Non-Public School Manager Annual NPS Reporting User Guide

2024-2025

The Annual NPS Report is is submitted electronically during the Annual Nonpublic Reporting Period, using Edlink.

August 2024

TABLE OF CONTENTS

This page was intentionally left blank.

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
> 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.

EDLINK ACCOUNT SET-UP FOR NEW USERS

LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS ➡ GOOGLE CHROME   MICROSOFT EDGE


Sharing of accounts is not permitted. All Staff members MUST set-up an individual Edlink account.

The "Create Your Account" page will appear. Accept the security policies (if it is visible) and scroll down slowly until you see Step 1 of "Create Your Account."
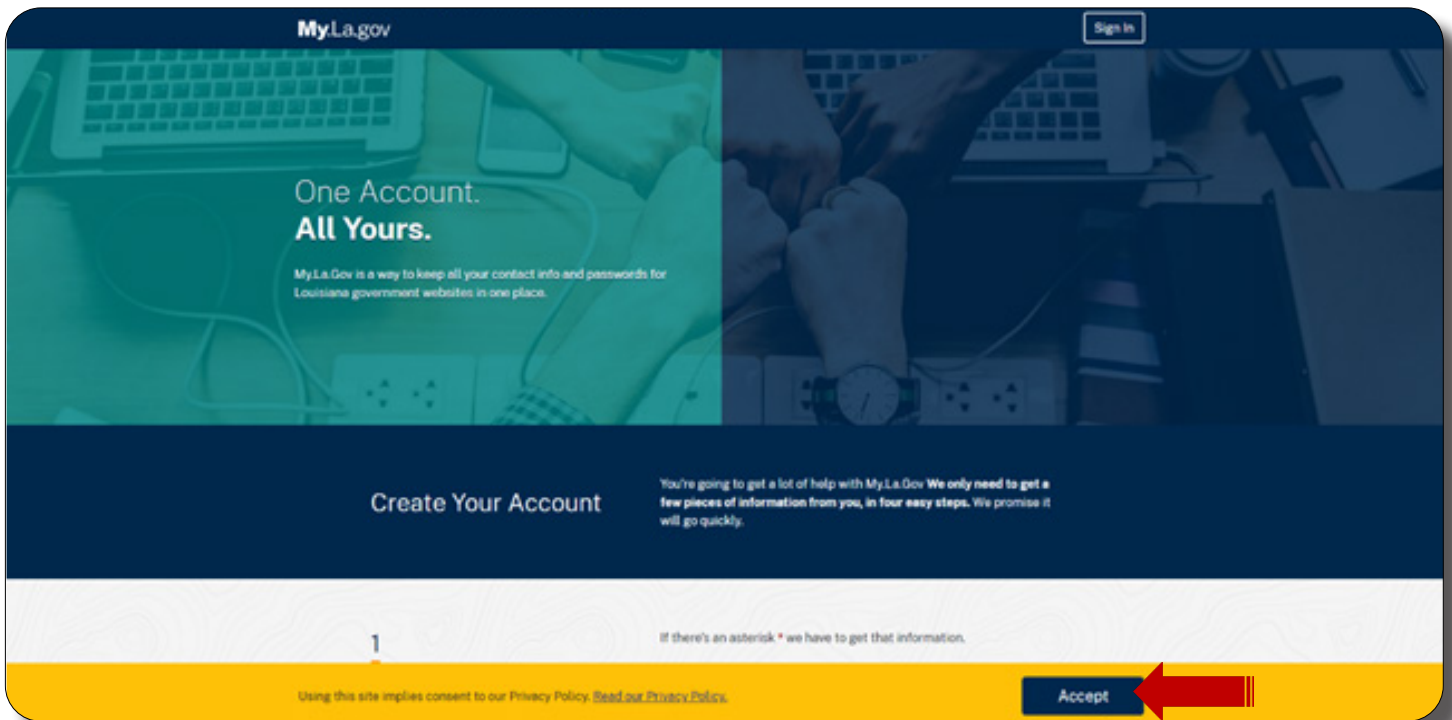
Scroll down and begin inputting your information into the Tell Us About Yourself section. Please note that where there is a red asterisk, you must enter information to proceed.
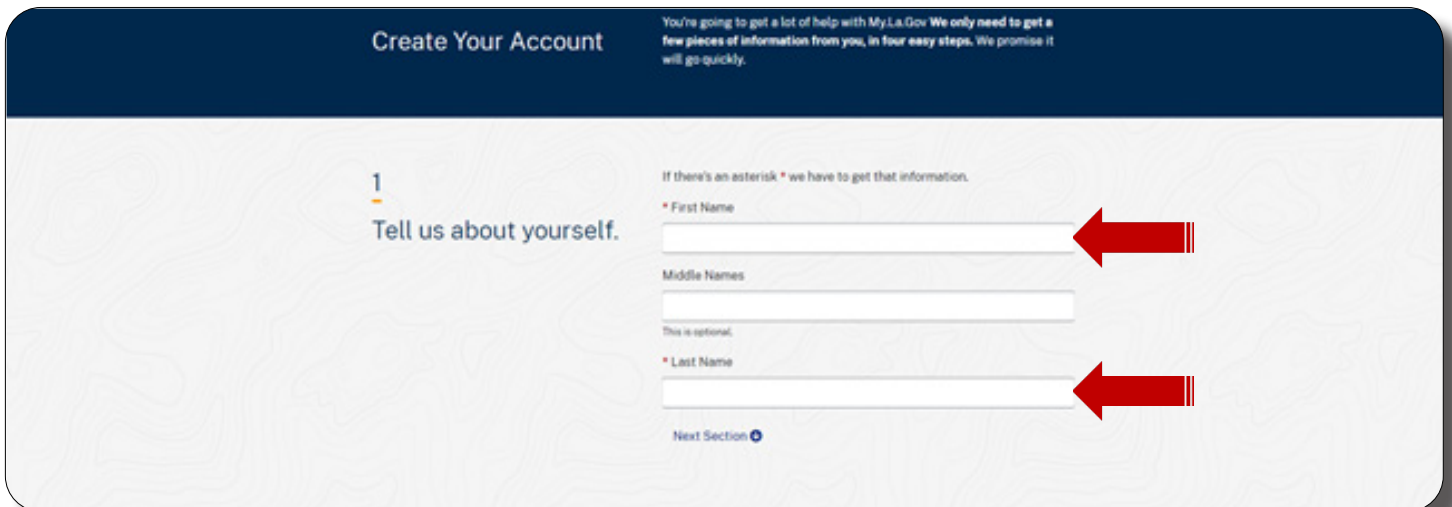
Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

2

Let's start your account.

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

Do not use an email address in Step 2. Please stay between 8-12 characters.

⬆ Previous Section   Next Section ⬇

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

9

* 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 ⬇

Before moving forward, record your Password and User ID.

User IDs and Password Standards:

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.

Each user will be allowed to select their own password based on established password standards.

10

Create a pin number by selecting 6 digits. Numbers ca not be consecutive (123456) or the same number (999999). Write this number down.

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

⊕ Previous Section   Next Section ⊕

Enter your current personal phone number and personal email address below. The email must be immediately accessible. Before you select, "Create Your Account", make sure that your information is correct in Steps 1-4.

4

How should we contact you?

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

Telephone

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

* **Email Address**

⊕ Previous Section   Next Section ⊕

That's it!

Create Your Account

Enter your school's email address. Only official emails should be used here.

Proceed to the next page to receive instructions for Confirming your Email. You will not have access to your account until your email has been confirmed. You must confirm email within the 24hr time frame permitted.

