



Louisiana Believes

Annual Financial Report System User Guide

2021-2022

edlink

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SYSTEM OVERVIEW

The *Annual Financial Report (AFR) System* enables the Louisiana Department of Education (LDOE) to collect, consolidate, and review computerized fiscal data from public school districts and selected public schools to support LDOE management decisions; and to respond to various requests for educational financial data. The system also supports the mandated fiscal accountability program requiring the *computerization, audit, and evaluation* of financial information from local school's systems for use with development of the *Minimum Foundation Program (MFP)* and fund distribution. Directing legislation includes *Revised Statutes 17:7(2)(c) through (7)(2)(e), 17:25(A)(2), and 17:92*.

Other uses of the collected data include preparation of the *Annual Financial and Statistical Report* to the Governor and the Legislature; and to satisfy various fiscal information requirements of the Legislature, US Census Bureau, National Center for Education Statistics (NCES), National Education Association (NEA), and other governmental and/or private agencies.

The AFR system is administered by the Louisiana Superintendent of Education. Each public school district shall implement a computerized fiscal data system that, at minimum, will provide all financial data required by the state system and will make these data available in the appropriate input formats.

The submitted fiscal data are not accepted as complete by the LDOE until the district or school has adequately corrected or resolved MFP audit questions regarding the data; and the school district or agency superintendent (or equivalent) has subsequently provided written certification to the accuracy and completeness of final data for the fiscal year.

HOW COLLECTED DATA ARE USED

Each submitted *Annual Financial Report (AFR)* to the Louisiana Superintendent of Education provides a summary of financial activities for the school district or selected school during the fiscal year being reported (i.e., preceding July 1- June 30), together with the status of selected funds and/or account groupings as of the end of that fiscal year (June 30). The report must conform to the formats and instructions provided by this user's guide.

Further explanation and definition of the account classification structure, accounting terminology, and specific codes applicable to the AFR report are contained within the *Louisiana Accounting and Uniform Governmental Handbook*, which may be reviewed, downloaded, and/or printed from the Department's Website at <https://www.louisianabelieves.com/docs/school-choice/guide---laugh-guide.pdf?sfvrsn>. Questions regarding the handbook should be directed to the Office of Education Finance & Policy, (225) 342-3617.

Data Summary: The electronic reporting and review of fiscal data at the level of detail contained in each district or agency financial database would be time/resource- consuming and unnecessary. Therefore, aided by recommendations from the Education Finance Advisory Committee, the Department selected a limited set of

Each transaction is identified by a seven-digit *Keypunch Code* for ease of cross reference and economy in transmission of data: for example, the Keypunch Codes for *revenue and other sources of funds* transactions are tied to Source Codes defined within the *Louisiana Accounting and Uniform Governmental Handbook*; the *expenditures and other uses of funds* are cross referenced to specific Object Code and Function Code combinations; and *balance sheet items* are identified to groupings of Balance Sheet Account Codes. Keypunch Codes are also assigned to specific line items of data giving *fund balances, ad valorem* and *sales/use tax* information, and other account groupings such as *fixed assets, long-term debt*, and the status of *proprietary and fiduciary funds*.

Questions involving selection of the proper Keypunch Code under which to summarize a specific financial activity should be directed to the Division of Educational Finance.

Fund Categories: The financial data representing revenues and other sources of funds, expenditures and other uses of funds, governmental fund balances, and balance sheet status are reported in the AFR using the record format in Table I, Page 3.30. Each of these transactions contains fields which depict the following categorization of *governmental funds*:

Capital Projects Funds. Used to account for major capital acquisitions or construction. This category excludes construction financed by proprietary or trust funds.

Debt Service Funds. Used to account for the accumulation of resources to pay principal and interest on general long-term debt that is recorded in the district's General Long-Term Debt Account Group.

ESSA Funds. Special revenue fund established to account for Federal revenues acquired under the *Every Student Succeeds Act*, and which may be expended only for specified purposes.

Special Fund Federal. Consolidation of all revenue funds established for Federally funded programs other than those acquired under the *Every Student Succeeds Act*.

Other Special Funds. Used to account for all funds from state or local revenue sources that may be legally expended only for specific educational purposes.

General Funds. Used to account for all financial resources except those required to be accounted for in another named fund category.

Presenting Numeric Data: Reporting of financial data within the AFR follows the basic accounting equation of $Assets = Liabilities + Equity$. Within this equation assets and expenses (*as reductions to equity*) are normally debit balances, while liabilities, equity and revenues (*as increases to equity*) usually have credit balances.

Data for all of these accounts should be reported within the AFR as *positive numbers* unless the total/balance of the specific field being reported is *contrary to its "normal" balance*. Thus, *negative entries* could include overdraft of a fund's "Cash" asset account, the inadvertent overpayment of Accounts Payable (resulting in a debit balance), or a fund's equity balance in which total liabilities exceed the fund's assets. Special attention is needed for the *Prior Year Adjustments* transaction (*Keypunch Code 0051194*). This transaction represents the net equity increase (+) and/or decrease (-) adjustments identified since reporting the *Balances At End Of Year*

Since the prior report's *Balances At End Of Year* **must be carried forward** in the current report as the *Balances At Beginning Of Year*, (Keypunch 0051195), the Prior Year Adjustments transaction is the only means for properly reporting the identified adjustments.

COLLECTION PERIODS

DATES	ACTION ITEM
	Collection Opens for 2019-20 Annual Financial Data. Refer to AFR User Guide for reports to run and verify after each submission including AFR630, Post Submission Audit Reviews. Validate all Fiscal Project Codes (FPC).
	Collection Deadline for initial AFR submission for all Project Codes. Louisiana Revised Statute 17:92, requires LEA Annual Financial Reports be submitted to LDOE by September 30th of each year.
FRIDAY, OCTOBER 28, 2022	Deadline to complete/final AFR for all FPCs for EXCELLENT rating (no outstanding AFR edit errors or unresolved issues)
	Deadline to complete/final AFR for all FPCs for GOOD rating
	Collection closes for 2018-19 Annual Financial Data for error-free AFR submissions for all Fiscal Project Codes (FPCs).
	Deadline to complete/final AFR for all FPCs for NEEDS IMPROVEMENT rating
	UNACCEPTABLE rating for all FPCs received on or after this date

EDLINK SYSTEM AFR ELEMENTS

Additions: The total of all increases made to a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account over the period of the report: i.e., 1 July-30 June.
(Round to whole dollars.)

Balance (Beginning): The balance of a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account as of the beginning of the reporting period: i.e., 1 July.

Note: The Beginning (i.e., July 1, 2021) Balance for a specific Table III or IV line item account in this year's report must be the same as the Ending (i.e., June 30, 2022) Balance from the prior year's report.
(Round to whole dollars.)

Balance (Ending): The balance of a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account as of the end of the reporting period: i.e., 30 June. This figure is the sum of the line item's Beginning Balance and the related Additions, less the related Deletions. (Round to whole dollars.)

Capital Projects Funds: Governmental funds used to account for major capital acquisitions or construction. These funds are not used for construction financed by proprietary or trust funds. (See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

Combined Debt and Non-Debt Rate: Total sales and use tax rate for the school district. The 5-character numeric field has an implied decimal (999v99); therefore, a tax rate of three-and-one-quarter percent (i.e., 3.25 %) would be entered as 00325.

Debt Service Amount: School district sales/use tax revenues dedicated to interest and principal amounts on outstanding debt. (Round to whole dollars.)

Debt Service Funds: Governmental funds used to account for the accumulation of resources to pay principal and interest on general long-term debt that is recorded in the entity's General Long-Term Debt Account Group.
(See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

Deletions: Total of all deletions made to a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account over the period of the report: i.e. 1 July-30 June.
(Round to whole dollars.)

District/Ward Rate Levied (Low/High): Separate data fields for the lowest and the highest school tax millages levied by the school board on a district or ward basis: i.e. as opposed to a parish-wide basis. The associated revenues are reported as "District/Ward Revenue From Tax," Table II (Sec A); and the number of school taxing districts involved is reported as "Number of Districts," Table II (Sec A). Each 5-character numeric field has an implied decimal (999v99); therefore, rates of one-and-three-quarter mills (i.e., 1.75 mills) and two-and-one-tenth mills (i.e., 2.1 mills) would be entered as 00175 and 00210, respectively. Note: Where only one millage rate applies (i.e., to one or more taxing districts/wards, but not parish-wide), then enter the same rate for "Low" and for "High."

Federal Every Student Succeeds Act (ESSA) Funds: Special revenue fund established to account for Federal revenues acquired under the Every Student Succeeds Act (ESSA) to be expended for only specified purposes. (See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

General Funds: Revenue fund used to account for all financial resources except those required to be accounted for in another of the fund categories named within Table I of the Annual Financial Report (AFR). (See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

Keypunch Code: The unique code assigned by the Louisiana Department of Education (LDOE) to each separate line item of the Annual Financial Report, including specific totals and sub-totals. A separate Keypunch Code has been assigned each applicable revenue source code, balance sheet account, unique combination of object and function codes used in reporting expenditures, and to selected entries representing fund balances and/or adjustments, fixed assets, long-term debt, and tax information.

(See Appendix B, AFR User's Guide, for Keypunch Codes and the Louisiana Accounting and Uniform Governmental Handbook for related accounting codes: e.g. source, object, etc.)

WARNING: Keypunch Codes have become primary identifying data within LDOE/PAIR (and some LEAs) financial database systems; thus, any subsequent reuse and/or redefinition of a specific code may prohibit the ability to consolidate and/or compare data from different reporting cycles.

Local Educational Agency (LEA) Code: LEA Code of the district or agency submitting data: Labs and Charters submit AFR data by Site Code.

Parish/City School Districts:

001 Acadia Parish	026 Jefferson Parish	051 St. Mary Parish
002 Allen Parish	027 Jefferson Davis Parish	052 St. Tammany Parish
003 Ascension Parish	028 Lafayette Parish	053 Tangipahoa Parish
004 Assumption Parish	029 Lafourche Parish	054 Tensas Parish
005 Avoyelles Parish	030 LaSalle Parish	055 Terrebonne Parish
006 Beauregard Parish	031 Lincoln Parish	056 Union Parish
007 Bienville Parish	032 Livingston Parish	057 Vermillion Parish
008 Bossier Parish	033 Madison Parish	058 Vernon Parish
009 Caddo Parish	034 Morehouse Parish	059 Washington Parish
010 Calcasieu Parish	035 Natchitoches Parish	060 Webster Parish
011 Caldwell Parish	036 Orleans Parish	061 West Baton Rouge Parish
012 Cameron Parish	037 Ouachita Parish	062 West Carroll Parish
013 Catahoula Parish	038 Plaquemines Parish	063 West Feliciana Parish
014 Claiborne Parish	039 Pointe Coupee Parish	064 Winn Parish
015 Concordia Parish	040 Rapides Parish	065 City of Monroe School District
016 DeSoto Parish	041 Red River Parish	066 City of Bogalusa School District
017 East Baton Rouge Parish	042 Richland Parish	067 Zachary Community School District
018 East Carroll Parish	043 Sabine Parish	District
019 East Feliciana Parish	044 St. Bernard Parish	068 City of Baker School District
020 Evangeline Parish	045 St. Charles Parish	069 Central Community School District
021 Franklin Parish	046 St. Helena Parish	District
022 Grant Parish	047 St. James Parish	
023 Iberia Parish	048 St. John the Bapt. Parish	
024 Iberville Parish	049 St. Landry Parish	
025 Jackson Parish	050 St. Martin Parish	

Non-Debt Service Amount: School district sales/use tax revenues dedicated to operating expenses. (Round to whole dollars.)

Number of Districts: Number of school taxing districts within the school board's jurisdiction that have one or more district/ward millages levied: i.e. millages other than parish-wide rates.

Note: Entry requires associated reporting of "District/Ward Revenue From Tax," Table II (Sec A), and "District/Ward Rate Levied (Low/High)," Table II (Sec A).

Parish-wide Rate Levied: School tax millage levied by the school board on a jurisdiction-wide basis. The five-character numeric field has an implied decimal (999v99); therefore, a rate of two-and-one-half mills (i.e., 2.5 mills) would be entered as 00250.

Web AFR On-line System Users (Only): Key this rate with a decimal: for example, 2.50.

Parish-wide Revenue From Tax: Revenue collected from a category of school taxes (for example: all constitutional taxes) levied by the school board on a jurisdiction-wide basis. (Round to whole dollars.)

School Year (Fiscal Year): Beginning year of the fiscal year covering the school session being reported. (Use format 2021: for example, enter "2022" to report data for the 2021-2022 fiscal year or school session.)

Sign Field: Used to indicate whether the associated numeric field (i.e., the preceding field) is to be treated as a positive or as a negative number in mathematical computations.

Site Code: Code assigned by LDOE within the Sponsor/Site (SPS) Database to each school or site within a district or agency. The first three positions of the site code will consist of the district or agency's LEA code.

Applicability:

- a. The LSU or Southern University lab schools and ALL public charter schools (i.e., Types 1, 2, 3, 4, and 5) must enter the applicable site codes within each record of their AFR reports. Note: Do not enter central office site codes (i.e., ___ 700) or special education administrative center site codes (i.e., ___ 000) since any revenues, expenditures, etc., associated with these sites should be distributed among the agency's schools following the guidance from LDOE/Division of Education Finance.
- b. City/parish school districts that have one or more charter schools (Types 1, 3, and/or 4) must enter their LEA Code, followed by "XXX", within each AFR record. For example, the East Baton Rouge Parish School Board would contain 017XXX in the site code field of each AFR record.
- c. The site code field of each AFR record should be left blank for RSD-LDOE; and for those city/parish school districts that DO NOT have Types 1, 3, and/or 4 charter schools.

Note: See AFR Contacts/Coordinators list in Section 5 to identify individual schools that should be reporting site-level AFR data within the current reporting cycle.

Special Fund Federal: Consolidation of all revenue funds established for federally funded programs other than those acquired under the Every Student Succeeds Act (ESSA). (Round to whole dollars.)

System Indicator: The unique code identifying the automated data reporting system to which the data belongs. The entry must always be "AFR" for Annual Financial Report records.

Total Ad Valorem Tax: Total revenue from a category of school taxes levied jurisdiction-wide (for example, all debt service taxes), plus total revenue from the same category of district/ward school taxes.

Note: The amounts reported for the four categories of taxes in Table I, Section 1.a, Ad Valorem Taxes- Gross (i.e., Key punch Codes 0000300 through 0000400) should equal the tax revenues reported in Table II, Section A, Ad Valorem Taxes (Key punch Codes 0062220 through 0062650).

Total Funds: The total (by each line item) of the general, special, Federal ESSA, special fund Federal, debt service, and capital projects fund entries reported for that line item. (Round to whole dollars.)

Total Sales and Use Taxes: Total school district revenues from sales and use taxes. This total should agree with the sum of debt service and non- debt service revenues for the same report line item.

Note: The amounts reported for Table I, Section 1.b, Sales and Use Taxes - Gross (Key punch Code 0000500) should be the same as the tax revenues reported in Table II, Section B, Sales and Use Taxes (Key punch Codes 0063300 thru 0063320). (Round to whole dollars.)

RESPONSIBILITIES

The following sections address specific areas of responsibility affecting the accurate collection, reporting, and interpretation of *Annual Financial Report (AFR) System* data.

Organization Responsibilities

Each public school district is required to maintain a means of tracking and reporting its financial activities and status that meet the requirements of the Louisiana Revised Statutes, applicable State and Federal regulations, and the policies of the Board of Elementary and Secondary Education (BESE). The public school district is responsible for accurately reporting these fiscal data to the Louisiana Department of Education (LDOE), on a timely basis, in accordance with the requirements, methods, and schedules prescribed by this guide.

LDOE/Office of State Education Finance & Policy

The Office of State Education Finance & Policy will provide other elements of the Louisiana Department of Education and the Public School Districts with policy guidance and interpretation of the Louisiana Revised Statutes, applicable State and Federal regulations, and BESE policies as they pertain to the required reporting of public school district fiscal data within the *Annual Financial Report (AFR) System*.

