



Fiscal and Administrative Services

Finance News

Topics:

- **Duplicate Enrollment Website and Audit Procedures for Cycle 5**



Duplicate Enrollment Website and Audit Procedures for Cycle 5

Deadline to Respond is Friday, March 21, 2025

The Arkansas Department of Education (ADE) Duplicate Enrollment Audit website is open as of Tuesday, March 11, 2025, for resolving enrollment issues with the school districts submitted Cycle 5 data. The website allows districts to review students listed as simultaneously enrolled in another school and respond to questions that confirm to the Arkansas Department of Education (ADE) that corrections have been entered in the APSCN Student Management System.

The instructions are attached to this memo.

Again, the data upload for Cycle 5 has been completed and the website can now be accessed at [ADE Data Center - Home \(arkansas.gov\)](#)

The deadline to enter the corrections and respond is Friday, March 21, 2025. Please read the rest of this memo before accessing and entering any data on the website.

Anyone in the school with a current TRIAND ID, password, and access rights has the ability to login to the website and respond. However, it would be beneficial to designate only one person to enter data on the website. If you are unable to view the school's data, your access rights may have been changed. If this occurs, call Angel Peugh, Data Quality and Management, at 501-682-5191 or email ade.triand@ade.arkansas.gov.

IMPORTANT NOTES:

1. Once the designated school representative logs onto the website, the school's students simultaneously enrolled in another school will appear on a list. If there are no students simultaneously enrolled in another school, there will be no data to review and there is no need to enter data or respond to the audit.
2. **PLEASE USE THE "OTHER CORRECTIVE ACTION TAKEN" COMMENT BOX TO ADD ANY ADDITIONAL EXPLANATION OF THE DUPLICATION AND/OR CORRECTION THAT COULD AID THE ADE IN UNDERSTANDING AND RESOLVING THE ISSUE.**
3. If a correction is made to the Duplicate Enrollment Audit website, the same correction **MUST** be made in the APSCN (eSchoolPlus) software. It will also be necessary to resubmit one or more cycle reports if a correction is entered in APSCN that affects a prior quarter Average Daily Membership (ADM) count. If you need assistance with this, please contact the APSCN Student Help Desk at 800-435-7989.
4. **IMPORTANT:** Make certain to enter an email address so you can be contacted if more information is needed. Always include the school's name in the subject line when sending emails.



The ADE will export the data from the website, review the information submitted, and contact only those whose submitted data does not resolve the conflicting enrollment information. You should print copies of the completed audit form for your records.

6. The 10-day Rule: Ark. Code Ann. § 6-18-213(f)(1) states that any student absent from daily attendance for more than ten (10) consecutive school days shall be dismissed or dropped from the attendance records of the school, school district, or open enrollment charter school. This is for cases when a student is absent for ten (10) consecutive days and is unaccounted for or cannot be contacted. The student should NOT be dropped if the student is absent due to illness and will be returning to class. If notification is later received of the student's enrollment in another school the withdrawal date should be changed to match (or the day before) the enrollment date in the new school. Otherwise, if a student is absent (and unaccounted for) for ten (10) consecutive days, the withdrawal date should be the eleventh day of absence. HOWEVER, the ten (10) day rule is different for the beginning of a semester. If a student is absent and unaccounted for the first ten days of a semester, the withdrawal date must be the first day of the semester.

7. If the student attended the school during the semester but later transfers to another school, the student drop date should be the day after the last day attended and cannot be after the date the student enrolls in the new school. The date of withdrawal in the previous school must be equal to or before the date of enrollment in the new school. Withdrawal dates do not count in the calculation of Average Daily Membership (ADM).

8. Per Ark. Code Ann. § 6-80-107, Arkansas schools are required to use the electronic transcript system. The ADE provides this system through TRIAND, and it automatically sends an email to the former school indicating the date the student enrolled in the new school. This serves as official notification; and therefore, the withdrawal date in the previous school must be equal to, or before, the enrollment date in the new school.

9. To alleviate the duplicate enrollment issue involving twins, the twin flag within TRIAND MUST be set to "True".

Primary Contact Information: Tammi Rickert


Phone Number: 501-682-9036 Email: Tammi.Rickert@ade.arkansas.gov

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

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
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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.

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:	<input checked="" type="radio"/> Yes <input type="radio"/> No
This Student is currently enrolled in this district:	<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
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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