CONFIRM EMAIL

You'll now be asked to confirm your email. Find the email inbox of the address that you entered during set-up. Follow the instructions in the email. Once you have confirmed your email, sign back into as shown below, as shown on the next page.
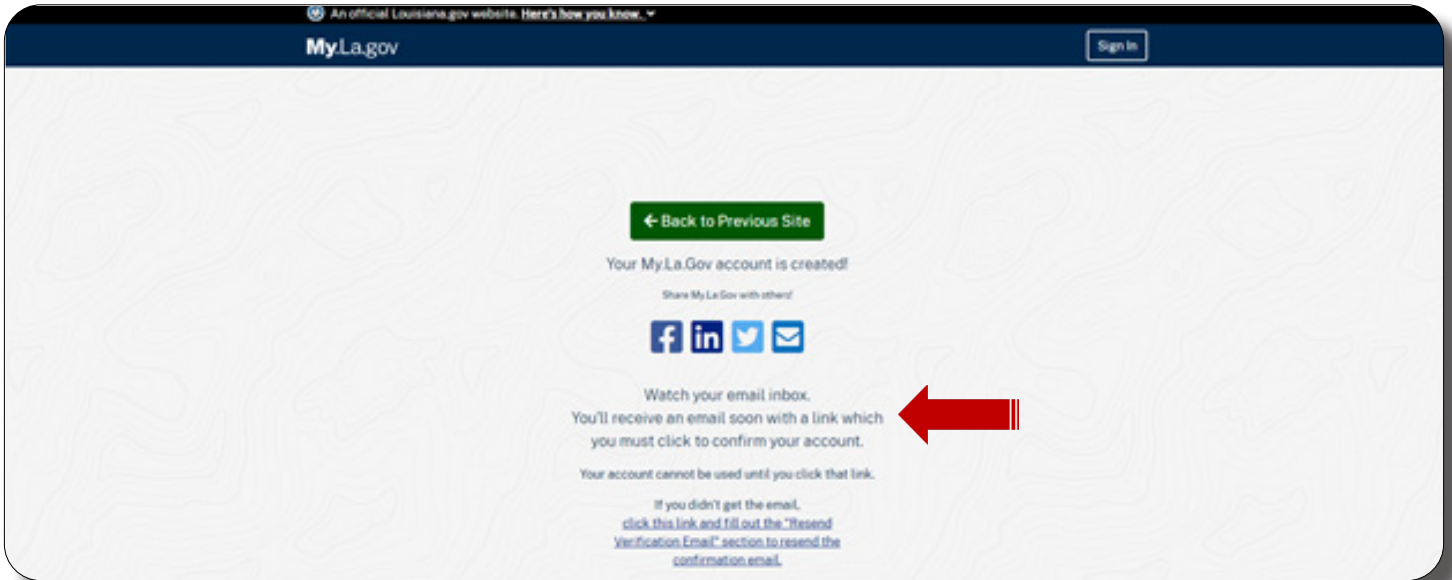
CLOSE ALL OPEN PAGES (NOT YOUR BROWSER) AND PROCEED TO EDLINK SIGN-IN USING THE LINK BELOW.

LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS   GOOGLE CHROME   MICROSOFT EDGE

FORGOTTEN USER ID/RESETTING PASSWORD

Follow the steps below to retrieve your previously registered User ID. Look for an email from LDOE.gov in the same email that was used in the account Set-Up. You cannot change or edit these credentials. Only your password may be changed.

Return to your email and locate the LDOE.gov email. In this email, a temporary password is provided. Copy the password carefully; it is case sensitive.

Log back into Edlink with your User ID and the temporary password. Once you've gained access, you'll be asked to enter the temporary password and choose a new password. Confirm your new password and Save.

EDLINK SECURITY 2.0 EXISTING ACCOUNT LOGIN PROCEDURE

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

Your account will need to be verified by our new and improved Edlink Security 2.0 system. To do this, click on Sign in. Enter your User ID and Password into the white MyLA box and submit. You'll be redirected to the School Manager Dashboard. Carefully, complete the New User Profile shown on the next page.
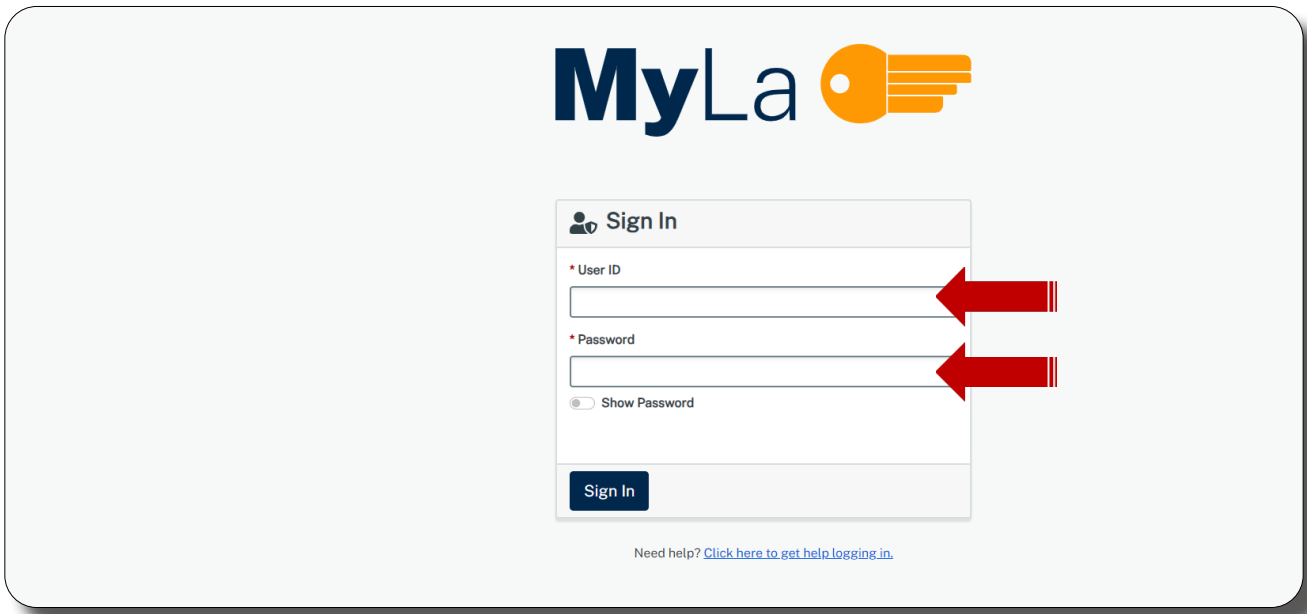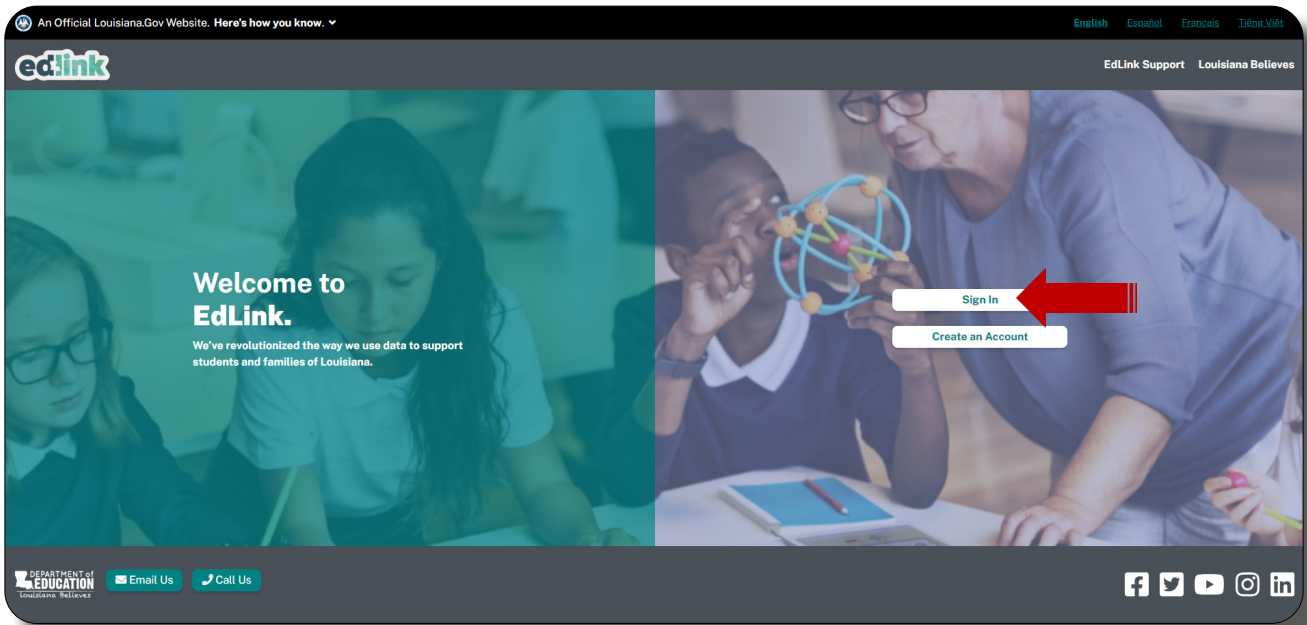
PERSONAL PROFILE (Edlink Ops)

