



Guide for Requesting State Central Registry (SCR) Clearances for School Employees

August 2025

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The State Central Registry

The Louisiana Department of Children and Family Services (DCFS) maintains a repository of child abuse and neglect reports and investigations. The State Central Registry (SCR), a subset of this repository, includes a list of individuals who have been substantiated as perpetrators in certain DCFS' child abuse and neglect investigations.

Changes from Act 409

Act 409, passed in the 2025 Louisiana Legislative Session, made several changes to the Louisiana Children's Code, Revised Statutes, Child Welfare practices and educational institutions to further ensure the safety of children. Act 409 strengthens Child Welfare oversight and closes loopholes in investigations of child-on-child sex abuse.

SCR Clearances for all School Employees

Per Act 409, a person whose name is on the SCR on or after Aug. 1, 2018, cannot be hired by either a city, parish, or other local school board or a nonpublic school system. As of Aug. 1, 2025, DCFS is conducting SCR clearances on all public and private school employees prior to hiring, subject to a request for the clearance by the public or private school system.

How to Request an SCR Clearance

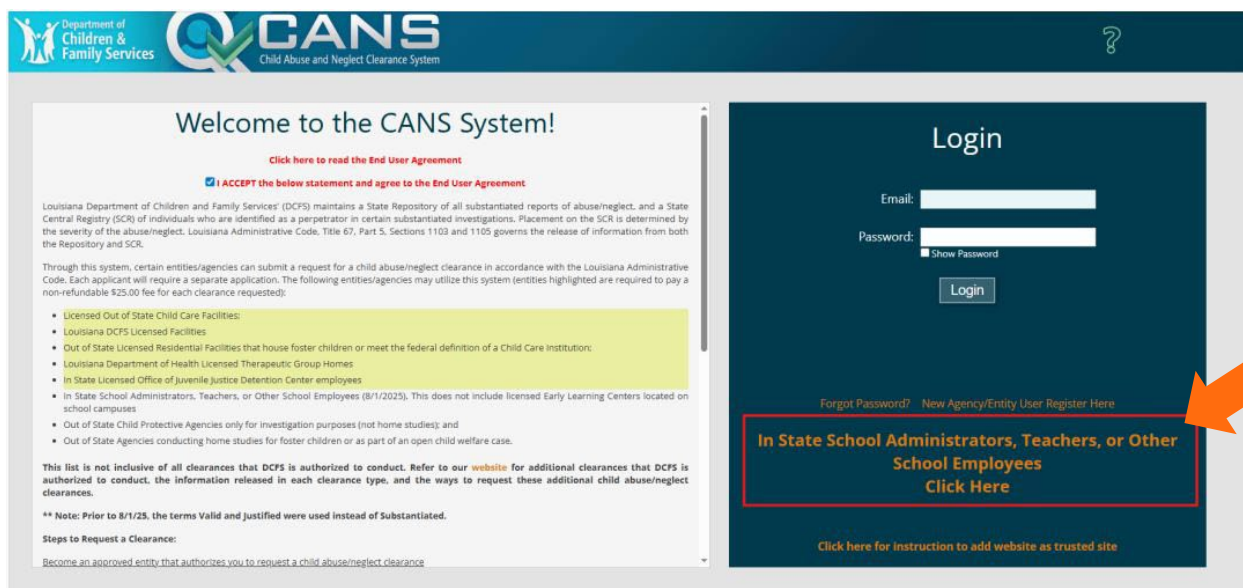
This guide details the process of requesting SCR clearances from DCFS. Please note that this process is **not** the same process for obtaining background checks for employment in a licensed early learning center.

DCFS' Child Abuse and Neglect System (CANS), <https://dcfscans.dcfs.la.gov/>, is the mechanism to request SCR clearances. DCFS strives to complete clearance requests within 10 business days. There may be delays due to the legal requirement of providing due process prior to releasing information.

Requesting an SCR clearance is a three-step process:

1. LDOE approves designated users to utilize the DCFS CANS system through the Edlink registration process.
2. Approved Edlink users then create an account in the DCFS CANS system.
3. Users are then authorized to request individual SCR clearance requests from DCFS on proposed hires.

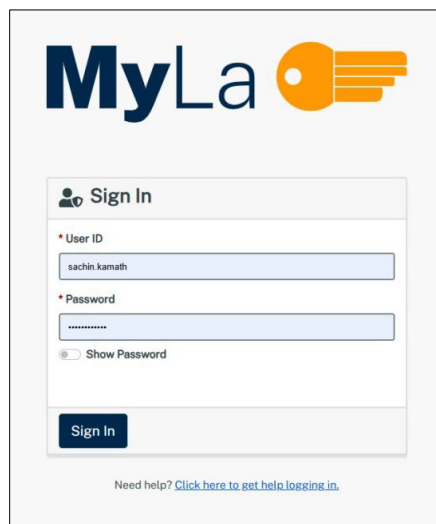
Begin by clicking the link at the bottom of the CANS main page: “In State School Administrators, Teachers, or Other School Employees Click Here.”



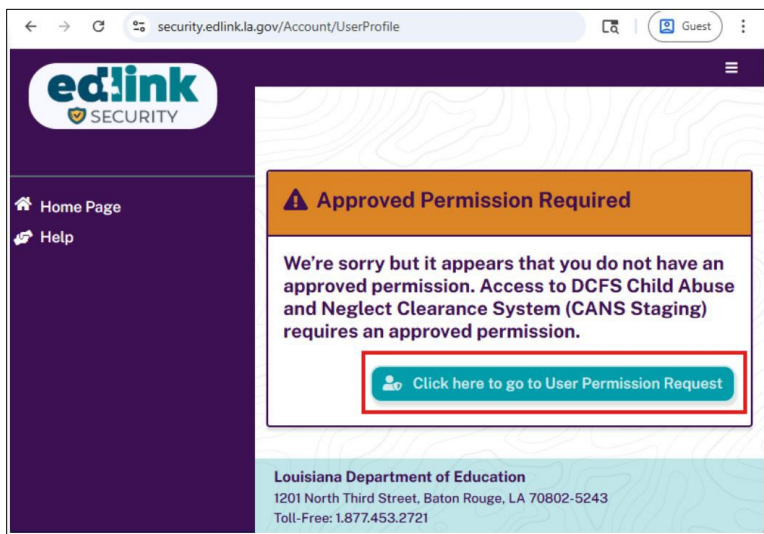
The screenshot shows the CANS System Welcome page. On the left, there is a 'Welcome to the CANS System!' message with a link to read the End User Agreement and a checkbox to accept the terms. Below this, there is a list of entities/agencies that can submit requests for clearance. On the right, there is a 'Login' section with fields for Email and Password, a 'Show Password' link, and a 'Login' button. At the bottom of the login section, there is a link that reads 'In State School Administrators, Teachers, or Other School Employees Click Here', which is highlighted by an orange arrow.

Step 1: Obtaining LDOE’s Approval Via MyLA or EdLink

Depending on whether you are accessing the CANS system internally or externally, clicking the link on the main page will direct you to either MyLA or EdLink Security sites for authentication.



The screenshot shows the MyLA Sign In page. It features the MyLA logo at the top. Below the logo, there is a 'Sign In' section with a 'User ID' field containing the text 'sachin.kamath' and a 'Password' field. A 'Show Password' link is located below the password field. A 'Sign In' button is at the bottom of the sign in section. At the very bottom, there is a link that reads 'Need help? Click here to get help logging in.'

