



LOUISIANA DEPARTMENT OF  
**EDUCATION**

# Non-Public School Manager Annual NPS Reporting User Guide 2024-2025

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



August 2024

# TABLE OF CONTENTS

General Information.....	4
User Access.....	5
Technical Assistance.....	6
Edlink Account Set-Up for New Users.....	7
Create Your Account.....	8
Choosing a User ID.....	9
Choosing a Password.....	10
Registering Your Email.....	11
Confirming Your Email.....	12
Forgotten User ID/Password.....	13
User ID Retrieval.....	
Password Reset.....	
Verification Email.....	
Edlink Security 2.0 Existing Account Log In Procedure.....	14
Signing Into Edlink Ops.....	
Personal Profile (Edlink Ops).....	23
Personal Information.....	
Signing Out of Edlink Ops.....	
Signing into Edlink Ops.....	17
New User Dashboard.....	
Find the Right Program.....	
Request Access to Entity.....	
Updating Your Email.....	18
While Signed Into Edlink Ops.....	
While Signed Into MyLA.gov.....	21
New User Dashboard.....	22
Edlink Security Access Request.....	28
Sponsor Site Dashboard.....	33
Unread Messages and Notifications.....	34
Sponsor Information.....	35
Site Information.....	36
Grades & Accountability.....	38
Change Grade Configuration.....	39
Programs & Careers.....	40
Sports & Clubs.....	41
NPS Reporting.....	42
Icons & Their Functions.....	
NPS Reporting History.....	43
Begin reporting.....	44
Enrollment Demographics.....	48
Graduations Rates.....	49
Completed Report.....	
Status Change (Incomplete).....	52
Notification & Settings.....	54

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](mailto: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](mailto:nonpublicschools@la.gov)

Data Management and Security - Nonpublic Updates, LEADS/NPS Access & User IDs [nonpublicschools@la.gov](mailto:nonpublicschools@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



An Official Louisiana.Gov Website. [Here's how you know...](#) English Español Français Tiếng Việt

edlink EdLink Support Louisiana Believes

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

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

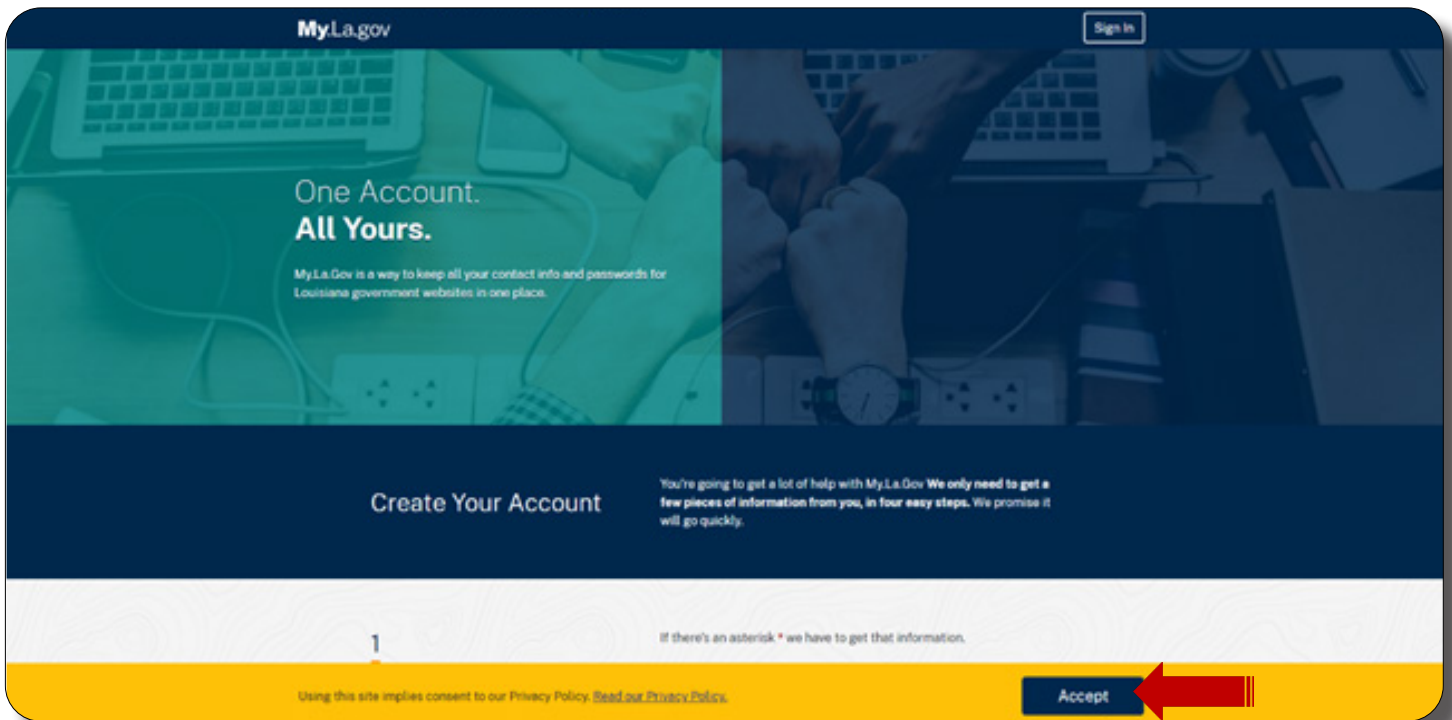
### Create a MyLA Account

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.

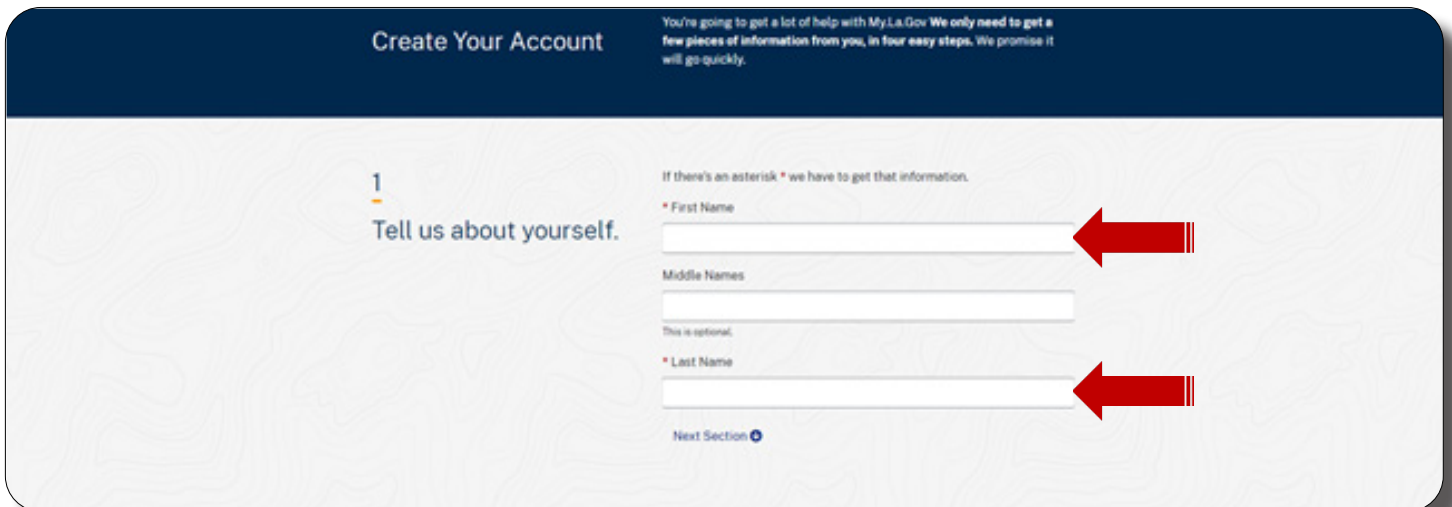
Sharing of accounts is not permitted. All Staff members MUST set-up an individual Edlink account.

← Back Continue to MyLA →

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






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

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

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.

\* 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.

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](#)

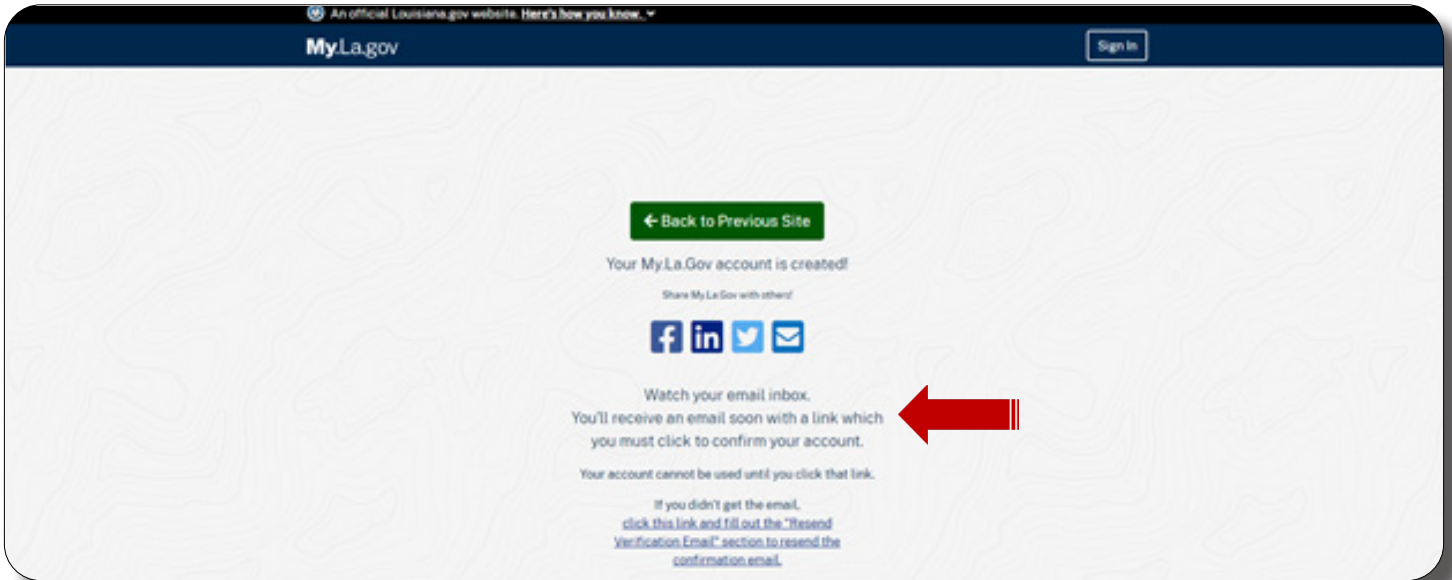
**That's it!** [Create Your Account](#)

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](https://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.