Review in READ ONLY. All fields with red asterisks must be completed. Use ONLY personal information to complete the profile.

New User - Personal Profile

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

User Account Type

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

*Choose the type of role you need

○ I am interested in Early Childhood ❓

○ I am interested in a K-12 Public School System or School ❓

● I am interested in a K-12 Non-Public School System or School ❓ ⬅

○ I am a Parent (or Guardian) of a student in the Home Study Program ❓

Name and Contact

Provide your information in the fields below.

Prefix	*Primary Phone Number
	888-555-1212

*First Name	Secondary Phone Number
Sally	

> Make certain that you have been assigned a Staff ID. If not, you will need to submit a Support Ticket. You will not be able to proceed until this has been resolved.

Middle Name	*Email Address
	SBrown@gmail.com

*Last Name	MyLA User ID
Brown	SBrown24@

Suffix	Staff ID
	5894589653 ⬅

> If you are BOTH the data and security coordinator for your district please contact LDOE to approve your near match after completing this step."

Address Information

Physical Address

*Street Name 1
400 W. Sparrow St.

Street Name 2

*City	*State
New Orleans	Louisiana

*Zip	*Parish/County
75555	New Orleans

Copy to Mailing

Mailing Address

*Street Name 1
400 W. Sparrow St.

Street Name 2

*City	*State
New Orleans	Louisiana

*Zip	*Parish/County
75555	New Orleans

DO NOT Save and Submit until you have reviewed all entered information carefully. Profile information is utilized by several State databases associated with your licensing and/or funding applications. If you do Save and Submit but realize an error, DO NOT create a new account. Submit an Edlink Support ticket at https://edlink.supportsystem.com/open.php. Please allow 24-48hrs for a response from our support team.

Personal Information

The information below is used to validate your identify in the eScholar system. If you have an existing StaffID, your My.La.Gov account will be linked to that ID. If you do not have one, then a new StaffID will be created.

Social Security number is listed as optional for K12, but leaving it blank will erase your social security number from your master Staff ID record which will cause major issues. Please include your social security number to avoid this.

*Date of Birth	*SSN	*Identification Number	*Issuing State
01/02/1980	888-55-1212	00016589	Louisiana

*Sex	*Race
Female	White

🖫 Save and Submit   ✕ Cancel and Logout

Scroll back up to the Name and Contact section of the New User Profile page. Ensure that you were assigned a Staff ID number, located just below the MyLA User ID. If yes, move to #11 to proceed to Edlink Ops. If you were not issued a Staff ID, use the same link as in #9 for Edlink Support to notify our support team of the deficiency. Please allow 24-48hrs for a response from our support team.

Sign Out in the top left corner of the Edlink page (Dashboard). Sign back into Edlink Ops to begin utilizing your Edlink Ops account.

ed link

👤 Pamela Mertens ❯

⬤ Sign Out

LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS ➡ GOOGLE CHROME   MICROSOFT EDGE

16

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

Your New User Dashboard will appear, stating, "Welcome, {your name}". Your Site access will be limited until your application has either been approved or your Edlink Security Role Requests have been approve.
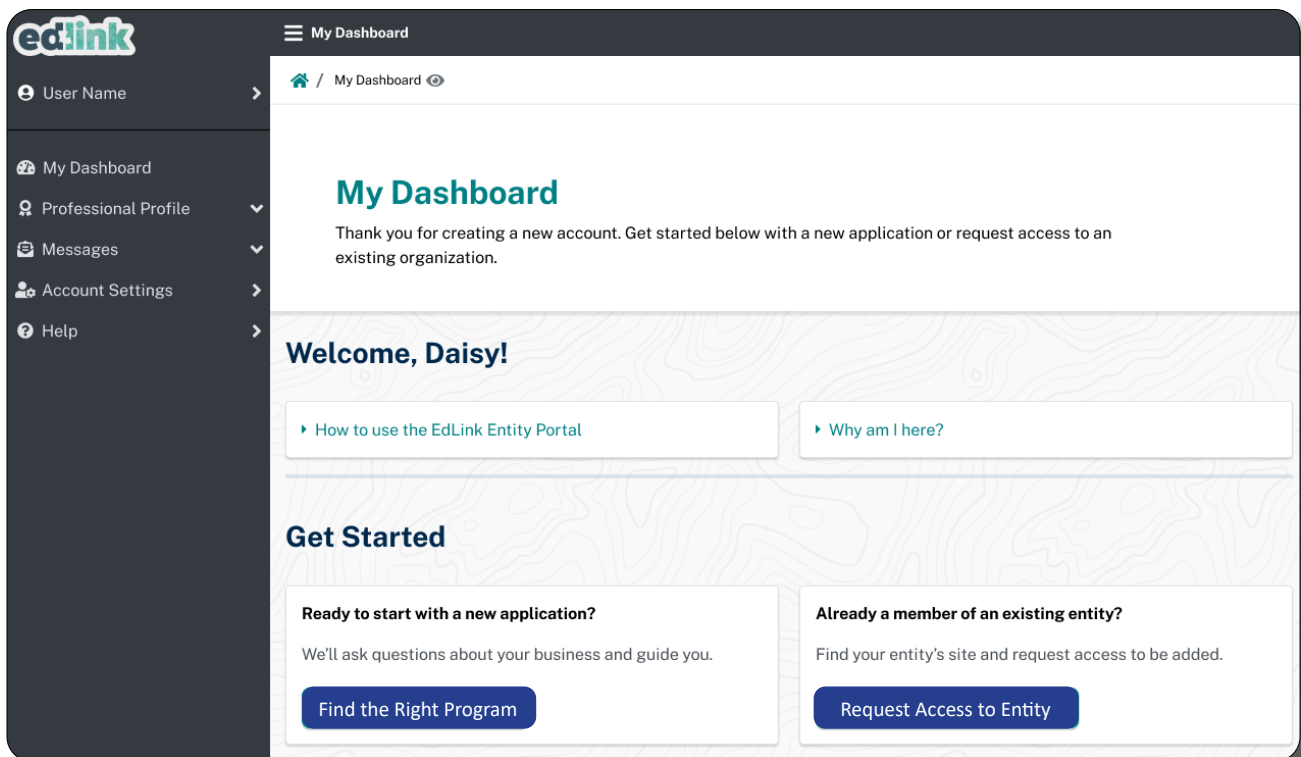
UPDATING YOUR EMAIL

Follow the steps below to update your email. This option should be used sparingly, only in instances where you are unable to access the account or the account belongs to an organization server. **<u>Enter your personal email ONLY.</u>** You'll need to confirm the new email from the update email inbox for either option below.

