

# Louisiana Believes

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New User Training  
School Calendar System (SPC)  
Student Information System (SIS)

# Agenda

- Welcome
- Session Objectives
- Gaining Access to LDOE Application Systems
- Data Collection Timeline
- Data Submission and Reporting
  - Overview of Act 837
  - Calendar (SPC)
  - Student Information System (SIS)

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# Objectives

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

- follow security protocol.
- understand the roles and responsibilities of the Security Coordinator and Data Manager in data reporting.
- establish access to communication resources and opportunities.
- understand the importance and utilization of data collected by LDOE.
- navigate the School Calendar System (SPC) and Student Information System (SIS) for error-free data submission.
- meet SPC and SIS reporting deadlines.

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# Role of the Security Coordinator

- LEAs and CMOs are required to designate a local Security Coordinator who is responsible for granting authorized users access to LDOE Application Systems.
- The Security Coordinator grants local authorized users access to LDOE Application Systems using the [Totally Automated Security System \(TAS\)](#).

For assistance, contact: [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov)



# User Access Rights and Authorization

- To request access to LDOE application systems, users can complete the [Security Request Form](#) and forward it to their local Security Coordinator.
- For authorized users, a unique User ID and initial password will be established.
  - Each User IDs follows a set standard which identifies and associates the user with a 3-digit Sponsor Code.
  - User IDs are not to be shared among users.
  - User IDs may be revoked in any of the following circumstances:
    - After five unsuccessful sign-on attempts
    - After five resource access denials in one terminal session
    - At the scheduled end of temporary engagements
    - During an investigation of an actual or suspected security violation requested by management
    - Upon management request and/or direction due to termination

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

# Assigning & Establishing User Passwords

- Users can change an initial password or reset a forgotten or expired password, using the self-service [Password Reset System \(PRS\)](#).
- Users should refer to the Password Reset User Guide (located [here](#)) or contact their local Security Coordinator when having difficulties with their password.
- Passwords must follow specific rules:
  - Minimum length: 8 characters
  - Must contain at least 3 of the 4 complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, \$)
  - Cannot be the same as any of the previous 5 passwords
  - Cannot contain the user's ID or parts of the user's full name that exceeds two consecutive characters

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



# Minimum Computer System Requirements

Minimum computer system requirements to access the LDOE Application Systems:

- **Browser:** LDOE Application Systems are optimized for Internet Explorer Version 9.0 or lower or later versions using Compatibility Mode
- **Screen Resolution:** The optimum screen setting is 1024 x 768 or higher
  - To adjust your resolution, right-click on your desktop, click Properties, then Settings
  - Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- **Software:** WinZip (preferred), PKZip (permitted)

For assistance, refer to any [LDOE Application System User Guide](#).

# Setting up Internet Explorer

Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level.
- Make sure the “Allow script-initiated windows without size or position constraints” option is enabled
- Also, make sure the “Display mixed content” option is enabled
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings
- Enter [leads3.doe.louisiana.gov](http://leads3.doe.louisiana.gov) in the “Address of Web site to allow” field
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker”

For assistance, refer to any [LDOE Application System User Guide](#).

# Setting up Internet Explorer

For **IE versions 8 through 10**, users must enable compatibility view by clicking the “Compatibility View” icon to the right of the address bar to access LDOE systems properly:

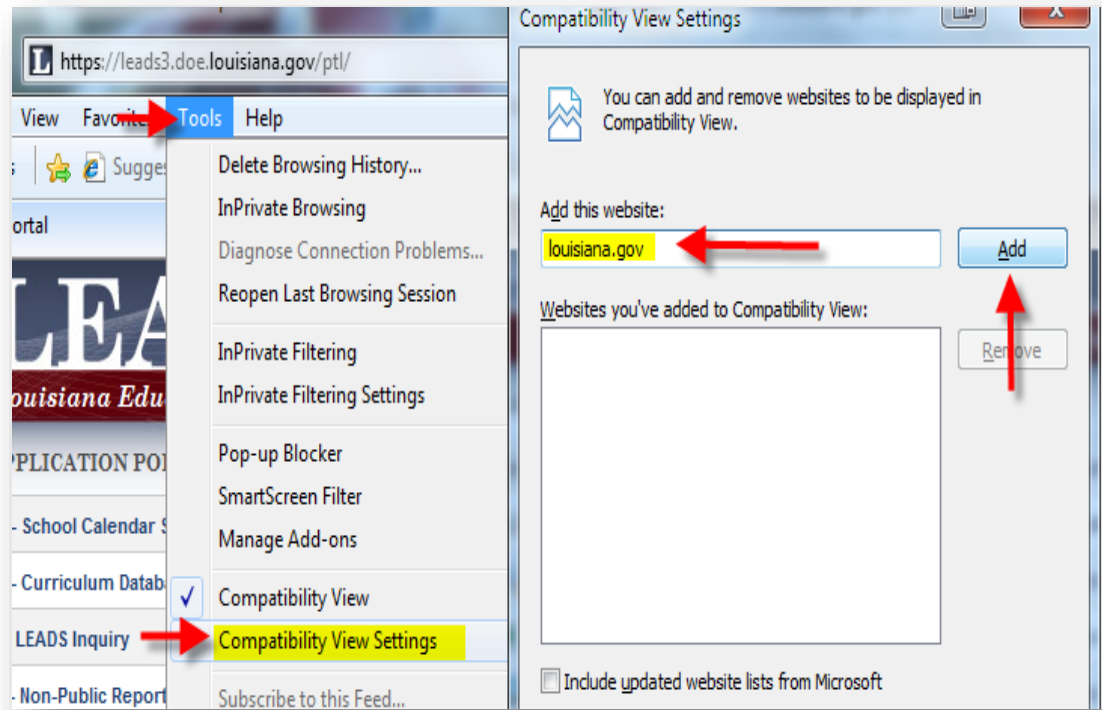


*The browser should reload the page and begin displaying the page in compatibility view mode.*  
For assistance, refer to any [LDOE Application System User Guide](#).

# Setting up Internet Explorer

For **IE version 11**,


- Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option
- Then, in the text box under “Add this website”, enter Louisiana.gov and click the “Add” button
- Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE



For assistance, refer to any [LDOE Application System User Guide](#).



# Accessing LDOE INSIGHT Portal



**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](#)

<https://insight.doe.louisiana.gov>

To access the LDOE INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal *login screen*.

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

# LDOE INSIGHT Portal - My Apps

The screenshot shows the LDOE INSIGHT portal interface. At the top, the logo 'LDOE INSIGHT' is displayed next to 'My Apps > Home'. Below the logo is a navigation bar with tabs for 'INSIGHT', 'Reports', 'My Apps', 'LASATS', and 'Coordinator Portal'. The 'My Apps' tab is highlighted. On the left side, there is a blue sidebar with the LDOE logo and a list of links: 'Lists', 'My Apps Calendar', 'Tasks', 'User Guides', and 'Resources'. A yellow arrow points from the bottom left towards the 'My Apps' tab. The main content area displays a list of application systems, each with an icon and a name:

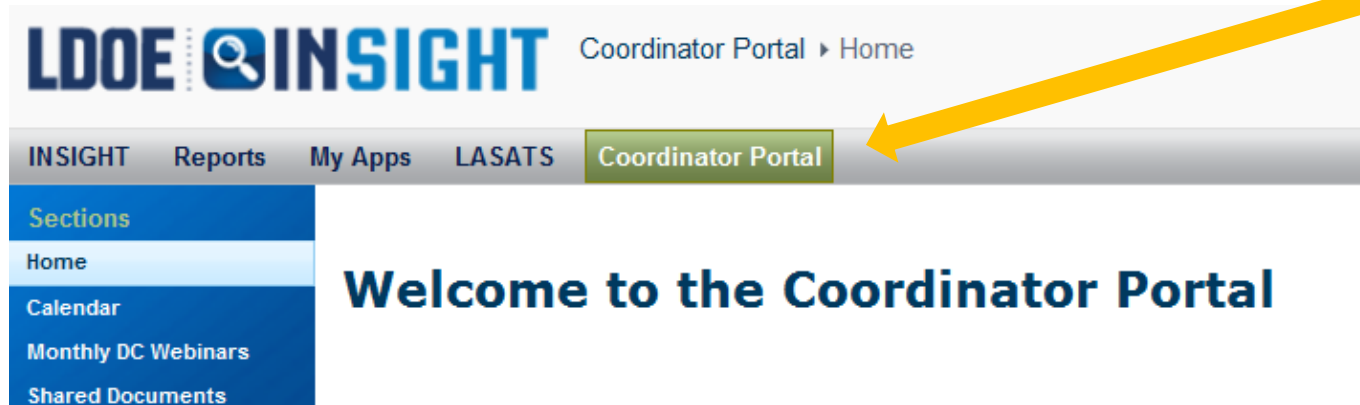
- SPC - School Calendar System
- CUR - Curriculum Database
- LIQ - LEADS Inquiry
- LRS - LEADS Reporting System
- NPS - Non-Public Schools Data Collection
- OTS - Official Transcript System
- PEP - Profile of Educational Personnel
- TBL - Reference Tables
- SEE - Scholarships for Educ. Excellence
- SCS - School Choice Scholarships
- SER - Special Education Reporting
- SPS - Sponsor-Site
- SIS - Student Information System
- STS - Student Transcripts
- TIA - Title I, Part A - October 1 Data Collection
- TID - Title I, Part D

All LDOE Application Systems for which a user is authorized to access will be displayed under the My Apps button.



