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| Los Angeles County Office of Education |
| Educational Passport System |
| User Manual |

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| Revision 12-30-2015 |



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# The Los Angeles Educational Passport System

The Los Angeles County Educational Passport System (EPS) is a website that contains demographic and academic data provided by school districts, and Department of Children and Family Services data.

The website provides the following functionality:

* Allows search and display of Student Academic data provided by participating school districts(s)
* Allows search and display of Department of Children and Family Services data
* Allows search and display of California Longitudinal Pupil Achievement Data System (CalPADS) data

The data is made available to school districts and others that have a valid educational interest in the student.

## Web address

The website resides at <https://eps.lacoe.edu/>

## Requesting access

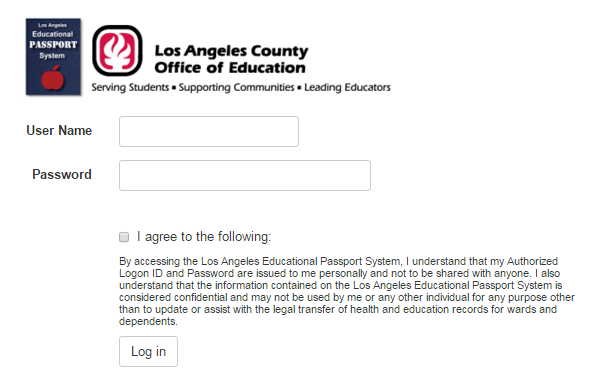
To request access to the Los Angeles Educational Passport System, contact Help Desk at (562) 922-6646 or HelpDesk@lacoe.edu.

# User Account

A user account is required for each user accessing the system. Each user must agree to the following:

*By accessing the Educational Passport System, I understand that my Authorized Logon ID and Password are issued to me personally and not to be shared with anyone. I also understand that the information contained on the Los Angeles Educational Passport System is considered confidential and may not be used by me or any other individual for any purpose other than to update or assist with the legal transfer of health and education records for wards and dependents.*

## Logging in



To log in, enter your **user name** and **password**, check the box to agree to the terms and conditions, and click the **Log In** button.

## Changing your password



After logging in, clicking the **[Change Password]** link will allow you to change your password.

**Note:** your password must be at least 8 characters and contain at least one non-alpha numeric character (such as “#” or “!”)

# Foster Youth Database

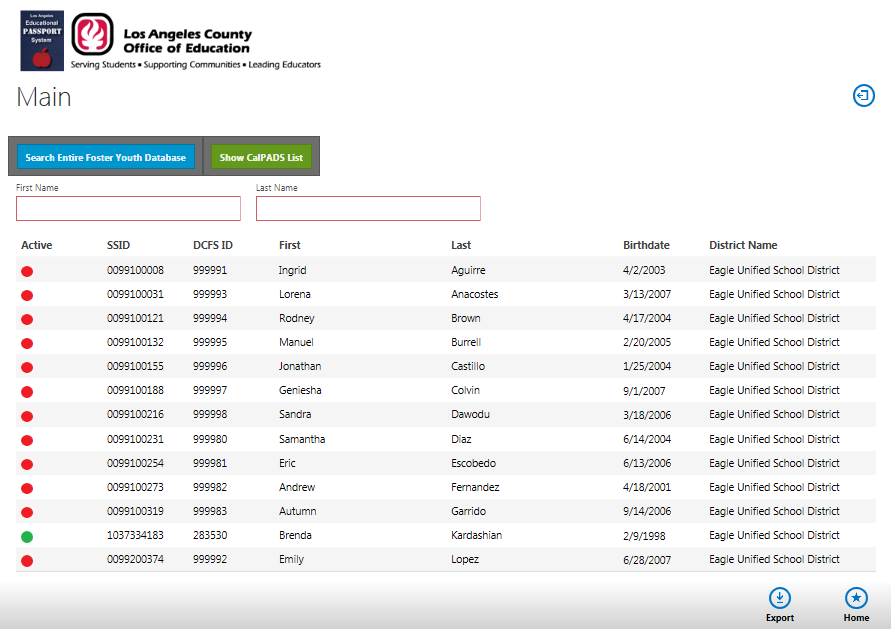
The primary application of the Los Angeles County Educational Passport System website is the Foster Youth Database.

## Accessing the database



To access the Foster Youth Database, after logging into the Los Angeles County Educational Passport System website, click the **Search the Foster Youth Database** link.

## Viewing District Students



The **Main** screen displays all the students that are part of the districts(s) that the user has access to. This display shows active and inactive students from two sources, DCFS and LACOE. The column on the left side indicates the student’s status with DCFS. The red icons indicate students that do NOT have an active DCFS case. Green icons indicate students that currently have an active DCFS case.