The image shows two screenshots of the MyLa website. The top screenshot is the 'Account help' page, which has a dark blue header with the MyLa logo and navigation links for 'FAQs', 'Help', and 'Sign In'. The main content area is titled 'Account help' and contains four panels:

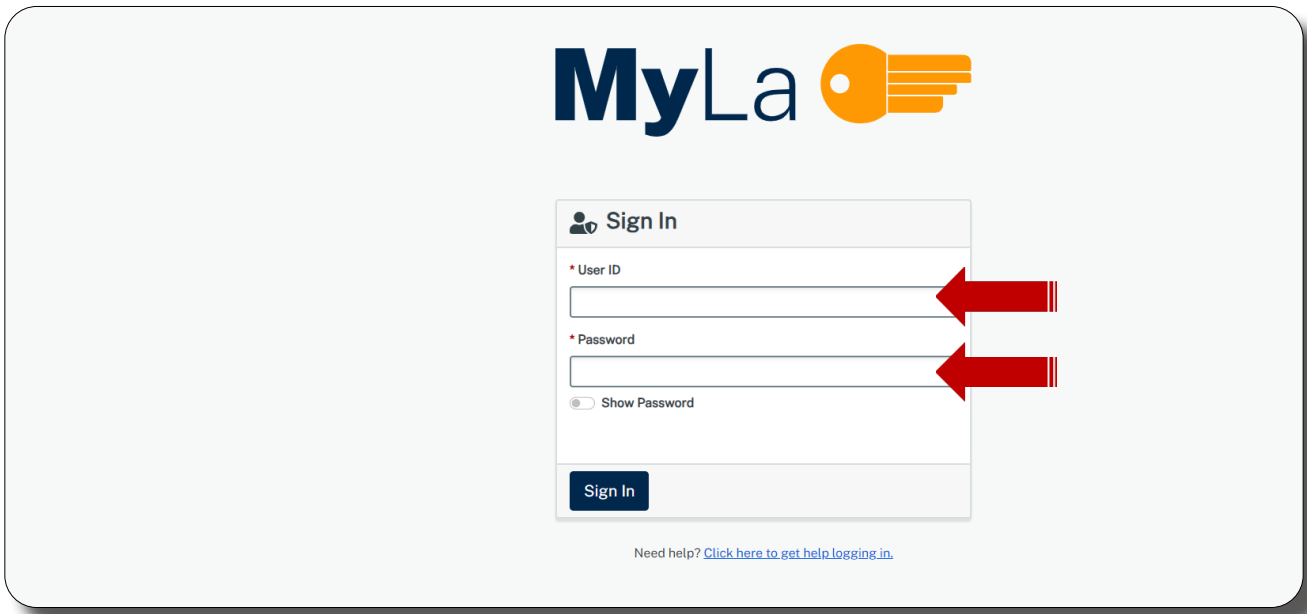
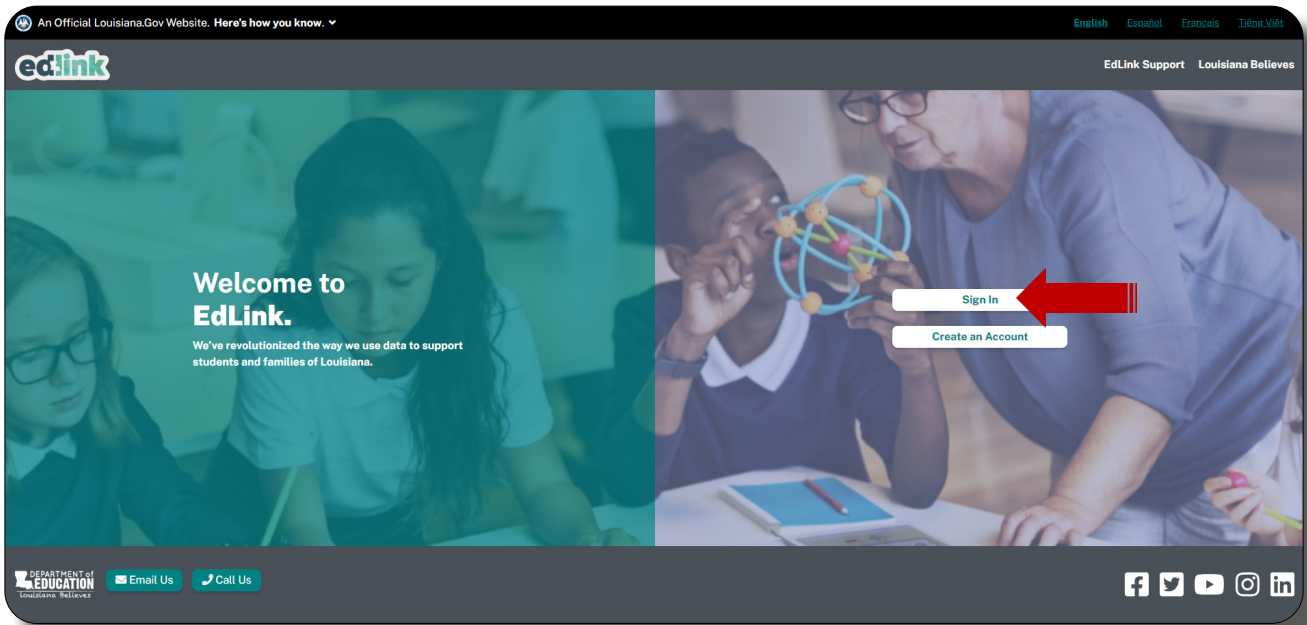
- Resend Verification Email:** A panel with a title, a description, a text input field for 'Email Address', and a 'Send verification Email' button.
- Forgot your password?:** A panel with a title, a description, two text input fields for 'User ID' and 'Email Address', and a 'Send Password Reset Link' button. Red arrows point to the input fields, and a red number '2' is in the top right corner.
- Forgot your User ID?:** A panel with a title, a description, a text input field for 'Email Address', and a 'Send User ID Reminder' button. A red arrow points to the input field, and a red number '1' is in the top right corner.
- Want to know more?:** A panel with a title and a paragraph of text.

The bottom screenshot is a 'Sign In' page, also with the MyLa logo and navigation links. It features a 'Sign In' title, two text input fields for 'User ID' and 'Password', a 'Show Password' toggle, and a 'Sign In' button. A red arrow points to the 'Sign In' button. Below the button is a link: 'Need help? [Click here to get help logging in.](#)' At the bottom of the page are links for 'Home', 'FAQs', 'Help', and 'Privacy'.

# 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	<input type="text"/>	*Primary Phone Number	<input type="text" value="888-555-1212"/>
*First Name	<input type="text" value="Sally"/>	Secondary Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	*Email Address	<input type="text" value="SBrown@gmail.com"/>
*Last Name	<input type="text" value="Brown"/>	MyLA User ID	<input type="text" value="SBrown24@"/>
Suffix	<input type="text"/>	Staff ID	<input type="text" value="5894589653"/>

**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.**

**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

<b>Physical Address</b>	<b>Mailing Address</b>
*Street Name 1 <input type="text" value="400 W. Sparrow St."/>	*Street Name 1 <input type="text" value="400 W. Sparrow St."/>
Street Name 2 <input type="text"/>	Street Name 2 <input type="text"/>
*City <input type="text" value="New Orleans"/>	*City <input type="text" value="New Orleans"/>
*State <input type="text" value="Louisiana"/>	*State <input type="text" value="Louisiana"/>
*Zip <input type="text" value="75555"/>	*Zip <input type="text" value="75555"/>
*Parish/County <input type="text" value="New Orleans"/>	*Parish/County <input type="text" value="New Orleans"/>
<input type="button" value="Copy to Mailing"/>	

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.

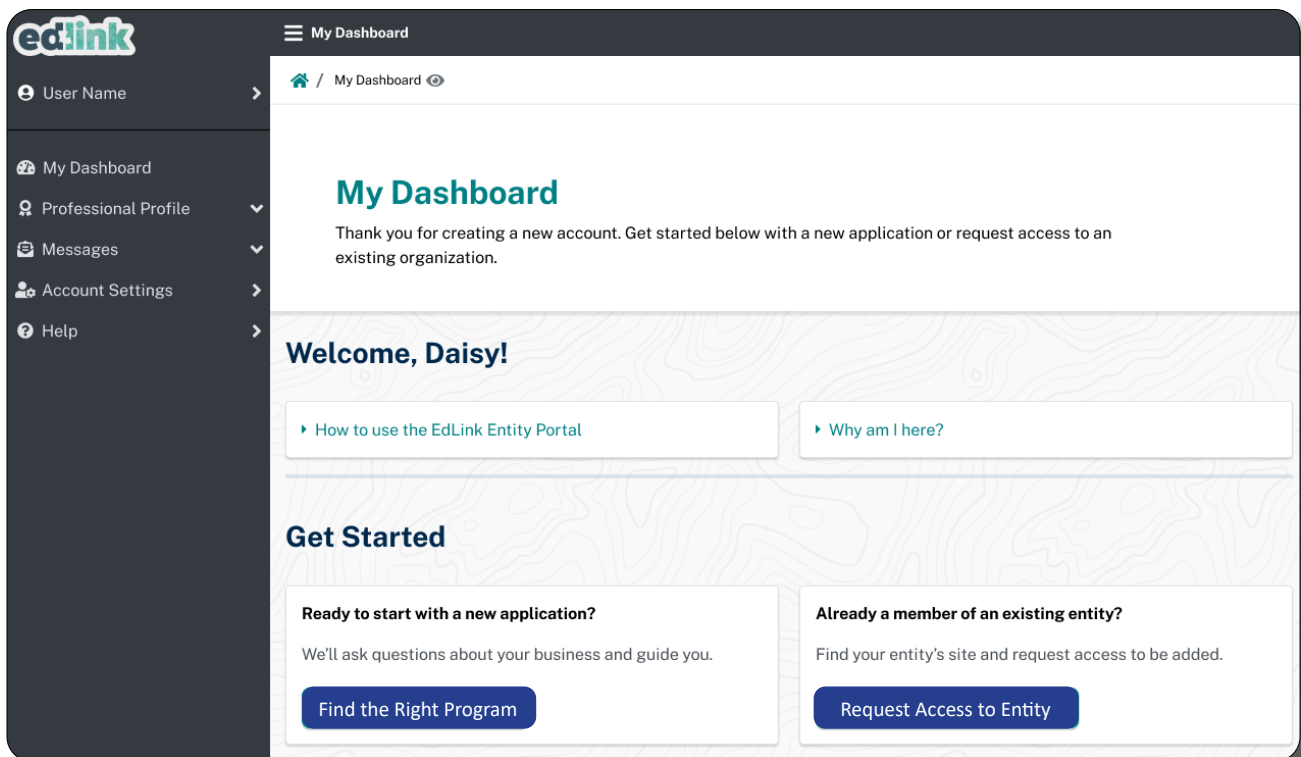
Sign Out in the top left corner of the Edlink page (Dashboard). Sign back into Edlink Ops to begin utilizing your Edlink Ops account.







