# Louisiana Believes

## School Calendar System (SPC)
## Student Information System (SIS)

## *Data Reporting for 2018-19*

*A copy of this presentation is located on LDOE INSIGHT
under Shared Documents
in folder Training and Guidance Documents/**2018**
**September Collaborations***

**DEPARTMENT of EDUCATION**

# Agenda

- **Welcome & Objectives**
- Gaining Access to Data Systems
    - Role of the LEA Security Coordinator
    - Protocol for Addressing Security Issues
    - Accessing LDOE Data Systems
- Data Reporting
    - Role of the LEA Data Manager
    - Student Privacy Legislation
    - Application Systems Overview
    - Data Collection Timeline & Benchmark Calendar
- School Calendar System (SPC) Overview
- Student Information System (SIS) Overview
- Monthly Data Management Webinar
- Other Communications Resources

# Welcome

Who are you and what is your role in your district?

How many brand new data coordinators are here?

How many veteran data coordinators are here?

# Objectives

At the conclusion of the session, participants should be able to:

• understand data security, roles and responsibility of LEA Security Coordinator and LEA Data Managers in data reporting, and establish access to communication resources and opportunities.
• understand the data submission process.
• navigate the School Calendar System (SPC) and Student Information System (SIS) for error-free data submission.
• understand the importance and utilization of SPC and SIS data collected by LDOE.
• understand how to use validation tools provided by LDOE to assist in achieving quality data for your LEA.
• understand other communications resources

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# Role of the LEA Security Coordinator

- LEAs and CMOs are required to designate a local LEA Security Coordinator who is responsible for granting authorized users access to LDOE Application Systems.

- The LEA Security Coordinator should contact LDOE Security to request the *Security Coordinator Designee form* to complete and return so authorized access can be granted

- The LEA Security Coordinator grants local authorized users access to LDOE Application Systems using the Totally Automated Security System (TAS).

- The LEA Security Coordinator is also the point of contact for the eScholar FTP and Data Management FTP sites and determines who in their LEA may share the login credentials for accessing these sites.

- The LEA Security Coordinator is the initial point of contact for system access and security issues.  Issues that cannot be resolved by the LEA Security Coordinator should be referred to SecurityDOE@la.gov.

For assistance, contact:  SecurityDOE@la.gov

# Protocol for Addressing Security Issues

- For authorization access and security issues, users should first contact their **local LEA Security Coordinator**

  - For authorized users, a unique User ID and initial password will be established

  - Each User ID follows a set standard which identifies and associates the user with a 3-digit Sponsor Code.

- If the Security Coordinator cannot solve a user's problem, the Security Coordinator should contact SecurityDOE@la.gov.

- For additional information regarding security and how to access the LDOE application systems, users can be referred to this training module **Module 1: LDOE Data Systems Security and Access** located on the LDOE INSIGHT Coordinator Portal in the Shared Documents folder.

# Accessing LDOE Application Systems

Once user access rights have been established by your local LEA Security Coordinator, authorized users can access LDOE application systems through:

- LDOE INSIGHT Portal

- LEADS Portal

# Accessing LDOE INSIGHT

- Users also have the ability to access LDOE Application Systems through LDOE INSIGHT https://insight.doe.louisiana.gov
- Authorized users must enter a **User ID** and **Password** on the LDOE INSIGHT *login screen*



For assistance, contact your **local LEA Security Coordinator**
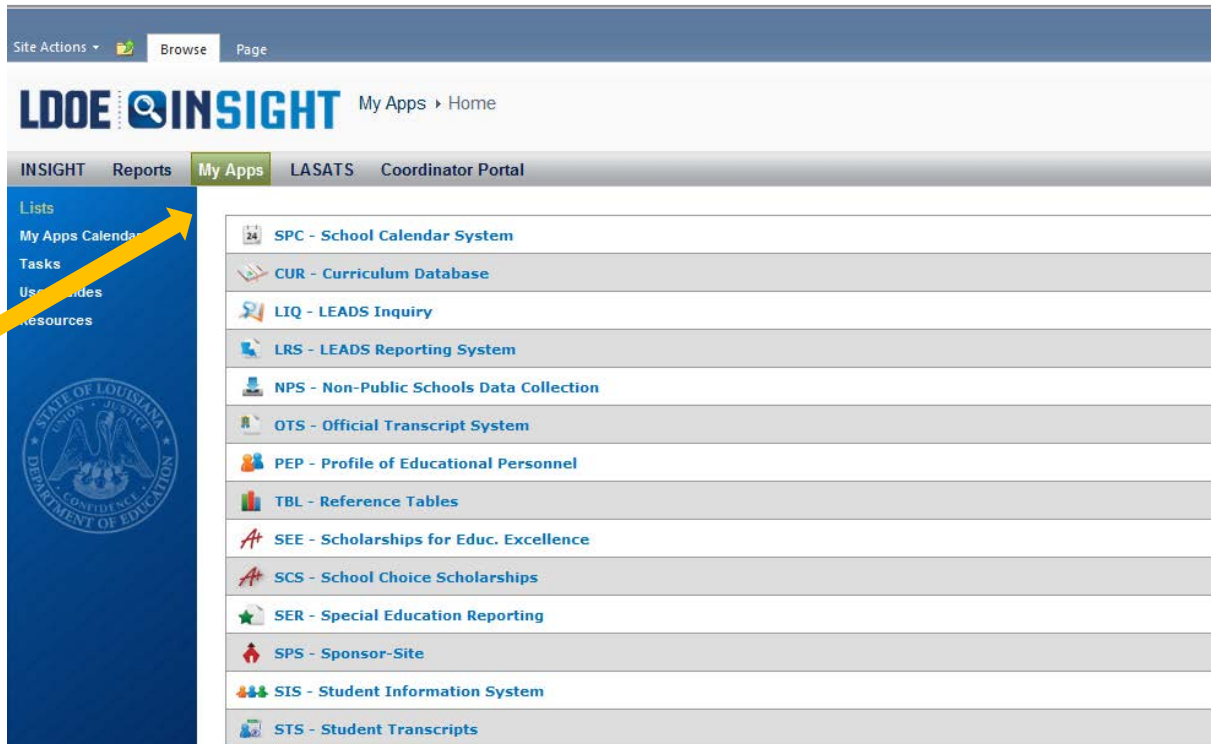
# LDOE INSIGHT - My Apps

All LDOE application systems for which a user is authorized to access will be displayed under the *My Apps* button. After selecting the LDOE application system, the homepage for the system will be displayed.

For assistance, contact your **local LEA Security Coordinator**

# Accessing LDOE LEADS

- Users also have the ability to access LDOE Application Systems directly through the LEADS Portal at https://leads3.doe.louisiana.gov/ptl/
- Authorized users must enter a **User ID** and **Password** on the *LDOE login screen*
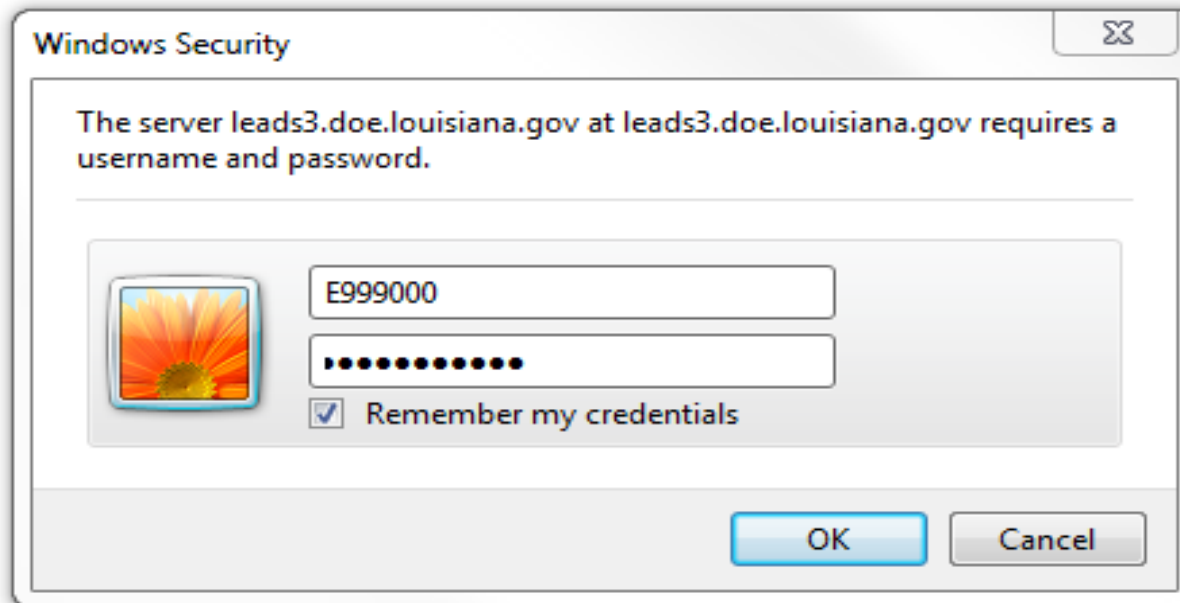
# Accessing LDOE LEADS

All LDOE application systems for which a user is authorized to access will be displayed. After selecting the LDOE application system, the homepage for the system will be displayed.

