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Understanding Dual Reporting

It is possible for a student's scores to be visible for two schools in ORS. If a student is enrolled at a school but will test at another school, as long as the student is associated with both schools in TIDE, both schools will be able to receive that student's scores. An example of when a student would need two associations is someone who attends a CTE.

When a student is associated with two schools in TIDE they are said to have a testing school and a reporting school. While both districts and schools can see the student's scores in ORS, only the testing school can access the student's record in TIDE.

Uploading a dual enrolled student

If the student(s) are not already in TIDE, a DA in the testing district can add the students using the student upload feature. If using the Student Upload File, Columns A, B, C, and D must all be filled out to associate the student with both schools. A description of these columns is below.

Necessary Columns and What They Mean

**Column A: Tested District	District where student took the tests.	Must exist in TIDE
Column B: Tested School	School where student took the tests.	Must exist in TIDE and be associated with Tested District.
Column C: Reporting District	District with which the student's tests are associated.	Must exist in TIDE.
Column D: Reporting School	School with which the student's tests are associated.	Must exist in TIDE and be associated with Reporting District.

****The Tested District is the district which should add the dual enrolled student to TIDE.**



Sample Student Upload File

TestedDistrict	TestedSchool	ReportingDistrict	ReportingSchool	LastOrSurname
9999999999	9999999990	9999999999	9999999991	Demo
9999999999	9999999990	9999999999	9999999991	Student
9999999999	9999999990	9999999999	9999999991	Test
9999999999	9999999990	9999999999	9999999991	LastName

Sample Student Upload File Preview

District ID	School ID	Home DistrictIRN	Home SchoolIRN	Last name
9999999999	9999999990	9999999999	9999999991	Demo
9999999999	9999999990	9999999999	9999999991	Student
9999999999	9999999990	9999999999	9999999991	Test
9999999999	9999999990	9999999999	9999999991	LastName

Adding a Dual Enrolled Student

If a DA of a testing district is adding a new student, the first piece of information they will enter is the student's testing district and school. Then, they will add the reporting district and school.

Add Student Page

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Student Demographics

*District:

*School:

*SSID:

Reporting District:

Reporting School:

*Student's Last Name:

Testing District and School

Reporting District and School



Updating a Dual Enrolled Student Record

If the student is already in TIDE a DA for the testing district will need to update the student's demographic information.

To update a student's reporting school information, the DA must first, search for the student they wish to update, then the DA will need to click the pencil next to the student's name.

Student Results Page Showing Testing District and School

	Edit	School Information		Student Information		
		District	School	SSID	Student's Last Name	Student's First Name
<input type="checkbox"/>		9999999999	9999999999-9999999990	9999990002	Lastname	Firstname
<input type="checkbox"/>		9999999999	9999999999-9999999990	9999990004	Lastname	Firstname
<input type="checkbox"/>		9999999999	9999999999-9999999990	9999990005	Lastname	Firstname

To add a reporting district and school the DA for the testing school will need to update the "Reporting District" and "Reporting School" fields in the student demographic information.

Student Information Page with Reporting District and School

Student Demographics

*District :

*School:

*SSID:

Reporting District:

Reporting School:

*Student's Last Name:

Note: Public School and District Codes can be found on the Vermont Smarter Balanced Portal.