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.

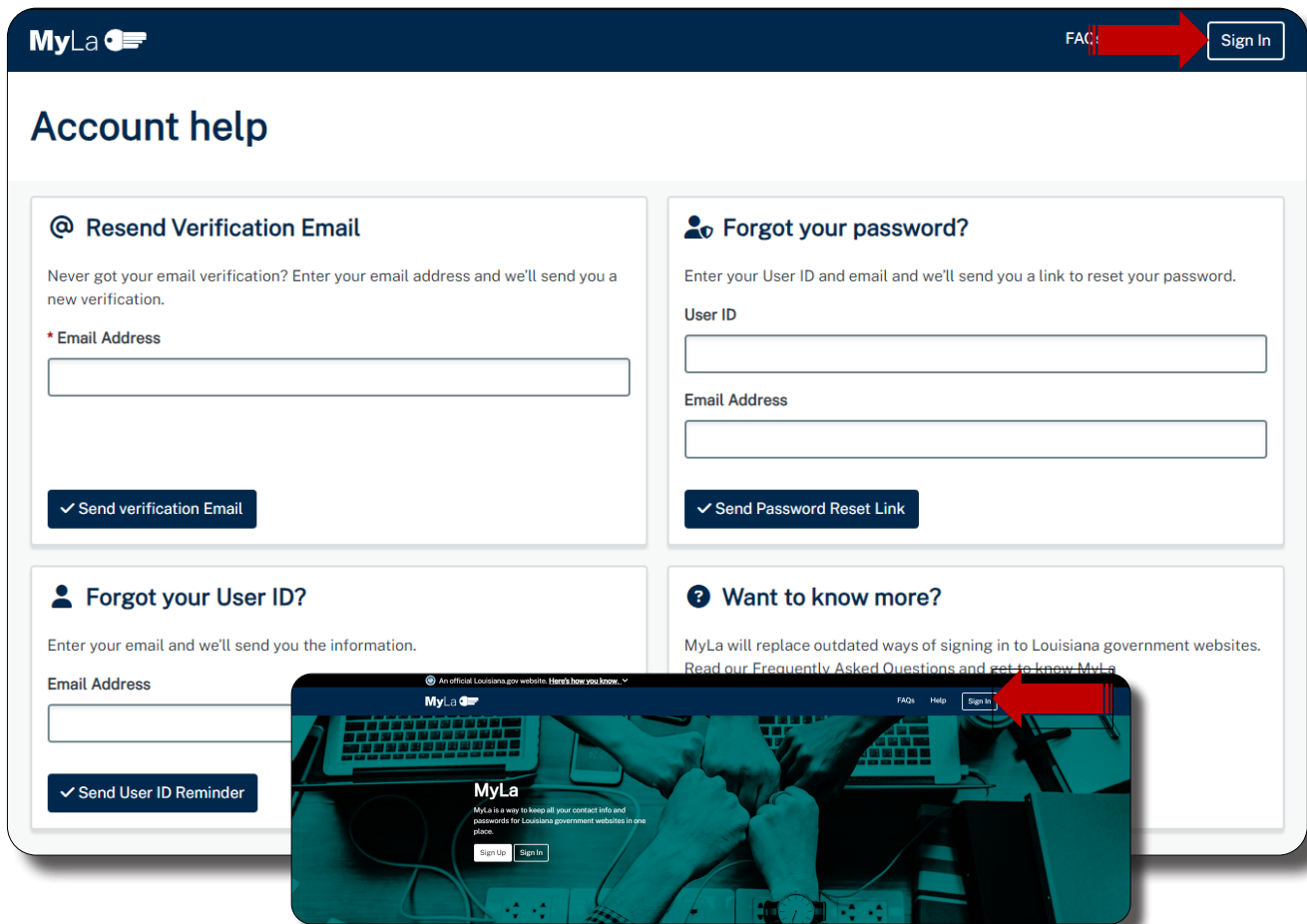


## UPDATING YOUR EMAIL

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. **Enter your personal email ONLY.** 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.



- In the bottom left corner are the phone number and email change options. **Update your phone number and email using personal accounts only.** 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.
- 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.

## Account home

[Resume your journey →](#)

If you need to update any information in your account, use the forms below. If there's an asterisk \* we have to get that information.

### 👤 Your Name

MyLa is how Louisiana's government agencies know how to contact you. What's your name?

\* First Name

Middle Names (optional)

\* Last Name

✓ Update Name

### 📞 Contact Info

Keep MyLa up to date with your information.

Telephone

Just numbers, nothing else, start with area code.

\* Email Address

✓ Update Contact

### # PIN

The PIN is a 6-digit number we will use to secure your account.

\* New PIN

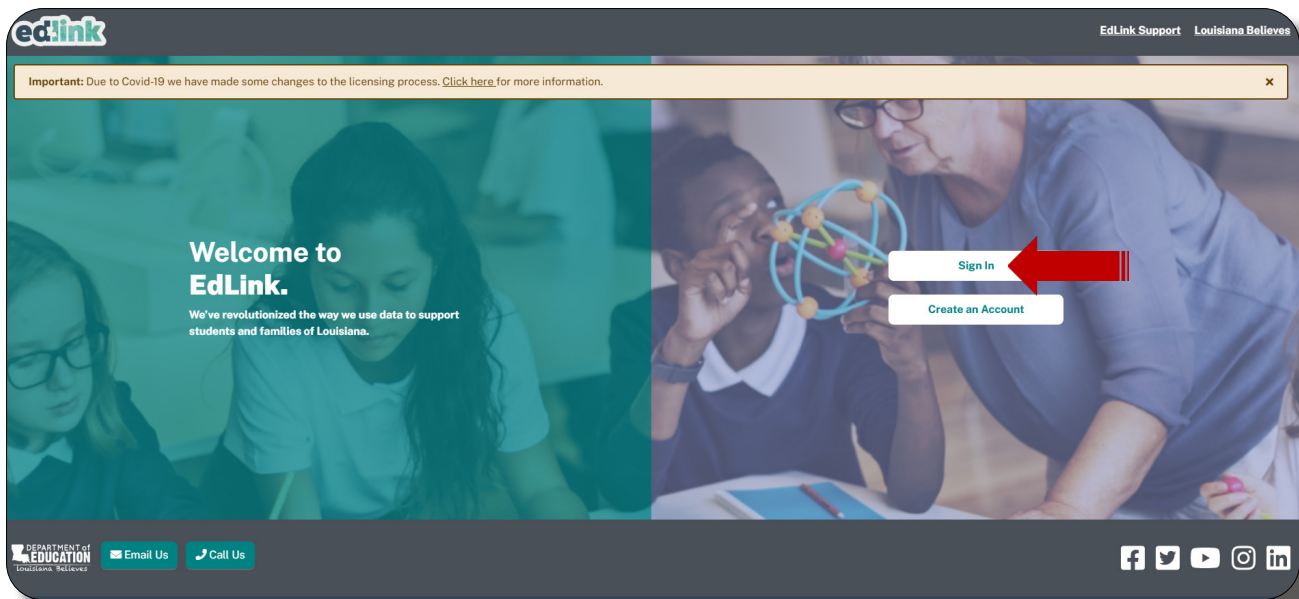
\* Confirm New PIN

✓ Update PIN Number

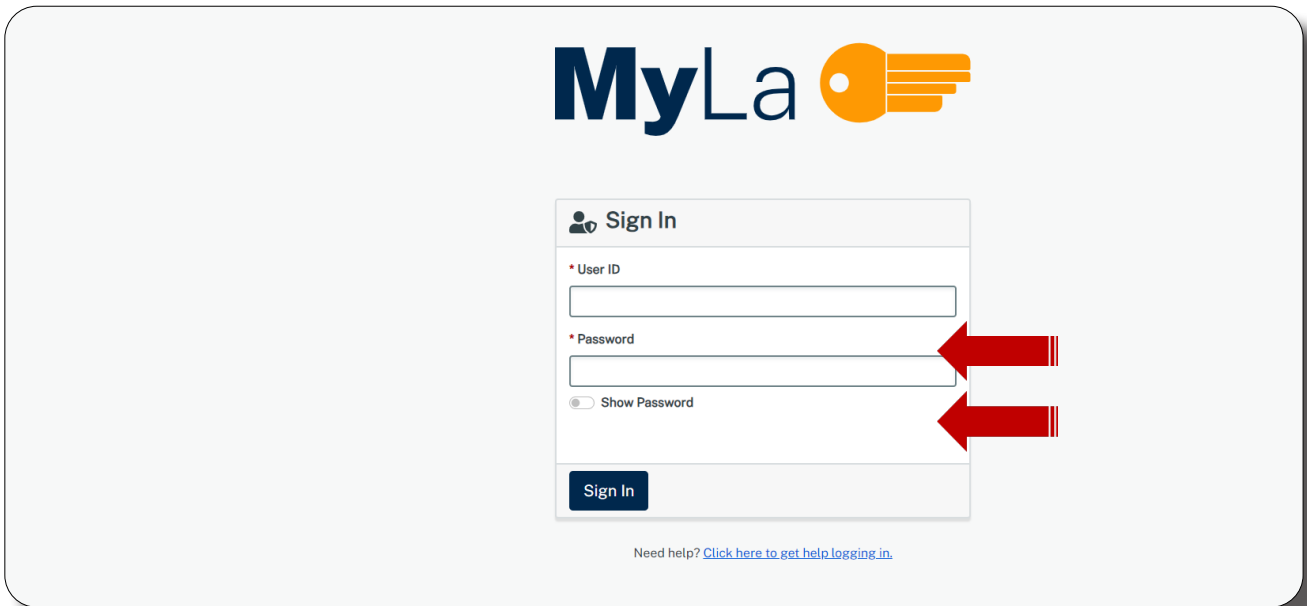
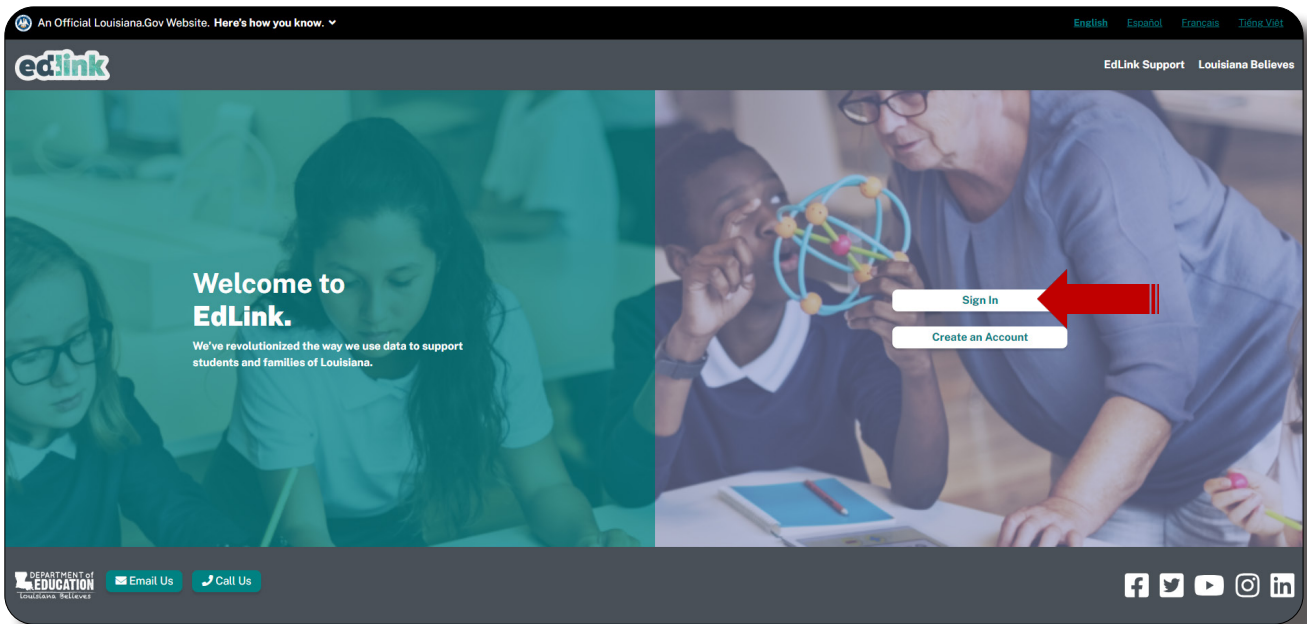
### 🔒 Password

