**Educational Passport System (EPS) August 2019**

80 Districts Sharing Data – 1+ Million Student Educational Document Pages – 2,097 Users

Click here for more EPS news, updates and resources.

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**Available now... JV-535 (Order Designating Educational Rights Holder) Indicator**

A JV-535 (Order Designating Educational Rights Holder) indicator is located on the Search Entire Database > Details tab for district users. LACOE FYSCP staff have an additional indicator and Look Up feature on the Administration menu.

This enhancement allows you to know that a document has been uploaded in the Permits/Correspondence > JV-535 Order Designating Educational Rights Holder subfolder, along with the date of the latest upload in Document Library.

To view documents, go to Document Library to submit a Request to View.

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**LACOE, School Districts and DCFS: A Partnership in Action**

The Department of Child and Family Services (DCFS) is a founding partner of EPS and the source of foster youth records.

Beginning August 7th, authorized DCFS staff will have the ability to view and download documents for students under their care/jurisdiction with an open court case. Documents in the Psychological (05) and Health/Medical Development (06) folders will still require district approval. Also, if a document isn’t currently in EPS-Document Library, DCFS must complete a request to have the document(s) uploaded.

A notification will be sent to the Passport Administrator and Document Administrator in your district to inform that a document has been accessed by DCFS.

The phased implementation begins with the Pomona DCFS Office in August with plans to expand to other DCFS offices by December 2019.

**EPS Features for DCFS:**

1. Emergency Transportation/Transfer Module (Form 1399) – Completed by Social Worker online when there is a school change as a result of a DCFS action. A notification will be sent to the Foster Youth Liaisons of the current district and the new district. The feature can also be used for Intra-District transfers.

2. CSW Summary View – A single summary screen for Children’s Social Workers to view student information with functionality to navigate for more detail.

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**Training Schedule**

Staff in your district need the complete EPS Portal training? Training is available at the LACOE Ed Center Campus in Downey. Click the link for details and to register for a hands-on workshop. Seating for each session is limited.

- EPS System Training – 8/14/2019 Full
- EPS System Training – 8/28/2019 Full
- EPS System Training – 9/04/2019 Full
- EPS System Training – 9/20/2019 Full
- EPS System Training – 10/2/2019 Full
- EPS System Training – 10/23/2019 Full
- EPS System Training – 11/06/2019 Information and Registration
- EPS System Training – 11/20/2019

**Document Library Module Training and Support are Available!**

Attend a Document Library module workshop or follow these step-by-step online resources available at:

EPS Document Library Quick Guides

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**Need Assistance Using EPS:**

Email HelpDesk@lacoe.edu if you have questions or need support.