# LDOE INSIGHT - Coordinator Portal

- LEAs can access all LDOE systems via the [LDOE INSIGHT Coordinator Portal](#).
- In addition to system access, the Coordinator Portal is also used by LDOE to post pertinent information for LEAs.
- Local security coordinators can grant user access by:
  - Accessing the [Totally Automated Security System \(TAS\)](#) and adding **LDS\_LEAS\_DATACOORD** role under the Longitudinal Data Systems (LDS)
- Data Coordinators and Data Managers should check daily for important announcements, reminders and other system related information.



LDOE INSIGHT Coordinator Portal Home

INSIGHT Reports My Apps LASATS **Coordinator Portal**

Sections  
Home  
Calendar  
Monthly DC Webinars  
Shared Documents

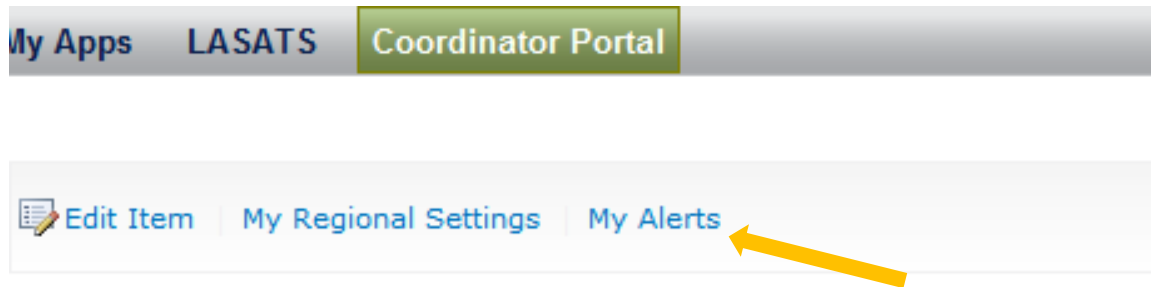
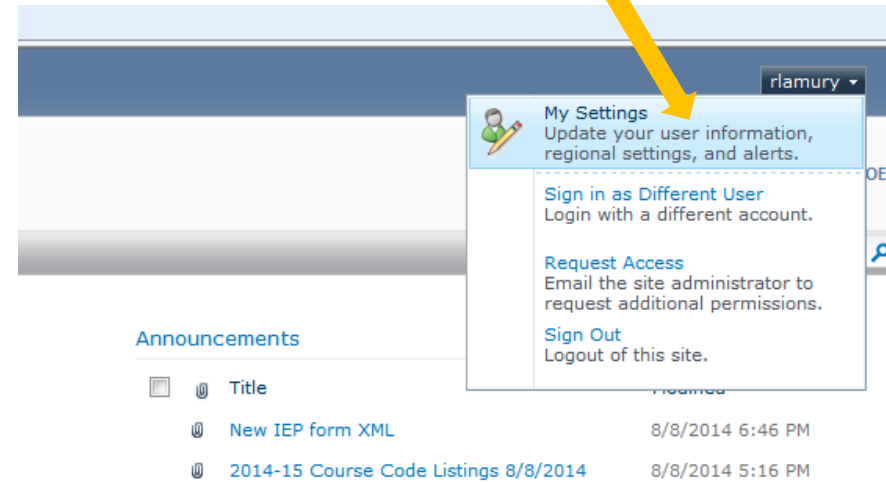
## Welcome to the Coordinator Portal

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

# LDOE INSIGHT Coordinator Portal - Alerts

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

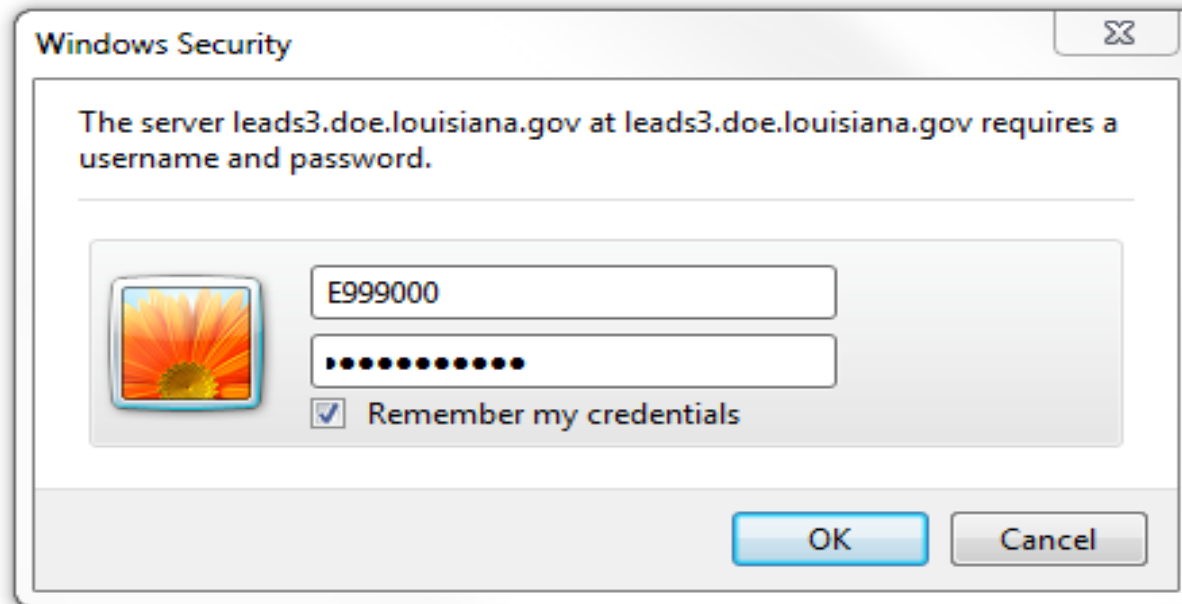
- Access the [LDOE INSIGHT Coordinator Portal](#).
- Click your user ID near the top, right of the screen.
- Select **My Settings**.
- Choose **My Alerts** to set which alerts you would like to receive.