Click the button below to change your password. We'll take you to the screen where you update it. When you're finished, we'll bring you back here.

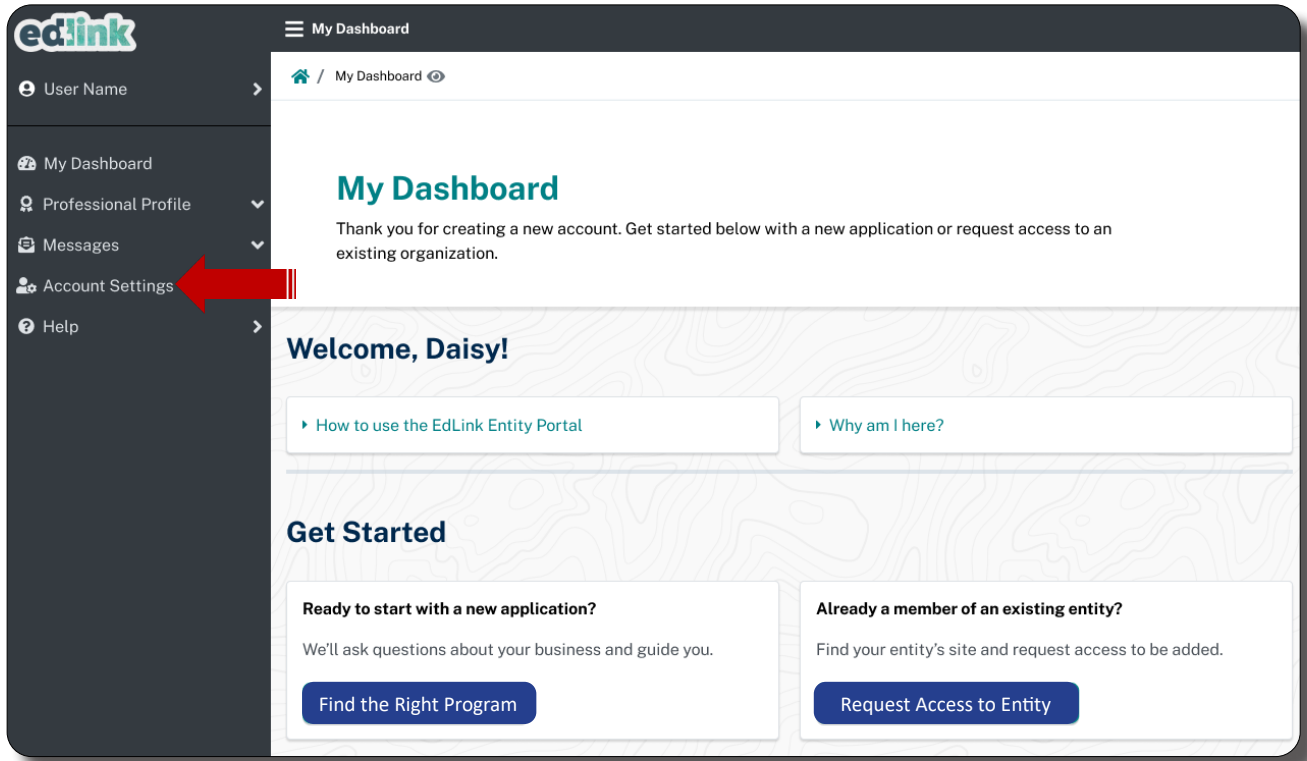
✓ Update Password



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.

# NEW USER-PERSONAL PROFILE (Edlink Ops)

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.

Prefix	*Primary Phone Number
<input type="text"/>	888-555-1212
*First Name	Secondary Phone Number
Sally	<input type="text"/>
Middle Name	*Email Address
<input type="text"/>	SBrown@gmail.com
*Last Name	MyLA User ID
Brown	SBrown24@
Suffix	Staff ID
<input type="text"/>	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	Mailing Address
*Street Name 1	*Street Name 1
400 W. Sparrow St.	400 W. Sparrow St.
Street Name 2	Street Name 2
<input type="text"/>	<input type="text"/>
*City	*City
New Orleans	New Orleans
*State	*State
Louisiana	Louisiana
*Zip	*Zip
75555	75555
*Parish/County	*Parish/County
New Orleans	New Orleans

Copy to Mailing

- 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

### 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**

**\*Sex**

**\*Race**

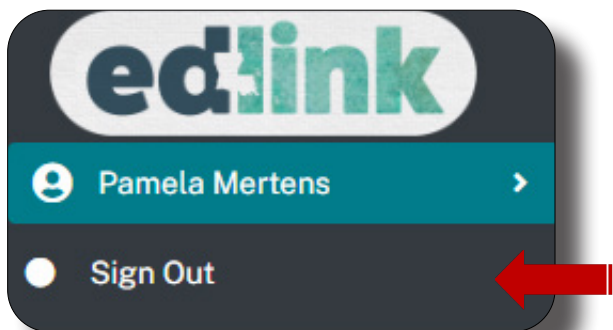
Social Security number is listed as optional for K12, but leaving it blank will erase your social security number from your master Staff ID record which will cause major issues. Please include your social security number to avoid this.

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

- 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. See the next page for images.



LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS

GOOGLE CHROME

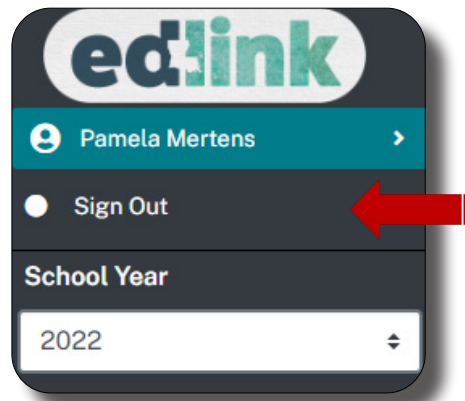


MICROSOFT EDGE



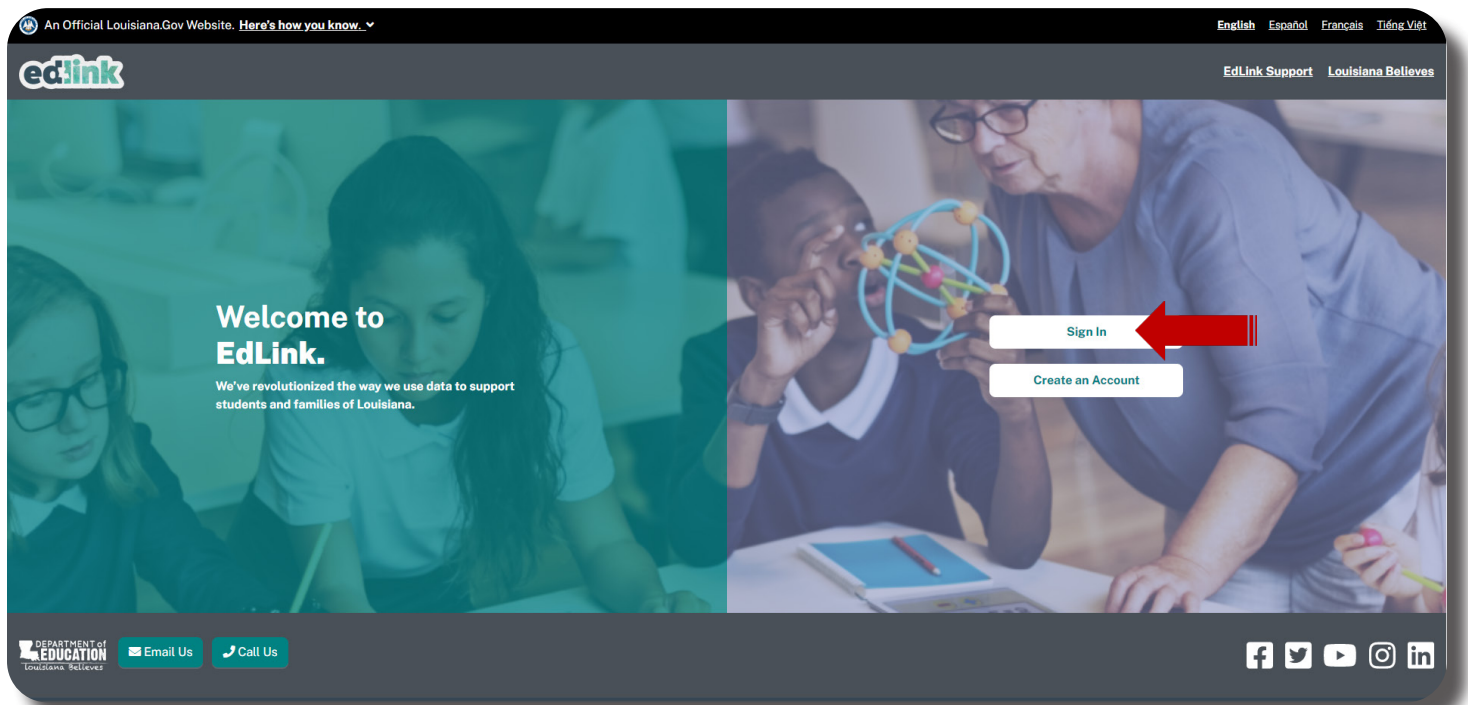


To complete your access, “Sign Out”, from the navigation panel, located under your User ID at the top left side of your screen.