To search for a student, enter a full or partial first name in the **First Name** box and/or a full or partial last name in the **Last Name** box and press the **Tab** or **Enter** key to initiate the search.

To select a student, click the row the student appears on.

## Explanation of students included

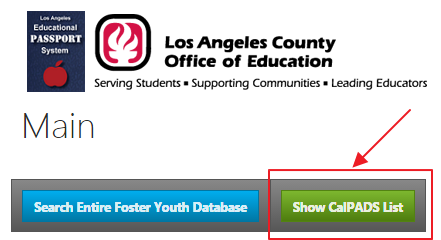
### DCFS

The DCFS data source shows students that are contained in the weekly Department of Children and Family Services interface that are in the district(s) that the current user has access to.

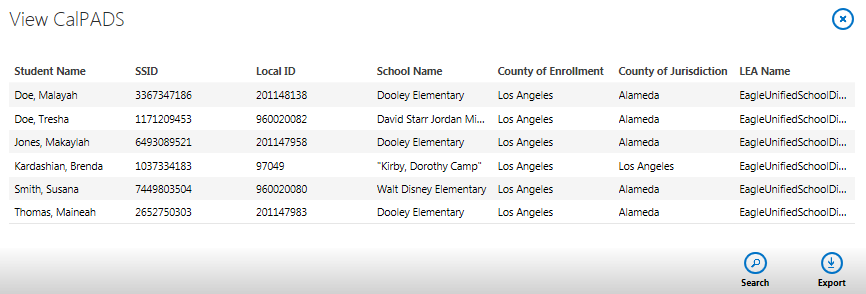
### EPS

The EPS is composed of any student that has academic information that was submitted to LACOE EPS by the district(s) that the current user has access to.

## CalPADS



Show CalPADS list displays students that are in the district(s) that the current user has access to. The list is sortable and searchable and can be exported. Clicking on a record will display the detailed CalPADS information.

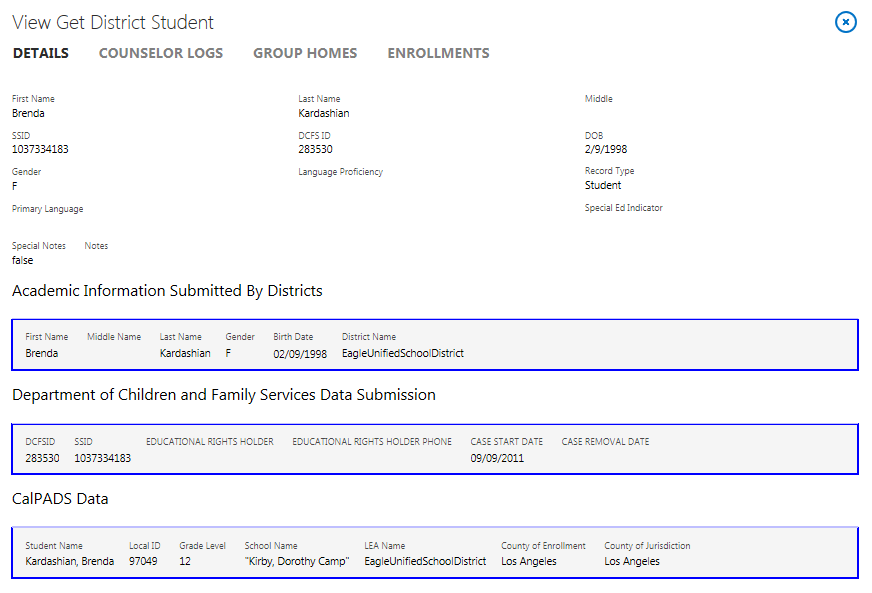


## Excel Export



Clicking the **Export** button will export the entire list of students the current user has access to.

## Student Detail



Clicking on a student on the **Main** screen will display detailed information for that student on the **Student** **Detail** screen.

### Counselor Logs

Clicking the **Counselor Log** tab will navigate to the screen that will display the counselor logs entered for the student by Los Angeles County Office of Education Foster Youth counselors.

