LOUISIANA DEPARTMENT OF EDUCATION

Edit Entity Application
User Guide

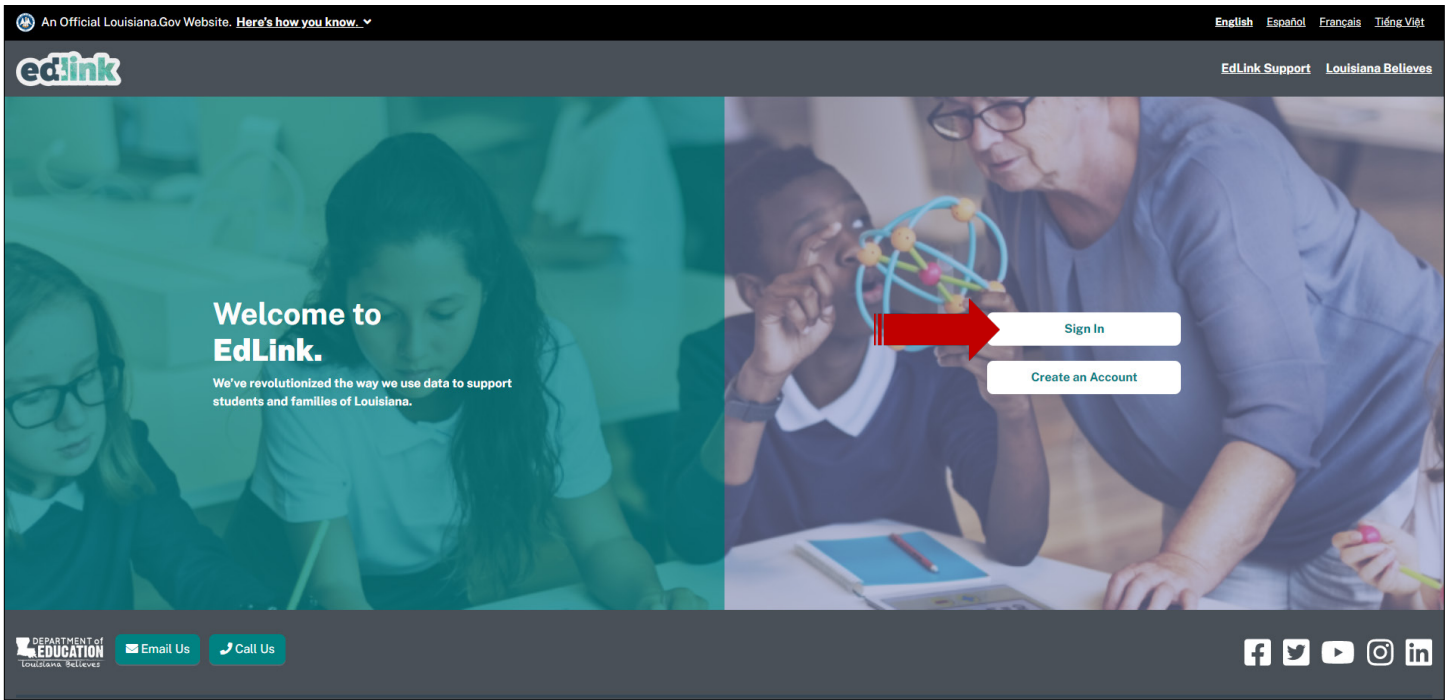June 2023

ed-link

Table of Contents

LOGGING INTO EDLINK

Using the link below, begin the Edit Entity Change Application by logging into Edlink.

