Louisiana Believes

Non-Public School School Manager User Guide

2022-2023

This report is submitted electronically during the annual nonpublic reporting period using LDOE Edlink NPS Reporting System.

Due Date: completed annually by the deadline established by the LDOE
Revised: September 2022

edlink

This page was intentionally left blank.

Table of Contents

GENERAL INFORMATION

What Is The Nonpublic Annual Data Submission?

Each nonpublic school seeking state approval must submit a Nonpublic Annual Data Submission to the Louisiana Department of Education (LDOE) by the deadline set by the LDOE. The report shall be authorized by the administrative head of the school. A copy of the report and supporting mandatory documentation must be maintained on file at the school.

The *Nonpublic Annual School Report* is submitted electronically using the **LDOE Edlink NPS Reporting System** portal. Authorized users of LDOE application systems require a valid User ID and password.

Requesting Updates to General School Information

Prior to electronically submitting the Nonpublic Annual Data Submission, it is important to verify the accuracy of the information on record at the LDOE for your nonpublic school. This includes such information as Principal Name, E-mail Address, Physical Address, Mailing Address, Telephone Number, Fax Number, and Grade Structure.

Nonpublic Schools Security and Confidentiality Policy

Data Security Procedures: Data security standards define specific requirements for managing and controlling access to the **LDOE Edlink NPS Reporting System** portal for the electronic submission of the *Nonpublic Annual Data Submission*. Security goals will be met by requiring all personnel using Louisiana Department of Education (LDOE) computer systems to have a unique User ID, and to be associated with a security profile that will control their access to computer resources. The monitoring and control of access to computer resources will be accomplished using automated security software.

Due to ongoing changes in the data processing environment, situations may occur in which the applicability of these standards may be uncertain. In such cases, it is the user's responsibility to seek the proper interpretation of standards through LDOE/Information Technology Services (ITS). In no event, shall undefined or unclear standards be construed to imply an access authorization. These standards apply to all persons who use or have access to LDOE computer systems.

USER ACCESS

User Access Authorization: If you are a new user or if you have a User ID and are authorized to access other LDOE application systems, you will need to be granted authority to access the Nonpublic Schools Annual Data Collection (NPS) application system by requesting permission through the **Edlink Security** application. If access is authorized, the appropriate User ID, password, and security profile will be assigned according to categories of organizations making the requests.

- 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.
- Notification of the User ID and temporary password will be communicated to the user in confidence by e-mail.

The Principal or School Administrator must notify the Nonpublic Security Coordinator of changes in status for users (i.e. if a user no longer needs access or due to termination or job reassignment). Such updates are critical to the security of the LDOE data systems.

User ID Suspension, Revocation, and Reactivation: If a User ID has been revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the ITS Security Coordinator after a review of the circumstances and a discussion with the user. User IDs will 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.

Passwords may be reset at any time, or if forgotten, using the **LDOE Edlink Password Reset System**. For instructions on resetting your password, see the section **LDOE Edlink Password Reset System** in this guide.

TECHNICAL ASSISTANCE

For technical assistance in preparing the mandatory documentation and for electronically submitting the Non-public Annual School Report, the following websites and contacts should be used.

Louisiana Department of Education: TOLL FREE #: 1-877-453-2721

Nonpublic Schools Security Coordinator: nonpublicschools@la.gov

Louisiana Department of Education (LDOE): http://www.louisianabelieves.com
Nonpublic Schools: http://www.louisianabelieves.com/schools/nonpublic-schools
Password Reset System (PRS): https://password.doe.louisiana.gov

Nonpublic School Approval and Brumfield v. Dodd Approval nonpublicschools@la.gov

Data Management and Security - Nonpublic Updates, LEADS/NPS Access & User IDs nonpublic schools@la.gov

Bureau of Criminal Identification and Information - Background Checks http://www.lsp.org/technical. html#criminal

---

Instructions For Existing Users of LDOE Application Systems If you are an existing user for any of the LDOE application systems and you have a valid User ID, you may be required to reset your password (passwords expire every 30 days). For instructions on resetting your password, see the section PART II. PASSWORD RESET SYSTEM (PRS) in this guide.

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/#/

Take a moment to read the information on this page. Then select "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 Sign In 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.

2

Let's start your account.

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

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 ⬇

Click on the blue light bulb to view the required format for your User ID and Password. Click back on the light bulb 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.

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.

3

Let's set a PIN.

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!

If there's an asterisk * we have to get that information.

* New PIN	* Confirm New PIN
987654 ✓	987654 ✓

⊕ Previous Section   Next Section ⊕

4

How should we contact you?

If there's an asterisk * we have to get that information.

Telephone

(386) 555-1212

You only have to type the numbers, nothing else. Start with your area code.

* Email Address

pamela.k.mertens@wilmu.edu ✓

⊕ Previous Section   Next Section ⊕

After section 4 is complete, Select the large green "Create Your Account" button. You will now be asked to confirm your email.

That's it!   Create Your Account

While registering for MyLA it states my email is already being used, how do I move forward?

You may have created an account in MyLA in the past, try to use the Forgot Username and Pass word link to recover your information to move forward. You may also create a new email address and reenter your information in Sections 1-4 again using the newly created email.