LDOE/Division of Planning, Analysis and Information Resources

Data Management Section

The Data Management Section will coordinate the definition, collection and processing of data with the public school districts, ITS, and other elements of the Department that require use of the data collected. Data Management will provide technical guidance to Public School Districts on the inclusion of fiscal data within various record formats of the automated system and in the interpretation/resolution of transactions rejected as invalid by the system edits. In addition, the Data Management Section will review policy guidance issued by the Office of State Education Finance & Policy regarding financial data reporting to determine whether change or enhancement of the automated system will be required to reflect the effect of new policy or legislation.

Information Technology Services (ITS)

ITS is responsible for the creation and maintenance of databases for the storage and effective utilization of the data submitted by the Public School Districts. Data submitted by the public school districts will be processed on a timely basis. An edited, print-ready report from each submission of annual financial system data will be returned to the school district via Internet and Data Transfer Management (DTM) System; where applicable, a list of transaction errors will be returned for report correction and resubmission. ITS will provide school districts with copies of terminal emulation and/or encryption software necessary for the Internet file transfer of data required by the State.

Data Submission

Each public school district or agency determines the method by which it creates and maintains the files containing its local financial data. However, in reporting extracts of these data to the Louisiana Department of Education (LDOE) as the *Annual Financial Report (AFR)*, the school district, agency, or independently-reporting school must format and summarize the data as provided in Section 3 and Appendix B. The methods by which these public school AFR User Guide 2019-20 43

SCHOOL DISTRICT AFR CONTACTS/COORDINATORS

Districts are requested to notify LDOE/Data Management if the AFR contact needs to be changed or updated. The correction form can be found on the INSIGHT Coordinator's Portal. {LDOE/Data Management Contact: Systemsupport@la.gov.

Required Tools: A pre-formatted Excel AFR spreadsheet and one of the LDE-developed Access modules in the *AFR_Filebuilder (Ver 2019-2020)* series. These tools, together with applicable operating instructions, may be downloaded from the AFR User's Guide Webpage: <https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm>.

EDLINK AFR SYSTEM

The automated Edlink AFR System provides access to the AFR System; and to all other Web/server-based LDOE data collection and reporting systems. As other LDOE data systems are developed for Web/server-based operation, the related system user IDs will be added to security folders that grant applicable access and privileges. Once properly logged-on to the Edlink Portal (see *Figure 4-1*), the user will have access to all data systems for which the user ID is approved; as well as "one-stop" access to certain universal services such as: user's guides for all LDOE data systems, security request forms, reference tables. The system or service links approved and available to the logged-on user will appear on the Edlink Portal.

LDOE SYSTEMS ACCESS AND SECURITY

Using the link below, begin creating your MyLa.Gov account and gain access to EdLink. The following instructions are presented in a step-by-step format to help you do this.

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

An Official Louisiana.Gov Website. [Here's how you know.](#)

English Español Français Tiếng Việt

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Welcome to EdLink.
We've revolutionized the way we use data to support students and families of Louisiana.

Sign In

Create an Account

DEPARTMENT OF EDUCATION Louisiana Believes

Email Us Call Us

f t y i n

Take a moment to read the information on this page. Then select “continue to MyLa.”

edlink EdLink Support Louisiana Believes Sign In

Create an EdLink Account

EdLink uses MyLA.gov to keep all of your contact information and passwords for Louisiana government websites in one place.

What is the EdLink system?

LDOE's EdLink system is an application that serves Providers, Parents, and Students across many phases of a student's progression from Early Childhood through K-12 schooling. It assists with the State's goal of providing accountability, standards, and administration of its Education Programs.

What is MyLA?

MyLa.Gov is a service by Louisiana's government which allows you to create a single way to login to participating Louisiana government websites. This will help us make it easier and more efficient for you to do business with Louisiana state agencies

Create a MyLA Account

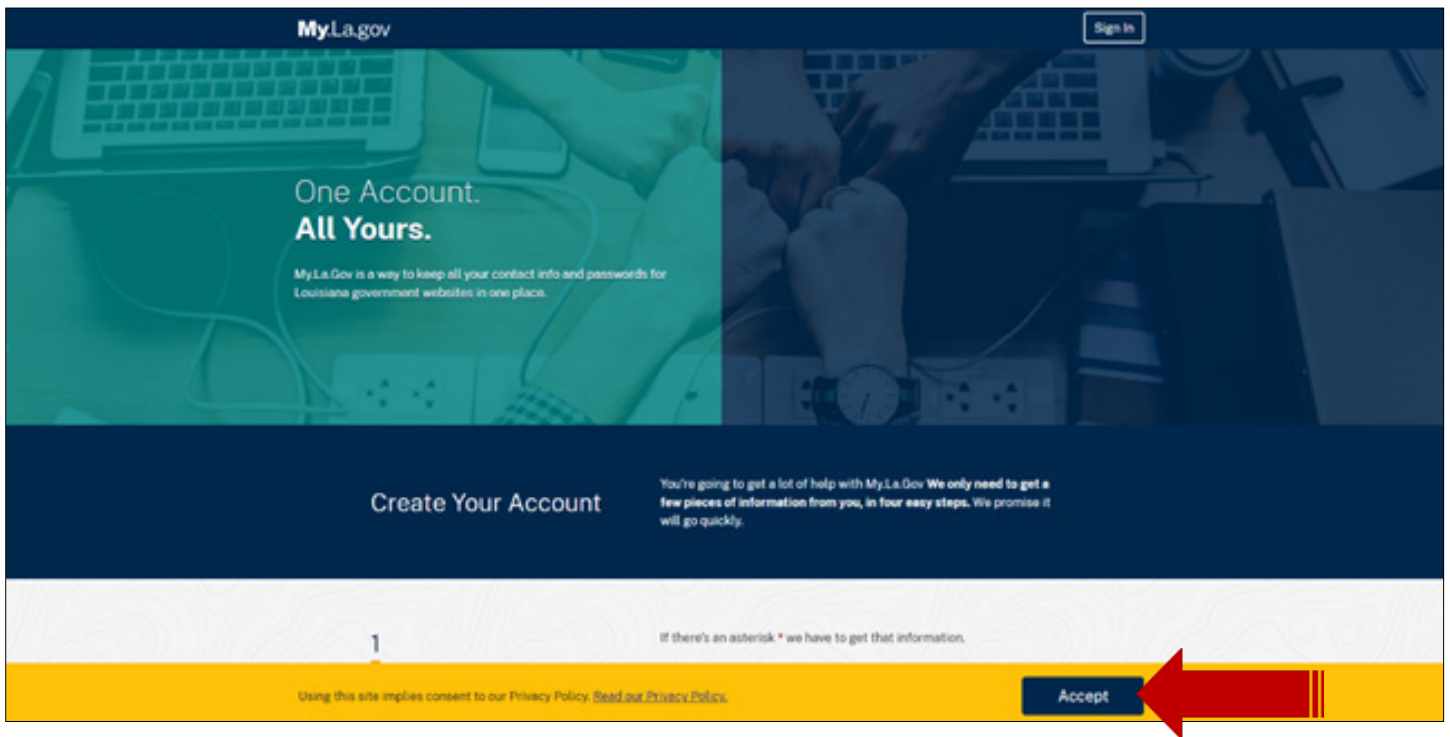
Continue to the MyLa account creation page by clicking the button below. You will receive an email confirmation link once your account is created. After you confirm your email, you will be able to return to the EdLink welcome page and Sign In using your MyLa login and password.

← Back Continue to MyLA →

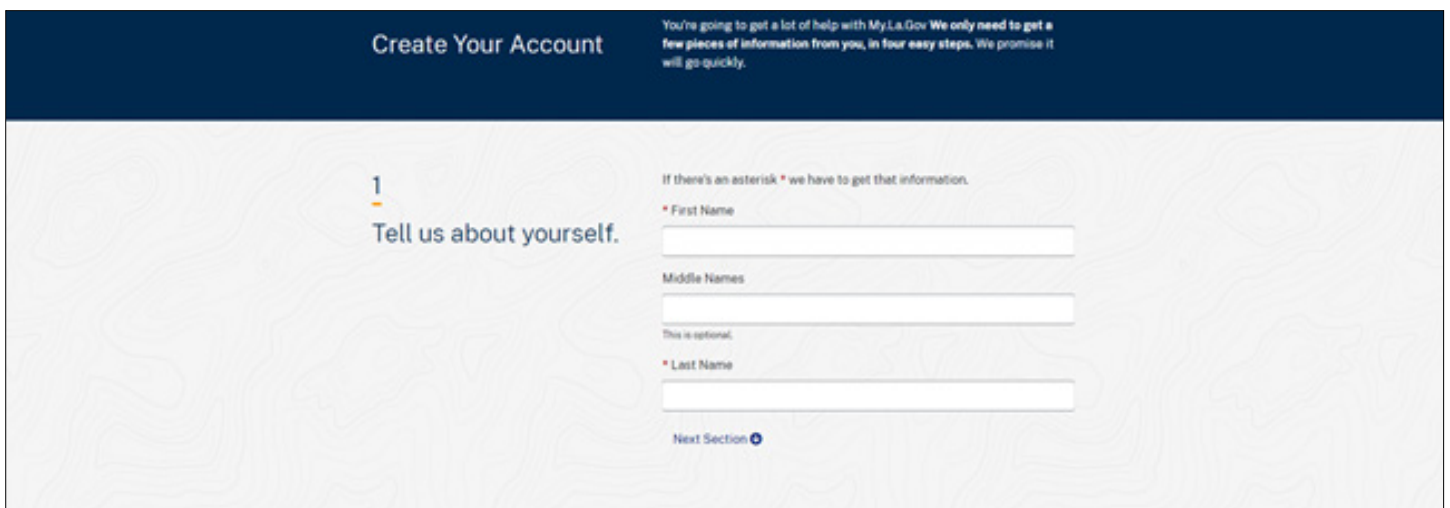
If you believe that you already have a MyLa.gov account, skip to page 20. Sign into the main portal. If a New User Profile appears, then you've already created a MyLa.gov. account. Complete the profile with your personal information. Avoid using Auto Fill (shared computers/data entry will select erroneous data). Once you've completed the profile, select save. Continue to page 21 and SignIn to Edlink.

After selecting, "Continue to MyLa", proceed to the next page to complete your registration.

The “Create Your Account” page will appear. Accept Cookies and scroll down slowly until you see Step 1 of “Create Your Account.”

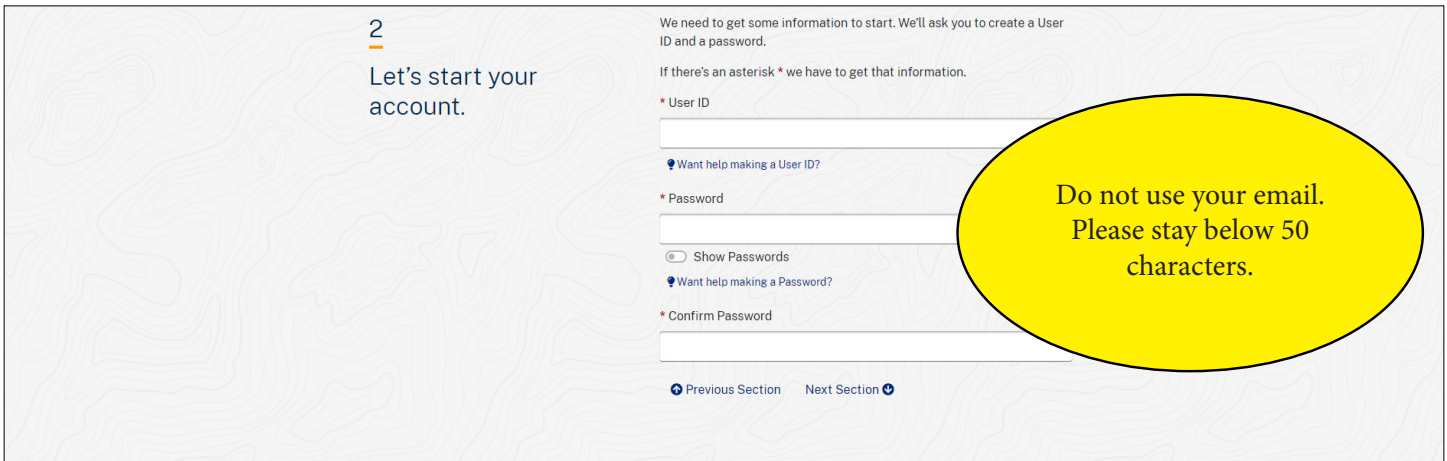


Scroll down and begin inputting your information into the Tell Us About Yourself section. Please note that where there is a red asterisk, you must enter information to proceed.



Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

Create a Password. You will be asked to confirm your password.



2
Let's start your account.

We need to get some information to start. We'll ask you to create a User ID and a password.
If there's an asterisk * we have to get that information.

* User ID

[Want help making a User ID?](#)

* Password

Show Passwords

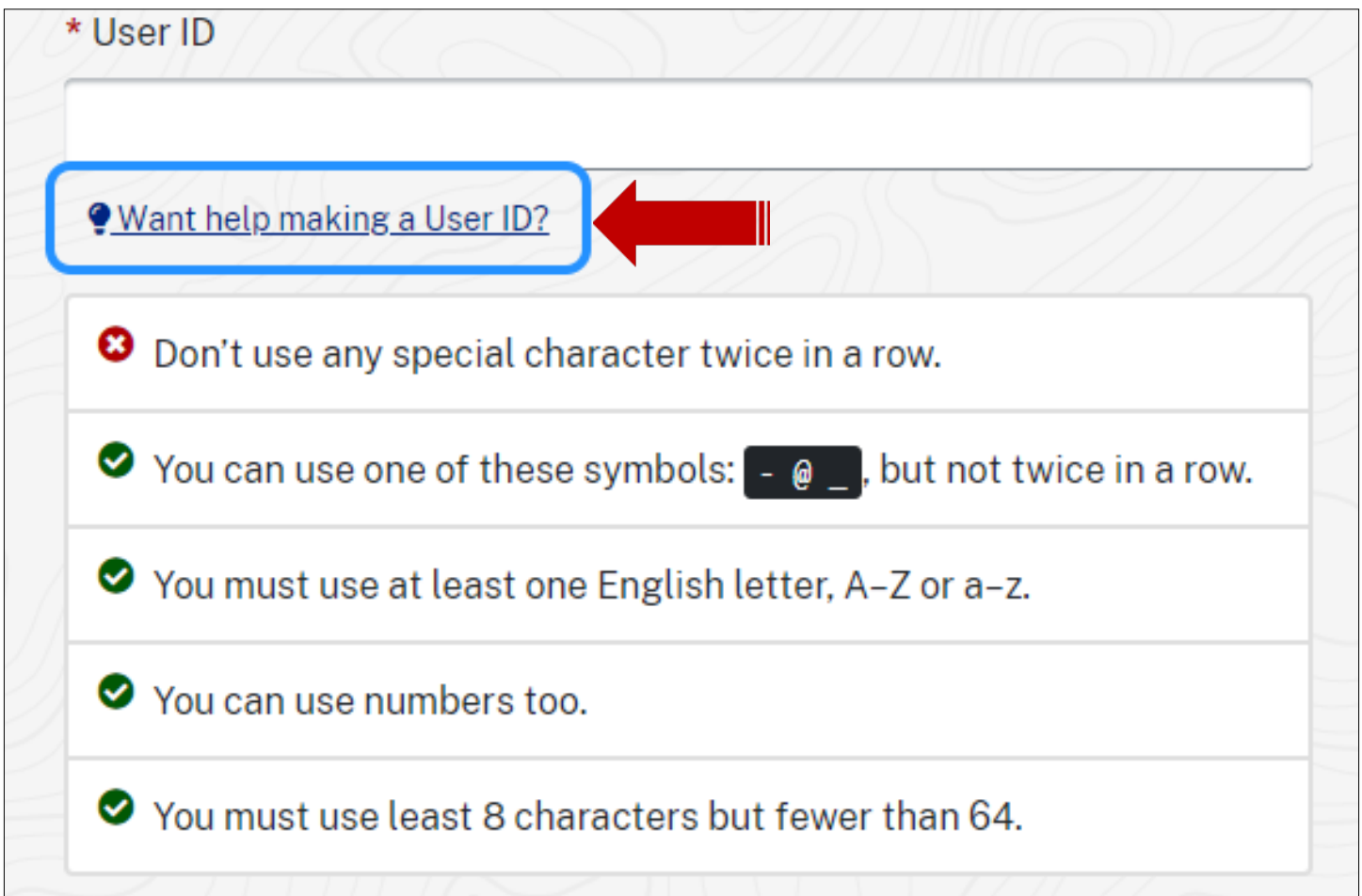
[Want help making a Password?](#)

* Confirm Password

[Previous Section](#) [Next Section](#)

**Do not use your email.
Please stay below 50 characters.**

Click on the blue lightbulb to view the required format for your User ID and Password. Click back on the lightbulb to collapse the format requirements.



