



Idaho Dual Student Enrollment in TIDE

Uploading Students Enrolled at Multiple Schools

What Is Dual Student Enrollment?

A new and important feature that has been added this year is the ability for students enrolled in multiple districts or schools at the same time to appear with that distinction in the Test Information Distribution Engine (TIDE). This is significant in situations where a student takes one subject at one school and a different subject at another school (e.g., in some cases, students enroll in more than one school because a subject may be offered in one school, but not the other).

Who Has Access to Enroll Students in Multiple Schools in TIDE?

District-level users are the only individuals who can add students to TIDE, and they are also responsible for all dual student enrollment.

How Can a User Enroll a Student in Multiple Locations in TIDE?

There are two ways to enroll a student in more than one district or school in TIDE, which is referred to as dual student enrollment. Students can be added individually using the **Add Students** feature (see [Figure 1](#)), or via a file upload using the **Upload Students** feature. The steps to enroll a student who takes classes in multiple locations are the same used to add a student taking classes in only one testing location. If a student is not already enrolled in another district and/or school, TIDE will add this student to the new location. If a student is already enrolled in TIDE as attending a certain school, the student's record will be updated with this new district or school location.

Regardless of how a student was added in TIDE, the **View and Edit Student** page will show the district and/or school where the student is enrolled. Additionally, only the most recent record entered for the student will be retained in TIDE. For example, if the most recent upload file has a different grade level than the record previously shown in TIDE, the system assumes the grade change is an intentional update, and therefore, modifies the student's grade.

Dual Enrollment Via the Add Students Feature

Figure 1. Add Student Detail Page

The screenshot shows the 'Student Demographics' section of the Add Student Detail Page. The form includes the following fields and values:

- *District: Demo District 9998 - 9998
- *School: Demo School 999801 - 9998
- *EDUID: 78787878 (highlighted with a red box)
- *Student's Last Name: demo
- *Student's First Name: feature
- Student's Middle Name: (empty)
- *Gender: Male Female
- *Birth Date (MMDDYYYY): 02022006
- *Grade: 04
- *Section 504 Status: No
- *Special Education Status: Yes No
- Alt Assessment: Yes No
- Primary Disability Type: - Select -
- *LEP Status: Yes No
- LEP Category: - Select -
- *Migrant Status: Yes No

The 'Race and Ethnicity' section below includes the following fields:

- *Hispanic or Latino: Yes No
- *Black or African American: Yes No
- *American Indian or Alaska Native: Yes No
- *White: Yes No
- *Asian: Yes No
- *Native Hawaiian or Other Pacific Islander: Yes No

District-level users enter the student's identifying information. In order for a student to be dual enrolled, the student's first name, last name, and EDUID must match.

Figure 2. Error Message on Add Student Detail Page

The screenshot shows the 'Student Demographics' section of the Add Student Detail Page with an error message. The form includes the following fields and values:

- *District: Demo District 9997 - 9997
- *School: Demo School 999701 - 9997
- *EDUID: 78787878 (highlighted with a red box)
- *Student's Last Name: account (highlighted with a red box)
- *Student's First Name: student
- Student's Middle Name: (empty)
- *Gender: Male Female
- *Birth Date (MMDDYYYY): 02022006
- *Grade: 04
- *Section 504 Status: No
- *Special Education Status: Yes No
- Alt Assessment: Yes No
- Primary Disability Type: - Select -
- *LEP Status: Yes No
- LEP Category: - Select -
- *Migrant Status: Yes No

An error message is displayed in a red box: "The StudentID already exists in the system, with a different name." A red arrow points from the error message to the *Student's Last Name field.

If a district-level user tries to dual enroll a student with the same EDUID but a different name than what currently exists in TIDE, the system will display a validation error message indicating: "The StudentID already exists in the system, with a different name" (see [Figure 2](#)).

- **IMPORTANT NOTE:** TIDE will only provide a validation error message if the student's name and EDUID do not match. However, the system will reflect any changes made to all other fields shown in the example and will retain the most recent update made to a record for any student that is already enrolled in TIDE.

Dual Enrollment via the Upload Students Feature

TIDE users can also add multiple, dual-enrolled students through file uploads. The same rules to dual-enrolled students apply in the Upload Students feature as in the Add Students feature.

Figure 3. Upload Student File Template

	A	B	C	D	E	F	G	H	I	J	K	L
1	DistrictID	SchoolID	LastOrSurname	FirstName	MiddleName	Birthdate	EDUID	GradeLevelWhenAssessed	Gender	HispanicOrLatinoEthnicity	AmericanIndianOrAlaskaNative	Asian
2	9999	9999_99990	demo	feature		02022006	787878787	04	Male	Yes	No	No

View/Edit Dual-Enrolled Students

If a user looks up a student via the **View/Edit/Export Students** page, the system will display all of the districts or schools in which the student is enrolled (see [Figure 4](#)).

Figure 4. View/Edit Student Page for a Dual-Enrolled Student

Student Demographics

District: 9998 - Demo District 9998 *Gender: Male Female

District: 9997 - Demo District 9997 *Birth Date (MMDDYYYY): 02022006

District: 9999 - Demo District 9999 *Grade: 04

School: 9998_999801 - Demo School 999801 *Section 504 Status: No

School: 9997_999701 - Demo School 999701 *Special Education Status: Yes No

School: 9999_999901 - Demo School 999901 Alt Assessment: Yes No

EDUID: 787878787 Primary Disability Type: - Select -

*Student's Last Name: demo *LEP Status: Yes No

*Student's First Name: feature LEP Category: - Select -

Student's Middle Name: *Migrant Status: Yes No

Deleting Dual-Enrolled Students

In addition to being able to dual enroll a student, district-level users can DELETE student(s) through the **Upload Students** feature only.

To DELETE a student (see [Figure 5](#)):

- Download the student upload template from the **Upload Students** page.
- Complete all required fields within the template.
- Enter “Y” in the “DeleteStudent” column. This field will not accept “Yes” as a value.

If you do not wish to DELETE a student, this field should be left blank. When deleting a record of a student who has been dual enrolled, only the selected record will be deleted. For example, if a student is enrolled in School A and School B, and you delete the student’s record for School A, the student’s record for School B will not be deleted. If you do not wish to DELETE a student, this field should be left blank.



Figure 5. Delete Column in Upload Student File

	Q	R	S	T	U	V	W	X	Y
1	SpecialEducationAltAssessment		PrimaryDisability	LEPStatus	LEPCategory	EconomicDisadvantageStatus	MigrantStatus	PaperTester	DeleteStudent
2	No			No		No	No		Y

Distinction Between Dual Student Enrollment and Move to Other School Features

If a District-level user wants to move a student from one district or school to another, this task can be completed in one step using the “[Move to Other School](#)” button on the **View/Edit/Export Students** page (see Figure below). When moving the student using this button, the student does not need to be deleted first and all of their information (including test settings and tools) will be carried over to the new district/school. (see [Figure 6](#)).

Note: This year, a student should no longer be moved via an **Upload Students** file. If a user attempts to move the student this way, the student will automatically be dual-enrolled. In which case, the student will need to be DELETED from their old school using the **Delete Student** field in the **Upload Students** file since that was not the intended action.

Figure 6. View/Edit/Export Students Page

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

+ Search Students

Move to Other School

Number of students found: 1

Enter search terms to filter search result

	Edit	School Information		Student Information						
		District	School	EDUID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
<input type="checkbox"/>		9997	9997_999701	987654321	Test	Student		Male	07312011	06