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.”

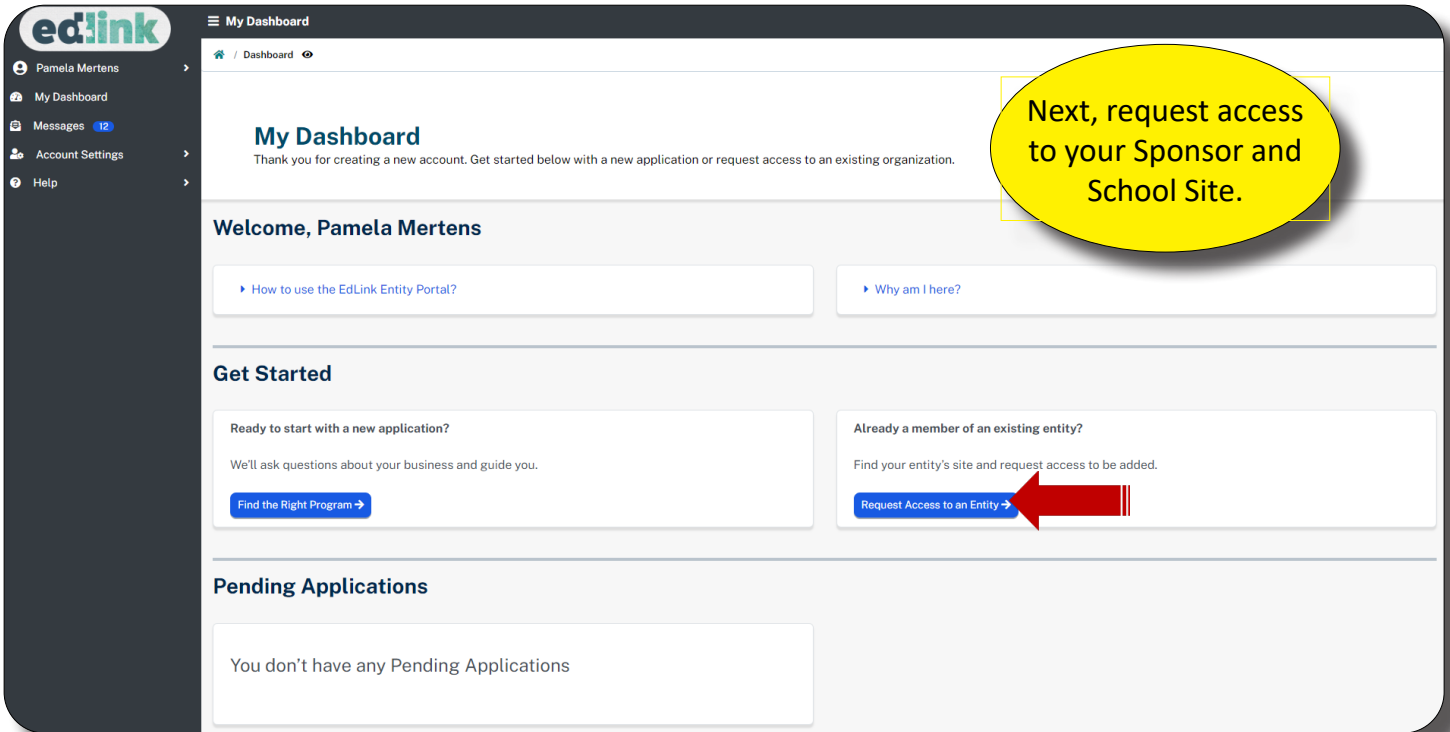


# REQUESTING ACCESS TO ENTITY/IES

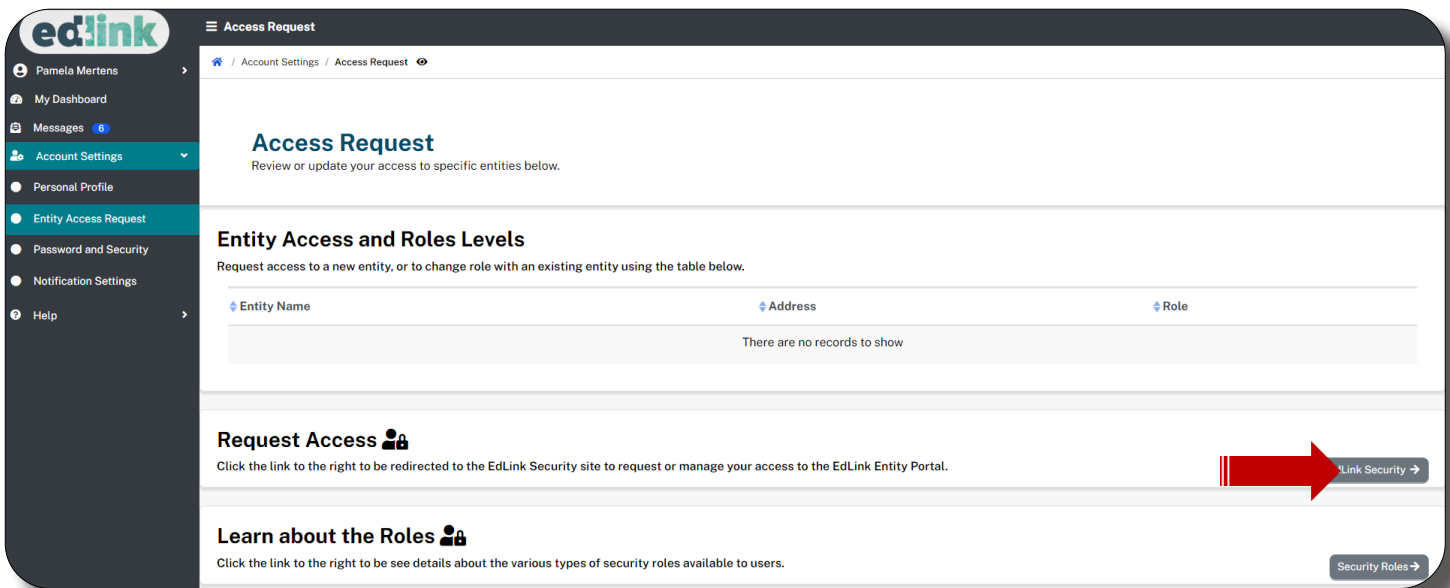
Your personal, New User Dashboard will appear. Your access will be limited to this Dashboard until your requests for access have been approved.

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

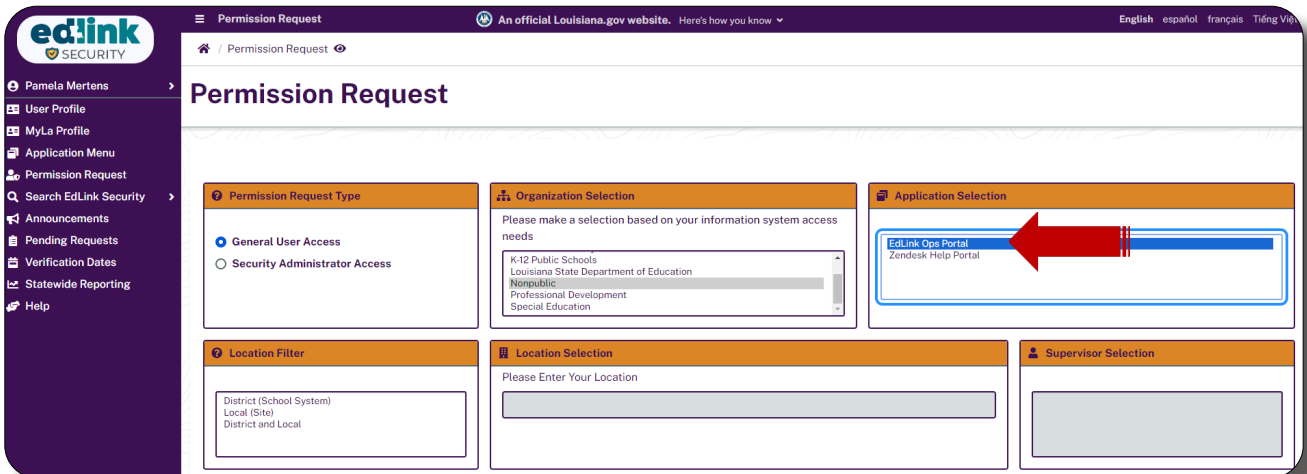
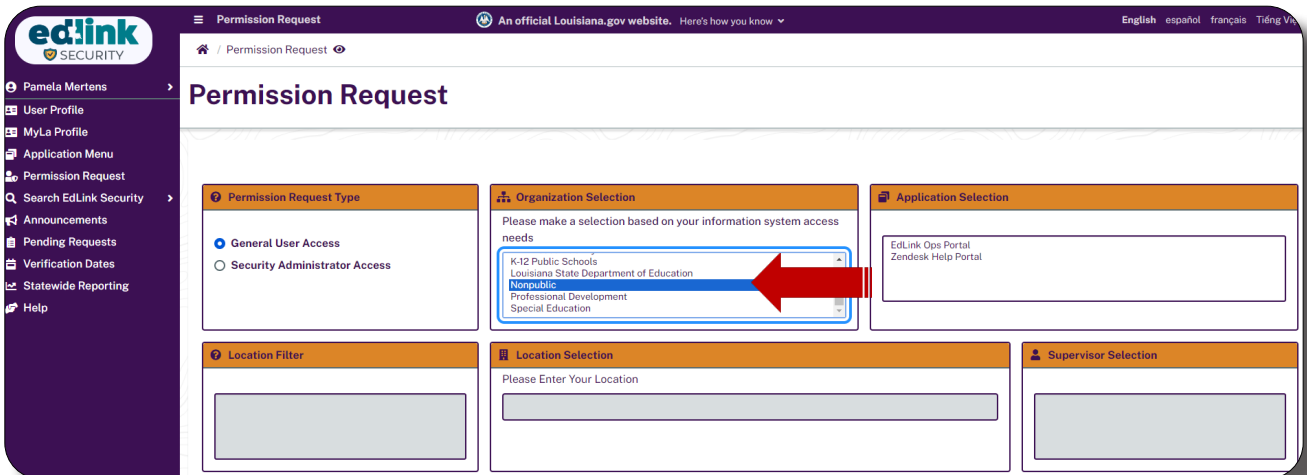
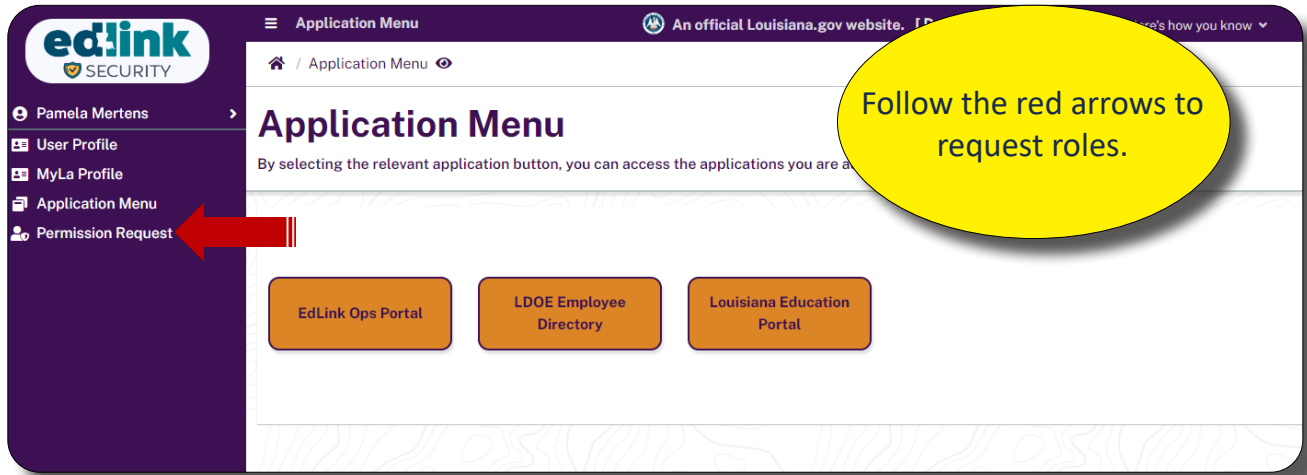
Select the Requesting Access to Entity button.