# Agenda

- Welcome & Objectives

- Gaining Access to Data Systems
  - Role of the LEA Security Coordinator
  - Protocol for Addressing Security Issues
  - Accessing LDOE Data Systems

- Data Reporting
  - Role of the LEA Data Manager
  - Student Privacy Legislation
  - Application Systems Overview
  - Data Collection Timeline & Benchmark Calendar

- School Calendar System (SPC) Overview

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- Monthly Data Management Webinar

- Other Communications Resources

# Role of the LEA Data Manager

**Data Manager:**

- LEAs and CMOs should designate one or more local LEA Data Managers who are the Primary contacts for each of the LDOE application systems.

- May be the same person as the local *LEA Security Coordinator* who establishes system access.

- They are responsible for coordinating and/or uploading required data to LDOE Application Systems and verifying the accuracy of data submitted for each data collection period.

- Data Managers should identify contacts and support staff using the *LDOE Systems Contact(s) Update Form* or send an email to SystemSupport@la.gov



LDE Systems Contact(s) Update Form

**Directions:** This is a PDF fill-in-form. Please notify us immediately of any changes relating to the Data Manager or LDE Systems contact(s) for your district. Complete the information to be updated, and email to SystemSupport@la.gov or fax to (225) 342-1912.

*Posted on the LDOE INSIGHT Coordinator Portal page under Announcements*

# Student Privacy Legislation
# Louisiana R.S. 17:3914 (Act 837 of 2014)

- R.S. 17:3914 provides for limitations and prohibitions on the collection and sharing of student information.

- Prohibits LEAs from requiring the collection of non-academic data about students such as political affiliation and religious practices.

- Prohibits anyone from accessing student information that is stored by schools or LEAs except authorized stakeholders.

- Permits LEAs to share personally identifiable information about students with external entities as long as the data sharing meets one of the law's limited exceptions:
  - The parent has given written consent to share that information.
  - A person authorized by the state to audit processes, including student enrollment counts.
  - A person authorized by the LEA Superintendent.
  - LEAs contract for student and other education services that include specific terms outlined in the law.

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For assistance, contact: LDEData@la.gov

# Student Privacy Legislation
# Louisiana R.S. 17:3914 (Act 837 of 2014) cont.

- Requires the Department to create a system of unique student identification numbers not based on social security numbers, and students must retain their unique identifier throughout their tenure in Louisiana public schools.

- Requires LEAs to assign unique student identification numbers to all students enrolled in public schools.

- Requires LEAs to gather parental consent annually for sharing PII with the Louisiana Office of Student Financial Assistance and postsecondary institutions through Board of Regents for purposes of financial aid and college admission.

- Unlawful disclosure of personally identifiable student information is punishable by a fine of not more than ten thousand dollars or imprisonment for not more than three years, or both.

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For assistance, contact:   LDEData@la.gov

# LDOE Application Systems Overview
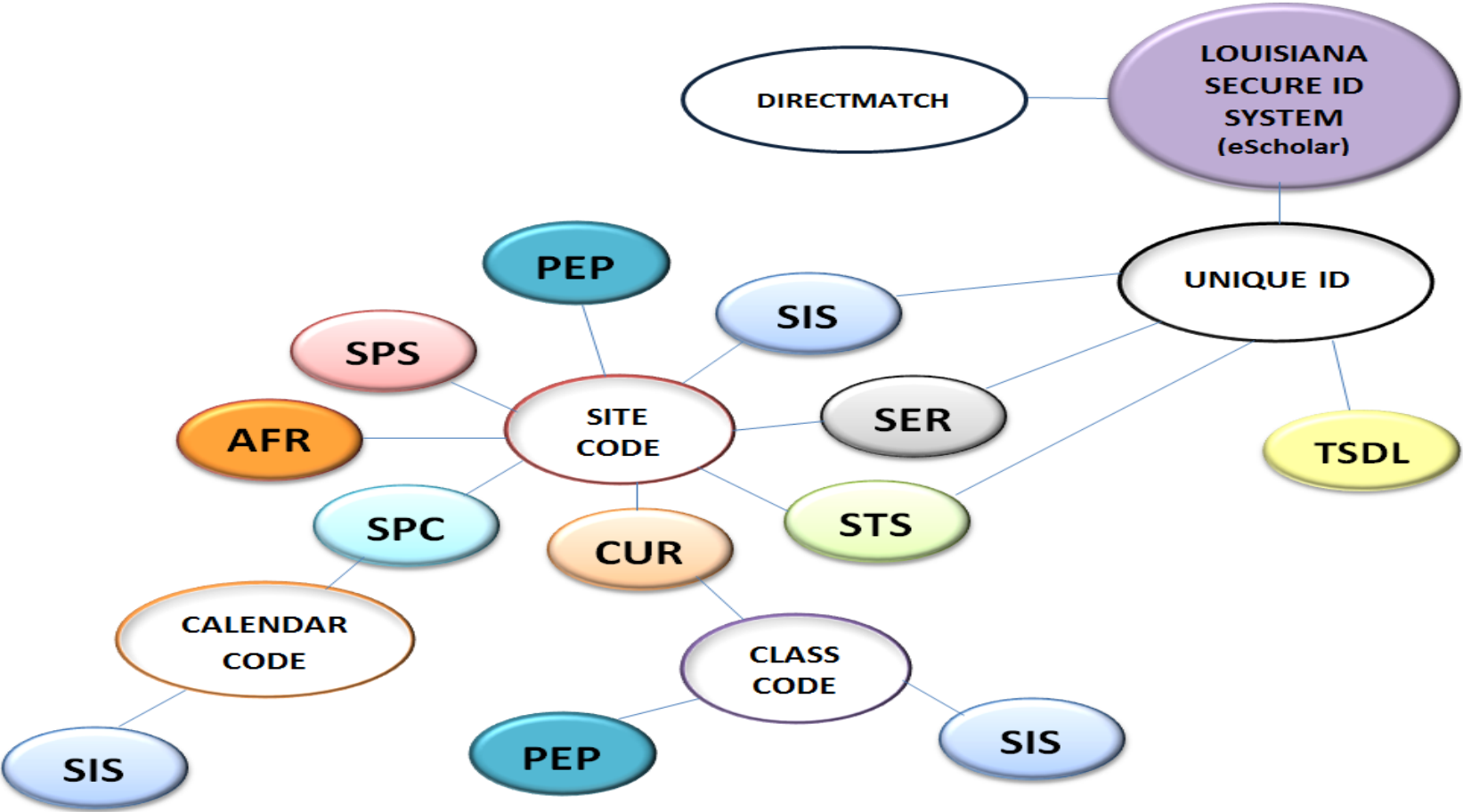
# LDOE Application Systems Overview

**Louisiana Secure ID System (eScholar)**
- **Uniq-ID:** Sole location for LEAs to submit student personally identifiable information (PII) and generate Louisiana Secure IDs (LASIDs).
- **DirectMatch**: Matches student enrollment against the SNAP (food stamp) file and generates Food Service files identifying students directly certified as eligible for free lunch.

**Sponsor Site System (SPS)** – LEA and school information

**School Calendar System (SPC)** – LEA operational calendars

**Student Information System  (SIS)** – Student demographic, attendance, and discipline data

**Curriculum System (CUR)** – Course codes, descriptions, and classes

**Student Transcript System (STS)** – Student course completion, credits, diploma type, and transcript

# LDOE Application Systems Overview (cont.)

**Profile of Educational Personnel (PEP**) – School staff demographics, responsibilities, and funding

**Special Education Reporting (SER)** – Information for students receiving special education services

**Teacher Student Data (TSD)** – Links students, teachers, and classrooms

**Annual Financial Reporting (AFR)** – LEA budgets, spending and  financial data

**Compass (CIS)** – Teacher observation and evaluations

**Early Childhood (ECC)** – CLASS observation submissions

**Scholarship System (SEE)** – Student scholarship school tracking

**Nonpublic Reporting System (NPS)** – Nonpublic reporting includes enrollments by grade

# New User Training

See the New User Trainings on the [INSIGHT Coordinator Portal > Shared Documents > Training and Guidance Documents](#).

- Module 1: LDOE Data Systems Security and Access
- Module 2: LDOE Application Systems Overview
- Module 3: LDOE Data Collection Timeline and Communication Resources

# Data Collections for SPC and SIS

**School Calendar System (SPC)**

- October 1 MFP
- October 1 CLASS
- February 1 MFP
- End-Of-Year

**Student Information System (SIS)**

- October 1 MFP
- October 1 CLASS
- February 1 MFP
- End-Of-Year
- Dropout Correction

| AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Dropout Correction (prior year) | | | | | | | | | | | Dropout Correction | |
| October 1 MFP | | | | | | February 1 MFP | | | | | | |
| October 1 CLASS | | | | | | End of Year | | | | | | |

# Benchmark Calendar

- The benchmark calendar provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System:

| Benchmarks | Key Dates | AFR | CIS | CVR | CUR | ECCS | eScholar | PEP | SER | SIS | SPC | SPS | STS | TSDL | Webinar |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

  - List of Key dates for data collection periods
  - Calendar of specific data collection deadlines and required activities
  - Year-long summary of all system activities that can be used as a monthly checklist
  - Dates for monthly webinars and annual Collaboration trainings
  - Dates for system audits and validation report delivery
  - Dates for report runs and data pulls

- For additional information refer to the 2018-19 Benchmark Calendar on the LDOE INSIGHT Coordinator Portal under the *Announcements* section.

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For assistance, contact: SystemSupport@la.gov

# School Calendar System (SPC)

# School Calendar System (SPC)

The **Calendar System (SPC)** provides a method of collecting automated school calendars used to identify the time made available to instruct students.