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
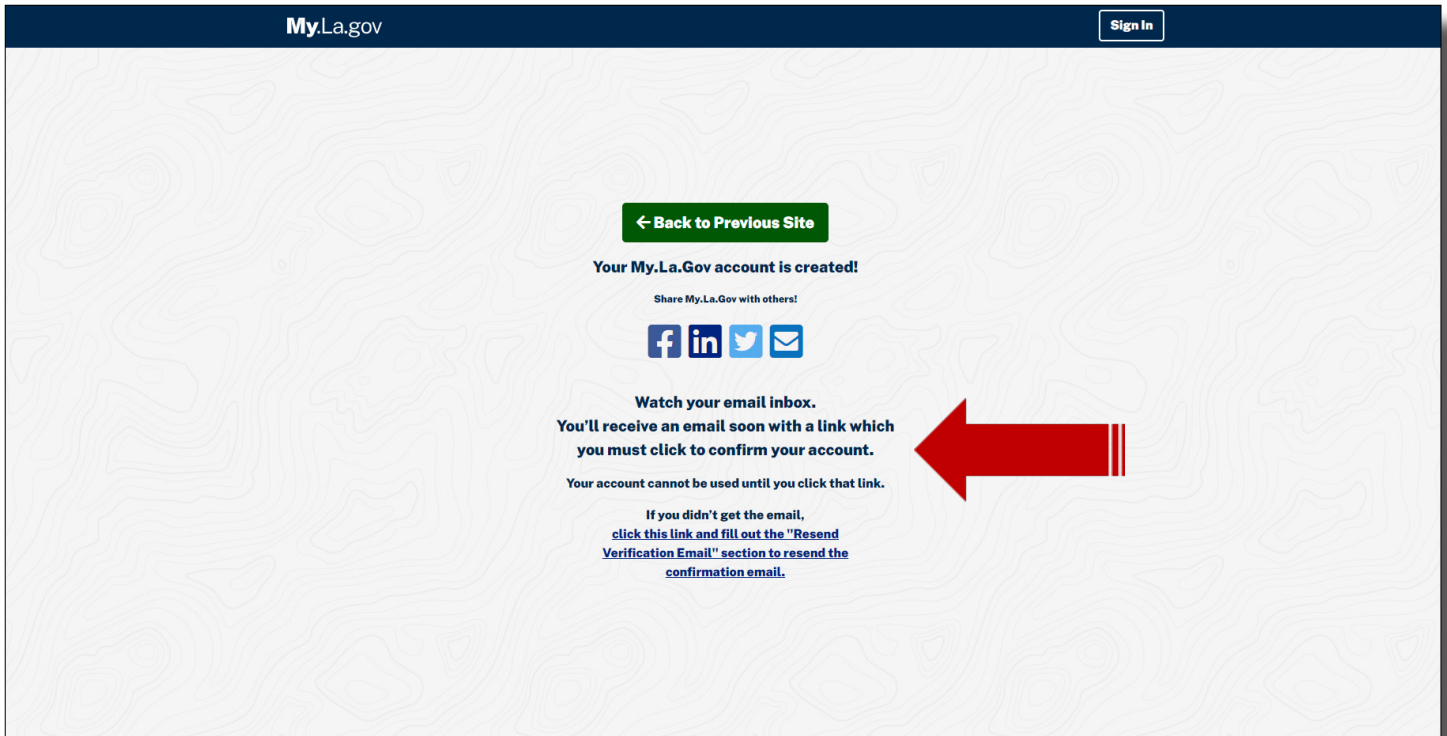
An email will be sent to the email used to register. You must click on the Confirm Email option located within the verification email from LDOE. The verification email will expire in 24 hours. Once you've confirmed your email, return to this page and close page. You will now be asked to log back into Edlink.

You're now ready to begin the next step in the Edlink registration process. Go to https://ldoe.edlink.la.gov and Sign In.

You'll now be navigated to the New User Profile page .

You'll be asked to complete your profile by entering your 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."

ed link

Daisy Grotsma

Entity
— Select Entity —

Dashboard
→ Account Settings
  Personal Profile
  Access Request
  Password and Security
  Notification Settings
Help

Dashboard
/ New User - Personal Profile

New User - Personal Profile
Please enter your profile information below to create a new Staff ID or to be associated with an existing Staff ID.

Name and Contact
Owner Name:

Prefix
Value

*First Name
Value

Middle Name
Value

*Last Name
Value

Suffix
Value

Owner Information:

*Primary Phone Number
Value

Secondary Phone Number
Value

*Email Address
Value

MyLA User ID
Value

You will not receive a confirmation. Your information will be "grayed-out".

Address Information
Physical Address

*Street Name 1
Value

Street Name 2
Value

*City — Value   *State — Select —

*Zip — Value   *Parish/County — Value

Copy to Mailing

Mailing Address

*Street Name 1
Value

Street Name 2
Value

*City — Value   *State — Select —

*Zip — Value   *Parish/County — Value

Personal Identification
*Date of Birth — Value   *SSN   *Identification Number   *Issuing State — Select —

*Sex — Select —   *Race — Select —

⚠ **Warning!** In order to keep you information secure we need some additional information about the entity you will be working with. Please review the questions below and make your selection. ✕

Entity Access Requested
Select the type of organization you will be interacting with. Note, your request may take up to 3-5 business days to review.

*What type of organization   *Is this for an existing site?
Early Childhood ● K-12   ● Yes   No

Save

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

Do not worry if the site information is not current. Information can be updated after access has been approved. Information can not be changed on the personal profile page.

k.la.gov

15

To complete your access, "Sign Out", from the navigation panel, located under your User ID at the top left side of your screen.
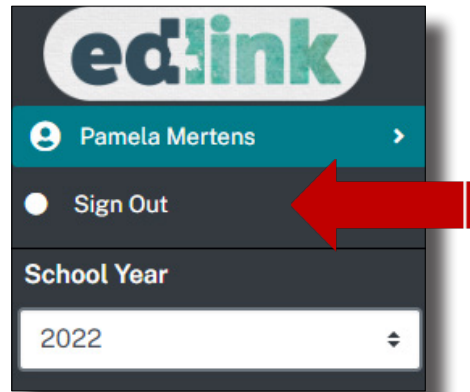
Once again, you'll be navigated to the Edlink Sign In page shown below. You will not have to do duplicate functions in the future but it necessary to complete your access.