Select the Edlink Security button. The Entity Roles page is currently unavailable. See **Roles** at [Edlink Training](#) for details.



# REQUESTING SCHOOL MANAGER ROLE



ed:link SECURITY

Permission Request

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

English español français Tiếng Việt

Home / Permission Request

## Permission Request

**Permission Request Type**

General User Access

Security Administrator Access

**Organization Selection**

Please make a selection based on your information system access needs

- K-12 Public Schools
- Louisiana State Department of Education
- Nonpublic
- Professional Development
- Special Education

**Application Selection**

- EdLink Ops Portal
- Zendesk Help Portal


**Location Filter**

- District (School System)
- Local (Site)
- District and Local

**Location Selection**

Please Enter Your Location

**Supervisor Selection**



ed:link SECURITY

Permission Request

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

English español français Tiếng Việt

Home / Permission Request

## Permission Request

**Permission Request Type**

General User Access

Security Administrator Access

**Organization Selection**

Please make a selection based on your information system access needs

- K-12 Public Schools
- Louisiana State Department of Education
- Nonpublic
- Professional Development
- Special Education

**Application Selection**

- EdLink Ops Portal
- Zendesk Help Portal

**Location Filter**

- District (School System)
- Local (Site)
- District and Local


**Location Selection**

Please Enter Your Location

beth

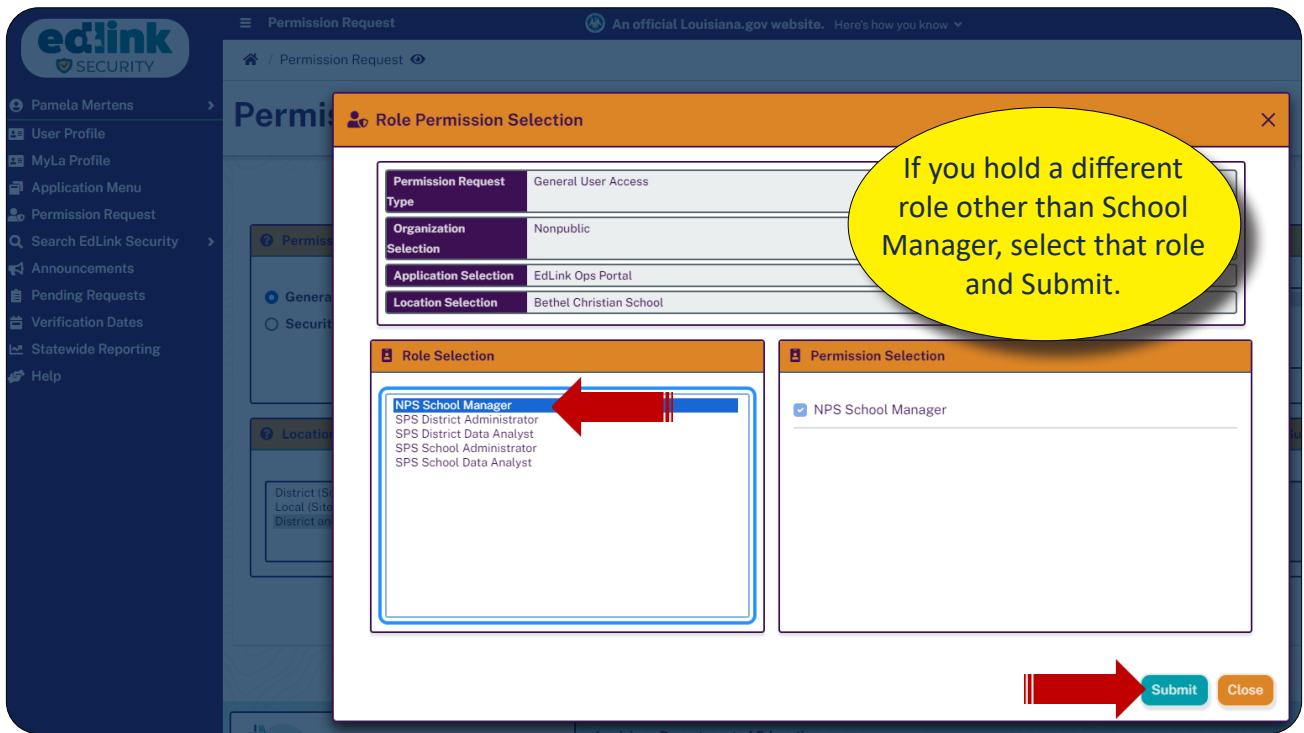
- Bethel Christian School**  
15147 Highway 102, Jennings, LA 70546  
District Code: 921 Site Code: 921001
- Bethel Christian School System  
2901 Winona Drive, Ruston, LA 71270  
District Code: 588 Site Code: 588
- Old Bethel Christian Academy  
1468 Hwy 547, Clarks, LA 71415  
District Code: 656 Site Code: 656001
- Old Bethel Christian Academy School System  
1468 Hwy 547, Clarks, LA 71415

**Supervisor Selection**



LOUISIANA DEPARTMENT OF EDUCATION

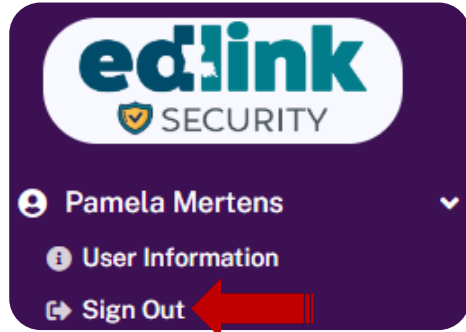
Louisiana Department of Education © 2021



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.



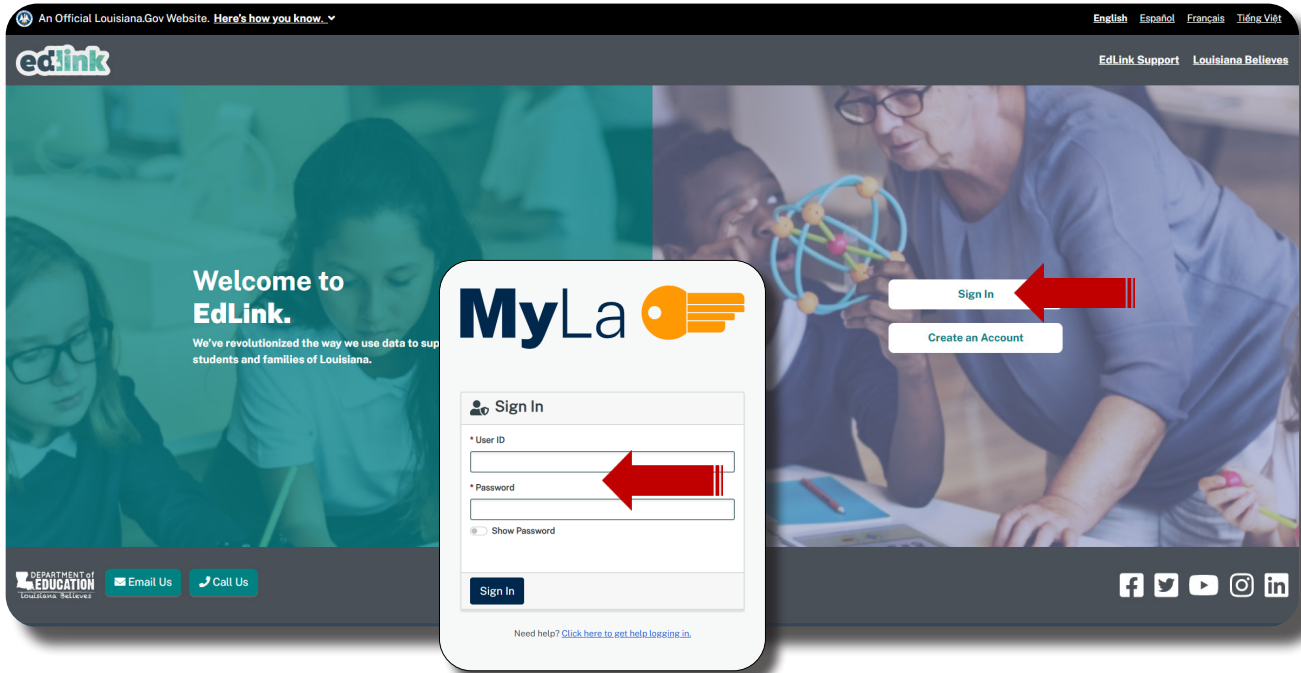
LDOE.EDLINK.LA.GOV

ACCEPTED BROWSERS

GOOGLE CHROME



MICROSOFT EDGE



# SCHOOL MANAGER DASHBOARD

The screenshot shows the EdLink School Manager Dashboard for user Pamela Mertens. The dashboard includes a sidebar with navigation options: My Dashboard, Sponsor Management, Site Management, Messages (0), Account Settings, and Help. The main content area is titled "Welcome Back, Pamela Mertens" and contains two sections: "Site Information" and "Site Administrators".