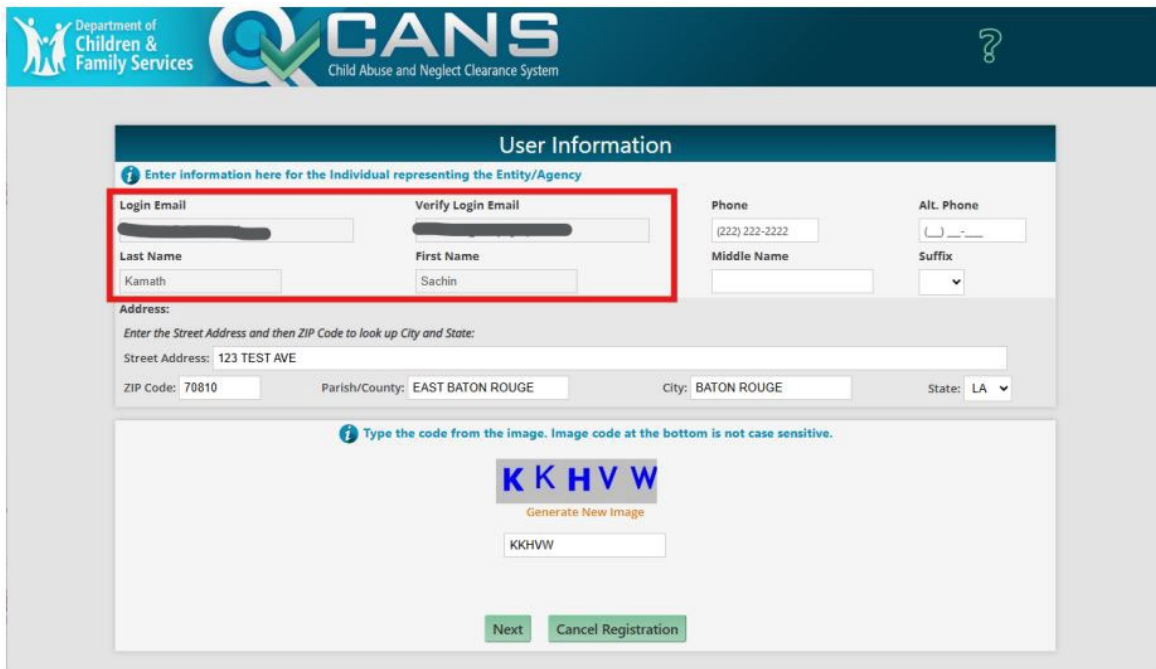


The screenshot shows the EdLink Security user profile page. The page has a purple header with the 'edlink SECURITY' logo. On the left, there is a sidebar with links to 'Home Page' and 'Help'. The main content area displays a message that reads 'We're sorry but it appears that you do not have an approved permission. Access to DCFS Child Abuse and Neglect Clearance System (CANS Staging) requires an approved permission.' Below this message, there is a button that reads 'Click here to go to User Permission Request'. At the bottom, there is contact information for the Louisiana Department of Education.

If you do not have permission through Edlink to access CANS, you will be redirected to the Edlink Security user profile page to request the necessary access. Access the Edlink Security webpage at <https://security.edlink.la.gov>. If you require CANS access to a new location, you will need to log into your Edlink user profile to request access.

Step 2: Registering as a CANS User (New Users Only)

After LDOE security approves you for CANS access, you can then create an account in the CANS system. You will be directed to the Entity User Account Registration page within CANS.



The screenshot shows the 'User Information' registration page for the CANS system. The header includes the 'Department of Children & Family Services' logo and the 'CANS Child Abuse and Neglect Clearance System' title. A red box highlights the 'Login Email' and 'Verify Login Email' fields, which are pre-filled with a masked email address. Other fields include 'Last Name' (Kamath), 'First Name' (Sachin), 'Phone' ((222) 222-2222), 'ALT. Phone', 'Middle Name', and 'Suffix'. Below these is an 'Address' section with a prompt to 'Enter the Street Address and then ZIP Code to look up City and State:'. The address fields are pre-filled with 'Street Address: 123 TEST AVE', 'ZIP Code: 70810', 'Parish/County: EAST BATON ROUGE', 'City: BATON ROUGE', and 'State: LA'. A CAPTCHA section follows, with a prompt to 'Type the code from the image. Image code at the bottom is not case sensitive.' The image shows the code 'KKHVW'. Below the CAPTCHA is a 'Generate New Image' link and a text input field containing 'KKHVW'. At the bottom are 'Next' and 'Cancel Registration' buttons.

Register Entity/Location

The CANS system will automatically populate certain fields and disable others to prevent user modification:

1. The login email, verify login email, first name, and last name fields will auto populate using the information provided through EdLink SAML authentication.
2. Entity type will be set to 'IN STATE SCHOOL ADMINISTRATORS, TEACHERS, OR OTHER SCHOOL EMPLOYEES' (Entity Type 8).
3. The dropdown list for entity name will be automatically populated using the locations provided in the EdLink SAML authentication response.

The location address corresponding to the selected entity name will automatically populate using the information provided in the EdLink SAML authentication response.

You will be required to select one location at a time to add the entity during registration. All entity options presented in the dropdown should be registered. The CANS system will redirect you to register any entities received in the EdLink SAML response that are not yet registered in the CANS system on subsequent logins.

Department of Children & Family Services **CANS** Child Abuse and Neglect Clearance System

Agencies/Entities. You will need to provide information for all the Agencies/Entities that you wish to register in this System. Please provide the data shown below and click the Add button to list these Agencies/Entities.

Entity Type: IN STATE SCHOOL ADMINISTRATORS, TEACHERS, OR OTI

Entity Name: LOUISIANA STATE DEPARTMENT OF EDUCATION

EIN:

License Number:

Phone:

Address: Enter the Street Address and then ZIP Code to look up City and State:

Street Address: 1201 N THIRD ST

ZIP Code: 70802 Parish/County: EAST BATON ROUGE City: BATON ROUGE State: LA

Add Entity **Clear**

Register **Cancel Registration**

Completing Registration

Enter your phone number.

