

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*



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.

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*



LDOE INSIGHT

Please enter your user name and password to access to your INSIGHT account.

User Name:

Password:

[Forgot your password, click here.](#) **Log In**

What is INSIGHT?

The INSIGHT portal was created to provide a data-driven resource that will help improve student performance by making accessible more accurate, reportable, and researchable data.

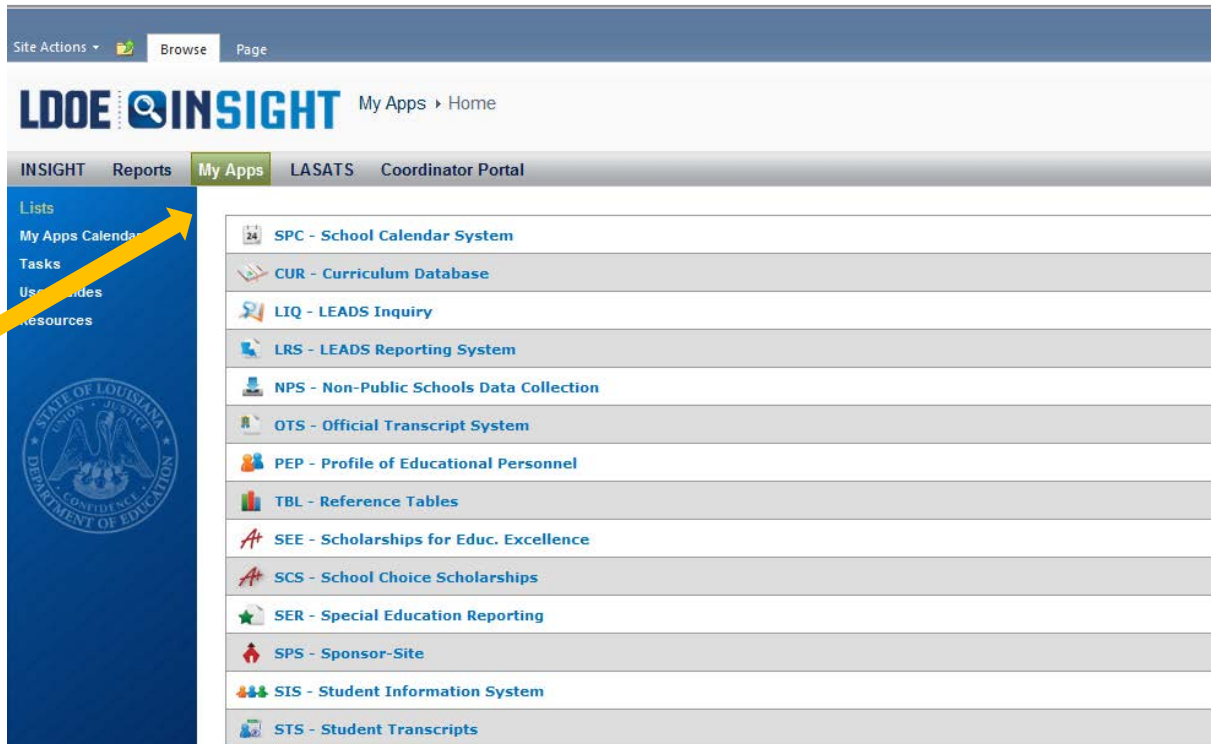
Frequently Asked Questions

If you have questions or comments about the INSIGHT system, [click here](#) to read the frequently asked questions.

LDOE | [Terms of Use](#) | [Privacy Policy](#) | [Contact Us](#)

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.

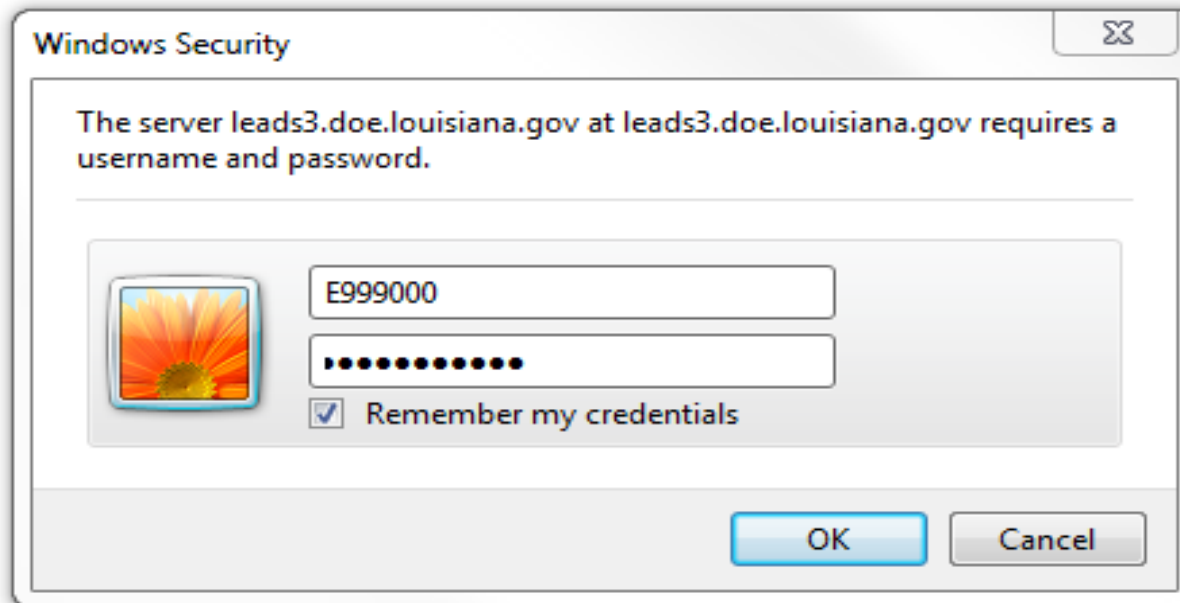


The screenshot displays the LDOE INSIGHT web interface. At the top, there is a navigation bar with "Site Actions" and "Browse Page". Below this is the LDOE INSIGHT logo and the text "My Apps > Home". A secondary navigation bar contains "INSIGHT", "Reports", "My Apps", "LASATS", and "Coordinator Portal". The "My Apps" tab is highlighted, and a yellow arrow points to it from the left. A vertical sidebar on the left contains links for "Lists", "My Apps Calendar", "Tasks", "User Guides", and "Resources", along with the Louisiana Department of Education seal. The main content area lists various application systems, each with an icon and a name:

- SPC - School Calendar System
- CUR - Curriculum Database
- LIQ - LEADS Inquiry
- LRS - LEADS Reporting System
- NPS - Non-Public Schools Data Collection
- OTS - Official Transcript System
- PEP - Profile of Educational Personnel
- TBL - Reference Tables
- SEE - Scholarships for Educ. Excellence
- SCS - School Choice Scholarships
- SER - Special Education Reporting
- SPS - Sponsor-Site
- SIS - Student Information System
- STS - Student Transcripts

Accessing LDOE LEADS

- Users also have the ability to access LDOE Application Systems directly through the LEADS Portal at <https://leads3.doe.louisiana.gov/pt/>
- 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.