All Edlink, new and old, must be verified once before utilizing Edlink Ops for your site needs. If you no longer have access to the email displayed in the empty verification box, as shown below.

1. Leave all of your site pages open for now. You are technically signed into Edlink Security and have access to your MyLA contact information.

2. Open a new tab (page) on your browser. In the URL address bar, enter https://my.la.gov/en-us/help or click here to open MyLa Help.

3. Sign In at the top right corner of this page. You'll be asked to enter your User/Login ID and password or you will be automatically navigated to the Account Home page, shown on the upcoming page.
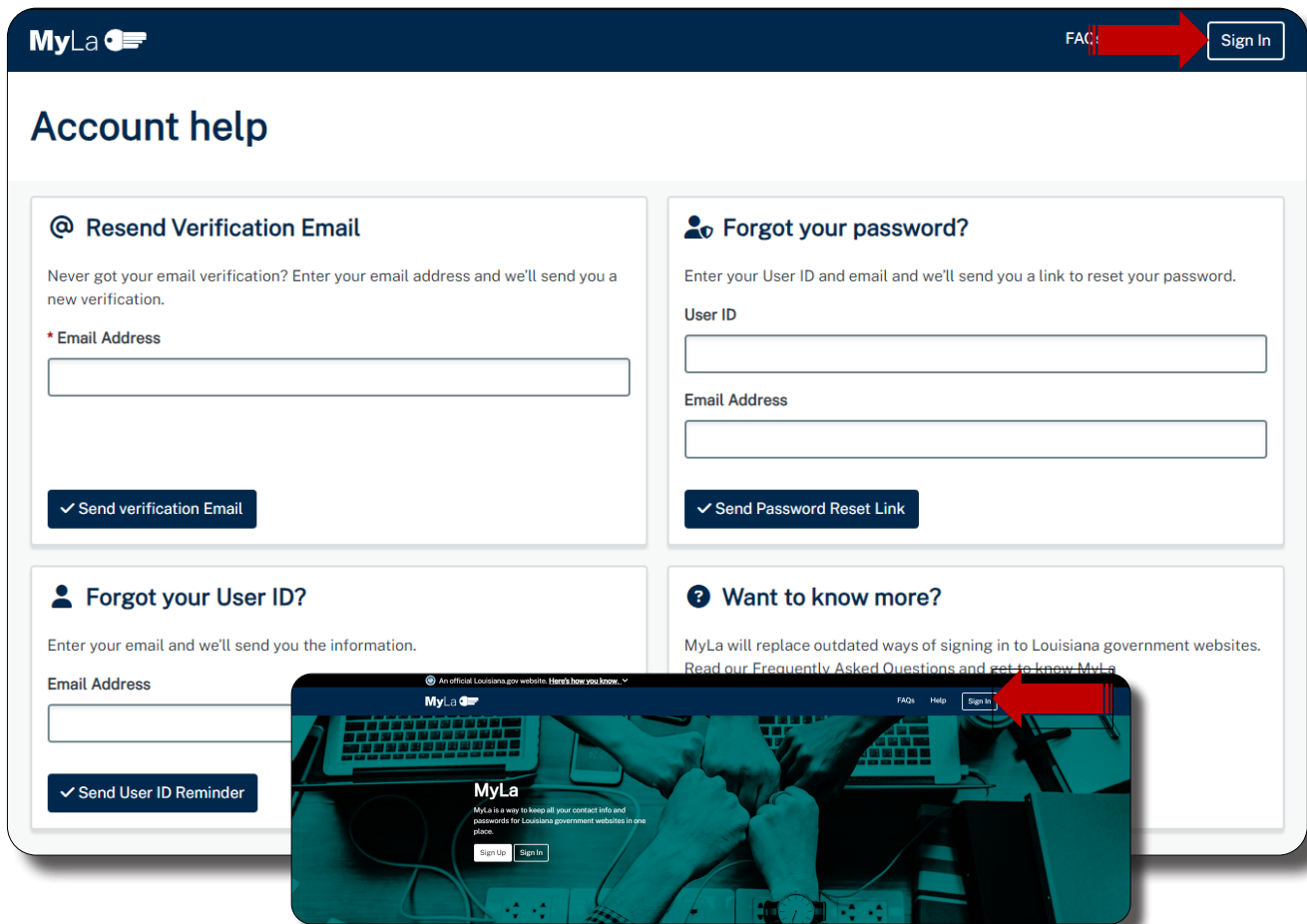
4. In the bottom left corner are the phone number and email change options. **<u>Update your phone number and email using personal accounts only.</u>** Click on Update Contact. If you receive a green box indicating that a token has been created and the update successful, Confirm the new email to complete the update. If you receive a red box stating that the email is not unique, you must submit a Edlink Support Ticket to clear the match. **DO NOT ATTEMPT TO CREATE A NEW EDLINK ACCOUNT.** Close all Edlink and MyLA related pages.

5. After confirming the updated personal email, close out of all of your Edlink or MyLA related pages. Return to https://ldoe.edlink.la.gov/#/. Sign into Edlink.