**Site Information (2021-2022)**

Location ID 1290627053	Site/School Name 3D LEARNING Center	Site Status N/A
Institution Type NON-EDUCATION SITE	Primary Phone Number 214-543-4455	Fax Number 214-543-4455
Entity Notification Email paynefre@gmail.com	Physical Address 1891 Easy St Ste B Lake Charles, LA, 70605	Mailing Address P O Box 4726 Lake Charles, CA, 70605

**Site Administrators**

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

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

The screenshot shows the "Messages and Notifications" section of the dashboard. It includes a "Return to Dashboard" button and two main sections: "My Messages" and "My Notifications and Appointments". Both sections currently show "There are no records to display." A dropdown menu is open over the "Messages" section, listing navigation options: My Dashboard, Program Management, Sponsor Management, Site Management, EdLink Search, Messages (3), Account Settings, and Help. A red arrow points to the "Messages" option in the dropdown.

**Messages and Notifications**

Review all your read and unread messages and notifications. Upcoming appointments are also listed below if you would like to add them to your calendar app.

[Return to Dashboard](#)

**My Messages**

Unread  Show All

There are no records to display.

**My Notifications and Appointments**

Show All  Notifications  Appointments


There are no records to display.

- My Dashboard
- Program Management
- Sponsor Management
- Site Management
- EdLink Search
- Messages 3**
- Account Settings
- Help


## MESSAGES AND NOTIFICATIONS


### Unread Messages and Notifications 8


[View All Messages](#)


Show All  Notifications  Messages  Appointments 


[Newest to Oldest](#)


 **Message - Subject Line**  
FirstName LastName, MM/DD/YYYY, HH:MM AM/PM  
Action Required: Read full message below

 **Notification - 2020-2021 AFR Reporting**  
MM/DD/YYYY HH:MM  
Action Required: Please click the Review button to start entering your sites AFR data for the 2020-2021 school year [Review](#)

 **Schedule Appointment - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Schedule appointment to X [Schedule](#)

 **Notification - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Review X [Review](#)

 **Schedule Appointment - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Schedule appointment to X [Add to Calendar](#)


[Click to show 5 more](#) 

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

Pamela Mertens

School Year  
2022

Sponsor  
3D LEARNING Center

Site/School  
3D LEARNING Center

My Dashboard

Sponsor Management

**Sponsor Information**

Site Management

Messages 0

Account Settings

Help

## 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

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

### Sponsor Contacts

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

## Additional Sponsor Information

<b>Website</b> www.carrollton.com	<b>Facebook Page</b> https://www.facebook.com/user	<b>Twitter Profile</b> N/A	<b>Instagram Account</b> N/A
<b>Assessment Group Code</b> Regular District School District	<b>LEA Group Code</b> University Lab Schools	<b>Rollup Flag</b> <span style="font-size: small;">🔒</span> N/A	<b>Rolling District</b> Y
<b>Title III Flag Immigrant</b> Y	<b>Title III Flag</b> Y	<b>Eden Active Flag</b> Y	<b>McKinney-Vento Flag</b> Y
<b>NCES Agency ID</b> N/A	<b>Close Date</b> N/A	<b>NPCA Flag</b> Y	<b>AFR</b> Y
<b>SER (Special Education Reporting)</b> 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

**edlink** Site Information

Information pertaining to the school or site.

**Site Information** 2022-2023

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

**Site Administrators**

<b>Contact Position Type</b> OWNER	<b>Contact Name</b> Kiesha Payne	<b>Primary Phone Number</b> 337-274-1150	<b>Email Address</b> paynefre@gmail.com
---------------------------------------	-------------------------------------	---	--

**Additional Information**

<b>Site Website</b> N/A	<b>Site Facebook Page</b> N/A	<b>Site Twitter Page</b> N/A	<b>Site Instagram Account</b> N/A
<b>City Limits</b> Y	<b>GIS Type</b> N/A	<b>Locale</b> Unknown	<b>Report Site Code</b> N/A
<b>Institutional Control</b> OTHER	<b>Institutional Funding</b> NONPUBLIC	<b>Institution Type</b> NON-EDUCATION SITE	<b>NCES School ID Code</b> N/A
<b>District Accountability</b> N	<b>Non Acct Reason</b> GRADES NOT INCLUDED	<b>ACT Site Code</b> N/A	<b>Accountability Rollup</b> N/A
<b>Eden Active</b> N	<b>Highly Qualified Flag</b> N	<b>MFP</b> N	<b>Reconstituted</b> N
<b>Brumfield Date</b> N/A	<b>School Bus Partner Cnt</b> N/A	<b>Approval Status Date</b> N/A	<b>Tuition Flag</b> N
<b>Earliest Drop Off Time</b> N/A	<b>Earliest Pickup Time</b> N/A	<b>Approval</b> NOT APPLICABLE	<b>Religious Affiliation</b> 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

 Edit



# GRADES AND ACCOUNTABILITY

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

**edlink** Grades And Accountability

**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 (Special Education: Birth - Age 2)	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 11th Grade
<input type="checkbox"/> PreSchool (Special Education: Ages 3-5)	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 12th Grade
<input type="checkbox"/> Pre-Kindergarten (Ages 4-5)	<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"/> 6th Grade	<input type="checkbox"/> 10th Grade	

**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  
[Dropdown menu]


Accountability K8/HS Group  
[Dropdown menu]

**Early Childhood Accountability**

[Dropdown menu: --Select--]

*Charter School Flag [Dropdown menu: --Select--]	*Lab School Flag [Dropdown menu: --Select--]	*Magnet School Flag [Dropdown menu: --Select--]	Corrective Action Code [Dropdown menu]
Pairing Code [Dropdown menu]	*Standalone Flag [Dropdown menu: --Select--]	*Academic Action Code [Dropdown menu]	*Pairing Site 1 Code [Text input: Enter Code]
*Pairing Site 2 Code [Text input: Enter Code]	Reconfig Recons Code [Dropdown menu]	*Reconfig Recons Year [Dropdown menu: --Select--]	Site Letter Grade [Dropdown menu]
Routing Option Code [Dropdown menu]	*Sharing Grade Code [Dropdown menu: --Select--]	*Sharing Site Code [Text input: Enter Code]	*Acct Prog Enter Year [Dropdown menu: --Select--]

[Edit button with red arrow]

 **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.

**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/HOUBOUND 457
- 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

**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

# SPORTS AND CLUBS

**edlink** Sports and Clubs

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

<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"/> Indoor Track and Field	<input type="checkbox"/> Other Sports

### Clubs

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

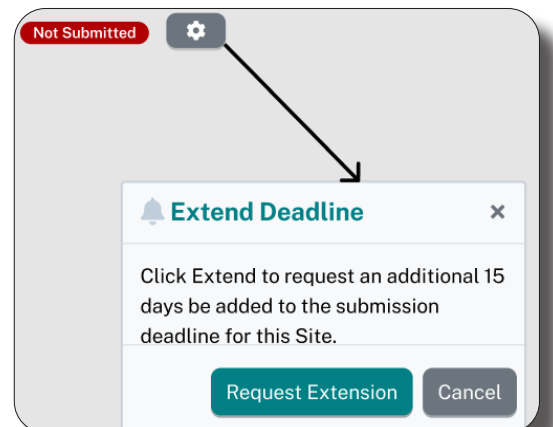
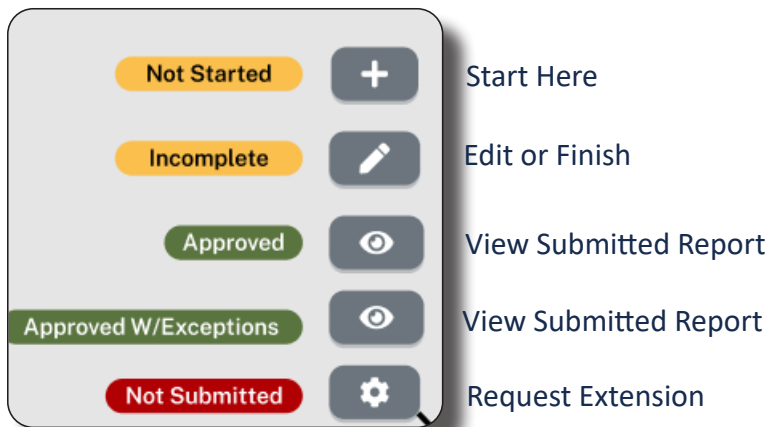
<input type="checkbox"/> Academic Subject-Area Interest Literature and Humanities	<input type="checkbox"/> Music
<input type="checkbox"/> Academic Subject-Area Interest Science, Technology, Engineering, Mathematics	<input type="checkbox"/> National or Statewide Leadership Associations
<input type="checkbox"/> 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	<b>Club Name</b>
	<input type="text" value="Club"/>

## 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



\*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.

The screenshot shows the 'Non-Public School Reporting' interface. On the left is a sidebar with a user profile for Pamela Mertens and navigation options like 'My Dashboard', 'Site Management', and 'NPS Reporting'. The main content area has a breadcrumb trail 'Site Management / NPS Reporting' and a title 'Non-Public School Reporting' with a subtitle 'View all past and current school year reporting for Non-Public Schools.' Below this is a 'Return to Dashboard' button and an 'NPS History' table. The table has columns for 'School Year', 'Approved Date', 'Preparer', 'Status', and 'Action'. The 'Status' column contains 'Approved' for all rows. The 'Action' column contains an eye icon for each row. A red arrow points to the eye icon for the 2022-2023 row. At the bottom, there is a pagination control showing 'Showing Page 1 of 2'.

School Year	Approved Date	Preparer	Status	Action
2022-2023	09/22/2022		Approved	👁️
2021-2022	09/27/2021		Approved	👁️
2020-2021	10/07/2020		Approved	👁️
2019-2020	09/26/2019		Approved	👁️
2018-2019	09/11/2018		Approved	👁️
2017-2018	10/02/2017		Approved	👁️
2016-2017	09/28/2016		Approved	👁️
2015-2016	10/12/2015		Approved	👁️
2014-2015	10/02/2014		Approved	👁️
2013-2014	10/02/2013		Approved	👁️

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

This screenshot is similar to the first one but shows the 2022-2023 report with a status of 'Not Started' and a plus icon in the 'Action' column. A red arrow points to this plus icon. Additionally, there are two notification banners at the top: a blue 'Info' banner about help and a yellow 'Warning' banner about the reporting deadline for the 2022-2023 school year. The rest of the interface, including the sidebar and table, is identical to the first screenshot.

School Year	Approved Date	Preparer	Status	Action
2022-2023			Not Started	+
2021-2022	09/27/2021		Approved	👁️
2020-2021	10/07/2020		Approved	👁️
2019-2020	09/26/2019		Approved	👁️
2018-2019	09/11/2018		Approved	👁️
2017-2018	10/02/2017		Approved	👁️
2016-2017	09/28/2016		Approved	👁️
2015-2016	10/12/2015		Approved	👁️
2014-2015	10/02/2014		Approved	👁️
2013-2014	10/02/2013		Approved	👁️

# 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.

**edlink** Non-Public School Information

### Non-Public School Information

Please validate the school's information and submitter details.