https://ldoe.edlink.la.gov/#/

On the Entity Dashboard, locate the left-side menu options, under the Edlink logo. Make sure that you do not have any other applications pending in the Pending Application section. You may only have one application in progress or pending at any given time. If there is another application in this area, you may cancel, withdraw or Edit. Select Entity Management to begin.
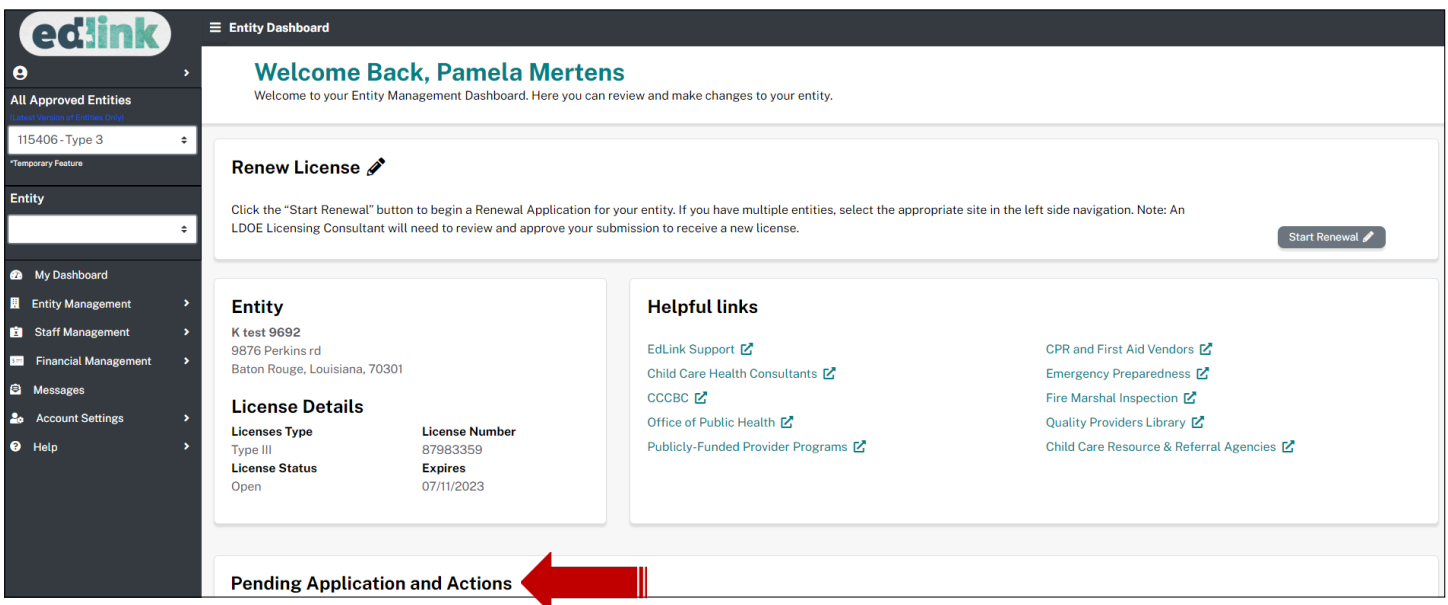
Select, License Summary. Review the Entity License Information on this page before proceeding. It may assist in knowing what changes to make.

Select, Update License. In this application, all sub-menus listed in the left-side menu may be edited with the exception of center location and license type changes. The application presents the opportunity to make these changes to all areas of your Entity. You only need to edit what is necessary. Continue through the pages where changes are not needed.

The page in the image below, lists the changes that must be approved by LDOE and those that do not. If approval is required, the changes will not be immediate. You must wait until the application has been approved before you will see the requested changes. Select, "Accepted" and Continue to Edit Entity to move forward.

On this page, changes to the Center's name (spelling or differentiation from other centers) may be made. Contact your Licensing Consultant prior to changing the name of your center beyond spelling errors. Mailing address, email, social media URL's may be added to this page. This information will be seen by parents and providers on **Louisiana School and Center Finder.**

Early Learning Center Information
The Early Learning Center information on this page will be linked to the Center profile on the LDOE School Finder website.

← Return to Entity Dashboard

Section 1: Early Learning Center Name

*As it will appear on School or Center Finder

K test 9692

Section 2: Address Information

Physical Address

*Street Name 1
9876 Perkins rd

Street Name 2

*City
Baton Rouge

State
Louisiana

*Zip
70301

*County
Caddo

Copy to Mailing

Mailing Address

*Street Name 1
9876 Perkins rd

Street Name 2

*City
Baton Rouge

*State
Louisiana

*Zip
70301

*Parish/County
Caddo

Section 3: Early Learning Center Contacts

*Primary Telephone Number
225-345-6787

Secondary Telephone Number

*Notification Email Address
Lakshmi.Bobba2@la.gov

Center Website Address

Center Facebook Page

Center Twitter Account

Center Instagram Account

Is your Center located in a School?
No

← Back to Entity Dashboard

Save and Continue →

6

On this Service and Hours page, enter the number of buildings, classrooms, ages served, hours of operation and additional services.

For centers that serve children under 1 year old, the Safety Approved Crib Statement will need to be signed and currently dated each time the application is closed and reopened. The application can not be submitted unless this is done.

To edit the Hours of Operation, read the toggle questions carefully and select the best fit. Year long operation for the center is the default but it can be changed by sliding the toggle to the left. Select the days that the center is open using the same technique. The days may be opened or closed while the application is open. Enter the time the center will be open and closed enter to the first time boxes. If all days open have the same times for open and close, click on Copy to All for the times to be duplicated for all days.

If no has been selected for "open all months of the year", provide the months for when you do provide care. Enter Hours of Operation the same as directed above.

If 24Hr facility is selected, a 24Hr clock is updated in the time boxes. No further action is needed.

Select all additional services that you would like to add and delete those that you will not be offering. The Special Needs service is a Federal Mandate and cannot be removed. The next image is of the new time boxes that will need to be completed based upon your additional services.

Section 3: Additional Services

☑ Before Care
☑ After Care
☐ Summer/Holiday Hours

☐ All Day
☐ Half Day
☐ Half Day Only
☐ Overnight Care (9pm to 6am)

☐ Transportation (To/From Home or School)
☐ Transportation (Field Trips)
☑ Special Needs

Section 4: Additional Service Hours

Before Care

Start Time	End Time
06:00 AM 🕐	08:00 AM 🕐

Days Available

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
☑ Available	☑ Available	☑ Available	☑ Available	☑ Available	☐ Unavailable	☐ Unavailable

After Care

Start Time	End Time
04:00 PM 🕐	06:00 PM 🕐

Days Available

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
☑ Available	☑ Available	☑ Available	☑ Available	☑ Available	☐ Unavailable	☐ Unavailable

← Back to ELC Information

Save and Continue →

Ensure that the Before and After Care Open and Close times are within the perimeters of the Open and Close times of the facility. Select, Save and Continue.

Enter the rates charged enter the boxes that correspond with the ages that are served. If there is an age that is not served, place a 1 in the box. Zeros are not accepted. These rates will need to be verified by the Licensing Consultant.

Rates and Fees
Review your Rates and Fees. Select Edit Entity to edit your Rates.

← Return to Entity Dashboard

Section 1: Rates and Fees

Please enter your Center's rates and registration fees. Provide them both as a daily rate for full time care and as an hourly rate for part time care. Rates can be changed in the future from the Entity Management section of the Entity Portal. However, changes will not take affect until the next calendar month.

Enter Your Daily Rates

Age	*Full Daily Rate	*Part Time Hourly Rate
Age 0	30	15
Age 1	30	15
Age 2	30	15
Age 3	30	15
Age 4	30	15
Age 5 & Over	30	15

*Do you charge a registration fee?

⊙ No

← Back to Services and Hours   Save and Continue →

Enter any Registration Fees charged based upon your added services. You do not have to charge a fee but indicate this fee as shown below. If you selected Yes, you may change the response to No if you will not charge Registration Fees. Leave additional text boxes alone. No need to enter information.

*Do you charge a registration fee?

Yes

*Registration Fee	*This fee is charged	*This fee is collected
0	-- Select --	-- Select --
Example 75.00		
*Before Care Fee	*This fee is charged	*This fee is collected
0	-- Select --	-- Select --
Example 75.00		
*After Care Fee	*This fee is charged	*This fee is collected
0	-- Select --	-- Select --
Example 75.00		

← Back to Services and Hours

Save and Continue →

Upload the rates and verifications letter, memo or email that was provided to parents, notifying them of the current rates and fees being charged at the center.

12

Download, complete and upload the Direct Deposit Authorization form. Enter your banking information as shown in the image below.

Section 2: Banking Documents

Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.