Close/Sign Out of all pages and reopen Edlink Ops at https://ldoe.edlink.la.gov/#/ Ensure that your Edlink Ops New User Profile is completed before requesting access to your school.
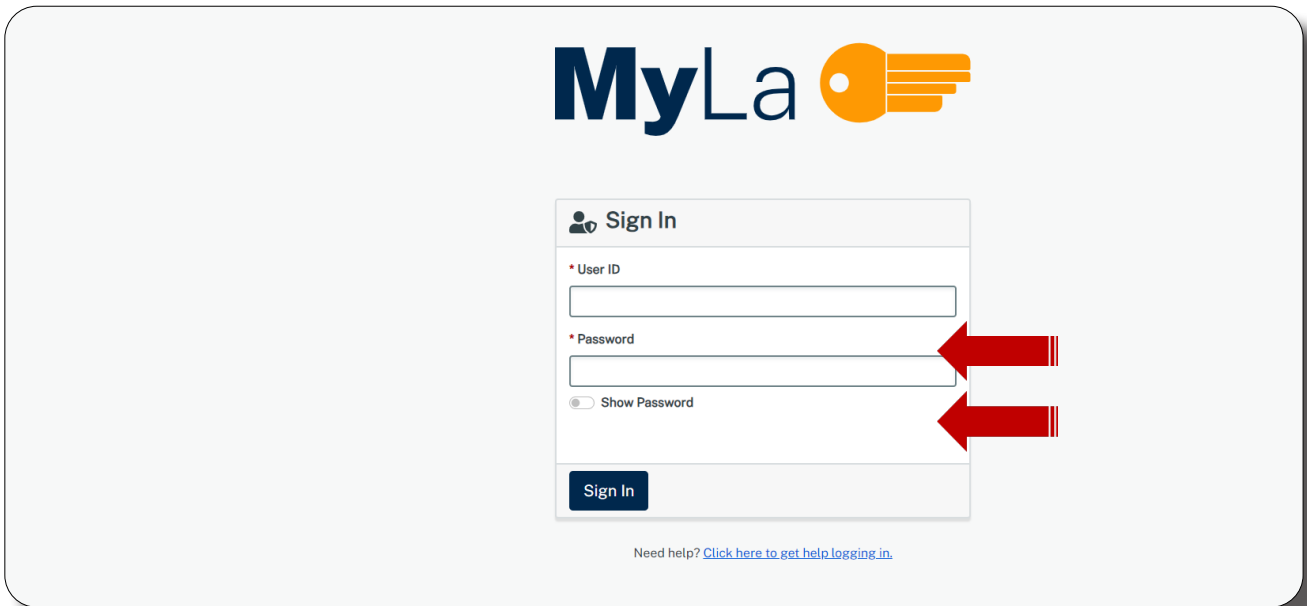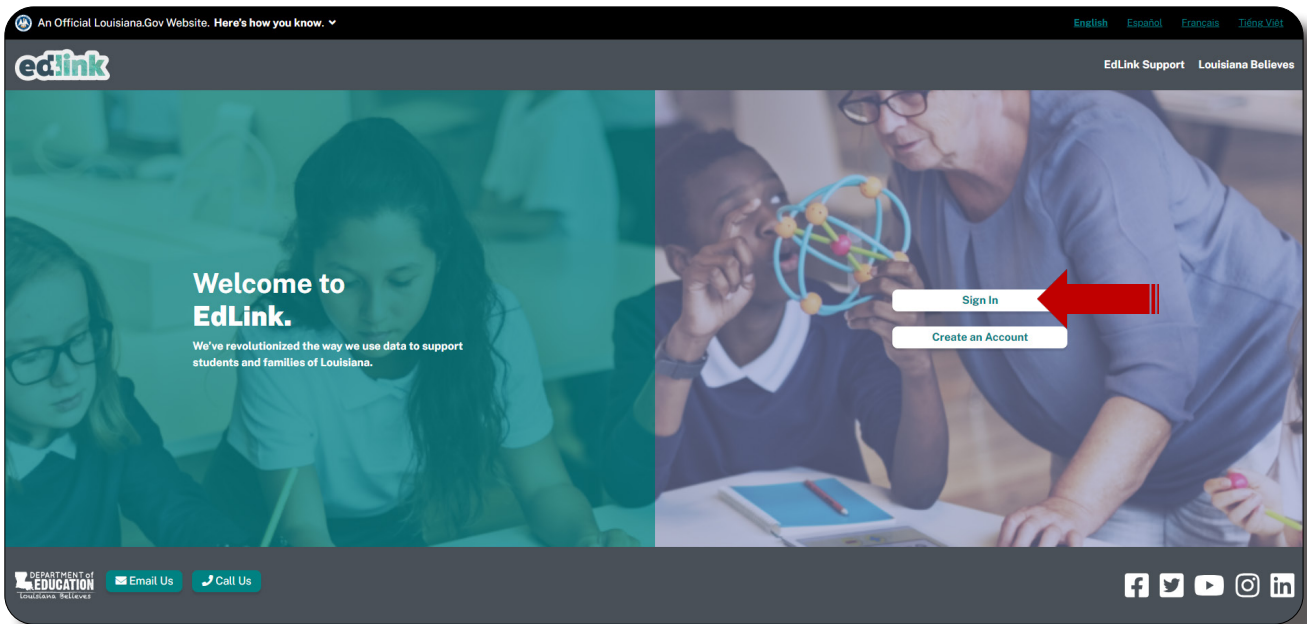
Your Edlink Ops dashboard will appear, as shown in the example below. All new and existing providers retain the NEW USER DASHBOARD dashboard until a new license has been approved or Entity Role Requests have been approved by LDOE.
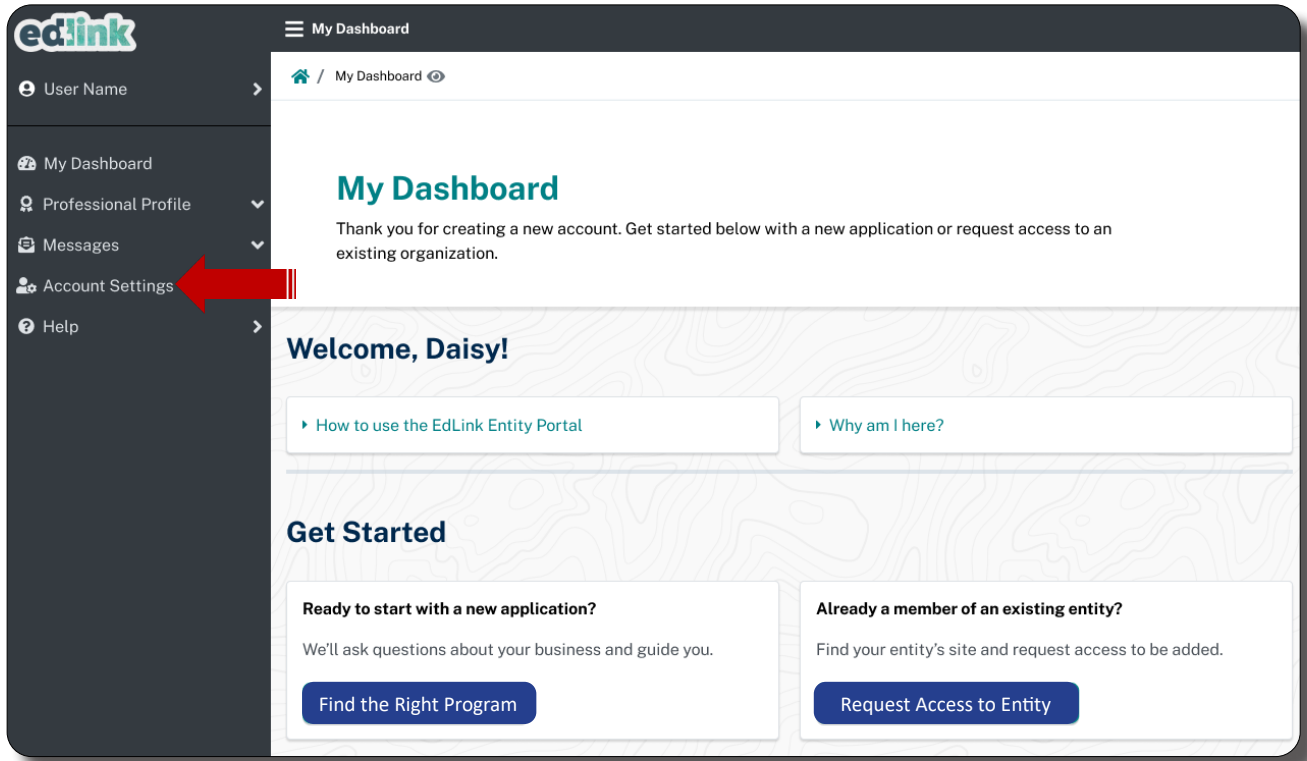
This page was intentionally left blank.

