Roster Verification in Louisiana Educator Portal (LEP)

User Guide

2025-2026

Last Revision: December 9, 2025

Dr. Cade Brumley
State Superintendent of Education

State Board of Elementary and Secondary Education

For all data system questions, please create a ticket through LDOE's Data System Support portal.
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or customerservice@la.gov. Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at http://www.ed.gov/about/offices/list/ocr/.

Web-only document

Table of Contents

Roster Verification Overview

This document provides technical guidance to operate the student roster verification component related to teacher evaluations in the Louisiana Educator Portal (LEP), formerly Curriculum Verification and Results Reporting Portal (CVR). Student rosters in LEP are used in the calculation of teachers' value-added (VAM) results, which account for 35% of the Student Growth component of the teacher's final evaluation.

Roster Verification guidelines are available in Appendix A.
A list of eligible state course codes and grade levels is available in Appendix B.
Roster Verification Frequently Asked Questions are available in Appendix C.

2025-2026 Roster Verification Timeline

The roster verification timeline is described below along with the activities and actions school system administrators, data managers and other staff should take.

Class Schedule Data Review: Local LEP data managers should work with their local EdLink Data Manager to verify up to date class schedule data has been submitted to EdLink in the course offerings, student schedules, student enrollment and staff course offering link extracts.

As with the previous CVR system all roster information in the Roster Verification system in LEP is pulled from the source system, EdLink.

During the **View-Only Period**, local LEP data managers, principals, and teachers should review their class schedule data in LEP. If errors are found, they should work with their local EdLink Data Manager to ensure data is corrected in their local system and submitted to EdLink for the 2025-2026 school year. In EdLink, class schedule data is submitted in the course offerings, student schedules, student enrollment and staff course offering link extracts. The LEP system will refresh the data from EdLink on a nightly basis during this View-Only Period. It is important to make updates during this period before LEP opens for roster verification.

During the **Roster Verification Period**, principals, and teachers should work with their local LEP data manager to make roster updates in LEP, if needed. Teachers and principals can verify rosters, while principals, superintendents and local LEP data managers can monitor roster verification completion.

School Year	System	Action Item	Dates
2025-2026	EdLink360	Data Managers submit course offerings, student schedules, student enrollments, and staff course offering data to EdLink360 (Nightly Refresh to LEP)	2/2/26 – 4/15/26
2025-2026	LEP (View-Only)	Data Managers, Principals and Teachers review rosters for accuracy.	2/2/26 – 4/15/26
2025-2026	LEP (Roster Verification)	Teachers and Principals will verify rosters.	4/16/26 - 5/28/26

2025-2026 Value-Added (VAM) Results Availability

VAM results will be viewed in the Louisiana Educator Portal (LEP), formerly the Compass Information System (CIS). The table below provides information related to content and overall results availability.

2025-2026 RESULTS AVAILABILITY			
Data Set	**Details**	**Availability Date**	**What does this mean for educators/evaluators?**
Value-Added Results (VAM)	**Content Percentiles Grades 4-8:** ELA, Math, Science & Social Studies **All grades:** Algebra I, Geometry English I & English II **Overall Percentiles**	**Fall 2026**	These data will be used in 2025-2026 final evaluations

2025-2026 Rosters Eligible to Verify

Teachers instructing ELA, Math, Science and Social Studies in grades 4-8, and Algebra I, Geometry, English I and English II high school courses in all grades will have rosters to verify and are eligible to receive VAM scores. This includes in-person and virtually instructed courses by the teacher.

Dual enrollment and distance learning courses will <u>not</u> be available for roster verification due to teachers facilitating, not instructing, these courses.

The following teachers, instructing core content courses in eligible grade levels, will have classroom rosters to verify:

Content	Grade
ELA	Grades 4-8
Math	Grades 4-8
Science	Grades 4-8
Social Studies	Grades 4-8
Algebra I	All grades
Geometry	All grades
English I	All grades
English II	All grades

Absences

Starting in 2024-2025, roster verification includes a legislation update to one of the absence criteria. Students may be removed from rosters if they had 10 or more absences, *whether excused, unexcused, consecutive, or non-consecutive*, in any semester in that school year per Act 270 of 2025. Please note that this absence criteria replaces the previous guidance that included only 10 or more *unexcused* absences in any semester per Act 515 of 2014.

Students may also be removed from rosters if they had 20 or more *consecutive* absences (excused or unexcused).

NOTE: The department's attendance guidance provides definitions for excused and unexcused absences. Absences because of COVID-19 should be considered per the school system's policy. If school system policy recorded a student as absent related to COVID-19, then it shall be considered as an absence as part of the roster verification process.

VAM

Teacher evaluations will be composed of 50% professional practice and 50% student growth. Student growth measurements consist of both VAM and student learning targets (SLT); VAM results will account for 35% and SLTs will account for 15% of the final evaluation.

Teachers of ELA, Math, Science, and Social Studies courses in grades 4-8, and Algebra I, Geometry, English I, and English II high school courses are eligible for their VAM result to be used in their final evaluation. Please see the VAM FAQ to learn more about VAM and its use in teacher evaluations.

Important Notes for Data Managers, Principals and Teachers

1. If the teacher and/or the principal fail to verify the rosters in LEP, the data will be used as originally submitted to EdLink by the school system.
2. The rosters should reflect teachers who are teaching and students who are enrolled from the start of the class until the class' schedule state testing date for a year-long, fall block/semester, or spring block/semester class.
3. Teachers who are facilitating courses (e.g. supervising but not teaching online/distance learning courses) but are not the teacher of record should have their local LEP data managers or principals remove the facilitating courses. To remove teachers and courses in LEP, all students linked to the course should be removed by clicking **Remove All**.
   a. NOTE: Teachers who are instructing a course, in-person and virtually, are eligible for roster verification in LEP.

4. The 2025-2026 VAM eligible courses were vetted by the LDOE Content team to ensure that the course curriculum aligned to state regular assessments.

5. Teachers are populated in roster verification based on the teaching percentages as submitted to the LDOE by their school systems. For example, if two teachers are submitted as co-teaching a class with one teacher responsible for 75% of the class and the other teacher responsible for 25%, only the teacher responsible for the larger percentage would be included in roster verification. If the two teachers are submitted as co-teaching a class at equal percentages (e.g. 50% for teacher 1 and 50% for teacher 2), both would be included in roster verification.

6. Local LEP Data managers should select the correct Class Begin Date and Class End Date when adding block/semester or full-year high school courses.

7. Students may be removed from rosters if they had 10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year per Act 270 of 2025.

8. Students may also be removed from rosters if they had 20 or more consecutive absences (excused or unexcused).

   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

Roster Verification Availability and User Access

All current school year superintendents, principals, and teachers of core content courses will have access to roster verification in LEP during the 2025-2026 Roster Verification Timeline. Access to LEP is requested through EdLink Security. For a step-by-step guide on how to utilize EdLink Security, please use the EdLink Security Guides PK-12 Public Schools.

Roster Verification guidelines are available in Appendix A.

A list of eligible state course codes and grade levels is available in Appendix B.

Roster Verification Frequently Asked Questions is available in Appendix C.