* User ID

[Want help making a User ID?](#)

- ✘ Don't use any special character twice in a row.
- ✔ You can use one of these symbols: `- @ _`, but not twice in a row.
- ✔ You must use at least one English letter, A-Z or a-z.
- ✔ You can use numbers too.
- ✔ You must use least 8 characters but fewer than 64.

* Password

Show Passwords

[Want help making a Password?](#)

- ✘ Don't use a password from any of your other accounts.
- ✔ You must use letters and numbers.
- ✔ Make some letters uppercase, make letters some lowercase.
- ✔ Use some of these symbols too:
`{ [(< ! # , $ % ^ @ : \ | / & * - _ + = ; >)] }`

* Confirm Password

[Previous Section](#) [Next Section](#)

User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an initial password will be assigned. This initial password will be set to expire and to force a new password selection on the user’s first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

You'll now be asked to confirm your email. Find the email inbox of the address that you listed in your MyLa registration. Follow the instructions in the email. Once you have confirmed your email, Sign back into as shown below, as shown on the next page.

CONFIRM EMAIL

Select, "Return to Previous Site." Sign Out and close the page.

You are now ready to access EdLink!

Return to <https://ldoe.edlink.la.gov> and Sign In.

edlink EdLink Support Louisiana Believes

Important: Due to Covid-19 we have made some changes to the licensing process. [Click here](#) for more information.

Welcome to EdLink.

We've revolutionized the way we use data to support students and families of Louisiana.

[Sign In](#)

[Create an Account](#)

DEPARTMENT of EDUCATION Louisiana Believes [Email Us](#) [Call Us](#)

[f](#) [t](#) [v](#) [i](#) [in](#)

Louisiana Department of Education
1201 North Third Street, Baton Rouge, LA 70802-5243
1 (877) 453-2721

Report Complaints (about Providers or Unlicensed Sites)
Call Toll-Free: (225) 342-9905
Email: LDELicensin@la.gov

Report Child Abuse
Call Toll-Free: 1 855-4LA-KIDS
(855-452-5437)

You'll be asked to complete your profile by entering personal information. Your SSN will be redacted after move to the next box. Complete each box with a red asterisk. Other boxes are optional. Select K-12, Sponsor Site and School Site. Once all of your information has been entered, select, "Save."

The screenshot shows the 'New User - Personal Profile' page in the edlink system. The page has a dark sidebar on the left with the edlink logo and user name 'Daisy Grofema'. The main content area is titled 'New User - Personal Profile' and contains several sections of form fields:

- Name and Contact:** Fields for Prefix, *First Name, Middle Name, *Last Name, Suffix, Owner Information (Primary Phone Number, Secondary Phone Number), *Email Address, and MyLA User ID.
- Address Information:** Divided into Physical Address and Mailing Address. Each has fields for *Street Name 1, Street Name 2, *City, *State, *Zip, and *Parish/County. A 'Copy to Mailing' button is present.
- Personal Identification:** Fields for *Date of Birth, *SSN, *Identification Number, *Issuing State, *Sex, and *Race.
- Entity Access Requested:** A warning message and a section for selecting the type of organization. The 'What type of organization' section has radio buttons for 'Early Childhood' and 'OK-12'. A red arrow points to the 'OK-12' option.

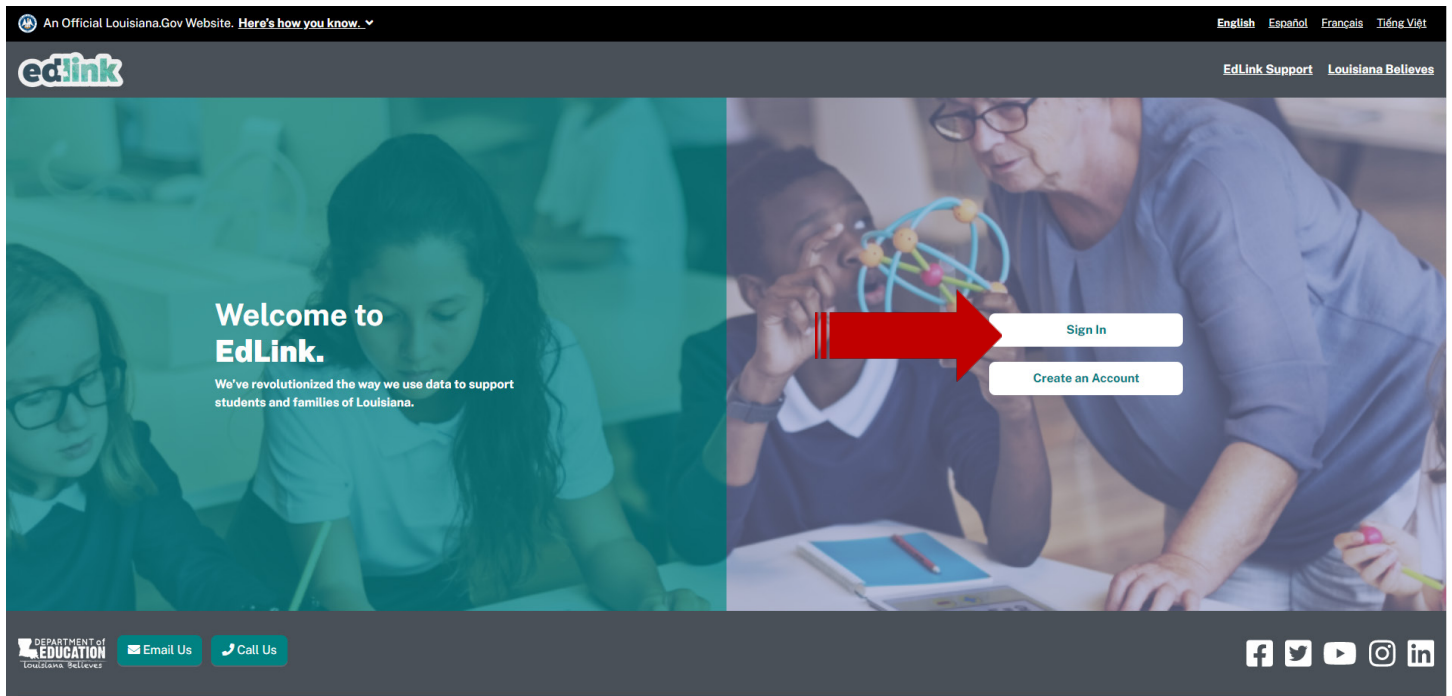
SELECT K-12, YOUR SPONSOR SITE AND SCHOOL FROM THE DROP-DOWNS. THEN SELECT "SAVE."

To complete your access, “Sign Out”, from the navigation panel, located under your User ID at the top left side of your screen.

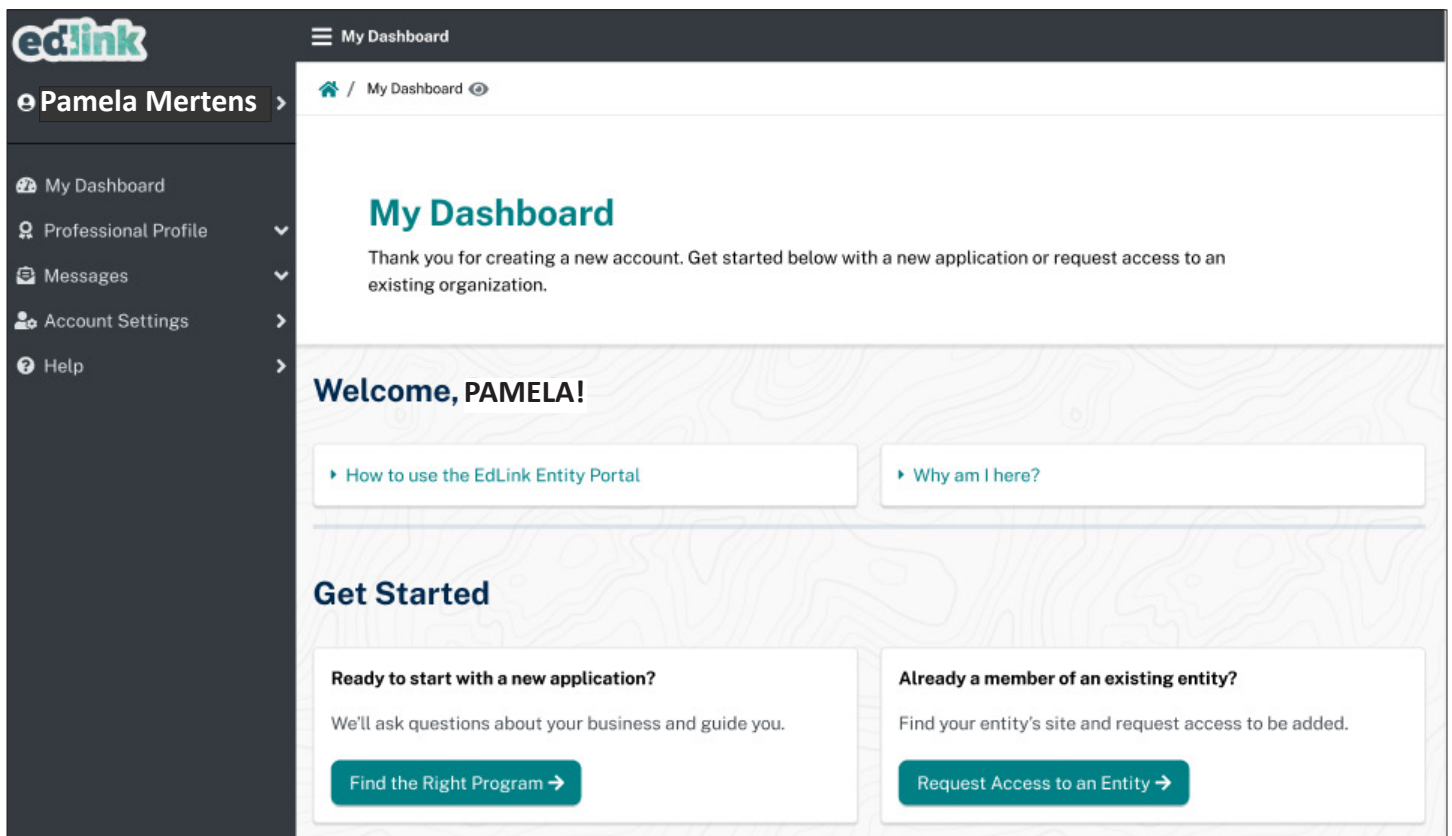


Once again, you’ll be navigated to the Edlink Sign In page shown below. You will not have to do duplicate functions in the future but it necessary to complete your access.

Select, Sign In.”



Your personal Dashboard will appear. On the Dashboard, your Sponsor and Site/School are shown.



Finally, you'll need to request access for the Business Manager and Security Coordinator of your school. Follow the instructions on the upcoming pages carefully.

LDOE APPLICATION SYSTEMS ACCESS AND SECURITY

DATA SECURITY:

Data security standards define specific requirements for managing and controlling access to all LDOE Application Systems. Security goals require all personnel using the LDOE Application Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

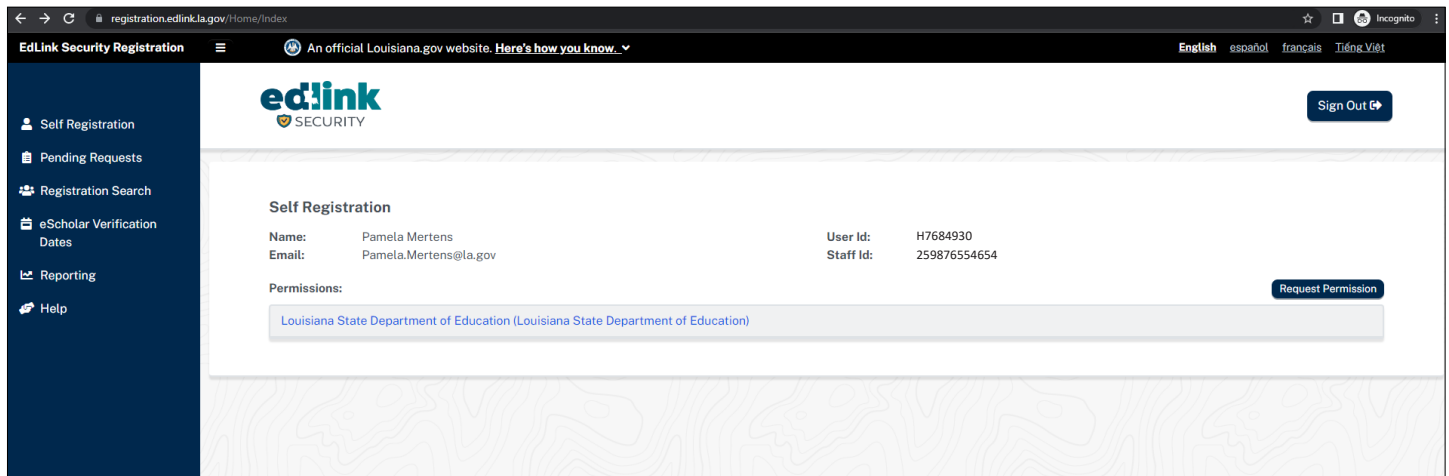
SECURITY COORDINATOR:

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDOE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Application Systems.

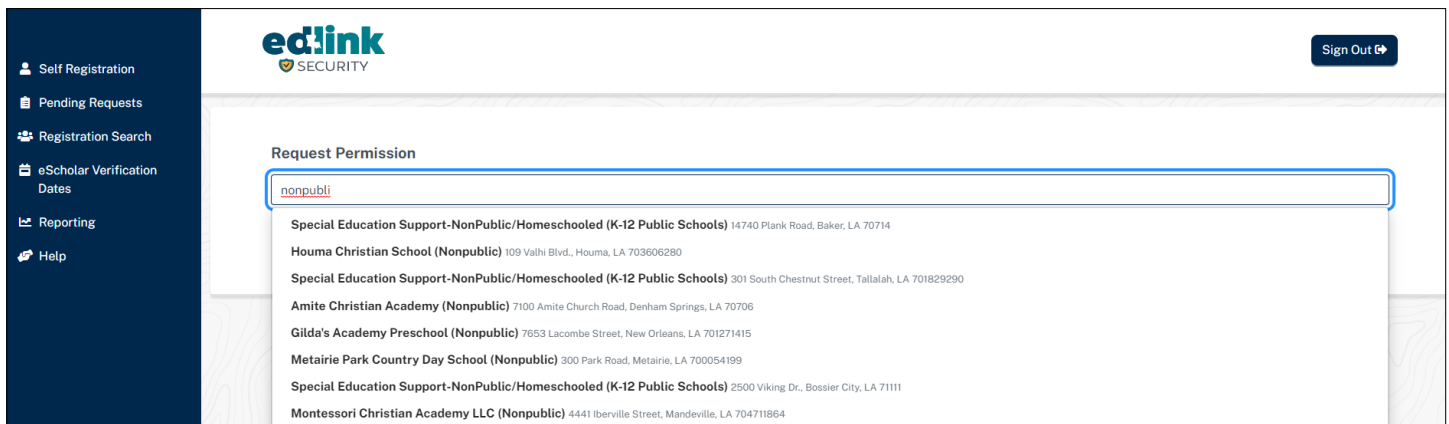
Security issues that cannot be resolved by the Security Coordinator should be referred to the LDOE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov.

Using the link below, you'll request to be assigned as the Business Manager for your School. The following instructions are presented in a step-by-step format to help you do this.