8. All fields with red asterisks must be completed. Use ONLY personal information to complete the profile.

New User - Personal Profile

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

> Select k-12 under Type. Your entered information will become gray fields and can no longer be edited. In the name and contact section, ensure that you were issued a staff id, after saving. If you were not, contact your administrator for instructions.

User Account Type

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

*Choose the type of role you need
- ○ I am interested in Early Childhood ❓
- ○ I am interested in a K-12 Public School System or School ❓
- 🔴 I am interested in a K-12 Non-Public School System or School ❓
- ○ I am a Parent (or Guardian) of a student in the Home Study Program ❓

> DO NOT use auto-fill. Manually type in your personal information to avoid errors. Please review before you Save. Use official school email but all other information should be personal.

Name and Contact

Provide your information in the fields below.

Field	Value
Prefix	
*Primary Phone Number	888-555-1212
*First Name	Sally
Secondary Phone Number	
Middle Name	
*Email Address	SBrown@gmail.com
*Last Name	Brown
MyLA User ID	SBrown24@
Suffix	
Staff ID	5894589653

> After saving, a Staff ID will be assigned to you where the red arrow is located. If not, you will need to submit a Support Ticket. You will not be able to proceed until this has been resolved.

Address Information

Physical Address

*Street Name 1: 400 W. Sparrow St.
Street Name 2:
*City: New Orleans   *State: Louisiana
*Zip: 75555   *Parish/County: New Orleans

Copy to Mailing

Mailing Address

*Street Name 1: 400 W. Sparrow St.
Street Name 2:
*City: New Orleans   *State: Louisiana
*Zip: 75555   *Parish/County: New Orleans

9. DO NOT Save and Submit until you have reviewed all entered information carefully. Profile information is utilized by several State databases associated with your licensing and/or funding applications. If you do Save and Submit but realize an error, DO NOT create a new account. Submit an Edlink Support ticket at https://edlink.supportsystem.com/open.php. Please allow 24-48hrs for a response from our support

Social Security number is listed as optional for K12, but leaving it blank will erase your social security number from your master Staff ID record which will cause major issues. Please include your social security number to avoid this.

Personal Information

The information below is used to validate your identify in the eScholar system. If you have an existing StaffID, your My.La.Gov account will be linked to that ID. If you do not have one, then a new StaffID will be created.

*Date of Birth	*SSN	*Identification Number	*Issuing State
01/02/1980	888-55-1212	00016589	Louisiana

*Sex	*Race
Female	White

If you are BOTH the data and security coordinator for your district please contact LDOE to approve your near match after completing this step."

Save and Submit   **Cancel and Logout**

10. Scroll back up to the Name and Contact section of the New User Profile page. Ensure that you were assigned a Staff ID number, located just below the MyLA User ID. If yes, move to #11 to proceed to Edlink Ops. If you were not issued a Staff ID, use the same link as in #9 for Edlink Support to notify our support team of the deficiency. Please allow 24-48hrs for a response from our support team.

11. Sign Out in the top left corner of the Edlink page (Dashboard). Sign back into Edlink Ops to begin utilizing your Edlink Ops account. See the next page for images.
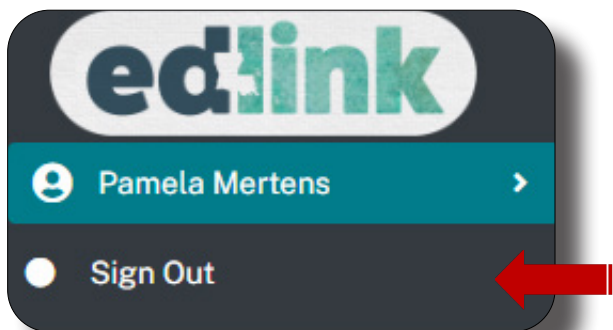
LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS   GOOGLE CHROME   MICROSOFT EDGE

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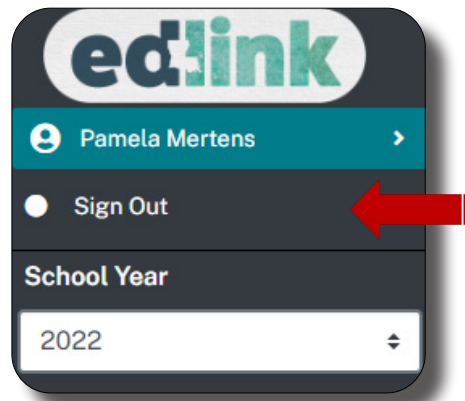
Once again, you'll be navigated to the Edlink Sign In page shown below. You will not have to do duplicate functions in the future but it necessary to complete your access.

Select, Sign In."
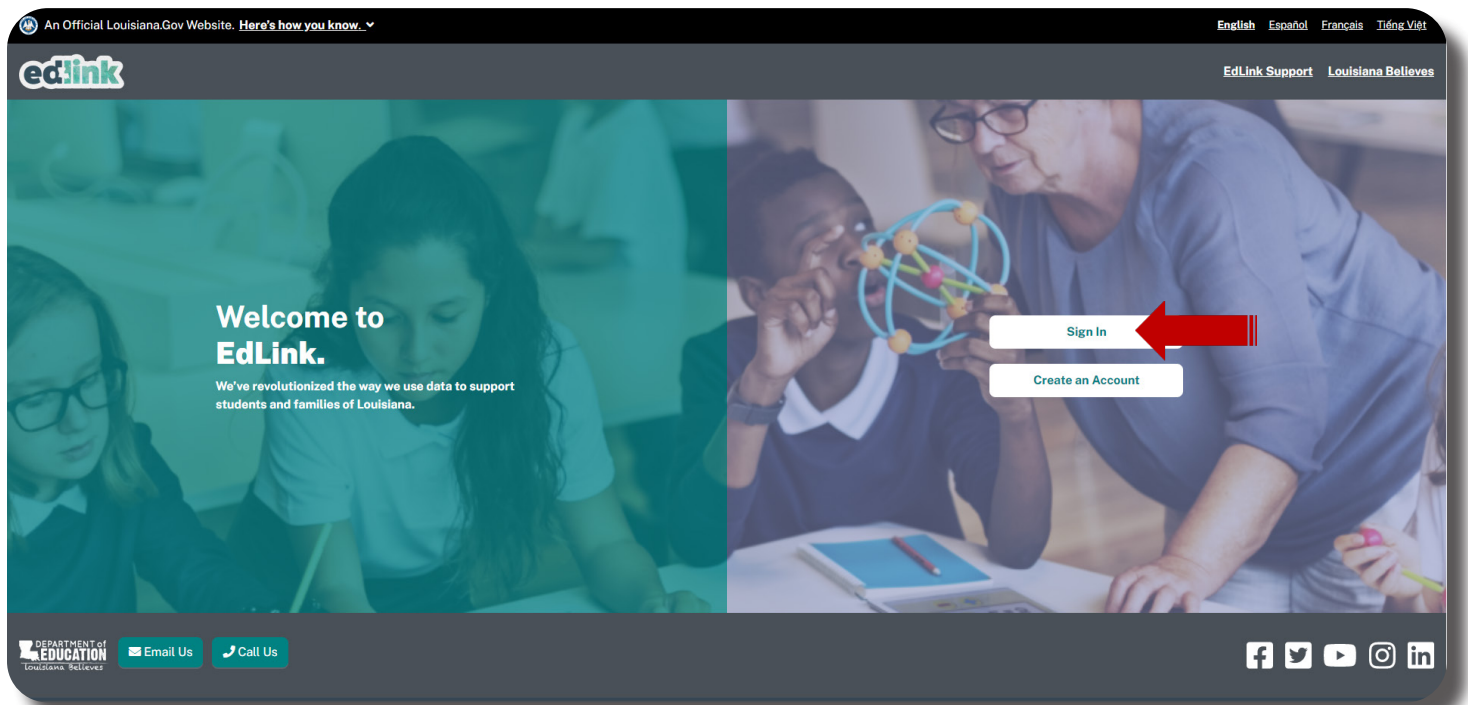
REQUESTING ACCESS TO ENTITY/IES

Your personal, New User Dashboard will appear. Your access will be limited to this Dashboard until your requests for access have been approved.