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Entity Type: IN STATE SCHOOL ADMINISTRATORS, TEACHERS, OR OTI

Entity Name: LOUISIANA STATE DEPARTMENT OF EDUCATION

EIN:

License Number: License

Phone: (123) 456-7890

Address: Enter the Street Address and then ZIP Code to look up City and State:

Street Address: 1201 N THIRD ST

ZIP Code: 70802 Parish/County: EAST BATON ROUGE City: BATON ROUGE State: LA

Add Entity **Clear**

Register **Cancel Registration**

Click the **Add Entity** button to register that location under the CANS user account.

Department of Children & Family Services **CANS** Child Abuse and Neglect Clearance System

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Entity Type: IN STATE SCHOOL ADMINISTRATORS, TEACHERS, OR OTI

Entity Name:

EIN:

License Number:

Phone:

Address: Enter the Street Address and then ZIP Code to look up City and State:

Street Address:

ZIP Code: Parish/County: City: State: LA

Add Entity **Clear**

ENTITY NAME	ENTITY TYPE	LICENSE #	EIN
LOUISIANA STATE DEPARTMENT OF EDUCATION	IN STATE SCHOOL ADMINISTRATORS, TEACHERS, OR OTHER SCHOOL EMPLOYEES	LICENSE	EIN Edit Delete

Register **Cancel Registration**

Clicking the **Register** button will automatically approve you. Upon successful registration, you will be redirected to the dashboard page, where you can begin submitting requests.

The screenshot shows the CANS registration interface. At the top is the header with the Department of Children & Family Services logo and the CANS logo. Below the header is a registration form. The form includes a message: "You will need to provide information for all the Agencies/Entities that you wish to register in this System. Please provide the data shown below and click the Add button to list these Agencies/Entities." The form fields are: Entity Type (dropdown menu with "IN STATE SCHOOL ADMINISTRATORS, TEACHERS" selected), Entity Name (text box with "Louisiana State Department of Education" entered), License Number (text box), and EIN (text box). Below these fields are "Add Entity" and "Clear" buttons. A table below the form lists the registered entity:

ENTITY NAME	ENTITY TYPE	LICENSE #	EIN
LOUISIANA STATE DEPARTMENT OF EDUCATION	IN STATE SCHOOL ADMINISTRATORS, TEACHERS, OR OTHER SCHOOL EMPLOYEES	123456	123456

Below the table are "Edit" and "Delete" links for the listed entity. At the bottom of the form are "Register" and "Cancel Registration" buttons. The "Register" button is highlighted with a red box.

After Approval

Once you are approved as an entity, you will receive an email confirming your ability to submit SCR clearance requests. Subsequent logins must be made by selecting the In State School Administrators link on the CANS' home screen. **DO NOT ENTER** your user ID and password on the CANS home screen.

The screenshot shows the CANS dashboard. At the top is the header with the Department of Children & Family Services logo and the CANS logo. Below the header is a navigation bar with links: "My Account", "Notifications", "Outstanding Invoices", and "New Application". The "Entity" dropdown menu is set to "LOUISIANA STATE DEPARTMENT OF EDUCATION". Below the navigation bar is a search bar with fields for "Application ID", "Last Name", and "First Name", and "Search" and "Clear" buttons. A table below the search bar shows the status of applications:

Status	Records
INCOMPLETE	0
PENDING PAYMENT	0
COMPLETED	0
PENDING SUBMIT	0
IN PROGRESS	0
CORRECTIONS REQUESTED	0
DELAYED RESPONSE	0

Below the table is a section for "Application ID", "Name", "Status", "Date Submitted", and "Date Completed". The "Choose queue on the left side to view records." message is displayed.

Please Note:

For school employee users, the CANS system will grant access only to the registered entity that corresponds to the Location_IDs provided in the EdLink SAML authentication for that specific login attempt. Users associated with that location will have access to all clearances submitted for that location. This access behavior applies exclusively to K-12 employees and excludes employment requirements in an early learning center.

Step 3: Requesting a State Central Registry Clearance

Individual requests must include the following information:

- A completed DCFS Child Abuse and Neglect Request and Consent Form B, which can be found in CANS.
 - Form B can be signed using either a handwritten signature or with a digital signature either through Adobe Digital Signature or DocuSign.
 - To avoid delays in the process, the following is strongly recommended:
 - Completing the form electronically using the fillable form; and
 - Ensuring the form is accurately completed before submitting.
- Uploaded state ID or license of the potential hire.

You will receive system-generated emails with background results, or requests for additional information. You may also login to the CANS system to check the status of requests.

User Support

You can contact the following for support if you have issues during the process.

- EDlink: systemsupport@la.gov
- CANS (Child Abuse and Neglect Clearance System):
DCFS-ServiceManagementTeam@LA.GOV

For questions related to the State Central Registry clearance process, email DCFS.ChildAbuseNeglectClearances@la.gov or call (225) 219-3461.