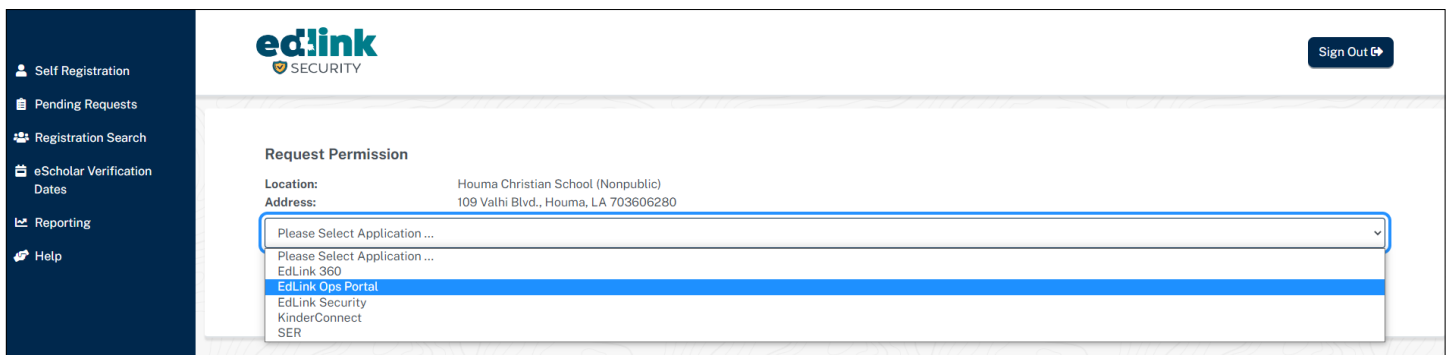
<https://registration.edlink.la.gov> 



Select, "request permission."



Begin by typing in your school name slowly. Carefully select your school from the drop-down by dragging your cursor to the school name and selecting it. The field box will automatically roll to the next requirement.



Select, "Edlink Ops Portal."

Request Business Manager

1. Allow the screen to fully navigate to the Edlink Security page. This may take a few seconds.
2. Select “Request Permission” on the right side of the screen.
3. From the first drop-down, begin typing your school name. Carefully, select the correct school.
4. From the second drop-down that appears, select Edlink Ops Portal.
5. From the third drop-down, select Business Manager.
6. In the final box that appears, enter a statement explaining why you are requesting the role of School. (example: Requesting Access to Edlink)
7. Click inside of the little box labeled, Business Manager, and select “Submit.”

The screenshot shows the Edlink Security interface. On the left is a dark blue sidebar with navigation links: Self Registration, Pending Requests, Registration Search, eScholar Verification Dates, Reporting, and Help. The main content area has the Edlink Security logo at the top left and a 'Sign Out' button at the top right. The page title is 'Request Permission'. Below this, there are fields for Location, Address, Application, Role, and Optional Notification. The Location is 'First Years Early Childhood Development Program, Inc. (Early Childhood)', Address is '417 Bertrand Drive, Lafayette, LA 70506', Application is 'EdLink Ops Portal', and Role is 'Business Manager'. A large text box contains the statement 'Requesting Access to Edlink'. Below the text box, there is a 'Permissions:' section with a radio button selected for 'Business Manager'. At the bottom right, there are two buttons: 'Submit Request' (dark blue) and 'Cancel Request' (yellow).

Request Security Coordinator

1. Allow the screen to fully navigate to the Edlink Security page. This may take a few seconds.
2. Select “Request Permission” on the right side of the screen.
3. From the first drop-down, begin typing your entity name or your own name, depending on the type of center you’re operating. Select the correct entity.
4. From the second drop-down that appears, select Edlink Security.
5. From the third drop-down, select Local.
6. In the final box that appears, enter a statement explaining why you are requesting the role of Security Coordinator.
7. Click inside of the little box labeled, Security Coordinator, and select “Submit.”

EdLink Security Registration

An official Louisiana.gov website. Here's how you know.

English español français Tiếng Việt

Sign Out

Self Registration

Name: Pamela Mertens
 Email: Pamela.Mertens@la.gov

User Id: H7684930
 Staff Id: 259876554654

Permissions:
 Louisiana State Department of Education (Louisiana State Department of Education)

Request Permission

Select, "request permission."

Request Permission

nonpubli

- Special Education Support-NonPublic/Homeschooled (K-12 Public Schools) 14740 Plank Road, Baker, LA 70714
- Houma Christian School (Nonpublic) 109 Valhi Blvd., Houma, LA 703606280
- Special Education Support-NonPublic/Homeschooled (K-12 Public Schools) 301 South Chestnut Street, Tallulah, LA 701829290
- Amite Christian Academy (Nonpublic) 7100 Amite Church Road, Denham Springs, LA 70706
- Gilda's Academy Preschool (Nonpublic) 7653 Lacombe Street, New Orleans, LA 701271415
- Metairie Park Country Day School (Nonpublic) 300 Park Road, Metairie, LA 700054199
- Special Education Support-NonPublic/Homeschooled (K-12 Public Schools) 2500 Viking Dr., Bossier City, LA 71111
- Montessori Christian Academy LLC (Nonpublic) 4441 Iberville Street, Mandeville, LA 704711864

Begin by typing in your school name slowly. Carefully select your school from the drop-down by dragging your cursor to the school name and selecting it. The field box will automatically roll to the next requirement.

Request Permission

Location: First Years Early Childhood Development Program, Inc. (Early Childhood)
 Address: 417 Bertrand Drive, Lafayette, LA 70506

Please Select Application ...

- Please Select Application ...
- EdLink 360
- EdLink Ops Portal
- EdLink Security
- KinderConnect
- SER

edlink
SECURITY

Sign Out

Request Permission

Location: First Years Early Childhood Development Program, Inc. (Early Childhood)
 Address: 417 Bertrand Drive, Lafayette, LA 70506
 Application: EdLink Security

Please Select Role ...
 Please Select Role ...
 Local

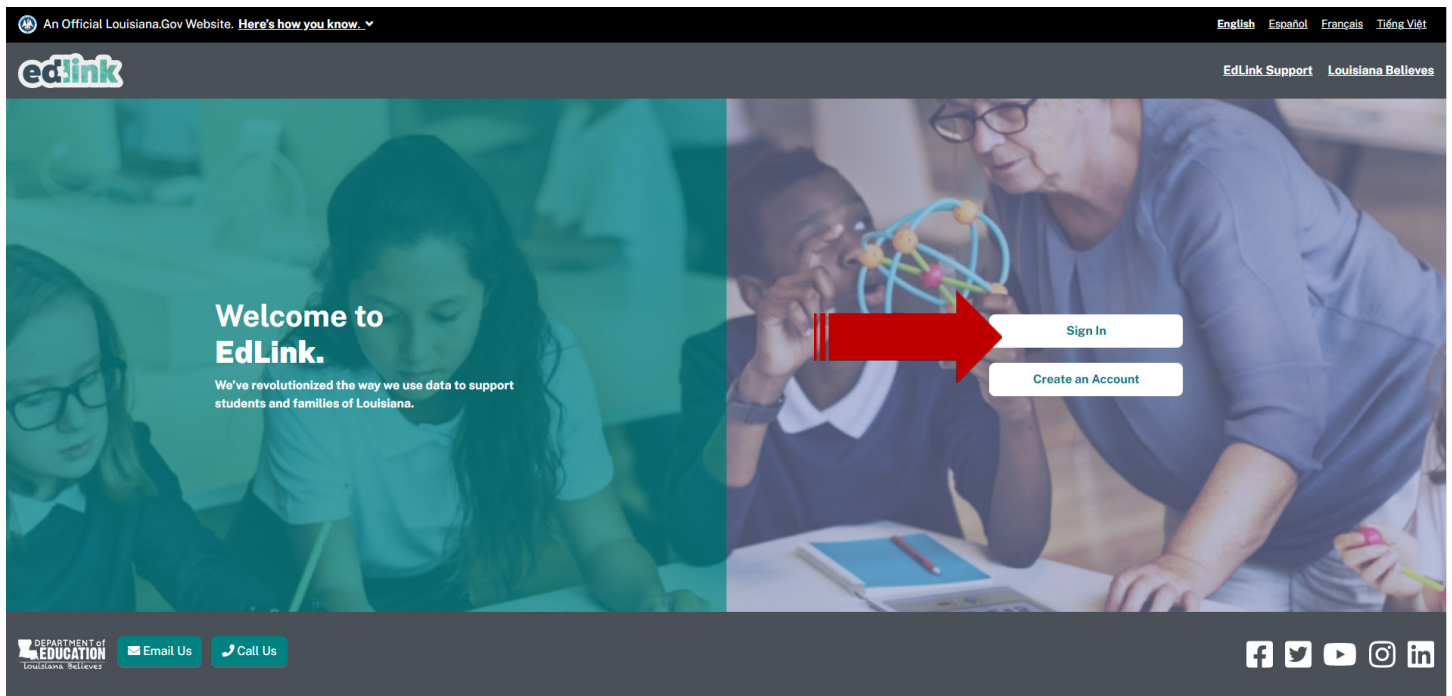
Submit Request Cancel Request

Select, "Local." Then select, "Submit."


Please allow 24-48 Hrs. for your requests to be approved by LDOE. You will receive an email from LDOE once your requests have been approved.

Log back into Edlink at <https://registration.edlink.la.gov>

Select, Sign In.”



After you have successfully logged in, you will now see your Sponsor Site Dashboard.

K-12 Dashboard

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

My Dashboard

- Sponsor Management
- Sponsor Information
- AFR History
- Site Management
- Messages 4
- Account Settings
- Help

Welcome Back, Pamela Mertens

2020-2021 Welcome to your Dashboard. Here you can review and make changes to your sites.

Warning! Annual Financial Reporting for the 2020-2021 school year is due. The final deadline to submit your sites AFR is December 29th, 2022. [Click here to start.](#)

Sponsor Information

[View Sponsor](#)

Location ID 1000008912	Sponsor Name 3D LEARNING Center	Sponsor Type Non-Public Non-Education, Miscellaneous & CACFP
Physical Address 1881 Easy St Ste B Lake Charles, LA, 70605	Mailing Address P O Box 4726 Lake Charles, LA, 70605	
Sponsor Status OPEN: In Operation - Previously Listed	Business Manager Pamela Mertens	Primary Phone Number 337-274-1150
		Contact Email paynefre@gmail.com

Unread Messages and Notifications 4

[Show All](#) [Notifications](#) [Messages](#) [View All Messages](#)

Notification - LDOE has returned your NPS Submission back
Sep 7, 2022 4:29 PM
Action Required: Your NPS Submission for Silliman Institute was sent back. Please make necessary changes and submit again

[Newest to Oldest](#)

USER ACCESS AND AUTHORIZATION

Users requiring access to the LDOE Application Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE Application System(s) a user has access to and specifically what functionality.

These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user.

User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

RESETTING A PASSWORD USING THE PASSWORD RESET SYSTEM (PRS)

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system located on the main Edlink Portal screen.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDOE Application Systems.

- **Hardware:** A PC connected to the Internet or WiFi.
- **Browser:** LDOE Application Systems are designed for **Google Chrome or Microsoft Edge**,
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 768 or higher, and then click OK.

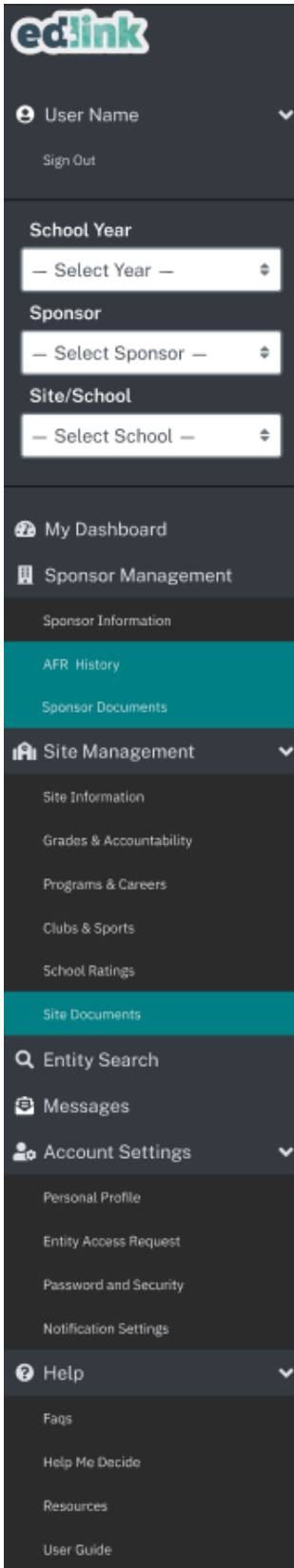
Google Chrome/ Microsoft Edge Options

If there are problems with the LDOE Application Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Google Chrome/Microsoft Edge* options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."



Edlink Navigation Panel



Navigation Panel is specific to the Public School.

Sponsor=School System
Site=School

Coordinator is the only role authorized to make changes for all schools and school systems.

EdLink has a very user-friendly style of navigation. The menus and drop-down items are categorized by specific views or Actions. The next few pages of instructions will explain how to select and utilize each of the items in EdLink.

The image to the left is of the navigation panel, upon login. Business Managers will see their Sponsor Information and Messages/Notifications for Public School Systems, only. Only Coordinators are authorized to make changes for all schools and school systems.

Tip: Click on any of the drop-down (carrots) and explore.

Business Manager Dashboard

edlink K-12 Dashboard

Welcome Back, Pamela Mertens

2020-2021 Welcome to your Dashboard. Here you can review and make changes to your sites.

Warning! Annual Financial Reporting for the 2020-2021 school year is due. The final deadline to submit your sites AFR is December 29th, 2022. [Click here to start.](#)

Sponsor Information [View Sponsor](#)

Location ID 1000008912	Sponsor Name 3D LEARNING Center	Sponsor Type Non-Public Non-Education, Miscellaneous & CACFP
Physical Address 1881 Easy St Ste B Lake Charles, LA, 70605	Mailing Address P O Box 4726 Lake Charles, LA, 70605	
Sponsor Status OPEN: In Operation - Previously Listed	Business Manager Pamela Mertens	Primary Phone Number 337-274-1150
		Contact Email paynefre@gmail.com

Messages and Notifications include the 5 most recent **Unread Messages and Notifications**. Search for a specific Entity by name, date range or by selecting, "Show All" to show all read and unread Messages/Notifications.

Unread Messages and Notifications [View All Messages](#)

Show All Notifications Messages [Newest to Oldest](#)

- Notification - LDOE has returned your NPS Submission back**
Sep 7, 2022 4:29 PM
Action Required: Your NPS Submission for Silliman Institute was sent back. Please make necessary changes and submit again
- Notification - LDOE has returned your NPS Submission back**
Sep 7, 2022 4:14 PM
Action Required: Your NPS Submission for Diocese of Baton Rouge Special Education Program was sent back. Please make necessary changes and submit again
- Notification - LDOE has returned your NPS Submission back**
Sep 6, 2022 3:11 PM
Action Required: Your NPS Submission for QuesTECH Learning was sent back. Please make necessary changes and submit again? [Review](#)
- Notification - LDOE has returned your NPS Submission back**
Sep 6, 2022 3:03 PM
Action Required: Your NPS Submission for Brighter Horizon School of Baton Rouge was sent back. Please make necessary changes and submit again? [Review](#)

Select the year that you will be reporting, the Sponsor and the Site from the white drop-downs within the Navigation Panel. If you have access to only one site, that site will already be listed in your Sponsor and Site

STEP 1

edlink K-12 Dashboard

Welcome Back, Pamela Mertens

2020-2021 Welcome to your Dashboard. Here you can review and make changes to your sites.

Warning! Annual Financial Reporting for the 2020-2021 school year is due. The final deadline to submit your sites AFR is December 29th, 2022. [Click here to start.](#)

Sponsor Information [View Sponsor](#)

Location ID: Sponsor Name: Sponsor Type:

Physical Address: Mailing Address:

Sponsor Status: Business Manager: Pamela Mertens Primary Phone Number: Contact Email:

STEP 2

edlink K-12 Dashboard

Welcome Back, Pamela Mertens

2020-2021 Welcome to your Dashboard. Here you can review and make changes to your sites.