LEADS APPLICATION PORTAL

 SPC - School Calendar System	 SCS - School Choice System
 CUR - Curriculum Database	 SER - Special Education Reporting
 LIQ - LEADS Inquiry	 SPS - Sponsor-Site
 LRS - LEADS Reporting System	 SIS - Student Information System
 NPS - Non-Public Schools Data Collection	 STS - Student Transcripts

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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.

Sponsor Code: _____ District/CMO Name: _____

District/CMO Address (Cannot be a P. O. Box): _____

City: _____ Zip Code: _____

District/CMO Data Manager

UPDATE:

Data Manager's Name: _____ Office Phone: _____

E-mail Address: _____

The Data Manager is responsible for ensuring the complete accuracy and timeliness of your school's access and update of the LDE Data systems (AFR, CUR, PEP, SIS, SPC, STS, SER). It is suggested that you assign an additional person that will be able to continue data reporting activities when the Data Manager is away or not available. Data reporting activities are on-going throughout the fiscal year. It is imperative that sufficient staff resources are available during the summer months to meet data reporting requirements and confirm data accuracy.

Other District/CMO Contact(s)

DELETE: Contact's Name: _____ Contact's Name: _____

ADD: (Check all that apply)

<input type="checkbox"/> AFR: Annual Financial Reporting	<input type="checkbox"/> CUR: Curriculum
<input type="checkbox"/> PEP: Profile of Educational Personnel	<input type="checkbox"/> SPC: Calendar
<input type="checkbox"/> SIS: Student Information System	<input type="checkbox"/> SPS: Sponsor Site
<input type="checkbox"/> STS: Student Transcripts System	<input type="checkbox"/> TSDL: Teacher/Student Data Link
<input type="checkbox"/> SER: SpEd Reporting	<input type="checkbox"/> SER Close Compliance Request
<input type="checkbox"/> SER Close Services	<input type="checkbox"/> SER Records Request

Contact's Name: _____ Office Phone: _____

E-mail Address: _____

Posted on the [LDOE INSIGHT Coordinator Portal](#) page under [Announcements](#)

Student Privacy Legislation

Louisiana R.S. 17:3914 (Act 837 of 2014)

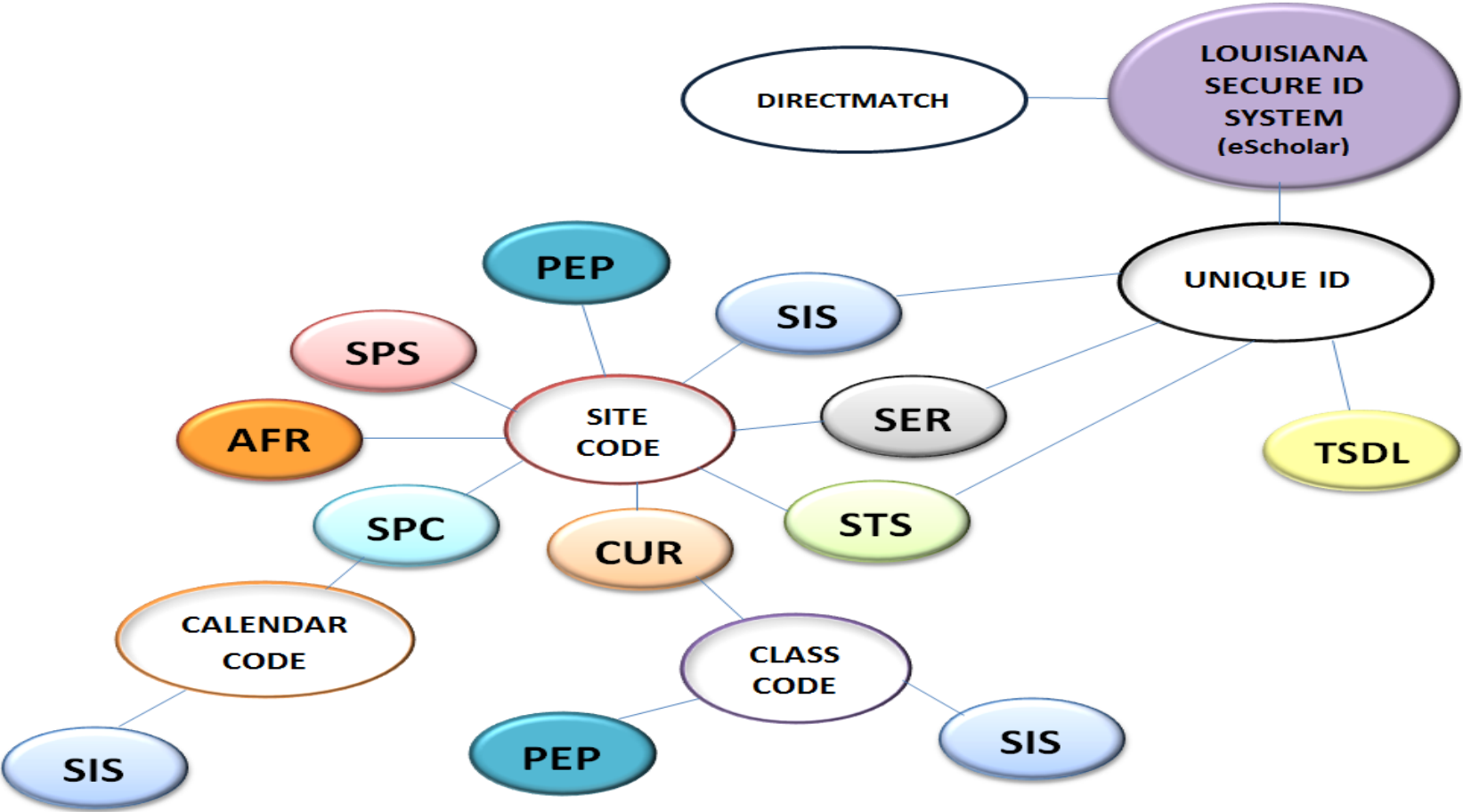
- R.S. 17:3914 provides for limitations and prohibitions on the collection and sharing of student information.
- Prohibits LEAs from requiring the collection of non-academic data about students such as political affiliation and religious practices.
- Prohibits anyone from accessing student information 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.

