



Louisiana Believes

Non-Public School School Manager User Guide

2021-2022

This report is submitted electronically during the annual nonpublic reporting period using LDOE Edlink NPS Reporting System.

Due Date: completed annually by the deadline established by the LDOE
Revised: September 2022



edlink

This page was intentionally left blank.

Table of Contents

| | |
|--|----|
| General Information..... | 4 |
| User Access..... | 5 |
| Technical Assistance..... | 6 |
| LDOE Systems Access & Security..... | 7 |
| Creating a MyLa account..... | 8 |
| New User Profile..... | 14 |
| New User Dashboard..... | 17 |
| Edlink Security Access Request..... | 18 |
| Sponsor Site Dashboard..... | 22 |
| Unread Messages and Notifications..... | 23 |
| Sponsor Information..... | 24 |
| Site Information..... | 25 |
| Grades & Accountability..... | 27 |
| Change Grade Configuration..... | 28 |
| Programs & Careers..... | 29 |
| Sports & Clubs..... | 30 |
| NPS Reporting..... | 31 |
| Icons & Their Functions..... | 31 |
| NPA Reporting History..... | 32 |
| Begin reporting..... | 32 |
| Questions/Help..... | 35 |
| Status Change (Incomplete)..... | 36 |
| Enrollment Demographics..... | 37 |
| Graduations Rates..... | 40 |
| Completed Report..... | 41 |
| Notification & Settings..... | 42 |

GENERAL INFORMATION

What Is The Nonpublic Annual Data Submission?

Each nonpublic school seeking state approval must submit a Nonpublic Annual Data Submission to the Louisiana Department of Education (LDOE) by the deadline set by the LDOE. The report shall be authorized by the administrative head of the school. A copy of the report and supporting mandatory documentation must be maintained on file at the school.

The *Nonpublic Annual School Report* is submitted electronically using the **LDOE Edlink NPS Reporting System** portal. Authorized users of LDOE application systems require a valid User ID and password.

Requesting Updates to General School Information

Prior to electronically submitting the Nonpublic Annual Data Submission, it is important to verify the accuracy of the information on record at the LDOE for your nonpublic school. This includes such information as Principal Name, E-mail Address, Physical Address, Mailing Address, Telephone Number, Fax Number, and Grade Structure.

Nonpublic Schools Security and Confidentiality Policy

Data Security Procedures: Data security standards define specific requirements for managing and controlling access to the **LDOE Edlink NPS Reporting System** portal for the electronic submission of the *Nonpublic Annual Data Submission*. Security goals will be met by requiring all personnel using Louisiana Department of Education (LDOE) computer systems to have a unique User ID, and to be associated with a security profile that will control their access to computer resources. The monitoring and control of access to computer resources will be accomplished using automated security software.

Due to ongoing changes in the data processing environment, situations may occur in which the applicability of these standards may be uncertain. In such cases, it is the user's responsibility to seek the proper interpretation of standards through LDOE/Information Technology Services (ITS). In no event, shall undefined or unclear standards be construed to imply an access authorization. These standards apply to all persons who use or have access to LDOE computer systems.

USER ACCESS

User Access Authorization: If you are a new user or if you have a User ID and are authorized to access other LDOE application systems, you will need to be granted authority to access the Nonpublic Schools Annual Data Collection (NPS) application system by requesting permission through the **Edlink Security** application. If access is authorized, the appropriate User ID, password, and security profile will be assigned according to categories of organizations making the requests.

- User IDs are not to be shared among users.
- Users will be held individually accountable for all system access and any violations recorded under their User ID.
- Notification of the User ID and temporary password will be communicated to the user in confidence by e-mail.

The Principal or School Administrator must notify the Nonpublic Security Coordinator of changes in status for users (i.e. if a user no longer needs access or due to termination or job reassignment). Such updates are critical to the security of the LDOE data systems.

User ID Suspension, Revocation, and Reactivation: If a User ID has been revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the ITS Security Coordinator after a review of the circumstances and a discussion with the user. User IDs will 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 consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination.

Passwords may be reset at any time, or if forgotten, using the **LDOE Edlink Password Reset System**. For instructions on resetting your password, see the section **LDOE Edlink Password Reset System** in this guide.

TECHNICAL ASSISTANCE

For technical assistance in preparing the mandatory documentation and for electronically submitting the Non-public Annual School Report, the following websites and contacts should be used.

Louisiana Department of Education: TOLL FREE #: 1-877-453-2721

Nonpublic Schools Security Coordinator: nonpublicschools@la.gov

Louisiana Department of Education (LDOE): <http://www.louisianabelieves.com>

Nonpublic Schools: <http://www.louisianabelieves.com/schools/nonpublic-schools>

Password Reset System (PRS): <https://password.doe.louisiana.gov>

Nonpublic School Approval and Brumfield v. Dodd Approval nonpublicschools@la.gov

Data Management and Security - Nonpublic Updates, LEADS/NPS Access & User IDs nonpublicschools@la.gov

Bureau of Criminal Identification and Information - Background Checks <http://www.lsp.org/technical.html#criminal>

Instructions For Existing Users of LDOE Application Systems If you are an existing user for any of the LDOE application systems and you have a valid User ID, you may be required to reset your password (passwords expire every 30 days). For instructions on resetting your password, see the section PART II. PASSWORD RESET SYSTEM (PRS) in this guide.

LDOE SYSTEMS ACCESS AND SECURITY

Using the link below, begin creating your MyLa.Gov account and gain access to EdLink. The following instructions are presented in a step-by-step format to help you do this.

<https://ldoe.edlink.la.gov/#/>

The image shows a screenshot of the EdLink website homepage. At the top, there is a navigation bar with the text "An Official Louisiana.Gov Website. Here's how you know." and language options: English, Español, Français, and Tiếng-Việt. The EdLink logo is on the left, and "EdLink Support" and "Louisiana Believes" are on the right. The main content area features a teal-tinted background with a photo of students. The text reads: "Welcome to EdLink. We've revolutionized the way we use data to support students and families of Louisiana." To the right, there are two buttons: "Sign In" and "Create an Account". A large red arrow points from the left towards the "Create an Account" button. At the bottom, there is a footer with the Louisiana Department of Education logo, "Email Us" and "Call Us" buttons, and social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn.

Take a moment to read the information on this page. Then select "continue to MyLa."

If you believe that you already have a MyLa.gov account, skip to page 20. Sign into the main portal. If a New User Profile appears, then you've already created a MyLa.gov. account. Complete the profile with your personal information. Avoid using Auto Fill (shared computers/data entry will select erroneous data). Once you've completed the profile, select save. Continue to page 21 and Sign In to Edlink.

After selecting, "Continue to MyLa", proceed to the next page to complete your registration. 

The "Create Your Account" page will appear. Accept Cookies and scroll down slowly until you see Step 1 of "Create Your Account."

The screenshot shows the top of the MyLa.gov website. In the top left corner, the text "MyLa.gov" is displayed. In the top right corner, there is a "Sign In" button. Below the navigation is a large banner with a teal and dark blue background. The banner contains the text "One Account. All Yours." and a sub-headline: "My.La.Gov is a way to keep all your contact info and passwords for Louisiana government websites in one place." Below the banner is a dark blue section with the heading "Create Your Account" and a paragraph: "You're going to get a lot of help with My.La.Gov We only need to get a few pieces of information from you, in four easy steps. We promise it will go quickly." Below this is a white section with a topographic map background. On the left, a large number "1" is followed by the heading "Tell us about yourself". To the right, there is a note: "If there's an asterisk * we have to get that information." Below this note is a form field labeled "* First Name". At the bottom of the white section, there is a yellow bar with the text "Using this site implies consent to our Privacy Policy. [Read our Privacy Policy.](#)" and a red arrow pointing to a dark blue "Accept" button.

Scroll down and begin inputting your information into the Tell Us About Yourself section. Please note that where there is a red asterisk, you must enter information to proceed.

This screenshot shows the "Tell us about yourself" section of the registration process. It features a dark blue header with the heading "Create Your Account" and the same introductory paragraph as the previous screenshot. Below the header is a white section with a topographic map background. On the left, a large number "1" is followed by the heading "Tell us about yourself." To the right, there is a note: "If there's an asterisk * we have to get that information." Below this note are three form fields: "* First Name", "Middle Names", and "* Last Name". Below the "Middle Names" field, there is a note: "This is optional." Below the "Last Name" field, there is a "Next Section" button with a downward arrow icon.

Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

2
Let's start your account.

Do not use your email.
Please stay below 50 characters.

We need to get some information to start. We'll ask you to create a User ID and a password.

If there's an asterisk * we have to get that information.

* User ID

[Want help making a User ID?](#)

* Password

Show Passwords

[Want help making a Password?](#)

* Confirm Password

[Previous Section](#) [Next Section](#)

Click on the blue light bulb to view the required format for your User ID and Password. Click back on the light bulb to collapse the format requirements.

* User ID

[Want help making a User ID?](#)

- ✘ Don't use any special character twice in a row.
- ✔ You can use one of these symbols: `- @ _`, but not twice in a row.
- ✔ You must use at least one English letter, A-Z or a-z.
- ✔ You can use numbers too.
- ✔ You must use least 8 characters but fewer than 64.

