

# Louisiana Believes

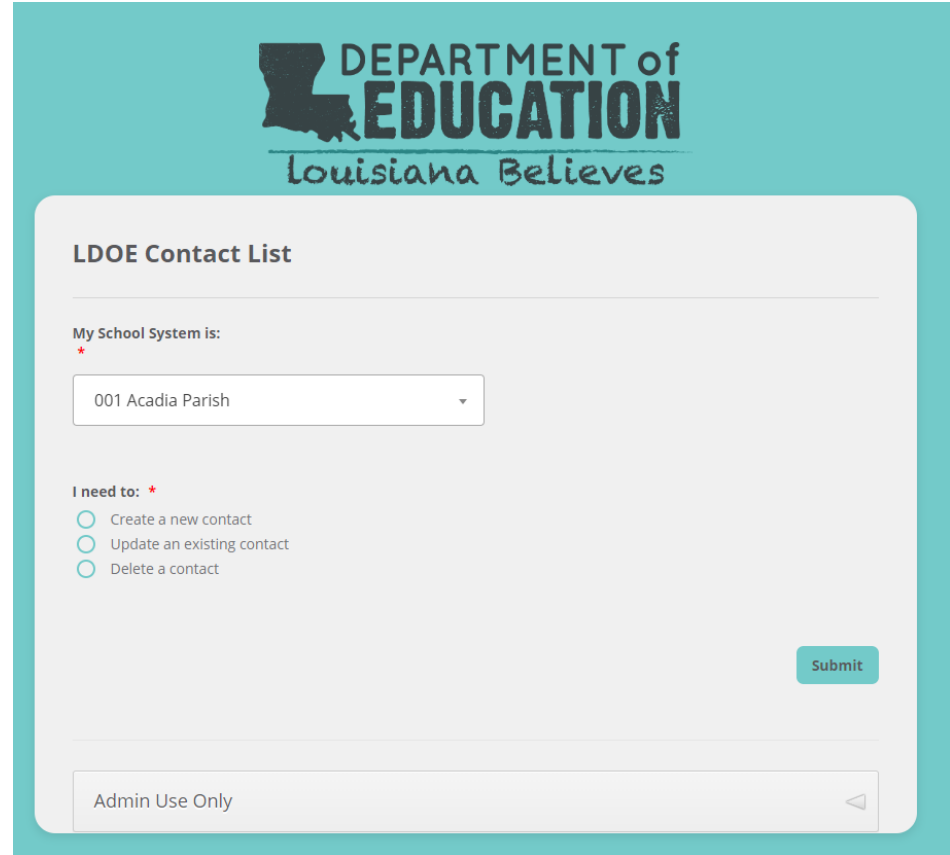
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Guide to Louisiana School System Contact Form

# Louisiana School System Contact Form

In order to **streamline the process of collecting contact information from school system supervisors**, and ensure timely information is sent to school systems throughout the year, the **Department has created the Louisiana School System Contact Form.**

The form can be found at:  
<https://form.jotform.com/LDOE/ldoe-contact-list>



The screenshot shows the 'LDOE Contact List' form. At the top, the Louisiana Department of Education logo is displayed with the tagline 'Louisiana Believes'. The form title is 'LDOE Contact List'. Below the title, there is a section for 'My School System is:' with a red asterisk indicating a required field. A dropdown menu is open, showing '001 Acadia Parish'. Below this, there is a section for 'I need to:' with a red asterisk, containing three radio button options: 'Create a new contact', 'Update an existing contact', and 'Delete a contact'. A 'Submit' button is located on the right side of the form. At the bottom, there is a field labeled 'Admin Use Only' with a dropdown arrow.

# Adding a New Contact

**LDOE Contact List**

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**My School System is:** \*

015 Concordia Parish ▾

**I need to:** \*

- Create a new contact
- Update an existing contact
- Delete a contact

**For my LEA I am the/a (select all that apply):** \*

- 504 Coordinator
- Accountability Contact
- Business/Finance Manager
- Career and Technical Education Supervisor
- Communications/Media Contact
- Compass Coordinator
- Content Leader Coordinator
- Curriculum Supervisor/Chief Academic Officer

Step 1: Select "Create New Contact" and select the individual's role (select all that apply)

**My name is:** \*

First Name Last Name

**My work email address is:** \*

john.smith@exampleparish.com

john.smith@exampleparish.com

As indicated in Bulletin 118; §5319, personal email addresses (Hotmail, Google, Yahoo, etc.) will not be accepted for accountability or district test coordinator contacts.

**My work phone number is:** \*

Area Code Phone Number

**Submit**

Step 2: Complete contact information for the individual

# Adding a New Contact: Secure Roles

Due to the secure nature of the data that they handle, **the Superintendent or Head of School must sign off on the addition of Accountability Contacts, District Test Coordinators, and Security Coordinators.**

If any of these roles are chosen, the Superintendent or Head of School will receive an email asking them to verify the addition of the contact in the system before it goes live.

This request requires superintendent/head of school approval. Enter the superintendent/head of school name and email address below then click submit. An email will be sent to the superintendent/head of school for approval. Please do not click the approval button if you are not the Superintendent/Head of School.

Superintendent/Head  
of School Name \*

First Name

Last Name

Superintendent/Head  
of School Email  
Address \*

(For  
Superintendent/Head  
of School use only)  
This request is:

- Approved  
 Not Approved

The following are reasons for updating a contact:

- An employee changes job titles/roles
- An employee's contact information changes

If any of these changes occur, please update the form by selecting the “Update an existing contact” and completing the appropriate fields.

**\*\* DO NOT use this option if an employee leaves your school system and another employee is hired to fill their role. Instead follow the steps on slide 6.**

# Updating a Contact

**I need to: \***

Create a new contact

Update an existing contact

Delete a contact

**The name of the contact I need to change is: \***

First Name Last Name

**I need to: \***

Change the name (used only for name changes of the same person)

Change the email address

Change the phone number

Change the role

**The name should be: \***

First Name Last Name

# Replacing a Contact

If an employee vacates their role in the school system, and another employee is hired in their place then there are two steps that need to be taken to make this change in the contact from.

1. **Delete existing contact** by selecting this option at the top of the form and entering their information.
2. **Add the new employee** and their contact information by following the steps on slide 4.

1.

I need to: \*

- Create a new contact
- Update an existing contact
- Delete a contact

The name should be: \*

Jane  
First Name

The name of the contact I am deleting is: (this person will be completely removed from the contact list) \*

First Name

2.

### LDOE Contact List

My School System is: \*

015 Concordia Parish

I need to: \*

- Create a new contact
- Update an existing contact
- Delete a contact

For my LEA I am the/a (select all that apply): \*

- 504 Coordinator
- Accountability Contact
- Business/Finance Manager
- Career and Technical Education Supervisor
- Communications/Media Contact
- Compass Coordinator
- Content Leader Coordinator
- Curriculum Supervisor/Chief Academic Officer

# Contact Us

If you experience difficulty in using the form, or have questions, please contact us at [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov).