



Discrepant Records Resolution

08/31/2023

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Introduction

The purpose of this document is to provide district test coordinators with information on resolving discrepant scanned paper records from Ohio’s State Tests (OST).

In order for a student’s paper test results to appear in the Centralized Reporting System (CRS), the student must have only one paper record per test and the student’s Pre-ID record must be in TIDE and must match with a paper score record.

District test coordinators use the Discrepancy Resolution Task in [TIDE](#) to identify and resolve:

- Duplicate records for students who have multiple paper score records for the same test; or
- Records for which a matching student cannot be found within TIDE’s Student Information (Pre-ID) Task during the test window; or
- Records for which the school information on the paper document does not match the school information associated with the student record in TIDE.

It is suggested that districts maintain a record of the test opportunities that are resolved in the Discrepancy Resolution task. This helps test coordinators identify changes in test scores or new scores reported to the Centralized Reporting System.

Upon resolution of discrepant records, student test data will flow into the Centralized Reporting System, unless the resolution creates additional discrepancies.

Important: Review all information closely **before taking action** to resolve the record. Be sure that each score record is associated with the correct student. Once a record is resolved and flows into the Centralized Reporting System, no further change can be made to the score record in the Centralized Reporting System. If a record is incorrectly associated, the district needs to correct the student data in EMIS when submitting the results to the Ohio Department of Education (Department).

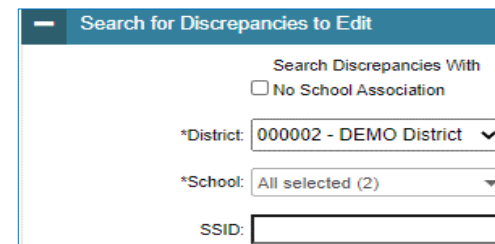
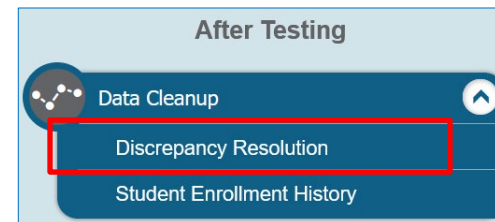
Discrepancy Resolution Task

The Discrepancy Resolution Task is available under the “Ohio State Tests 2023-2024” administration in TIDE.



From the **Data Cleanup** task menu on the dashboard, select **Discrepancy Resolution**.

Under the Search for Discrepancies to Edit task bar:

- Select the district
- Select the school (or “Select All”)
- Leave unchecked the box beside *Search Discrepancies With No School Association*
- Click [Search] at the bottom center of the page



Within the task, district test coordinators will see the number of discrepancies found and the discrepancy table with the following columns:

Column Heading	About This Column
Resolve	Use the Resolve icon  to resolve the record. Steps are included in the tables that follow.
Status	ACTIVE – the student’s record requires resolution in order to be reported in the Centralized Reporting System (CRS).
Type	Three types of records may be listed: <ul style="list-style-type: none"> • Duplicate — If the student has two paper records for the same test, the student’s records appear with a DUPLICATE status. • Student Not Found — If a student has a paper test record but no corresponding Pre-ID record in TIDE, the student’s record appears with a StudentNotFound status. • Non-matching School — If the school information on a paper document does not match the school information associated with a student’s record in TIDE, the student’s record appears with a NonMatchingSchool status.
SSID	Student ID (or Nonpublic Student ID) based on the Pre-ID label applied.
Student’s First Name	Student’s First Name based on the Pre-ID label applied.
Student’s Last Name	Student’s Last Name based on the Pre-ID label applied.
Enrolled Grade	Student’s Enrolled Grade based on the Pre-ID label applied.
Test Name	Test Subject based on the document.
Opportunity ID	Test opportunity ID number; a unique record identifier.
School ID	School IRN.
District ID	District IRN.
Test ID	Internal test identifier based on the document.
View	Click the View icon  to see a PDF copy of the student’s demographic page. This image may be helpful in determining which student is associated with the discrepant record.

Resolving STUDENT NOT FOUND Records


Why is the record discrepant?


Here are common examples of **STUDENT NOT FOUND** discrepancies:


- A student's paper answer document (grades 5 and above) or scorable test booklet (grades 3 and 4) has a Pre-ID label applied, but the student's record was not added to TIDE before the end of the test window.
- A student's paper answer document (grades 5 and above) or scorable test booklet (grades 3 and 4) was returned without a Pre-ID label applied, the Pre-ID barcode was not complete or the Pre-ID label was not legible.

Reminder: Review all information closely **before taking action** to resolve the record. Be sure that each score record is associated with the correct student.

Associate the Student:

Step 1. Click the View icon  to see the student's demographic information.

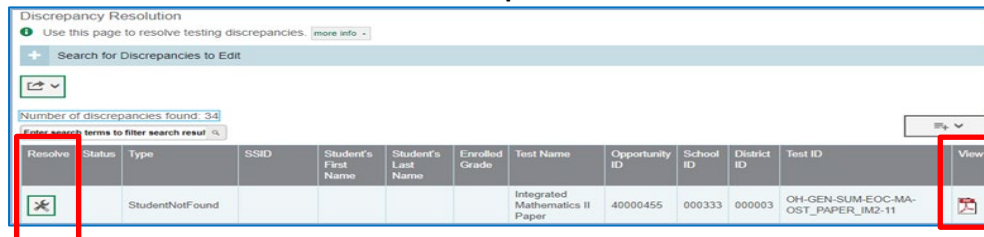
Then click the Resolve icon  for STUDENT NOT FOUND records to bring up a pop-up window.

Step 2. Click the Associate icon  to search for the student's Pre-ID record.

Step 3. Select the district and school from the drop-downs.

- The SSID and Name fields may pre-populate with the information based on the Pre-ID label applied to the document. If the information is incorrect, remove the incorrect information and enter the correct search criteria.
- Be sure that there are no unnecessary spaces or characters in the search fields.
- It is suggested that districts try searching only the SSID **or** name.
- Enter search criteria and click [Search] to check whether the student's Pre-ID record is available.

Step 1





Discrepancy Resolution

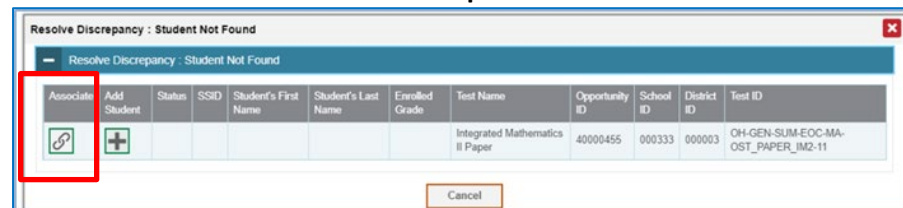
Use this page to resolve testing discrepancies. [more info](#)

+ Search for Discrepancies to Edit

Number of discrepancies found: 34



Resolve	Status	Type	SSID	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID	View
		StudentNotFound					Integrated Mathematics II Paper	40000455	000333	000003	OH-GEN-SUM-EOC-MA-OST_PAPER_IM2-11	

Step 2



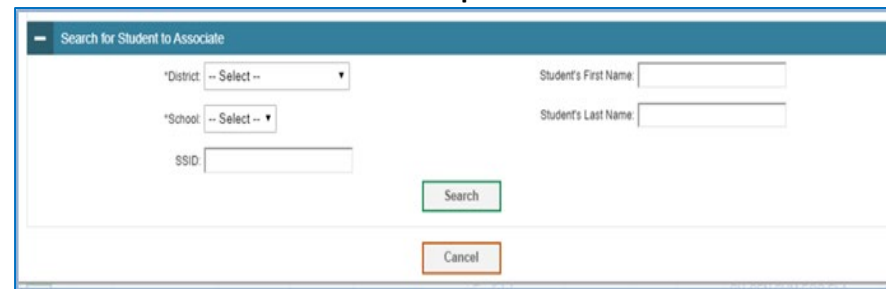
Resolve Discrepancy : Student Not Found

Resolve Discrepancy : Student Not Found

Associate	Add Student	Status	SSID	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	District ID	Test ID
							Integrated Mathematics II Paper	40000455	000333	000003	OH-GEN-SUM-EOC-MA-OST_PAPER_IM2-11

Cancel

Step 3



Search for Student to Associate

*District: -- Select -- Student's First Name:

*School: -- Select -- Student's Last Name:


SSID:

Search

Cancel

Resolving STUDENT NOT FOUND Records

Associate the Student (continued):

Step 4. If the student's Pre-ID record is available, click the Associate icon  .

- If the student's Pre-ID record is not available, follow the steps in the next **Add the Student** section.

Step 5. Once the Associate icon has been clicked, the confirmation dialog box will appear.

Click [Continue] to match the student's score record with the Pre-ID record.

Step 6. After associating the test record with the student, the student's record will flow into the Centralized Reporting System (CRS) if the resolution did not create a new discrepancy.

Check the Centralized Reporting System for the student's record.

- It is possible that when a **STUDENT NOT FOUND** discrepancy is resolved, it will result in the creation of a **DUPLICATE** discrepancy or a **NON-MATCHING SCHOOL** discrepancy. If this occurs, follow the directions in the subsequent sections for resolving the new discrepancy.


It is suggested that districts maintain a record of the test opportunities that are resolved in the Discrepancy Resolution task. This helps test coordinators identify changes in test scores or new scores reported to the Centralized Reporting System.

Step 4

Number of students found: 1

Student's First Name	Student's Last Name	Birth Date (MMDDYYYY)	SSID
FirstName	LastName	03012003	DEMO44215

Step 5


Resolve Discrepancy


This transaction will associate opportunity 40000455 with student DEMO44215 (FirstName LastName).


03012003

Resolving STUDENT NOT FOUND Records

Add the Student:

If the student was not preidentified in TIDE during the test window, the district test coordinator must enter required attributes under Add Student in order to associate the test record with a student.

Step 1. Clicking the Resolve icon  for **STUDENT NOT FOUND** records brings up a pop-up window.

Select the Add Student icon .

The Student Enrollment History page opens.

Step 2. You will be prompted to search for the student.

Enter the student's SSID and click [Search].

Step 3. Select the Add New Student button. You will be prompted to provide key demographic information for the student.

Click [Save] after all fields are completed.

Step 4. You will be directed back to the Student Enrollment History page.

Enter the student's SSID and click [Search].

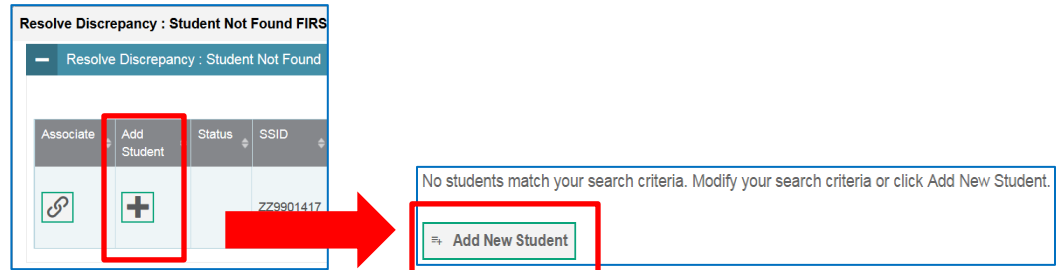
Step 5. From the search results, click [Select] next to the student's record.

You have the option to adjust the student enrollment history. If the correct student enrollment history dates are listed, click [Save].

Step 6. On the confirmation dialog box, click [Continue]. The student's record will flow into the Centralized Reporting System (CRS).

Check the CRS for the student's record.

Step 1



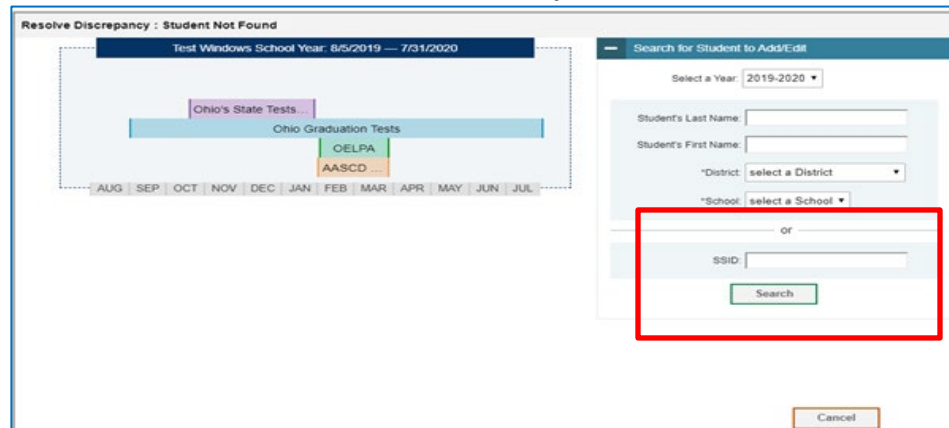
Resolve Discrepancy : Student Not Found

Resolve Discrepancy : Student Not Found

Associate	Add Student	Status	SSID
			ZZ9901417

No students match your search criteria. Modify your search criteria or click Add New Student.

Step 4



Resolve Discrepancy : Student Not Found

Test Windows School Year: 8/5/2019 — 7/31/2020

Ohio's State Tests

Ohio Graduation Tests

OELPA

AASCD

AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL

Search for Student to Add/Edit

Select a Year: 2019-2020

Student's Last Name:

Student's First Name:

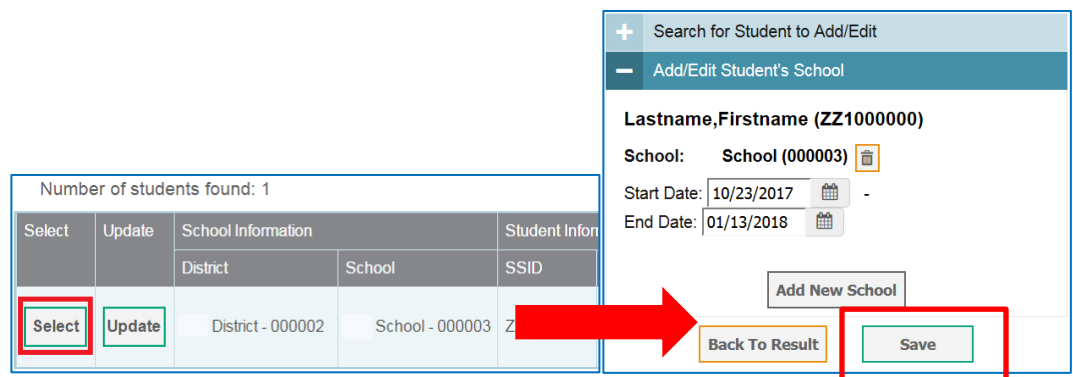
*District: select a District

*School: select a School

or

SSID:

Step 5



Number of students found: 1

Select	Update	School Information		Student Information
		District	School	SSID
<input type="button" value="Select"/>	<input type="button" value="Update"/>	District - 000002	School - 000003	Z

Search for Student to Add/Edit

Add/Edit Student's School

Lastname,Firstname (ZZ1000000)

School: School (000003)

Start Date: 10/23/2017 -

End Date: 01/13/2018

Resolving STUDENT NOT FOUND Records

Troubleshooting

- I cannot successfully add or associate the student's record. What should I do?
 - This occurs because the student was preidentified to a different school in TIDE during the test administration window.
 - I. Use the Data Cleanup task (described below) to view the student's enrollment history.
 - II. Adjust the student's enrollment history so that the student is present in the correct school during the test administration window.
 - III. Return to the Discrepancy Resolution task to associate the test record with the student's record.
- I cannot view the demographic page. What should I do?
 - Contact the Ohio Help Desk at 1-877-231-7809 and provide the SSID and opportunity ID for each record.
- The student's SSID is incorrect in the Discrepancy Resolution System (DRS). What should I do?
 - The SSID field is populated based on the Pre-ID label applied to the document. If this is incorrect, enter the correct SSID when searching for the student.
 - If the student is not present in TIDE under the correct SSID, use the Add Student feature in the Discrepancy Resolution System and enter the student with the correct SSID.
- I associated the score record with the wrong student. What should I do?
 - The district needs to correct the student data in EMIS when submitting the results to the Department. The result record in the Centralized Reporting System (CRS) cannot be changed after the discrepancy has been resolved.

Resolving DUPLICATE Records

Why is the record discrepant?

Here are common examples of **DUPLICATE** discrepancies:

- A student took a test twice, resulting in two records for the student for the same test. The district test coordinator may need to reach out to the Department to determine which record is valid and which one is invalid.
- The school misapplied a Pre-ID label to a student's paper answer document (grades 5 and above) or scorable test booklet (grades 3 and 4), resulting in two records for the same student. In this instance, one of the records may belong to a different student.
- A test coordinator assigned a **STUDENT NOT FOUND** record to a student with an existing test record. The student now has two records for the same test.

There are two ways to resolve duplicate records. Instructions are provided in the sections that follow.

- Resolving records for duplicate tests for the *same student*.
- Resolving records for duplicate tests for *different students*.

Important: Do not invalidate a record that should be associated with a different student.


It is important to carefully review both PDF documents before taking any action.


Reminder: Review all information closely **before taking action** to resolve the record. Be sure that each score record is associated with the correct student.

Resolving records for duplicate tests for the *same student*:

Carefully review both PDF documents before taking any further action.

- Review the student information marked in Box A on the PDF and compare it to the student information on the Pre-ID label.

Clicking the Resolve icon  for the DUPLICATE record brings up the Resolve Discrepancy: Duplicate window.





Click the Invalidate icon  next to the test that is to be invalidated. This test will not be scored or reported.

Upon selecting the invalidate, TIDE **automatically** marks the other test as VALID.

The student's other record that was not invalidated flows into the Centralized Reporting System (CRS). Check the CRS for the student's results.

Resolve Discrepancy : Duplicate FirstName LastName

Resolve Discrepancy : Duplicate

Invalidate	Reassign	Status	SSID	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID	School ID	Dist ID
			DEMO02930	FirstName	LastName	10	English Language Arts II Paper	40000605	000333	0000
			DEMO02930	FirstName	LastName	10	English Language Arts II Paper	40000049	000333	0000

Cancel


Resolving DUPLICATE Records

Resolving records for duplicate tests for *different students*:

These steps address resolving duplicate records that belong to two different students.


- **Do not invalidate a record that should belong to a different student.**
- **It is important to carefully review both PDF documents before taking any action.** Review the student information marked in Box A and compare to the student information on the Pre-ID label.

To reassign a duplicate test to another student, do the following:

Step 1. Identify the record that does **not** belong to the student listed. Clicking the Resolve icon  next to the record brings up the Resolve Discrepancy: Duplicate window.

Step 2. Click the Reassign icon  next to the same record.

Step 3. TIDE displays a list of search fields to retrieve the other student's information.

- Select the student's school from the drop-down.
- Enter search criteria to retrieve an existing student. A search by SSID alone is recommended. At a minimum, specify one demographic field.
- Click [Search].
- From the list of found students, click the Select Student  icon for the student to whom you want to reassign the test.
- If the student record cannot be found, refer to the section below on Student Enrollment History. Use that task to add the student or adjust the student's enrollment history so that the student is present in the correct school during the test administration window. Once this is complete return to the Discrepancy Resolution task and complete the reassignment.

Step 4. In the confirmation dialog box, click [Continue].