For assistance, contact: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

# Accessing LDOE LEADS

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



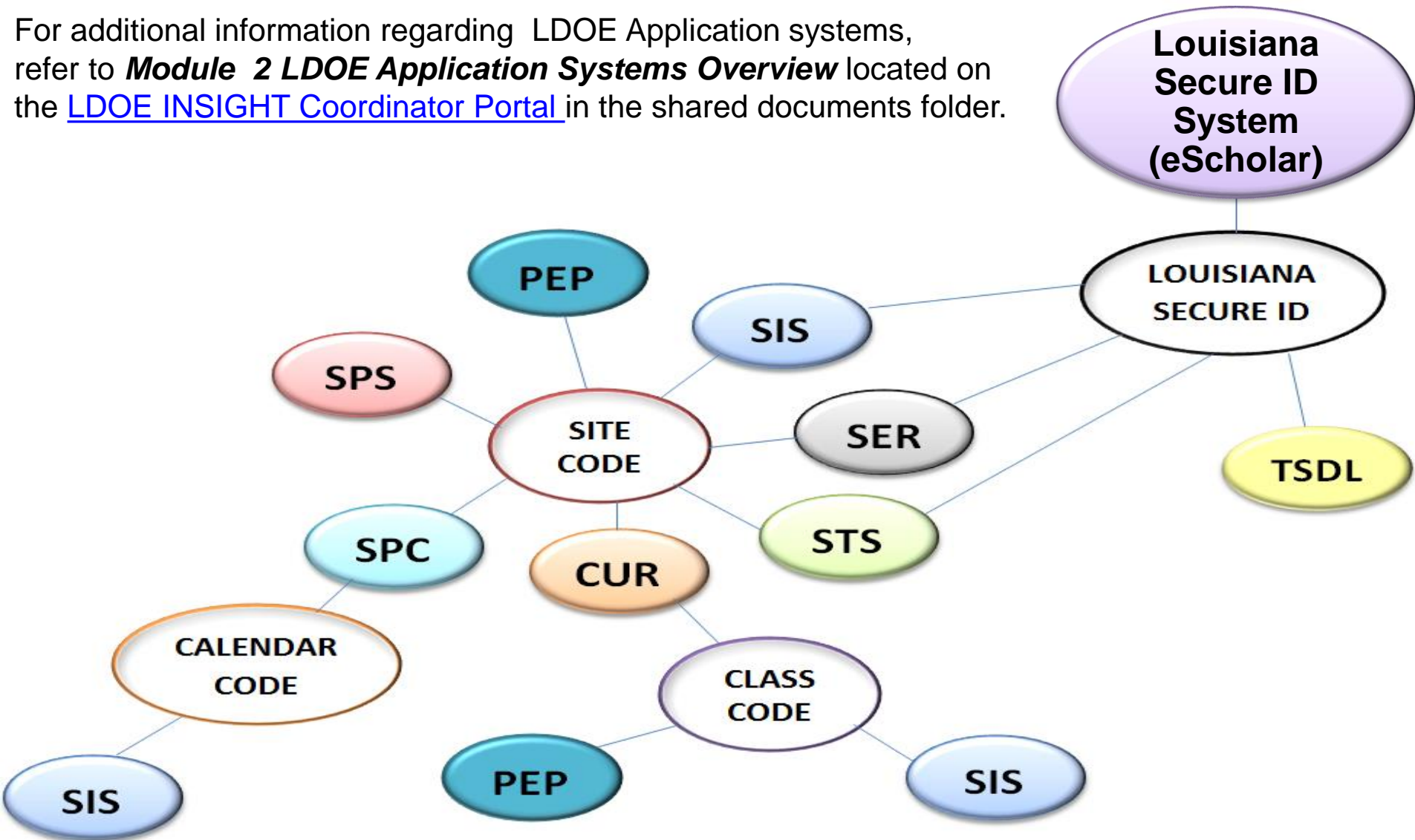
For assistance, refer to any [LDOE Application System User Guide](#).

# Protocol for Addressing Security Issues

- For authorization access and security issues, users should first contact their **local Security Coordinator**.
- If the problem cannot be resolved, contact [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov) or the IT Helpdesk at (225) 342-1821.
- For additional information regarding security and how to access the LDOE application systems, refer to **Module 1 LDOE Data Systems Security and Access** located on the [LDOE INSIGHT Coordinator Portal](#) in the [shared documents](#) folder

# LDOE Application Systems Linkage

For additional information regarding LDOE Application systems, refer to **Module 2 LDOE Application Systems Overview** located on the [LDOE INSIGHT Coordinator Portal](#) in the shared documents folder.



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# Data Collection Timeline

Annually, data are collected in one of two ways:

- During scheduled data collection periods (SIS, SPC, CUR, PEP, CVR, TSDL, AFR)
- Daily for systems with no scheduled collection periods (SER, STS)

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Dropout Correction (Prior Year)												
	October 1					February 1 MFP						
	October 1 CLASS (formerly "LEADS")							CVR				
	PEP Budgeted											
	PEP October 1 CLASS (formerly "LEADS")											
	TSDL					TSDL						
		BOR				BOR					BOR	
								End-Of-Year				
	Dropout Correction											
	AFR											

For additional information regarding the data collection timeline, refer to **Module 3 LDOE Data Collection Timeline and Communication Resources** located on the [LDOE INSIGHT Coordinator Portal](#) in the shared documents folder.

# Benchmark Calendar

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

- Calendar of system specific due dates and required activities (benchmarks)
- Checklist to track monthly activities
- Webinar dates and trainings

High Level Yearlong Checklist AFR CUR PEP SER SIS SPC STS SPS TSDL Calendar Key Webinars and Conferences

*For additional information refer to the 2016-17 Benchmark Calendar on the [LDOE INSIGHT Coordinator Portal](#) under the Announcements section.*

# 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

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Dropout Correction (Prior Year)												
	October 1 MFP					February 1 MFP						
	October 1 CLASS (formerly "LEADS")											
								End-Of-Year				

# How SIS & SPC Data Are Used

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

# October 1 MFP Data Collection

During this training session, we will focus on the October 1 MFP data collection for:

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

Jul '15	Aug '15	Sep '15	Oct '15	Nov '15
	October 1 MFP			

## October 1 MFP Collection (September 5– October 23, 2016)

- **SIS:** Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data
- **SPC:** Planned Calendars

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# Act 837 Implementation for LDOE Application Systems

- Personally identifiable information (PII) is no longer be captured by LDOE application systems (SSN, full name, date of birth, full address)
- Students have been assigned a 10-digit unique Louisiana **Secure ID**
- Full names (First, Middle, Last, Suffix) have been replaced by First Initial and Partial Last Name
- Date of Birth has been replaced with Day of Birth
- Full Addresses have been replaced by Zip Code and Residing Parish.
- LEAs should no longer provide any student PII to LDOE when initially requesting assistance.
- If the LEA needs LDOE to help resolve an issue, they should only provide data not considered personally identifiable (e.g. LA Secure ID, site code, local ID, etc.), unless otherwise allowed by law.

For assistance, contact [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

# Data Submissions

## STAGE 1 – eScholar LOUISIANA SECURE ID System

Submit student information as needed to ensure alignment between eScholar and local student information system(s).

## STAGE 2 – LDOE Data Submissions

SIS

STS

TSDL

SER

## STAGE I – UID Assignments and Updates

### Option 1

Prepare submission the Unique ID System.

Submit 2.1 file to the Unique ID System.

Resolve any errors with the file layout (if any) and resubmit (if necessary) until all upload errors are resolved.

LEA data manager resolve all student near matches (if any).

### Option 2

Enter students manually into the UID system.

LEA data manager resolve all student near matches (if any).

### Option 3

LEA vendor programs UID system updates to occur automatically through a web service.

LEA data manager resolve all student near matches (if any).

## STAGE II – LDE Data Submissions

### SIS

Prepare SIS submission without student PII for LDE system.

Submit Event Records (if any).

Resolve any errors with the Event file (if any) and resubmit (if necessary) until all upload errors are resolved.

Submit Student Records without PII (Demographics, Enrollments, 504, etc.)

Resolve any errors with the Student file (if any) and resubmit (if necessary) until all upload errors are resolved. If the error is a mismatch with UID system, go back to Stage I and resubmit.

### STS

Prepare STS submission without student PII for LDE system.

Submit Student and Transcript Records without PII

Resolve any errors with the files (if any) and resubmit (if necessary) until all upload errors are resolved. If the error is a mismatch with UID system, go back to Stage I and resubmit.

### TSDL

Prepare TSDL submission without student PII for LDE system.

Submit TSDL records without Student PII.

Resolve any errors with the file (if any) and resubmit (if necessary) until all upload errors are resolved. If the error is a mismatch with UID system, go back to Stage I and resubmit.

### SER

Prepare to submit Special Education Data to SER.

Update jurisdiction, evaluation, IEP, services data, etc. as usual. GUID has been updated for all students, but original fields still exist.

PII data on existing students (except for Parent/Guardian information) can no longer be edited in SER. Instead, it will be updated nightly from the UID system by matching on GUID.

PII can be entered for brand new SER students, but it must be an exact match to the PII in the UID system for the GUID entered.

Resolve any PII issues (except for Parent/Guardian info) in the UID system.

*\*Document can be downloaded [here](#).*

Alternatively, LEAs may manually enter students (without PII) into LDE systems. The non-PII entered (UniqueID, LocalID, LEA, Site, etc.) must be an exact match to what is stored on the UID system.

SER is not managed by or housed at LDOE. PII data will only be visible to LEAs.

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# SPC and SPS Link

- Data and school level data must be defined in SPS before submitting data to SPC.
- Data in the School Calendar System (SPC) and the Sponsor Site System (SPS) are linked via **Site Code**.