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.

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.

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

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.

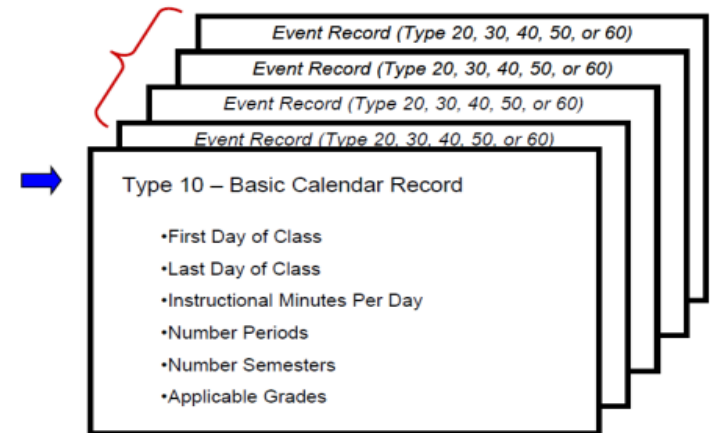


SPC - District-level or Default Calendar

- 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 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

SCHOOL CALENDAR SYSTEM

Calendar

View Report Export Update Calendar Update Grades Add Delete Upload

Beginning School Session Year: 2013 ▼

Processing Period: 9 EOY ▼

Sponsor: 3A9 Learning Solutions, Inc. ▼

Site: All Calendars ▼

Click on a calendar code to view.

Site Cd	Site Name	Calendar Cd
1	LEA Level	100

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*

Calendar

View Report Export Update Calendar Update Grades Add Delete Upload

Beginning School Session Year: 2013
 Processing Period: 9 EOY
 Sponsor: 3A9 Learning Solutions, Inc.
 Site: All Calendars

Beg Schl Sess Yr: 2013
 Proc Period: 9 EOY
 Sponsor: 3A9 Learning Solutions, Inc.
 Site: LEA Level

Calendar Code: 100
 Grades: IN,PS,PK,K-12
 Last Update: 8/15/2014

Reported		Derived	
Number Minutes/Day:	480	Total Instructional Minutes:	84720
Number Periods/Day:	4	Divide By Minutes/Standard Day:	360
Number Semesters/Yr:	2	= Calc. Equiv. Instruct. Days:	235.33

ite Cd	Site Name	Calendar Cd
	LEA Level	100

Record Type	Event Name	Begin Date	End Date	Instruct. Time
10	Basic Calendar	08/05/2013	05/23/2014	
40	Professional Development	10/09/2013	10/09/2013	240
30	Holiday	11/11/2013	11/11/2013	
40	Professional Development	11/27/2013	11/27/2013	240
30	Thanksgiving	11/28/2013	11/29/2013	
40	Professional Development	12/03/2013	12/03/2013	240
30	Winter Break	12/23/2013	01/03/2014	
40	Professional Development	01/08/2014	01/08/2014	240
30	MLK Day	01/20/2014	01/20/2014	
50	Weather	01/28/2014	01/30/2014	
40	Professional Development	02/05/2014	02/05/2014	240
40	Professional Development	02/12/2014	02/12/2014	240
30	Presidents Day	02/17/2014	02/17/2014	
50	Water	02/21/2014	02/21/2014	
30	Mardi Gras	03/03/2014	03/05/2014	
50	Water	03/06/2014	03/07/2014	

SPC – Online Entry - Add

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

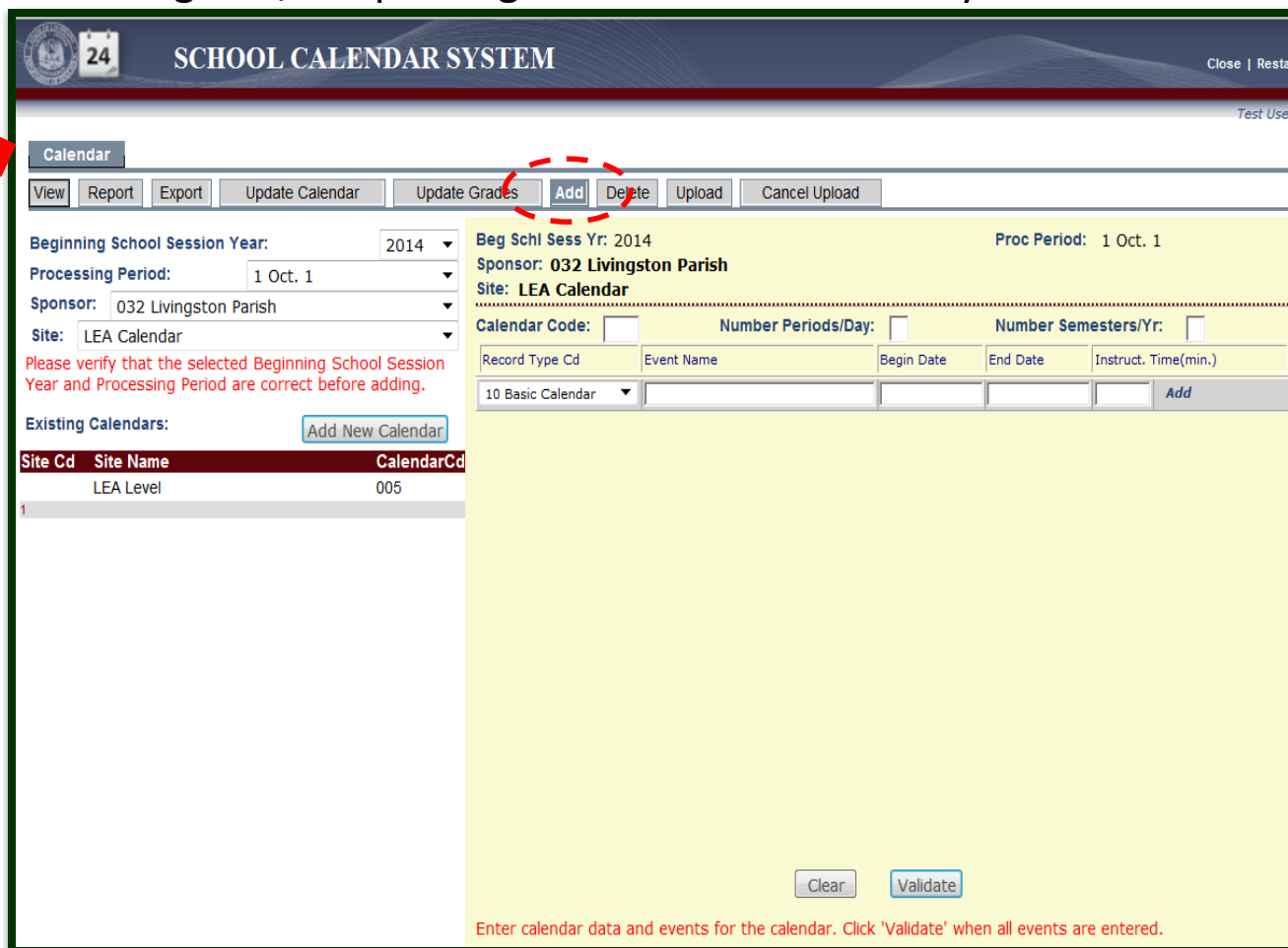
Select: **CALENDAR**
ADD

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.



SCHOOL CALENDAR SYSTEM

Calendar

View Report Export Update Calendar Update Grades **Add** Delete Upload Cancel Upload

Beginning School Session Year: 2014
Processing Period: 1 Oct. 1
Sponsor: 032 Livingston Parish
Site: LEA Calendar

Please verify that the selected Beginning School Session Year and Processing Period are correct before adding.

Existing Calendars: Add New Calendar

Site Cd	Site Name	CalendarCd
1	LEA Level	005

Beg Schl Sess Yr: 2014 Proc Period: 1 Oct. 1
Sponsor: 032 Livingston Parish
Site: LEA Calendar

Calendar Code: Number Periods/Day: Number Semesters/Yr:

Record Type Cd	Event Name	Begin Date	End Date	Instruct. Time(min.)
10 Basic Calendar				Add

Clear Validate

Enter calendar data and events for the calendar. Click 'Validate' when all events are entered.

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.

The screenshot shows the 'Calendar' management interface. At the top, there are buttons for 'View', 'Report', 'Export', 'Update Calendar', 'Update Grades', 'Add', 'Delete', and 'Upload'. The 'Update Grades' button is circled in red. Below the buttons, there are several dropdown menus for 'Beginning School Session Year' (2013), 'Processing Period' (9 EOY), 'Sponsor' (3A9 Learning Solutions, Inc.), and 'Site' (LEA Level). To the right, there is a summary section with 'Beg Schl Sess Yr: 2013', 'Proc Period: 9 EOY', 'Sponsor: 3A9 Learning Solutions, Inc.', 'Site: LEA Level', and 'Calendar Code: 100'. Below this is a table of grades with columns for 'Grades', 'No Grades To Select', and 'Add'. The table lists grades from 01 to 25, each with a 'Delete' button. At the bottom, there are 'Cancel' and 'Update Grades' buttons.

Site Cd	Site Name	Calendar Cd
1	LEA Level	100

Grades	No Grades To Select	Add
01	FIRST	Delete
02	SECOND	Delete
03	THIRD	Delete
04	FOURTH	Delete
05	FIFTH	Delete
06	SIXTH	Delete
07	SEVENTH	Delete
08	EIGHTH	Delete
09	NINTH	Delete
10	TENTH	Delete
11	ELEVENTH	Delete
12	TWELFTH	Delete
15	INFANT PROGRAM (BIRTH - 2, SPECIAL ED)	Delete
20	PRESCHOOL (AGES 3-5, SPEC.ED)	Delete
24	PRE-KINDERGARTEN	Delete
25	KINDERGARTEN	Delete

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.

Calendar

View Report Export **Update Calendar** Update Grades Add Delete Upload

Beginning School Session Year: 2013
Processing Period: 9 EOY
Sponsor: 3A9 Learning Solutions, Inc.
Site: LEA Level

Beg Schl Sess Yr: 2013
Proc Period: 9 EOY
Sponsor: 3A9 Learning Solutions, Inc.
Site: LEA Level
Last Update: 8/15/2014
Grades: IN,PS,PK,K-12
Calendar Code: 100

Number Minutes/Day: 480 Number Periods/Day: 4 Number Semesters/Yr: 2

Record Type Cd	Event Name	Begin Date	End Date	Instruct. Time(min.)	
Please Select One					Add
10	Basic Calendar	08/05/2013	05/23/2014		Edit
40	Professional Development	10/09/2013	10/09/2013	240	Edit Delete
30	Holiday	11/11/2013	11/11/2013		Edit Delete
40	Professional Development	11/27/2013	11/27/2013	240	Edit Delete
30	Thanksgiving	11/28/2013	11/29/2013		Edit Delete
40	Professional Development	12/03/2013	12/03/2013	240	Edit Delete
30	Winter Break	12/23/2013	01/03/2014		Edit Delete
40	Professional Development	01/08/2014	01/08/2014	240	Edit Delete
30	MLK Day	01/20/2014	01/20/2014		Edit Delete
50	Weather	01/28/2014	01/30/2014		Edit Delete
40	Professional Development	02/05/2014	02/05/2014	240	Edit Delete
40	Professional Development	02/12/2014	02/12/2014	240	Edit Delete
30	Presidents Day	02/17/2014	02/17/2014		Edit Delete
50	Water	02/21/2014	02/21/2014		Edit Delete
30	Mardi Gras	03/03/2014	03/05/2014		Edit Delete

Cancel Validate Update Calendar

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**

The screenshot shows the 'SCHOOL CALENDAR SYSTEM' interface. At the top, there is a navigation bar with a calendar icon showing '24' and the system name. Below this is a 'Calendar' tab and a menu with options: View, Report, Export, Update Calendar, Update Grades, Add, Delete, and Upload. The 'Upload' button is circled in red. The main content area is for '3A9 Learning Solutions, Inc.' and includes the following fields:

- Beginning School Session Year: 2013
- Processing Period: EOY
- Validate only?: Radio buttons for No (selected) and Yes
- File to upload: A text input field with a 'Browse...' button next to it. A red arrow points to this button.

Below these fields are four buttons: 'Upload My File Now', 'View Upload Status', 'View Errors', and 'View Input Data'. A red arrow points to the 'Upload My File Now' button. A red warning message reads: 'All Errors Must Be Corrected Before Calendar File Will Load to LDE Database'. At the bottom, there is a 'History' section with a 'Refresh' button and a table with the following columns: Load Begin, BSSY/PP, User ID, Records, File Size, Records In Error, Records with Warnings, Records Loaded, Status, and Upload End.

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

Upload My File Now

View Upload Status

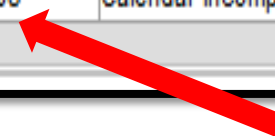
View Errors

View Input Data

- 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



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 100100805201305232014Basic calendar 4804010203040506070809101112 15202425 2
SPC20133A9 10030111201311112013Holiday
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	010203040506070809101112 15202425	E	021	Grade {25} Not Found on Site Database

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 <i>Change Request form</i> 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*

Calendar

View Report Export Update Calendar Update Grades Add Delete Upload

Beginning School Session Year: 2013

Processing Period: EOY

Sponsor: 3A9 Learning Solutions, Inc.

Click on a calendar code to view report.

Site Cd	Site Name	Calendar Cd
	All Sites	All Calendars
	LEA Level	100

SPC - Reports

Beg. School Sess Yr: 2013

Calendar Code: 999

Proc Period: EOY

Grades: PS,PK,K-12,T9

Sponsor: 3A9 Learning Solutions

Last Update: 05/01/2013

Site: LEA Level

<u>Reported</u>		<u>Derived</u>	
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 1MFP 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).

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

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



SIS – Uploading Student Data

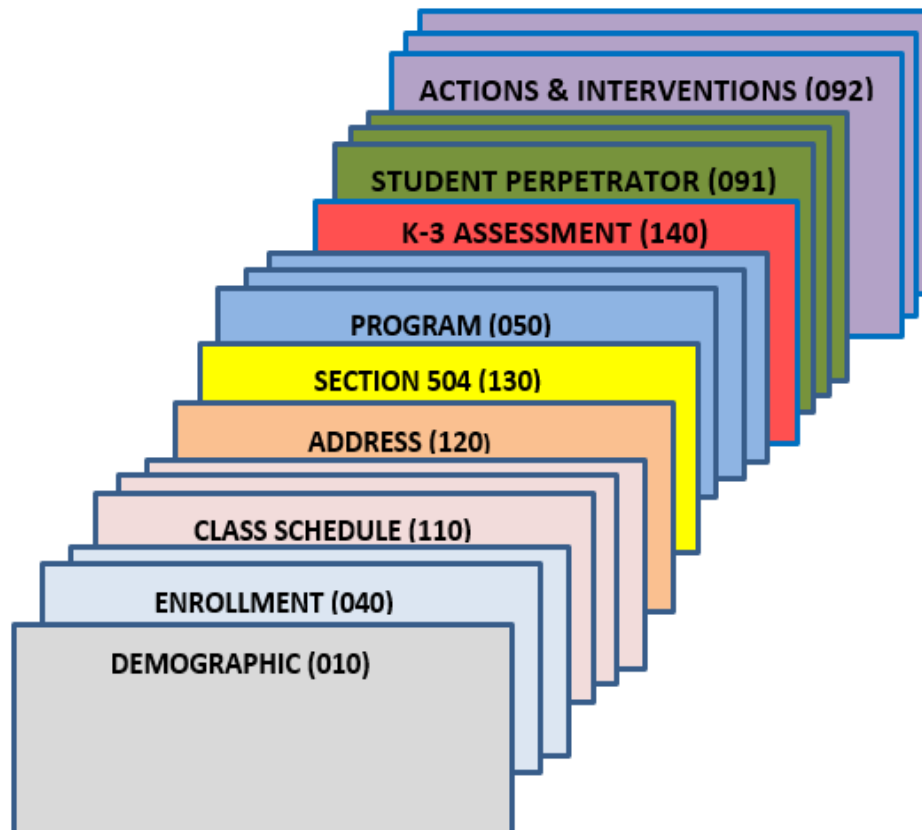
In most cases, LEAs have a local vendor that extracts SIS records in the correct format for uploading to LDOE.

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.**

SIS – Uploading Discipline Events

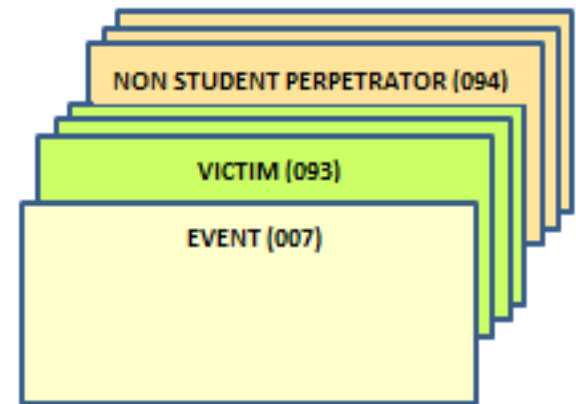
Before uploading 091 and 092 record types with your student records, Event data must be uploaded to SIS.

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)



SIS Home Page

STUDENT INFORMATION SYSTEM

Student Homeless Report File Event

View Update Upload

Beginning School Session Year: 2013

Processing Period: Oct. 1 MFP

Sponsor: 3A9 Learning Solutions, Inc.

Site: All Sites

Grade: All Grades

ID or Last Name (optional):

Go! Clear

Enter or change your selection criteria and click Go!

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*

ID	Name	Sponsor
007950436		3A9
886770411		3A9
887235352		3A9

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.

STUDENT INFORMATION SYSTEM

Student Homeless Report File Event

View Update Upload

Beginning School Session Year: 2013

Processing Period: EOY

Sponsor: 3A9 Learning Solutions, Inc.

Student ID Number: [Redacted]

Add New Student Update Existing Student

Go to another student

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.

STUDENT INFORMATION SYSTEM Close | Restart
Test User26

Student Homeless Report File Events

View Update Upload

Beginning School Session Year: 2013

Processing Period: EOY

Sponsor: 3A9 Learning Solutions, Inc.