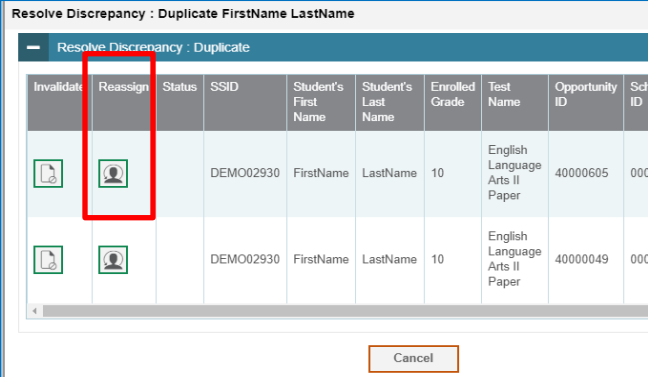
Step 5. The remaining duplicate record will automatically be assigned and reported to the student information listed for that record.





Important: There is one scenario that currently cannot be resolved. If *none* of the demographic pages are associated with the student information listed in the Discrepancy Resolution task, do not attempt to resolve the duplicate records. In this instance, contact the Ohio Help Desk and provide the following information:

- Description of the issue (for example, that neither record of the duplicate discrepancy is associated with the student listed in the task).

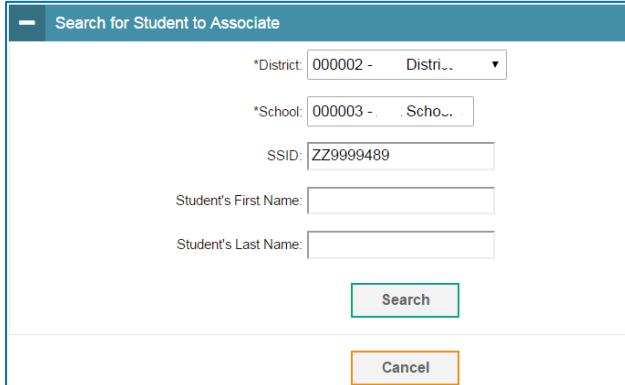
The Ohio Help Desk will then work with you to collect the correct student information.

Step 2



Invalidate	Reassign	Status	SSID	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID	Sch ID
			DEMO02930	FirstName	LastName	10	English Language Arts II Paper	40000605	000
			DEMO02930	FirstName	LastName	10	English Language Arts II Paper	40000049	000

Step 3



*District: 000002 - Distri..

*School: 000003 - Scho..

SSID: ZZ9999489

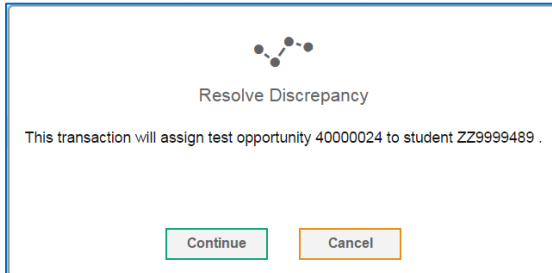
Student's First Name:

Student's Last Name:

Search

Cancel

Step 4



Resolve Discrepancy

This transaction will assign test opportunity 40000024 to student ZZ9999489 .

Continue

Cancel

Resolving NON-MATCHING SCHOOL Records

Why is the record discrepant?

Here are common examples of **NON-MATCHING SCHOOL** discrepancies:

- A student's paper answer document (grades 5 and above) or scorable test booklet (grades 3 and 4) has a Pre-ID label applied but the student was preidentified to a different school before the start of the test administration window.
- A student is preidentified to the middle school but took an algebra test at the high school. The high school bubbled the high school IRN on the document.

There are three ways to resolve **NON-MATCHING SCHOOL** discrepancies. Instructions are provided in the sections that follow.


- Report the record to the currently enrolled school in TIDE by using the Ignore action to ignore the school and district information on the paper document.
- Associate the record with another student.
- Update the student's enrollment history in TIDE to match the school listed on the document.

Reminder: It is important to carefully review the PDF document **before taking any action** to resolve the document. Review the student information marked in Box A and compare it to the student information on the Pre-ID label. Be sure that each score record is associated with the correct student.

Use TIDE Enrollment/Ignore:

Use this resolution method if the student's school information in TIDE is correct and the result should be reported to that school. To verify the student's school, use the Student Enrollment History task described in the next section. If it is correct, follow these steps.

Step 1. Click the Resolve icon for a NON-MATCHING SCHOOL record and a window will pop-up offering three resolution methods.

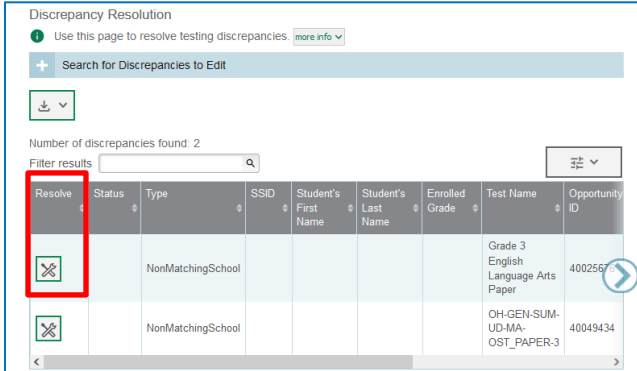
Step 2. Click the Ignore icon  to ignore the IRNs on the document and have the record report to the IRNs associated with the student's TIDE enrollment information.

Step 3. On the confirmation dialog box, click [Continue].

Step 4. Return to the discrepancy listing and verify that the discrepancy is no longer listed.

Step 5. Confirm that the record flowed to the Centralized Reporting System (CRS).

Step 1





Discrepancy Resolution

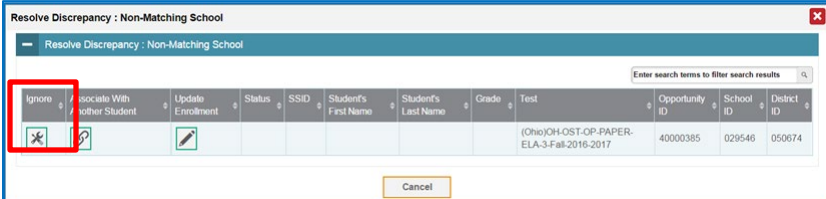
Use this page to resolve testing discrepancies. [more info](#)

+ Search for Discrepancies to Edit

Filter results:

Resolve	Status	Type	SSID	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID
		NonMatchingSchool					Grade 3 English Language Arts Paper	4002567
		NonMatchingSchool					OH-GEN-SUM-UD-MA-OST_PAPER-3	40049434




Step 2



Resolve Discrepancy : Non-Matching School

Resolve Discrepancy : Non-Matching School

Enter search terms to filter search results


Ignore	Associate With other Student	Update Enrollment	Status	SSID	Student's First Name	Student's Last Name	Grade	Test	Opportunity ID	School ID	District ID
								(Ohio)OH-OST-OP-PAPER-ELA-3-Fall-2016-2017	40000385	029546	050674

Cancel

Resolving NON-MATCHING SCHOOL Records


Associate with Another Student:

Use this resolution method to associate the record with a different student than the one listed. After reviewing the PDF associated with the record to determine the correct student, follow the steps below to reassign the record to that student.

