

Updating Reporting Organizations in TIDE

Locate the student, then update the Reporting LEA and Reporting School in the individual student profile.



Important: Individual updates only. TIDE does not currently provide an upload containing the Reporting LEA and Reporting School fields. Update each student profile individually.

1. Locate the Student

OPTION A SASID Known: Quick Search

- On the TIDE dashboard, enter the student's SASID directly in the Search by Name/SASID field under Student Information. Select the search icon to open the applicable student record.

The screenshot shows the TIDE dashboard with a top navigation bar and a main content area. The 'Student Information' section is highlighted with a red box, and the 'Search by Name/SASID' field is visible within it. The search icon is also visible next to the field.

Dashboard quick search using the student SASID.

OPTION B SASID Unknown: Manage Students

- On the TIDE dashboard, select Manage under Student Information.
- On the Manage Students page, confirm the organization fields based on your role: LACs will have the LEA pre-selected and only need to select the school; STCs will have both the LEA and school pre-selected.
- Enter available student details, such as Last Name, First Name, or Local Student ID, then select Search.
- Open the applicable student record from the results.

The screenshot shows the 'Manage Students' search page. The 'Student Group' section has a dropdown for 'LEA: Demo CAJ District 999994' and a dropdown for 'Select School*'. The 'Specific Student' section has fields for 'Last Name', 'First Name', and 'Local Student ID'. The 'Advanced Search' section has a dropdown for 'Add New Criteria'.

Manage Students search page for locating a student without the SASID.

2. Update the Reporting Organization



Important: LAC and STC access only. Only these roles may edit the Reporting LEA and Reporting School fields.

Complete the Update

1

Open Student Information

Within the student profile, select the Student Information tab.

2

Select Reporting LEA

Choose the appropriate Reporting LEA.

3

Select Reporting School

Choose the appropriate Reporting School. Select the Reporting LEA first because the school selection follows the LEA selection.

4

Save the changes

Review both selections, then select Save at the bottom of the profile.

Before You Finish

- Confirm both reporting organization values are correct.
- Select Save.
- Repeat for each student requiring a change.

Demo Demo (DM99999999)

Student Information

Test Attributes

Student Particip

Home LEA for LEA24

- Select -

Family Portal Access Code:

gAcvPj

Copy

Reset

QR Code:

To print this student's code, select **Print and QR Codes** on the right under *Edit Student*.

Void Existing Code

1 Select Reporting LEA

2 Select Reporting School

Save

Cancel

Student Information tab with the Reporting LEA and Reporting School fields highlighted.

Reporting LEA must be selected before Reporting School.