* Password

Show Passwords

[? Want help making a Password?](#)

- ✘ Don't use a password from any of your other accounts.
- ✔ You must use letters and numbers.
- ✔ Make some letters uppercase, make letters some lowercase.
- ✔ Use some of these symbols too:
{ [(< ! # , \$ % ^ @ : \ | / & * - _ + = ; >)] }

* Confirm Password

[↑ Previous Section](#) [Next Section ↓](#)

User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an initial password will be assigned. This initial password will be set to expire and to force a new password selection on the user’s first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

3 Let's set a PIN.

The Personal Identification Number is a 6-digit number we will use to make sure you're the only one going into your account. Be sure to remember it!

If there's an asterisk * we have to get that information.

| | |
|-----------|-------------------|
| * New PIN | * Confirm New PIN |
| 987654 ✓ | 987654 ✓ |

[Previous Section](#) [Next Section](#)



4 How should we contact you?

If there's an asterisk * we have to get that information.

Telephone

(386) 555-1212

You only have to type the numbers, nothing else. Start with your area code.

* Email Address

pamela.k.mertens@wilmu.edu ✓

[Previous Section](#) [Next Section](#)



After section 4 is complete, Select the large green "Create Your Account" button. You will now be asked to confirm your email.

That's it!

Create Your Account



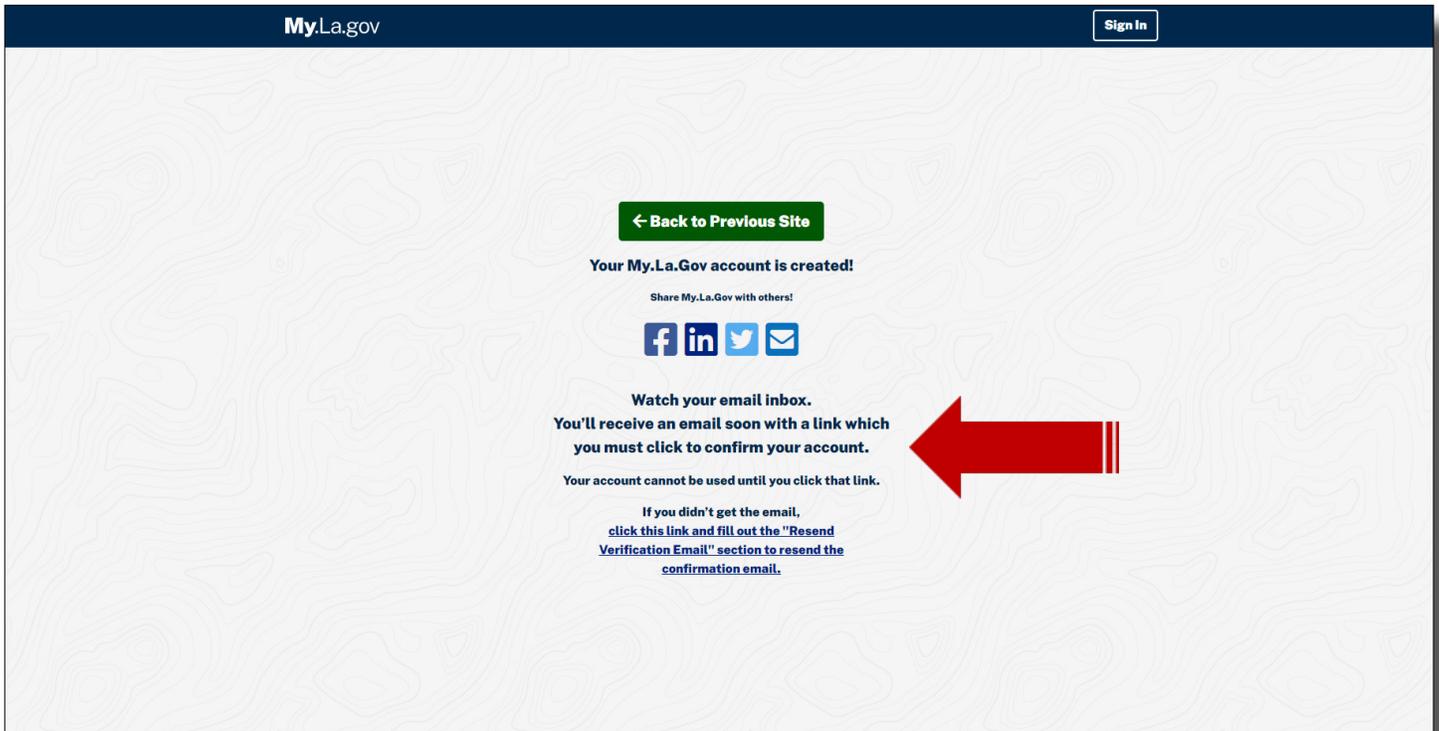
While registering for MyLA it states my email is already being used, how do I move forward?

You may have created an account in MyLA in the past, try to use the [Forgot Username and Password](#) link to recover your information to move forward. You may also create a new email address and reenter your information in Sections 1-4 again using the newly created email.



You'll now be asked to confirm your email. Find the email inbox of the address that you listed in your MyLa registration. Follow the instructions in the email. Once you have confirmed your email, Sign back into as shown below, as shown on the next page.

CONFIRM EMAIL



An email will be sent to the email used to register. You must click on the [Confirm Email](#) option located within the verification email from LDOE. The verification email will expire in 24 hours. Once you've confirmed your email, return to this page and close page. You will now be asked to log back into Edlink.



You're now ready to begin the next step in the Edlink registration process. Go to <https://ldoe.edlink.la.gov> and Sign In.

Important: Due to Covid-19 we have made some changes to the licensing process. [Click here](#) for more information.

Welcome to EdLink.

We've revolutionized the way we use data to support students and families of Louisiana.

[Sign In](#)

[Create an Account](#)

DEPARTMENT of EDUCATION Louisiana Believes

[Email Us](#) [Call Us](#)

Facebook Twitter YouTube Instagram LinkedIn

Louisiana Department of Education
1201 North Third Street, Baton Rouge, LA 70802-5243
1 (877) 453-2721

Report Complaints (about Providers or Unlicensed Sites)
Call Toll-Free: (225) 342-9905
Email: LDELicensing@la.gov

Report Child Abuse
Call Toll-Free: 1 855-4LA-KIDS
(855-452-5437)

You'll now be navigated to the New User Profile page .

You'll be asked to complete your profile by entering your personal information. Your SSN will be redacted after move to the next box. Complete each box with a red asterisk. Other boxes are optional. Select K-12, Sponsor Site and School Site. Once all of your information has been entered, select, "Save."



edlink Dashboard

New User - Personal Profile

New User - Personal Profile

Please enter your profile information below to create a new Staff ID or to be associated with an existing Staff ID.

Name and Contact

Owner Name:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

Owner Information:

*Primary Phone Number:

Secondary Phone Number:

*Email Address:

MyLA User ID:

Address Information

Physical Address

*Street Name 1:

Street Name 2:

*City: *State:

*Zip: *Parish/County:

Mailing Address

*Street Name 1:

Street Name 2:

*City: *State:

*Zip: *Parish/County:

Personal Identification

*Date of Birth: *SSN: *Identification Number: *Issuing State:

*Sex: *Race:

Warning! In order to keep your information secure we need some additional information about the entity you will be working with. Please review the questions below and make your selection.

Entity Access Requested

Select the type of organization you will be interacting with. Note, your request may take up to 3-5 business days to review.

*What type of organization
Early Childhood K-12

*Is this for an existing site?
 Yes No

la.gov

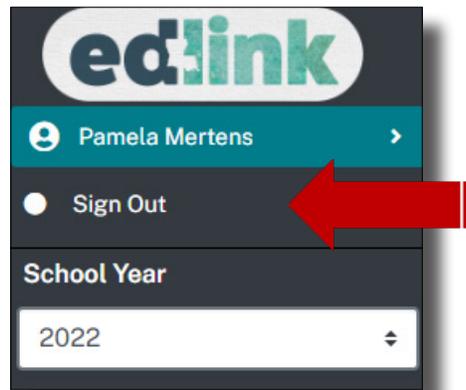
You will not receive a confirmation. Your information will be "grayed-out".



SELECT K-12, YOUR SPONSOR SITE AND SCHOOL FROM THE DROP-DOWNS. THEN SELECT "SAVE."