Step 1. Click the Resolve icon  for a NON-MATCHING SCHOOL record and a window will pop-up offering three resolution methods.

Step 2. Click the Associate With Another Student icon .

Step 3. TIDE displays a list of search fields to retrieve the other student's information.

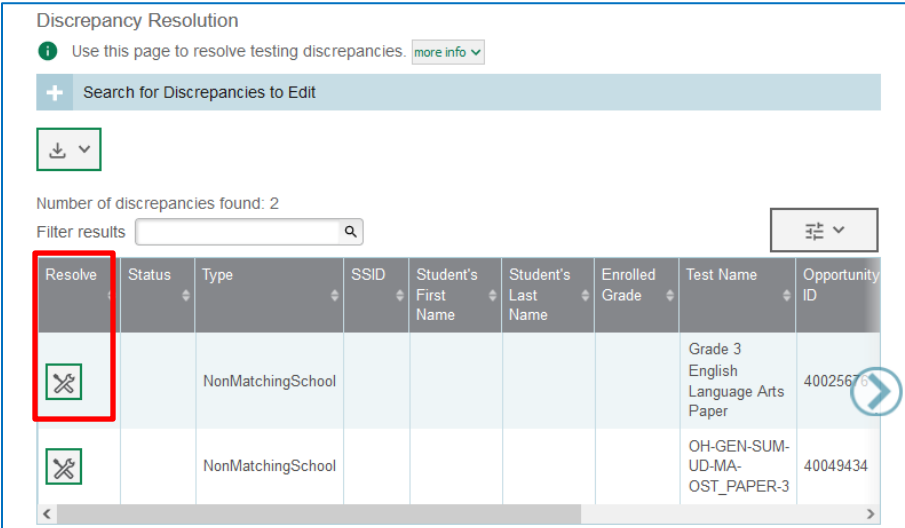
- Select the student's school from the drop-down.
- Enter search criteria to retrieve an existing student. At a minimum, specify one demographic field. Searching by SSID alone is recommended.
- Click [Search].
- From the list of found students, click the Associate icon  for the student to whom you want to associate the test.
- If the student record cannot be found, refer to the section below on Student Enrollment History. Use this task to add the student or adjust the student's enrollment history so that the student is present in the correct school during the test administration window. Once this is complete, return to the Discrepancy Resolution task and complete the reassignment.

Step 4. In the confirmation dialog box, click [Continue].

Step 5. Return to the discrepancy listing and verify that the discrepancy is no longer listed.

Step 6. Confirm that the record flowed to the Centralized Reporting System (CRS).

Step 1





Discrepancy Resolution

Use this page to resolve testing discrepancies. [more info](#)

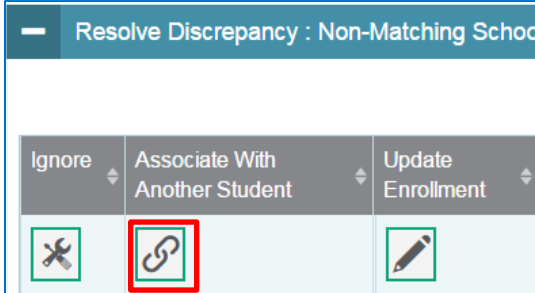
+ Search for Discrepancies to Edit

Number of discrepancies found: 2




Filter results

Resolve	Status	Type	SSID	Student's First Name	Student's Last Name	Enrolled Grade	Test Name	Opportunity ID
		NonMatchingSchool					Grade 3 English Language Arts Paper	4002567
		NonMatchingSchool					OH-GEN-SUM-UD-MA-OST_PAPER-3	40049434

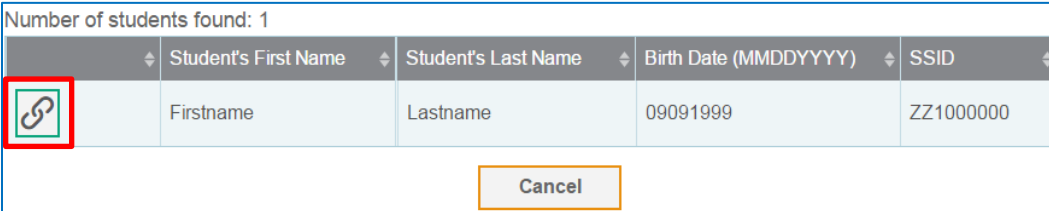
Step 2




Resolve Discrepancy : Non-Matching School

Ignore  Associate With Another Student  Update Enrollment 

Step 3



Number of students found: 1


	Student's First Name	Student's Last Name	Birth Date (MMDDYYYY)	SSID
	Firstname	Lastname	09091999	ZZ1000000

Cancel

Resolving NON-MATCHING SCHOOL Records


Update Student Enrollment

Use this resolution method to change the student’s enrollment history in TIDE to match the school listed on the document.

Step 1. Click the Resolve icon  for a NON-MATCHING SCHOOL record to access the Resolve Discrepancy: Non-Matching School window.

Step 2. The window offers three resolution methods:


- Ignore
- Associate With Another Student
- Update Enrollment

Click the Update Enrollment icon .

Step 3. The Student Enrollment History task appears in the pop-up window below the record. Enter the student information in the search fields to the right. Searching by SSID alone is recommended. Click [Search].




Step 4. From the list of search results, click [Select] for the student’s record. This displays the selected student’s enrollment history for the current school year.

Step 1

Resolve	Status	Type	SSID
		NonMatchingSchool	

Step 2

Resolve Discrepancy : Non-Matching School

Ignore	Associate With Another Student	Update Enrollment
		

Step 3

Search for Student to Add/Edit

Select a Year: 2022-2023 ▼

Student's Last Name:

Student's First Name:

*District: 000002 - DEMO District ▼

*School: 000003 - DEMO School ▼

or

SSID:

Step 4

Select	Update	School Information		Student Information		
		District	School	SSID	Student's Last Name	Student's First Name
<input type="button" value="Select"/>	<input type="button" value="Update"/>	District - 000002	School - 000003	ZZ1000000	Lastname	Firstname

Resolving NON-MATCHING SCHOOL Records

Update Student Enrollment (continued)

Step 5. Adjust the student's enrollment history so that the student is present in the correct school during the test administration window. Click [Save].