Select, Sign In."
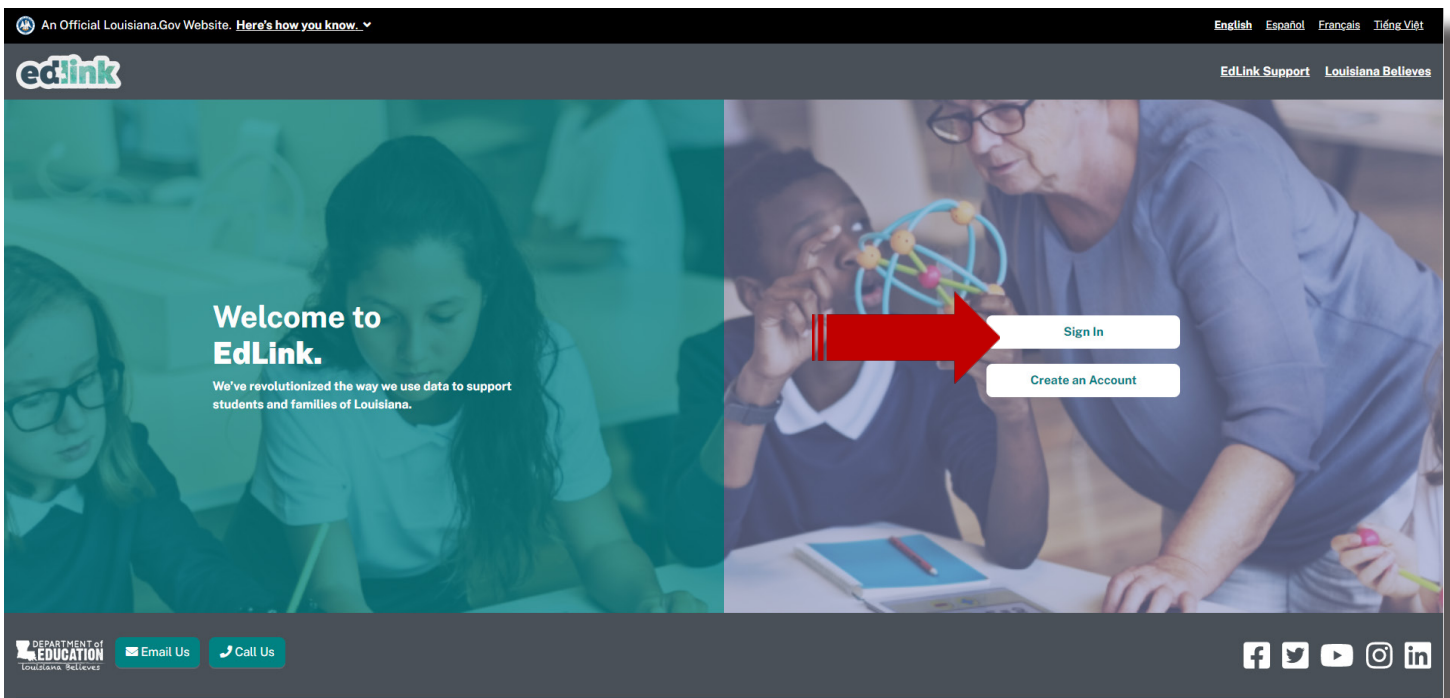
My Myla Username and password results in an error message when I try to Sign In on the Edlink Page.

If you have recently set up your MyLA ID please wait 30 minutes for the systems to sync before logging in the first time.

Your personal New User Dashboard will appear. Your NPS Site access will be limited until your requests for access has been approved. Continue for instructions on how to do this.
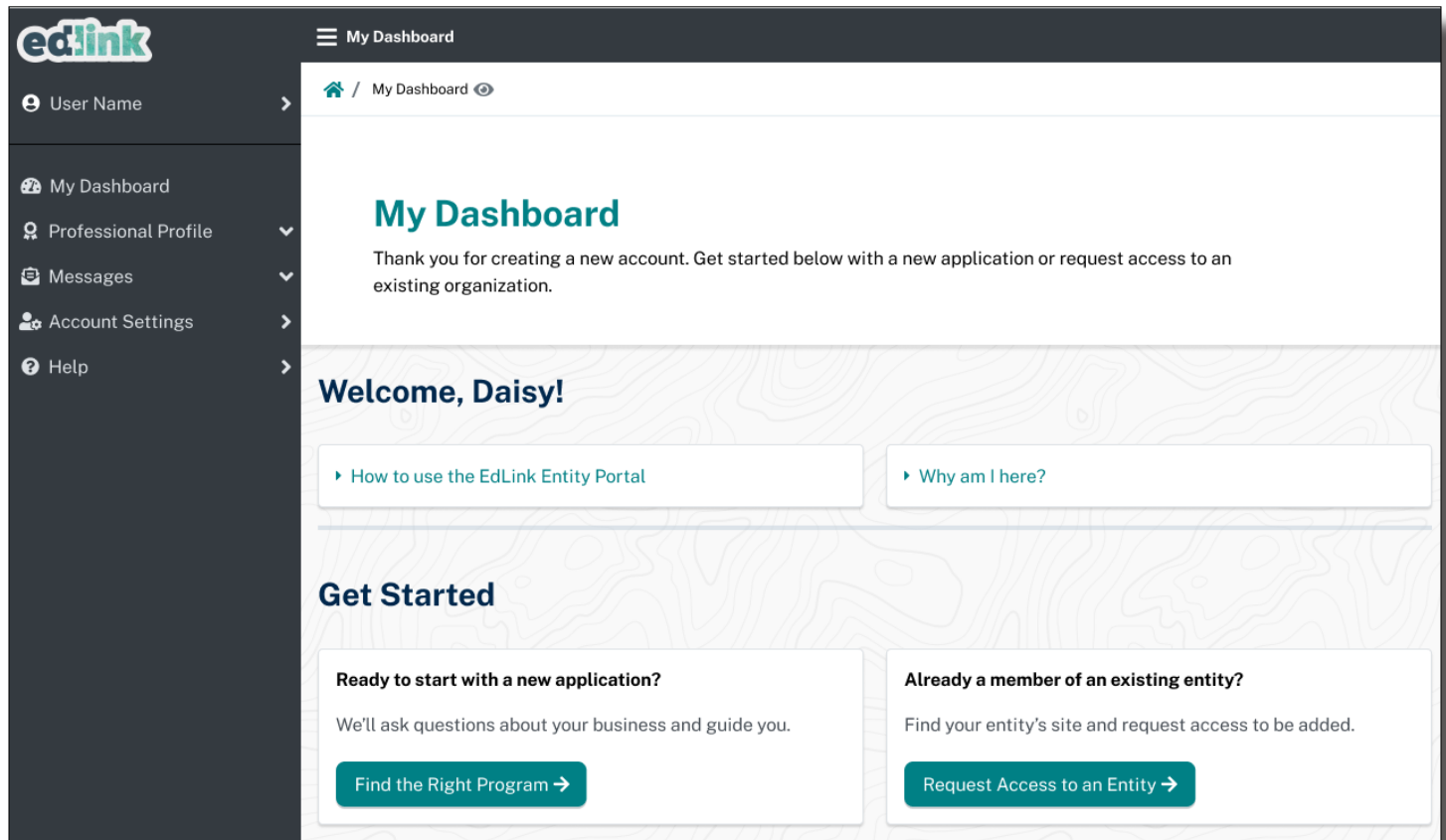
How do I request the NPS School Manager role for my Nonpublic School?