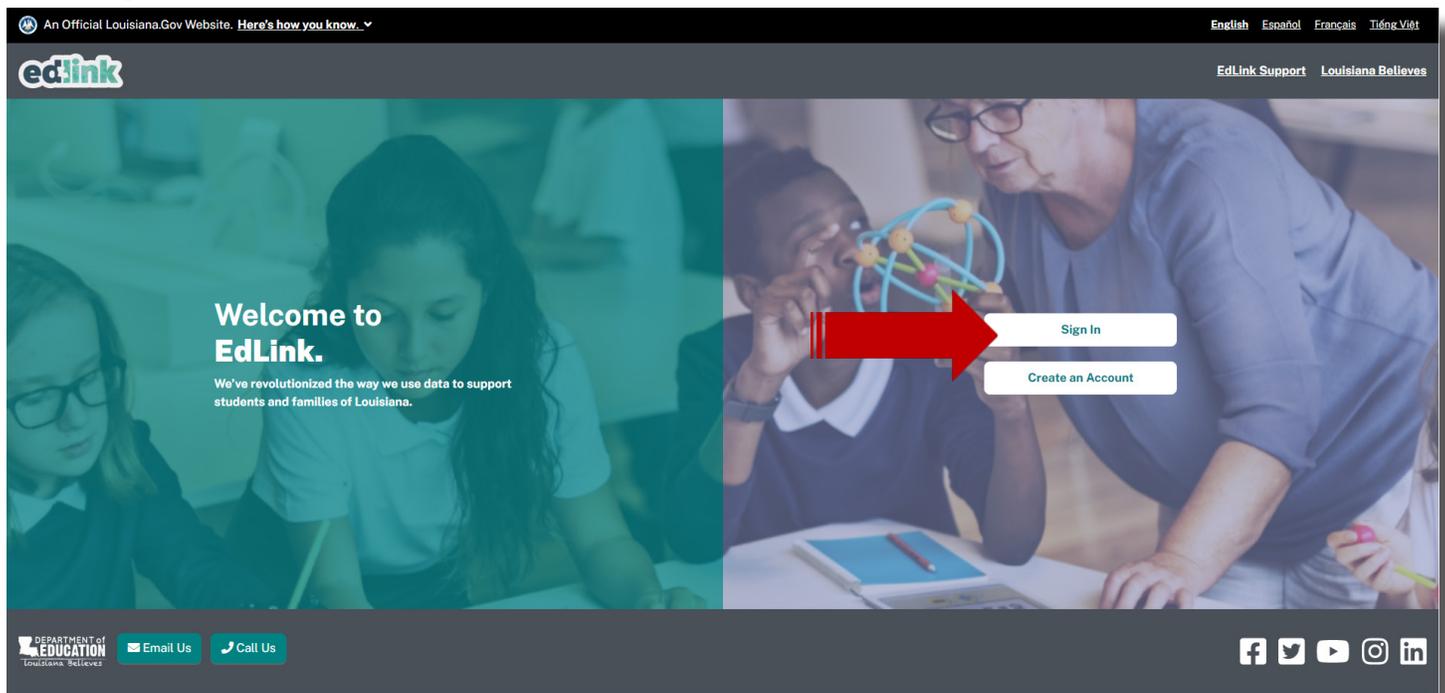
Do not worry if the site information is not current. Information can be updated after access has been approved. Information can not be changed on the personal profile page.

To complete your access, "Sign Out", from the navigation panel, located under your User ID at the top left side of your screen.



Once again, you'll be navigated to the Edlink Sign In page shown below. You will not have to do duplicate functions in the future but it necessary to complete your access.

Select, Sign In."

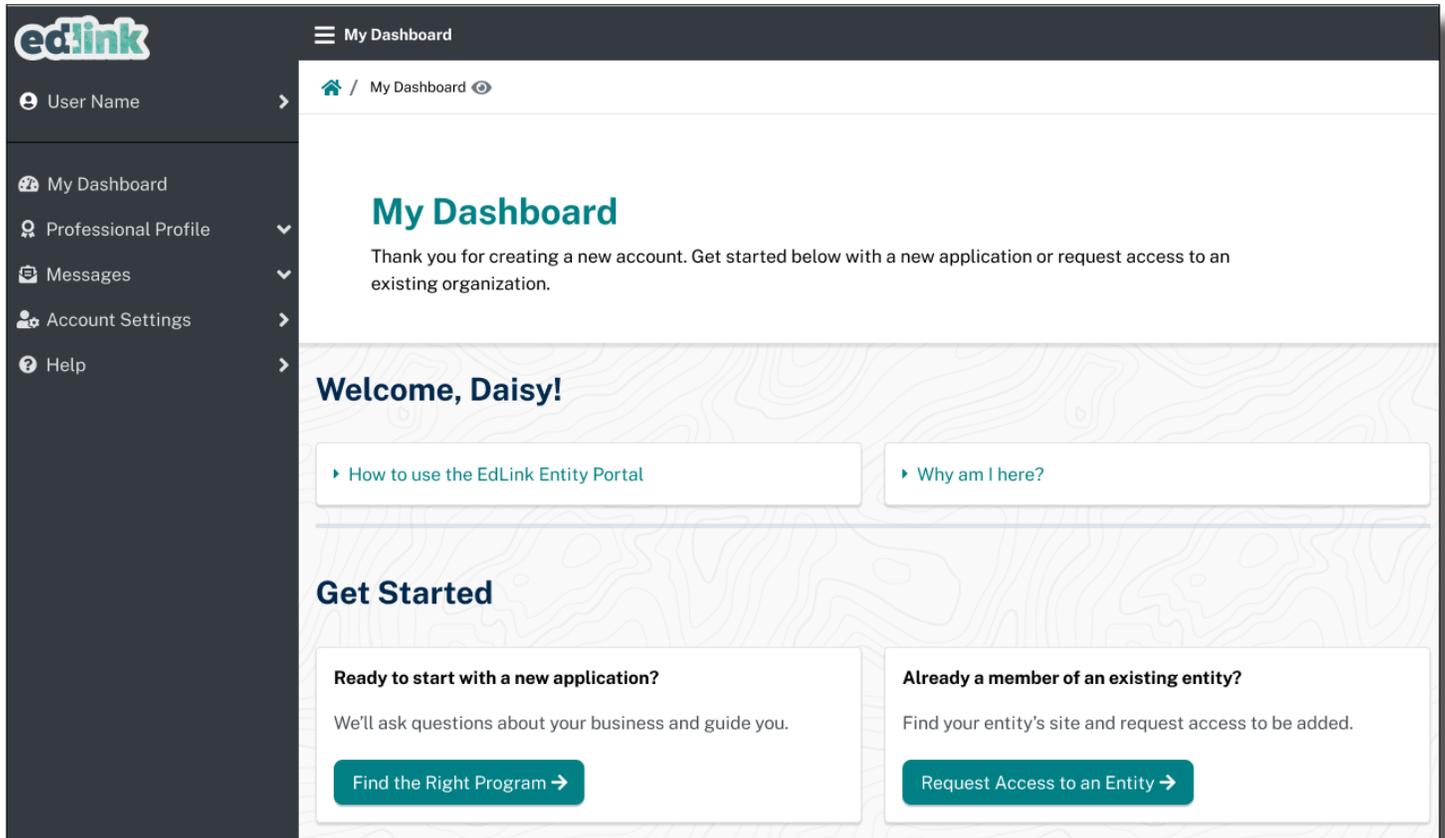


My MyLA Username and password results in an error message when I try to Sign In on the Edlink Page.

If you have recently set up your MyLA ID please wait 30 minutes for the systems to sync before logging in the first time.



Your personal New User Dashboard will appear. Your NPS Site access will be limited until your requests for access has been approved. Continue for instructions on how to do this.



How do I request the NPS School Manager role for my Nonpublic School?

If you need any assistance requesting your role in EdLink please follow the steps here.

Next, you'll request access as the
NPS School Manager.



Edlink Security Access Requests

Using the link below, you'll request to be assigned as the School or Program Manager for your NPS. The following instructions are presented in a step-by-step format to help you do this.

<https://registration.edlink.la.gov>



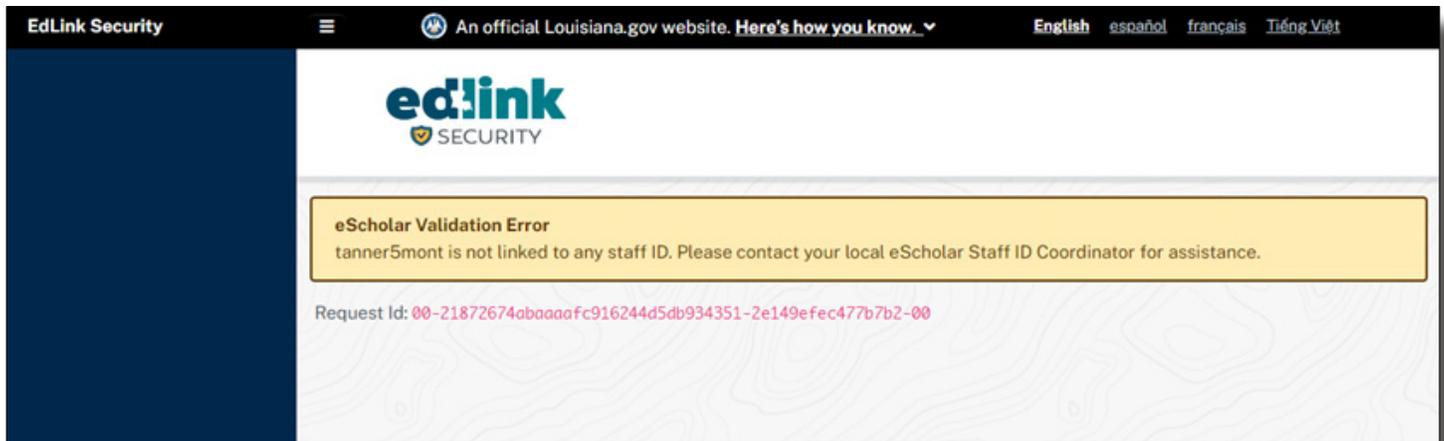
STEP 1

Request School Manager

1. Allow the screen to fully navigate to the Edlink Security page. This may take a few seconds.
2. Select **Request Permission** on the right side of the screen.
3. From the first drop-down, begin typing your NPS name. Carefully, **select the correct NPS**.
4. From the second drop-down that appears, select **Edlink Ops Portal**.
5. From the third drop-down, select **School Manager**.
6. In the final box that appears, enter a statement explaining why you are requesting the role of School. (example: **Requesting Access to Edlink**)
7. Click inside of the **little box labeled, School Manager**, and select **Submit**.

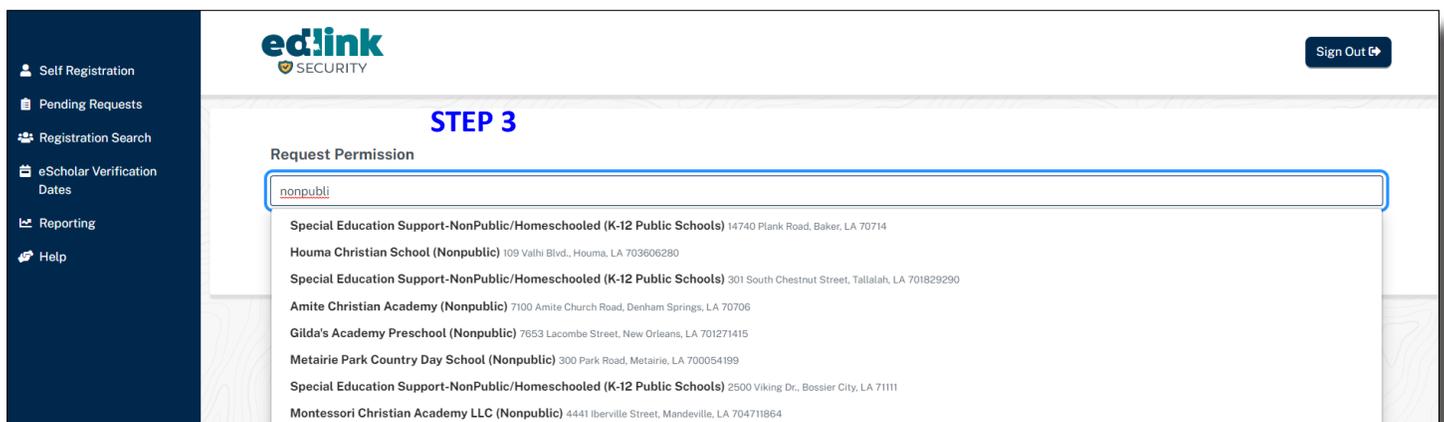
The screenshot shows the Edlink Security Registration website. The page title is "EdLink Security Registration" and it includes a navigation menu on the left with options like "Self Registration", "Pending Requests", "Registration Search", "eScholar Verification Dates", "Reporting", and "Help". The main content area shows the "Self Registration" section with user details: Name: Pamela Mertens, Email: Pamela.Mertens@la.gov, User Id: H50630244, and Staff Id: 2164723546. Below this, there is a "Permissions:" section with a dropdown menu showing "Louisiana State Department of Education (Louisiana State Department of Education)". A "Request Permission" button is visible on the right side of the page. A blue "STEP 2" label is overlaid on the right side of the page.

What do I do if I get an error on Edlink Security that states: eScholar Validation Error: “me@me.com is not linked to any staff ID. Please contact your local Staff ID Coordinator for assistance.”



Non-Public (K-12 Schools) must be resolved by LDOE and typically takes about 48 hours, once resolved and then the message will go away.

If you do not receive an error, proceed to STEP 3.



What do I do if my NPS is not listed?

You'll need to contact the Edlink Help Desk at Edlinksupport@la.gov. You will not be able to proceed until your NPS is added to Edlink Security. This may take 24-48 hrs.

Proceed to STEP 4 if you were able to find and select your NPS.



edlink SECURITY

Sign Out

STEP 4

Request Permission

Location: Houma Christian School (Nonpublic)
Address: 109 Valhi Blvd., Houma, LA 703606280

Please Select Application ...
Please Select Application ...
EdLink 360
EdLink Ops Portal
EdLink Security
KinderConnect
SER

EdLink Security Registration

An official Louisiana.gov website. Here's how you know.

English español français Tiếng Việt

Sign Out

STEP 5

Request Permission

Location: Alpha And Omega Christian Academy at St Jean (Early Childhood)
Address: 16441 S. Harrell's Ferry Road, #67, Baton Rouge, LA 70816
Application: EdLink Ops Portal

Please Select Role ...
Please Select Role ...
Entity Manager
NPS School Manager
Other Staff
Staff Administrator
Teacher

EdLink Security Registration

An official Louisiana.gov website. Here's how you know.

English español français Tiếng Việt

Sign Out

STEP 6

Request Permission

Location: Alpha And Omega Christian Academy at St Jean (Early Childhood)
Address: 16441 S. Harrell's Ferry Road, #67, Baton Rouge, LA 70816
Application: EdLink Ops Portal
Role: NPS School Manager

Optional Notification: Requesting Access

Permissions:
 NPS School Manager

STEP 7

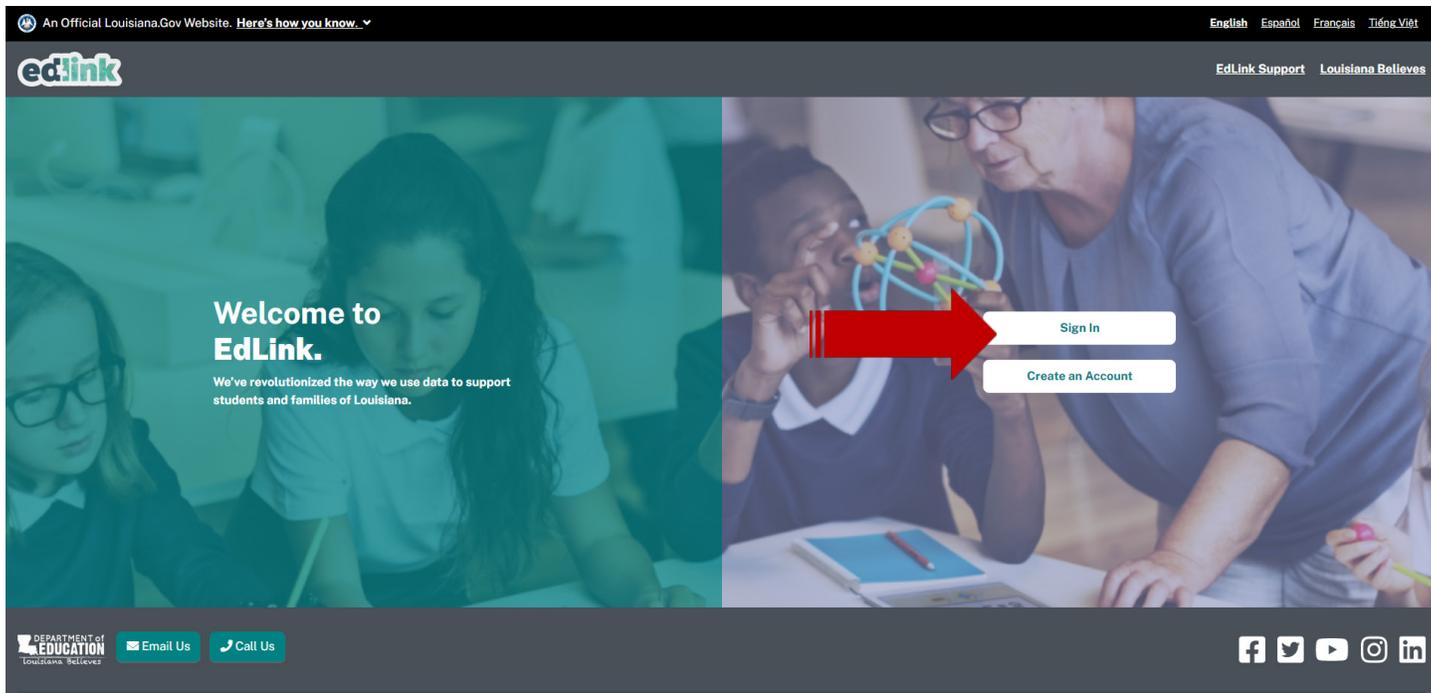
Submit Request Cancel Request

Please allow 24-48 Hrs. for your requests to be approved by LDOE. You will receive an email from LDOE once your requests have been approved.

After you have been approved by LDOE, Log back into Edlink at:

<https://registration.edlink.la.gov>

Select, Sign In.”



If the preceding instructions were correctly followed and permissions were granted by LDOE, you will be navigated to the Site Dashboard.



Dash Board

Welcome Back, Pamela Mertens
Welcome to your Dashboard. Here you can review and make changes to your sites.

Site Information 2021-2022

| | | |
|--|---|---|
| Location ID 1290627053 | Site/School Name 3D LEARNING Center | Site Status N/A |
| Institution Type NON-EDUCATION SITE | Primary Phone Number 214-543-4455 | Fax Number 214-543-4455 |
| Physical Address 1881 Easy St Ste B Lake Charles, LA, 70605 | | Mailing Address P O Box 4726 Lake Charles, CA, 70605 |

Site Administrators

| | | | |
|---------------------------------------|-------------------------------------|---|--|
| Contact Position Type OWNER | Contact Name Kiesha Payne | Primary Phone Number 337-274-1150 | Email Address paynefre@gmail.com |
|---------------------------------------|-------------------------------------|---|--|

The Site/School Manager will see the:

- Site Location ID
- Site/School Name
- Site Status
- Institution Type
- Primary Phone Number
- Fax Number
- Entity Notification Email
- Physical Address
- Mailing Address

Messages

Messages and Notifications

Review all your read and unread messages and notifications. Upcoming appointments are also listed below if you would like to add them.