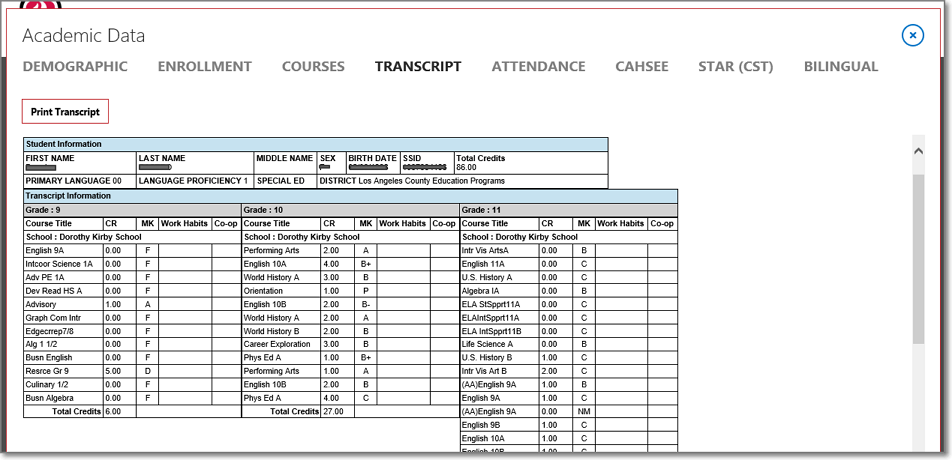
### Groups Homes

Clicking the **Group Homes** tab will navigate to the screen that will display group home information entered for the student by Los Angeles County Office of Education Foster Youth counselors.

### Enrollments

Clicking the **Enrollments** tab will navigate to the screen that will display all the schools that the student has attended in multiple school districts.

### Academic Information Submitted By Districts



Clicking on a row under the **Academic Information Submitted By Districts** section on the **Student Detail** screen will display the academic information for the student submitted by the selected district.

* **Demographic** – Basic information on the student such as name, birthdate, SSID, ect.
* **Enrollment** – A list of all schools that the student attended in the selected district.
* **Courses** – A list of the current courses a student is taking at the selected district.
* **Transcript** – The transcript for the student at the selected district.
* **Attendance** – A list of attendance, by school attended, in the selected district.
* **Cahsee** - California High School Exit Examination results in the selected district.
* **Star (CST)** - Standardized Testing and Reporting results in the selected district.
* **Bilingual** – Language Proficiency / CELDT results in the selected district.

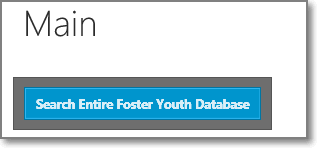
### Department of Children and Family Services Data Submission

The **Department of Children and Family Services Data Submission** section contains the DCFS record(s) that the selected student is linked to. Clicking on a row in this section will navigate to a screen that will display all the DCFS data for the selected student.

### CalPADS Data

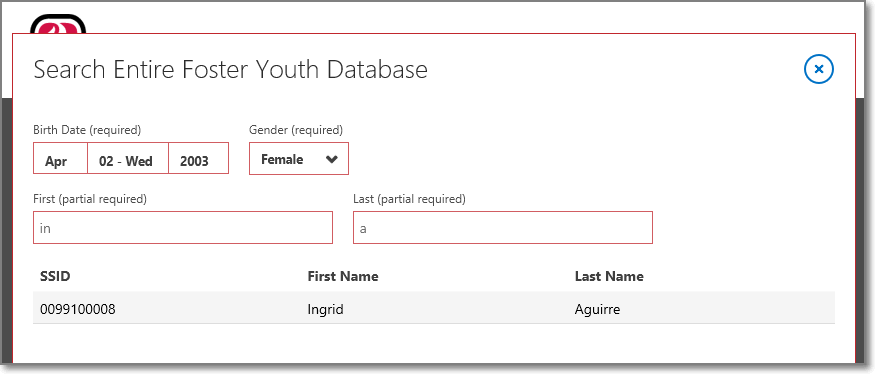
The **CalPADS Data** section contains the related information California Longitudinal Pupil Achievement Data System. Clicking on a row will navigate to a screen that will display all the CalPADS data for the selected student.

## Search Entire Foster Youth Database



Clicking the **Search Entire Foster Youth Database** button on the **Main** screen will display the screen that will allow a user to search the entire Foster Youth database.

### Performing a Search



To perform a search, the following fields are required:

* **Birthdate** (the birthdate of the student)
* **Gender** (Male or Female)
* **First** (this can be partial, meaning it only needs to contain the first letter(s))
* **Last** (this can be partial, meaning it only needs to contain the first letter(s))

Pressing the **Tab** key or the **Enter** key after entering data in all the fields will perform the search. Students that match the search will display in the table. Clicking on the row the student appears in will navigate to the **View Student** screen (covered in the next section).

### Viewing Results

Clicking on a student in the results table on the **Search Entire Foster Youth Database** screen will display detailed information for that student on the **View Student** screen.

The data displayed is identical to the **Student** **Detail** screen (covered in the previous section).