If you need any assistance requesting your role in EdLink please follow the steps here.

Next, you'll request access as the NPS School Manager.

Edlink Security Access Requests

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

https://registration.edlink.la.gov

STEP 1

Request School 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 NPS name. Carefully, select the correct NPS.

4. From the second drop-down that appears, select Edlink Ops Portal.

5. From the third drop-down, select School 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, School Manager, and select Submit.

What do I do if I get an error on Edlink Security that states: eScholar Validation Error: "me@me.com is not linked to any staff ID. Please contact your local Staff ID Coordinator for assistance."
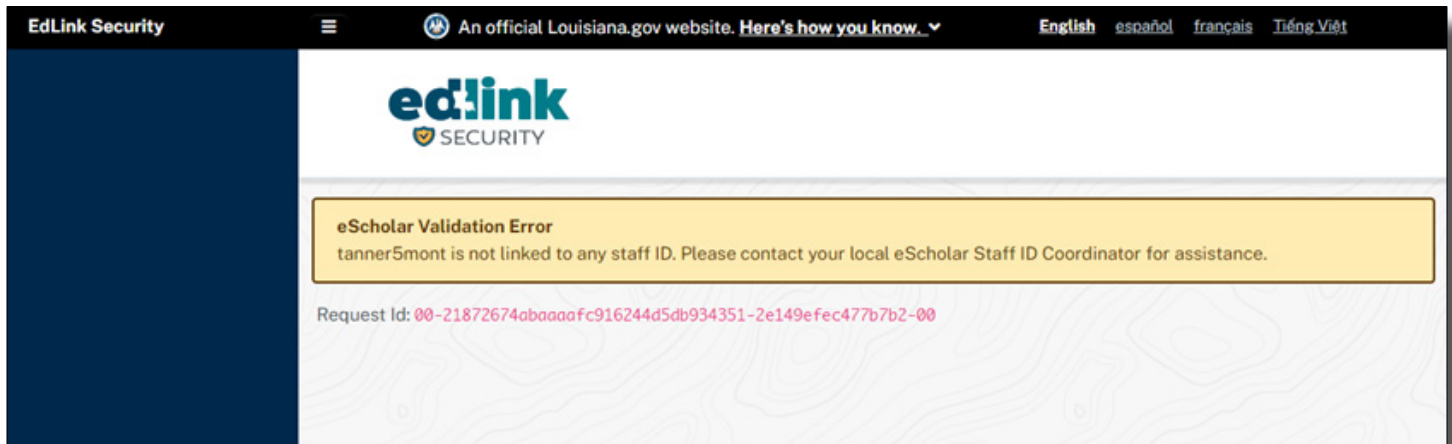
Non-Public (K-12 Schools) must be resolved by LDOE and typically takes about 48 hours, once resolved and then the message will go away.

If you do not receive an error, proceed to STEP 3.
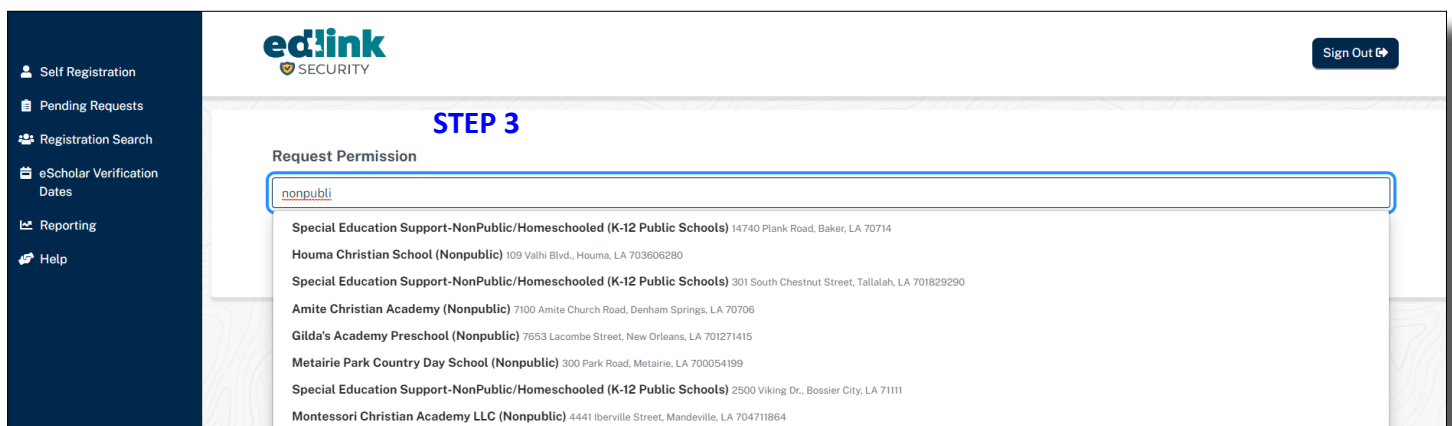
What do I do if my NPS is not listed?