Account Login and Registration

Returning Users
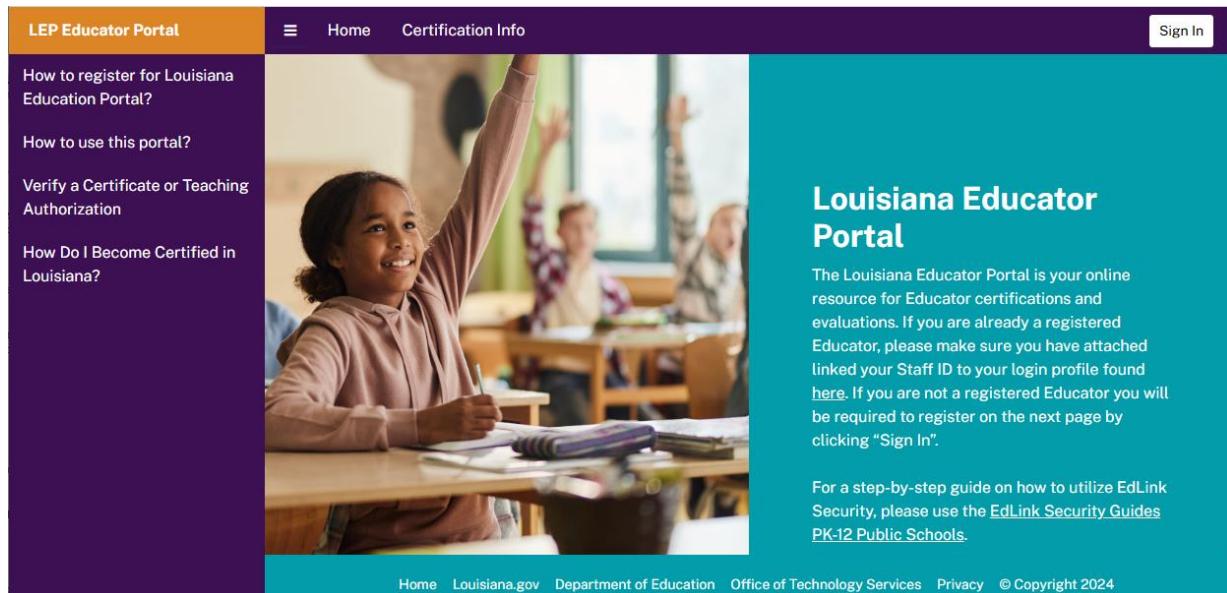
1. To access LEP, navigate to https://lep.edlink.la.gov/

2. The first page is a welcome page; any important notices will be placed on this page.

3. Click **Sign In** to continue.
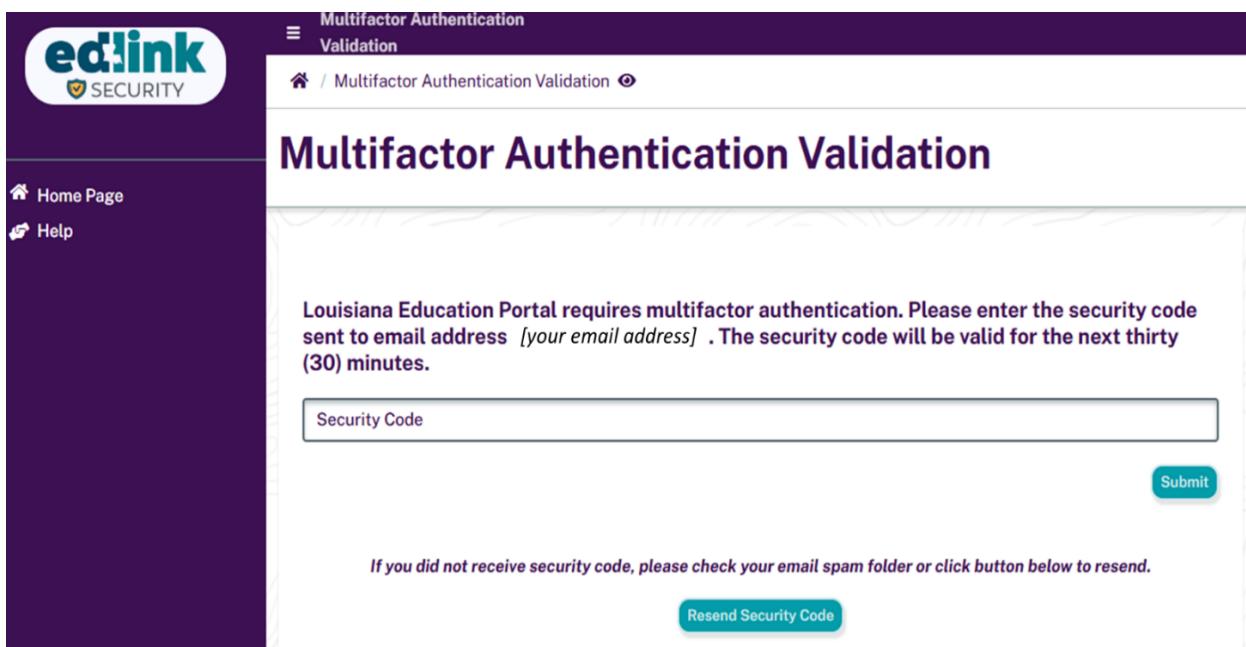
4. Enter the **Security Code** in the Multifactor Authentication Validation page. Click **Submit**.

  - An eight character Security Code is automatically emailed to the email address on file in LEP, and will be valid for the next thirty (30) minutes.
  - Click **Resend Security Code** if the code is not received or the time has expired.

New Users

1. First time users will follow the instructions on the LEP home page at https://lep.edlink.la.gov/

2. If the first time user is already a registered Educator, please make sure you have linked your Staff ID to your login profile found here. If you are not a registered Educator you will be required to register on the next page by clicking **Sign In**.

3. For a step-by-step guide on how to utilize EdLink Security, please use the EdLink Security Guides PK-12 Public Schools.

LEP Superintendents

Current year school system Superintendents, as identified in EdLink, will have access to roster verification during the 2025-2026 Roster Verification Timeline. In order to help all schools complete roster verification, school system staff will track completion of roster verification.

1. After successfully logging in to LEP, navigate to **Evaluation Administration**, then **Roster Verification**. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.
2. A table is presented with the following displayed:
   a. Code – Site code
   b. School Name – The school name is a clickable link for data managers to view rosters for the school.
   c. Course Offerings – The count of course offerings, or class sections, at the school.
   d. Teachers – The count of teachers with rosters to verify at the school.
   e. Students – The count of students on all rosters at the school.
   f. Verifications – The verifications column is the report of roster verification completion. The **Verifications** column includes the count of verified classes in the **Course Offerings** column. *Please note that roster verification is completed by class in LEP, instead of by teacher in CVR.*
3. Schools with rosters needing to be verified will appear in red. Schools with all rosters verified will appear in green.

LEP Data Managers

Local LEP Data Mangers will be able to generate reports to keep track of the roster verification progress within their district, add or remove students and classes in teacher rosters, and view teacher rosters. Account Management is processed through EdLink

Security. LEP Data Mangers should create a ticket through LDOE's Data System Support portal for assistance in adding/deleting rosters during roster verification. Local LEP Data Managers will be the first in line as a resource to their principals and teachers in the district. Please refer to the 2025-2026 Roster Verification Timeline for important dates.

LEP Data Managers: View-Only Period

If teachers/courses/students are missing in LEP, the local LEP Data Manager should contact the local EdLink Data Manager to submit the updates in EdLink.

A list of specific course codes and grade levels eligible for roster verification can be found in Appendix B.

