
DATA STEWARD MANUAL APPENDIX OK

CREATE DUPLICATE ENROLLMENT RECORD FOR STUDENTS WITH MORE THAN ONE COURSE PER SUBJECT

Educator Portal disallows rostering to more than a single **course** per subject. So, a student may be rostered to Alg I, Eng II, and BIO, (one math, one ELA, and one science course) but they may not ALSO be rostered to Eng I at the same time (an additional ELA course). Instead, EP will throw out any testlets the student is working on/in, and assign them a testlet in the newest course. Auto-enrollment will stop assigning testlets for the previous course and the student will not cover the blueprint.

For students who must test in two or more courses within the same subject during an individual test window, the Data Steward and educator will follow these steps to temporarily create a second copy of that student's enrollment record. DLM staff will duplicate the student information.

- 1) OK educator identifies student who will test in two or more courses within the same subject during the same testing window.
- 2) OK educator or DTC *calls* the Service Desk with this information. (you may not email PII)
 - a) State, "I need your help creating a duplicate student record."
 - b) Provide,
 - i) OK educator name
 - ii) Email address for OK educator
 - iii) Student first and last name
 - iv) State student ID number
 - v) Missing courses
- 3) DLM staff uses information to duplicate the student X number of times to represent X number of courses.
- 4) DLM staff will copy the FC and PNP using the newly assigned SSID using the student's original information.
- 5) DLM staff sends email to OK educator, notifying them to contact their Data Steward to have the student rostered.
- 6) Once rostered, the KITE system initiates auto-enrollment using the newly assigned SSID.

Service Level Agreement

- Notify Service Desk by November 20 for students impacted to participate in the winter window.
- Notify Service Desk by March 1 for students impacted to participate in the spring window.
- Notify Service Desk by May 2 for student impacted to participate in the summer window.
- Allow 4-5 days for the duplicate student record to be created.