[← Return to Dashboard](#)

My Messages 0

Unread Show All

There are no records to display.

My Notifications and Appointments 0

Show All Notifications Appointments

There are no records to display.

[↕ Newest to Oldest](#)

Messages, Notifications and Alerts will inform the Site/School Manager if Actions need to be completed or reviewed.

Unread Messages and Notifications

Unread Messages and Notifications 8

[View All Messages](#)

Show All Notifications Messages Appointments

[Newest to Oldest](#)

-  **Message - Subject Line**
FirstName LastName, MM/DD/YYYY, HH:MM AM/PM
Action Required: Read full message below
-  **Notification - 2020-2021 AFR Reporting**
MM/DD/YYYY HH:MM
Action Required: Please click the Review button to start entering your sites AFR data for the 2020-2021 school year [Review](#)
-  **Schedule Appointment - Subject Line**
MM/DD/YYYY HH:MM
Action Required: Schedule appointment to X [Schedule](#)
-  **Notification - Subject Line**
MM/DD/YYYY HH:MM
Action Required: Review X [Review](#)
-  **Schedule Appointment - Subject Line**
MM/DD/YYYY HH:MM
Action Required: Schedule appointment to X [Add to Calendar](#)

[Click to show 5 more](#)

Unread Messages and Notifications: School Manager/Entity Manager should see the following fields displayed under Unread Messages and Notifications section:

- Option for the Entity manager to view all message ('Show All')
- Option to view only Notifications')
- Option to view only messages ('Messages')
- Option to sort messages or search results based on date received ('Newest to Oldest' and wise versa)
- Option to filter results/messages/notifications by date range ('Start Date Range' and 'End Date Range' calendar fields)
- Option to clear all the filters selected ('Clear Filters' button)
- Hyperlink on top of the section to View All Messages in a new window

Sponsor Information



☰ Sponsor Information

Pamela Mertens

School Year
2022

Sponsor
3D LEARNING Center

Site/School
3D LEARNING Center

My Dashboard

Sponsor Management

Sponsor Information

Site Management

Messages 0

Account Settings

Help

Sponsor Information

The page consists of all Sponsor related information. Use the edit buttons below to update information. Some items may require LDOE approval prior to being accepted. Others cannot be edited.

Sponsor Information 2022-2023

| | | | |
|--|---|---|---|
| Sponsor Code YH7 | Sponsor Name 3D LEARNING Center | Location ID 1000008912 | Sponsor Type Non-Public Non-Education, Miscellaneous & C ACFP |
| Physical Address 1881 Easy St Ste B Lake Charles, LOUISIANA, 70605 CALCASIEU | | Mailing Address P O Box 4726 Lake Charles, LOUISIANA, 70605 CALCASIEU | |
| Sponsor Status N/A | Primary Phone Number 337-274-1150 | Fax Number 345-346-3565 | Entity Notification Email paynefre@gmail.com |

Sponsor Contacts

| | | | |
|--|--|---|--|
| Head Administrator Title OWNER | Contact Name Keisha Payne | Primary Phone Number 337-274-1150 | Email Address paynefre@gmail.com |
| Site Coordinator Title DEAN | Contact Name MAURICE ANKitha DUGAS B | Primary Phone Number 318-641-1987 | Email Address ankitha.billa@la.gov |

Additional Sponsor Information

| | | | |
|--|---|--|---------------------------------|
| Website www.carrollton.com | Facebook Page https://www.facebook.com/user | Twitter Profile N/A | Instagram Account N/A |
| Assessment Group Code Regular District School District | LEA Group Code University Lab Schools | Rollup Flag 🔒 N/A | Rolling District Y |
| Title III Flag Immigrant Y | Title III Flag Y | Eden Active Flag Y | McKinney-Vento Flag Y |
| NCES Agency ID N/A | Close Date N/A | NPCA Flag Y | AFR Y |
| SER (Special Education Reporting) N/A | | | |

Edit

Site Information

Site Information

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Sponsor Management
- Site Management
- Site Information
- Grades and Accountability
- Programs & Careers
- Clubs and Sports
- NPS Reporting
- Messages 0
- Account Settings
- Help

Site Information

Information pertaining to the school or site.

Site Information 2022-2023

| | | | |
|--|---|--|--|
| Site Code | Site/School Name 3D LEARNING Center | Location ID 1290627053 | Site Status N/A |
| Site Type Non-Public Daycare | Primary Phone Number 214-543-4455 | Fax Number 214-543-4455 | Entity Notification Email paynefre@gmail.com |
| Physical Address 1881 Easy St Ste B Lake Charles, LOUISIANA, 70605 CALCASIEU | | Mailing Address P O Box 4726 Lake Charles, CALIFORNIA, 70605 CALCASIEU | |
| Longitude N/A | Latitude N/A | Congressional District 1 | BESE District 1 |
| Open Date 11/15/2019 | Close Date 07/27/2022 | | |

Site Administrators

| | | | |
|---------------------------------------|-------------------------------------|---|--|
| Contact Position Type OWNER | Contact Name Kiesha Payne | Primary Phone Number 337-274-1150 | Email Address paynefre@gmail.com |
|---------------------------------------|-------------------------------------|---|--|

The Site/School Manager will see the:

Prepopulated information with Site Location ID, Site/School Name, Site Status, Institution Type, Primary Phone Number, Fax Number, Entity Notification Email, Physical Address, Mailing Address

Additional Information

| | | | |
|---------------------------------------|---|---|--------------------------------------|
| Site Website N/A | Site Facebook Page N/A | Site Twitter Page N/A | Site Instagram Account N/A |
| City Limits Y | GIS Type N/A | Locale Unknown | Report Site Code N/A |
| Institutional Control OTHER | Institutional Funding NONPUBLIC | Institution Type NON-EDUCATION SITE | NCES School ID Code N/A |
| District Accountability N | Non Acct Reason GRADES NOT INCLUDED | ACT Site Code N/A | Accountability Rollup N/A |
| Eden Active N | Highly Qualified Flag N | MFP N | Reconstituted N |
| Brumfield Date N/A | School Bus Partner Cnt N/A | Approval Status Date N/A | Tuition Flag N |
| Earliest Drop Off Time N/A | Earliest Pickup Time N/A | Approval NOT APPLICABLE | Religious Affiliation NONE |

System Submit Flags

Edlink 360

N/A

STS

N

SER

N/A

Edlink Ops AFR

N/A

Edlink Ops NPS

N

ASR

N

ASP

N

CCD

N

TAP

N

 Edit



Grades and Accountability

edlink Grades And Accountability

Grades and Accountability
School or site level grade configuration and accountability designation.

Grade Configuration
*Select all grades that will be available at your Site/School

- Infant (Special Education: Birth - Age 2)
- 2nd Grade
- 7th Grade
- 11th Grade
- PreSchool (Special Education: Ages 3-5)
- 3rd Grade
- 8th Grade
- 12th Grade
- Pre-Kindergarten (Ages 4-5)
- 4th Grade
- Transitional 9th Grade
- Extension Academy
- Kindergarten
- 5th Grade
- 9th Grade
- 1st Grade
- 6th Grade
- 10th Grade

Accountability
This site does not participate in a testing grade (from 3-11). It will be paired with the school (within the same school system) below for accountability.

*Shared School Option
[Dropdown]

Accountability K8/HS Group
[Dropdown]

Grades and Accountability may be edited once a year during the Open Window for Sponsor Sites.

Early Childhood Accountability
[--Select--]

| | | | |
|--------------------------------------|--------------------------------------|---------------------------------------|--|
| *Charter School Flag [--Select--] | *Lab School Flag [--Select--] | *Magnet School Flag [--Select--] | Corrective Action Code [--Select--] |
| Pairing Code [--Select--] | *Standalone Flag [--Select--] | *Academic Action Code [--Select--] | *Pairing Site 1 Code Enter Code |
| *Pairing Site 2 Code Enter Code | Reconfig Recons Code [--Select--] | *Reconfig Recons Year [--Select--] | Site Letter Grade [--Select--] |
| Routing Option Code [--Select--] | *Sharing Grade Code [--Select--] | *Sharing Site Code Enter Code | *Acct Prog Enter Year [--Select--] |

[Edit] [↑]

 **Change Grade Configuration** ✕

If your site needs to change the current grade configuration, that can be done by continuing to the Grades and Accountability section of Site Management. Note that changes may require an LDOE representative to approve changes and can take up to 5 business days to be approved. Once approved, please return to your NPS document to continue with the submission process.

[Go to Grades and Accountability](#) [Stay on Page](#)

Additional Information

List the actual number of instructional days (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the 2017-2018 year (See instructions for additional information.)

[✕ Close](#)

Total Faculty Members

List the total number of faculty members during 2017-2018 year. Faculty refers to the school-based personnel. In addition to full-time classroom teachers, these individuals include Principals, Assistant Principals, Guidance Counselors, Librarians, and other Instructional Staff (provided these individuals are assigned to teach at least one class in the Program of Studies)

[✕ Close](#)

Programs and Careers

edlink Program And Careers

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

Programs and Careers

Programs and career pathways offered at the school/site.