School calendars describe the days between the first day of school and last day of school including teacher-only days, holidays, early dismissal days, emergency days and make-up days

**SPC** data is reported by Local Education Agency (LEA) or Charter Managing Organization (CMO) using district-wide level calendars or site-level (specific school) calendars

**SPC** data are used for many purposes, including:
- Cross checking dates submitted in the Student Information System (SIS) regarding enrollment, discipline, and attendance for validity
- Verifying compliance with legislated requirements for minimum minutes and days of instruction

For assistance, contact: Kaylie.Loupe@la.gov

# How SIS & SPC Data Are Used

| LDOE Team | Purpose |
| --- | --- |
| Finance | uses LEA enrollment & address data in MFP funding calculations. |
| Data Quality Management | uses enrollment, discipline, and economically disadvantaged data for federal reporting. |
| Statewide Monitoring | uses various data to identify areas needing improvement and correction. |
| Assessment & Accountability | uses enrollment, demographic, and calendar data to ensure delivery of quality assessments and maintenance of accurate test history. |

# SPC and SPS Link

- Sponsor and School level data must be defined in the Sponsor Site System (SPS) before submitting data to any LDOE Application system.

- Data in the School Calendar System (SPC) and the Sponsor Site System (SPS) are linked via **Site Code.**

# SPC and SIS Link

- Calendar data must be submitted to the Calendar System (SPC) prior to submitting data to the Student Information System (SIS).

- Data in the  School Calendar System (SPC) and the Student Information System (SIS) are linked via a **Calendar Code.**

- The SPC User Guide can be downloaded from the LDOE INSIGHT Coordinator Portal in the SPC System folder.

# SPC - District-level or Default Calendar

- District Level or "Default" Calendars are required for each Local Education Agency (LEA).

- These are calendars without a specific School/Site Code that when taken together, encompass all grades authorized within the LEA. "Default" calendars will apply to any classes or grades for which a specific school/site-level calendar is not provided.

- A single-site LEA such should submit only district-level/default calendars.

# SPC - School Calendar "Record Set"

- The School Calendar or School Calendar "Record Set" consists of a Basic Calendar Record (Type 10) together with associated Event Records (Types 20, 30, 40, 50, and 60) which *add, subtract, or otherwise qualify instruction/non-instruction days or minutes* for the school session inclusive of the first and last days of the school session.

- The school district assigns each school calendar a unique *Calendar Code* (001-999), which applies to the whole school calendar "record set."

- In most cases, LEAs have a local vendor that provides file extracts in the proper format for LEAs to submit to LDOE.



Event Record (Type 20, 30, 40, 50, or 60)
Event Record (Type 20, 30, 40, 50, or 60)
Event Record (Type 20, 30, 40, 50, or 60)
Event Record (Type 20, 30, 40, 50, or 60)

Type 10 – Basic Calendar Record
- First Day of Class
- Last Day of Class
- Instructional Minutes Per Day
- Number Periods
- Number Semesters
- Applicable Grades
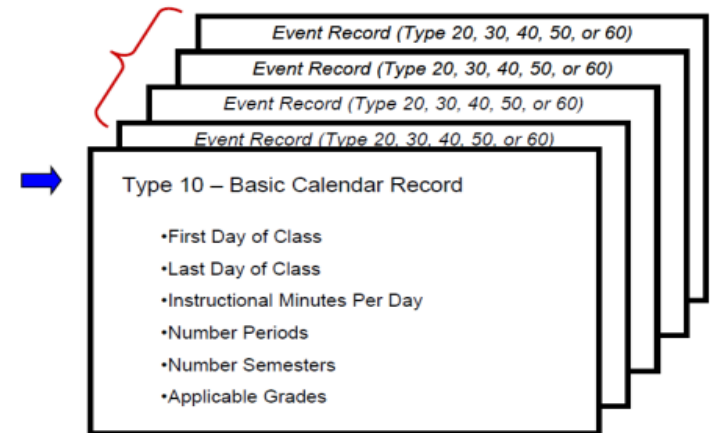
Event Record Types:

- Type 20: Teacher-Only Day
- Type 30: Holiday
- Type 40: Early Dismissal Day
- Type 50: Emergency Day
- Type 60: Added or Make-up Time

# SPC - Home Page

# SPC – View Existing Data

SPC provides a means for LEAs to view all existing calendars currently in the system along with basic information and calculations.

Select: **CALENDAR VIEW**

Select: *Beginning School Session Year*
Select: *Processing Period*

# SPC – Online Entry - Add

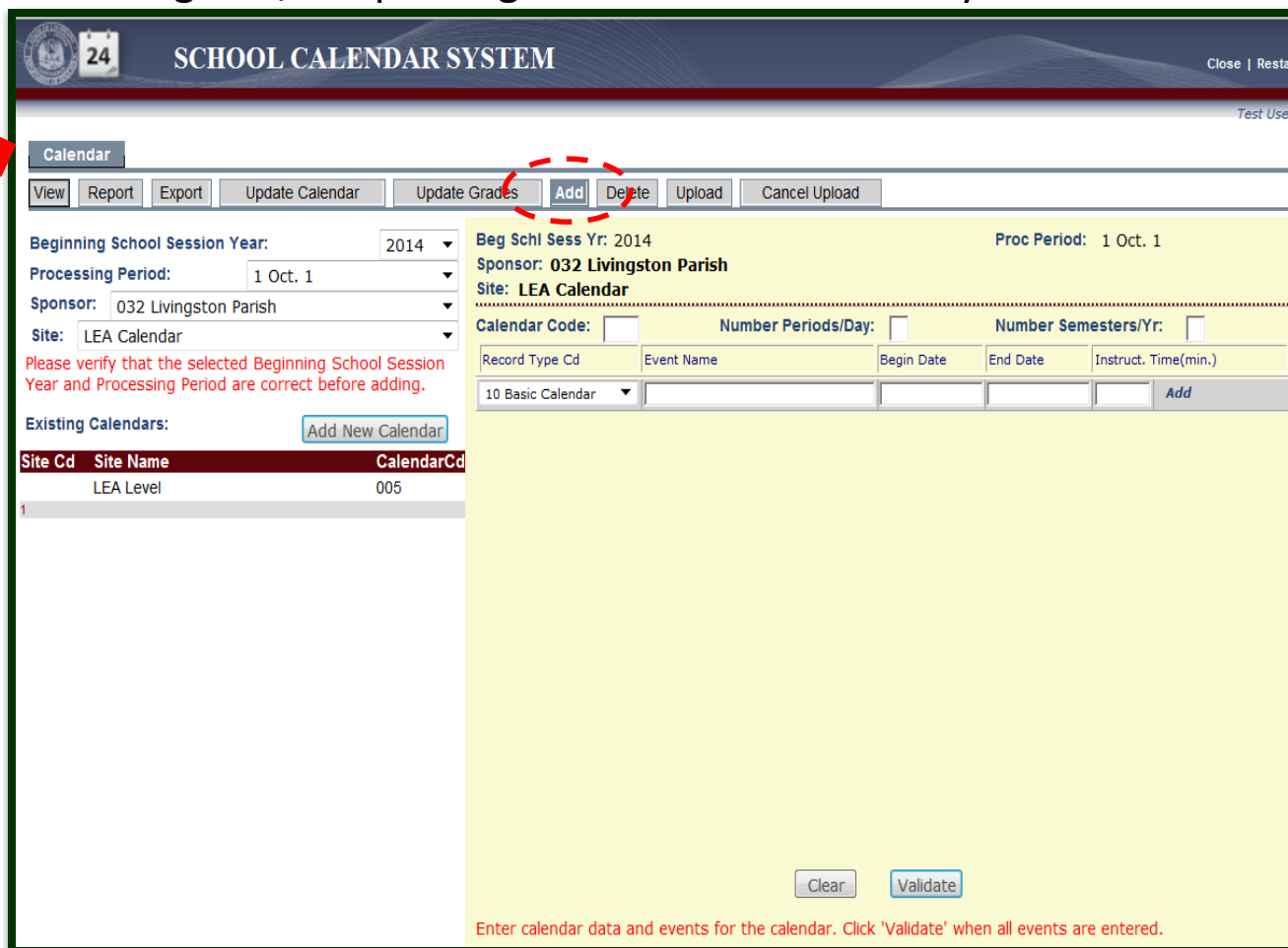LEAs also have the option of entering and/or updating calendar data manually.

Select:  **CALENDAR**
**ADD**

Select: *Beginning School Session Year*
Select: *Processing Period*

Enter the Basic Calendar record (Type 10) and Click *Add.* Continue by entering all of the calendar event record (e.g. types 20, 30, 40, 50, and 60). When all records have been added, select *Validate.*
Click **Next** and the *Grade Update Screen* will be displayed.

# SPC – Online Entry – Update

LEAs can also manually add or remove grades to existing calendars.

Select: **CALENDAR**
        **UPDATE GRADES**

Select: *Beginning School Session Year*
Select: *Processing Period*

To add a grade, select the grade from the drop-down menu and click the *Add* button to the right.

Next, click *Update Grades*.

To remove a grade, select *Delete* to the right of the grade listed**.**

# SPC – Online Entry - Update

LEAs also have the option of entering and/or updating calendar data manually.

Select: **CALENDAR**
**UPDATE**
**CALENDAR**

Select: *Beginning School Session Year*

Select: *Processing Period*

Using the online feature, calendars can be added, edited, and deleted.