Review Course & Student Lists

1. After successfully logging in to LEP, select **Evaluation Administration** from the top menu and **Roster Verification** from the left side menu. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.
2. Select the appropriate **School Year**, **School System**, and **School Name** from the menus, if necessary.

3. Click the arrows to drill down to a **Teacher, Course, and Section** from the drop down menu. The roster for that class will then appear in a table below the class. This is will allow you to see the data that was submitted to EdLink.

4. To export rosters for all teachers and courses for the school, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

5. If changes are needed to rosters, the local LEP Data Manager should contact the local EdLink Data Manager to submit the updates in EdLink. For example, the following types of data concerns may require updates in Edlink:

   a. Teachers, courses, or students are missing from rosters

   b. Incorrect course code/name is displayed on a teacher's roster

   c. Incorrect student is displayed on a teacher's roster

6. Updates to rosters submitted to EdLink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.

LEP Data Managers: Roster Verification Period

Add & Remove Teachers and Courses

1. After successfully logging in to LEP, navigate to **Evaluation Administration**, then **Roster Verification**. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.
2. Select the appropriate **School Year**, **School System**, and **School Name** from the menus, if necessary.
3. Click the arrows to drill down to a **Teacher, Course, and Section** from the drop down menu.
4. Review each course and determine if all classes are present for each teacher. To remove teachers and courses in LEP, all students linked to the class section should be removed by clicking **Remove All**. To remove all courses for a teacher, all students should be removed from all course sections for the teacher in LEP.
5. Selecting **Remove All** to remove all students in the class indicates the data manager certifies that the **teacher**:
   a. Was not the primary educator of the class from the start of the class until the class' scheduled testing date for a year-long, fall block/semester, or spring block/semester course

   AND/OR

   b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

6. Removed students will be marked with a red line in the verified roster.
    a. For the course to be considered removed, all students in the course must be marked with a red line.
    b. For the teacher (and all courses) to be considered removed, all students in all courses for the teacher must be marked with a red line.
7. If a teacher or course is omitted from the roster list, the local LEP Data Manager should contact the local EdLink Data Manager to make updates in EdLink. Updates in Edlink will be reflected in unverified rosters in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.
8. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, the local LEP Data Manager should create a ticket through LDOE's Data System Support portal for help with submissions to Edlink. At this time, all roster updates come from data submitted to Edlink.
9. Changes are saved automatically.
10. To export rosters for all teachers and courses for the school, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

Add & Remove Students

1. If the student was in that class for the entire length of the class; do nothing.
2. If a student is included in the roster who did not attend the class, the data manager may remove that student by clicking **Remove Student** using the guidance below.
3. Clicking **Remove Student,** the data manager certifies that one of the following statements reflects the student's enrollment:
   a. Not enrolled in class from the start of the class until the class' scheduled state testing date for a year-long, fall block/semester, or spring block/semester course
   b. Had 20 or more CONSECUTIVE absences (excused or unexcused)
   c. Had 10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year per Act 270 of 2025.

   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.
4. Clicking **Remove All** is an option if the above guidance is reflective of all students in the class section.
5. If a student is missing from a roster, that student may be added by updating the submission in EdLink. The local LEP Data Manager should contact the local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.
6. By adding a student to a roster, the staff certifies that the following statements reflect the student's enrollment:

a. Enrolled in class from the start of the class until the class' scheduled state testing date for a year-long, fall block/semester, or spring block/semester course

a. Had fewer than 20 CONSECUTIVE absences (excused or unexcused)

b. Had fewer than 10 unexcused absences in either semester per Act 270 of 2025.

NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

7. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, the local LEP Data Manager should create a ticket through LDOE's Data System Support portal for help with submissions to Edlink. At this time, all roster updates come from data submitted to Edlink.

8. Changes are saved automatically.

8. If a roster requires additional edits in Edlink *after* a roster is verified, the principal must unlock the roster in order for the data to refresh from Edlink.

9. To unlock the roster, click the black X next to the green Verified button. This will unlock the roster in order to receive updates from Edlink. Please check the roster the next day to confirm the edits are present. The principal will need to click **Mark Verified** again to verify the roster.

Roster Verification - Mallard Elementary School

10. Removed students will be marked with a red line in the verified roster.

11. To export rosters for all teachers and courses for the school, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

Monitor Verification Completion

1. After successfully logging in to LEP, navigate to **Evaluation Administration**, then **Roster Verification**. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.
2. A table is presented with the following displayed:
   a. Code – Site code
   b. School Name – The school name is a clickable link for data managers to view rosters for the school.
   c. Course Offerings – The count of course offerings, or class sections, at the school.
   d. Teachers – The count of teachers with rosters to verify at the school.
   e. Students – The count of students on all rosters at the school.
   f. Verifications – The verifications column is the report of roster verification completion. The **Verifications** column includes the count of verified classes in the **Course Offerings** column. *Please note that roster verification is completed by class in LEP, instead of by teacher in CVR.*
3. Schools with rosters needing to be verified will appear in red. Schools with all rosters verified will appear in green.
4. Click the **Export to Excel** button to export all rosters and verification status. A csv file will download. This file includes all roster edits and the verification status for each class.

School Cd	SchoolName	Course Code	Section Number	Educator	VerifiedDate	VerifyingEducator	StudentId Number	FirstName	LastName	Birth Day	Grade Code	Removed
AAA	Mallard Elementary School	160378	000	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000001	A	AAA	30	7	5/9/2025 0:00
AAA	Mallard Elementary School	160378	000	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000002	B	BBB	29	7	5/9/2025 0:00
AAA	Mallard Elementary School	160321	999	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000003	C	CCC	28	7	
AAA	Mallard Elementary School	160321	999	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000004	D	DDD	27	7	
AAA	Mallard Elementary School	150806	111	ELEANOR EGRET			0000000005	E	EEE	26	7	
AAA	Mallard Elementary School	150806	111	ELEANOR EGRET			0000000006	F	FFF	25	7	
AAA	Mallard Elementary School	150878	222	ELEANOR EGRET	5/2/2025 0:00	PRINCIPAL NAME	0000000007	G	GGG	24	7	
AAA	Mallard Elementary School	150878	222	ELEANOR EGRET	5/2/2025 0:00	PRINCIPAL NAME	0000000008	H	HHH	23	7	

5. The **Export to Excel** csv download can be opened in Excel. This report will list the status of each teacher, student, and course at the school, which includes the following:

    a. SchoolCd – Site code

    b. SchoolName – School name

    c. CourseCode – State course code

    d. SectionNumber – Class code or class section number

    e. Educator – Teacher's first and last name

    f. VerifiedDate – A time stamp will be populated if the **Mark Verified** button is selected for the class. A blank cell indicates that the class is not yet verified.

    g. VerifyingEducator – First and last name of the teacher or principal that verified the roster.

    h. StudentIdNumber – Student's LASID

    i. FirstName – Student's first name, truncated to the first letter

    j. LastName – Student's last name, truncated to the first three letters

    k. Birthday – Students day of birth

    l. GradeCode – Student's grade level

    m. Removed – A timestamp will be populated if a student was marked for removal. A blank cell indicates that the student is active on the roster.

6. After clicking a school name from the menu, roster verification status may also be viewed by teacher and course.

7. A green **Verified** designation will be placed next to a teacher's name, indicating that all rosters are verified. A yellow **Not Verified** designation will be placed next to a teacher's name to indicate rosters that are not verified.

8. Using the arrows to the left of the teacher's name, drill down to the course and class section needing to be verified.

9. Only teachers and principals can click the **Mark Verified** button to verify a roster. While this button is visible to data managers, the button does not record verification from this user group.

10. Once a class is verified, a green **Verified** designation will be placed near the teacher's name and course.

LEP Principals

Roster Verification provides principals the opportunity to review class and student roster data for all teachers at their school and verify its accuracy before the data is used to assign student growth scores. The roster data in LEP will be used to calculate VAM even if the teacher and/or principal do not verify the roster. Therefore, it is important that teachers

complete this process to ensure VAM calculations are calculated based on accurate data. Please refer to the 2025-2026 Roster Verification Timeline for important dates.

LEP Principals: View-Only Period

If teachers/courses/students are missing in LEP, the principal should contact the local EdLink Data Manager to update the missing information in EdLink. This section includes instruction related to the review of course and student lists during the view-only period.

A list of specific course codes and grade levels eligible for roster verification can be found in Appendix B.

Review Course & Student Lists

1. After successfully logging in to LEP, select **Evaluation Administration** from the top menu and **Roster Verification** from the left side menu. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.
2. Click the arrows to drill down to a **Teacher, Course, and Section** from the drop down menu.

3. Review for accuracy each course and confirm all classes and students are present for each teacher.

4. To export rosters for all teachers and courses for the school, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

5. If changes are needed to rosters, the principal should contact the local LEP Data Manager and work with the local EdLink Data Manager to determine if updates can be made in EdLink. For example, the following types of data concerns may require updates in Edlink:

    a. Teachers, courses, or students are missing from rosters

    b. Incorrect course code/name is displayed on a teacher's roster

    c. Incorrect student is displayed on a teacher's roster

6. Updates to rosters submitted to EdLink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.

LEP Principals: Roster Verification Period

Add & Remove Teachers and Courses

The principal will review each class section. If a teacher did teach the class listed, the principal will proceed to determine if all students are present in the class. If the teacher did not teach the class listed, the principal will proceed to remove all students linked to the course.

1. After successfully logging in to LEP, navigate to **Evaluation Administration**, then **Roster Verification**. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.
2. Click the arrows to drill down to a **Teacher, Course, and Section** from the menus, if necessary.
3. Review each course and determine if all classes are present for each teacher. To remove teachers and courses in LEP, all students linked to the class section should be removed by clicking **Remove All**. To remove all courses for a teacher, all students should be removed from all course sections for the teacher in LEP.
4. Selecting **Remove All** to remove all students in the class indicates the principal certifies that the **teacher**:
   a. Was not the primary educator of the class from the start of the class until the class' scheduled testing date for a year-long, fall block/semester, or spring block/semester course
      AND/OR
   b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

7. Removed students will be marked with a red line in the verified roster.
    a. For the course to be considered removed, all students in the course must be marked with a red line.
    b. For the teacher (and all courses) to be considered removed, all students in all courses for the teacher must be marked with a red line.
6. If a teacher or course is omitted from the roster list, the principal should contact the local LEP Data manager and work with their local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.
7. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, the principal should contact their local LEP Data Manager, who will create a ticket through LDOE's Data System Support portal for help with submissions to Edlink. At this time, all roster updates come from data submitted to Edlink.
8. Changes are saved automatically.
9. To export rosters for all teachers and courses for the school, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

Add & Remove Students

Roster Verification - Mallard Elementary School

1. If the student was in that class for the entire length of the class; do nothing.
2. If a student is included in the roster who did not attend the class, the principal may remove that student by clicking **Remove Student** using the guidance below.
3. Clicking **Remove Student,** the principal certifies that one of the following statements reflects the student's enrollment:
   a. Not enrolled in class from the start of the class until the class' scheduled state testing date for a year-long, fall block/semester, or spring block/semester course
   b. Had 20 or more CONSECUTIVE absences (excused or unexcused)
   c. Had 10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year per Act 270 of 2025.

   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.
4. Clicking **Remove All** is an option if the above guidance is reflective of all students in the class section.

5. Removed students will be marked with a red line in the verified roster.

6. If a student is missing from a roster, that student may be added by updating the submission in EdLink. The local LEP Data Manager should contact the local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.

7. By adding a student to a roster, the staff certifies that the following statements reflect the student's enrollment:

   a. Enrolled in class from the start of the class until the class' scheduled state testing date for a year-long, fall block/semester, or spring block/semester course

   b. Had fewer than 20 CONSECUTIVE absences (excused or unexcused)

   c. Had fewer than 10 unexcused absences in either semester per Act 270 of 2025.

   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

8. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, the local LEP Data Manager should create a ticket through LDOE's Data System Support portal for help with submissions to Edlink. At this time, all roster updates come from data submitted to Edlink.

9. Changes are saved automatically.

10. To export rosters for all teachers and courses for the school, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

Complete School Level Roster Verification

Before certifying that the school has completed roster verification, the principal should use the main Roster Verification menu to confirm all teachers have completed roster verification. A green **Verified** designation will be placed next to a teacher's name, indicating that all rosters are verified. A yellow **Not Verified** designation will be placed next to a teacher's name to indicate rosters that are not verified. *Please note that while principals were able to complete one verification that counted for the school in CVR, principals must complete verification of each class section for each teacher in LEP. Instructions for completing roster verification in LEP is detailed in this section.*

Principals who are also teaching classes will see their own name as well as the other teachers in their school. Principals teaching classes will be able to verify their rosters; and verify the other teachers' rosters as well.

Please note, should the principal <u>not</u> complete this step, the changes that have been saved will still be submitted at the close of the roster verification window. Teachers and principals may continue to make changes after the principal has certified completion.

Guidelines for completing verification are as follows:

By clicking **Mark Verified**, the principal certifies that the following statement is correct for the class:

- The **PRINCIPAL** has carefully viewed the class roster and has updated the roster as needed

- No additional class or roster updates are required in LEP

1. Once the principal has reviewed all rosters, it is time to complete roster verification for the school. To complete roster verification for the school, the principal will view the list of teachers and their verification status. Teachers with a green **Verified** status do not require an additional principal verification. Principals should review the **Verified** rosters for accuracy.

2. Teachers with a yellow **Not Verified** status require principal verification. Use the arrows to drill down to open the roster.
3. After making edits to the roster, click **Mark Verified** to verify the roster. The yellow **Not Verified** status will turn to green **Verified** status.
4. Repeat this step for all class rosters in LEP.
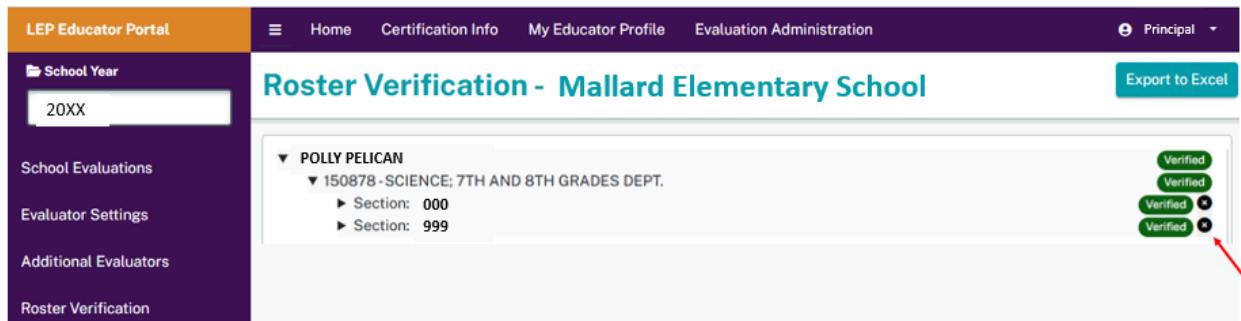
10. If a roster requires additional edits in Edlink *after* a roster is verified, the principal must unlock the roster in order for the data to refresh from Edlink.