Programs

* Select all programs that will be available at your Site/School (must have at least 1)

| | |
|---|---|
| <input type="checkbox"/> 01 ACCELERATED SCHOOLS 440 | <input type="checkbox"/> 02 ADULT EDUCATION 441 |
| <input type="checkbox"/> 03 ALTERNATIVE PROGRAM 442 | <input type="checkbox"/> 04 DUAL LANGUAGE PROGRAM 443 |
| <input type="checkbox"/> 05 BOOT CAMP 444 | <input type="checkbox"/> 06 FLEXIBLE SCHEDULING 445 |
| <input type="checkbox"/> 07 COLLEGE PREPARATORY 446 | <input checked="" type="checkbox"/> 08 DAY/CHILD CARE 447 |
| <input type="checkbox"/> 09 DISCIPLINARY 448 | <input type="checkbox"/> 10 EXTENDED DAY 449 |
| <input type="checkbox"/> 11 FEDERAL NUTRITION PROGRAM 450 | <input type="checkbox"/> 12 GED PREPARATION 451 |
| <input type="checkbox"/> 12 COMMUNITY ELIGIBILITY PROGRAM 452 | <input type="checkbox"/> 13 GIFTED 453 |
| <input type="checkbox"/> 14 LEARN 454 | <input type="checkbox"/> 15 HIGH SCHOOLS THAT WORK 455 |
| <input type="checkbox"/> 16 HOMELESS 456 | <input type="checkbox"/> 17 HOSPITAL/HOMEBOUND 457 |
| <input type="checkbox"/> 18 HANDICAPPED INFANTS/TODDLERS 458 | <input type="checkbox"/> 19 LEARNING DISABILITIES 459 |
| <input type="checkbox"/> 20 MIDDLE SCHOOL 460 | <input type="checkbox"/> 21 MIGRANT EDUCATION 461 |
| <input type="checkbox"/> 22 MONTESSORI 462 | <input type="checkbox"/> 23 NIGHT SCHOOL 463 |
| <input type="checkbox"/> 24 PREKINDERGARTEN 464 | <input type="checkbox"/> 25 TITLE 1/SCHOOL WIDE PROGRAM 465 |
| <input type="checkbox"/> 26 TITLE 1/TARGETED ASSISTANCE 466 | <input type="checkbox"/> 27 SPECIAL EDUCATION 467 |
| <input type="checkbox"/> 28 TALENTED 468 | <input type="checkbox"/> 29 CAREER TECHNICAL EDUCATION 469 |
| <input type="checkbox"/> 30 TECH PREP 470 | <input type="checkbox"/> 31 UNWED MOTHERS 471 |
| <input type="checkbox"/> 32 YEAR ROUND 472 | <input type="checkbox"/> 33 HEAD START 473 |

[Edit](#)

Career Pathways

Select all career pathways that will be available at your Site/School

| | |
|---|---|
| <input type="checkbox"/> 002 ARCHITECTURE AND CONSTRUCTION | <input type="checkbox"/> 001 AGRICULTURE, FOOD, AND NATURAL RESOURCES |
| <input type="checkbox"/> 004 BUSINESS, MANAGEMENT & ADMINISTRATION | <input type="checkbox"/> 003 ARTS, A/V TECHNOLOGY & COMMUNICATIONS |
| <input type="checkbox"/> 006 FINANCE | <input type="checkbox"/> 005 EDUCATION & TRAINING |
| <input type="checkbox"/> 008 HEALTH SCIENCE | <input type="checkbox"/> 007 GOVERNMENT AND PUBLIC ADMINISTRATION |
| <input type="checkbox"/> 010 HUMAN SERVICES | <input type="checkbox"/> 009 HOSPITALITY AND TOURISM |
| <input type="checkbox"/> 012 LAW, PUBLIC SAFETY, AND SECURITY | <input type="checkbox"/> 011 INFORMATION TECHNOLOGY |
| <input type="checkbox"/> 014 MARKETING, SALES, AND SERVICE | <input type="checkbox"/> 013 MANUFACTURING |
| <input type="checkbox"/> 016 TRANSPORTATION, DISTRIBUTION & LOGISTICS | <input type="checkbox"/> 015 SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH |

| | |
|---|--|
| <input type="checkbox"/> A02 Ag, Food, Nat Res - Animal Sci | <input type="checkbox"/> A01 Ag, Food, Nat Res - Ag Prod/Mgt/Entrep |
| <input type="checkbox"/> A04 Ag, Food, Nat Res - Horticulture | <input type="checkbox"/> A03 Ag, Food, Nat Res - Forestry & Conservation |

| | |
|--|--|
| <input type="checkbox"/> B02 Archit, Constr - Architecture | <input type="checkbox"/> B01 Archit, Constr - AC&Refrgn, Heat&Vent |
| <input type="checkbox"/> B04 Archit, Constr - Carpentry&Construction | <input type="checkbox"/> B03 Archit, Constr - Cabinetmaking |
| <input type="checkbox"/> B06 Archit, Constr - Electrical/Electronics | <input type="checkbox"/> B05 Archit, Constr - Drafting |
| <input type="checkbox"/> B08 Archit, Constr - Plumbing | <input type="checkbox"/> B07 Archit, Constr - Masonry |

[Edit](#)

Programs and Careers and Career Pathways may be edited once a year during the Open Window for Sponsor Sites.

Sports and Clubs



Sports and Clubs

Pamela Mertens

School Year: 2022

Sponsor: 3D LEARNING Center

Site/School: 3D LEARNING Center

- My Dashboard
- Program Management
- Sponsor Management
- Site Management
 - Site Information
 - Grades and Accountability
 - Programs and Careers
 - Sports and Clubs**
 - NPS History
- EdLink Search
- Messages 0
- Account Settings
- Help**

Sports and Clubs

Clubs and sports offered at the school/site

Sports

Select all sports that will be available at your Site/School

| | |
|--|---------------------------------------|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Powerlifting |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Cross-Country | <input type="checkbox"/> Sprint |
| <input type="checkbox"/> Football | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Indoor Track and Field | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Outdoor Track and Field | <input type="checkbox"/> Other Sports |

Clubs

Select all clubs that will be available at your Site/School

| | |
|---|--|
| <input type="checkbox"/> Academic Subject-Area Interest Literature and Humanities | <input type="checkbox"/> Music |
| <input type="checkbox"/> Academic Subject-Area Interest Science, Technology, Engineering, Mathematics | <input type="checkbox"/> National or Statewide Leadership Associations |

Clubs

Select all clubs that will be available at your Site/School

| | |
|---|--|
| <input type="checkbox"/> Academic Subject-Area Interest Literature and Humanities | <input type="checkbox"/> Music |
| <input type="checkbox"/> Academic Subject-Area Interest Science, Technology, Engineering, Mathematics | <input type="checkbox"/> National or Statewide Leadership Associations |
| <input type="checkbox"/> Adult Mentoring | <input type="checkbox"/> Peer Tutoring or Mentoring |
| <input type="checkbox"/> Affinity Associations | <input type="checkbox"/> Politics and Government |
| <input type="checkbox"/> Business Interest | <input type="checkbox"/> School Community Organizations |
| <input type="checkbox"/> Career Focus | <input type="checkbox"/> Speech and Debate |
| <input type="checkbox"/> Drama, Theater, and Dance | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Games and Gaming | <input checked="" type="checkbox"/> Other Clubs |
| <input type="checkbox"/> Honor Society | |

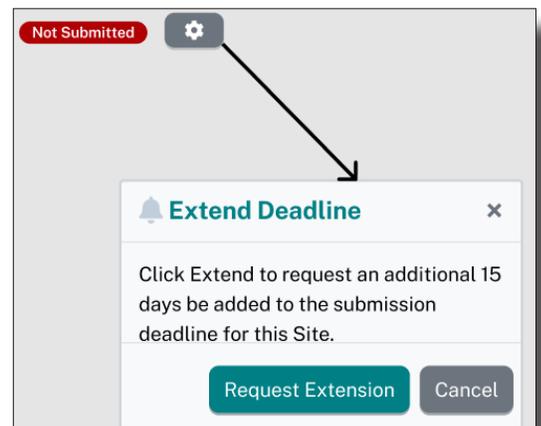
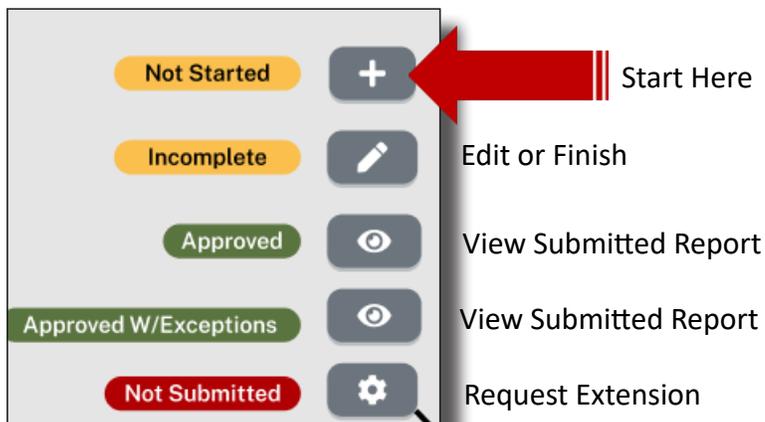
Club Name

Non Public School Reporting

Site/School Managers can track the history of previous and current NPS reports for review and take action during current reporting periods.

