Duplicate Enrollment Audit

Overview

The Office of Financial Accountability and Reporting of the Arkansas Department of Education works together with the Office of Data Quality & Management regarding the Duplicate Enrollment Audit website to manage students who appear to be enrolled in more than one school district simultaneously. The system 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.

Auditing Duplicate Enrollments

To view a list of students in your district who are also enrolled in another district, navigate to the ADE Data Center using the following URL: http://adedata.arkansas.gov/

Click the “Duplicate Enrollment Audit” tab on the left hand side under the “District Operations and Fiscal Governance” section.
Log in using your Triand log in information.
(registration information provided if you do not have a Triand account)

After you have logged in, you will be at the home page of the Duplicate Enrollment Audit Portal with a list of students for your district.
The Duplicate Enrollment Audit page will display a list of any student currently enrolled in your district who appears to be enrolled at more than one school district.

<table>
<thead>
<tr>
<th>District LEA</th>
<th>District Name</th>
<th>School LEA</th>
<th>School Description</th>
<th>UID</th>
<th>SSN</th>
<th>First Name</th>
<th>Last Name</th>
<th>Entry Date</th>
<th>Details</th>
</tr>
</thead>
</table>

*The State ID, last four digits of SSN, District, School LEA, School Description, Student Name & Grade will display.*

This data can be sorted by clicking on the column header that you wish to sort by. Clicking once will sort in ascending order (A-Z, lowest to highest), clicking again will sort in descending order (Z-A, highest to lowest).
To audit the information, click the student magnifying glass link under “Details” beside the student’s name.

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

After all relevant information is entered; you **must** check the box to confirm that all information is accurate and enter a phone number where you can be reached, if necessary. 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.

**Important Notes:**
- **You must follow these steps for EACH student listed.**
- **If a correction is made to the Duplicate Enrollment Audit Website, the same correction must also be made in the APSCN StudentPlus (or eSchoolPlus) software. It will also be necessary**
to re-submit one or more cycle reports if a correction is entered in APSCN that affects a prior quarter ADM count.

Once you are on the main screen, if at any time you would like to view or edit the student records that you have audited, click the View/Edit link.

**Duplicate Enrollment Audit**

Click the state ID link in Details to make any edits.

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.
Duplicate Enrollment Audit

No Duplicate Enrollments found.

☐ I attest this information is accurate and these corrections have been made
Phone: ______________________

Click “Go to print” to open a printer friendly format to keep for your records.

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

While only the first page will display on your screen, you may select “Print Preview” from your browser window to view all pages. Multiple pages may display, depending on how many students were listed in your audit, as well as the different actions that were taken.
**Duplicate Enrollment Audit**

Certification of Duplicate Enrollment Verification and/or Corrections

School District: Cedarville School District  
LEA#: 7104000

I verify that the following students listed as enrolled in more than one Arkansas school ARE CURRENTLY ENROLLED and are attending classes in Cedarville School District.

<table>
<thead>
<tr>
<th>Contact Email: <a href="mailto:superintendent@arkansas.gov">superintendent@arkansas.gov</a></th>
<th>Contact: Test, Test</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>State ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date: 3/18/2014

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 or Alisa Moore (alisa.moore@arkansas.gov) at 501-682-5009.
Duplicate Enrollment Audit

Certification of Duplicate Enrollment Verification and/or Corrections

School District: Cedarville School District  LEA#: 7104000

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 Cedarville School District.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>State ID</th>
</tr>
</thead>
<tbody>
<tr>
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Duplicate Enrollment Audit

Certification of Duplicate Enrollment Verification and/or Corrections

School District: Cedarville School District  LEA#: 7104000

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: superintendent@arkansas.gov  Contact: Test, Test

<table>
<thead>
<tr>
<th>Student Name</th>
<th>State ID</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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For questions, contact:
Tammi Rickert ([tammi.rickert@arkansas.gov](mailto:tammi.rickert@arkansas.gov)) at 501-682-9036 or Alisa Moore ([alisa.moore@arkansas.gov](mailto:alisa.moore@arkansas.gov)) 501-682-5059.