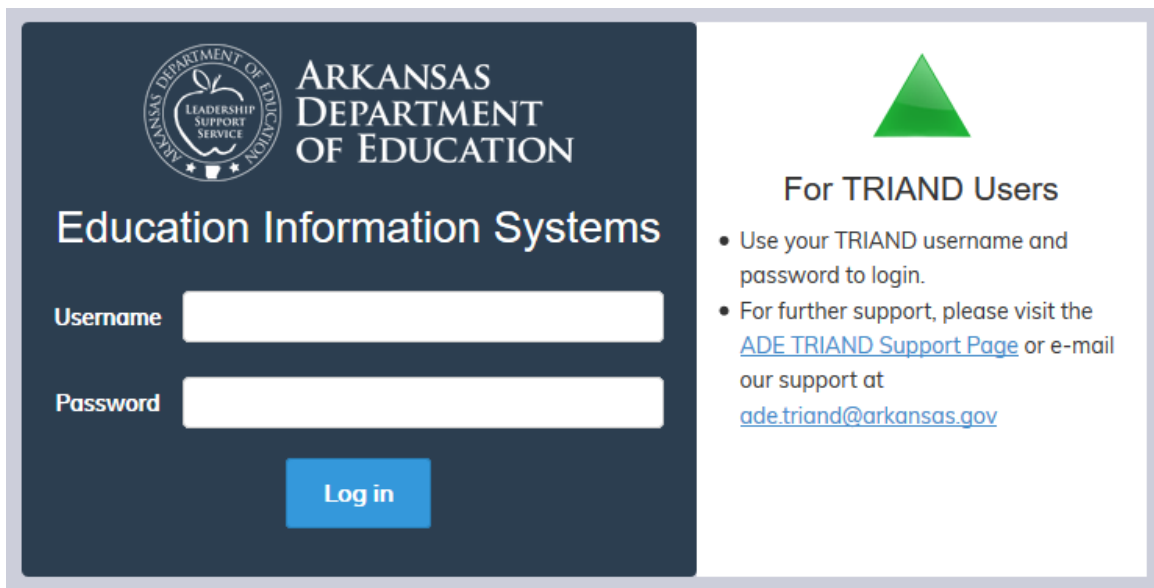# Duplicate Enrollment Audit Portal (DEAP)
User Guide

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**.

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.

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)

Audit

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

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

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

Log Out

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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

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 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

ARKANSAS DEPARTMENT OF EDUCATION

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