You'll need to contact the Non-Public Schools Help Desk at nonpublicschools@la.gov. You will not be able to proceed until your NPS is added to Edlink Security. This may take 24-48 hrs.

Proceed to STEP 4 if you were able to find and select your NPS.

STEP 4

Request Permission

Location: Houma Christian School (Nonpublic)
Address: 109 Valhi Blvd., Houma, LA 703606280

Please Select Application ...

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

EdLink Security Registration — An official Louisiana.gov website. **Here's how you know.** ⌄   English   español   français   Tiếng Việt

STEP 5

Request Permission

Location: Alpha And Omega Christian Academy at St Jean (Early Childhood)
Address: 16441 S. Harrell's Ferry Road, #67, Baton Rouge, LA 70816
Application: EdLink Ops Portal

Please Select Role ...

Please Select Role ...
Entity Manager
NPS School Manager
Other Staff
Staff Administrator
Teacher

EdLink Security Registration — An official Louisiana.gov website. **Here's how you know.** ⌄   English   español   français   Tiếng Việt

Request Permission

Location: Alpha And Omega Christian Academy at St Jean (Early Childhood)
Address: 16441 S. Harrell's Ferry Road, #67, Baton Rouge, LA 70816
Application: EdLink Ops Portal
Role: NPS School Manager
Optional Notification:

Requesting Access

STEP 6 ⟵

Permissions: ☑ NPS School Manager

STEP 7

Submit Request   Cancel Request

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.

After you have been approved by LDOE, Log back into Edlink at:

https://ldoe.edlink.la.gov

Select, Sign In."
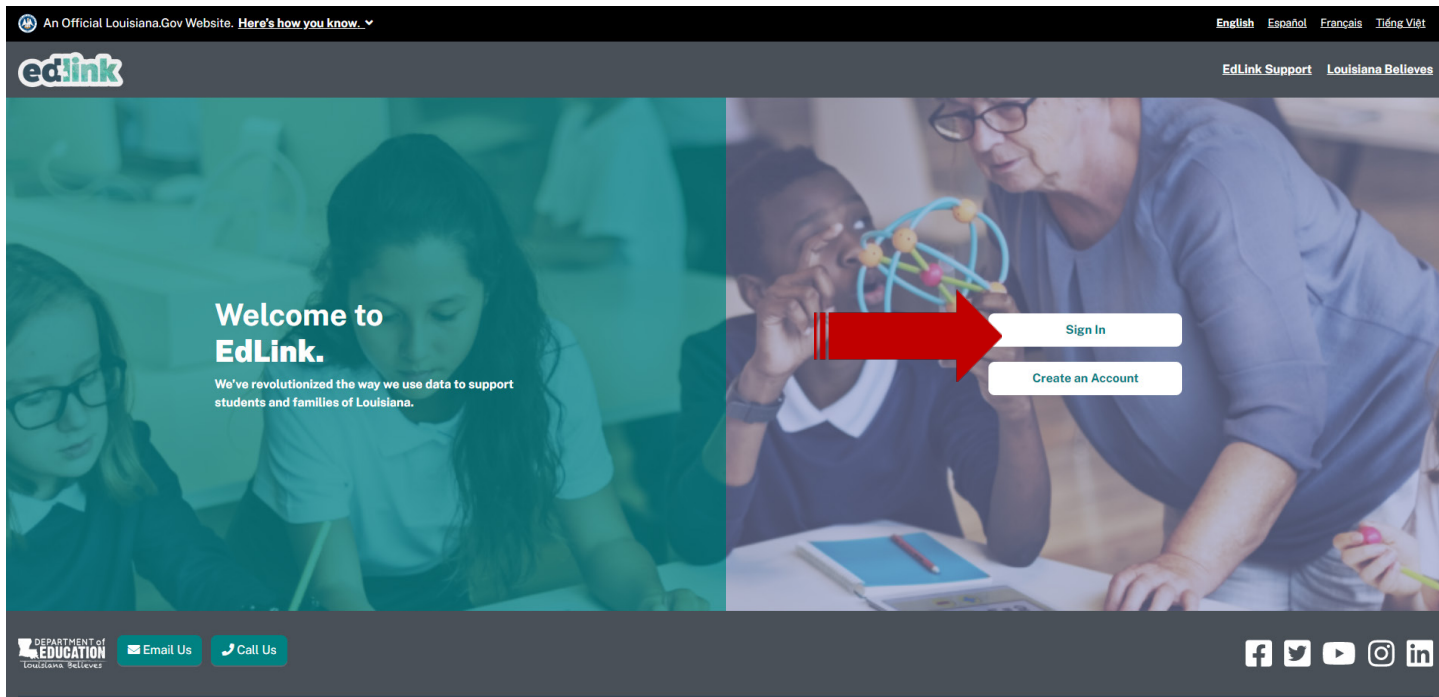
If the preceding instructions were correctly followed and permissions were granted by LDOE, you will be navigated to the Site Dashboard.

