



# Duplicate Enrollment Audit Portal (DEAP)

## User Guide

The Office of Information Technology is pleased to announce the release of an upgraded Duplicate Enrollment Audit Portal (DEAP) to manage students who appear to be enrolled in more than one school district simultaneously. The system is designed to speed up response time, allows you to review students in your district who are enrolled in more than one district and confirm or correct data using an online form.

### How to access the DEAP Application

1. **Open** your Web Browser – Internet Explorer/ Mozilla Firefox/ Google Chrome/Safari
2. **Type** in the DEAP website address: <https://eis.ade.arkansas.gov/deap>
3. **Enter** your Triand log in information.
4. **Login**.

|   |   |
|---|---|
|  <p>DIVISION OF ELEMENTARY<br/>&amp; SECONDARY EDUCATION</p> <p>Education Information Systems</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Password required</p> <p><input type="button" value="Log in"/></p> |  <p>For TRIAND Users</p> <ul style="list-style-type: none"><li>• Use your TRIAND username and password to login. For <b>login issues</b>, please contact our support at <a href="mailto:ade.triand@ade.arkansas.gov">ade.triand@ade.arkansas.gov</a>.</li><li>• For <b>all other issues or further support</b>, please contact our support at <a href="mailto:ADEITServices@ade.arkansas.gov">ADEITServices@ade.arkansas.gov</a>.</li></ul> <p>* The applications are supported with the latest version of Microsoft Edge, Google Chrome, Mozilla Firefox browser</p> |
|---|---|

## After login

The DEAP homepage will display a list of all students currently enrolled in your district who appear to be enrolled at more than 1 school district. The State ID, last four digits of SSN, District, School LEA, School Description, Student Name and Grade will display.






# Duplicate Enrollment Audit Portal

Log Out

Duplicate Records










View/Edit Records

User Guide

| UID       | SSN  | District LEA | District Name              | School LEA | School Description        | First Name | Last Name | Grade | Entry Date | Details   |
|-----------|------|--------------|----------------------------|------------|---------------------------|------------|-----------|-------|------------|---|
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201042    | SULPHUR ROCK ELEMENTARY   | John       | Doe       | 05    | 8/14/2017  |  |
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201001    | CENTRAL ELEMENTARY SCHOOL | John       | Doe       | 02    | 11/7/2017  |  |
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201001    | CENTRAL ELEMENTARY SCHOOL | John       | Doe       | 02    | 11/7/2017  |  |
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201005    | BATESVILLE HIGH SCHOOL    | John       | Doe       | 11    | 8/14/2017  |  |
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201001    | CENTRAL ELEMENTARY SCHOOL | John       | Doe       | 01    | 11/7/2017  |  |

Note: All data used in this tutorial is a sample data.

The data in the table can be sorted by **Clicking** the column header. (A-Z & Z-A)

|  |  |  |  |  |  |  |  |  |         |  |
|---|---|---|---|---|---|---|---|---|---------|--|
| UID   | SSN   | District LEA  | District Name   | School LEA  | School Description  | First Name  | Last Name   | Entry Date  | Details |  |

## Audit

To audit the information, click the “Details” icon of the student record.

| UID       | SSN  | District LEA | District Name              | School LEA | School Description      | First Name | Last Name | Grade | Entry Date | Details   |
|-----------|------|--------------|----------------------------|------------|-------------------------|------------|-----------|-------|------------|---|
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201042    | SULPHUR ROCK ELEMENTARY | John       | Doe       | 05    | 8/14/2017  |  |



The student information will display with instructions. Fill out all applicable information requested on the form.

|  |   |
|--|---|
| <b>Student</b>   | John Doe  |
| <b>State ID</b>  | 123456789   |
| <b>SSN (last 4 digits)</b>   | 9999  |
| <b>District</b>  | 3201000 :<br>BATESVILLE<br>SCHOOL DISTRICT                    |
| <b>School</b>  | 3201042 :<br>SULPHUR ROCK<br>ELEMENTARY                       |
| <b>Grade</b>   | 05  |
| <b>Entry Date</b>  | 8/14/2017   |
| <b>Fiscal Year</b>   | 28  |
| <b>Cycle</b>   | 3   |
| <b>The above is the most current entry date and it is correct:</b> | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <b>This Student is currently enrolled in this district:</b>        | <input checked="" type="radio"/> Yes <input type="radio"/> No |

**Please check all that apply to any  
corrective action taken:**

☐

**The Student entry date was wrong and  
was corrected on**

☐

**The Student drop/withdrawal date was  
in error and was corrected on**

☐

**The withdrawal/drop date was missing  
and was entered into the database on**

☐

**The Drop/withdrawal CODE was  
erroneous and was corrected on**

**Other corrective action taken (please  
explain)**

After all relevant information is entered, you must **Check** the box to confirm that the information is accurate. You can save this information & go to the next record, save this information & return to the main duplicate enrollment audit screen or cancel all changes.