Warning! Annual Financial Reporting for the 2020-2021 school year is due. The final deadline to submit your sites AFR is December 29th, 2022. [Click here to start.](#)

Sponsor Information [View Sponsor](#)

Location ID: Sponsor Name: Sponsor Type:

Physical Address: Mailing Address:

Sponsor Status: Business Manager: Pamela Mertens Primary Phone Number: Contact Email:

Sponsor Selection List:

- Select Sponsor--
- 3D LEARNING Center
- Achievable Dreams Christian Academy Updated
- Baby Your Baby Childcare
- Beloved Kiddie College Edited
- Briarfield Academy
- Celerity Crestworth Charter School
- Circle G Educational Services, Inc.
- Coteaus Little Cuties
- Early Learning Center
- Family Christian Academy
- Grace Early Learning
- Heritage Academy
- Westminster Christian Academy Edited

STEP 3

edlink Sponsor Information

The page consists of all Sponsor related information. Use the edit buttons below to update information. Some items may require LDOE approval prior to being accepted. Others cannot be edited.

Sponsor Information 2022-2023

Sponsor Code: YH7 Sponsor Name: 3D LEARNING Center Location ID: 1000008912 Sponsor Type: Non-Public Non-Education, Miscellaneous & ACFP

Physical Address: 1881 Easy St Ste B, Lake Charles, LOUISIANA, 70605, CALCASIEU Mailing Address: P O Box 4726, Lake Charles, LOUISIANA, 70605, CALCASIEU

Sponsor Status: OPEN: In Operation - Previously Listed Primary Phone Number: 337-274-1150 Fax Number: 345-346-3565 Entity Notification Email: paynefre@gmail.com

Once you have selected the Sponsor and the Site from the white drop-downs within the Navigation Panel, the following screens will be viewable; Sponsor Information, Sponsor Contacts, and Additional Information.

Sponsor Information
 The page consists of all Sponsor related information. Use the edit buttons below to update information. Some items may require LDOE approval prior to being accepted. Others cannot be edited.

Sponsor Code YH7	Sponsor Name 3D LEARNING Center	Location ID 1000008912	Sponsor Type Non-Public Non-Education, Miscellaneous & C ACFP
Physical Address 1881 Easy St Ste B Lake Charles, LOUISIANA, 70605 CALCASIEU		Mailing Address P O Box 4726 Lake Charles, LOUISIANA, 70605 CALCASIEU	
Sponsor Status OPEN: In Operation - Previously Listed	Primary Phone Number 337-274-1150	Fax Number 345-346-3565	Entity Notification Email paynefre@gmail.com

Head Administrator Title OWNER	Contact Name Keisha Payne	Primary Phone Number 337-274-1150	Email Address paynefre@gmail.com
Site Coordinator Title DEAN	Contact Name MAURICE ANKitha DUGAS B	Primary Phone Number 318-641-1987	Email Address ankitha.billa@la.gov

Additional Sponsor Information

Website www.carrollton.com	Facebook Page https://www.facebook.com/user	Twitter Profile N/A	Instagram Account N/A
Assessment Group Code Regular District School District	LEA Group Code University Lab Schools	Rollup Flag N/A	Rolling District Y
Title III Flag Immigrant Y	Title III Flag Y	Eden Active Flag Y	McKinney-Vento Flag Y
NCEC Agency ID N/A	Close Date N/A	NPCA Flag Y	AFR Y
SER (Special Education Reporting)			

Reviewers will have READ ONLY ACCESS.
Auditors will have EDITING ACCESS edit/configure and open/close reporting period.
Supervisors will have FULL ACCESS to edit/configure and open/close reporting period and extension

ANNUAL FINANCIAL REPORT HISTORY

AFR History Page: Includes all current and past submissions for your school system. Filters: By School Year (Drop-down will include years that data was submitted for e.g. if there is data missing for a period, that year will not be displayed in drop-down menu) and Status (Not Started, Returned, In Progress, Approved, with Exceptions, Submitted, Review Level 1, Review Level 2, Not Submitted) Icon: +, Edit, View, Settings

Warning message will be displayed if the Sponsor Site has not submitted an

The screenshot displays the 'Annual Financial Reporting History' page. A warning message at the top states: 'Warning! Annual Financial Reporting for the 2020-2021 school year is due. The final deadline to submit your AFR is December 31st, 2021.' Below this is a table with columns: School Year, Approved Date, Approved By, Rating, AFR Status, and Action. The first row (2098-2099) has a 'Not Started' status and a '+' icon in the Action column. A modal titled 'Extend Deadline' is open, with a 'Request Extension' button. A red arrow points from the '+' icon to the 'Request Extension' button, with the word 'BEGIN' written next to it.

School Year	Approved Date	Approved By	Rating	AFR Status	Action
2098-2099	MM/DD/YYYY	Firstname Lastname		Not Started	+
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Excellent	Approved	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Good	Submitted	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Needs Improvement	Approved	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Unacceptable	Returned to School	Edit
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Excellent	Review Level 1	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Good	Review Level 2	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Needs Improvement	Approved	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Unacceptable	Approved	View
20XX-20XX	MM/DD/YYYY	Firstname Lastname	Good	Approved	View

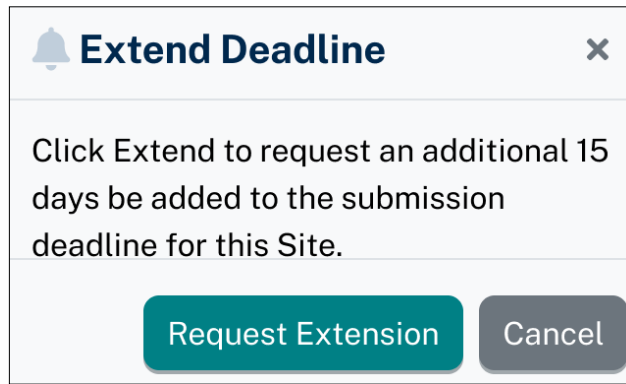
Select the "+" icon, as shown on the previous page, to begin the submission of an AFR.

Reviewers will have READ ONLY ACCESS.

Auditors will have EDITING ACCESS edit/configure and open/close reporting period.

Supervisors will have FULL ACCESS to edit/configure and open/close reporting period and extension

EXTENSION REQUESTS



A notification will be sent to LDOE Staff to Extend AFR Submission for 15 Days. Extension may only be requested for current reporting periods.

EXPLANATION OF AFR

Annual Financial Report Details

The Annual Financial Report (AFR) System enables the Louisiana Department of Education (LDE) to collect, consolidate, and review computerized fiscal data from public school districts and selected public schools to support LDE management decisions; and to respond to various requests for educational financial data.

The AFR is submitted to the Louisiana Superintendent of Education by September 30 annually. The AFR provides a summary of financial activities for the school district or selected school during the fiscal year being reported (i.e., preceding July 1-June 30), together with the status of selected funds and/or account groupings as of the end of that fiscal year (June 30).

All Fiscal Project Codes (FPCs) (primary and secondary) must be separately uploaded or entered to the Web-AFR system. All entries in the secondary FPCs must be included in the primary FPC (AAO). The column and key punch code (kpc) where amounts are entered in the secondary FPCs should be reported in the same column and kpc in the primary FPC (AAO).

School systems may elect to create and update its AFR files entirely on-line; however, once the file is uploaded or the on-line option is selected, the school system must remain with that same operational mode for the entire data collection cycle.

The submitted fiscal data are not accepted as complete by the LDE until the district or school has adequately corrected or resolved MFP audit questions regarding the data; and the school district or agency superintendent (or equivalent) has subsequently provided written certification to the accuracy and completeness of final data for the fiscal year.

[Overview of Annual Financial Review Process](#) 

✕ Close

STATUSES AND ACTIONS

Not Started

Returned to School

In Progress


Submitted


Review Level 1


Review Level 2


Approved


Approved with Exceptions


Not Submitted 


























AFR SUBMISSION

The following pages provide step-by-step instructions for completing and submitting an AFR.

The screenshot displays the 'Annual Financial Report Submission' page on the edlink platform. The page is titled 'Annual Financial Report Submission' and includes a breadcrumb trail: 'Dashboard / Sponsor / Annual Financial Reporting'. Below the title, there is a 'Return to AFR History' button and a 'Page Help' notification box. The main content area is organized into a list of submission steps, each with a 'Complete Step X' button. A red arrow points to the 'Complete Step X' button for the 'Helpful Links' section.

edlink Dashboard

Sponsor / Annual Financial Reporting

Annual Financial Report Submission

2020-2021 Location ID - Sponsor (School System)

[Return to AFR History](#)

Page Help. We have provided a way for you to keep track of all the information needed for you to complete your Annual Financial Report. After all required information is submitted within each step, you will see a green "Completed" badge on the AFR Submission 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 AFR Submission Home" button.

Helpful Links
This will show helpful information to assist with AFR submission. [Complete Step X](#)

AFR File Submission
Here you will find more information about the requirements for an AFR submission. [Complete Step X](#)

Audit Section I) AFR Edits
This is to describe the section and what we need briefly. [Complete Step X](#)

Audit Section II) AFR Reviews
This is to describe the section and what we need briefly. [Complete Step X](#)

Audit Section III) Other AFR Reviews and Comparisons
This is to describe the section and what we need briefly. [Complete Step X](#)

Audit Section IV) Verification of Revenues & Expenditures
This is to describe the section and what we need briefly. [Complete Step X](#)

Audit Section V) Special Reporting Certification Form
This is to describe the section and what we need briefly. [Complete Step X](#)

Audit Section VI) Other Reporting
This is to describe the section and what we need briefly. [Complete Step X](#)

Attestation
This is to describe the section and what we need briefly. [Complete Step X](#)

[Submit AFR to LDOE](#)

HELPFUL LINKS

Begin by completing Helpful Links. Reference documents, instructions, forms and post submission review process information are available in this section. All links will open into a new window. New windows may be left open or closed while not impeding the submission process. Select, "Back to Home" or "Continue" to move

Helpful Links

[Home](#) / [Sponsor Management](#) / [AFR History](#) / [AFR Submission Home](#) / [Helpful Links](#)

Helpful Links

2021-2022 1000008912 - 3D LEARNiNG Center (School System)

[← Return to AFR History](#)

Helpful Links

The links below are for common, frequently-used resources.

Overview and Reference Documents

- [2020 -2021 Annual Financial Report \(AFR\) Data Collection Highlights](#)
- [Overview of Annual Financial Review Process](#)
- [2020-2021 AFR User Guide Version 1.0](#)
- [Federal Cash Management Improvement Act](#)
- [FY2020-2021 Subawards For Indirect Costs Calculation User Guide](#)

AFR 2020-2021 Instructions and Forms

- [2020-2021 Fiscal Project Codes](#)
- [GASB 84 and Louisiana School Activity Funds](#)
- [2020-2021 Project Code AB1 Reporting](#)
- [2020-2021 Coding for Federal & State Grants](#)
- [2020-2021 Revenue Coding Guidance](#)
- [2020-2021 Expenditure Coding Guidance](#)
- [Frequently Asked Questions for Expenditure Coding](#)
- [2020-2021 AFR Form with formulas for City/Parish systems](#)
- [2020-2021 AFR Form with formulas for charters, lab schools, & state agencies](#)

AFR Post Submission Review Process

- [AFR Review Process -Post Submission Audit Review Instructions for LEAs](#)
- [AFR Review Checklist –City/Parish Systems](#)
- [Response to AFR Checklist –City/Parish Systems](#)
- [AFR Review Checklist -Charters, Lab schools & State Agencies](#)
- [Response to AFR Checklist -Charters, Lab Schools & State Agencies](#)
- [Special Reporting Certification –City/Parish systems, Charters, Lab Schs & State Agencies](#)

[← Back to Home](#) [Continue →](#)

AFR FILE SUBMISSION

Begin by completing Helpful Links. Reference documents, instructions, forms and post submission review process information are available in this section. All links will open into a new window. New windows may be left open or closed while not impeding the submission process. Select, "Back to Home" or "Continue" to move

The screenshot shows the 'AFR File Submission' page. At the top, there is a navigation bar with a hamburger menu icon and the text 'AFR File Submission'. Below this, the main heading is 'AFR File Submission' with a sub-heading '2021-2022 1000008912 - 3D LEARNING Center (School System)'. A paragraph of text explains that users will find more information about requirements for an AFR submission, including a provided MS Excel workbook template. Below this is a button labeled 'Return to AFR Submission Home'. The next section is 'Annual Financial Report Details', which includes a brief description of the AFR system and a 'View more details' button. The 'Fiscal Project Codes' section follows, with instructions to select applicable codes. It lists 'Primary FPC' options: 'AA0 - Basic AFR (Applicable to all LEAs)' (checked) and 'AB1 - Economically Disadvantaged'. 'Secondary FPC(s)' options include 'DF1 - Flood Preparation and Recovery', 'CV1 - Governor's Emergency Education Relief Fund (GEERF) - I', 'CV3 - Elementary and Secondary School Emergency Relief Fund (ESSERF) - II', 'DH1 - Hurricane Recovery', 'CV2 - Elementary and Secondary School Emergency Relief Fund (ESSERF) - I', and 'CV4 - American Rescue Plan Elementary and Secondary School Emergency Relief Fund (ESSERF) - III'. A yellow oval callout on the right states: 'Codes will default to AA0 for all. Select Primary Code.'

Download the AFR template below to ensure that the spreadsheet is free of errors and complete.

The screenshot shows the 'Upload Annual Financial Report (AFR)' section. It includes instructions to upload the AFR below and to download the template if one does not have an existing one. A red arrow points to the 'Download AFR Template' button. Below the instructions are 'Submission instructions' numbered 1 through 5. The main upload area is titled '*Upload AFR File - AA0 - Basic AFR (Applicable to all LEAs)'. It features a 'Choose File' button and a 'Browse' button, with a red arrow pointing to the 'Browse' button. Below the upload area, a file named 'AFR Submission' with the filename 'AFR_Template_3_D_Learning.xls' and a date of '09/12/2022' is shown. The file entry includes an eye icon and a trash can icon.

Upload the completed AFR spreadsheet. The file will be in the box, as shown above, if uploaded successfully. Select the "eye" icon to open the uploaded file for viewing or use the "trash can" to delete and upload a new document.

Depending on the number of project codes, the Business Manager has the ability to upload the same number of entries in this upload section. The number of uploads that will appear correlate with the number of project codes. Up to 9 uploads may appear (9 project codes).

Pre-Submission Validation requires that,

All four pages of the AFR are available for each uploaded file.

All key punch codes remain in their respective cells.

All fields open for reporting data but with no value, will be populated with a zero.

Pre-Submission File Validation

The file submitted will be validated for accuracy and completeness prior to the Submission screening. Please ensure that the file used is an unmodified version of the template supplied on this page. Files that have been altered will not be accepted.

1 - Template Accuracy

Result: **PASSED**

File uploaded does not adhere the template format. It could possibly be missing rows or columns. It could also include any values entered in a blocked out or restricted cell. Please download the template provided and enter data using that excel workbook. Do not modify the contents.

2 - Key Punch Code Accuracy

Result: **PASSED**

File uploaded does not adhere the template format. Key Punch Codes do not align to correct cells. Please download the template provided and enter data using that excel workbook. Do not modify the contents

3 - Missing or Invalid Values

Result: **PASSED**

File uploaded was not filled in completely. All required cells must have a data value. The values can be either negative, positive, or zero. They must be whole numbers with no decimal points.

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Button will remain inactive until all validations **PASS**

Save and Continue →

AFR EDITS

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.


Review and verify each item in this Post-Submission Audit Report. If corrections are needed, please return to Step 1 to resubmit an updated AFR template. If no action is needed, then you will see a PASSED result. Some items may require justification or attestation of a value.

AFR Edits

2021-2022 1000008912 - 3D LEARNING Center (School System)

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

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AFR Edits - Instructions

Review and verify each item in this Post-Submission Audit Report. If corrections are needed, please return to Step 1 to resubmit an updated AFR template. If no action is needed, then you will see a PASSED result. Some items may require justification or attestation of a value.