Student ID Number: [REDACTED]

Add New Student Update Existing Student

Go to another student

Profile Enrollment Class Schedule Discipline Event Disc Program 504Student

Beg Schl Sess Yr: 2013 Mode: Update
Status: Pending

Processing Period: EOY

Sponsor: Learning Solutions, Inc. Matching Sponsor: [REDACTED]

Student ID Number: [REDACTED] Reassign: [REDACTED] Matching Stud ID Num: [REDACTED]

Name: First [REDACTED]
Middle [REDACTED]
Last [REDACTED]
Suffix [REDACTED] Local ID Num: [REDACTED]

Birth Date: [REDACTED]

Sex: F FEMALE

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Birth Country: US UNITED STATES OF AMERICA Last Update: 8/15/2014 3:10:37 PM
First US Entry Date: [REDACTED] By: aptst26

Validate Update Database Delete this Student Cancel

Modify Student Profile data as needed and click "Validate". Click "Delete" to delete this student. Click the "Enrollment", "Discipline", or "Class Schedule" tab to access this student's enrollment, discipline, or class schedule data.

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**.

STUDENT INFORMATION SYSTEM

Student Homeless Report File **Event**

View Update Upload Delete

3A9 Learning Solutions, Inc.

Beginning School Session Year: 2013

Processing Period: EOY

Validate only? No Yes

File to upload: Browse...

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

Refresh

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
------------	---------	-----------	---------	---------------------------	----------------------------	----------------	--------	------------

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***

Upload My File Now

View Upload Status

View Errors

View Input Data

SIS - View Input Data



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

```
SIS0320105767871191921849865   Jam   B   20   M 20142015US   NNNNNY  
SIS03204057678711919218498652014201503204608072014e106 0055   04603401 N
```

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
3	010		[REDACTED]	004 Local ID Number	576787119	U05 Local ID not matched
3	010		[REDACTED]	411 Day of Birth	27	U06 Day of birth not matched
5	010		[REDACTED]	405 Student Unique ID Number	0029295797	U02 Louisiana Secure ID does not exist

SIS - View Errors

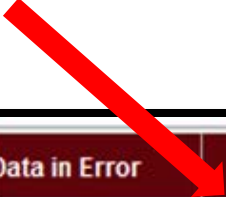
Upload My File Now

View Upload Status

View Errors

View Input Data

- 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

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 <u>Sex Code</u> that does not match the student's gender in the Louisiana Secure ID System.	Verify the student's <u>Sex Code</u> 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 <u>Reside Parish</u> that does not match the student's Reside Parish in the Louisiana Secure ID System.	Verify the student's <u>Reside Parish</u> 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 <u>Zip Code</u> that does not match the student's Zip Code in the Louisiana Secure ID System.	Verify the student's <u>Zip Code</u> 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 <u>Calendar Code</u> 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**



The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top, there are tabs for 'Student', 'Homeless', 'Report', 'File', and 'Event'. The 'File' tab is selected and circled in red. Below the tabs is a 'View' button and a table with columns 'ID' and 'File Name'. The table lists several file extract options: SISF01 Student File, SISF04 Enrollment Derivation Extract, SISF05 LRS Class Data Extract File, SISF06 LRS Student Data Extract File, SISF07 Extract Files (Rosters), and SISF09 Dropout Extract Roster. To the right of the table are several dropdown menus: 'Beginning School Session Year' (set to 2013), 'Processing Period' (set to EOY), and 'Sponsor' (set to 3A9 Learning Solutions, Inc.). Below these are several checkboxes for export options: 'Export Demographic Record', 'Export Enrollment Record', 'Export Discipline Record', 'Export Class Schedule Record', 'Export Address Record', 'Export 504 Student Record', 'Export Program Record', 'Export All Records' (checked), 'Create Fixed-Width Records' (checked), and 'Create Comma Separated Value Records'. At the bottom right are 'Export' and 'Reset Page' buttons.

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/Catego	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 <i>Statement of Affirmation Form</i> attached.	
Oct 2018	Monday, October 15, 2018	SIS	HiSet	From the eScholar FTP site (eScholarOut folder), download the GEDHiSet 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.***

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Validation Report</p>	<p>Funding:</p> <ul style="list-style-type: none"> SIS MFP and Total Enrollment SER IDEA and Total Enrollment IDEA Counted and Not Counted Lunch Status Economically Disadvantaged Multiple and Duplicate Enrollments <p>Special Populations:</p> <ul style="list-style-type: none"> Free/Reduced Lunch English Learners (EL) Homeless Section 504 Students Migrant Students Military Affiliated Students Parent/Expectant Parent of a Child Attendance, Discipline, and Potential Dropouts 	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Validation Roster</p>	<ul style="list-style-type: none"> Student roster of multiple and duplicate enrollments List of CEP sites Student roster of 30 or more absences Student roster of discipline events Student roster of homeless
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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.)