Dash Board

The Site/School Manager will see the:

- Site Location ID
- Site/School Name
- Site Status
- Institution Type
- Primary Phone Number
- Fax Number
- Entity Notification Email
- Physical Address
- Mailing Address

Messages

Messages, Notifications and Alerts will inform the Site/School Manager if Actions need to be completed or reviewed.

Unread Messages and Notifications

Unread Messages and Notifications: School Manager/Entity Manager should see the following fields displayed under Unread Messages and Notifications section:

- Option for the Entity manager to view all message ('Show All')

- Option to view only Notifications')

- Option to view only messages ('Messages')

- Option to sort messages or search results based on date received ('Newest to Oldest' and wise versa)

- Option to filter results/messages/notifications by date range ('Start Date Range' and 'End Date Range' calendar fields)

- Option to clear all the filters selected ('Clear Filters' button)

- Hyperlink on top of the section to View All Messages in a new window

Sponsor 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 Information `2022-2023`

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

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

Sponsor Status	Primary Phone Number	Fax Number	Entity Notification Email
N/A	337-274-1150	345-346-3565	paynefre@gmail.com

Sponsor Contacts

Head Administrator Title	Contact Name	Primary Phone Number	Email Address
OWNER	Keisha Payne	337-274-1150	paynefre@gmail.com

Site Coordinator Title	Contact Name	Primary Phone Number	Email Address
DEAN	MAURICE ANKitha DUGAS B	318-641-1987	ankitha.billa@la.gov

Additional Sponsor Information

Website	Facebook Page	Twitter Profile	Instagram Account
www.carrollton.com	https://www.facebook.com/user	N/A	N/A

Assessment Group Code	LEA Group Code	Rollup Flag 🔒	Rolling District
Regular District School District	University Lab Schools	N/A	Y

Title III Flag Immigrant	Title III Flag	Eden Active Flag	McKinney-Vento Flag
Y	Y	Y	Y

NCES Agency ID	Close Date	NPCA Flag	AFR
N/A	N/A	Y	Y

SER (Special Education Reporting)
N/A

✏️ Edit

Site Information

The Site/School Manager will see the:

Prepopulated information with Site Location ID, Site/School Name, Site Status, Institution Type, Primary Phone Number, Fax Number, Entity Notification Email, Physical Address, Mailing Address

System Submit Flags

Edlink 360	STS	SER	Edlink Ops AFR
N/A	N	N/A	N/A

Edlink Ops NPS	ASR	ASP	CCD
N	N	N	N

TAP
N

✎ Edit

Grades and Accountability

Grades and Accountability may be edited once a year during the Open Window for Sponsor Sites.

🔔 Change Grade Configuration   ✕

If your site needs to change the current grade configuration, that can be done by continuing to the Grades and Accountability section of Site Management. Note that changes may require an LDOE representative to approve changes and can take up to 5 business days to be approved. Once approved, please return to your NPS document to continue with the submission process.

[Go to Grades and Accountability] [Stay on Page]

Additional Information

List the actual number of instructional days (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the 2017-2018 year (See instructions for additional information.)

[✖ Close]

Total Faculty Members

List the total number of faculty members during 2017-2018 year. Faculty refers to teh school-based personel. In addition to full-time classroom teachers, these individuals incldue Principasl, Assistant Principals, Guidance Counselors, Librarians, and other Instructional Staff (provided these individuals are assigned to teach at least one calss in the Program of Studies)

[✖ Close]

28

Programs and Careers

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)

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

✎ Edit

Career Pathways

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

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

☐ A02 Ag,Food,Nat Res - Animal Sci	☐ A01 Ag,Food,Nat Res - Ag Prod/Mgt/Entrep
☐ A04 Ag,Food,Nat Res - Horticulture	☐ A03 Ag,Food,Nat Res - Forestry&Conservation

☐ B02 Archit,Constr - Architecture	☐ B01 Archit,Constr - AC&Refrgn,Heat&Vent
☐ B04 Archit,Constr - Carpentry&Construction	☐ B03 Archit,Constr - Cabinetmaking
☐ B06 Archit,Constr - Electrical/Electronics	☐ B05 Archit,Constr - Drafting
☐ B08 Archit,Constr - Plumbing	☐ B07 Archit,Constr - Masonry

✎ Edit

Programs and Careers and Career Pathways may be edited once a year during the Open Window for Sponsor Sites.

Sports and Clubs

Non Public School Reporting

Site/School Managers can track the history of previous and current NPS reports for review and take action during current reporting periods.

- User will have the ability to Return to Dashboard page by selecting respective button.

- An NPS Reporting 'info' alert will display while a reporting period is open.

- A table will show the NPS history for the site and the following details will be displayed: School year, Approved date, Grade, Status e.g. Not Started, Incomplete, Approved, Approved w/ Exceptions, Not Submitted.

- The icons shown will align to the status of the NPS for each record:
    - Not Started - Plus Icon; user clicks this to start a new NPS entry using a form
    - When a new reporting period has started, a new record entry will be created for that school year and start with a "Not Started" status.
    - Incomplete - Pen Icon; user clicks this to get to a previously started NPS entry form

- Approved and Approved W/Exceptions - Eye Icon; will display a read-only (all disabled fields) version of the NPS entry form
    - Not Submitted - Gear Icon; Will launch a modal that allows a user to request an extension. Clicking "Request Extension" will send a notification to the WP user.

- Canceling will close the modal
    -- The system will change the status for any items that are not in Approved an Approved W/Exceptions to "Not Submitted" if the matching school year has passed the due date.