To begin the request for access to your School System and begin the New Application process, follow these instructions:

Select the Requesting Access to Entity button.
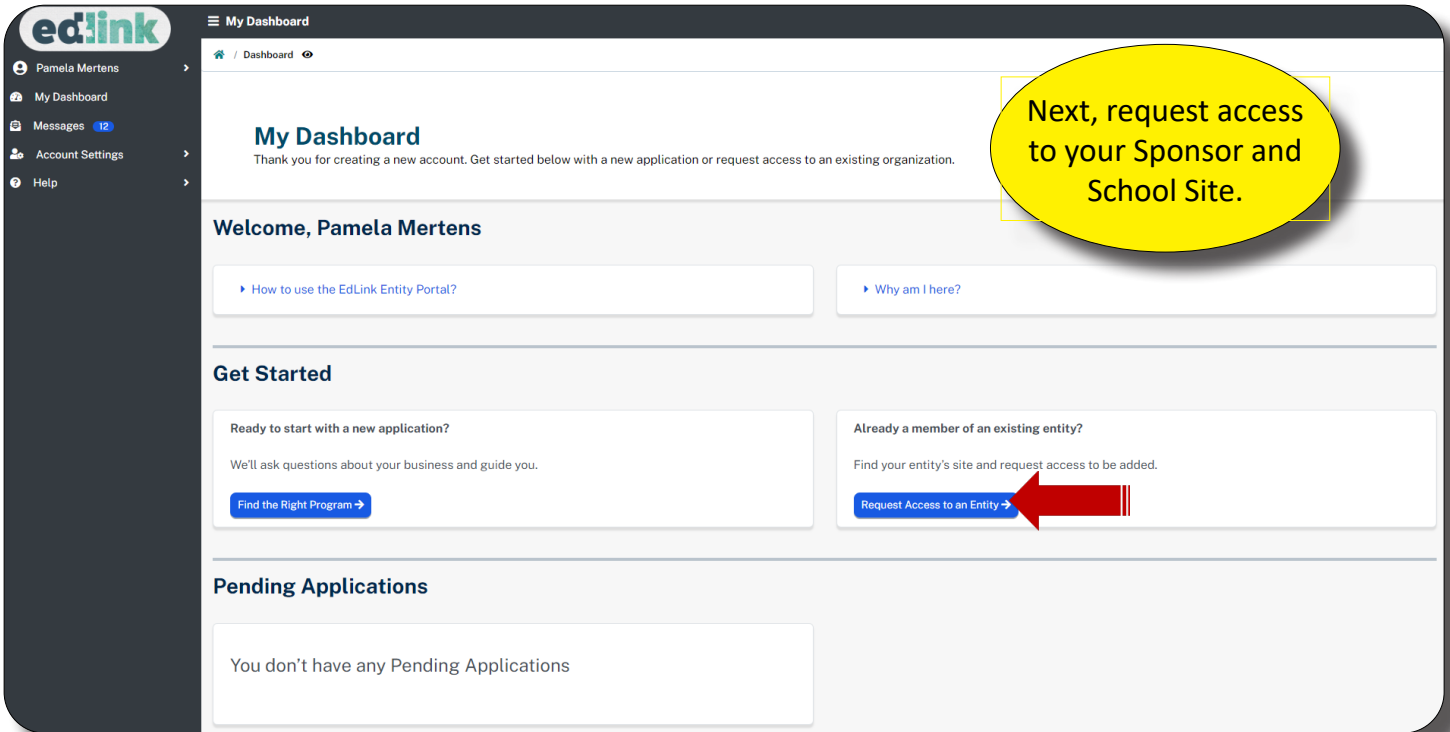
Select the Edlink Security button. The Entity Roles page is currently unavailable. See **Roles** at **Edlink Training** for details.
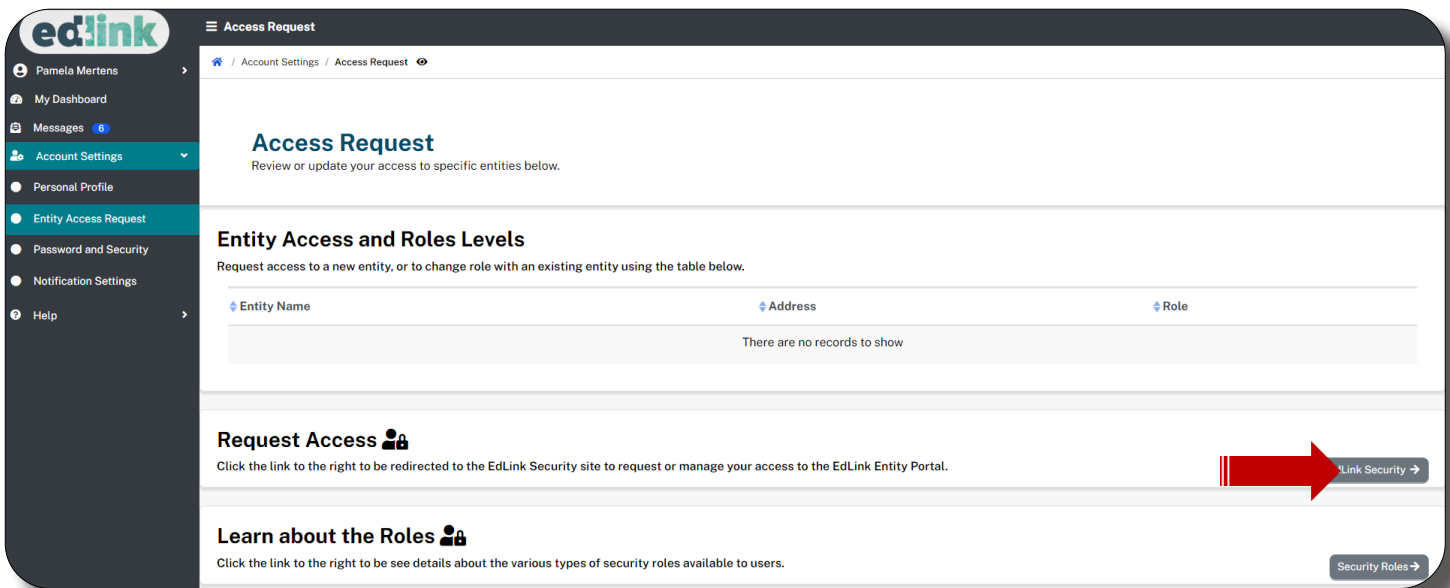
REQUESTING SCHOOL MANAGER ROLE

Follow the red arrows to request roles.

Please allow 24-48hrs for LDOE review and approval of your requests. Do not submit an Edlink Support ticket to check the status of your requests. An LDOE staff member will contact you if there are any questions pertaining to your requests.

Sign out of all Edlink Ops and Edlink Security related pages. Upon LDOE approval, you will receive an email alerting you of the approval or rejection statuses of your requests.