# SPC and SIS Link

- Data must be submitted to SPC prior to submitting data to 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.



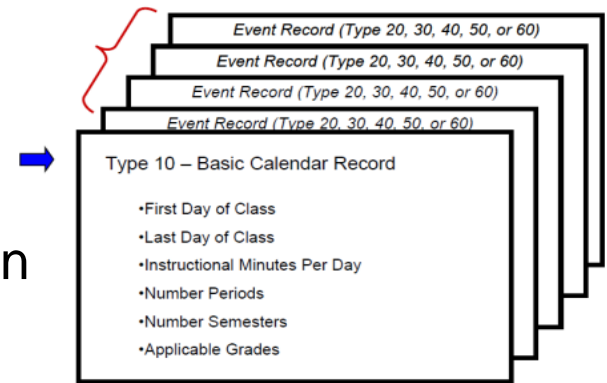


# SPC District-level or Default Calendar

- District Level or “Default” Calendars are required for each Local Education Agency (LEA).
- These are calendars without a specific 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 site-level calendar is not provided.
- A single-site LEA such as a Type 2 charter school should submit only district-level 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.



➔ 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

- The school district assigns each school calendar in 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.

# 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 – Uploading Calendar Data

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 title 'SCHOOL CALENDAR SYSTEM'. Below this is a 'Calendar' tab and a menu bar 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 and controls:

- Beginning School Session Year:** A dropdown menu set to '2013'.
- Processing Period:** A dropdown menu set to '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.
- 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.

Below the form, there is a red warning message: **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

- 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 User Guide

## Appendix D Error Codes and Messages

Sample error code and solution:

Error Code	Error Message	Cause	Solution
21	GRADE {nn} NOT FOUND ON SITE DATABASE.	<ul style="list-style-type: none"><li>• A <i>site-level</i> calendar contains a grade code (nn) that is <u>not authorized</u> in the <i>SPS Database</i> for that site code; <u>OR</u></li><li>• b) a <i>district-level</i> calendar contains a grade code (nn) that is <u>not shown</u> for any of the LEA's sites on the <i>SPS Database</i>.</li></ul>	Either remove the grade from the school calendar (i.e., if grade is erroneous) or submit a district correction to the <i>Sponsor/Site Database</i> .

# SPC - View Input Data

Upload My File Now

View Upload Status

View Errors

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 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
    