⬇ Download Bank Info Template
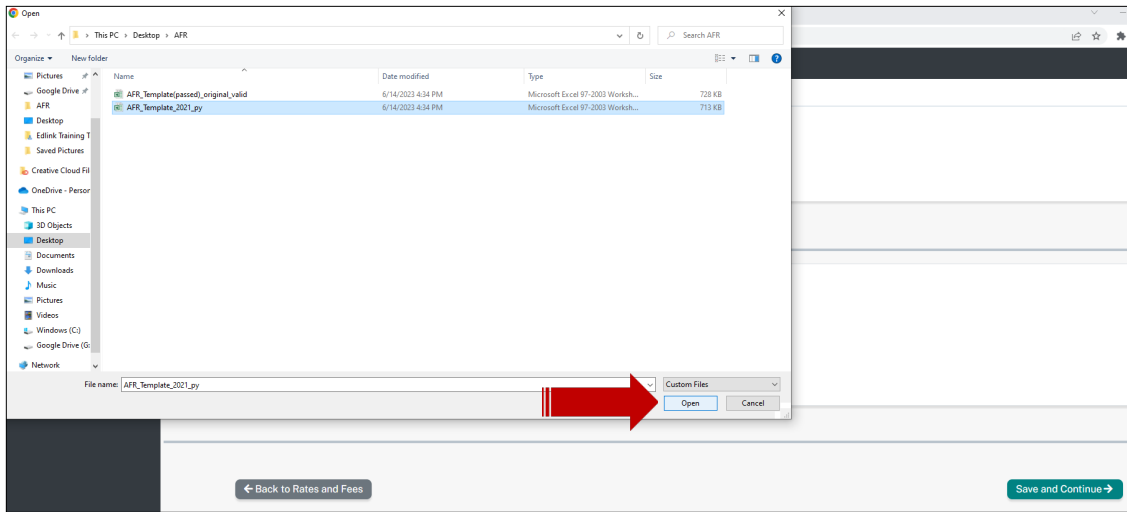
*Upload File

Choose File	Browse

AFR_Template_2021_py.xls
100%

📄 **Banking Information**   **Status**   👁 🗑
AFR_Template_2021_py.xls   Under Review
06/15/2023

Review your application and sign as shown below. Your signature will be electronically recorded.

Section 2: Signature Authorization

*I confirm that I am authorized to make these changes on behalf of the Entity.

☑ Accepted

*Position Type	***Full Name**	***Date of Birth**
Director ⇕		mm/dd/yyyy 📅

--Select Position --
Director Designee
Director
Owner
ELC Staff Administrator

← Back to Document Upload   Save and Continue →

14

Review the changes you've elected to make to your Entity. Provide a brief justification for the changes in the text box. Accept the changes and Submit Changes for Review. You'll be redirected back to your Dashboard.

Edit Entity - Change Summary
This page summarizes any changes you have made to your Entity Information, Services, or Hours of Operation.

Change Summary
Below is a list of all the changes you have made during this session. Please review and confirm if you are complete with all items that need to be changed. Further changes may incur additional fees.

⬍ Field	Original Value	New Value	Documents Uploaded
Add/Remove Services	Special Needs	Before Care, After Care, Special Needs	0
Before Care - Monday	Unavailable	Available	0
Before Care - Tuesday	Unavailable	Available	0
Before Care - Wednesday	Unavailable	Available	0
Before Care - Thursday	Unavailable	Available	0
Before Care - Friday	Unavailable	Available	0
After Care - Monday	Unavailable	Available	0
After Care - Tuesday	Unavailable	Available	0
After Care - Wednesday	Unavailable	Available	0
After Care - Thursday	Unavailable	Available	0

Show 10 per page   «   ‹   1   2   ›   »   Showing Page **1** of **2**

Change Justification

*Please describe the reason you are requesting a change to your Entity's information

Hours of Operation have changed.

Example: The Entity name is changing because we have opened a second center. We added #1 to the name to help client's know which center is being discussed.

*I confirm that I have completed all the changes I need to make at this time.

☑ Accepted

← Back to Banking Info   Submit Changes for Review →

The application receipt is located in the Pending Application section, as shown below. You'll also receive an email for each page that a change was made. Below is an example of this.