11. To unlock the roster, click the black X next to the green Verified button. This will unlock the roster in order to receive updates from Edlink. Please check the roster the next day to confirm the edits are present. The principal will need to click **Mark Verified** again to verify the roster.

Monitor Teacher Verification Completion
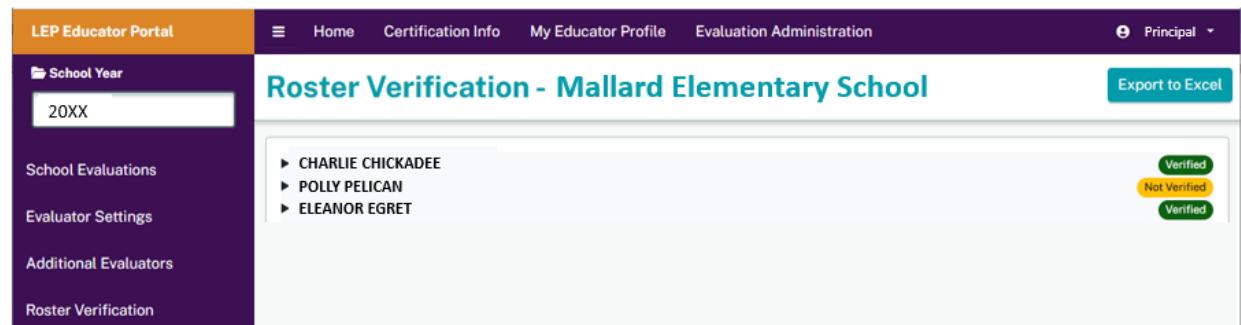
1. Teachers with a green **Verified** status do not require an additional principal verification. Principals should review the **Verified** rosters for accuracy.

2. Teachers with a yellow **Not Verified** status require principal verification. Use the instructions above to verify the roster.

3. Click the **Export to Excel** button to export all rosters and verification status. A csv file will download. This file includes all roster edits and the verification status for each class.

School Cd	SchoolName	Course Code	Section Number	Educator	VerifiedDate	VerifyingEducator	StudentId Number	FirstName	LastName	Birth Day	Grade Code	Removed
AAA	Mallard Elementary School	160378	000	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000001	A	AAA	30	7	5/9/2025 0:00
AAA	Mallard Elementary School	160378	000	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000002	B	BBB	29	7	5/9/2025 0:00
AAA	Mallard Elementary School	160321	999	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000003	C	CCC	28	7	
AAA	Mallard Elementary School	160321	999	POLLY PELICAN	5/9/2025 0:00	POLLY PELICAN	0000000004	D	DDD	27	7	
AAA	Mallard Elementary School	150806	111	ELEANOR EGRET			0000000005	E	EEE	26	7	
AAA	Mallard Elementary School	150806	111	ELEANOR EGRET			0000000006	F	FFF	25	7	
AAA	Mallard Elementary School	150878	222	ELEANOR EGRET	5/2/2025 0:00	PRINCIPAL NAME	0000000007	G	GGG	24	7	
AAA	Mallard Elementary School	150878	222	ELEANOR EGRET	5/2/2025 0:00	PRINCIPAL NAME	0000000008	H	HHH	23	7	

3. The **Export to Excel** csv download can be opened in Excel. This report will list the status of each teacher, student, and course at the school, which includes the following:

1. SchoolCd – Site code
2. SchoolName – School name
3. CourseCode – State course code
4. SectionNumber – Class code or class section number
5. Educator – Teacher's first and last name
6. VerifiedDate – A time stamp will be populated if the **Mark Verified** button is selected for the class. A blank cell indicates that the class is not yet verified.
7. VerifyingEducator – First and last name of the teacher or principal that verified the roster.
8. StudentIdNumber – Student's LASID
9. FirstName – Student's first name, truncated to the first letter
10. LastName – Student's last name, truncated to the first three letters
11. Birthday – Students day of birth
12. GradeCode – Student's grade level
13. Removed – A timestamp will be populated if a student was marked for removal. A blank cell indicates that the student is active on the roster.

LEP Teachers

Roster Verification provides teachers the opportunity to review their own class and student roster data and verify its accuracy before the data is used to assign student growth scores. The roster data in LEP will be used to calculate VAM even if the teacher and/or principal do not verify the roster. Therefore, it is important that teachers complete this process to ensure VAM calculations are calculated based on accurate data. Please refer to the 2025-2026 Roster Verification Timeline for important dates.

LEP Teachers: View-Only Period

If teachers/courses/students are missing in LEP, the teacher should contact their principal, who will work with their local EdLink Data Manager to update the data in EdLink.

A list of specific course codes and grade levels can be found in Appendix B.

Review Course & Student Lists

1. After successfully logging in to LEP, navigate to **My Educator Profile**, then **Roster Verification**. Navigation is noted with red arrows in the screenshot above.
   a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.

2. To export rosters for all courses for the teacher, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

3. If changes are needed to rosters, the teacher should contact the local LEP Data Manager and work with the local EdLink Data Manager to determine if updates can be made in EdLink. For example, the following types of data concerns may require updates in Edlink:
   a. Teachers, courses, or students are missing from rosters
   b. Incorrect course code/name is displayed on a teacher's roster
   c. Incorrect student is displayed on a teacher's roster

4. Updates to rosters submitted to Edlink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.

LEP Teachers: Roster Verification Period

Add & Remove Students

When communicating with the LDOE regarding the addition of students, please only use the student's unique eScholar Louisiana Secure ID (LASID), the first letter of the first name, and first three letters of the last name; e.g. L BOU.

1. After successfully logging in to LEP, navigate to **My Educator Profile**, then **Roster Verification**. Navigation is noted with red arrows in the screenshot above.

a. Please refer to the Account Login and Registration section for instructions related to logging in to LEP.

2. Review each course and determine if all classes and students you taught appear.

3. If a course is missing or a course is listed in error, the teacher should notify the principal who will contact their local LEP Data Manager and their local EdLink Data Manager to make updates in EdLink. LEP will refresh nightly with updates from Edlink and updates will be reflected in LEP the next day.

4. If the student was in that class for the entire length of the class; do nothing.

5. If a student is included in the roster who did not attend the class, the teacher may remove that student by clicking **Remove Student** using the guidance below.

6. Clicking **Remove Student,** the teacher certifies that one of the following statements reflects the student's enrollment:

    a. Not enrolled in class from the start of the class until the class' scheduled state testing date for a year-long, fall block/semester, or spring block/semester course

    b. Had 20 or more CONSECUTIVE absences (excused or unexcused)

    c. Had 10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year per Act 270 of 2025.

    NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

7. Clicking **Remove All** is an option if the above guidance is reflective of all students in the class section.

8. If a student is missing from a roster, that student may be added by updating the submission in EdLink. The teacher should notify the principal who will contact their local LEP Data Manager and their local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day. Please note that most EdLink submissions need to be received before 5:00pm to reliably be loaded for the next day.