```

**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

# SPC – Online Entry

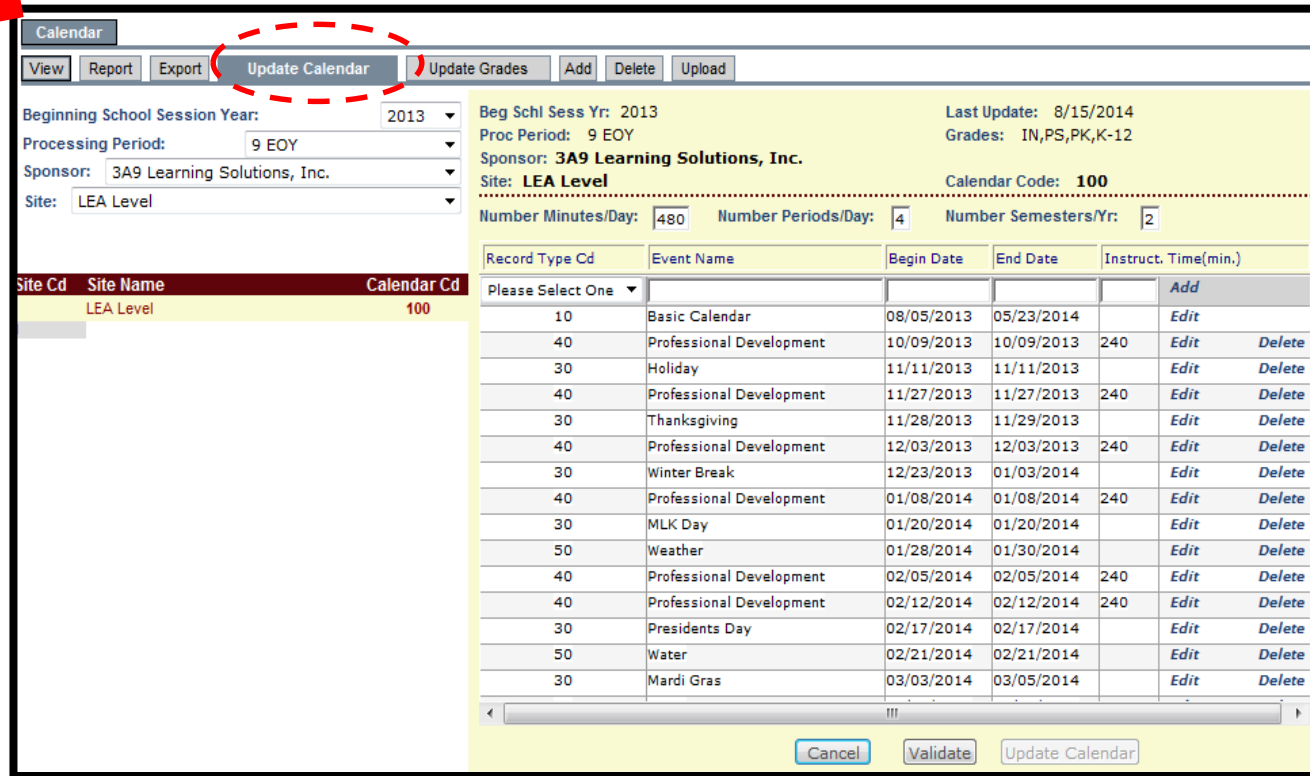
LEAs also have the option of entering and/or updating calendar data manually.

Select: **CALENDAR UPDATE**

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.



The screenshot displays the SPC online entry interface. At the top, there is a navigation bar with buttons for 'View', 'Report', 'Export', 'Update Calendar', 'Update Grades', 'Add', 'Delete', and 'Upload'. The 'Update Calendar' button is highlighted with a red dashed circle, and a red arrow points to it from the text 'Select: CALENDAR UPDATE'. Below the navigation bar, there are several input fields for configuration: 'Beginning School Session Year' (2013), 'Processing Period' (9 EOY), 'Sponsor' (3A9 Learning Solutions, Inc.), and 'Site' (LEA Level). To the right of these fields, there are labels for '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', and 'Calendar Code: 100'. Below the configuration fields, there is a table with columns for 'Record Type Cd', 'Event Name', 'Begin Date', 'End Date', and 'Instruct. Time(min.)'. The table contains several rows of calendar events, including 'Basic Calendar', 'Professional Development', 'Holiday', 'Thanksgiving', 'Winter Break', 'MLK Day', 'Weather', 'Presidents Day', and 'Mardi Gras'. Each row has an 'Add' button and 'Edit' and 'Delete' buttons. At the bottom of the interface, there are buttons for 'Cancel', 'Validate', and 'Update Calendar'.

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

# SPC – Online Entry

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' section of the SPC online entry interface. A red arrow points to the 'Calendar' tab, and a red dashed circle highlights the 'Update Grades' button. The interface includes a navigation bar with buttons for View, Report, Export, Update Calendar, Update Grades, Add, Delete, and Upload. Below the navigation bar, there are several fields for configuration: Beginning School Session Year (2013), Processing Period (9 EOY), Sponsor (3A9 Learning Solutions, Inc.), and Site (LEA Level). A table below these fields shows the current configuration for the selected site and calendar code. To the right of the table is a list of grades with an 'Add' button and a 'Delete' button for each grade. At the bottom right, 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 – 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**

The screenshot shows the 'Calendar' interface with the following details:

- Filters:** Beginning School Session Year: 2013; Processing Period: 9 EOY; Sponsor: 3A9 Learning Solutions, Inc.; Site: All Calendars.
- Summary:** Beg Schl Sess Yr: 2013; Proc Period: 9 EOY; Calendar Code: 100; Grades: IN,PS,PK,K-12; Sponsor: 3A9 Learning Solutions, Inc.; Site: LEA Level; Last Update: 8/15/2014.
- Reported/Derived Metrics:** 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.
- Table:**

Site Cd	Site Name	Calendar Cd	Record Type	Event Name	Begin Date	End Date	Instruct. Time
	LEA Level	100	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 - 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**

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

**Reported**  
 Number Minutes/Day: 367  
 Number Periods/Day: 7  
 Number Semesters/Yr: 2

**Derived**  
 Total Instructional Minutes: 65693  
 Divide By Minutes/Standard Day: 360  
 = 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	

# Common SPC Errors

## 1. **35 No LEA Calendar for { }**

- Cause: At least 1 district level calendar is required.
- Solution: Create district level calendar and resubmit calendar data.

## 2. **In SIS – 304 Invalid Calendar Code**

- Cause: SIS was uploaded prior to uploading SPC.
- Solution: Run SPC to upload all of the calendars then resubmit SIS data.

## 3. **21 Grade { } not found on Site database**

- Cause: Grade not listed for site in Sponsor Site.
- Solution: Submit *Change Request form* to update Sponsor Site. Once updated, resubmit calendars.

# SPC October 1 MFP Benchmark Calendar

## 2016-17 School Calendar System (SPC)

September 2016			
System	Category	Date	Action Item
SPC	OMFP	Monday, September 5, 2016	<b>Collection Opens</b> for October 1 MFP data submissions. <b>Data Collected:</b> SPC planned district and site calendar data. <b><u>Reports to run and verify after each submission:</u></b> Run SPC Calendar Listing Report (Verify instructional minutes). <i>Refer to SPC User Guide.</i>
System	Category	Date	Action Item
SPC	OMFP	Monday, September 26, 2016	<b>Deadline</b> for error-free SPC planned district and site calendar submissions for October 1 MFP collection (required for SIS October 1 MFP submissions).

# SPC October 1 MFP Benchmark Calendar - Checklist

## 2016-17 School Year Monthly Checklist for Submitting Data to LDOE Application Systems

**SPONSOR:** \_\_\_\_\_ *Enter 3-digit Sponsor Code*  
**SITE CODE(S):** \_\_\_\_\_ *Enter 6-digit Site Code(s)*  
**NAME:** \_\_\_\_\_ *Enter Sponsor Name*

\* This checklist is a high-level overview of data submissions for the year. Details can be found in the individual systems tabs.



Check when complete	System	July 2016	NOTES
	SPC	For October 1 MFP collection, begin submitting SPC planned school calendars and verifying instructional minutes.	
Check when complete	System	September 2016	NOTES
	SPC	For October 1 MFP collection, complete final error-free submission of SPC planned school calendars. Verify instructional minutes for all calendars.	

# Agenda

- Welcome
- Session Objectives
- Gaining Access to LDOE Application Systems
- Data Collection Timeline
- **Data Submission and Reporting**
  - Overview of Act 837
  - Calendar (SPC)
  - **Student Information System (SIS)**



# SIS Links to SPS and SPC

## SIS and SPS link

- Data in the Student Information System (SIS) and the Sponsor Site System are linked via the **Site Code**
- District and school level data must be defined in SPS before submitting student data to SIS

## SIS and SPC link

- Data in the Student Information System and 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 Record Types

- The SIS system collects information on students related to demographics, enrollment, class schedules, and discipline.
- To the right are all of the record types collected in SIS. Those in orange are related to discipline events and may not pertain to all students.

## STUDENT DATA

**Demographic Data (type 010)**

**Enrollment (type 040)**

**Address (type 120)**

**Section 504 (type 130)**

**Program (type 050)**

**Class Schedule (type 110)**

*Student Perpetrator and Instance  
Discipline Data (type 091)*

*Actions and Interventions (type 092)*

## DISCIPLINE EVENT

*Event (type 007)*

*Victim (type 093)*