When adding a new calendar, it is important to click the **Add** button to the right before validating or updating**.**

# SPC – Uploading Calendar Data Files

Select: **CALENDAR UPLOAD**

Select: *Beginning School Session Year*
Select: *Processing Period*

**VALIDATE ONLY?**
Select *Yes* if you want to validate your data before updating the data base

Click *Browse* to select the file to be uploaded.

Click *Upload My File Now*

# SPC - Uploading Calendar Data Files

- If you receive a *File not accepted* message., you can select the **View Upload Status** for additional details.

- After upload has completed successfully, you will be able to **View Errors** and **View Input Data**

| Upload My File Now | View Upload Status | View Errors | View Input Data |

# SPC - View Errors



- The error report contains detailed information for correcting errors in your data.
- For each error, both an error code and error message are displayed.
- Additional information for correcting each error can be found in Appendix D of the SPC User Guide.

**All Errors Must Be Corrected Before Calendar File Will Load to LDE Database**

| Rcd No | Cal Cd | Rcd Type Cd | Field Name | Data in Error | Error Type | Error Cd | Error Message |
|--------|--------|-------------|------------|---------------|------------|----------|---------------|
| 1 | 100 | 30 | Record Type | 30 | E | 008 | Calendar Incomplete; Basic Calendar Record Missing |
| 1 | | | | | | | |
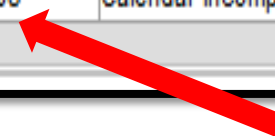
# SPC - View Input Data



Viewing input data can help LEAs locate errors in the file.  In the example below, the LEA submitted a grade that did not exist in Sponsor Site System (SPS) for that school.

```
SPC20133A9      10010080520130523201334Basic Calendar            48040102030405060708091011112      1520242 5  2
SPC20133A9      100301111201311112013Holiday
SPC20133A9      100301128201311292013Thanksgiving
SPC20133A9      100301223201301032014Winter Break
SPC20133A9      100300120201401202014MLK Day
SPC20133A9      100300217201402172014Presidents Day
SPC20133A9      100300303201403052014Mardi Gras
SPC20133A9      100300324201403282014Spring Break
SPC20133A9      100300418201404182014Good Friday
SPC20133A9      100401009201310092013Professional Development 240
SPC20133A9      100401127201311272013Professional Development 240
SPC20133A9      100401203201312032013Professional Development 240
SPC20133A9      100400108201401082014Professional Development 240
SPC20133A9      100400205201402052014Professional Development 240
SPC20133A9      100400212201402122014Professional Development 240
SPC20133A9      100400402201404022014Professional Development 240
SPC20133A9      100500128201401302014Weather
SPC20133A9      100500221201402212014Water
SPC20133A9      100500306201403072014Water
```

### All Errors Must Be Corrected Before Calendar File Will Load to LDE Database

| Rcd No | Cal Cd | Rcd Type Cd | Field Name | Data in Error | Error Type | Error Cd | Error Message |
|---|---|---|---|---|---|---|---|
| 1 | 100 | 10 | Grades | 0102030405060708091011112 15202425 | E | 021 | Grade {25} Not Found on Site Database |
| 1 | | | | | | | |

# Common SPC Errors

See Appendix D Error Codes and Messages in the SPC User Guide.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| 35 | **No LEA Calendar for { xxx }** | At least 1 district level calendar is required. | Create district level calendar and resubmit calendar data. |
| 21 | **Grade {nn} not found on Site database** | Grade not listed for site in Sponsor Site. | Submit *Change Request form* to request approval to update Sponsor Site. If approved, resubmit your calendars. If you **are not** authorized to add the grade, correct your SPC data and resubmit. |
| 20 | **Grade 35 missing from LEA {xxx} Calendars.** | Grade 35 has been added in SPS to site XXX777 for your LEA for underage homeless purposes. SPC thinks that because grade 35 is in SPS it should be in your calendar. | If the error is for grade 35, disregard. Students are not submitted in SIS to grade 35 so there is no need for it to be in your calendars. If the error is for a different grade you should verify whether that grade should be included or not. |
| 304 In SIS | **304 Invalid Calendar Code** | SIS was uploaded prior to uploading SPC. | Run SPC to upload all of the calendars then resubmit SIS data. |

# SPC - Reports

SPC provides a means for LEAs to provide a report of all existing calendars currently in the system for viewing online or printing.

Select: **CALENDAR REPORT**

Select: *Beginning School Session Year*
Select: *Processing Period*

# SPC - Reports

Beg. School Sess Yr: 2013      Calendar Code: 999

Proc Period: EOY      Grades: PS,PK,K-12,T9

Sponsor: 3A9 Learning Solutions

Site: LEA Level      Last Update: 05/01/2013

| Reported | | Derived | |
|---|---|---|---|
| Number Minutes/Day: | 367 | Total Instructional Minutes: | 65693 |
| Number Periods/Day: | 7 | Divide By Minutes/Standard Day: | 360 |
| Number Semesters/Yr: | 2 | = Calc. Equiv. Instruct. Days: | 182.48 |

| Record Type | Event Name | Begin Date | End Date | Instruct. Time (Minutes) |
|---|---|---|---|---|
| 10 | Livingston Parish | 08/07/2014 | 05/29/2015 | |
| 30 | Labor Day | 09/01/2014 | 09/01/2014 | |
| 30 | Livingston Parish Fair | 10/10/2014 | 10/10/2014 | |
| 20 | Parent/Teacher Conference | 10/16/2014 | 10/16/2014 | |
| 30 | Thanksgiving | 11/24/2014 | 11/28/2014 | |
| 30 | Christmas and New Years | 12/22/2014 | 01/09/2015 | |
| 30 | Martin Luther King Day | 01/19/2015 | 01/19/2015 | |
| 30 | Mardi Gras | 02/16/2015 | 02/17/2015 | |
| 30 | Easter | 04/03/2015 | 04/10/2015 | |
| 30 | Memorial Day | 05/25/2015 | 05/25/2015 | |

1

# SPC Reminders for 2018-19

When submitting your calendars, make every effort to use common names for holidays and breaks (Record type=30).  Some examples of names include:
- MLK Holiday, President's Day, Mardi Gras
- Spring Break, Good Friday
- Memorial Day, Fall Festival
- Veteran's Day, Election Day
- Thanksgiving Break, Christmas/New Year's Break

- Planned calendars must be submitted to each processing period throughout the year.  Initial calendars are submitted during Oct. 1 MFP.  Updates to the initial calendars are submitted to Oct. 1 Class and Feb. 1 MFP.  Final calendars are submitted to EOY.

- Update calendars for emergency days (i.e. recent snow days).

# 2018-19 Benchmark Calendar - SPC

## 2018-19 Benchmark Calendar

**Worksheet Descriptions:**
**Benchmarks:** Action Items by collection/category for all systems
**Key Dates:** Major Collection Dates and Key Terms
**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, etc.)
**Webinars:** Data Coordinator Webinar dates and link
**Collaborations:** Statewide collaboration dates

To review specific information, **filter** the *Action Item* column by **COLOR**

| Audits | Collection Open Dates | Collection Deadline Dates | Intermediate Benchmark Dates | Final Data Pulls and Report Runs |
|---|---|---|---|---|

Return to Benchmarks    User Guide    User Guides are posted on the LA Believes website (under Data Systems).

**2018-19** **Calendar System (SPC)** -- Provides a method of collecting automated school calendars used to identify the time made available to instruct students. For assistance, email Kaylie.Loupe@la.gov or SystemSupport@la.gov

| Sep 2018 | Friday, September 28, 2018 | SPC | OMFP | **Collection Deadline for October 1 MFP SPC district and site calendar submissions** (required for SIS October 1 MFP submissions). |
| Nov 2018 | Friday, November 02, 2018 | SPC | OCLASS | **Collection Deadline for October 1 CLASS SPC district and site calendar submissions** (required for SIS October 1 CLASS submissions). |
| Jan 2019 | Monday, January 14, 2019 | SPC | FMFP | LDOE: Rollover all SPC planned calendars from October 1 CLASS collection to February 1 MFP collection |
| Jan 2019 | Monday, January 14, 2019 | SPC | FMFP | **Collection Opens for February 1 MFP SPC data submissions.** Data Collected: SPC planned district and site calendar data. Refer to SPC User Guide for reports to run and verify after each submission including SPC Calendar Listing Report (Verify instructional minutes). |
| Feb 2019 | Friday, February 08, 2019 | SPC | FMFP | **Collection Deadline for February 1 SPC planned district and site calendar submissions** (required for SIS February 1 submissions). |
| Mar 2019 | Monday, March 04, 2019 | SPC | EOY | **Collection Opens for End-Of-Year (EOY) SPC data submissions.** Data Collected: SPC final/actual district and site calendar data. Refer to SPC User Guide for reports to run and verify after each submission including SPC Calendar Listing Report (Verify instructional minutes). |
| May 2019 | Friday, May 31, 2019 | SPC | EOY | **Collection Deadline for EOY SPC final/actual district and site calendar submissions** (required for SIS EOY submissions). |

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# Student Information System (SIS)

# Student Information System (SIS)

The **Student Information System (SIS)** provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data for all public city/parish, university lab, Charters, and BESE Special schools.