- User will have the ability to Return to Dashboard page by selecting respective button.
- An NPS Reporting 'info' alert will display while a reporting period is open.
- A table will show the NPS history for the site and the following details will be displayed:
School year, Approved date, Grade, Status e.g. Not Started, Incomplete, Approved, Approved w/ Exceptions, Not Submitted.
- The icons shown will align to the status of the NPS for each record:
 - Not Started - Plus Icon; user clicks this to start a new NPS entry using a form
 - When a new reporting period has started, a new record entry will be created for that school year and start with a "Not Started" status.
 - Incomplete - Pen Icon; user clicks this to get to a previously started NPS entry form
- Approved and Approved W/Exceptions - Eye Icon; will display a read-only (all disabled fields) version of the NPS entry form
 - Not Submitted - Gear Icon; Will launch a modal that allows a user to request an extension. Clicking "Request Extension" will send a notification to the WP user.
- Canceling will close the modal
 - The system will change the status for any items that are not in Approved an Approved W/Exceptions to "Not Submitted" if the matching school year has passed the due date.

Icons and Their Functions



*Extensions will only be granted for requests during the current reporting period. The Extension will automatically be reset with an additional 15 days added to the due date.

Non Public School Reporting History

Non-Public School Reporting

Non-Public School Reporting

View all past and current school year reporting for Non-Public Schools.

[← Return to Dashboard](#)

Info. For any help or question regarding your NPS Reporting submission, please email nonpublicschools@la.gov

Warning! Non-Public School Reporting for the 2022-2023 school year is due. The final deadline to submit your sites NPS is March 31st, 2023. [Click here to start.](#)

NPS History

| School Year | Approved Date | Preparer | Status | Action |
|-------------|---------------|----------|-------------|--------|
| 2022-2023 | | | Not Started | + |
| 2021-2022 | 09/27/2021 | | Approved | 👁 |
| 2020-2021 | 10/07/2020 | | Approved | 👁 |
| 2019-2020 | 09/26/2019 | | Approved | 👁 |
| 2018-2019 | 09/11/2018 | | Approved | 👁 |
| 2017-2018 | 10/02/2017 | | Approved | 👁 |
| 2016-2017 | 09/28/2016 | | Approved | 👁 |
| 2015-2016 | 10/12/2015 | | Approved | 👁 |
| 2014-2015 | 10/02/2014 | | Approved | 👁 |
| 2013-2014 | 10/02/2013 | | Approved | 👁 |

Show 10 p | « 1 2 » Showing Page 1 of 2

Select the + icon to begin your report. The following page will appear.



The Site/School Manager will see Prepopulated information with Site Location ID, Site/School Name, Site Status, Institution Type, Primary Phone Number, Fax Number, Entity Notification Email, Physical Address, Mailing Address on the Dashboard and by selecting Site Management.

edlink Non-Public School Information

Non-Public School Information
Please validate the school's information and submitter details.

Return to NPS Reporting

Section 1: Site Information 2022-2023

| | | |
|---|--|---------------------------------|
| Location ID 1000005256 | Site/School Name Lafayette Christian Academy | Site Status N/A |
| Institution Type SCHOOL | Primary Phone Number 337-234-9860 | Fax Number 3372333555 |
| Physical Address 223 Stone Avenue Lafayette, LA, 70507 | Mailing Address 220 Portland Avenue Lafayette , LA, 705070000 | |
| Notification Email gnorris@lafayettechristianacademy.com | | |

edlink Non-Public School Information

Section 1: Site Information 2022-2023

| | | |
|---|--|---------------------------------|
| Location ID 1000005256 | Site/School Name Lafayette Christian Academy | Site Status N/A |
| Institution Type SCHOOL | Primary Phone Number 337-234-9860 | Fax Number 3372333555 |
| Physical Address 223 Stone Avenue Lafayette, LA, 70507 | Mailing Address 220 Portland Avenue Lafayette , LA, 705070000 | |
| Notification Email gnorris@lafayettechristianacademy.com | | |

Section 2: Site Administrators

| | | | |
|---|-------------------------------------|---|---|
| Contact Position Type PRINCIPAL | Contact Name Kathryn Koch | Primary Phone Number 337-234-9860 | Email Address gnorris@lafayettechristianacademy.com |
|---|-------------------------------------|---|---|

Section 3: Preparer Information
Please enter the information of the person responsible for preparing the School Data.

*Are you the preparer?

Yes, use my information for this section. ?

No, do not use my information.

Back to NPS History Save and Continue

If user selects "No", then entry fields will display and user will need to complete all required information. Validation should follow previously established guidelines for Name/contact info.

Preparer information will default to "Yes". No information displayed below these radio buttons unless "no" is selected. Preparer section will either use the current user's information or allow them to enter a different person's details .

The screenshot shows the 'edlink' interface for 'Non-Public School Information'. The left sidebar contains navigation options like 'My Dashboard', 'Sponsor Management', 'Site Management', and 'NPS Reporting'. The main content area is divided into two sections:

- Section 2: Site Administrators**: Contains four input fields: 'Contact Position Type' (with 'PRINCIPAL' selected), 'Contact Name' (with 'Kathryn Koch'), 'Primary Phone Number' (with '337-234-9860'), and 'Email Address' (with 'gnorris@lafayettechristianacademy.com').
- Section 3: Preparer Information**: Starts with a prompt 'Please enter the information of the person responsible for preparing the School Data.' and a question '*Are you the preparer?'. The 'No' option is selected. Below are input fields for 'Prefix', 'Preparer Title', '*First Name', '*Primary Phone Number', 'Middle Name', 'Secondary Phone Number', '*Last Name', 'Email Address', and 'Suffix'. A red arrow points to the 'Save and Continue' button at the bottom right.

The screenshot shows the 'edlink' interface for 'Non-Public School Information' with a success message: 'Great Job! Preparer information saved successfully.' The left sidebar is visible. The main content area includes:

- Section 1: Grade Configuration**: A grid of checkboxes for grades from 'Infant' to '12th Grade'. 'PreSchool' is checked.
- Section 2: Additional information**: Contains two questions:
 - '*Are Special Education Classes taught at this school?' with 'Yes' selected.
 - '*What is the number of instructional days during the 2021-2022 school year?': A text input field with '0' and a red arrow pointing to it with the text 'Number must be between 100 to 365'.
 - '*What is the total number of faculty at this school during the 2021-2022 school year?': A text input field with '0' and a red arrow pointing to it with the text 'Number must be between 1-100'.

Additional Information

List the actual number of instructional days (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the 2022-2023 year (See instructions for additional information.)



Select the question Mark icon to open Additional Information. When finished, close.

If you navigate away from the report, the NPS History page will reflect a new status ; from Not Started to Incomplete. Select the pencil icon to return to the report.

Non-Public School Reporting
View all past and current school year reporting for Non-Public Schools.

← Return to Dashboard

Info. For any help or question regarding your NPS Reporting submission, please email nonpublicschools@la.gov

Warning! Non-Public School Reporting for the 2022-2023 school year is due. The final deadline to submit your sites NPS is March 31st.

NPS History

| School Year | Approved Date | Preparer | Status | Action |
|-------------|---------------|----------|------------|--------|
| 2022-2023 | | | Incomplete | |
| 2021-2022 | 09/27/2021 | | Approved | |
| 2020-2021 | 10/07/2020 | | Approved | |
| 2019-2020 | 09/26/2019 | | Approved | |
| 2018-2019 | 09/11/2018 | | Approved | |
| 2017-2018 | 10/02/2017 | | Approved | |
| 2016-2017 | 09/28/2016 | | Approved | |
| 2015-2016 | 10/12/2015 | | Approved | |
| 2014-2015 | 10/02/2014 | | Approved | |
| 2013-2014 | 10/02/2013 | | Approved | |

Show 10 p | < 1 2 > Showing Page

The Site/School Manager will have the ability to submit Enrollment Demographics information for NPS Reporting to meet the requirement for submitting the Site’s data for the respective year.

- School Manager will be navigated to Return to Application Home by selecting the button.
- The "Number of Students" grid will be displayed.
- If a grade was not selected in the previous page (grade configuration), it will automatically default all entries in that grade row to "zero" (Note: they will still be editable).
- School Manager will have the ability to select a grade to complete the data entry by selecting the + icon. Once clicked the details of the grade will be displayed on bottom of page for entry.
- The following details will be displayed: Hispanic/Latino, American Indian or Alaskan, Asian, Black/African American, Native Hawaiian or Pacific Islander, Caucasian, Two or more Races and Totals by Grade.
- Results will be displayed for each category by gender (male or female). All fields are editable excluding "Totals by Grade".



Enrollment Demographics

The current data was uploaded from your previous year report. To edit the data for the new year, select the pencil icon.

Enrollment Demographics

Provide a breakdown of your student enrollment by the ethnicity and gender of students that attended as of September 1st of current school year. To enter, click the pencil icon for each grade level. Then select save when that entry is complete.

[← Return to NPS Reporting](#)

| Grade Level | Latino (M/F) | American Indian (M/F) | Asian (M/F) | Black/African American (M/F) | Native Hawaiian (M/F) | Caucasian (M/F) | Two or More Races (M/F) | Total | |
|--------------|--------------|-----------------------|-------------|------------------------------|-----------------------|-----------------|-------------------------|-------|--|
| Pre-K | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| K | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 1st Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/0 | 1/1 | 1/1 | 13 | |
| 2nd Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 3rd Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 4th Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 5th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 6th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 7th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 8th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 9th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 10th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 11th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 12th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| By Gender | 14/6 | 6/6 | 6/6 | 6/6 | 6/5 | 6/6 | 6/6 | 50/41 | |
| By Ethnicity | 20 | 12 | 12 | 12 | 11 | 12 | 12 | 91 | |

Enrollment Demographics

Provide a breakdown of your student enrollment by the ethnicity and gender of students that attended as of September 1st of current school year. To enter, click the pencil icon for each grade level. Then select save when that entry is complete.

