



Idaho Dual Student Enrollment in TIDE

What Is Dual Student Enrollment?

The Dual Enrollment functionality allows students to be 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 and school coordinators can add students to TIDE, and 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. 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/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 'Add Students' page with a 'Student Demographics' section. The following fields are visible:

- *District: -- Select --
- *School: -- Select --
- *EDUID: [Text Input]
- *Student's Last Name: [Text Input]
- *Student's First Name: [Text Input]
- Student's Middle Name: [Text Input]
- *Gender: Male Female
- *Birth Date (MMDDYYYY): [Text Input]
- *Grade: - Select -
- *Section 504 Status: Yes No
- *Special Education Status: Yes No
- Alt Assessment: Yes No
- *Primary Disability Type: - Select -
- *EL Status: Yes No
- EL Category: - Select -
- *Migrant Status: Yes No
- *Economic Disadvantage: Yes No
- Field Test section with ELA: --Select-- and MA: --Select--

District-level users or school coordinators enter the student’s identifying information. 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 'Add Student Detail Page' with the following data entered:

- *District: Demo District 9997 - 999
- *School: Demo School 999701 - 9
- *EDUID: 888880430
- *Student's Last Name: DoNotDelete
- *Student's First Name: AFT
- Student's Middle Name: [Empty]
- *Gender: Male Female
- *Birth Date (MMDDYYYY): 08/27/2010
- *Grade: 05
- *Section 504 Status: Yes No
- *Special Education Status: Yes No
- Alt Assessment: Yes No
- *Primary Disability Type: N/A - Not Applicable
- *EL Status: Yes No
- EL Category: - Select -
- *Migrant Status: Yes No
- *Economic Disadvantage: Yes No
- Field Test section with ELA: --Select-- and MA: --Select--

An error message box is displayed below the last name field, stating: "The StudentID already exists in the system, with a different name." A red arrow points from the EDUID field to this message box.

If a district-level user or a school coordinator 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 (see [Figure 2](#)). TIDE checks for fuzzy match on firstname + lastname to confirm



that the name in the file is *very close* (but not necessarily 100% identical) to the name already in the database for the student.

- **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 (see [Figure 3](#)). The same rules to dual-enroll 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	M
DistrictID	SchoolID	LastOrSurname	FirstName	MiddleName	Birth Date (MMDDYYYY)	EDUID	Grade	Gender	HispanicOrL	AmericanIndian	Asian	BlackOrAfricanAmerican
9999	9999	Demofirst	Demolast		08272004	787878844	02	Female	YES	YES	NO	NO

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: 9999 - Demo District 9999 *Birth Date (MMDDYYYY): 08272010

District: 9997 - Demo District 9997 *Grade: 05

School: 9999_999901 - Demo School 999901 *Section 504 Status: Yes No

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

EDUID: 888880430 Alt Assessment: Yes No

*Student's Last Name: StudentB *Primary Disability Type: N/A - Not Applicable

*Student's First Name: AFT *EL Status: Yes No

Student's Middle Name:

*Gender: Male Female EL Category: - Select -

*Migrant Status: Yes No

Deleting Dual-Enrolled Students

In addition to being able to dual enroll a student, district-level users can delete dual enrolled 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.

Figure 5. Delete Column in Upload Student File

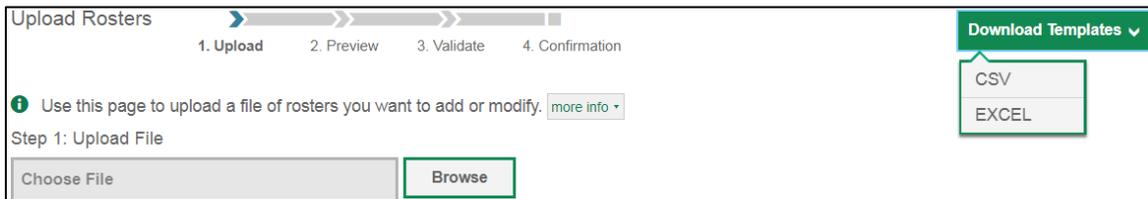
S	T	U	V	W	X	Y
PrimaryDisa	ELSta	ELCategory	MigrantStatus	PaperTester	EconomicDisadvantageStatus	DeleteStudent
N/A	Yes	SO	No	N	Y	Y

How district-level users add or modify multiple student accounts all at once

If you have many students to add, edit, or delete all at once, you can do so through file upload.

Start at the dashboard that appears when you first log in to TIDE, select the task for which you would like to upload records, and select **Upload**. An upload screen will appear where you can download a template file (see [Figure 6](#)).

Figure 6. Upload Roster Template



Once you have downloaded and filled out the template file, return to the upload screen, select **Browse**, locate the file on your computer, and upload it to TIDE. Select **Next**. The upload preview screen appears.

Once you have verified the information on the preview screen, select **Next** again. The validation screen appears.

If a student is already enrolled in TIDE, a validation error will appear to let you know that a student is already enrolled in a different school or district (see [Figure 7](#)). If you continue with the upload, the student will be dual enrolled in both districts and schools.



Figure 7. Dual Enrollment Validation Message

Legend: Error: The file can be uploaded, l

FirstName	Middle Name	Birth Date (MMDDYYYY)	EDUID	Grade	Gender	HispanicOrLatino	Americ
Test	Test	10102010	991900018	05	M	Y	N
Test	Test	10102010	991900019	05	M	N	N
Test	Test	10102010	991900022	05	M	Y	N
Test	Test		992920001	05	F	N	N
Test	Test		992920001	05	F	N	N

Student already exists in school(s) 9997_999701,9998_-999801,9999_999901

Continue with Upload Upload Revised File Cancel

To continue with the upload despite these errors or warnings, select **Continue with Upload**. The confirmation screen appears. To revise the file before uploading, select **Upload Revised File**. To upload a new file from the confirmation screen, select **Upload New File**.

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 8](#)). When moving the student using this button, the student does not need to be deleted first. All of their information (including test settings and tools) will be carried over to the new district/school.

Students cannot 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 8. View/Edit/Export Students Page

View/Edit/Export Students

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

+ Search Students

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