9. By adding a student to a roster, the teacher certifies that the following statements reflect the student's enrollment:

a. Enrolled in class from the start of the class until the class' scheduled state testing date for a year-long, fall block/semester, or spring block/semester course

b. Had fewer than 20 CONSECUTIVE absences (excused or unexcused)

c. Had fewer than 10 unexcused absences in either semester per Act 270 of 2025.

NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

9. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, their principal should contact their local LEP Data Manager, who will create a ticket through LDOE's Data System Support portal for help with submissions to Edlink. At this time, all roster updates come from data submitted to Edlink.

10. Changes are saved automatically.

11. Removed students will be marked with a red line in the verified roster.

12. To export rosters for all courses and students, click the **Export to Excel** button. This file includes all roster edits and the verification status for each class.

Complete Roster Verification

Once the teacher has submitted all changes, the teacher will certify that they have completed roster verification. The teacher's certification of completion will appear in reports to principals and superintendents. *Please note that teacher roster verification is completed by class in LEP, instead of by teacher in CVR. All classes will need to be verified.*

Guideline for Completing Verification

By clicking **Mark Verified**, the teacher certifies that the following statement is correct for the class:

- Teacher has carefully viewed all students for the class and updated the student list as needed
- No additional class updates are required in LEP
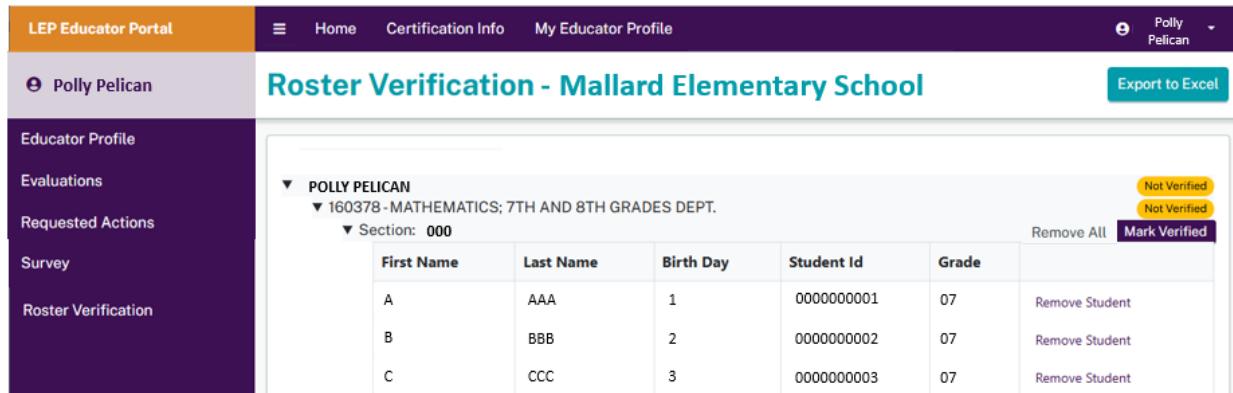
1. After making edits to the roster, click **Mark Verified** to verify the roster. The yellow Not Verified will turn to green Verified.
2. Repeat this step for all class rosters in LEP.
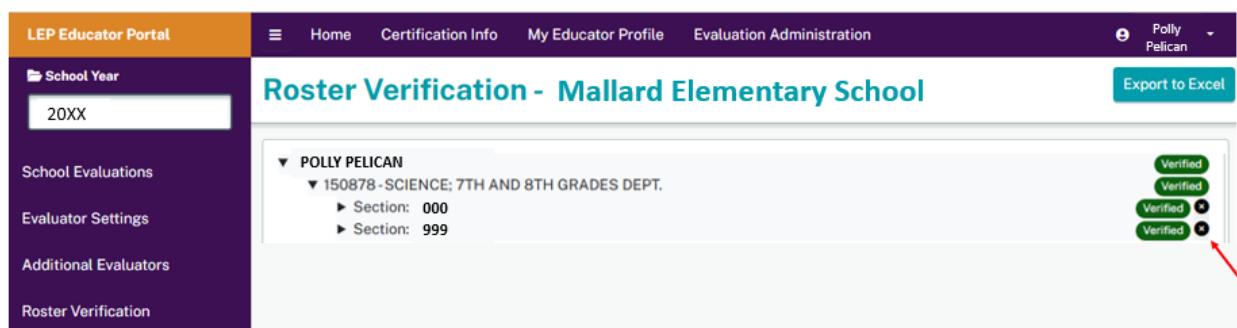
3. If a roster requires additional edits in Edlink *after* a roster is verified, the teacher or principal must unlock the roster in order for the data to refresh from Edlink.
4. To unlock the roster, click the black X next to the green Verified button. This will unlock the roster in order to receive updates from Edlink. Please check the roster the next day to confirm the edits are present. The teacher or principal will need to click **Mark Verified** again to verify the roster.

Appendix A: 2025-2026 Roster Verification Guidelines

Louisiana Educator Portal (LEP): https://lep.edlink.la.gov/

Roster Verification Timeline: 2025-2026 Roster Verification Timeline

Rosters Eligible to Verify

Teachers instructing in-person and virtual courses in ELA, Math, Science, and Social Studies in grades 4-8, and Algebra I, Geometry, English I and English II high school courses in all grades will have rosters to verify and are eligible to receive VAM scores.

Dual enrollment and distance learning courses will <u>not</u> be available for roster verification due to teachers facilitating, not instructing, these courses.

The following teachers, instructing core content courses in eligible grade levels, will have classroom rosters to verify:

Content	Grade
ELA	Grades 4-8
Math	Grades 4-8
Science	Grades 4-8
Social Studies	Grades 4-8
Algebra I	All grades
Geometry	All grades
English I	All grades
English II	All grades

Important Notes for Data Managers, Principals and Teachers:

1. If the teacher and/or the principal fail to verify the rosters in LEP, the data will be used as originally submitted to EdLink by the school system.
2. The rosters should reflect teachers who are teaching and students who are enrolled from the start of the class until the class' schedule state testing date for a year-long, fall block/semester, or spring block/semester class.

3. Teachers who are facilitating courses (e.g. supervising but not teaching online/distance learning courses) but are not the teacher of record should have their local LEP data managers or principals remove the facilitating courses. To remove teachers and courses in LEP, all students linked to the course should be removed by clicking **Remove All**. NOTE: Teachers who are instructing a course, in-person and virtually, are eligible for roster verification in LEP.

4. The 2025-2026 VAM eligible courses were vetted by the LDOE Content team to ensure that the course curriculum aligned to state regular assessments.

5. Teachers are populated in roster verification based on the teaching percentages as submitted to the LDOE by their school systems. For example, if two teachers are submitted as co-teaching a class with one teacher responsible for 75% of the class and the other teacher responsible for 25%, only the teacher responsible for the larger percentage would be included in roster verification. If the two teachers are submitted as co-teaching a class at equal percentages (e.g. 50% for teacher 1 and 50% for teacher 2), both would be included in roster verification.

6. Local LEP Data managers should select the correct Class Begin Date and Class End Date when adding block/semester or full-year high school courses.

7. Students may be removed from rosters if they had 10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year per Act 270 of 2025.