Step 6. From the confirmation dialog box, click [Continue] if the enrollment history information is correct.

If the information is not correct, click [Cancel] and repeat Step 4.

Step 7. You will be directed back to the discrepancy listing page.

Step 8. Verify that the discrepancy is no longer listed on the discrepancy listing page.

Step 9. Confirm that the record flowed to the Centralized Reporting System. If the record cannot be found, contact the Ohio Help Desk for assistance with adjusting the student's enrollment history.

Step 5

Search for Student to Add/Edit

Add/Edit Student's School

Lastname, Firstname (ZZ1000000)

School: School (000003)

Start Date: 08/01/2018 -

End Date: 12/09/2018

Add New School

Back To Result Save

Step 6

Save enrollment history?

Student ZZ1000000 (Demonstration, test) will have this enrollment history:

- School (000003) from 08/01/2018 to 12/09/2018

Continue Cancel

Data Cleanup – Student Enrollment History

Purpose of the Student Enrollment History Task

The purpose of the Student Enrollment History task is to add or modify a student’s school and district relationship information during a school year (or portion of the school year). **A student’s enrollment history should only be modified to reflect where the student tested.** This feature should only be used to help resolve discrepancies.

- **Student Not Found**

- Modifying the student enrollment history can help resolve Student Not Found discrepancies in situations where you can neither associate the student to an existing record nor add a new record. For example:
 - The student changed schools mid-year and was preidentified by the prior district in TIDE.
 - The student’s new district tested the student on paper, but never preidentified the student in TIDE.
- By using the Student Enrollment History feature, you can modify the student’s school and district relationships so that the student is associated with the testing district during the test window. This allows the student’s record to be resolved and reported to the testing district.

- **Duplicate**

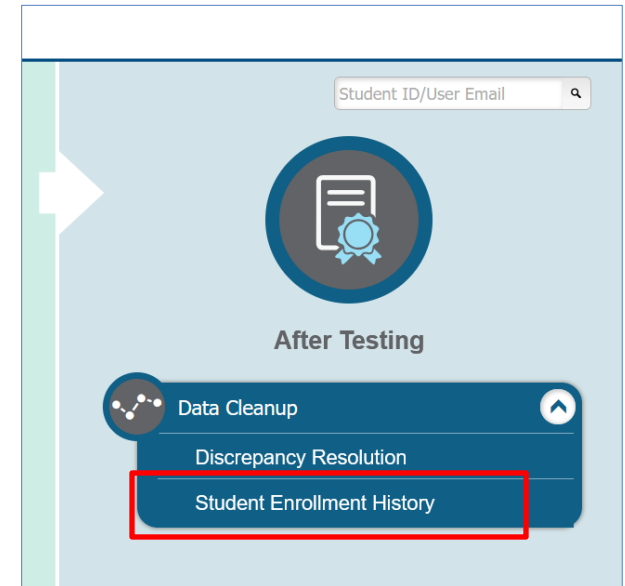
- Modifying student enrollment history can help resolve Duplicate discrepancies in situations where one of the records needs to be assigned to a different student, but you are unable to find the student when searching in Discrepancy Resolution Search. For example:
 - A student was never preidentified in TIDE, but tests on paper.
 - This student’s test has a Pre-ID label applied erroneously for a different student.
- By using the Student Enrollment History feature, you can add a student record to TIDE so that the student is associated with the testing school during the test administration window.

- **Non-Matching School**

- Student Enrollment History is used as a primary method for resolving Non-Matching School discrepancies. For example:
 - The student moved mid-year and was preidentified by the prior district in TIDE.
 - The student’s new district tested the student on paper but did not preidentify the student until *after* the test administration window closed.

Accessing and Using Student Enrollment History in TIDE

- From the **Data Cleanup** task menu on the dashboard, select **Student Enrollment History**.
- There is a drop-down for year selection, which allows the user to select the current school year.
- Test windows for the test administrations are displayed in the table to the left.
 - The test windows are important because they should guide you to determine the date range for the relationship to be created or modified.
 - Hovering over each test window in the table shows the date range associated with that test window.
 - ***A student's pre-ID record must be associated with the school or district that tested them during the applicable test window.***
- For example, for a student to be reported for the Fall 2023 Ohio's State Tests (OST) grade 3 English language arts administration, the student must have a relationship (be preidentified) in TIDE with the tested school and district between October 16, 2023, and November 3, 2023.

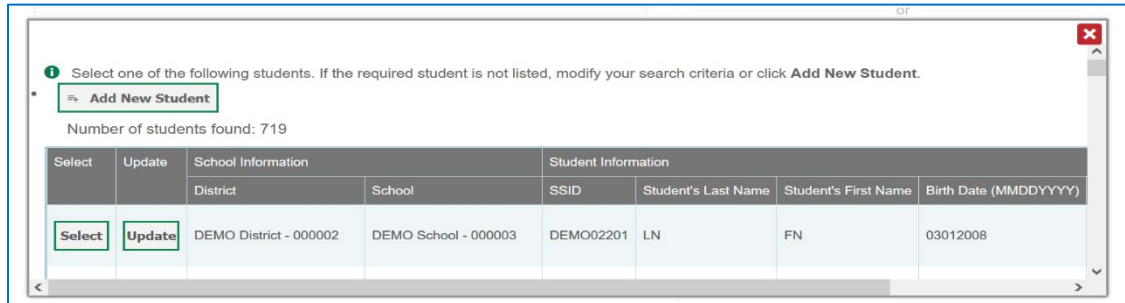
A screenshot of the 'Search for Student to Add/Edit' form in TIDE. The form is divided into two main sections. The left section is a calendar view for the school year 7/26/2022 to 7/31/2023. It shows a grid of months from JUL to JUN. A green box highlights 'OST Fall 20...' in the OCT column, and an orange box highlights 'Adult ...' in the SEP column. The right section is a search form with a title bar 'Search for Student to Add/Edit'. It includes a 'Select a Year' dropdown set to '2022-2023'. Below are input fields for 'Student's Last Name' and 'Student's First Name'. There are also dropdown menus for '*District:' (set to '000002 - DEMO District') and '*School:' (set to '000003 - DEMO School'). Below these is an 'or' separator and an 'SSID:' input field. A green 'Search' button is at the bottom.