1 - Calculated vs Reported Excess/Deficiency

Result: **PASSED**

This report identifies any differences that occur when the calculations of (Total Revenues plus Other Sources of Funds) minus (Total Expenditures plus Other Uses of Funds) are compared with the excess/deficiency fund balances reported in Keypunch Code 51190.

Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

The Excess or Deficiency of Revenues and Other Sources of Funds minus the sum of Expenditures and Other Uses of Funds should be compared to the amounts reported in KPC 51190. Total Revenues (KPC 15000) plus Other Sources of Funds (KPC 51000) minus Total Expenditures (KPC 50900) plus Other Uses of Funds (KPC 51180).

By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

Check the "Agree" box for all **PASSED** results. **FAILED** results will not provide an agreement option. Return to your original AFR spreadsheet and make corrections. Resubmit the corrected AFR template for revalidation.

2 - Calculated vs Reported EOY Fund Balance

Result: **FAILED**

This report notes any differences that occur when the calculations of EOY Fund Balances from detail data within the submitted report (e.g., revenues, expenditures, etc.) are compared with the EOY fund balances reported in Keypunch Code 51196.

Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

If fund balances are reported correctly, zeros will be in each column of the spreadsheet. Where numbers appear in the spreadsheet, it indicates that the City/Parish system has reported something incorrectly. The beginning fund balance (KPC 51195) should always equal the prior year's ending balance. If the School Systems reported beginning fund balance (KPC 51195) is not equal to the prior years ending fund balance, Edlink will reject the incorrect beginning fund balance and insert zeros in KPC 51195. Any adjustments should be made in KPC 51194 (Prior Year Adjustment).

3 - Check Internal Mathematics of Reported Fund Balances

Result: **PASSED**

This report notes any differences that occur when EOY Fund Balances are calculated solely from submitted Fund Balance records (i.e., Keypunch Codes 51190-51195) and then compared with the EOY Fund Balances reported in Keypunch Code 51196. Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

Compare beginning of year fund balance (KPC 51195) plus reported excess/deficiency (KPC 51190) plus transfer in (KPC 51192) minus transfer out (KPC 51193) plus prior year adjustment (KPC 51194) to reported end of year balance (KPC 51196). ERRORS CAN OCCUR IF BEGINNING FUND BALANCE DOES NOT EQUAL TO PRIOR YEARS ENDING FUND BALANCE.

By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

[Back to AFR File Submission](#) [Save and Continue](#)

Section 1: For all sections which contain columns to be calculated, use the KPC listed in paragraph 3 for calculations.

PASS= If the calculated amount is zero it will pass with exceptions.

If calculated amount is rounded (-\$20 or +\$20) difference, no corrections are required.

FAIL=If the calculations do not balance to more or less than \$20.

1 - Calculated vs Reported Excess/Deficiency

Result: **PASSED**

This report identifies any differences that occur when the calculations of (Total Revenues plus Other Sources of Funds) minus (Total Expenditures plus Other Uses of Funds) are compared with the excess/deficiency fund balances reported in Key punch Code 51190.

Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

The Excess or Deficiency of Revenues and Other Sources of Funds minus the sum of Expenditures and Other Uses of Funds should be compared to the amounts reported in KPC 51190. Total Revenues (KPC 15000) plus Other Sources of Funds (KPC 51000) minus Total Expenditures (KPC 50900) plus Other Uses of Funds (KPC 51180).

Description ↕	General ↕ Funds	Special ↕ Federal Funds	ESSA ↕ Funds	Other ↕ Special Funds	Debt ↕ Service Funds	Capital ↕ Project Funds	Total Funds ↕
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value



* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

Section 2:

PASS= If the calculated amount is zero it will pass with exceptions.

If calculated amount is rounded (-\$20 or +\$20) difference, no corrections are required.

FAIL=If the calculations do not balance to more or less than \$20.

2 - Calculated vs Reported EOY Fund Balance

Result: **FAILED**

This report notes any differences that occur when the calculations of End of Year (EOY) Fund Balances from detail data within the submitted report (e.g., revenues, expenditures, etc.) are compared with the EOY fund balances reported in Key Punch Code 51196. Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

If fund balances are reported correctly, zeros will be in each column of the spreadsheet. Where numbers appear in the spreadsheet, it indicates that the City/Parish system has reported something incorrectly. The beginning fund balance (KPC 51195) should always equal the prior year's ending balance. If the School Systems reported beginning fund balance (KPC 51195) is not equal to the prior years ending fund balance, Edlink will reject the incorrect beginning fund balance and insert zeros in KPC 51195. Any adjustments should be made in KPC 51194 (Prior Year Adjustment).

Description	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	-230	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value

Note that an "I Agree" box is not shown for **FAILED** results.

Section 3:

PASS= If the calculated amount is zero it will pass with exceptions.

If calculated amount is rounded (-\$20 or +\$20) difference, no corrections are required.

FAIL=If the calculations do not balance to more or less than \$20.

3 - Check Internal Mathematics of Reported Fund Balances

Result: **PASSED**

This report notes any differences that occur when EOY Fund Balances are calculated solely from submitted Fund Balance records (i.e., Keypunch Codes 51190-51195) and then compared with the EOY Fund Balances reported in Keypunch Code 0051196. Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

Compare beginning of year fund balance (KPC 51195) plus reported excess/deficiency (KPC 51190) plus transfer in (KPC 51192) minus transfer out (KPC 51193) plus prior year adjustment (KPC 51194) to reported end of year balance (KPC 51196). **ERRORS CAN OCCUR IF BEGINNING FUND BALANCE DOES NOT EQUAL TO PRIOR YEARS ENDING FUND BALANCE.**

Description	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

← Back to AFR File Submission



Save and Continue →

AFR REVIEW PART I

Review and verify each item on the AFR Reviews and attest the accuracy by checking boxes in the list. If corrections are needed, then resubmit. If there is no action needed, state such next to the item.

☰ AFR Review Part 1

AFR Review Part 1

2021-2022 1000008912 - 3D LEARNiNG Center (School System)

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

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AFR Reviews Part 1 - Instructions

Review and verify each item on the AFR Reviews and attest the accuracy by checking boxes in the list. If corrections are needed, then resubmit. If there is no action needed, state such next to the item.

1- Zero Balance Records

This report identifies keypunch codes that have been reported with a zero balance. The report should be examined carefully and any errors must be corrected.

Filter by Group Code Filter by Column

The Post Submission Audit Report identified **2207** Key Punch Code records with a Zero Balance. Please review for accuracy. If a KPC needs to be corrected, please make your correction on your AFR report and return to step #2 to re-upload.

*** By checking this box, you attest that you have reviewed all information and that the data provided is accurate**

I Agree

This report identifies keypunch codes that have been reported with a negative balance. The report should be examined carefully and any errors must be corrected. For all KPCs with negative balances, an explanation should be provided.

2 - Negative Balance Records

Result: **PASSED WITH EXCEPTIONS**

This report identifies keypunch codes that have been reported with a negative balance. The report should be examined carefully and any errors must be corrected. For all KPCs with negative balances, an explanation should be provided.

Record Type	Description	Keypunch Code	General Fund	Special Fund Federal	ESSA Fund	Other Special Fund	Debt Services	Capital Project	Total Funds	Group Code
Group Code 1111/ REVENUES FROM LOCAL SOURCES										
D	(3) Refund Of PY Expend. (E-Rate, etc.)	3300	(14,086)	0	0	0	0	0	(14,086)	
Group Code 1211/ Regular Programs - Elementary/Secondary										
D	b. Materials and Supplies (e.g., rpt. cards)	15620	49,868	13,601	126	(57)	0	0	63,538	
Group Code 1214/ Other Instructional Programs - Elem./Sec.										
D	(5) Other Instructional Salaries	19515	(599)	41,937	0	0	0	0	41,338	
Group Code 1233/ Operation and Maintenance of Plant Services										
D	c. Other Purchased Services	42285	(180)	0	0	0	0	0	(180)	
Group Code 1282/ Other Uses of Funds										
T3	TOTAL VI. OTHER FINANCING SOURCES (USES)	51185	0	(56,682)	(4,943)	0	0	0	(61,625)	

Show 10 per page

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The Post Submission Audit Report identified 7 Key Punch Code records with a Negative Balance. Please review for accuracy. If a KPC needs to be corrected, please make your correction on your AFR report and return to step #2 to re-upload.

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

* Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.

Budget Reduction

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Save and Continue →

AFR REVIEW PART II

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

AFR Review Part 2

2021-2022 1000008912-3D LEARNING Center (School System)

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

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3 - Required Data List

Review the report and verify that salary data has been accurately reported.

Key punch Code	Item Description	KPC Total
Group Code 1221/Pupil Support Services		
24230	(I) Supervisors	0
24230	(I) Supervisors	0
24655	(I) Supervisors	0
24655	(I) Supervisors	0
25100	(I) Supervisors	0
25100	(I) Supervisors	0
25580	(I) Supervisors	0
25580	(I) Supervisors	0

Show 10 per page < 1 2 3 4 ... > Showing 1 of 10

Please review and verify that salary data has been accurately reported. If a KPC needs to be corrected, please make your correction on your AFR report and return to step #2 to re-upload.

*** By checking this box, you attest that you have reviewed all information and that the data provided is accurate**

I Agree



This report group reports Salaries and related benefits. Make appropriate corrections.

AFR Review Part 2

4 - Compare Benefits vs Salaries

Result: **PASSED WITH EXCEPTIONS**

This report group reports Salaries and related benefits. Make appropriate corrections.

Key punch Code	Item Description	Total Salaries For Group	Benefits Paid
Group Code 1211/ Regular Programs			
15800	f. Workmen's Compensation	2,277,730	47,398
15770	(2) Louisiana School Employees Retirement	2,277,730	0
15780	(3) Other Retirement	2,277,730	0
15810	g. Health Benefits (retirees)	2,277,730	0
15735	b. FICA	2,277,730	1,723
15790	e. Unemployment Compensation	2,277,730	6,554
15745	c. Medicare	2,277,730	31,598
15830	i. Annual Leave Severance Pay	2,277,730	0
15760	(1) Louisiana Teachers Retirement	2,277,730	628,632

Show 10 per page

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Please review and verify that salary data has been accurately reported. If a KPC needs to be corrected, please make your correction on your AFR report and return to step #2 to re-upload.

- . Health Benefits for Retirees must be reported in the separate functional areas throughout the AFR (i.e., Regular Programs, Special Education Programs, Career and Technical Education Programs, etc.).
- . Sick Leave Severance Pay should also be accurately reported in each section of the AFR.

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

* Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.

test

← Back to AFR Review Part 1

Save and Continue →

AFR COMPARISONS PART 1

Comparison of Ad Valorem Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIA. If these amounts do not agree, the data must be corrected.

This first report compares the Ad Valorem Taxes reported in the Revenue Section of the AFR to the taxes


AFR Comparisons Part 1

AFR Comparisons Part 1

2021-2022 1000008912-3D LEARNiNG Center (School System)

Comparison of Ad Valorem Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIA. If these amounts do not agree, the data must be corrected.

[Return to AFR Submission Home](#)

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1A - Compare Ad Valorem Taxes

Result: PASSED

This first report compares the Ad Valorem Taxes reported in the Revenue Section of the AFR to the taxes reported in the tax table (Table 2A) in the back of the AFR. THESE AMOUNTS MUST BE THE SAME. Make appropriate corrections.

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate/
 I Agree

The second report for Ad Valorem Taxes compares prior year tax rates and revenues to the current year's rates and revenues. AD VALOREM AND MILL RATES MUST BE ACCURATELY REPORTED FOR USE IN THE MFP BUDGET LETTER.

Explain changes in rates and revenue collections district wide and parish wide compared to last year supported by a copy of the tax referendum/resolution showing effective date of rate change or new taxes enacted.

AFR Comparisons Part 1

1B - Compare Ad Valorem Current & Past Year Tax Data

Result: PASSED WITH EXCEPTIONS

The second report for Ad Valorem Taxes compares prior year tax rates and revenues to the current year's rates and revenues. AD VALOREM AND MILL RATES MUST BE ACCURATELY REPORTED FOR USE IN THE MFP BUDGET LETTER.

Differences Current Year Prior Year % Change


Explain changes in rates and revenue collections district wide and parish wide compared to last year supported by a copy of the tax referendum/resolution showing effective date of rate change or new taxes enacted. Explain changes in revenue collections as compared to last year without rate changes.

In all School Systems, 1% of collections of certain taxes are remitted directly to Teachers Retirement System by the tax collector on behalf of the School System. This revenue must be reported in KPC 450 and KPC 62650 in the Annual Financial Report. THESE AMOUNTS MUST BE THE SAME.

* Was there a Tax Rate increase or decrease in your School system during FY 2021-2022?
 Yes

*Upload Tax Resolution File

Choose File

 AFR Submission
AFR_Template.xls
08/23/2022

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate
 I Agree

* Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.
test

[Back to AFR Review Part 2](#)

AFR COMPARISONS PART 2

Comparison of Ad Valorem Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIA. If these amounts do not agree, the data must be corrected.

Comparison of Sales Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIB. If these amounts do not agree, the data must be corrected.


- The first toggle shows differences for Sales Taxes compared to prior year tax rates and revenues to the current year's rates and revenues. SALES/USE RATES MUST BE ACCURATELY REPORTED FOR USE IN THE MFP BUDGET LETTER. PLEASE VERIFY RATE CHANGES AND PROVIDE DOCUMENTATION (TAX REFERENDUM) SHOWING THE DATE THE RATE CHANGE BECAME EFFECTIVE AND THE AMOUNT OF THE NEW TAX RATE. Explain changes in revenue collections as compared to last year without rate changes.
- The second toggle compares the Sales Taxes reported in the Revenue Section of the AFR to the taxes reported in the tax table (Table 2B) in the back of the AFR. THESE AMOUNTS MUST BE THE SAME.
- The third toggle provides the previous year's AFR submission details for Sales and Use taxes.

AFR Comparisons Part 2

2021-2022 1000008912-3D LEARNING Center (School System)

Comparison of Ad Valorem Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIA. If these amounts do not agree, the data must be corrected.

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2 - Sales/Use Tax Revenue Comparison

Result: **PASSED WITH EXCEPTIONS**

Comparison of Sales Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIB. If these amounts do not agree, the data must be corrected.

- The first toggle shows differences for Sales Taxes compared to prior year tax rates and revenues to the current year's rates and revenues. SALES/USE RATES MUST BE ACCURATELY REPORTED FOR USE IN THE MFP BUDGET LETTER. PLEASE VERIFY RATE CHANGES AND PROVIDE DOCUMENTATION (TAX REFERENDUM) SHOWING THE DATE THE RATE CHANGE BECAME EFFECTIVE AND THE AMOUNT OF THE NEW TAX RATE. Explain changes in revenue collections as compared to last year without rate changes.
- The second toggle compares the Sales Taxes reported in the Revenue Section of the AFR to the taxes reported in the tax table (Table 2B) in the back of the AFR. THESE AMOUNTS MUST BE THE SAME.
- The third toggle provides the previous year's AFR submission details for Sales and Use taxes.

Differences Current Year Prior Year % Change

* Was there a Tax Rate increase or decrease in your School system during FY 2021-2022?
 No

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate
 I Agree

* Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.

[← Back to AFR Comparisons Part 1](#) [Save and Continue →](#)

AFR COMPARISONS PART 3

The sections listed below are comparisons between certain keypunch codes identified by LDOE. If the amounts do not agree, the data must be corrected and AFR resubmitted.

These amounts must equal. Review and make corrections.

AFR Comparisons Part 3

Sponsor Management / AFR History / AFR Submission Home / AFR Comparisons Part 3

AFR Comparisons Part 3

2021-2022 1000008912 - 3D LEARNING Center (School System)

The sections listed below are comparisons between certain keypunch codes identified by LDOE. If the amounts do not agree, the data must be corrected and AFR resubmitted.

[Return to AFR Submission Home](#)

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3 - Compare Prior Year "Ending Balance" (KPC51196) and Current Year "Beginning Balance" (KPC51195)

Result: **PASSED**

Comparison of the Ending Fund Balance in last year's AFR report with the Beginning Fund Balance submitted in the current AFR report. If these amounts do not agree, make appropriate corrections. Use the Prior Year Adjustments transaction to reflect any valid, "post closing" adjustment to last year's Ending Fund Balance.