When approved, Sign In to Edlink Ops to access your site.

LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS → GOOGLE CHROME MICROSOFT EDGE

SCHOOL MANAGER DASHBOARD

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

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 CASIEU	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

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 ACCOUNTIBILITY

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]

PROGRAMS AND CAREERS

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

SPORTS AND CLUBS

ed!link

Pamela Mertens

School Year
2022

Sponsor
3D LEARNiNG Center

Site/School
3D LEARNiNG Center

- My Dashboard
- Program Management
- Sponsor Management
- Site Management
  - Site Information
  - Grades and Accountability
  - Programs and Careers
  - **Sports and Clubs**
  - NPS History

Sports and Clubs

Clubs and sports offered at the school/site

Sports

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

☐ Baseball	☐ Powerlifting
☐ Basketball	☐ Soccer
☐ Bowling	☐ Softball
☐ Cross-Country	☐ Sprint
☐ Football	☐ Swimming
☐ Golf	☐ Tennis
☐ Gymnastics	☐ Volleyball
☐ Indoor Track and Field	☐ Wrestling
☐ door Track and Field	☐ Other Sports

Clubs

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

☐ Academic Subject-Area Interest Literature and Humanities	☐ Music
☐ Academic Subject-Area Interest Science, Technology, Engineering, Mathematics	☐ National or Statewide Leadership Associations
☐ Adult Mentoring	☐ Peer Tutoring or Mentoring
☐ Affinity Associations	☐ Politics and Government
☐ Business Interest	☐ School Community Organizations
☐ Career Focus	☐ Speech and Debate
☐ Drama, Theater, and Dance	☐ Visual Arts
☐ Games and Gaming	☑ Other Clubs
☐ Honor Society	**Club Name**
	Club

✎ Edit

39

NON-PUBLIC SCHOOL REPORTING

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

Not Started   +   Start Here

Incomplete   ✏️   Edit or Finish

Approved   👁   View Submitted Report

Approved W/Exceptions   👁   View Submitted Report

Not Submitted   ⚙️   Request Extension

Not Submitted ⚙️

🔔 **Extend Deadline** ✕

Click Extend to request an additional 15 days be added to the submission deadline for this Site.

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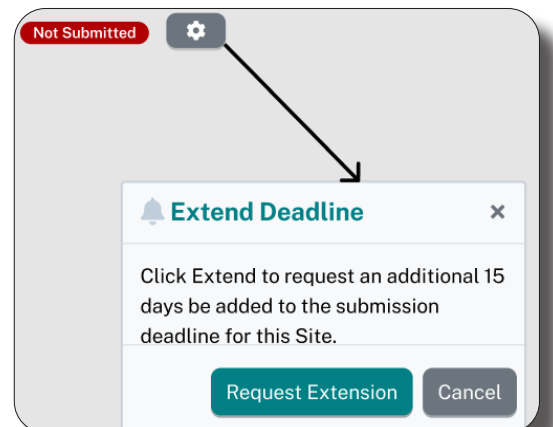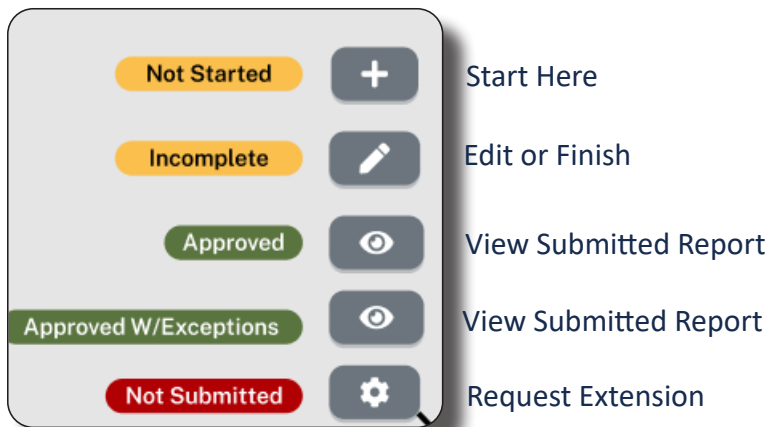
*Extensions will only be granted for requests during the current reporting period. The Extension will automatically be reset with an additional 15 days added to the due date.

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.

BEGIN REPORTING

The 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 "No" is selected, 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

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.

After navigating 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 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".

ENROLLED DEMOGRAPHICS

The data you now see, was uploaded from the previous year's report. To edit the data for the new year, select the pencil icon.

The edlink enrollment demographics table:

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

46

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. Select the pencil icon to enter student count.

Enrollment Demographics

K	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1		✎
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	

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%

> ⓘ **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 →

47

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 →

STATUS CHANGES

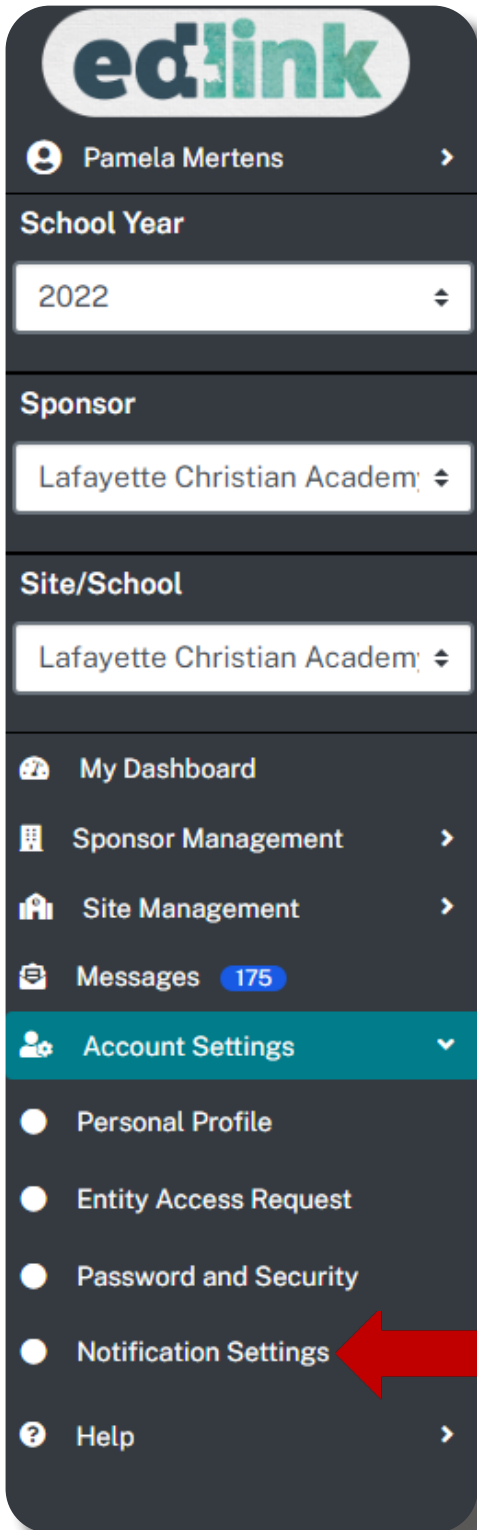After you have submitted the Report, the status will change to Approved. Select the eye icon to view the report.

NOTIFICATIONS AND SETTINGS

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
⊙ No

Email Address
pamela.k.mertens@gmail.com

Allow text notifications by text message
⊙ No

Text Message

Carrier charges may apply for text messages

Allow notifications by mail
⊙ No

Mailing Address
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

This page was intentionally left blank.