

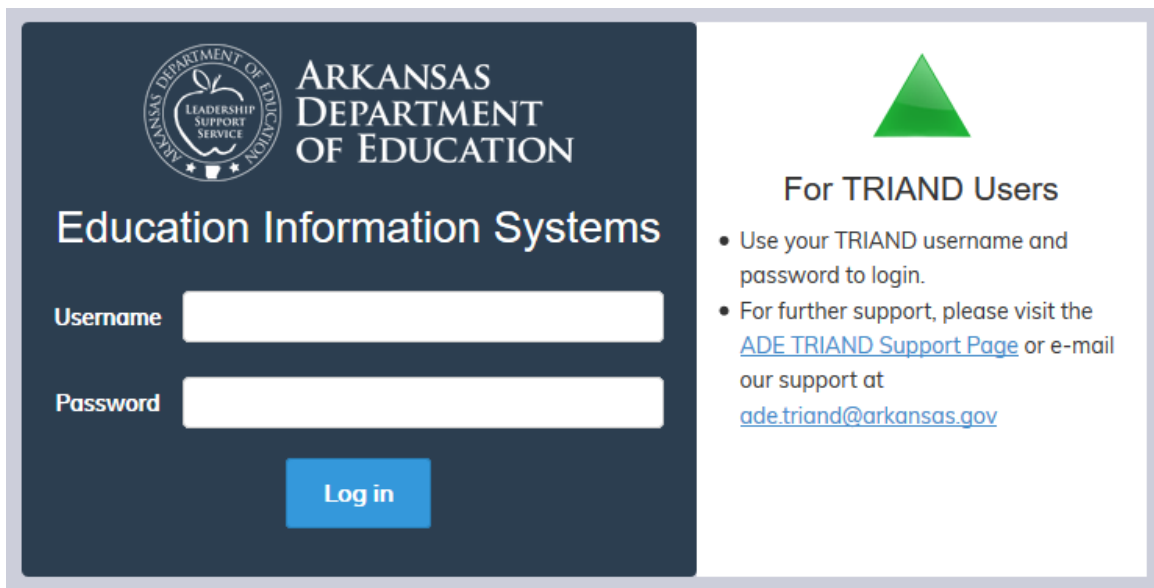
# Duplicate Enrollment Audit Portal (DEAP)


## 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**.




 **ARKANSAS  
DEPARTMENT  
OF EDUCATION**

**Education Information Systems**

Username

Password

**Log in**



**For TRIAND Users**

- Use your TRIAND username and password to login.
- For further support, please visit the [ADE TRIAND Support Page](#) or e-mail our support at [ade.triand@arkansas.gov](mailto:ade.triand@arkansas.gov)

## 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
-----	-----	--------------	---------------	------------	--------------------	------------	-----------	------------	---------

Orange arrows point down to each column header.

## 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	

Orange arrow points to the Details icon in the first row.

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 : BATESVILLE SCHOOL DISTRICT
<b>School</b>	3201042 : SULPHUR ROCK 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.



[Duplicate Records](#) [View/Edit Records](#) [User Guide](#)

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

Duplicate Enrollment Audit Portal

[Duplicate Records](#) [View/Edit Records](#) [User Guide](#) [Log Out](#)

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:

[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](mailto: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](mailto: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