



# EDUCATIONAL PASSPORT SYSTEM (EPS)

## Newsletter – April 2024

2 Counties – 140 Districts and Charters Sharing Data – 2 Million+ Student Educational Document Pages – 6,500+ Users

Click [here](#) for more EPS news, updates, and resources.

### EPS is the System of Record

Thank you for your partnership and commitment to make EPS the go-to platform for secure and centralized data sharing.

The suite of applications in EPS is the best way to safeguard the confidentiality of vital information for foster youth and other vulnerable student populations across EPS community members. Use EPS as you:

- ☐ **Fulfill and Send Records Requests**  
Read [Foster Youth and Identity Theft Bulletin](#) to learn how to be a part of the solution to protect personal information for foster youth.
- ☐ **Submit View Requests for Student Records**
- ☐ **Track Best Interest Determination (BID)**
- ☐ **Document BID Meetings and Outcomes**
- ☐ **how to view, create, or edit a 1399 record**  
Watch [Foster Youth DCFS 1399](#) to learn more about this feature in the Foster Youth application. **Tip:** Securely store downloaded files and delete when finished using the file.
- ☐ **View JV-535 (Designating Educational Rights Holder) Form Information**

### Best Practices

Use these tips to help our EPS Community better serve students:

#### Document Library: **Uploading Files**

**Ensure uploaded files do not exceed 40 pages.** *Tip: Split files with 40+ pages into multiple documents and use file naming that includes "File Name\_1 of 2" so requestors know how many documents belong to the requested record.*

#### ☐ **User Account Maintenance: Enforcing EPS Security Protocols**

##### **Review your EPS user roster periodically to:**

- ☐ Verify existing staff serve in an active EPS role and use applications assigned
- ☐ Remove EPS roles and applications from departed or reassigned staff
- ☐ Add new staff and assign their applicable EPS roles and applications

**Log into the EPS Portal and click on the Reports link. If you have any questions, please contact [HelpDesk@lacoed.edu](mailto:HelpDesk@lacoed.edu) for assistance.**

### EPS Training and Support Resources

- ☐ **Calling all districts and schools... Do you have:** Existing staff interested in refreshing their EPS knowledge? New staff joining your EPS user roster?

**We can help with EPS online workshops!** To aid your scheduling efforts, the next EPS Online Training sessions for the 2024 calendar year are listed below.

- **May 15, 2024 | 9:00 AM – 12:00 PM**
- **June 12, 2024 | 9:00 AM – 12:00 PM**
- **August 21, 2024 | 9:00 AM – 12:00 PM**
- **September 18, 2024 | 9:00 AM – 12:00 PM**

Visit the [EPS Workshop Registration](#) web page for details to register for an **interactive EPS Training**.

### IT Administrators: Help Keep EPS Data Current

**Updated the provider service type for your Student Information System (SIS)? Changed your SIS provider?** Please reach out to [EPSSupport@lacoed.edu](mailto:EPSSupport@lacoed.edu) to provide SIS updates and/or learn more about the next steps to ensure current district data is imported to EPS.

**Need Assistance Using EPS?** Help is Available!

DCFS Users: Contact ISD Service Desk | District Users: Contact [HelpDesk@lacoed.edu](mailto:HelpDesk@lacoed.edu)

**New District Student Information System (SIS) or Email Address?**

Contact us at [HelpDesk@lacoed.edu](mailto:HelpDesk@lacoed.edu) with your new information!