How do I access Quarterly Enrollment Verification?

Quarterly enrollment verification is accessed in the SCS system in the LEADS portal.
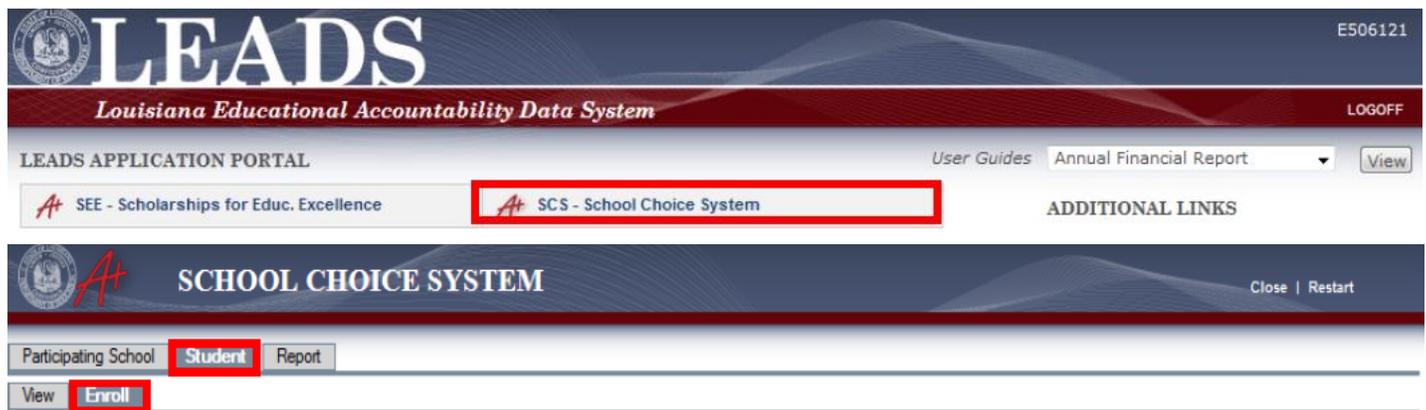
The link to the LEADS portal* is: https://leads5.doe.louisiana.gov/ptl/

Password assistance: https://password.doe.louisiana.gov

*Please remember to turn off your pop-up blockers before accessing the LEADS portal. See below for instructions on turning off pop-up blockers for the most commonly used browsers.

Google Chrome:	Firefox	Internet Explorer:
1. Click the Chrome menu ☰ on the browser toolbar.	1. Click the menu button ☰ and choose Options	1. Click Internet Options on the Tools menu to open the Internet Properties dialog box.
2. Select Settings.	2. Select the Content panel.	2. Click the Privacy tab
3. Click Show advanced settings.	3. In the content panel uncheck the block pop-up windows.	3. Uncheck Block pop-ups to turn Pop-up Blocker off.
4. in the "Privacy" section, click the Content settings button.		
5. In the "Pop-ups" section, select "Allow all sites to show pop-ups."		

Once I've logged into LEADS, how do I access SCS?

1. Select "Student" from the top row and "Enroll" from the second row.

2. Select "2023" for Beginning School Year

3. Your school's name will automatically populate under School

4. Place a check mark in the current quarter if the student is enrolled at your school on the count date.

5. If a student has left your school, enter an "Enter Date" and select an "Exit Reason"

6. Once all students have either a check mark or an exit date next to their name, click "Save Changes"

Fill in Entry Dates for students and check off if they are enrolled for the given quarter. Data will *NOT* be saved until the 'Save Changes' button is clicked and no errors exist. If an Exit Date is entered, an Exit Reason MUST be entered.

Status	Grade	SSN	Name	Entry Date	Q1	Q2	Q3	Q4	Exit Date	Exit Reason
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason ▼
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason ▼
Enrolled	K			8/11/2014	✔	✔	✔	☐		Select Exit Reason ▼