

Additional Orders of Paper and Pencil Materials

(For K and 1 Online Writing Supplement and K-12 Paper and Pencil Accommodated Forms)

All additional orders must be approved by IDOE prior to placing an order in TIDE through the Paper Ordering section. For approval from IDOE, please email Tom Deeter at tom.deeter@iowa.gov or call 515-242-5616. Please note, initial orders of K and 1 Online Writing supplement materials are shipped with an overage amount, please wait until your materials arrive at the school in order to determine whether you will need to place an additional order. Following approval from IDOE, a District Coordinator can follow the steps below to place an additional order.

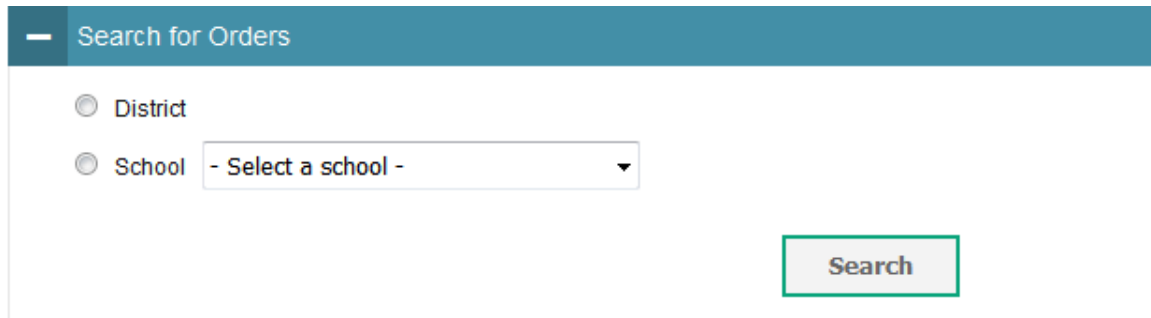
Placing Additional Orders

Only a District Coordinator can request additional materials beyond those received during the initial order.

To request additional materials:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Additional Orders**. The **Additional Orders** form appears (see [Figure 1](#)).

Figure 1. Fields in the Additional Orders Page



The screenshot shows a form titled "Search for Orders" with a teal header. Below the header, there are two radio button options: "District" and "School". The "School" option is selected, and next to it is a dropdown menu with the text "- Select a school -". To the right of these options is a "Search" button with a green border.

2. Do one of the following:
 - Mark **District** (if available) to place an order for an entire district.
 - Mark **School**, and then select a school, to place an order for an individual school.

- Click **Search**. A list of materials available for ordering appears (see [Figure 2](#)).

Figure 2. List of Available Additional Orders

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
— Kindergarten Paper				
GK Paper Test - Student <i>Order one per student taking ELPA21 on paper</i>	2	2	0	<input type="text" value="2"/>
— Grade 1 Paper				
G1 Paper Test - Student <i>Order one per student taking ELPA21 on paper</i>	0	0	0	<input type="text" value="0"/>

- Optional:* To change the shipping address, click **Change Address** in the *Shipping Address* panel.
- Optional:* To view comments about the order, expand the *Comments* panel.
- In the list of additional orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive.
- If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
- Click **Save Orders**. A text box appears allowing you to enter additional comments. Click **Submit** to submit your order. Click **Cancel** to return to the *Initial Orders* panel.
- Click **Close** to return to the **Additional Orders** page.

[Table 1](#) describes the columns in the **Additional Orders** page.

Table 1. Columns in the Additional Orders Page

Status	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Cumulative quantity sent to the printer. This number always increases after each transmission. This number is rounded up to the multiple in a pack or box.
Quantity Approved	Latest quantity approved. Resets to zero after transmission to the printer.
Quantity Pending Approval	Latest quantity sent for approval. Resets to zero after approved or disapproved.
Additional Quantity	Amount to order. This amount is in addition to what is already approved or sent to the printer. Resets to zero after approved or disapproved.