8. Students may also be removed from rosters if they had 20 or more consecutive absences (excused or unexcused).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

La. R.S. 17:3914

To comply with La. R.S. 17:3914 (which provides for limitation and prohibitions on collecting and sharing of student information), do **NOT** include any personal identifiers (e.g. full first name, full last name, Social Security numbers or DOB) when you create a ticket through LDOE's Data System Support portal for help in adding/removing students from rosters. Please only use the student's unique

Louisiana Secure ID (LASID), the first letter of the first name, and first three letters of the last name; e.g. L BOU.

Sending student personally identifiable information to the Louisiana Department of Education will be in violation of R.S. 17:3914. Any person who knowingly and willingly fails to maintain the confidentiality of such information "shall be punished by imprisonment for not more than six months or by a fine of not more than ten thousand dollars" (R.S. 17:3914).

Remove class(es) from teacher rosters (by removing all students from the roster in LEP) if:
1. Teacher is reassigned to another class after start of the class.
2. Teacher was incorrectly listed as teaching that course.
3. Teacher is absent for 60 or more days in the academic year due to "approved extended leave, such as maternity leave, extended sick leave or sabbatical leave" (see Bulletin 130; §325. Extenuating Circumstances).
4. Teacher is no longer at the school.
5. Teacher is facilitating the course and is not the teacher of record (e.g. supervising but not teaching online/distance learning courses). NOTE: Teachers who are instructing a course virtually are eligible for roster verification.

*Local LEP Data Managers can add/delete courses as necessary for teachers and principals.
*Principals can remove classes for teachers.
*Teachers, principals and local LEP Data Managers can add/remove students to the rosters as necessary.

Remove students from rosters of a year-long, first-semester, or second semester course if:
1. Student was not enrolled in class on the start of the class.
2. Student was absent for **20 or more CONSECUTIVE** days between the start of the class and the first day of state testing in that class.
3. Student had **10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year** per Act 270 of 2025.
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

4. Student was moved to another teacher's class anytime between the start of the class and the first day of state testing in that class. If the student was moved to a different class/section but is still with the same teacher, the student stays on the roster.
5. Student left the school after the start of the class.

Add students to rosters of a year-long, first-semester, or second semester course if:
1. Entered class ON the day that it began and remained in class until the first day of state testing in that class.
2. Student was NOT absent for **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more absences, whether excused, unexcused, consecutive, or non-consecutive, in any semester in that school year** per Act 270 of 2025.

   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

Contacting System Support

Please create a ticket through LDOE's Data System Support portal for any Roster Verification questions, and kindly include the following information in your ticket:
1. Subject Line: *LEA Code – VAM Roster Verification Question*
2. District, School and Teacher's name.
3. The student's unique Louisiana Secure ID (LASID). Do **NOT** send Social Security numbers
4. Course Code/Class Code/Course Name.
5. District from which the student is entering.

Appendix B: 2025-2026 VAM Eligible Courses and Grade Levels

The following list of state course codes and grade levels are included in the calculation of the value-added model (VAM) for teacher effectiveness. Only teachers instructing the courses and grade levels listed in this document are eligible for roster verification and teacher VAM results.

Course Code	Course Name	Content	Grade
120300	LANGUAGE ARTS; ELEMENTARY GRADES	ELA	4-8
120306	ENGLISH; 6TH GRADE DEPT.	ELA	4-8
120310	READING; ELEMENTARY GRADES	ELA	4-8
120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	ELA	4-8
120315	ENGLISH AS A SECOND LANGUAGE; ELEMENTARY	ELA	4-8
120331	ENGLISH I	English I	All grades
120332	ENGLISH II	English II	All grades
120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ELA	4-8
120411	NOCCA INTEGRATED ENGLISH I	English I	All grades
120412	NOCCA INTEGRATED ENGLISH II	English II	All grades
120519	LASMSA COMPOSITION AND LITERATURE (EN 210)	English II	All grades
120521	LASMSA INTRODUCTION TO WRITING AND LITERATURE (EN 110)	English I	All grades
120617	English Language (Part 1): Cambridge IGCSE	English I	All grades
120618	English Language (Part 2): Cambridge IGCSE	English II	All grades
120619	English Literature (Part 1): Cambridge IGCSE	English I	All grades
120620	English Literature (Part 2): Cambridge IGCSE	English II	All grades
120996	PK-5 French Immersion Social Studies	Social Studies	4-8
120997	PK-5 French Immersion Math	Math	4-8
120998	PK-5 French Immersion Science	Science	4-8
121020	6th grade French Immersion Social Studies	Social Studies	4-8
121021	7th grade French Immersion Social Studies	Social Studies	4-8
121022	8th grade French Immersion Social Studies	Social Studies	4-8
121023	6th grade French Immersion Math	Math	4-8
121024	7th grade French Immersion Math	Math	4-8
121025	8th grade French Immersion Math	Math	4-8
121026	6th grade French Immersion Science	Science	4-8
121027	7th grade French Immersion Science	Science	4-8
121028	8th grade French Immersion Science	Science	4-8
122493	PK-5 Spanish Immersion Math	Math	4-8
122494	PK-5 Spanish Immersion Science	Science	4-8
122495	PK-5 Spanish Immersion Social Studies	Social Studies	4-8

Course Code	Course Name	Content	Grade
122520	6th grade Spanish Immersion Social Studies	Social Studies	4-8
122521	7th grade Spanish Immersion Social Studies	Social Studies	4-8
122522	8th grade Spanish Immersion Social Studies	Social Studies	4-8
122523	6th grade Spanish Immersion Math	Math	4-8
122524	7th grade Spanish Immersion Math	Math	4-8
122525	8th grade Spanish Immersion Math	Math	4-8
122526	6th grade Spanish Immersion Science	Science	4-8
122527	7th grade Spanish Immersion Science	Science	4-8
122528	8th grade Spanish Immersion Science	Science	4-8
123112	6th grade Mandarin Immersion Social Studies	Social Studies	4-8
123113	7th grade Mandarin Immersion Social Studies	Social Studies	4-8
123114	8th grade Mandarin Immersion Social Studies	Social Studies	4-8
123115	6th grade Mandarin Immersion Math	Math	4-8
123116	7th grade Mandarin Immersion Math	Math	4-8
123117	8th grade Mandarin Immersion Math	Math	4-8
123118	6th grade Mandarin Immersion Science	Science	4-8
123119	7th grade Mandarin Immersion Science	Science	4-8
123120	8th grade Mandarin Immersion Science	Science	4-8
123125	PK-5 Mandarin Immersion Science	Science	4-8
123126	PK-5 Mandarin Immersion Social Studies	Social Studies	4-8
123127	PK-5 Mandarin Immersion Math	Math	4-8
150800	SCIENCE; ELEMENTARY GRADES	Science	4-8
150806	SCIENCE; 6TH GRADE DEPT.	Science	4-8
150807	LIFE SCIENCE; 7TH GRADE DEPT.	Science	4-8
150808	LIFE SCIENCE; 8TH GRADE DEPT.	Science	4-8
150878	SCIENCE; 7TH AND 8TH GRADES DEPT.	Science	4-8
150879	INTEGRATED SCIENCE (GRADES 6-8)	Science	4-8
150907	EARTH SCIENCE; 7TH GRADE DEPT.	Science	4-8
150908	EARTH SCIENCE; 8TH GRADE DEPT.	Science	4-8
160300	MATHEMATICS; ELEMENTARY GRADES	Math	4-8
160306	MATHEMATICS; 6TH GRADE DEPT.	Math	4-8
160321	ALGEBRA I	Algebra I	All grades
160323	GEOMETRY	Geometry	All grades
160331	APPLIED ALGEBRA I	Algebra I	All grades
160332	APPLIED GEOMETRY	Geometry	All grades
160338	ALGEBRA I - PART II	Algebra I	All grades
160340	INTEGRATED MATHEMATICS II	Algebra I	All grades
160341	INTEGRATED MATHEMATICS III	Geometry	All grades
160342	APPLIED MATHEMATICS I	Math	4-8