**SIS** data are used for many purposes, including:
- Calculating attendance rates, discipline rates, and truancy rates
- Verifying compliance with legislated requirements for minimum minutes and days of instruction
- Providing membership/enrollment counts used for funding calculations
- Class size reporting

For assistance, contact:  Kaylie.Loupe@la.gov

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# SIS Links to SPS and SPC

**SIS and SPS link**

- Student data in the Student Information System (SIS) and sponsor/site data in the Sponsor Site System are linked via the **Site Code**
- Sponsor and Site data must be defined in SPS before submitting data to SIS

**SIS and SPC link**

- Student data in the Student Information System and calendar data in the Calendar System (SPC) are linked via a **Calendar Code**
- Calendar data must be submitted to SPC prior to submitting student data to SIS

SPS

**Site Code**

SIS

**Calendar Code**

SPC

# SIS – Uploading Student Data

In most cases, LEAs have a local vendor that extracts SIS records in the correct format for uploading to LDOE.

**Required Student Records:**
- A Demographic Record (010)
- At least one Enrollment Record (040)
- Class Schedule Records (110) (Oct. 1 CLASS collection ONLY).

**Other Student Records** (*submit if applicable*):
- Address Record (120)
- Section 504 Record (130)
- K-3 Assessment (140)
- Program Records (050)
- Student Perpetrator (091)*
- Actions & Interventions (092)*
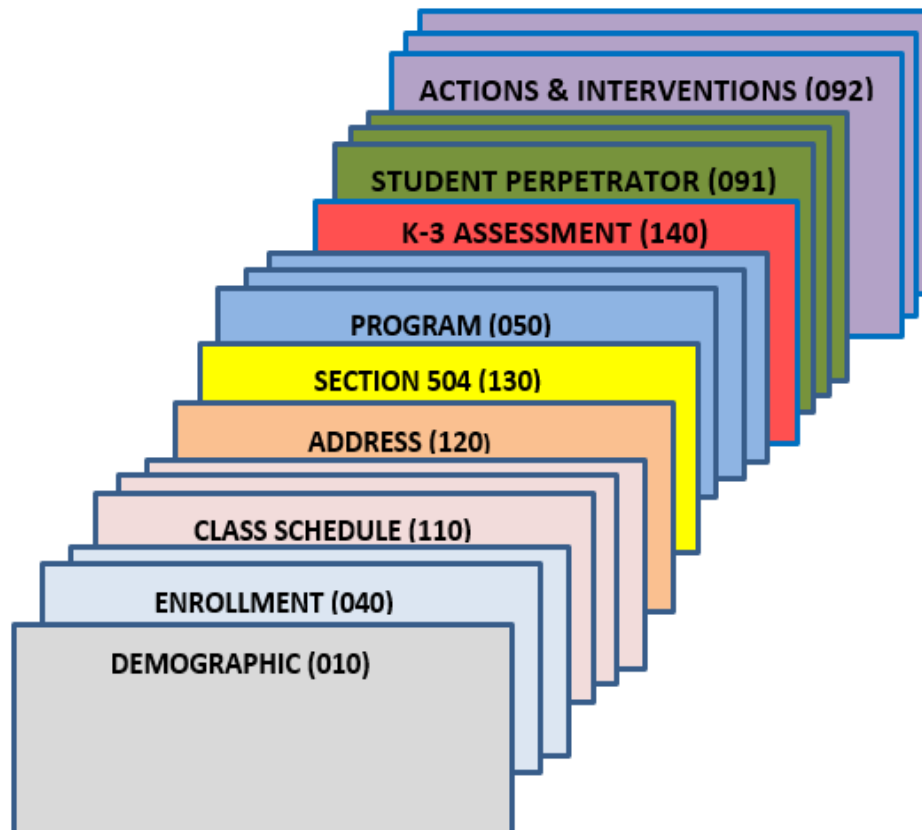
*** Before submitting 091 and 092 records, the corresponding Event records must be submitted to SIS.***

ACTIONS & INTERVENTIONS (092)
STUDENT PERPETRATOR (091)
K-3 ASSESSMENT (140)
PROGRAM (050)
SECTION 504 (130)
ADDRESS (120)
CLASS SCHEDULE (110)
ENROLLMENT (040)
DEMOGRAPHIC (010)
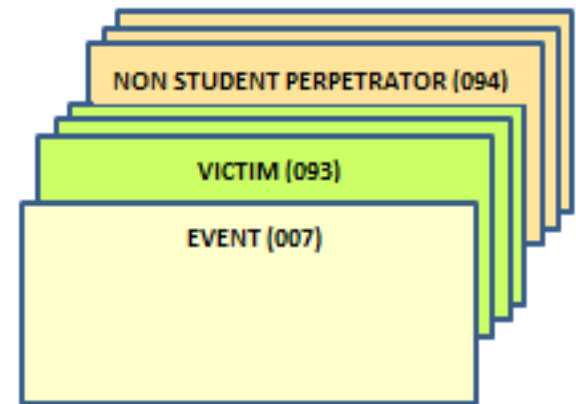
# SIS – Uploading Discipline Events

Before uploading 091 and 092 record types with your student records, Event data must be uploaded to SIS.

**Required in the Event Upload:**
- An Event Record (007) for each

**Other non-student Discipline Records** (submit if applicable):
- Victim Record (093)
- Non-Student Perpetrator and Instance (094)



NON STUDENT PERPETRATOR (094)

VICTIM (093)

EVENT (007)

# SIS Home Page

# SIS - View Existing Data

SIS also provides a means for LEAs to research and view data for their existing students.

Select:  **STUDENT
           VIEW**

Select:  *Beginning School Session Year*
Select: *Processing Period*

# SIS – Online Entry

LEAs also have the option of entering and/or updating student data manually.

Select: **STUDENT**
         **UPDATE**

Select: *Beginning School Session Year*
Select: *Processing Period*

Students can be added, edited, and deleted.

# SIS – Online Entry

Once a student is selected, users can move through the different record types to add/update data or delete the student completely.

# SIS – Uploading Student Data Files

Select: **STUDENT UPLOAD**

Select: *Beginning School Session Year*

Select: *Processing Period*

**VALIDATE ONLY?**
Select *Yes* if you want to validate your data before updating the data base

Click *Browse* to select the file to be uploaded.

Click **Upload My File Now**



STUDENT INFORMATION SYSTEM

Student | Homeless | Report | File | Event
View | Update | Upload

3A9 Learning Solutions, Inc.

Beginning School Session Year: 2013

Processing Period: EOY

Delete all existing students? ● No ○ Yes

Validate only? ● No ○ Yes

Class Schedules only? ● No ○ Yes

File to upload: [                    ] Browse...

Upload My File Now | View Upload Status | View Errors | View Input Data

# SIS – Uploading Discipline Events Files

Select: **EVENT UPLOAD**

Select: *Beginning School Session Year*

Select: *Processing Period*

**VALIDATE ONLY?**

Select *Yes* if you want to validate your data before updating the data base

Click *Browse* to select the file to be uploaded.

Click *Upload My File Now.*

# SIS – Uploading Student & Event Data

- If you receive a *File not accepted* message, you can select the **View Upload Status** for additional details.

- After upload has completed successfully, you will be able to **View Errors** and **View Input Data**

# SIS - View Input Data

Upload My File Now    View Upload Status    View Errors    **View Input Data**

Viewing SIS input data in the upload file can also help in resolving errors.

SIS0320105767871191921849865    Jam         B              20   M 20142015US      NNNNNY
SIS0320405767871191921849865201420150320460807201 4e106 0055              04603401   N

| Record Number | Record Type | Site Code | Student ID | | Field in Error | Data in Error | | Error Message |
|---|---|---|---|---|---|---|---|---|
| 3 | 010 | | | 004 | Local ID Number | 576787119 | U05 | Local ID not matched |
| 3 | 010 | | | 411 | Day of Birth | 27 | U06 | Day of birth not matched |
| 5 | 010 | | | 405 | Student Unique ID Number | 0029295797 | U02 | Louisiana Secure ID does not exist |
| 1 | | | | | | | | |
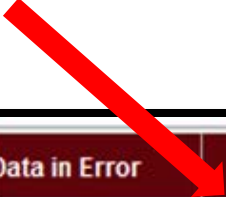
# SIS - View Errors



- The error report contains detailed information for correcting errors in your data.
- Both an error code and message are displayed for each error.
- Additional information for correcting each error code can be found in Appendix D of the SIS user guide.

| Record Number | Record Type | Site Code | Student ID | | Field in Error | Data in Error | | Error Message |
|---|---|---|---|---|---|---|---|---|
| 75 | 040 | 3A9001 | | 026 | Exit Reason Code | | 370 | Invalid Exit Reason |
| 120 | 040 | 3A9001 | | 101 | Enrollment Record | 109 | 100 | Invalid record length |
| 1 | | | | | | | | |

# SIS Common Errors

See Appendix D Error Codes and Messages in the SIS User Guide.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| 100 | Invalid record length | One or more records in the upload file are not the correct length. | Verify and correct the record layouts within the upload file. Beginning 2015-16, ensure the record conforms to the non-PII format. |
| U01 | Invalid Secure ID | Student's record has an invalid Secure ID. | Verify a valid 10-digit numeric Secure ID has been entered and exists for the student in the Louisiana Secure ID system. |
| U02 | Secure ID does not exist | Student has not been assigned a Secure ID | Ensure the student has been assigned a Secure ID by the Louisiana Secure ID system. |
| U03 | Student's First Name not matched | Student's record has a <u>Partial First Name</u> that does not match the student's Partial First Name in the Louisiana Secure ID System. | Verify the student's <u>Partial First Name</u> is correct and is the same as submitted to the Louisiana Secure ID system. |