*Non-Student Perpetrator and Instance  
Discipline Data (type 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 – Uploading Student Data

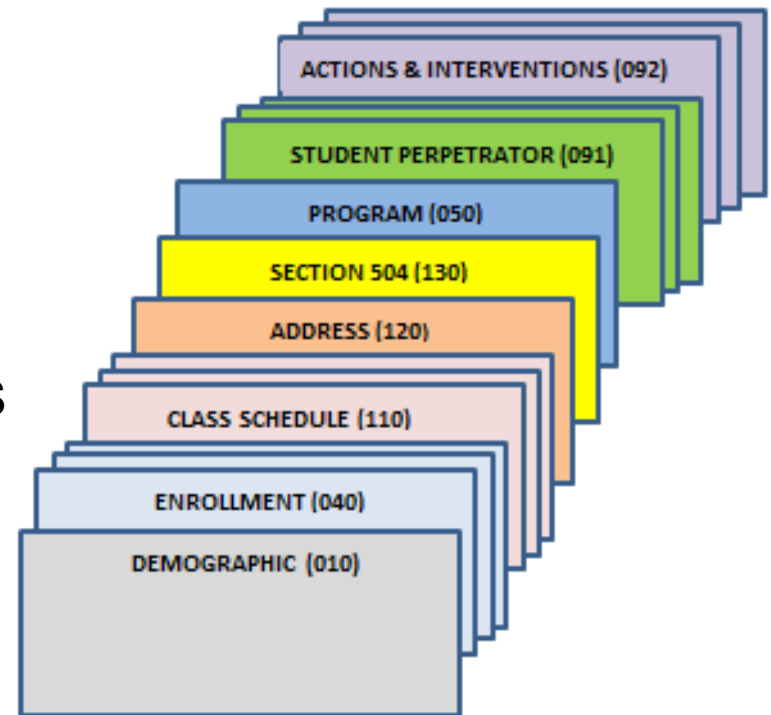
In most cases, LEAs have a local vendor that extracts SIS records in the correct format for uploading to LDOE.

## 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)
- 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

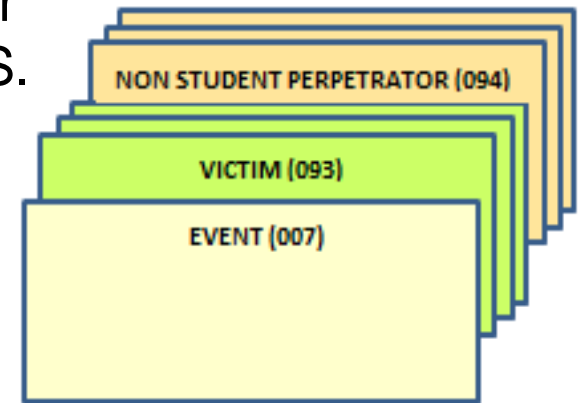
Before uploading 091 and 092 record types with your student records, Event data must be uploaded to SIS.

## 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 – Uploading Discipline Events

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**

The screenshot shows the 'STUDENT INFORMATION SYSTEM' interface. At the top, there is a navigation menu with options: Student, Homeless, Report, File, and Event. The 'Event' option is highlighted with a red arrow. Below the navigation menu, there are buttons for View, Update, Upload, and Delete. The 'Upload' button is circled in red. The main content area is titled '3A9 Learning Solutions, Inc.' and contains the following form fields:

- Beginning School Session Year: 2013 (dropdown menu)
- Processing Period: EOY (dropdown menu)
- Validate only?:  No  Yes
- File to upload: [text input field] [Browse... button]

Below the form, there are four buttons: Upload My File Now, View Upload Status, View Errors, and View Input Data. At the bottom, there is a 'History' section with a 'Refresh' button and a table with the following columns:

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

# SIS – Uploading Student Data

Select: **STUDENT  
UPLOAD**

Select: **Beginning School  
Session Year**

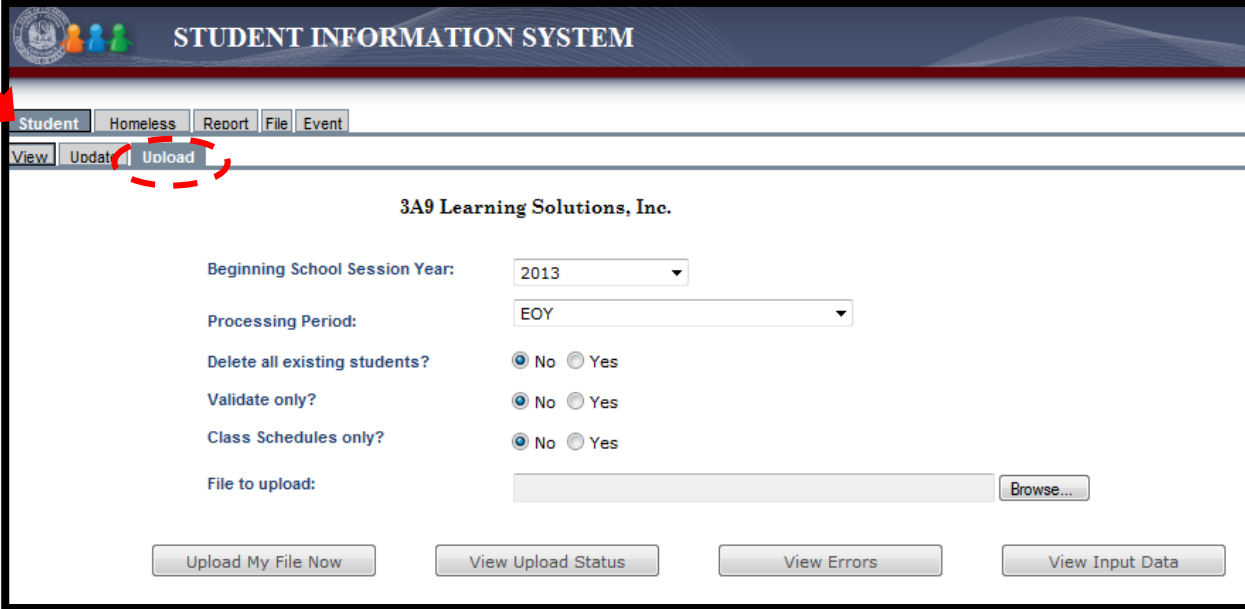
Select: **Processing Period**

## **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:

# 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 Errors

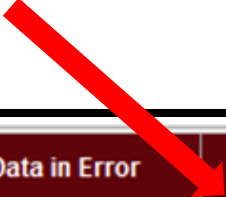
Upload My File Now

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 User Guide

## Appendix D Error Codes and Messages

Sample error code, probable cause and solution:

<b>Error Code</b>	<b>Error Message</b>	<b>Cause</b>	<b>Solution</b>
<b>370</b>	<b>Invalid Exit Reason</b>	<b>An ENROLLMENT/EXIT RECORD (040) contains an invalid EXIT REASON CODE.</b>	<b>Verify and correct the EXIT REASON CODE.</b>



# 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  
SIS03204057678711919218498652014201503204608072014e106 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

# SIS Common Errors

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 2016-17, 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

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

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 Zip Code 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

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
200	Secure ID exists for another student in LEA	<p>Upload: More than one Demographic Record (010) using the same Secure ID was found in your upload file.</p> <p>Online: The Secure ID already exists in Louisiana Secure ID System.</p>	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

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 – 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: [ ]

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 Exit

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  
By: apptst26

First US Entry Date: [REDACTED]

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 - View Existing Data

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

Select: **STUDENT VIEW**



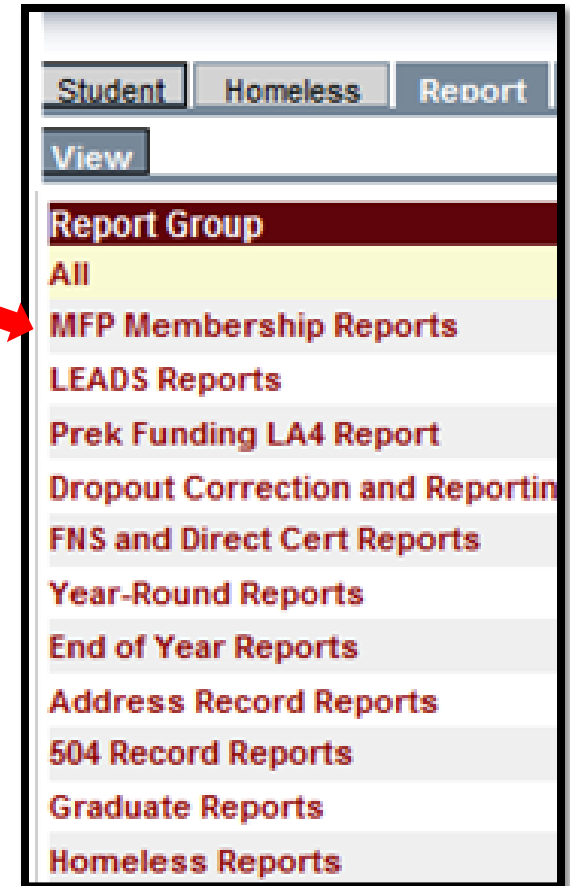
Select: **Beginning School Session Year**

Select: **Processing Period**

ID	Name	Sponsor
007950436	[REDACTED]	3A9
886770411	[REDACTED]	3A9
887235352	[REDACTED]	3A9

# 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.
- During the October 1 MFP collection, LEAs will want to pay special attention to the MFP reports.



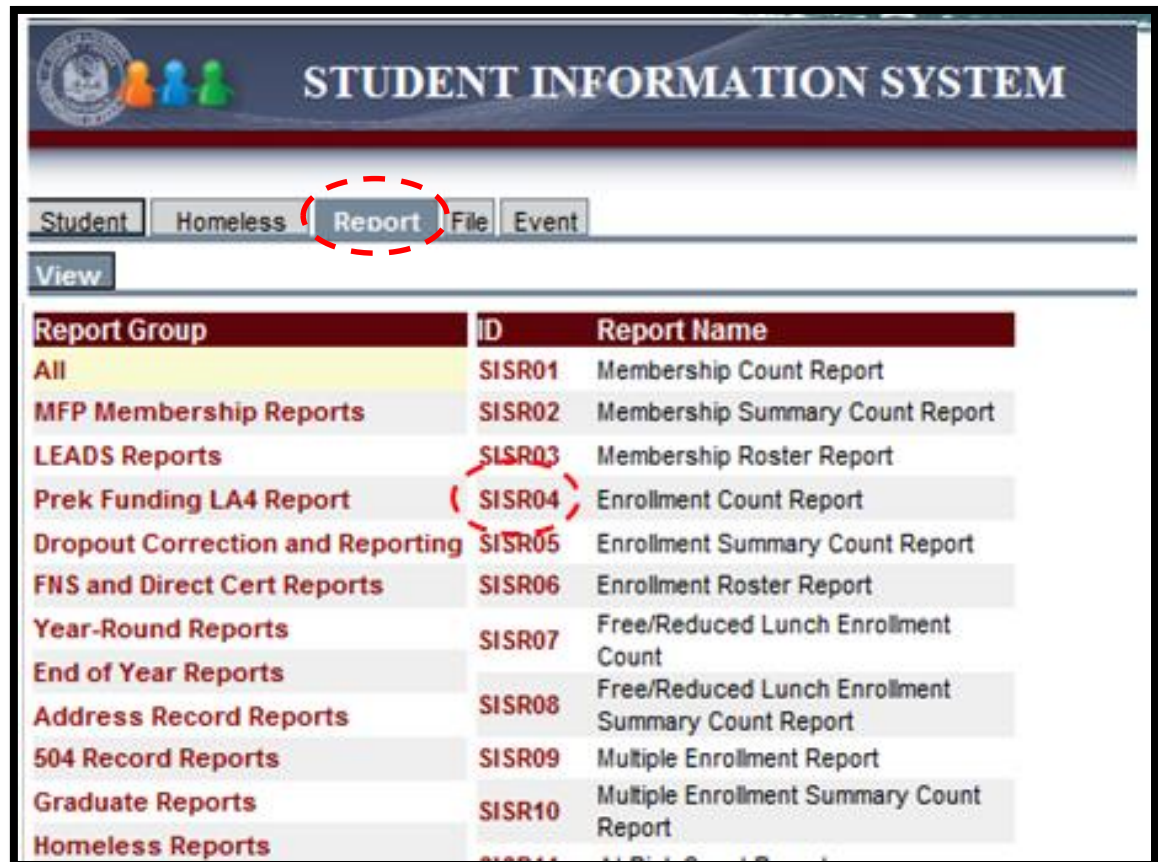


# SISR04 Enrollment Count Report

One of the most commonly used reports is the Enrollment Count Report. LEAs can use this report to perform a basic check of student counts by grade.

Select: **REPORT**

Select:  
**Report Group**  
or **ALL**  
**Report Name**



Report Group	ID	Report Name
All	SISR01	Membership Count Report
MFP Membership Reports	SISR02	Membership Summary Count Report
LEADS Reports	SISR03	Membership Roster Report
Prek Funding LA4 Report	SISR04	Enrollment Count Report
Dropout Correction and Reporting	SISR05	Enrollment Summary Count Report
FNS and Direct Cert Reports	SISR06	Enrollment Roster Report
Year-Round Reports	SISR07	Free/Reduced Lunch Enrollment Count
End of Year Reports	SISR08	Free/Reduced Lunch Enrollment Summary Count Report
Address Record Reports	SISR09	Multiple Enrollment Report
504 Record Reports	SISR10	Multiple Enrollment Summary Count Report
Graduate Reports	SISR11	Multiple Enrollment Summary Count Report
Homeless Reports	SISR12	Multiple Enrollment Summary Count Report

# SISR04 Student Enrollment Count

REPORT: SISR04  
 RUN DATE: 8/18/2014

LOUISIANA DEPARTMENT OF EDUCATION  
 STUDENT INFORMATION SYSTEM  
 STUDENT ENROLLMENT COUNT  
 END OF YEAR  
 SCHOOL SESSION 2013-2014

PAGE: Page 1 of 0  
 RUN TIME: 1:15:36 PM

LEA: 3A9 Learning Solutions, Inc.

SITE CODE/NAME	INF	PRE		1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
		SCH	K													
3A9001 Learning Solutions, Inc.	0	0	0	0	0	0	0	0	0	0	0	0	42	0	0	42
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0	42	0	0	42

# 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**

The screenshot displays the 'STUDENT INFORMATION SYSTEM' interface. At the top, there are navigation tabs: '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 types, including 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, there are several dropdown menus and checkboxes for configuring the export. The 'Beginning School Session Year' is set to 2013, the 'Processing Period' is set to EOY, and the 'Sponsor' is set to 3A9 Learning Solutions, Inc. There are checkboxes for 'Export Demographic Record', 'Export Enrollment Record', 'Export Discipline Record', 'Export Class Schedule Record', 'Export Address Record', 'Export 304 Student Record', 'Export Program Record', 'Export All Records', 'Create Fixed-Width Records', and 'Create Comma Separated Value Records'. At the bottom right, there are 'Export' and 'Reset Page' buttons.

# 2016-17 Benchmark Calendar

## SIS October 1 MFP

### 2016-17 Student Information System (SIS)

July 2016			
System	Category	Date	Action Item
SIS	OMFP	Monday, August 8, 2016	Export SISF03 Direct Cert Match Extract File (June 30 SNAP) for 2016-17 beginning school year and provide to your Food Service Supervisor.