These amounts must equal. Review and make corrections.

4 - Comparison of Current Year "Ending Balance" (KPC 51196) and Balance Sheet "Total Fund Balance" (KPC 54000)

Result: **PASSED**

Comparison of the Ending Fund Balance entries with the Balance Sheet "Total Fund Equity" for all funds and totals. If the differences (beyond that attributable to rounding error) are not zeroes, the data must be corrected.

Note: Ensure that liabilities or other "credit" accounts were not arbitrarily reported as negative amounts.

These amounts must equal. Review and make corrections.

5 - Comparison of Balance Sheet "Total Assets" (KPC 51690) and Balance Sheet "Total Liabilities and Fund Balance" (KPC 55300)

Result: **PASSED**

Comparison of the Balance Sheet "Total Assets" with the "Total Liabilities Plus Fund Equity" by fund category and grand total. The compared totals should agree (within a reasonable range due to rounding error); otherwise, the data must be corrected.

These amounts must equal. Review and make corrections.

[Back to AFR Comparisons Part 2](#) [Save and Continue](#)

AFR COMPARISONS PART 4

The sections below are comparisons between the prior fiscal year and the reporting fiscal year. If the amounts do not agree, the data must be corrected and/or explanations should be submitted.

Vested Compensated Absences and Fixed Assets must always be reported.

☰ AFR Comparisons Part 4

AFR Comparisons Part 4

2021-2022 1000008912 - 3D LEARNING Center (School System)

The sections below are comparisons between the prior fiscal year and the reporting fiscal year. If the amounts do not agree, the data must be corrected and/or explanations should be submitted.

← Return to AFR Submission Home

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6 - Comparison of Capital Assets, Long Term Debt and Permanent Funds (Table III)

Result **PASSED**

Comparison of the Long Term Debt/Fixed Asset Group Ending Balance in last year's AFR report with the account's Beginning Balance submitted in the current AFR report. If these amounts do not agree, make appropriate corrections.

Vested Compensated Absences and Fixed Assets must always be reported.

This report compares data reported in the prior year to data reported in the current year. Review the report for errors. Provide written comments for all line items listed on this report. You may use the space on the report. If additional pages are needed, be sure to reference this report on those pages.

Comp #1 (A-1)

Percent/Amount of change. This report uses certain criteria to report changes in amounts reported in each keypunch code between prior and current year. An example of criteria used in this comparison is as follows:

- a. Any increase or decrease over 20%.
- b. No differences under 10,000.
- c. All differences over 500,000.

The report is printed in two parts. Part one shows all fund category amounts, by keypunch code that meet the selected criteria. Part two reports the fund totals for the same keypunch codes. This report should be used to determine whether amounts reported are correct. Any errors should be corrected.

AFR Comparisons Part 4

7 - Comparison of Prior Year vs Current Year - Details (All Fields; Table I, III & IV)

This report compares data reported in the prior year to data reported in the current year. Review the report for errors. Provide written comments for all line items listed on this report. You may use the space on the report. If additional pages are needed, be sure to reference this report on those pages.

Comp #1 (A-1)
Percent/Amount of change. This report uses certain criteria to report changes in amounts reported in each keypunch code between prior and current year. An example of criteria used in this comparison is as follows:

- a. Any increase or decrease over 20%.
- b. No differences under 10,000.
- c. All differences over 500,000.

The report is printed in two parts. Part one shows all fund category amounts, by keypunch code that meet the selected criteria. Part two reports the fund totals for the same keypunch codes. This report should be used to determine whether amounts reported are correct. Any errors should be corrected.

Item	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
KPC = 51310 / Type = REV / 1 Cash and Investments							
Prior Year:	0	0	0	0	0	0	0
Current Year:	9,382,195	0	0	233,437	0	0	9,615,632
Diff (PY - CY)	(9,382,195)	0	0	(233,437)	0	0	(9,615,632)
% Change	N/A	N/A	N/A	N/A	N/A	N/A	N/A
KPC = 51320 / Type = REV / 2 Receivables							
Prior Year:	0	0	0	0	0	0	0
Current Year:	766,644	348,353	293,072	3,070	0	0	1,411,139
Diff (PY - CY)	(766,644)	(348,353)	(293,072)	(3,070)	0	0	(1,411,139)
% Change	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.

test

AFR COMPARISONS PART 5

The section below are comparisons between prior year data and current year data. School systems should review for accuracy. If there is an area that is not reported correct, a correction should be made and AFR resubmitted.

Comparison of the Long Term Debt/Fixed Asset Group Ending Balance in last year's AFR report with the account's Beginning Balance submitted in the current AFR report. If these amounts do not agree, make appropriate corrections.

This report compares data reported in the prior year to data reported in the current year. Review the report for errors. Provide written comments for all line items listed on this report. You may use the space on the report. If additional pages are needed, be sure to reference this report on those pages.

Comp #2 (B-1)

This report lists all keypunch codes in which amounts were reported in one year, but not in the other. Any errors should be corrected.


AFR Comparisons Part 5

AFR Comparisons Part 5

2021-2022 1000008912 - 3D LEARNING Center (School System)

The section below are comparisons between prior year data and current year data. School systems should review for accuracy. If there is an area that is not reported correct, a correction should be made and AFR resubmitted.

[← Return to AFR Submission Home](#)

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8 - Comparison of Prior Year vs Current Year - Major Details

Comparison of the Long Term Debt/Fixed Asset Group Ending Balance in last year's AFR report with the account's Beginning Balance submitted in the current AFR report. If these amounts do not agree, make appropriate corrections.

This report compares data reported in the prior year to data reported in the current year. Review the report for errors. Provide written comments for all line items listed on this report. You may use the space on the report. If additional pages are needed, be sure to reference this report on those pages.

Comp #2 (B-1)
This report lists all keypunch codes in which amounts were reported in one year, but not in the other. Any errors should be corrected.

Differences Current Year Prior Year % Change

By checking this box, you attest that you have reviewed all information and that the data provided is accurate
 I Agree

Annual Financial Report data is used to calculate each School System's Maintenance of Effort for the ESSA program. It is vital that all expenditures for this program are correctly reported on the AFR. For Maintenance of Effort, the SEA must determine that either the combined fiscal effort per student or the aggregate expenditures of State and local funds with respect to the provision of free public education in the School System for the preceding fiscal year was not less than 90 percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

Note: Federal funds are reported in columns 5 and 6.

Section 9:

PASS= Current year ESSA must exceed 90% (Greater than or equal to) of the proceeding year ESSA.

FAIL= If amount is less than 90%.

PASS w/Exceptions= Status not required.

9 - Every Student Succeeds (ESSA) - Maintenance of Effort (MOE)

Result: **PASSED**

Annual Financial Report data is used to calculate each School System's Maintenance of Effort for the ESSA program. It is vital that all expenditures for this program are correctly reported on the AFR. For Maintenance of Effort, the SEA must determine that either the combined fiscal effort per student or the aggregate expenditures of State and local funds with respect to the provision of free public education in the School System for the preceding fiscal year was not less than 90 percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.



Note: Federal funds are reported in columns 5 and 6.

F. Total Expenditures from non-federal sources:

FY 2020-2021	FY 2021-2022
<input type="text" value="0"/>	<input type="text" value="12,381,926"/>

G. Are Total Expenditures > 90% of previous fiscal year Total Expenditures?

90% of FY 2020-2021	Percentage of FY 2020-2021 expenses
<input type="text" value="0"/>	<input type="text" value="0.00%"/>

[← Back to AFR Comparisons Part 4](#)  [Save and Continue →](#) 

AFR VERIFICATIONS

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

Verification of Payments: This report compares amounts recorded as disbursed to each local school system by the Department to the amounts the school system reports as revenue. If differences exist in a school system's data, the Sponsor should either correct their submission and re-upload the AFR or provide a detailed explanation below.

☰ AFR Verifications

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AFR Verifications

2021-2022 1000008912-3D LEARNING Center (School System)

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

← Return to AFR Submission Home

Info. You can click the menu icon ☰ at the top left to hide the left side navigation. It gives you a larger viewing area. ✕

Verification of Revenues and Expenditures (Provided by Audit Staff)

Result: **PASSED WITH EXCEPTIONS**

Verification of Payments: This report compares amounts recorded as disbursed to each local school system by the Department to the amounts the school system reports as revenue. If differences exist in a school system's data, the Sponsor should either correct their submission and reupload the AFR or provide a detailed explanation below.

A. Verification of Revenue

1. Up to 1% Collections on Non-School School system Taxes (KPC 450). The amount reported on the AFR should equal the amount on the TRSL

Reported in AFR	Reported by TRSL	Difference
0	56,015,503	-56,015,503

2. State Pub School Fund MFP (KPC 4300)

Reported in AFR	Reported by LDOE	Difference
4,310,684	56,015,503	-51,704,819

3. Keypunch Code 4450 should always have an amount reported equal to the amount provided by the school system to the food service operation.

Reported in AFR	Reported by LDOE	Difference
0	1,234	-1,234

4. MFP payments (Keypunch Codes 4300 + 4450). The amount reported on the AFR should equal the amount shown as allocated by the Department.

Reported in AFR	Reported by LDOE	Difference
4,310,684	56,016,737	-51,706,053

5. ABI - Economically Disadvantaged (ED) (KPC 4300 - Column 4)

Reported in AFR	Reported by LDOE	Difference
0	56,015,503	-56,015,503

6. PIP (KPC 5650). The amount reported on the AFR should equal the amount shown as allocated by the Department.

Reported in AFR	Reported by LDOE	Difference
0	56,015,503	-56,015,503

7. Nonpublic Textbook/Textbook Adm. (Keypunch Code 6100). The amount reported on the AFR should equal the amount shown as disbursed by the Department.

Reported in AFR	Reported by TRSL	Difference
0	56,015,503	-56,015,503

8. Teachers Retirement System Louisiana (TRSL) - PIP (Key Punch Code 7600). The amount reported on the AFR should equal the amount shown as disbursed by the Department.

Reported in AFR	Reported by LDOE	Difference
0	98,763,457	-98,763,457

B. Verification of Expenditures

1. Local Revenue Representation - Charter Schools (KPC 51140). The amount reported on the AFR should equal the amount shown as disbursed by the Department.

Reported in AFR	Reported by LDOE	Difference
0	56,015,503	-56,015,503

C. Verification of Weighted Student Funds in the MFP

1. Economically Disadvantaged

Reported in AFR	Reported by LDOE	Difference
2,152,077	100	2,151,977

2. Career and Technical Units

Reported in AFR	Reported by LDOE	Difference
902,467	10,900	891,567

3. Students with Disabilities

Reported in AFR	Reported by LDOE	Difference
873,740	24,200	849,540

4. Gifted and Talented

Reported in AFR	Reported by LDOE	Difference
143,907	10,500	133,407

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

* Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.

test

[← Back to AFR Comparison Part 5](#)

[Save and Continue →](#)

SPECIAL REPORTING

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

The column and key punch code (KPC) where amounts are entered in the secondary project codes should be included in the same column and KPC, in the Primary fiscal project code (AA0). All secondary project codes may not be submitted by all LEAs.

Note: If your school system did not submit a secondary project code, please note N/A below.

Special Reporting


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Special Reporting

2021-2022 1000008912 -3D LEARNING Center (School System)

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

[← Return to AFR Submission Home](#)

Info. You can click the menu icon  at the top left to hide the left side navigation. It gives you a larger viewing area.

1 - Secondary Fiscal Project Codes

The column and key punch code (KPC) where amounts are entered in the secondary project codes should be included in the same column and KPC, in the Primary fiscal project code (AA0). All secondary project codes may not be submitted by all LEAs.

Note: If your school system did not submit a secondary project code, please note N/A below.

* Select One
 Yes No N/A AB1 - Economically Disadvantaged

* Select One
 Yes No N/A DF1 - Flood Prepration & Recovery

* Select One
 Yes No N/A DH1 - Hurricane Recvoverly

* Select One
 Yes No N/A CV1 - CARES - GEERF (CFDA 84.425C)

* Select One
 Yes No N/A CV2 - CARES - ESSERF I (CFDA 84.425D)

* Select One
 Yes No N/A CV3 - CARES - ESSERF II (CFDA 84.425D)

* Select One
 Yes No N/A CV4 - ARP - ESSERF III (CFDA 84.425D)

* Select One
 Yes No N/A SAF - Student Activity Funds







LDOE currently calculates the Indirect Cost Rate for each School system annually based on the expenditure data reported in the AFR. In order to maintain compliance with LDOE's current Indirect Cost agreement with USDOE, School systems are required to provide additional financial data to capture sub-award amounts during the FY 2020-2021 AFR submission. Detailed information regarding Sub-award Reporting can be found in the Sub-award For Indirect Costs Calculation Users Guide on the AFR Helpful Links web page. Please indicate whether or not your LEA or School have any sub-awards to enter.

2 - Indirect Cost Data – Subaward Reporting (Action Required)

LDOE currently calculates the Indirect Cost Rate for each School system annually based on the expenditure data reported in the AFR. In order to maintain compliance with LDOE's current Indirect Cost agreement with USDOE, School systems are required to provide additional financial data to capture subaward amounts during the FY 2020-2021 AFR submission. Detailed information regarding Subaward Reporting can be found in the Subaward For Indirect Costs Calculation Users Guide on the AFR Helpful Links web page. For questions concerning sub-awards and indirect costs, contact Monique Livious at fedaudit@la.gov.

Please indicate whether or not your LEA or School have any subawards to enter







Yes

Vendor Name	Description of Services	Expenditure Amount	Keypunch Code	Reported in Column	
Testing01	checking add new	2800	0051350	Test	 
Test	TEst	3	0052260	Test	 
Testing for Demo	Adding new	8	0052290	Test	 

[+ Add New](#)

[← Back to AFR Verification](#) [Save and Continue →](#)

Select the "pencil" icon to edit. Then, "Save." Select the "trash can" icon to delete entry.

Vendor Name	Description of Services	Expenditure Amount	Keypunch Code	Reported in Column	
Testing01	checking add new	2800	0051350	Test	 
Test	TEst	3	0052260	Test	 
Testing for Demo	Adding new	8	0052290	Test	 

[+ Add New](#)

Please complete the fields below to add/edit the subaward details

*Vendor Name: *Description of Services:

*Expenditure Amount: *Keypunch Code: *Column/Funding Category:

[Save](#) [Cancel](#)

[← Back to AFR Verification](#) [Save and Continue →](#)

OTHER REPORTING

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

Review and verify each item on the AFR Reviews and attest the accuracy by checking boxes in the list. If corrections are needed, then resubmit. If there is no action needed, state such next to the item.

Other Reporting

2021-2022 1000008912 -3D LEARNING Center (School System)

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

Return to AFR Submission Home

Info: You can click the menu icon ☰ at the top left to hide the left side navigation. It gives you a larger viewing area.

Other Reporting - Instructions

Review and verify each item on the AFR Reviews and attest the accuracy by checking boxes in the list. If corrections are needed, then resubmit. If there is no action needed, state such next to the item.

1 - Balances at End of Year (KPC 51196)

Result: PASSED WITH EXCEPTIONS

Due to the Cash Management Improvement Act, there should be no fund balances in columns 5 & 6. If there are balances in these columns, the School System should review the AFR and make any necessary corrections. Written explanations must be provided if the School System deems that the balance is correct.

Balances (KPC 51196) - Column 5	Balances (KPC 51196) - Column 6
131462	104646

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

* Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.

Provide Reason

2 - General Fund Balance

The General Fund should have a balance greater than or equal to Zero. If balance is negative, please enter an explanation below.

Balances (KPC 51196) - Column 5	Balances (KPC 51196) - Column 6
131462	104646

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

I Agree

Back to Special Reporting

Save and Continue

ATTESTATION

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

By entering your information below, you are signing this request electronically. You certify that you are authorized to submit this request on behalf of your School System or School. This request is complete and accurate to the best of your knowledge.

Attestation

2021-2022 1000008912 - 3D LEARNING Center (School System)


Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

[← Return to AFR Submission Home](#)

Section 1: Business Manager Signature

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 or School. This request is complete and accurate to the best of my knowledge.