# SIS Common Errors

See Appendix D Error Codes and Messages in the SIS User Guide.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| U04 | Student's Last Name not matched | Student's record has a <u>Last Name</u> that does not match the student's Partial Last Name in the Louisiana Secure ID System. | Verify the student's <u>Partial Last Name</u> is correct and is the same as submitted to the Louisiana Secure ID system. |
| U05 | Student's Local ID not matched | Student's record has a <u>Local ID</u> that does not match the student's Local ID in the Louisiana Secure ID System. | Verify the student's <u>Local ID</u> is correct and is the same as submitted to the Louisiana Secure ID system. |
| U06 | Student's Day of Birth not matched | Student's record has a <u>Day of Birth</u> that does not match the student's Day of Birth in the Louisiana Secure ID System. | Verify the student's <u>Day of Birth</u> is correct and is the same as submitted to the Louisiana Secure ID system. |
| U07 | Student's Ethnicity not matched | Student's record has an Ethnic Code that does not match the student's Ethnic Code in the Louisiana Secure ID System. | Verify the student's Ethnic Code is correct and is the same as submitted to the Louisiana Secure ID System. |

# SIS Common Errors

See Appendix D Error Codes and Messages in the SIS User Guide.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| U08 | Student's Gender not matched | A student's record contained a Sex Code that does not match the student's gender in the Louisiana Secure ID System. | Verify the student's Sex Code is correct and is the same as submitted for the student to the Louisiana Secure ID System. |
| U09 | Reside Parish of Student's Address not matched | A student's record contained a Reside Parish that does not match the student's Reside Parish in the Louisiana Secure ID System. | Verify the student's Reside Parish is correct and is the same as submitted for the student to the Louisiana Secure ID System. |
| U10 | Zip code of Student's Address not matched | An student's record contained a Zip Code that does not match the student's Zip Code in the Louisiana Secure ID System. | Verify the student's Zip Code is correct and is the same as submitted for the student to the Louisiana Secure ID System. |

# SIS Common Errors

See Appendix D Error Codes and Messages in the SIS User Guide.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| 200 | Secure ID exists for another student in LEA | Upload: More than one Demographic Record (010) using the same Secure ID was found in your upload file. Online: The Secure ID already exists in Louisiana Secure ID System. | Verify the student's Secure ID is correct |
| 304 | Invalid Calendar Code | An Enrollment/Exit Record (040) contains an invalid Calendar Code for the LEA. | Verify the Calendar Code exists in the School Calendar System for the LEA and the particular site at which the student is enrolled. |

# SIS Common Errors

See Appendix D Error Codes and Messages in the SIS User Guide.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| 89N | Event ID Does Not Exist | An attempt was made to process a student discipline record prior to uploading the corresponding Event record through the Event upload. | An Event (007) record which defines the Event ID must be uploaded first before submitting student perpetrator records referencing that Event ID. Upload the Event Record (007) and then re-submit the Student Perpetrator and Instance Records (091). |
| 901 | Student enrolled in another LEA | Student was enrolled in another LEA the same time he was enrolled in your LEA. | Verify the entry and exit dates to determine whether or not the student was enrolled in another district during the same times you reported the student as enrolled in your district. A student's enrollment date must be on or after the exit date from another district. |

# SIS Reports & File Extracts

• SIS reports and extracts are helpful in assisting LEAs with data validation and research.

• Reports are divided into groups for easy access.

• Appendix C in the SIS User Guide gives information about each file extract and report.

| Student | Homeless | **Report** | File | Event |

**View**

**Report Group**

All

MFP Membership Reports

CLASS ("LEADS") Reports

Dropout Correction and Reporting

Prek Funding LA4 Report

FNS and Direct Cert Reports

End of Year Reports

Year-Round Reports

Address Record Reports

504 Record Reports

Graduate Reports

Homeless Reports

1

*Click on a Report Group to view the reports in the Group.*

# SIS Reports & File Extracts

File extracts can be useful in conducting research or reviewing data submitted to LDOE.  The SISF01 for example provides a file of the data submitted by the user in the LDOE SIS record layout format.

Select:  **FILE**

Select:   ***File Name***
Select:  ***Beginning School Session Year***
Select: ***Processing Period***

# 2018-19 Benchmark Calendar
# SIS September - December

## 2018-19 Benchmark Calendar

**Worksheet Descriptions:**
**Benchmarks:** Action Items by collection/category for all systems
**Key Dates:** Major Collection Dates and Key Terms
**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, etc.)
**Webinars:** Data Coordinator Webinar dates and link
**Collaborations:** Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

| Audits | Collection Open Dates | Collection Deadline Dates | Intermediate Benchmark Dates | Final Data Pulls and Report Runs |
|---|---|---|---|---|

Return to Benchmarks    **User Guide**    User Guides are posted on the LA Believes website (under Data Systems).

**2018-19 Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email Tara.Baylot@la.gov or SystemSupport@la.gov

| Month | Date | System | Collection/Category | Action Item |
|---|---|---|---|---|
| Jul 2018 | Monday, July 16, 2018 | SIS | DCP (2017-18) | **Collection Opens for 2017-18 EOY SIS Dropout Correction Period (DCP).** Data Collected: Corrections for students identified as potential dropouts. Refer to SIS User Guide Appendix C for reports to run and verify after each submission including Dropout reports and SISR25 Graduate Roster. |
| Aug 2018 | Friday, August 03, 2018 | SIS | EOY (2017-18) | **Deadline** for obtaining signatures and uploading a completed **SIS 2017-18 EOY Statement of Affirmation Form** to DM FTP (DATA VALIDATION folder). |
| Sep 2018 | Wednesday, September 05, 2018 | SIS | OMFP | **Collection Opens for October 1 MFP SIS data submissions.** Data Collected: SIS Student enrollment, attendance, discipline, homeless, lunch status and other data. Refer to SIS User Guide Appendix C for reports to run and verify after each submission. Refer to SER User Guide for reports to run and verify after each submission including SER/SIS Crosscheck and SIS/SER Crosscheck. |
| Sep 2018 | Wednesday, September 05, 2018 | SIS | OCLASS | **Collection Opens for October 1 CLASS SIS data submissions.** Data Collected: SIS Student data including enrollment, attendance, discipline, homeless, lunch status, and class schedule data (students enrolled on 10/1 count date and CTE students). Refer to SIS User Guide Appendix C for reports to run and verify after each submission: Refer to SER User Guide for reports to run and verify after each submission including SER/SIS Crosscheck and SIS/SER Crosscheck Report. |

# 2018-19 Benchmark Calendar
## SIS September - December

| | | | | |
|---|---|---|---|---|
| **Sep 2018** | Friday, September 07, 2018 | SIS | Grad (2017-18) | **Deadline for entering 2017-18 summer graduate** updates and exiting students in SIS. |
| **Oct 2018** | Monday, October 01, 2018 | SIS | OMFP | Check submission progress for **October 1 MFP SIS data submissions.** At least one student data file should have been submitted for each site. |
| **Oct 2018** | Available during the Oct 1 MFP data collection period. Week of Oct. 8, 15, 22 and Nov. 5 (FINAL) | SIS | OMFP AUDIT | Review data on all *SIS* **October 1 MFP Validation Reports** (available via DM FTP in DATA VALIDATION folder). Download, review and correct any errors. Final report will have the *Statement of Affirmation Form* attached. |
| **Oct 2018** | Monday, October 15, 2018 | SIS | HiSet | From the eScholar FTP site (eScholarOut folder), download the GED/HiSet File and begin correcting potential dropout data for students who received a HiSet high school equivalency credential. |
| **Oct 2018** | Friday, October 19, 2018 | SIS | OMFP | **Deadline for October 1 MFP SIS data submissions.** Ensure SIS data for all students enrolled on 10/1/18 are complete and error-free, possible errors identified via Validation Reports have been reviewed/corrected, and SIS reports have been verified. |
| **Nov 2018** | Friday, November 02, 2018 | SIS | OCLASS | Check submission progress for **October 1 CLASS SIS data submissions.** At least one student data file should have been submitted for each site. Must include Class schedules and |
| **Nov 2018** | Available during the Oct 1 CLASS data collection period. Week of Nov. 5, 12, Dec. 3, 17, Jan. 14 (FINAL). | SIS | OCLASS AUDIT | Review data on *SIS* **October 1 CLASS Validation Report** (available via DM FTP in DATA VALIDATION folder). Download, review and correct any errors in SIS. |
| **Nov 2018** | Friday, November 16, 2018 | SIS | OMFP | **Deadline** for obtaining signatures and uploading a completed **SIS October 1 MFP Statement of Affirmation Form** to DM FTP (DATA VALIDATION folder). |
| **Dec 2018** | Monday, December 03, 2018 | SIS | DCP / HiSet | **Deadline for correcting 2017-18 potential student dropout data** and verifying reports. Ensure all prior year graduates and HiSet completers have been exited in SIS 2017-18 EOY. |
| **Dec 2018** | Friday, December 07, 2018 | SIS | OCLASS | **Collection Deadline for October 1 CLASS SIS submissions.** Ensure SIS data are complete and error-free, possible errors identified via Validation Reports have been reviewed/corrected, and SIS reports have been verified. Should include class schedules for all students enrolled on 10/1/18, enrolled in CTE classes, enrolled in EOC block Fall and Spring courses for all subjects and Attendance for students through 12/2/18). |

# October 1 MFP
# SIS Validation Report and Validation Roster

A PDF validation report and an excel validation roster will be dropped on the DM FTP server on specified dates during the collection.  These reports will include an analysis of data that you have submitted up to the *as of date* on the report for the Oct 1  MFP collection for SIS and SER.  *Similar reports and rosters will be released during all collections.*

| Validation Report | Validation Roster |
|---|---|
| Funding:<br>    SIS MFP and Total Enrollment<br>    SER IDEA and Total Enrollment<br>    IDEA Counted and Not Counted<br>    Lunch Status<br>    Economically Disadvantaged<br>    Multiple and Duplicate Enrollments<br>Special Populations:<br>    Free/Reduced Lunch<br>    English Learners (EL)<br>    Homeless<br>    Section 504 Students<br>    Migrant Students<br>    Military Affiliated Students<br>    Parent/Expectant Parent of a Child<br>Attendance, Discipline, and<br>Potential Dropouts | Student roster of multiple and duplicate enrollments<br><br>List of CEP sites<br><br>Student roster of 30 or more absences<br><br>Student roster of discipline events<br><br>Student roster of homeless |

# SIS Frequently Asked Questions

**QUESTION:** How often does Student data need to be reported?

**RESPONSE:** Student data should be reported to SIS during all open data collection periods.

**QUESTION:** Are all data collection periods the same in regards to length of time?

**RESPONSE:** No, they are not the same length due to reporting requirements for different types of data. The reporting time frame may vary. Refer to the data collection timeline and the Benchmark Calendar on the LDOE INSIGHT Coordinator Portal for specific due dates for each data collection period.