☒ I attest this information is accurate and these corrections have been made

User: John Doe

Email: Email@School.com

Date: 10/17/2018 12:15:08

[Save and next](#) [Save and return to main screen](#) [Cancel](#)

Once you are on the main screen, if at any time you would like to review or edit the student records that you have audited, **Click** the View/Edit Records tab.



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**Click** the “Details” icon of the record to make any edits

### Duplicate Enrollment Audit Portal

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| UID       | SSN  | District LEA | District Name              | School LEA | School Description      | First Name | Last Name | Grade | Entry Date | Details   |
|-----------|------|--------------|----------------------------|------------|-------------------------|------------|-----------|-------|------------|---|
| 123456789 | 9999 | 3201000      | BATESVILLE SCHOOL DISTRICT | 3201042    | SULPHUR ROCK ELEMENTARY | John       | Doe       | 05    | 8/14/2017  |  |

Once all duplicate enrollments have been audited, the main duplicate enrollment screen will indicate that no duplicate enrollments have been found. You can click View/Edit to make any final changes before printing.

## Print

When all changes are final and no duplicates are found, you must check the box to attest that all information is accurate and enter your phone.

[Click](#) "Go to print" to open a printer friendly format to keep for your records.

☒ I attest this information is accurate and these corrections have been made

Phone: 123-456-7890

[Go to print](#)



ARKANSAS  
DEPARTMENT  
OF EDUCATION

## Duplicate Enrollment Audit

### Certification of Duplicate Enrollment Verification and/or Corrections

School District: BATESVILLE SCHOOL DISTRICT

LEA#: 3201000

I verify that the following students listed as enrolled in more than one Arkansas school **ARE CURRENTLY ENROLLED** and are attending classes in BATESVILLE SCHOOL DISTRICT .

Contact Email: district@mailinator.com

Contact: District , District

| First Name | Last Name | State ID  |
|------------|-----------|-----------|
| John       | Doe       | 123456789 |
| John       | Doe       | 123456789 |
| John       | Doe       | 123456789 |
| John       | Doe       | 123456789 |
| John       | Doe       | 123456789 |

Date: 10/17/2018

*Print and keep this for your records. If the ADE is unable to resolve duplicate enrollment issues because a conflict exists with a student still showing in another district, you will be contacted by mail or phone.*

*If you have questions, please contact Tammi Rickert (tammi.rickert@arkansas.gov) at 501-682-9036*

Print-Out form 1 Sample



## Duplicate Enrollment Audit

### Certification of Duplicate Enrollment Verification and/or Corrections

School District: BATESVILLE SCHOOL DISTRICT LEA#: 3201000

I verify that the following students listed as enrolled in more than one Arkansas school **ARE CURRENTLY NOT ENROLLED** and are not attending classes in BATESVILLE SCHOOL DISTRICT .

Contact Email: district@mailinator.com Contact: District , District

Date: 10/17/2018

*Print and keep this for your records. If the ADE is unable to resolve duplicate enrollment issues because a conflict exists with a student still showing in another district, you will be contacted by mail or phone.*

*If you have any questions, please call Tammi Rickert (tammi.rickert@arkansas.gov) at 501-682-9036*

Print-Out form 2 Sample



## Duplicate Enrollment Audit

### Certification of Duplicate Enrollment Verification and/or Corrections

School District: BATESVILLE SCHOOL DISTRICT LEA#: 3201000

If there were any names on the duplicate enrollment list that the district was unable to reconcile, please list below and state the reasons under "Comments."

Contact Email: district@mailinator.com Contact: District , District

| Student Name | State ID | Comments |
|--------------|----------|----------|
|              |          |          |
|              |          |          |
|              |          |          |

| Student Name | State ID | Comments |
|--------------|----------|----------|
|              |          |          |
|              |          |          |
|              |          |          |

Date: 10/17/2018

*Print and keep this for your records. If the ADE is unable to resolve duplicate enrollment issues because a conflict exists with a student still showing in another district, you will be contacted by mail or phone.*

*If you have questions, please contact Tammi Rickert (tammi.rickert@arkansas.gov) at 501-682-9036*

Print-Out form 3 Sample