*Business Manager/Designee Signature



[Clear](#)

*Position Type: Business Manager

*Full Name: paula white

*Today's Date: 09/18/2022

[← Back to Other Reporting](#) [Save and Review →](#)

ANNUAL FINANCIAL SUPPORT SUBMISSION

Application Home

Annual Financial Report Submission

2021-2022 1000008912 -3D LEARNING Center (School System)

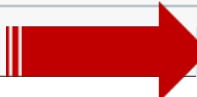
[← Return to AFR History](#)

Page Help. We have provided a way for you to keep track of all the information needed for you to complete your Annual Financial Report. After all required information is submitted within each step, you will see a green "Completed" badge on the AFR Submission 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 AFR Submission Home" button.

1 - Helpful Links Information to assist with AFR submission	Review or Edit 1 Complete
2 - AFR File Submission Upload AFR file	Review or Edit 2 Complete
3 - AFR Edits Review and verify each item in the Post-Submission Audit Report	Continue Working 3 Complete
4 - AFR Review Part 1 Review and verify Zero and Negative balance records	Review or Edit 4 Complete
5 - AFR Review Part 2 Review the report and verify the salary & benefit data	Review or Edit 5 Complete
6 - AFR Comparisons Part 1 Review and verify the Ad Valorem tax revenues and tax mileages	Review or Edit 6 Complete
7 - AFR Comparisons Part 2 Review and verify the Sales tax revenue and tax rates	Review or Edit 7 Complete
8 - AFR Comparisons Part 3 Review and verify: Prior year Ending Balance and Current Year Beginning Balance, Current Year Ending Balance and Balance Sheet Total Fund Balance, and Balance Sheet Total Assets and Balance Sheet Total Liabilities and Fund Balance	Continue Working 8 Complete
9 - AFR Comparisons Part 4 Review and verify Capital Assets, Long Term Debt and Permanent Funds, and Prior Year vs Current Year Details	Continue Working 9 Complete
10 - AFR Comparisons Part 5 Review and verify Prior Year vs Current Year - Major Details and Every Student Succeeds Act (ESSA) - Maintenance of Effort (MOE)	Continue Working 10 Complete ↑
11 - AFR Verifications Review and verify Revenues and Weighted Expenditures	Review or Edit 11 Complete
12 - Special Reporting Review special report and certify	Review or Edit 12 Complete
13 - Other Reporting Review and verify end of year balances and general fund balances	Continue Working 13 Complete
14 - Attestation Certify your submission with an Authorized user's signature	Review or Edit 14 Complete

Submit AFR to LDOE → ↑

When all steps are green with **COMPLETE** badges, Submit AFR to LDOE.



SITE INFORMATION

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Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

My Dashboard

Sponsor Management

Site Management

Site Information

Grades and Accountability

Programs and Careers

Sports and Clubs

Messages (4)

Account Settings

Help

Site Information

Information pertaining to the school or site.

Site Information 2022-2023

Site Code	Site/School Name 3D LEARNING Center	Location ID 1290627053	Site Status N/A
Site Type Non-Public Daycare	Primary Phone Number 214-543-4455	Fax Number 214-543-4455	Entity Notification Email paynefre@gmail.com
Physical Address 1881 Easy St Site B Lake Charles, LOUISIANA, 70605 CALCASIEU		Mailing Address P O Box 4726 Lake Charles, CALIFORNIA, 70605 CALCASIEU	
Longitude N/A	Latitude N/A	Congressional District 1	BESE District 1
Open Date 11/15/2019	Close Date 07/27/2022		

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Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

My Dashboard

Sponsor Management

Site Management

Site Information

Grades and Accountability

Programs and Careers

Sports and Clubs

Messages (4)

Account Settings

Help

Site Administrators

Contact Position Type OWNER	Contact Name Kiesha Payne	Primary Phone Number 337-274-1150	Email Address paynefre@gmail.com
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Additional Information

Site Website N/A	Site Facebook Page N/A	Site Twitter Page N/A	Site Instagram Account N/A
City Limits Y	GIS Type N/A	Locale Unknown	Report Site Code N/A
Institutional Control OTHER	Institutional Funding NONPUBLIC	Institution Type NON-EDUCATION SITE	NCES School ID Code N/A
District Accountability N	Non Acct Reason GRADES NOT INCLUDED	ACT Site Code N/A	Accountability Rollup N/A
Eden Active N	Highly Qualified Flag N	MFP N	Reconstituted N
Brumfield Date N/A	School Bus Partner Cnt N/A	Approval Status Date N/A	Tuition Flag N
Earliest Drop Off Time N/A	Earliest Pickup Time N/A	Approval NOT APPLICABLE	Religious Affiliation NONE

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Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

My Dashboard

Sponsor Management

Site Management

Site Information

Grades and Accountability

Programs and Careers

Sports and Clubs

Messages (4)

Account Settings


Help

OTHER	NONPUBLIC	NON-EDUCATION SITE	N/A
District Accountability N	Non Acct Reason GRADES NOT INCLUDED	ACT Site Code N/A	Accountability Rollup N/A
Eden Active N	Highly Qualified Flag N	MFP N	Reconstituted N
Brumfield Date N/A	School Bus Partner Cnt N/A	Approval Status Date N/A	Tuition Flag N
Earliest Drop Off Time N/A	Earliest Pickup Time N/A	Approval NOT APPLICABLE	Religious Affiliation NONE

System Submit Flags

Edlink 360 N/A	STS N	SER N/A	Edlink Ops AFR N/A
Edlink Ops NPS N	ASR N	ASP N	CCD N
TAP N			

GRADES AND ACCOUNTABILITY


Grades And Accountability

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
- Site Information
- Grades and Accountability
- Programs and Careers
- Sports and Clubs
- Messages (4)


Grades and Accountability

School or site level grade configuration and accountability designation.

Grade Configuration

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

<input type="checkbox"/> Infant <small>(Special Education: Birth - Age 2)</small>	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 11th Grade
<input type="checkbox"/> PreSchool <small>(Special Education: Ages 3-5)</small>	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 12th Grade
<input type="checkbox"/> Pre-Kindergarten <small>(Ages 4-5)</small>	<input type="checkbox"/> 4th Grade	<input type="checkbox"/> Transitional 9th Grade	<input type="checkbox"/> Extension Academy
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 9th Grade	
<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 10th Grade	


Grades And Accountability

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
- Site Information
- Grades and Accountability
- Programs and Careers
- Sports and Clubs
- Messages (4)
- Account Settings
- Help

Accountability

This site does not participate in a testing grade (from 3-11). It will be paired with the school (within the same school system) below for accountability.

*Shared School Option

Accountability K8/HS Group

Early Childhood Accountability

*Charter School Flag	*Lab School Flag	*Magnet School Flag	Corrective Action Code
<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
Pairing Code	*Standalone Flag	*Academic Action Code	*Pairing Site 1 Code
<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
*Pairing Site 2 Code	Reconfig Recons Code	*Reconfig Recons Year	Site Letter Grade
<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
Routing Option Code	*Sharing Grade Code	*Sharing Site Code	*Acct Prog Enter Year
<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>

Edit

↑

PROGRAMS AND CAREERS

edlink
Program And Careers

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
- Site Information
- Grades and Accountability
- Programs and Careers
- Sports and Clubs
- Messages (4)
- Account Settings
- Help

Programs and Careers

Programs and career pathways offered at the school/site.

Programs

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

<input type="checkbox"/> 01 ACCELERATED SCHOOLS 440	<input type="checkbox"/> 02 ADULT EDUCATION 441
<input type="checkbox"/> 03 ALTERNATIVE PROGRAM 442	<input type="checkbox"/> 04 DUAL LANGUAGE PROGRAM 443
<input type="checkbox"/> 05 BOOT CAMP 444	<input type="checkbox"/> 06 FLEXIBLE SCHEDULING 445
<input type="checkbox"/> 07 COLLEGE PREPARATORY 446	<input checked="" type="checkbox"/> 08 DAY/CHILD CARE 447
<input type="checkbox"/> 09 DISCIPLINARY 448	<input type="checkbox"/> 10 EXTENDED DAY 449
<input type="checkbox"/> 11 FEDERAL NUTRITION PROGRAM 450	<input type="checkbox"/> 12 GED PREPARATION 451
<input type="checkbox"/> 12 COMMUNITY ELIGIBILITY PROGRAM 452	<input type="checkbox"/> 13 GIFTED 453
<input type="checkbox"/> 14 LEARN 454	<input type="checkbox"/> 15 HIGH SCHOOLS THAT WORK 455
<input type="checkbox"/> 16 HOMELESS 456	<input type="checkbox"/> 17 HOSPITAL/HOMEBOUND 457
<input type="checkbox"/> 18 HANDICAPPED INFANTS/TODDLERS 458	<input type="checkbox"/> 19 LEARNING DISABILITIES 459
<input type="checkbox"/> 20 MIDDLE SCHOOL 460	<input type="checkbox"/> 21 MIGRANT EDUCATION 461
<input type="checkbox"/> 22 MONTESSORI 462	<input type="checkbox"/> 23 NIGHT SCHOOL 463
<input type="checkbox"/> 24 PREKINDERGARTEN 464	<input type="checkbox"/> 25 TITLE 1/SCHOOL WIDE PROGRAM 465
<input type="checkbox"/> 26 TITLE 1/TARGETED ASSISTANCE 466	<input type="checkbox"/> 27 SPECIAL EDUCATION 467
<input type="checkbox"/> 28 TALENTED 468	<input type="checkbox"/> 29 CAREER TECHNICAL EDUCATION 469
<input type="checkbox"/> 30 TECH PREP 470	<input type="checkbox"/> 31 UNWED MOTHERS 471
<input type="checkbox"/> 32 YEAR ROUND 472	<input type="checkbox"/> 33 HEAD START 473
<input type="checkbox"/> 34 STRUCTURED ENG IMMERSION PROG 474	<input type="checkbox"/> 35 HIGH/SCOPE 475

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Program And Careers

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
- Site Information
- Grades and Accountability
- Programs and Careers
- Sports and Clubs
- Messages (4)
- Account Settings
- Help

Career Pathways


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

<input type="checkbox"/> 002 ARCHITECTURE AND CONSTRUCTION	<input type="checkbox"/> 001 AGRICULTURE, FOOD, AND NATURAL RESOURCES
<input type="checkbox"/> 004 BUSINESS, MANAGEMENT & ADMINISTRATION	<input type="checkbox"/> 003 ARTS, A/V TECHNOLOGY & COMMUNICATIONS
<input type="checkbox"/> 006 FINANCE	<input type="checkbox"/> 005 EDUCATION & TRAINING
<input type="checkbox"/> 008 HEALTH SCIENCE	<input type="checkbox"/> 007 GOVERNMENT AND PUBLIC ADMINISTRATION
<input type="checkbox"/> 010 HUMAN SERVICES	<input type="checkbox"/> 009 HOSPITALITY AND TOURISM
<input type="checkbox"/> 012 LAW, PUBLIC SAFETY, AND SECURITY	<input type="checkbox"/> 011 INFORMATION TECHNOLOGY
<input type="checkbox"/> 014 MARKETING, SALES, AND SERVICE	<input type="checkbox"/> 013 MANUFACTURING
<input type="checkbox"/> 016 TRANSPORTATION, DISTRIBUTION & LOGISTICS	<input type="checkbox"/> 015 SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH

<input type="checkbox"/> A02 Ag, Food, Nat Res - Animal Sci	<input type="checkbox"/> A01 Ag, Food, Nat Res - Ag Prod/Mgt/Entrep
<input type="checkbox"/> A04 Ag, Food, Nat Res - Horticulture	<input type="checkbox"/> A03 Ag, Food, Nat Res - Forestry&Conservation

<input type="checkbox"/> B02 Archit, Constr - Architecture	<input type="checkbox"/> B01 Archit, Constr - AC&Refrgn, Heat&Vent
<input type="checkbox"/> B04 Archit, Constr - Carpentry&Construction	<input type="checkbox"/> B03 Archit, Constr - Cabinetmaking
<input type="checkbox"/> B06 Archit, Constr - Electrical/Electronics	<input type="checkbox"/> B05 Archit, Constr - Drafting
<input type="checkbox"/> B08 Archit, Constr - Plumbing	<input type="checkbox"/> B07 Archit, Constr - Masonry

SPORTS AND CLUBS



Sports and Clubs

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
 - Site Information
 - Grades and Accountability
 - Programs and Careers
 - Sports and Clubs**
- Messages (4)
- Account Settings


Sports and Clubs

Clubs and sports offered at the school/site

Sports

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

<input type="checkbox"/> Baseball	<input type="checkbox"/> Powerlifting
<input type="checkbox"/> Basketball	<input type="checkbox"/> Soccer
<input type="checkbox"/> Bowling	<input type="checkbox"/> Softball
<input type="checkbox"/> Cross-Country	<input type="checkbox"/> Sprint
<input type="checkbox"/> Football	<input type="checkbox"/> Swimming
<input type="checkbox"/> Golf	<input type="checkbox"/> Tennis
<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Indoor Track and Field	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Outdoor Track and Field	<input type="checkbox"/> Other Sports



Sports and Clubs

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
 - Site Information
 - Grades and Accountability
 - Programs and Careers
 - Sports and Clubs**
- Messages (4)
- Account Settings
- Help

Sports and Clubs


<input type="checkbox"/> Golf	<input type="checkbox"/> Tennis
<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Indoor Track and Field	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Outdoor Track and Field	<input type="checkbox"/> Other Sports

Clubs

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

<input type="checkbox"/> Academic Subject-Area Interest Literature and Humanities	<input type="checkbox"/> Music
<input type="checkbox"/> Academic Subject-Area Interest Science, Technology, Engineering, Mathematics	<input type="checkbox"/> National or Statewide Leadership Associations
<input type="checkbox"/> Adult Mentoring	<input type="checkbox"/> Peer Tutoring or Mentoring
<input type="checkbox"/> Affinity Associations	<input type="checkbox"/> Politics and Government
<input type="checkbox"/> Business Interest	<input type="checkbox"/> School Community Organizations
<input type="checkbox"/> Career Focus	<input type="checkbox"/> Speech and Debate
<input type="checkbox"/> Drama, Theater, and Dance	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Games and Gaming	<input checked="" type="checkbox"/> Other Clubs
<input type="checkbox"/> Honor Society	Club Name
	<input type="text" value="Club"/>

ACCOUNT SETTINGS



Access Request

Pamela Mertens

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- My Dashboard
- Sponsor Management
- Site Management
- Messages (4)
- Account Settings**
 - Personal Profile
 - Entity Access Request**
 - Password and Security
 - Notification Settings
 - Help

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
There are no records to show		

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](#)



Password Reset & User Account History

Pamela Mertens

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- My Dashboard
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- Site Management
- Messages (4)
- Account Settings
 - Personal Profile
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Password Reset


Click the link to the right to be redirected to the my.la.gov site to get assistance with changing your password.

[Reset Password](#)

User History

Quick Filters: [All](#) [My Changes](#) [Other User Changes](#)

User	Field	Original Value	New Value	Request Date/Time
There are no records to show				


Notification Settings

Pamela Mertens

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Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
- Messages 4
- Account Settings
- Personal Profile
- Entity Access Request
- Password and Security
- Notification Settings
- Help

Notification Settings

Review or update your notification preferences below.

Delivery Methods

Allow notifications by email No

Allow text notifications by text message No

Allow notifications by mail No

Email Address

Text Message

Carrier charges may apply for text messages

Mailing Address

Notification Preferences


Toggle all notifications No

Reminders

Annual Certification (Due in 30 days) No

Licensing Expiration (Due in 30 days) No

Upcoming Training Session (starts in 2 days) No


Notification Settings

Pamela Mertens

School Year: 2022

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- My Dashboard
- Sponsor Management
- Site Management
- Messages 4
- Account Settings
- Personal Profile
- Entity Access Request
- Password and Security
- Notification Settings
- Help

Allow notifications by mail No

Mailing Address

Notification Preferences

Toggle all notifications No

Reminders

Annual Certification (Due in 30 days) No

Licensing Expiration (Due in 30 days) No

Upcoming Training Session (starts in 2 days) No

New Messages

Task is assigned to me No

Message response No

System messages No

Changes to my records

Professional profile updated No

Personal profile updated No

Pending change expiration No

HELP

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