**QUESTION:** I have a student who has exited this school year, do I still need to report them in the next collection?

**RESPONSE:** Yes, once a student is reported during a school year they should continue to be reported in all subsequent collections. This affects dropout correction and total enrollment. Total enrollment is the denominator for many data elements reported federally.

# SIS Frequently Asked Questions

**QUESTION**:  I am receiving a message "The maximum concurrent uploads is 6.  There are currently 6 uploads processing.  Please try again later."  What does this mean?

**RESPONSE:**  A maximum of 6 concurrent uploads is allowed to the system.  Other districts may be uploading at the same time.  Try again and schedule your uploads periodically throughout the day to alleviate the program.

**QUESTION:** I continue to receive an "File Not Accepted" when submitting SIS uploads. What can I do?

**RESPONSE:**  Please verify all records in the file conform to the specified Student Information System (SIS) Record Layouts including the length of the fields, valid values for each field and the total record length for each record type.

**QUESTION:** Why am I receiving the error messages that begin with "U"?

**RESPONSE:**  The U01 – U10 error codes and messages are received when there is a validation error between what has been submitted to SIS and what has been submitted to eScholar.  The student's information must be an exact match. The student's data should be corrected in eScholar and/or SIS and resubmitted.

# 2018-19 Enhancements for SIS

**Please refer to the 2018-19 Enhancements document for additional details.**

**504 Accommodation Breakouts for Math, Science, Social Studies**
- Unbundle *504 Accommodation Flag* for Read Aloud Math, Science, Social Studies and submit as separate flag for each.

**Discontinue collecting country of birth**
- Collect and send "US" if born in the United States.  Otherwise, send "ZZ".

**Report option code to identify students on an Academic Improvement Plan.**
- Report option code="A" for any 4th through 8th grade student who is on an Academic Improvement Plan.

**Begin collecting a new *Action Intervention Code* for reverse suspensions**
- Begin collecting *Action Intervention Code*="181" for reverse suspensions

**Remove certain *Exit Reason Codes* no longer used and discontinue reporting them in SIS**
- Expired codes (e.g. skills certificates, HiSet etc.)
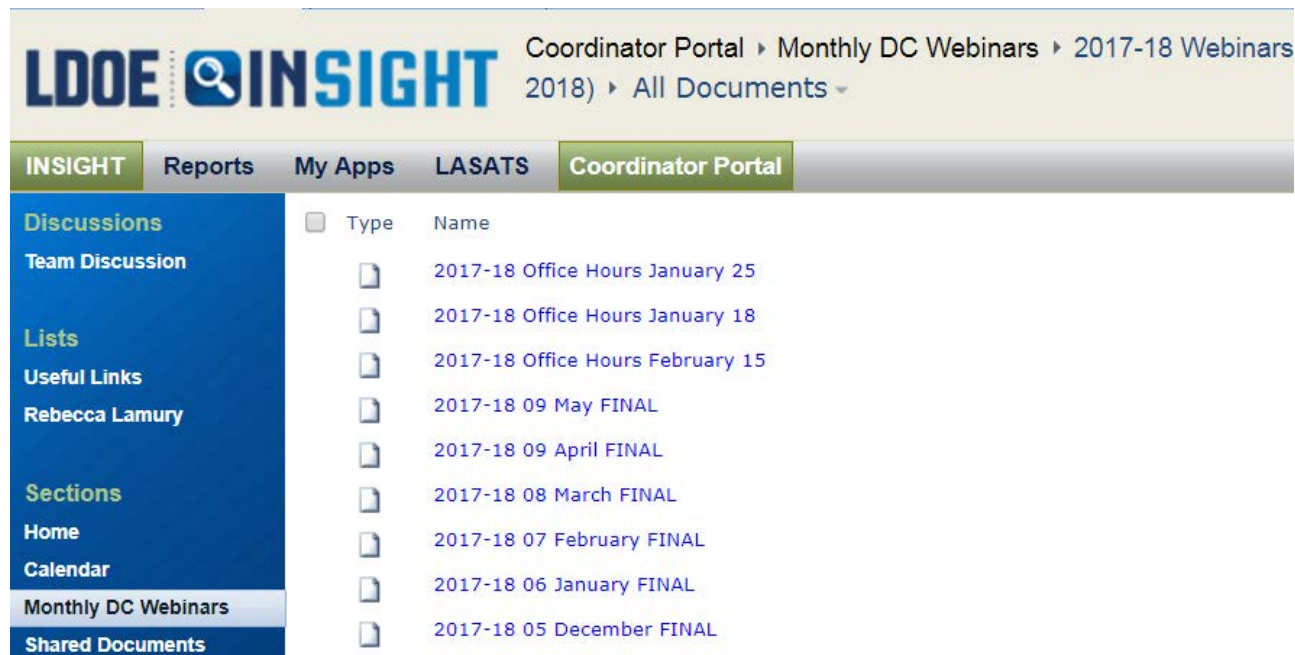
# Agenda

- Welcome & Objectives
- Gaining Access to Data Systems
    - Role of the LEA Security Coordinator
    - Protocol for Addressing Security Issues
    - Accessing LDOE Data Systems
- Data Reporting
    - Role of the LEA Data Manager
    - Student Privacy Legislation
    - Application Systems Overview
    - Data Collection Timeline & Benchmark Calendar
- School Calendar System (SPC) Overview
- Student Information System (SIS) Overview
- Monthly Data Coordinator Webinar
- Other Communications Resources

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# Monthly Data Coordinator Webinar

Held on Thursdays as scheduled at 1:00 pm. (*Refer to 2018-19 Benchmark Calendar*)
- Login instructions are posted to the LDOE INSIGHT Coordinator Portal page.
- Presentation materials are posted under *Monthly DC*
- Question/Answer period is provided and questions and responses are posted to the LDOE INSIGHT Coordinator Portal page under *Monthly DC webinars.*

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# Data Management Office Hours

- Office Hours are scheduled during each open data collection period.

- Using a format similar to the monthly Data Coordinator webinar, a review of the upcoming deadlines are covered.

- In addition, LEAs are given an opportunity to ask questions about the systems or discuss any issues or concerns in regards to data submissions.

For assistance, contact: SystemSupport@la.gov

# Weekly Newsletters

Weekly Newsletters are issued by the Superintendent and contain various topics of interest in the area of Policy, Finance, Assessments, and Data reporting.

To subscribe, email ldoecommunications@la.gov.



**Weekly Newsletter for School Systems**



**Weekly Newsletter for Charter Schools**

For assistance, contact: SystemSupport@la.gov

# New User Training Modules

Training Modules for New Users are posted on the LDOE INSIGHT Coordinator Portal > Shared Documents > Training and Guidance Documents.
- Module 1: LDOE Data Systems Security and Access
- Module 2: LDOE Application Systems Overview
- Module 3: LDOE Data Collection Timeline and Communication Resources

User Guides for each LDOE Application system are posted on the LDOE INSIGHT Coordinator Portal under the **Systems** tab.

Contact your **LEA Security Coordinator** to be granted access to the LDOE INSIGHT Coordinator Portal

Annually, data systems training is offered at the statewide Collaborations held in September, November, January and March/April.  Prior to the events, registration details are provided in the Weekly Newsletter and also announced at the monthly Data Management webinar.