Icons and Their Functions
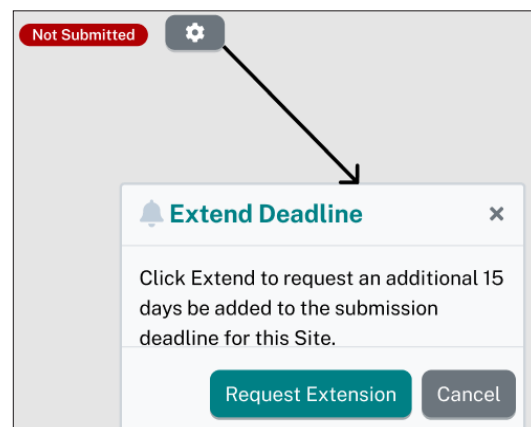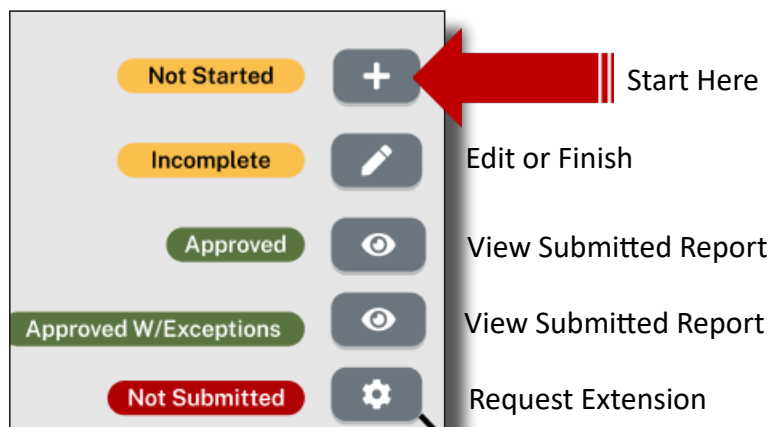
*Extensions will only be granted for requests during the current reporting period. The Extension will automatically be reset with an additional 15 days added to the due date.

Non Public School Reporting History

Select the eye icon to view previously completed reports.

Select the + icon to begin your report. The following page will appear.

The Site/School Manager will see Prepopulated information with Site Location ID, Site/School Name, Site Status, Institution Type, Primary Phone Number, Fax Number, Entity Notification Email, Physical Address, Mailing Address on the Dashboard and by selecting Site Management.

If user selects "No", then entry fields will display and user will need to complete all required information. Validation should follow previously established guidelines for Name/contact info.

Preparer information will default to "Yes". No information displayed below these radio buttons unless "no" is selected. Preparer section will either use the current user's information or allow them to enter a different person's details .

Number must be between 100 to 365

Number must be between 1-100

Additional Information

List the actual number of instructional days (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the 2022-2023 year (See instructions for additional information.)

✕ Close

Select the question Mark icon to open Additional Information. When finished, close.

If you navigate away from the report, the NPS History page will reflect a new status ; from Not Started to Incomplete. Select the pencil icon to return to the report.

The Site/School Manager will have the ability to submit Enrollment Demographics information for NPS Reporting to meet the requirement for submitting the Site's data for the respective year.

- School Manager will be navigated to Return to Application Home by selecting the button.

- The "Number of Students" grid will be displayed.

- If a grade was not selected in the previous page (grade configuration), it will automatically default all entries in that grade row to "zero" (Note: they will still be editable).

- School Manager will have the ability to select a grade to complete the data entry by selecting the + icon. Once clicked the details of the grade will be displayed on bottom of page for entry.

- The following details will be displayed: Hispanic/Latino, American Indian or Alaskan, Asian, Black/African American, Native Hawaiian or Pacific Islander, Caucasian, Two or more Races and Totals by Grade.

- Results will be displayed for each category by gender (male or female). All fields are editable excluding "Totals by Grade".

Enrollment Demographics

The current data was uploaded from your previous year report. To edit the data for the new year, select the pencil icon.

Grade Level	Latino (M/F)	American Indian (M/F)	Asian (M/F)	Black/African American (M/F)	Native Hawaiian (M/F)	Caucasian (M/F)	Two or More Races (M/F)	Total
PK3	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
PK4	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
K	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
1st Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
2nd Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
3rd Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
4th Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
5th Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
6th Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
7th Grade	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0
8th Grade	1 / 0	0 / 0	0 / 0	4 / 6	0 / 0	24 / 19	0 / 0	54
9th Grade	0 / 0	0 / 0	1 / 0	4 / 2	0 / 0	31 / 18	0 / 0	56
10th Grade	1 / 0	0 / 0	1 / 0	4 / 4	0 / 0	14 / 19	0 / 0	43
11th Grade	0 / 2	0 / 0	1 / 0	1 / 6	0 / 0	15 / 20	0 / 0	45
12th Grade	0 / 0	0 / 0	0 / 0	1 / 3	0 / 1	6 / 17	0 / 0	28
By Gender	2 / 2	0 / 0	3 / 0	14 / 21	0 / 1	90 / 93	0 / 0	109 / 117
By Ethnicity	4	0	3	35	1	183	0	226

The Site/School Manager will have the ability to submit Graduation Rates by Ethnicity and Gender for NPS Reporting to meet the requirement for submitting the Site's data for the respective year.

☰ Enrollment Demographics									
K	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	14	✏
1st Grade	1 / 1	1 / 1	1 / 1	1 / 1	1 / 0	1 / 1	1 / 1	13	✏
2nd Grade	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	14	✏
3rd Grade	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	14	✏
4th Grade	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	14	✏
5th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
6th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
7th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
8th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
9th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
10th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
11th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
12th Grade	1 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1	✏
By Gender	14 / 6	6 / 6	6 / 6	6 / 6	6 / 5	6 / 6	6 / 6	50 / 41	
By Ethnicity	20	12	12	12	11	12	12	91	

Warning: You must add a 1 into all grades regardless of whether or not your school is serving the grade. Select the pencil icon to enter student count.