Course Code	Course Name	Content	Grade
160361	NOCCA INTEGRATED MATHEMATICS I	Algebra I	All grades
160362	NOCCA INTEGRATED MATHEMATICS II	Geometry	All grades
160377	GRADE 7 MATH-ADVANCED COURSE	Math	4-8
160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.	Math	4-8
160380	ALGEBRA I; 6TH, 7TH, 8TH DEPT.	Algebra I	All grades
220000	SOCIAL STUDIES; ELEMENTARY GRADES	Social Studies	4-8
220006	SOCIAL STUDIES; 6TH GRADE DEPT.	Social Studies	4-8
220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.	Social Studies	4-8
700011	FLOATING TEACHER (ELEM.)	ELA, Math, Science, Social Studies	4-8
900000	TITLE I (MATHEMATICS PULL-OUT CLASS)	Math	4-8
900010	TITLE I (READING/LANGUAGE ARTS PULL-OUT CLASS)	ELA	4-8
900016	HOSPITAL/HOMEBOUND REG ED	ELA, Math, Science, Social Studies	4-8

Appendix C: 2025-2026 Roster Verification Frequently Asked Questions

1. **What happens during the View-Only Period and Roster Verification Periods?**

   During the **View-Only Period**, local LEP Data Managers, principals, and teachers can review their roster data, and, if errors exist, they can work with their local EdLink Data Manager to ensure correct data is submitted in EdLink for the 2025-2026 school year. This view-only period is important before roster verification begins to assist districts in correcting rosters in the source system (EdLink) before roster verification opens.

   During the **Roster Verification Period,** teachers and principals can verify rosters, while principals, superintendents, and local LEP Data Managers can monitor roster verification completion.

2. **Which courses and grades should be verified in** Louisiana Educator Portal (LEP)**?**

   The following grades and subjects should be verified:
   - ELA, Math, Science, and Social Studies (grades 4-8)
   - Algebra I, Geometry, English I, and English II (all grades)

   A detailed list of eligible courses and grades is located in Appendix B of this user guide.

3. **Which content areas will be used in a teacher's final evaluation?**

   In the 2025-2026 school year, teacher evaluations will be composed of 50% professional practice and 50% student growth, where VAM results will account for 35% and student learning targets will account for 15% of the final evaluation. Teachers of ELA, Math, Science, and Social Studies courses in grades 4-8, and teachers of Algebra I, Geometry, English I, and English II high school courses in all grade levels are eligible for their VAM result to be used in their final evaluation.

4. **How do I learn more about VAM and its use in teacher evaluations?**

   Please see the VAM FAQ to learn more about VAM and its use in teacher evaluations.

5. **What is the contact information for roster verification assistance?**

   Please create a ticket through LDOE's Data System Support portal for any Roster Verification questions. Please include the following information in your ticket to System Support:
   - Subject Line: *LEA Code – VAM Roster Verification Question*
   - District, School and Teacher's name.
   - The student's unique eScholar Louisiana Secure ID (LASID). Do **NOT** send Social Security numbers.
   - Course Code/Class Code/Course Name.
   - District and school at entry and exit, if a student moved.

6. **I am unable to log in. Why am I unable to log in to the Louisiana Educator Portal (LEP)?**

   If you are already a registered Educator in LEP, please make sure you have attached linked your Staff ID to your login profile found at https://ldoe.edlink.la.gov. If you are not a registered Educator you will be required to register in Louisiana Educator Portal (LEP) by clicking "Sign In". For a step-by-step guide on how to utilize EdLink Security, please use the EdLink Security Guides PK-12 Public Schools.

7. **My name is spelled incorrectly in LEP. How do I correct this?**

   Superintendent, principal, and teacher names are pulled from EdLink and are based on data submitted by your school system. As a result, names cannot be corrected in LEP. Please contact your local LEP Data Manager and your local EdLink Data Manager regarding name changes that should be corrected in EdLInk.

8. **A teacher does not have rosters in LEP. How do I add a teacher?**

   LEP is populated from EdLink. Local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP nightly.

9. **How do I remove a course for a teacher/remove a teacher?**

Principals and local LEP Data Managers can remove courses for teachers by clicking **Remove All** to remove all students linked to the course.

10. **A student is missing from a teacher's roster. How can I add the student?**

LEP is populated from EdLink. Local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP nightly.

11. **What student information can I provide to System Support?**

R.S. 17:3914 (Act 837)

To comply with La. R.S. 17:3914 (which provides for limitation and prohibitions on collecting and sharing of student information), do **NOT** include any personal identifiers (e.g. full first name, full last name, Social Security numbers or DOB) when you create a ticket through LDOE's Data System Support portal for help in adding/removing students from rosters. Please only use the student's unique eScholar Louisiana Secure ID (LASID), the first letter of the first name, and first three letters of the last name; e.g. L BOU.

Sending student personally identifiable information to the Louisiana Department of Education will be in violation of R.S. 17:3914. Any person who knowingly and willingly fails to maintain the confidentiality of such information "shall be punished by imprisonment for not more than six months or by a fine of not more than ten thousand dollars" (R.S. 17:3914).

12. **A course was added for me, but the added course is elementary level and I teach middle school. Does this need to be fixed?**

To correct this, local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP nightly.

13. **I have one ELA section in my LEP roster, but I teach 2 sections of students. Can I add all of my students to this roster or do I need separate rosters for each section?**

To correct this, local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP nightly.

14. **How do I complete verification?**

    In LEP, click the **Mark Verified** button for each class section taught.

15. **Can I continue to make changes to my roster after I have completed the verification process?**

    Although you have clicked that your verification is complete, you can still enter LEP and edit your rosters. Unlock the roster to in order to click **Remove Student**, and for Edlink refreshes the next day. Once edits are complete, click **Mark Verified** for the class roster. Changes are saved automatically.

16. **I don't have 100% percentage of rosters reviewed by principal. How can we resolve this?**

    Principals should *review* each course and confirm all classes for each teacher, and click **Mark Verified** for rosters that include the **Not Verified** label.

    There are some situations where teachers are unable to verify rosters. For example, teachers out on long-term leave will not be at the school to verify. This is ok, but will impact the percentage of teachers verified. Principals can click **Mark Verified** for the class sections taught by a teacher that is unable to verify their roster.

17. **Are virtual courses included in roster verification? What if the virtual course is a distance learning course?**

    Virtual courses instructed by the teacher, in eligible courses and grade levels, are eligible for roster verification. However, some virtual courses may be facilitated and not instructed by the teacher, and are coded as distance learning. All courses coded as distance learning, including virtual, are excluded from roster verification because they are facilitated (not instructed) by the teacher.

18. **One of my students did not take the state test. Can I remove them from my roster?**

    No, the student should not be removed from a roster due to a lack of a state test. Roster verification is enrollment-based and does not relate to whether a student

completed the assessment. Students meeting the enrollment criteria in this user guide should remain on the roster.