SIS	Grad/DCP	Monday, August 8, 2016	<p><b>Collection Opens</b> for 2016-17 EOY Dropout Correction Period (DCP).</p> <p><b>Data Collected:</b> Corrections for students identified as potential dropouts.</p> <p><b>Reports to run and verify after each submission:</b> SIS Dropout Correction Reports. <i>Refer to SIS User Guide Appendix C.</i></p>
September 2016			
System	Category	Date	Action Item
SIS	OMFP	Monday, September 5, 2016	<p><b>Collection Opens</b> for October 1 MFP data submissions</p> <p><b>Data Collected:</b> SIS student data including enrollment, attendance, discipline, and free/reduced lunch data.</p> <p><b>Reports to run and verify after each submission:</b> SIS MFP, Year-Round, Enrollment, Discipline, Truancy, 504, Dropout, Food and Nutrition, SER/SIS Crosscheck-Child Count Compare (IDEA), and SIS/SER Crosscheck. <i>Refer to SIS User Guide APPENDIX C.</i></p>

# SIS October 1 MFP Benchmark Calendar

## 2016-17 Student Information System (SIS)

September 2015			
System	Category	Date	Action Item
SIS	Grad	Friday, September 09, 2016	<b>Deadline</b> for entering 2016-17 summer graduate updates and exiting students in SIS.
SIS	OMFP	Friday, September 30, 2016	<b>Deadline</b> for entering 2016-17 students enrolled as of September 16 <sup>th</sup> (disaster reporting count)
October 2015			
System	Category	Date	Action Item
SIS	OMFP	Friday, October 21, 2016	<b>Deadline</b> for error-free SIS data submissions and verification of reports for October 1 MFP collection.



# 2016-17 Benchmark Calendar SIS October 1 MFP - Checklist

## 2016-17 School Year Monthly Checklist for Submitting Data to LDOE Application Systems

SPONSOR: \_\_\_\_\_ *Enter 3-digit Sponsor Code*

SITE CODE(S): \_\_\_\_\_ *Enter 6-digit Site Code(s)*

NAME: \_\_\_\_\_ *Enter Sponsor Name*

\* This checklist is a high-level overview of data submissions for the year. Details can be found in the individual systems tabs.



Check when complete	System	August 2016	NOTES
	SIS	For October 1 MFP and October 1 CLASS (formerly "LEADS") collections, begin submitting SIS student data and verifying reports. Include enrollment, attendance, discipline, and free/reduced lunch data.	
Check when complete	System	September 2016	NOTES
	SIS	Exit prior year summer graduates in SIS	
	SIS	For October 1 MFP collection, complete disaster exit count.	
Check when complete	System	October 2016	NOTES
	SIS	For October 1 MFP collection, complete final error-free submission of SIS student data and verification of reports. Ensure enrollment, attendance, discipline, and free/reduced lunch data has been reported for all students.	

# October 1 Combined Analysis Report

DATE: October 12, 2015

SUBJECT: Reminder– OCTOBER 1 MFP Data Submission

Data Coordinator(s): **3X9 Excellence In Education**

This is the second of three analysis reports for the OCTOBER 1 data collection to check your progress toward an error-free data submission. This data collection is critical for IDEA and MFP funding. Please verify your data by completing the actions listed in the column labeled "How to Verify Data".

The deadlines for an error-free submission are:

- **Friday, October 23, 2015** (SIS OCT 1 MFP, PEP Budgeted, and SER Crosscheck Reports)
- **Friday, October 30, 2015** (SER IDEA Count, AFR Excellent Rating)

For assistance, please contact [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov) (SIS), [Ashley.Augustine@la.gov](mailto:Ashley.Augustine@la.gov) (SER), [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov) (PEP), or [Miao.Cao@la.gov](mailto:Miao.Cao@la.gov) (AFR).

**Possible discrepancies are identified by \*\* Results are as of: 10/12/15 5:09:43 AM**

SIS 2015-16 OCTOBER 1 MFP collection	How to Verify Data
<p><b>ENROLLMENT:</b> OCT 1 MFP Total Enrollment: <b>1,201</b> ( 2014 OCT 1 MFP for comparison: 1,040 )</p> <p>NO Enrollment was reported for the following Site Codes: [ Enrollment Reported for all sites ]</p>	<p>Run all OCT 1 MFP Enrollment Reports and verify student Enrollment counts for each school.</p> <ul style="list-style-type: none"> <li>• <i>SISR04 Student Enrollment Count Report</i></li> <li>• <i>SISR06 Enrollment Roster Report</i></li> </ul> <p>Run all OCT 1 MFP and Year-Round Reports and verify results. Refer to <a href="#">SIS User Guide</a> APPENDIX C</p>
<p><b>T9 ENROLLMENT:</b> Total T9 Enrollment: 22</p> <p>T9 Enrollment was reported for the following Site Codes: [ 3X9002 ]</p>	<p>If Site Codes are listed with NO Enrollment, submit enrollment data for each school.</p> <p>If Site Codes are listed with T9 enrollment, verify T9 Enrollment reported for each school.</p>
<p><b>DUPLICATE REPORTING:</b> Number of Students Enrolled with Same Name and Date of Birth, but a different State ID: <b>2**</b></p>	<p>Run OCT 1 MFP eScholar <i>Duplicate Students Report</i> and correct data in Louisiana Secure ID system if applicable.</p>
<p><b>ATTENDANCE:</b> OCT 1 MFP Attendance Rate: <b>99.15%</b> ( 2014 for comparison: 99.2% )</p> <p>100% Attendance was reported (no absences) for the following Site Codes: [ 3X9002 ]</p> <p>Attendance rate is less than 80% for the following Site Codes: [ 3X9001 ]</p>	<p>Run all OCT 1 MFP Attendance Reports and validate Attendance and Absence counts.</p> <ul style="list-style-type: none"> <li>• <i>SISR26 Enrollment Data Verification Site Level</i></li> <li>• <i>SISR27 Enrollment Data Verification LEA Level</i></li> </ul> <p>If Site Codes are listed with NO absences or attendance rate less than 80%, verify attendance reported for each school and correct data if applicable.</p>

Number of Students reported as eligible for Free and Reduced Meal Benefits (USDA use only):

Free: **998**

Reduced: **203**

Students were incorrectly reported as eligible for Reduced meal benefits for the following CEP Site Codes:  
[ 3X9001 ]

Run OCT 1 MFP *SISR07 Free/Reduced Lunch Enrollment Count* report and verify counts for Free and Reduced meal benefits.

Run all OCT 1 MFP Food and Nutrition and Direct Cert Reports and verify results

- *SISR43 Not Flagged as Free Lunch Roster*
- *SISR44 Not Flagged as Free Lunch LEA Summary Count*
- *SISR58 FNS Direct Certification Match*
- *SISR59 Direct Certification Verification*

Export the OCT 1 MFP *SISF03 Direct Cert Match Extract File* and provide to your Food and Nutrition Supervisor.

**NOTE:** Proper documentation must be retained for all students identified as direct cert via Supplemental Nutrition Assistance Program benefits (SNAP) or other source category eligible designations. Please refer to Part 5: Categorical Eligibility and Part 6: Direct Certification For Assistance Programs in the [USDA Eligibility Manual for School Meals 2015](#)

\*\*If Site Codes are listed, correct data for students reported as eligible for Reduced meal benefits. CEP sites should only report students as Free or ineligible for free meal benefits.