[← Return to NPS Reporting](#)

| Grade Level | Latino (M/F) | American Indian (M/F) | Asian (M/F) | Black/African American (M/F) | Native Hawaiian (M/F) | Caucasian (M/F) | Two or More Races (M/F) | Total | |
|-------------|--------------|-----------------------|-------------|------------------------------|-----------------------|-----------------|-------------------------|-------|--|
| Pre-K | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |

Grade Level - Pre-K

| | | | | | | | |
|--|--------------------------------|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|--------------------------------|
| Hispanic/Latino | | American Indian Or Alaskan | | Black/African American | | | |
| *Male | *Female | *Male | *Female | *Male | *Female | *Male | *Female |
| <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> |
| Native Hawaiian Or Pacific Islander | | Caucasian | | Two or more Races | | Total by Grade | |
| *Male | *Female | *Male | *Female | *Male | *Female | | |
| <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="14"/> | |

[Save →](#) [Cancel X](#)

The Site/School Manager will have the ability to submit Graduation Rates by Ethnicity and Gender for NPS Reporting to meet the requirement for submitting the Site's data for the respective year.

| Enrollment Demographics | | | | | | | | | | |
|-------------------------|--------|-------|-------|-------|-------|-------|-------|-------|---------|--|
| K | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 1st Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/0 | 1/1 | 1/1 | 1/1 | 13 | |
| 2nd Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 3rd Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 4th Grade | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 1/1 | 14 | |
| 5th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 6th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 7th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 8th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 9th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 10th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 11th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| 12th Grade | 1/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 1 | |
| By Gender | 14 / 6 | 6 / 6 | 6 / 6 | 6 / 6 | 6 / 5 | 6 / 6 | 6 / 6 | 6 / 6 | 50 / 41 | |
| By Ethnicity | 20 | 12 | 12 | 12 | 11 | 12 | 12 | 12 | 91 | |

Enrollment Validation

The Enrollment validation compares the previous NPS reporting period to this NPS submission. If the amounts have more than a 10% change (plus or minus), then you will need to provide an explanation for the discrepancy.

| Previous NPS Enrollment | Calculated NPS Enrollment | Difference | Percentage Difference |
|-------------------------|---------------------------|------------|-----------------------|
| 399 | 91 | 308 | -77.19% |

Warning! The enrollment submitted exceeds 10% +/- the previous year. Please review your submission for errors before continuing. x

I attest that the information provided is correct.

I Agree

*** Provide a written explanations for the discrepancy. LDOE will review and determine if any additional details are needed.**

Increase in enrollment

← Back to Grade Configuration
Save and Continue →



Data will be saved by selecting the Save button. If all fields are entered (even if zero) then a green check mark will be displayed to the left of that row.

Note: rows that were previously filled with zeros in AC3 will receive green checks. A School Manager can may edit (icon will change to pencil after completed) a row if needed, but the entry will require that all fields contain data before saving. A School Manager can cancel, but no new data will be saved.

- Enrollment Validation Section: Enrollment Validation will display metrics if there are discrepancies (more than 10% +/-) between this submission and the previous year's submission.
- Previous NPS Enrollment, Calculated NPS Enrollment, Difference, and Percentage Different will be displayed on the screen (and be disabled)
- If there is a discrepancy with data submission, A warning message will be displayed to review submission information
- The School Manager will be required to provide an explanation for the discrepancy
- For new schools without previous enrollment data, do not display Enrollment Validation Section
- School Manager will be required to attest submission information by selecting the "I Agree" check box
- Save and Continue button will be disabled until the School Manager answers the required questions
- The School Manager will be navigated to the next page by selecting Save and Continue button
- The School Manager will be navigated back to Grade Configuration page by selecting the button
- If no students are listed for the 11th and 12th grade the 'back and forward' button at the bottom of the page will be shown as "Back to Grade Configuration" and "Submit". Otherwise, a School Manager will continue to Pg 4 of the process flow. If submitted, the status will change to either Approved or Approved with exceptions (ex. if the user had a validation exception on this page).



Graduation Rates

Graduation Rates by Ethnicity and Gender

Graduation Rates by Ethnicity and Gender

Provide the following information for each school included in this proposal. Specify the planned year of opening for each (duplicating the table as needed).

[← Return to NPS Reporting](#)

Section 1: Number of graduates for prior year

Enter the number of male and female graduates by the ethnicities below.

| | | | |
|---|--|--|---|
| Hispanic/Latino | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| American Indian or Alaskan Native | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| Asian | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| Black or African American | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| Native Hawaiian or Other Pacific Islander | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| Caucasian | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| Two or more Races | *Male <input type="text" value="1"/> | *Female <input type="text" value="0"/> | Total <input type="text" value="1"/> |
| Totals | Male Total <input type="text" value="7"/> | Female Total <input type="text" value="0"/> | Total Graduates <input type="text" value="7"/> |

[← Back to Enrollment Demographics](#)



[Submit →](#)

Status Change

After you have submitted the Report, the status will change to Approved. Select the eye icon to view the report.

Non-Public School Reporting

View all past and current school year reporting for Non-Public Schools.

[Return to Dashboard](#)

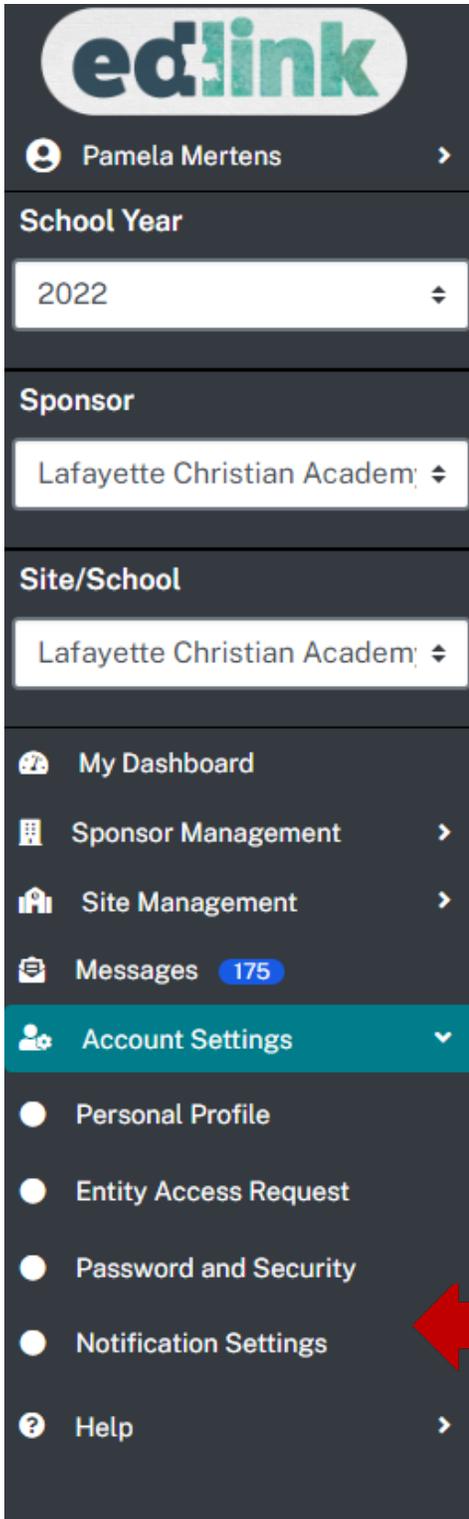
NPS History

| School Year | Approved Date | Preparer | Status | Action |
|-------------|---------------|----------|----------|--------|
| 2022-2023 | 09/22/2022 | | Approved | |
| 2021-2022 | 09/27/2021 | | Approved | |
| 2020-2021 | 10/07/2020 | | Approved | |
| 2019-2020 | 09/26/2019 | | Approved | |
| 2018-2019 | 09/11/2018 | | Approved | |
| 2017-2018 | 10/02/2017 | | Approved | |
| 2016-2017 | 09/28/2016 | | Approved | |
| 2015-2016 | 10/12/2015 | | Approved | |
| 2014-2015 | 10/02/2014 | | Approved | |
| 2013-2014 | 10/02/2013 | | Approved | |

Show 10 p | « < 1 2 > » Showing Page 1 of 2

Notifications and settings

Notifications Settings include, delivery methods and notification preferences for emails, tasks and notifications within Edlink.



Notification Settings

Review or update your notification preferences below.

Delivery Methods

Allow notifications by email

No

Allow text notifications by text message

No

Allow notifications by mail

No

Email Address

pamela.k.mertens@gmail.com

Text Message

Carrier charges may apply for text messages

Mailing Address

1201 N River Rd , , Baton Rouge, LA

Notification Preferences

Toggle all notifications

No

Reminders

Annual Certification (Due in 30 days)

No

Licensing Expiration (Due in 30 days)

No

Upcoming Training Session (starts in 2 days)

No

New Messages

Task is assigned to me

No

Message response

No

System messages

No

Changes to my records

Professional profile updated

No

Personal profile updated

No

Pending change expiration

No

This page was intentionally left blank.