# LDOE INSIGHT - Coordinator Portal
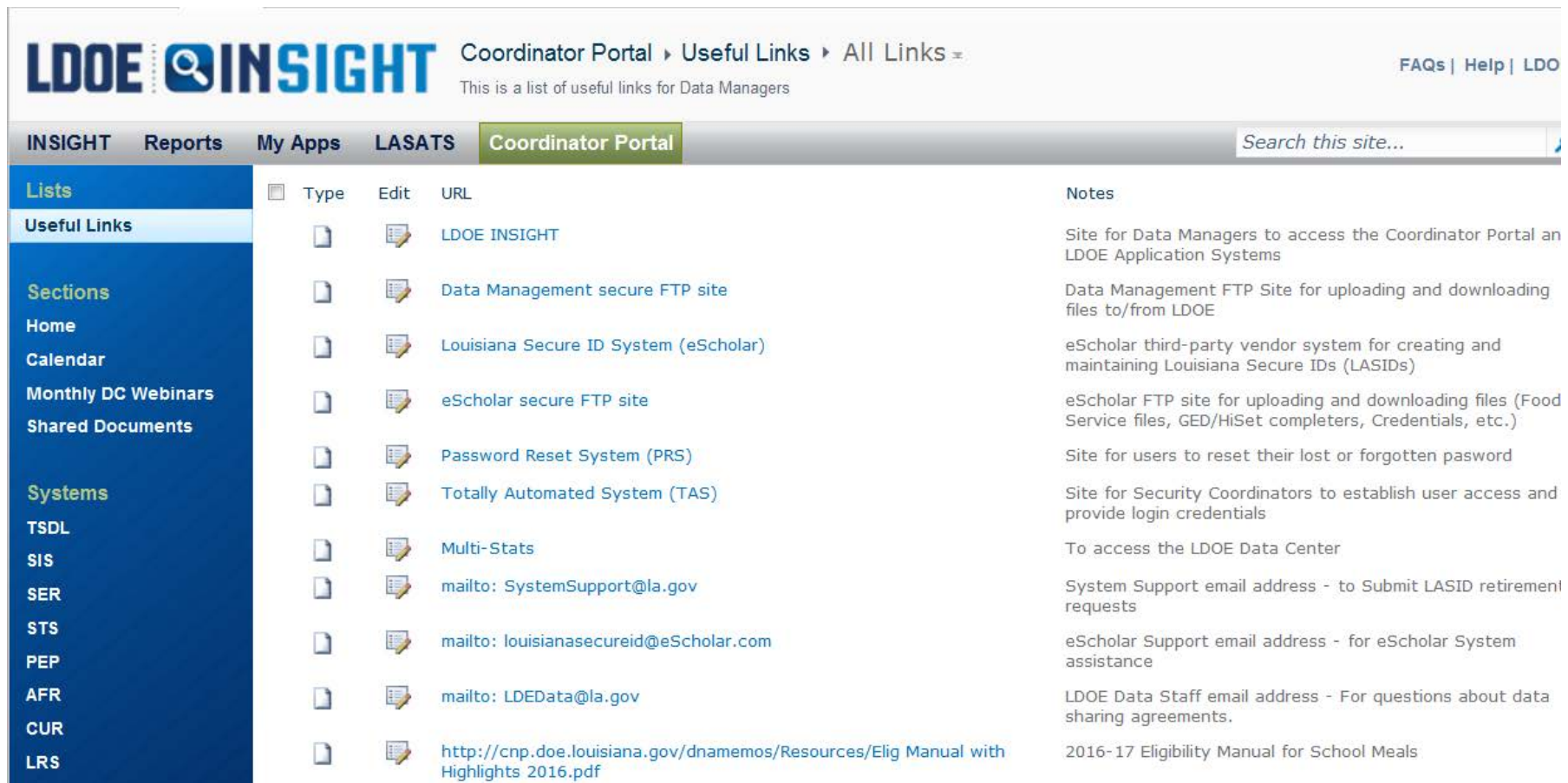
Data Managers are urged to check the LDOE INSIGHT Coordinator Portal daily for important information and reminders:

• Announcements

• Monthly DC Webinars

• Shared Documents

• LDOE Systems Folders

• Useful Links

• **My Apps** – to access LDOE application systems

For assistance, contact: SystemSupport@la.gov
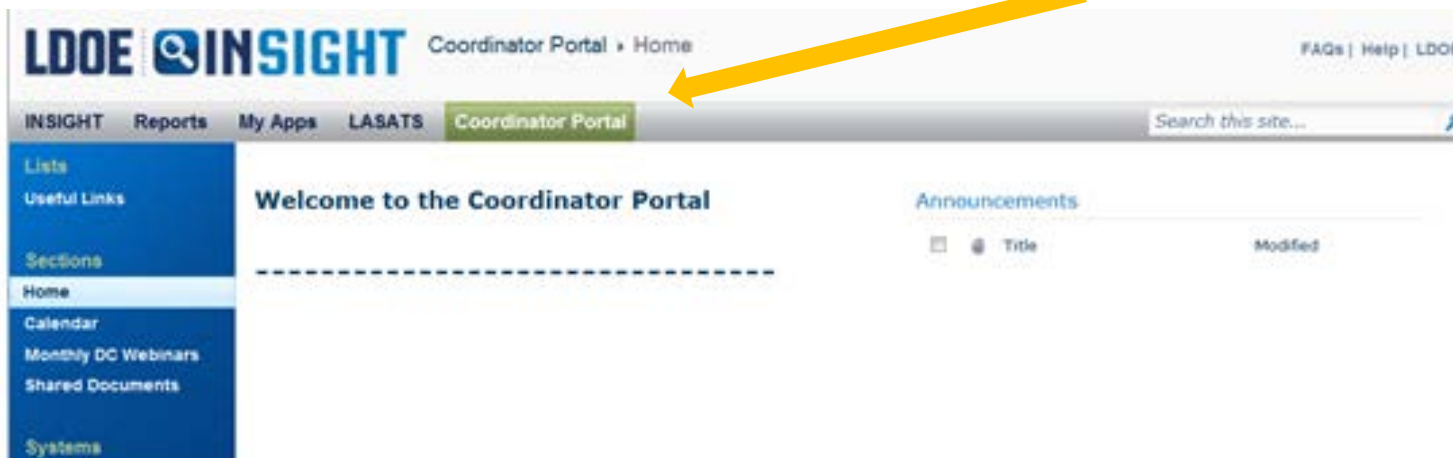
# LDOE INSIGHT - Coordinator Portal
# Useful Links

[LDOE INSIGHT Coordinator Portal](#) - Useful links for data reporting

# LDOE INSIGHT - Coordinator Portal Alerts

Users can sign up for email Alerts when information is added or changed.

• Access the LDOE INSIGHT Coordinator Portal.

• Click your user ID near the top, right of the screen.

• Select **My Settings.**

• Choose **My Alerts** to set which alerts you would like to receive.

For assistance, contact: SystemSupport@la.gov
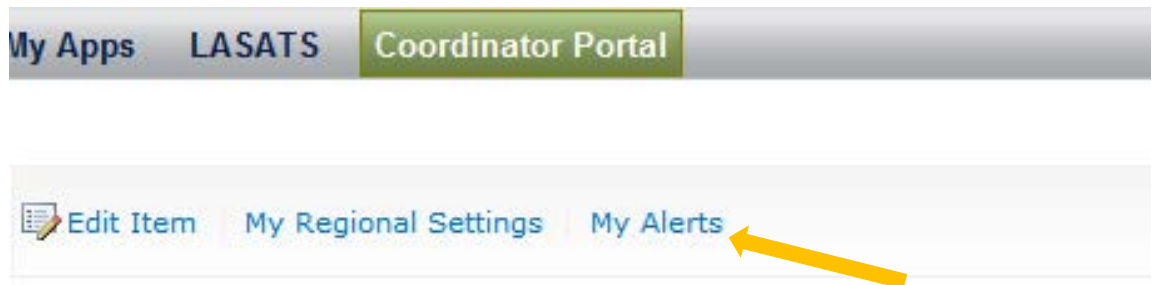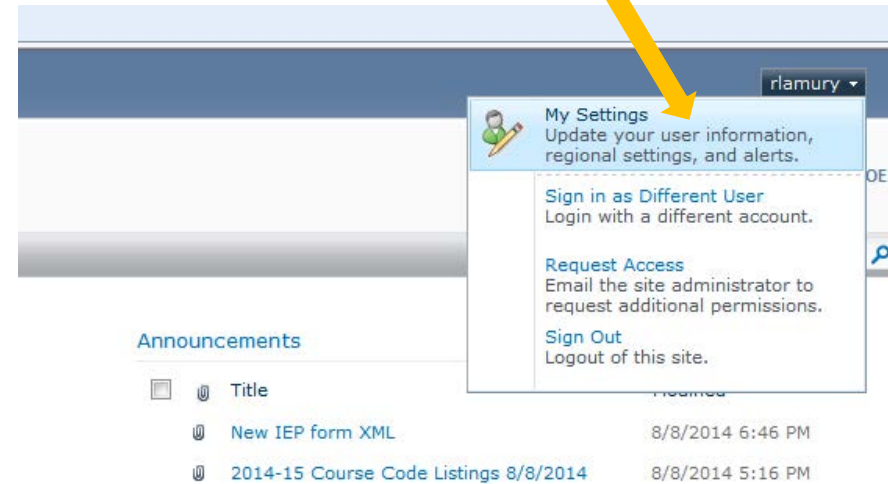
# Contacts

**Information Management Director:** Rebecca.Lamury@la.gov

- **Manager:** Sherry.Randall@la.gov

- **Special Education Reporting (SER) and Teacher Student Data Link (TSDL):**
  Bernetta.Sims@la.gov

- **Student Information System (SIS) and Calendar (SPC)**
  Tara.Baylot@la.gov

- **Sponsor Site System (SPS):**
  Kaylie.Loupe@la.gov

- **Student Transcript System (STS) and Curriculum (CUR):**
  Barrett.Adams@la.gov

- **Profile of Educational Personnel (PEP):** Michael.Zanovec@la.gov

- **Annual Financial Reporting (AFR):** Yaxin.Lu@la.gov

- **eScholar Uniq-ID and Early Childhood CLASS:** Anantha.Lakkakula@la.gov

- **eScholar DirectMatch:** Brandy.Gros@la.gov

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For assistance, contact: SystemSupport@la.gov