## SUSPENSIONS & EXPULSIONS:

Total Number of Students Suspended and/or Expelled:

DISCIPLINE TYPE	OCT 1 MFP	2014 for comparison
In-School Suspensions	<b>2</b>	1
Out-of-School Suspensions	<b>3</b>	1
In-School Expulsions	<b>0</b>	0
Out-of-School Expulsions	<b>0</b>	0

NO Suspensions or Expulsions reported for the following Site Codes:  
[ 3X9001 ]

Run all OCT 1 MFP *Discipline Reports* and validate *In School and Out of School Suspensions and Expulsions* Counts

- *SISR31 Discipline Data Verification Site Level Report*
- *SISR32 Discipline Data Verification LEA Level Report*

Validate *In School and Out of School Suspensions and Expulsion* Counts for the following

Action/Intervention Codes:

- **In-School Suspensions - "004" and "006"**
- **Out-of-School Suspensions - "002"**
- **In-School Expulsions - "005" and "007"**
- **Out-of-School Expulsions - "003"**

If Site Codes are listed with NO Suspensions or Expulsions, verify the discipline data reported for each school and correct if applicable. Refer to the [SIS User Guide](#) for additional information regarding discipline reporting and action/intervention codes.

# October 1 Combined Analysis Report

SER 2015-16 October 1 IDEA collection	<i>How to Verify Data</i>
<p>OCT 1 IDEA Counted: <b>1,201</b> ( 2014 OCT 1 IDEA for comparison: 1,040 )</p> <p>OCT 1 IDEA NOT Counted: 5 ( 2014 OCT 1 IDEA for comparison: 1 )</p> <p><i>SIS and SER Crosscheck Reports</i> Crosscheck reports should be blank.</p>	<p>Run IDEA Counted Report to verify.</p> <p>Run IDEA Not Counted Report to verify.</p> <p>SIS and SER Coordinators should work together to run and correct all discrepancies noted on the following reports:</p> <ul style="list-style-type: none"> <li>• SER/SIS Crosscheck (Child Count) Report (select IDEA)</li> <li>• SER/SIS Crosscheck Report</li> <li>• SIS/SER Crosscheck Report</li> </ul>
PEP 2015-16 October Budgeted collection	<i>How to Verify Data</i>
<p><b>PEP Budgeted Total LEA Staff Headcount: 152</b> ( 2014 Oct. 1 Budgeted for comparison: 140 2014 EOY for additional comparison: 139 )</p> <p><b>PEP Budgeted Classroom Teacher Counts-FTE: 8.0</b> ( 2014 Oct. 1 Budgeted for comparison: 45.0 2014 EOY for additional comparison: 47.1 )</p> <p><b>PEP Budgeted Average Classroom Teacher Salary: \$44,125.0</b> ( 2014 Oct. 1 Budgeted for comparison: \$42,224.4 2014 EOY for additional comparison: \$43,647.4 )</p> <p><b>PEP Superintendent reported: No **</b></p> <p>Principals were NOT reported for the following Site Codes: [ <b>3X9001 **</b> ]</p>	<p>Run PEP Budgeted LEA Summary Report.</p> <p>Correct Budgeted staff/site position data in PEP if needed.</p> <p>Run PEP Budgeted Questionable Salary Report.</p> <p>If the <b>Average Teacher Salaries</b> reported is too large (greater than \$150,000), the possible reason is the <b>Annual Minutes Worked</b> is too small. Please check the <b>Annual Minutes Worked</b> and correct the data.</p> <p>If "No", please submit Budgeted data for the superintendent.</p> <p>If Site Codes are listed with NO Principal reported, please submit Budgeted data for all principals.</p>
AFR 2015 Reporting	<i>How to Verify Data</i>
<p>AFR data reported: <b>YES</b></p> <p>AFR data was not reported for the following Site Codes: [ <b>Data was reported for all sites</b> ]</p>	<p>After uploading AFR data, run the <b>AFR630 – Formatted AFR Report</b> to verify data.</p>

# SIS Frequently Asked Questions

## **SUBJECT: DATA COLLECTION TIMELINE**

**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.

# SIS Frequently Asked Questions

## **SUBJECT: SIS UPLOADS PROCESSING – ERRORS**

**QUESTION:** I am receiving a message “The maximum concurrent uploads is 4. There are currently 4 uploads processing. Please try again later.” What does this mean?

**RESPONSE:** A maximum of 4 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.



# Next Steps

- Review the SPC and SIS user guides and submission calendars to ensure compliance with data requirements.
- Begin submitting October 1 MFP Calendar data to SPC.
- Begin submitting October 1 MFP Student data to SIS.
- Include student, enrollment, and address records (if required) in your September 16<sup>th</sup> disaster count. The deadline to complete this submission is Friday, September 30, 2016.
- MFP data include all student demographics, enrollment records, and discipline as of October 1. The deadline to complete these submissions is Friday, October 21, 2016.
- Validate data submitted to SPC and SIS by running the MFP reports.
- Plan to attend the November regional collaboration for training on how to submit class schedule data.



# Disaster Recovery

- Over the past few weeks, students displaced due to the recent flooding in the 22 impacted parishes have been enrolling in schools across the state. When enrolling these students, LEAs should maintain the parent certification form as documentation.
- Refer to the DM September webinar for additional details regarding enrolling and reporting displaced students.

# Important Links

- **LDOE INSIGHT Coordinator's Portal – contains important communications**  
<https://insight.doe.louisiana.gov/coordinators/SitePages/Dashboard.aspx>
- **LEADS Portal – direct link to LDOE systems** <https://leads3.doe.louisiana.gov/ptl/>
- **Louisiana Secure ID System (eScholar) – for assigning/maintaining Secure IDs**  
<https://louisianasecureid.escholar.com/>
- **TAS – for security coordinators to assign user permissions to LDOE systems**  
<https://tas.doe.louisiana.gov/Administration.aspx>
- **PRS – for resetting forgotten/locked passwords**  
<https://password.doe.louisiana.gov/>
- **Louisiana Believes State Website -** [www.louisianabelieves.com](http://www.louisianabelieves.com)

# Contact Information

**Manager:** [Michael.Collier@la.gov](mailto:Michael.Collier@la.gov)

**Student Information System (SIS) and Calendar (SPC):** [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

**Curriculum (CUR):** [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

**Special Education Reporting (SER):** [Ashley.Augustine@la.gov](mailto:Ashley.Augustine@la.gov)

**Teacher Student Data (TSD):** [Ashley.Augustine@la.gov](mailto:Ashley.Augustine@la.gov)

**Sponsor Site System (SPS):** [Jacqueline.Edwards@la.gov](mailto:Jacqueline.Edwards@la.gov)

**Student Transcript System (STS):** [Jacqueline.Edwards@la.gov](mailto:Jacqueline.Edwards@la.gov)

**Profile of Educational Personnel (PEP):** [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov)

**Annual Financial Reporting (AFR):** [Miao.Cao@la.gov](mailto:Miao.Cao@la.gov)

**eScholar:** [LouisianaSecureID@eScholar.com](mailto:LouisianaSecureID@eScholar.com)