Community Organizations
☐ Career Focus	☐ Speech And Debate
☐ Drama, Theater, And Dance	☐ Visual Arts
☐ Games And Gaming	☐ Other Clubs
☐ Honor Society	

[← Back to Programs and Career Pathways](#) [Save and Continue →](#) [↑](#)

Document Upload

Upload all the documents mentioned on the page.

Document Upload

The School licensing application has several types of documents that are required to be submitted in order for your application to be complete.

[← Return to Application Home](#)

Section 1: State or City Fire Marshal Inspection Report

Upload the fire safety inspection reports from State Fire Marshal

[📎 Fire Marshal Inspection Report](#)

*Upload File

Choose File

Browse

*Enter the date of your most recent State or City Fire Marshal Inspection Report

mm/dd/yyyy

Section 2: Department of Health and Hospitals (DHH) School Inspection Report

Upload the most recent school inspection reports from the Department of Health and Hospitals.

[📎 DHH Inspection Report](#)

*Upload File

Choose File

Browse

*Enter the date of your most recent inspection report from DHH

mm/dd/yyyy

Section 3: Brumfield v. Dodd

Upload your Brumfield v. Dodd compliance report if you are renewing or Initial Application if seeking approval for the first time.

[📎 Download Initial Application](#)

*Upload File

Choose File

Browse

Section 4: Nondiscriminatory Policy

Upload your nondiscriminatory policy.

*Upload File

Choose File

Browse

Section 5: Supporting Documentation

Attach documentation supporting the efforts described in section 4. This submission should include copies of newspaper articles, screenshots or saved files of brochures, etc.

*Upload File

Choose File

Browse

[← Back to Sports and Clubs](#)

[Save and Continue →](#)



Attestation

Attestation

[← Return to Application Home](#)

Section 1: Authorization

*Initial Here JSK	I certify that all adults with supervisory authority over children have received a satisfactory background check conducted by the Louisiana Bureau of Criminal Investigation. This includes administrators, teachers, substitute teachers, bus drivers, substitute bus drivers, janitors, or any temporary, part-time, or permanent school employee.
*Initial Here JSK	I certify that I understand the Louisiana Department of Education may request proof that LSCI background checks have been conducted on any site visits made to your school.
*Initial Here JSK	I certify that the school principal meets the certification requirements outlined in Bulletin 741 Nonpublic.
*Initial Here JSK	I certify that all relevant staff members meet the requirements to teach outlined in Section 303 of BESE Bulletin 741 Nonpublic.
*Initial Here JSK	I certify that I have permission to submit this information from the leader of my school and that the information submitted in this form is accurate to the best of my knowledge. I understand that submitting information that is inaccurate may result in my school not receiving BESE approval or having its BESE approval status revoked.

By entering my information below, I am signing this request electronically. I certify that I am authorized to submit this request on behalf of our School System. This request is complete and accurate to the best of my knowledge.

*Full Name Santosh Jadala	*Position Type School Entity Coordinator	*Email Address santosh.jadala@la.gov
*Signature 	*Today's Date 06/25/2026	

[Clear Signature](#)

[← Back to Document Upload](#) [Save and Review →](#)

Application Home for Completed NPSB Application

All Yellow badges require further attention and must be completed before the application submission. All badges must be Green and in a Completed status. Click on the Review or Edit button corresponding to the yellow badge, to enter any missing files or information. When all of the badges are green, the Submission button will become active and ready for submission.

Your submitted NPSB Approval Application will now be reviewed by LDOE. If further information, explanation or errors have been located within your application, it may be returned to you for revision. This “Return to Site” status is located in the Pending

Applications section on your main Dashboard.

Application Home

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[Complete](#)

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[Complete](#)

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Certify your application with an authorized user's signature.

[Review or Edit 9](#)
[Complete](#)

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Once the application has been approved, an approval letter will be sent to respective coordinator.