Editing an Existing Student's School Relationships

1. Search for a student that already exists in TIDE:

- Search using the name for a student that has an active relationship with your district by providing all four fields: first name, last name, district and school; or
- Search by SSID for any student in the state, regardless of current school and district associations.

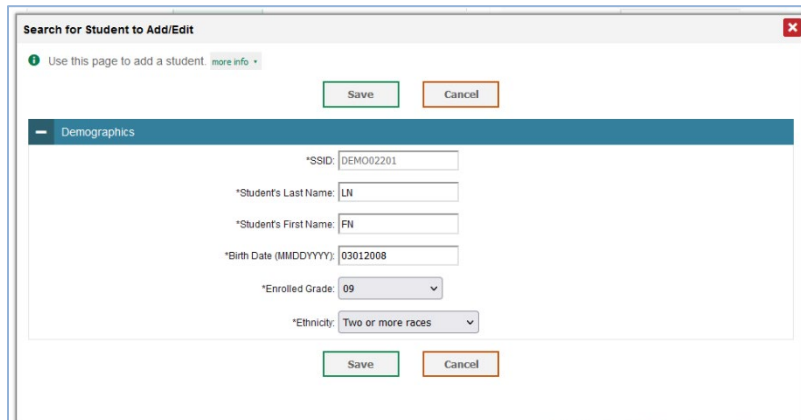
2. The system will display a student record based on the results of the query.



The screenshot shows a search results window with a table of student information. The table has columns for 'Select', 'Update', 'School Information' (District and School), and 'Student Information' (SSID, Student's Last Name, Student's First Name, and Birth Date). A single student record is displayed with the following details:

Select	Update	School Information		Student Information			
		District	School	SSID	Student's Last Name	Student's First Name	Birth Date (MMDDYYYY)
Select	Update	DEMO District - 000002	DEMO School - 000003	DEMO02201	LN	FN	03012008

- If this is the correct student, click [Select].
- If the query was unable to find the correct student, click [Add New Student]; see *Adding a New Student below for more information*.
- If needed, click [Update] to review and edit the student's demographic information.



The screenshot shows the 'Search for Student to Add/Edit' form. It includes a 'Demographics' section with the following fields:

- *SSID: DEMO02201
- *Student's Last Name: LN
- *Student's First Name: FN
- *Birth Date (MMDDYYYY): 03012008
- *Enrolled Grade: 09
- *Ethnicity: Two or more races

There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

Note: Updating the student demographics under the Student Enrollment History task only updates the demographics that are reported in the Centralized Reporting System. The student record in TIDE under the Student Information task will not be updated.

3. After selecting the student, you will be directed to the Add/Edit Student's School screen.

- a. Under the blue banner on the right-hand side, the following information is listed:
 - Student's first and last names
 - Student's school association(s)
 - The start date of each school relationship
 - The end date of each school relationship

- b. Under the Test Windows portion, the student's school relationship appears below the timeline.
 - **Note:** The end date never goes past the current date.
 - When there are multiple relationships, each bar has its own color.

The screenshot displays the 'Add/Edit Student's School' interface. On the left, a blue banner indicates the 'Test Windows School Year: 7/26/2022 — 7/31/2023'. Below this is a timeline with months from JUL to JUN. Three colored bars represent school relationships: a green bar for 'OST Fall 202...', an orange bar for 'Adult T...', and a purple bar for 'DEMO School'. A pink bar at the bottom is labeled 'FN LN's School(s) in this School Year'. On the right, a form contains the following information: 'LN, FN (DEMO02201)', 'School: DEMO School (000003)', 'Start Date: 07/26/2022', and 'End Date: 10/25/2022'. Buttons for 'Add New School', 'Back To Result', and 'Save' are located at the bottom of the form.

c. There are two different things you can do on this page.

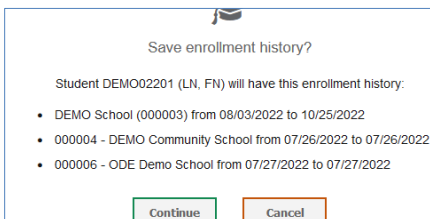
1) Modify the student’s existing relationships.

- To modify the existing relationship, click the Calendar icon next to the start and/or end dates. Select a date and then click [Save].
- Why might you want to modify an existing relationship?
 - If you need to add a different relationship, those relationships cannot overlap. You may need to adjust the student’s existing relationship first to create space to add a new school.

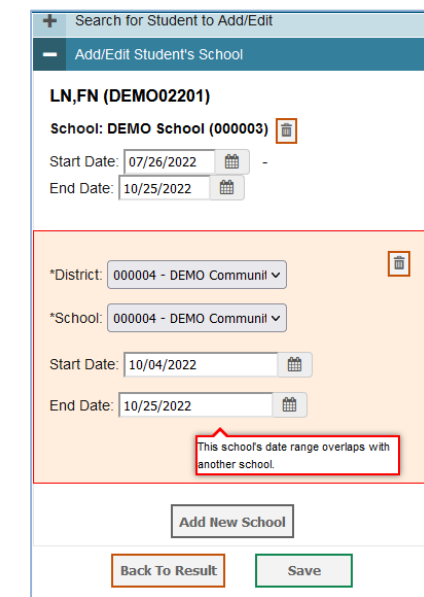
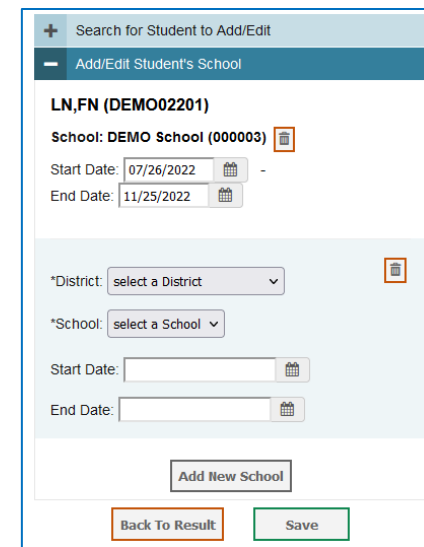
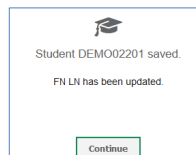
2) Add a new school relationship.

- To add a new school relationship, click [Add New School].
- The following fields appear:
 - District drop-down
 - School drop-down
 - Start Date
 - End Date
- Enter the appropriate information to add a new relationship.
 - **Note:** Start and end dates cannot overlap with other existing relationships.
 - Adjust existing relationships as needed.
- Click [Save].

d. After clicking [Save], confirm the changes and select continue or cancel.