[← Return to NPS Reporting](#)

#### Section 1: Site Information 2022-2023

<b>Location ID</b> 1000005256	<b>Site/School Name</b> Lafayette Christian Academy	<b>Site Status</b> N/A	
<b>Institution Type</b> SCHOOL	<b>Primary Phone Number</b> 337-234-9860	<b>Fax Number</b> 3372333555	<b>Notification Email</b> gnorris@lafayettechristianacademy.com
<b>Physical Address</b> 223 Stone Avenue Lafayette, LA, 70507		<b>Mailing Address</b> 220 Portland Avenue Lafayette, LA, 705070000	

#### Section 2: Site Administrators

<b>Contact Position Type</b> PRINCIPAL	<b>Contact Name</b> Kathryn Koch	<b>Primary Phone Number</b> 337-234-9860	<b>Email Address</b> gnorris@lafayettechristianacademy.com
---	-------------------------------------	---	---

**edlink** Non-Public School Information

### Section 1: Site Information 2022-2023

<b>Location ID</b> 1000005256	<b>Site/School Name</b> Lafayette Christian Academy	<b>Site Status</b> N/A	
<b>Institution Type</b> SCHOOL	<b>Primary Phone Number</b> 337-234-9860	<b>Fax Number</b> 3372333555	<b>Notification Email</b> gnorris@lafayettechristianacademy.com
<b>Physical Address</b> 223 Stone Avenue Lafayette, LA, 70507		<b>Mailing Address</b> 220 Portland Avenue Lafayette, LA, 705070000	

### Section 2: Site Administrators

<b>Contact Position Type</b> PRINCIPAL	<b>Contact Name</b> Kathryn Koch	<b>Primary Phone Number</b> 337-234-9860	<b>Email Address</b> gnorris@lafayettechristianacademy.com
---	-------------------------------------	---	---

### Section 3: Preparer Information

Please enter the information of the person responsible for preparing the School Data.

Are you the preparer?

Yes, use my information for this section. [?](#)

No, do not use my information.

[← Back to NPS History](#) [Save and Continue →](#)

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 .

The screenshot shows the 'edlink' interface for 'Non-Public School Information'. The left sidebar contains a navigation menu with 'NPS Reporting' highlighted. The main content area is divided into two sections:

- Section 2: Site Administrators**: Contains four input fields: 'Contact Position Type' (PRINCIPAL), 'Contact Name' (Kathryn Koch), 'Primary Phone Number' (337-234-9860), and 'Email Address' (gnorris@lafayettechristianacademy.com).
- Section 3: Preparer Information**: Starts with the instruction 'Please enter the information of the person responsible for preparing the School Data.' and a question '\*Are you the preparer?'. Two radio buttons are present: 'Yes, use my information for this section.' (selected) and 'No, do not use my information.' Below this are input fields for 'Prefix', '\*First Name', 'Middle Name', '\*Last Name', 'Suffix', '\*Preparer Title', '\*Primary Phone Number', 'Secondary Phone Number', and '\*Email Address'. At the bottom, there are buttons for 'Back to NPS History' and 'Save and Continue'.

The screenshot shows the 'edlink' interface for 'Non-Public School Information' with a success message at the top: 'Great job! Preparer information saved successfully.' The left sidebar shows 'NPS Reporting' highlighted. The main content area is divided into two sections:

- Section 1: Grade Configuration**: Includes a note to 'Please review the grades taught at this school during the 2021-2022 school year...' and a grid of checkboxes for grades from Infant to 12th Grade. 'Pre-K-Kindergarten' is selected.
- Section 2: Additional information**: Starts with the question '\*Are Special Education Classes taught at this school?' with 'Yes' selected. Below are two input fields: 'What is the number of instructional days during the 2021-2022 school year?' and 'What is the total number of faculty at this school during the 2021-2022 school year?'. A red question mark icon points to the second field, with red text below it stating: 'Number must be between 100 to' and 'Number must be between 1-100'. At the bottom, there are buttons for 'Back to School Information' and 'Save and Continue'.

### 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.

**Non-Public School Reporting**  
View all past and current school year reporting for Non-Public Schools.

Return to Dashboard

**Info.** For any help or question regarding your NPS Reporting submission, please email [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov)

**Warning!** Non-Public School Reporting for the 2022-2023 school year is due. The final deadline to submit your sites NPS is March 31st, 2023.

School Year	Approved Date	Preparer	Status	Action
2022-2023			Incomplete	
2021-2022	09/27/2021		Approved	
2020-2021	10/07/2020		Approved	
2019-2020	09/26/2019		Approved	
2018-2019	09/11/2018		Approved	
2017-2018	10/02/2017		Approved	
2016-2017	09/28/2016		Approved	
2015-2016	10/12/2015		Approved	
2014-2015	10/02/2014		Approved	
2013-2014	10/02/2013		Approved	

Show 10 p | « < 1 2 > » Showing Page

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.

**Enrollment Demographics**

Provide a breakdown of you student enrollment by the ethnicity and gender of students that attended as of September 1st of current school year. To enter, click the pencil icon for each grade level. Then select save when that entry is complete.

[← Return to NPS Reporting](#)

### Number of Students

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
Pre-K	1/1	1/1	1/1	1/1	1/1	1/1	1/1	

**Grade Level - Pre-K**

**Hispanic/Latino**

\*Male:  \*Female:

**American Indian Or Alaskan**

\*Male:  \*Female:

**Asian**

\*Male:  \*Female:

**Black/African American**

\*Male:  \*Female:

**Native Hawaiian Or Pacific Islander**

\*Male:  \*Female:

**Caucasian**

\*Male:  \*Female:

**Two or more Races**

\*Male:  \*Female:

**Total by Grade**

[Save →](#) [✎](#)

**edlink** Enrollment Demographics

Pamela Mertens

School Year: 2022

Sponsor: Lafayette Christian Academ

Site/School: Lafayette Christian Academ

My Dashboard

Sponsor Management

Site Management

Site Information

Grades and Accountability

Programs & Careers

Clubs and Sports

**NPS Reporting**

Messages 172

Account Settings

### Number of Students

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. 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	1/1	13	
1st Grade	1/1	1/1	1/1	1/1	1/0	1/1	1/1	1/1	14	
2nd Grade	1/1	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	1/1	14	
4th Grade	1/1	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	0/0	1	
6th Grade	1/0	0/0	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	0/0	1	
8th Grade	1/0	0/0	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	0/0	1	
10th Grade	1/0	0/0	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	0/0	1	
12th Grade	1/0	0/0	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	6 / 6	50 / 41	
By Ethnicity	20	12	12	12	11	12	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. x

\*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

## 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.



Hispanic/Latino	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
American Indian or Alaskan Native	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
Asian	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
Black or African American	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
Native Hawaiian or Other Pacific Islander	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
Caucasian	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
Two or more Races	<b>*Male</b> <input type="text" value="1"/>	<b>*Female</b> <input type="text" value="0"/>	<b>Total</b> <input type="text" value="1"/>
<b>Totals</b>	<b>Male Total</b> <input type="text" value="7"/>	<b>Female Total</b> <input type="text" value="0"/>	<b>Total Graduates</b> <input type="text" value="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.

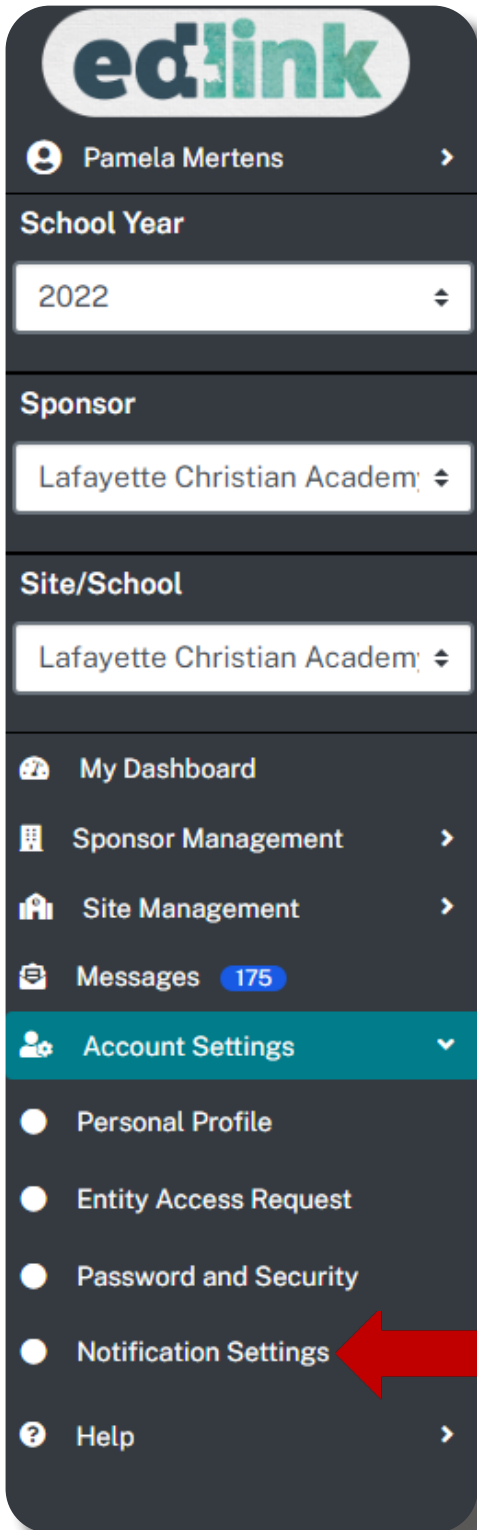
The screenshot shows the 'Non-Public School Reporting' interface. At the top, there is a breadcrumb trail: 'Site Management / NPS Reporting'. Below this is the title 'Non-Public School Reporting' and a subtitle 'View all past and current school year reporting for Non-Public Schools.' A 'Return to Dashboard' button is located on the left. The main section is titled 'NPS History' and contains a table with the following columns: School Year, Approved Date, Preparer, Status, and Action. The Status column shows 'Approved' for all entries. A red arrow points to the eye icon in the Action column for the 2022-2023 row. At the bottom, there is a pagination control showing 'Showing Page 1 of 2'.

School Year	Approved Date	Preparer	Status	Action
2022-2023	09/22/2022		Approved	
2021-2022	09/27/2021		Approved	
2020-2021	10/07/2020		Approved	
2019-2020	09/26/2019		Approved	
2018-2019	09/11/2018		Approved	
2017-2018	10/02/2017		Approved	
2016-2017	09/28/2016		Approved	
2015-2016	10/12/2015		Approved	
2014-2015	10/02/2014		Approved	
2013-2014	10/02/2013		Approved	

Showing Page 1 of 2

## 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

Allow text notifications by text message

No

Allow notifications by mail

No

Email Address

pamela.k.mertens@gmail.com

Text Message

Carrier charges may apply for text messages

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.