Enrollment Validation

The Enrollment validation compares the previous NPS reporting period to this NPS submission. If the amounts have more than a 10% change (plus or minus), then you will need to provide an explanation for the discrepancy.

Previous NPS Enrollment		Calculated NPS Enrollment		Difference	Percentage Difference
399	-	91	=	308	-77.19%

> ❶ **Warning!** The enrollment submitted exceeds 10% +/- the previous year. Please review your submission for errors before continuing. ✕

*I attest that the information provided is correct.
☑ I Agree

* Provide a written explanations for the discrepancy. LDOE will review and determine if any additional details are needed.

Increase in enrollment

← Back to Grade Configuration   Save and Continue →

Data will be saved by selecting the Save button. If all fields are entered (even if zero) then a green check mark will be displayed to the left of that row.

Note: rows that were previously filled with zeros in AC3 will receive green checks. A School Manager can may edit (icon will change to pencil after completed) a row if needed, but the entry will require that all fields contain data before saving. A School Manager can cancel, but no new data will be saved.

- Enrollment Validation Section: Enrollment Validation will display metrics if there are discrepancies (more than 10% +/-) between this submission and the previous year's submission.

- Previous NPS Enrollment, Calculated NPS Enrollment, Difference, and Percentage Different will be displayed on the screen (and be disabled)

- If there is a discrepancy with data submission, A warning message will be displayed to review submission information

- The School Manager will be required to provide an explanation for the discrepancy

- For new schools without previous enrollment data, do not display Enrollment Validation Section

- School Manager will be required to attest submission information by selecting the "I Agree" check box

- Save and Continue button will be disabled until the School Manager answers the required questions

- The School Manager will be navigated to the next page by selecting Save and Continue button

- The School Manager will be navigated back to Grade Configuration page by selecting the button

- If no students are listed for the 11th and 12th grade the 'back and forward' button at the bottom of the page will be shown as "Back to Grade Configuration" and "Submit". Otherwise, a School Manager will continue to Pg 4 of the process flow. If submitted, the status will change to either Approved or Approved with exceptions (ex. if the user had a validation exception on this page).

Graduation Rates

Graduation Rates by Ethnicity and Gender

Provide the following information for each school included in this proposal. Specify the planned year of opening for each (duplicating the table as needed).
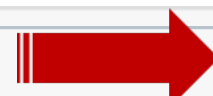
← Return to NPS Reporting

Section 1: Number of graduates for prior year

Enter the number of male and female graduates by the ethnicities below.

	*Male	*Female	Total
Hispanic/Latino	1	0	1
American Indian or Alaskan Native	1	0	1
Asian	1	0	1
Black or African American	1	0	1
Native Hawaiian or Other Pacific Islander	1	0	1
Caucasian	1	0	1
Two or more Races	1	0	1

	Male Total	Female Total	Total Graduates
Totals	7	0	7

← Back to Enrollment Demographics

Submit →

40

Status Change

After you have submitted the Report, the status will change to Approved. Select the eye icon to view the report.

Notifications Settings include, delivery methods and notification preferences for emails, tasks and notifications within Edlink.
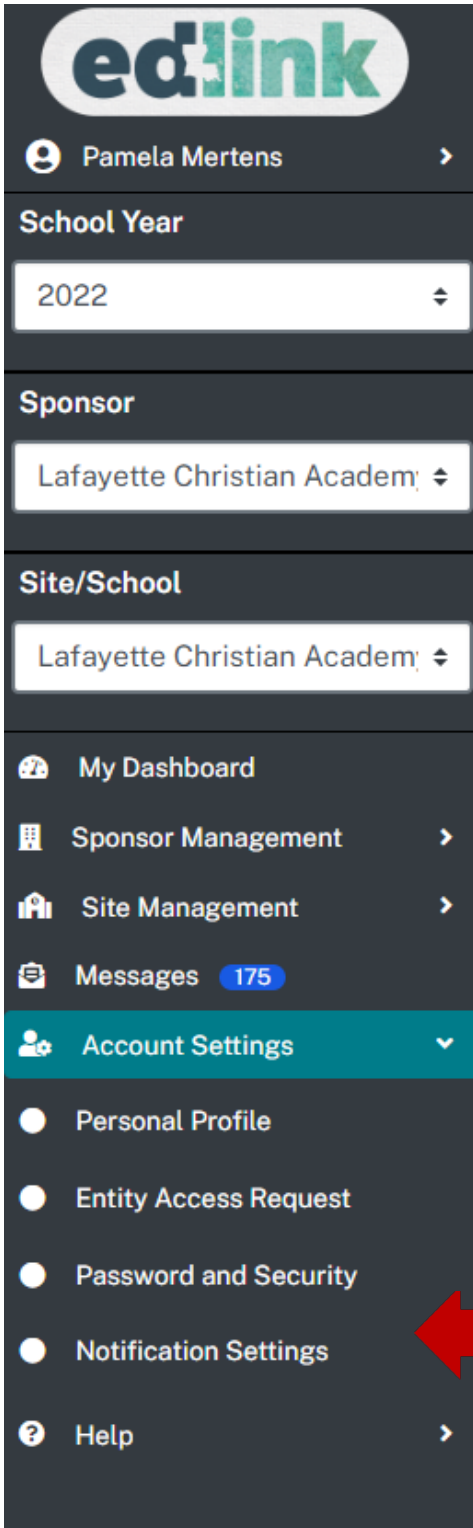
Notification Settings
Review or update your notification preferences below.

Delivery Methods

Allow notifications by email	**Email Address**
⊙ No	pamela.k.mertens@gmail.com
Allow text notifications by text message	**Text Message**
⊙ No	⇅
	Carrier charges may apply for text messages
Allow notifications by mail	**Mailing Address**
⊙ No	1201 N River Rd , , Baton Rouge, LA

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

43

This page was intentionally left blank.