- By clicking [Cancel], the changes to the school relationships are NOT saved.
- By clicking [Continue], the changes to the school relationships are saved.



e. After clicking [Continue], you will be directed back to the student's record and test windows.

The screenshot displays a web interface for managing test windows. At the top, a dark blue header reads "Test Windows School Year: 7/26/2022 — 7/31/2023". Below this is a calendar grid with months from JUL to JUN. Three test windows are highlighted: "Adult Testers Fall 22-23" (orange box, spanning SEP to OCT), "OST Fall 2022 EOC Breach" (green box, spanning NOV to DEC), and "DEMOUNITY School" (blue box, spanning JUL to AUG). A yellow box labeled "DEMO School" is also present in the AUG column. A pink shaded area below the calendar is labeled "FN LN's School(s) in this School Year".

On the right side, a sidebar titled "Add/Edit Student's School" contains the following information:

- LN, FN (DEMO02201)
- School: DEMO School (000003)
- Start Date: 08/03/2022
- End Date: 10/25/2022
- *District: 000004 - DEMO Communit
- *School: 000004 - DEMO Communit
- Start Date: 07/26/2022
- End Date: 07/26/2022
- *District: 000005 - ODE Demo Distri
- *School: 000006 - ODE Demo Scho
- Start Date: 07/27/2022
- End Date: 07/27/2022
- Button: Add New School

Adding a New Student

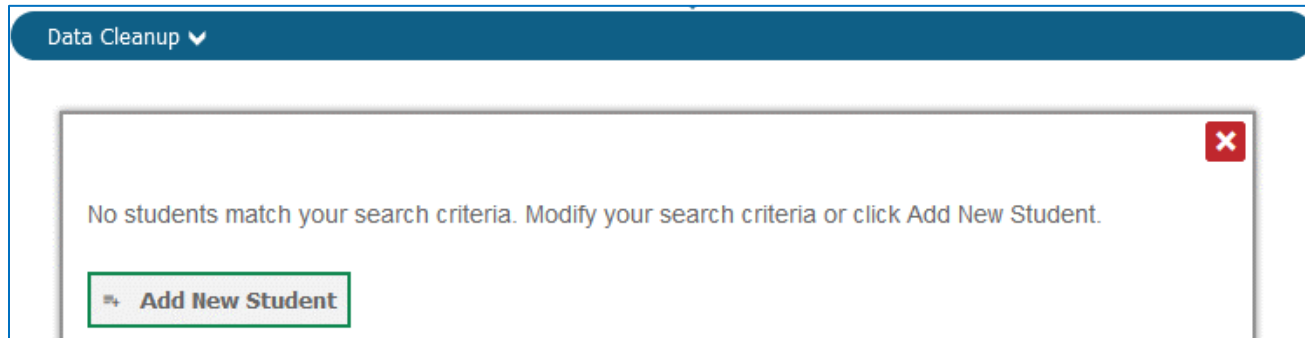
Step 1. Go to the Student Enrollment History tab in TIDE.

Step 2. Select a year from the drop-down.

Step 3. Search to see if the student already exists in TIDE:

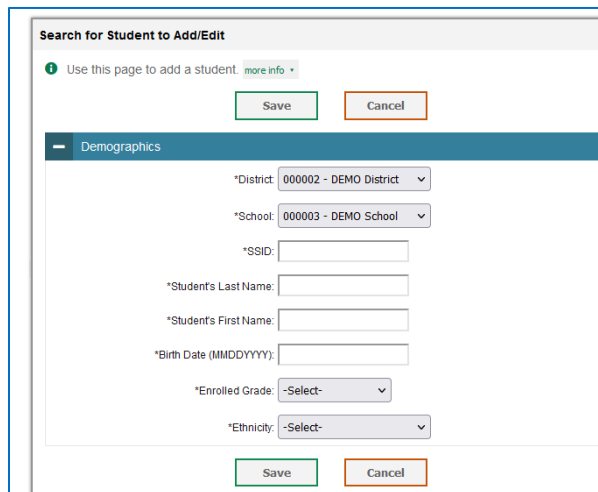
- If the query was unable to find the correct student, click [Add New Student].

Step 4. You are directed to add the student's key demographic information.



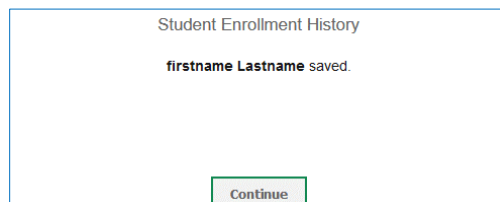
The screenshot shows a search results interface. At the top, there is a dark blue header with the text "Data Cleanup" and a downward arrow. Below this is a white box with a red "X" icon in the top right corner. The main text inside the box reads: "No students match your search criteria. Modify your search criteria or click Add New Student." At the bottom of the box, there is a green button with a plus icon and the text "Add New Student".

- Fill out the information.



The screenshot shows a form titled "Search for Student to Add/Edit". At the top, there is an information icon and the text "Use this page to add a student. more info". Below this are "Save" and "Cancel" buttons. The form has a "Demographics" section highlighted in blue. The fields in this section are: "*District: 000002 - DEMO District", "*School: 000003 - DEMO School", "*SSID: [text input]", "*Students' Last Name: [text input]", "*Students' First Name: [text input]", "*Birth Date (MMDDYYYY): [text input]", "*Enrolled Grade: -Select-", and "*Ethnicity: -Select-". At the bottom of the form are "Save" and "Cancel" buttons.

- Then click [Save].
- You will get a confirmation screen that the student's information was successfully saved (added). Click [Continue].



The screenshot shows a confirmation screen. At the top, it says "Student Enrollment History". Below that, it says "firstname Lastname saved." At the bottom, there is a green button with the text "Continue".

Step 5. You will be redirected back to the Search Student tab. Search by the student's SSID.

Search for Student to Add/Edit

Select a Year: 2022-2023

Student's Last Name:

Student's First Name:

*District: 000002 - DEMO District

*School: 000003 - DEMO School

or

SSID: demo02220

Search

Step 6. Select the student's record from the search results. Then review the student's relationship and make modifications as needed.

Search for Student to Add/Edit

i Use this form to update student enrollments to match test records. [more info](#)

Test Windows School Year: 7/26/2022 — 7/31/2023

OST Fall ...

Adult...

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

DEMO School

firstname Lastname's School(s) in this School Year

+ Search for Student to Add/Edit

- Add/Edit Student's School

Lastname,firstname (DEMO02220)

School: DEMO School (000003)

Start Date: 07/26/2022 -

End Date: 10/25/2022

Add New School

Back To Result Save