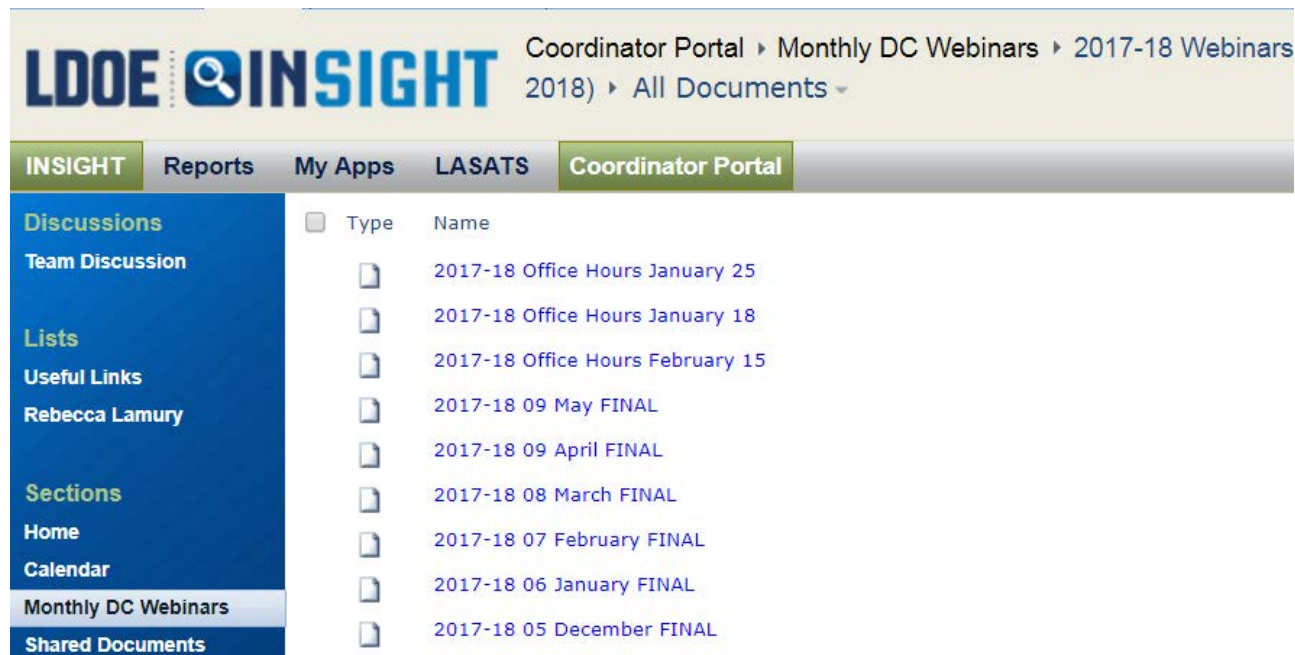
Agenda

- 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**

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*.



The screenshot shows the LDOE INSIGHT Coordinator Portal interface. The breadcrumb trail at the top reads: "Coordinator Portal > Monthly DC Webinars > 2017-18 Webinars (2018) > All Documents". The navigation menu includes "INSIGHT", "Reports", "My Apps", "LASATS", and "Coordinator Portal". The left sidebar has sections for "Discussions", "Lists", "Useful Links", "Rebecca Lamury", "Sections", "Home", "Calendar", "Monthly DC Webinars" (highlighted with a yellow arrow), and "Shared Documents". The main content area displays a list of documents with columns for "Type" and "Name".

Type	Name
	2017-18 Office Hours January 25
	2017-18 Office Hours January 18
	2017-18 Office Hours February 15
	2017-18 09 May FINAL
	2017-18 09 April FINAL
	2017-18 08 March FINAL
	2017-18 07 February FINAL
	2017-18 06 January FINAL
	2017-18 05 December FINAL

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.

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

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.

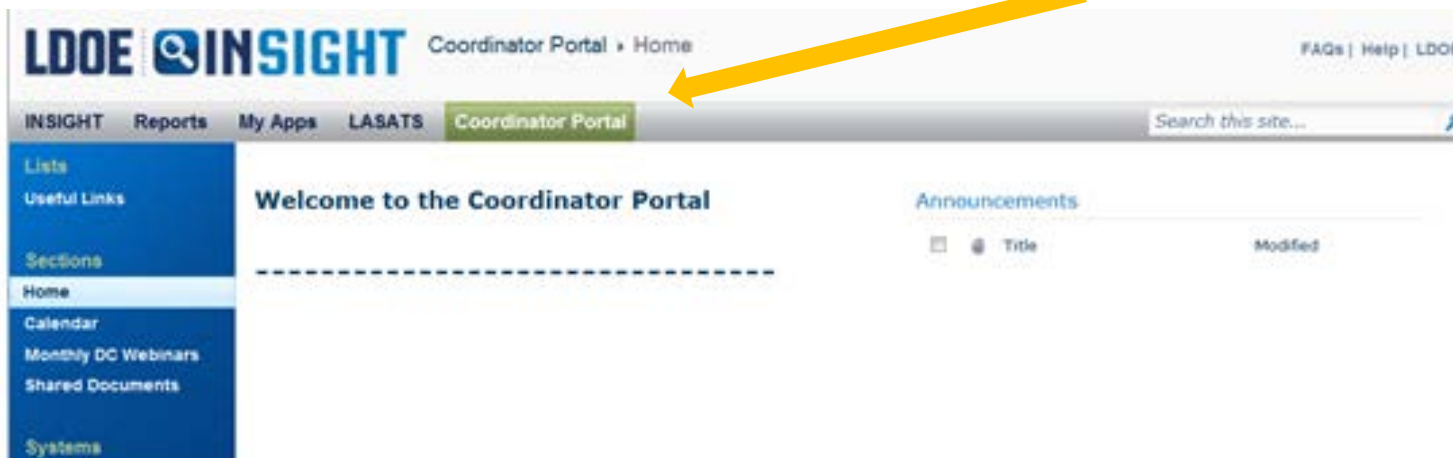
Contact your **LEA Security Coordinator** to be granted access to the [LDOE INSIGHT Coordinator Portal](#)

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

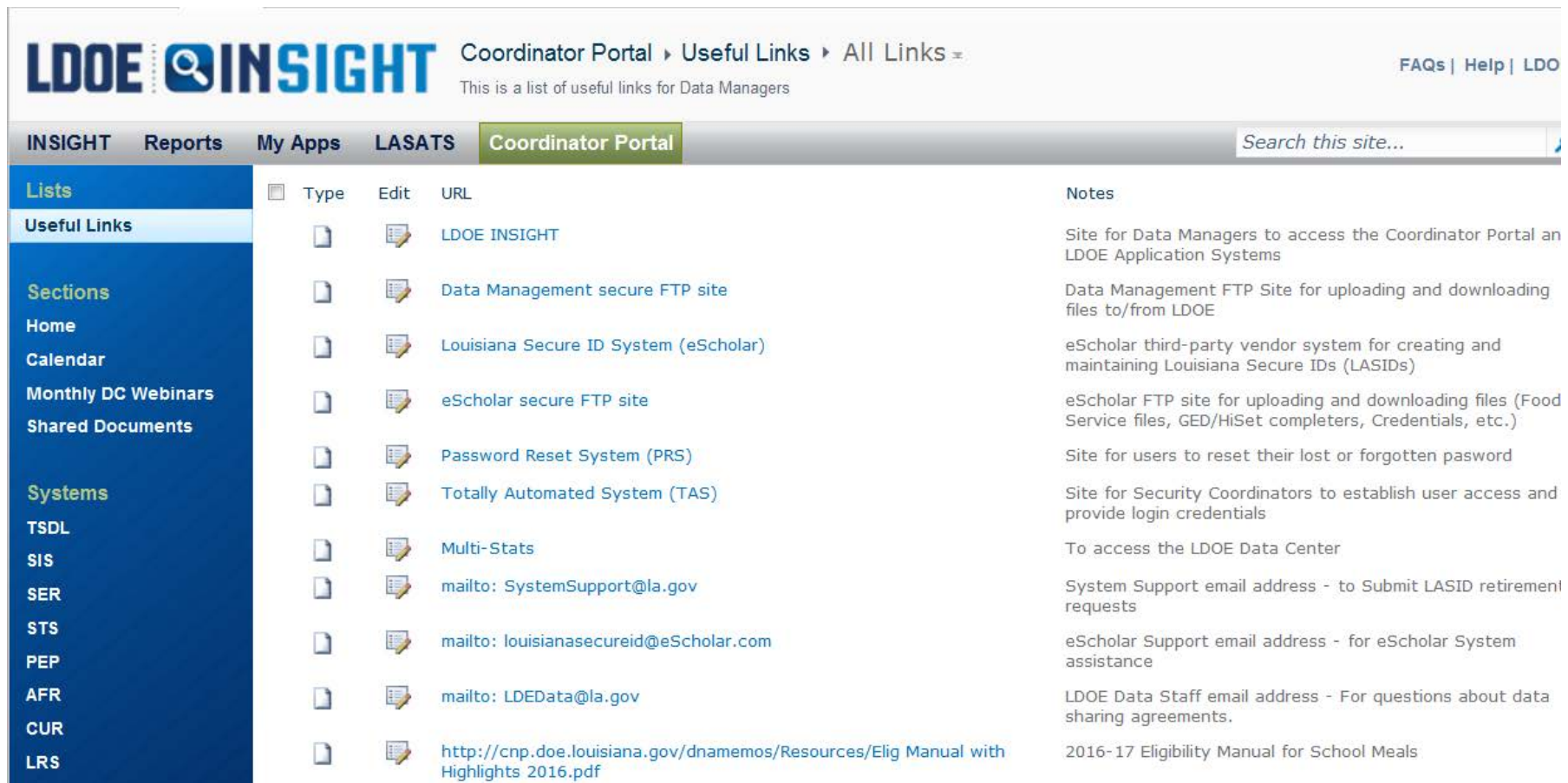
Data Managers are urged to check the [LDOE INSIGHT Coordinator Portal](#) daily for important information and reminders:

- Announcements
- Monthly DC Webinars
- Shared Documents
- LDOE Systems Folders
- Useful Links
- **My Apps** – to access LDOE application systems



LDOE INSIGHT - Coordinator Portal Useful Links

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



LDOE INSIGHT Coordinator Portal ▸ Useful Links ▸ All Links ▾
This is a list of useful links for Data Managers

INSIGHT Reports My Apps LASATS **Coordinator Portal** Search this site...

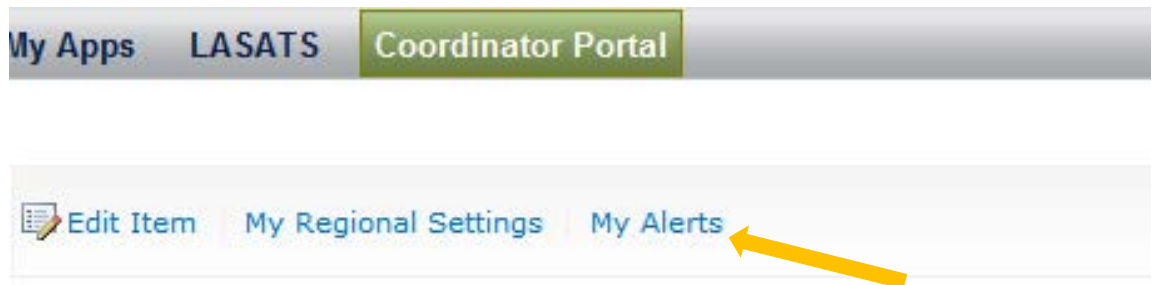
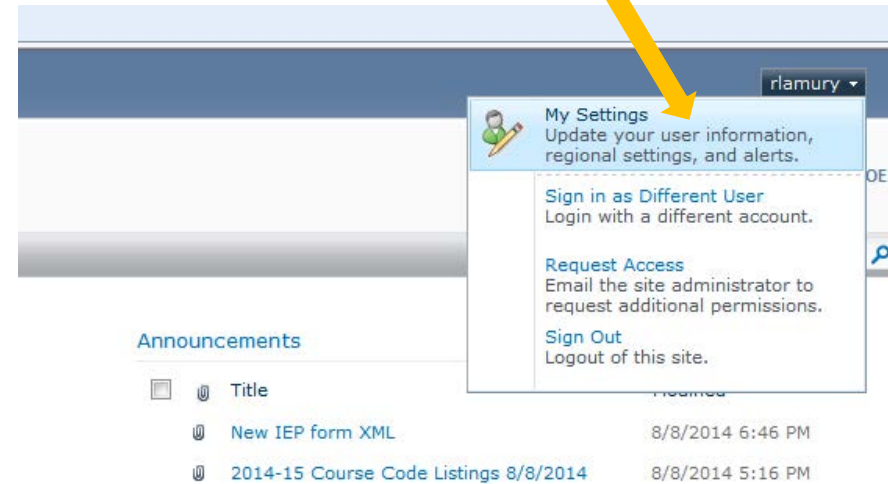
Lists
Useful Links
Sections
Home
Calendar
Monthly DC Webinars
Shared Documents
Systems
TSDL
SIS
SER
STS
PEP
AFR
CUR
LRS

Type	Edit	URL	Notes
		LDOE INSIGHT	Site for Data Managers to access the Coordinator Portal and LDOE Application Systems
		Data Management secure FTP site	Data Management FTP Site for uploading and downloading files to/from LDOE
		Louisiana Secure ID System (eScholar)	eScholar third-party vendor system for creating and maintaining Louisiana Secure IDs (LASIDs)
		eScholar secure FTP site	eScholar FTP site for uploading and downloading files (Food Service files, GED/HiSet completers, Credentials, etc.)
		Password Reset System (PRS)	Site for users to reset their lost or forgotten password
		Totally Automated System (TAS)	Site for Security Coordinators to establish user access and provide login credentials
		Multi-Stats	To access the LDOE Data Center
		mailto: SystemSupport@la.gov	System Support email address - to Submit LASID retirement requests
		mailto: louisianasecureid@eScholar.com	eScholar Support email address - for eScholar System assistance
		mailto: LDEData@la.gov	LDOE Data Staff email address - For questions about data sharing agreements.
		http://cnp.doe.louisiana.gov/dnamemos/Resources/Elig Manual with Highlights 2016.pdf	2016-17 Eligibility Manual for School Meals

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.



Contacts

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