

Student Data Cleanup Process

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[Identifying and Correcting Student Enrollment Records Missing at the State](#) | [Identifying and Correcting Duplicate Students](#) | [Identifying and Correcting Duplicate Student ID Numbers](#)

This article will walk you through the process of identifying and correcting enrollment records missing at the state, duplicate student records and duplicate students IDs.

This article describes functionality only accessible for users using a version of Campus connected to a State Edition of Campus.

Identifying and Correcting Student Enrollment Records Missing at the State

The following steps will guide you in identifying and correcting missing student enrollment data:

- [Step 1. Verify and Review Enrollment Data](#)
- [Step 2. Identify/Correct Data and Resync Specific Enrollment Records](#)
- [Step 3. Re-verify and Review Enrollment Data](#)

Step 1. Verify and Review Enrollment Data

PATH: *System Administration > Data Interchange > Verification*

The first step in identifying enrollment records missing at the state is to verify enrollment data using the Verification tool.

Select the **Verify** (or **Re-Verify**), select **Enrollment** and select the **Verify Selected Objects** button to have Campus compare and verify enrollment data between the district and the state (Image 1).

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Image 1: Re-Verifying Enrollment Data

Before you can generate the Verification Summary Report, re-verification must first complete. Processing time will depend on a variety of factors, including bandwidth limitations, state-level settings and pending requests. The **Timestamp** column of the Verification Results table will display a "(!)" after an existing date or an N/A value for the column of the requested verification while the process completes. You can hover your mouse over each object timestamp to see its current status (Image 2).

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Image 2: Identifying Verification Processing Status

Once verification is completed, select the **Verification Summary Report** button, select

Enrollment and click **Generate Report** (Image 3). Move on to Step 2.

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Image 3: Generating the Enrollment Verification Summary Report

Step 2. Identify/Correct Data and Resync Specific Enrollment Records

PATH: *Student Information > General > Enrollments; System Administration > Data Utilities > Resync State Data > Selective Sync*

Review the Enrollment Verification Report and identify which student records are missing at the state and need to be corrected/resynced.

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Image 4: Identifying District Enrollment IDs

Once data for identified students has been corrected, their enrollment records need to be resynced via the Selective Sync tool (Image 5).

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Image 5: Resyncing Specific District Enrollment IDs

To resync select enrollment records (see Image 3):

1. Go to the [Resync State Data](#) tool (System Administration > Data Utilities > Resync State Data).
2. Select the Selective Sync tab.
3. Select the **Enrollment** object.
4. Enter each identified students' District Enrollment ID numbers. The District Enrollment ID column of the Enrollment Verification Summary Report will list each number.
5. Select the **Sync** button. Enrollment records matching the District Enrollment ID values entered will be synced from district to state.
6. Review the Sync Request History report to see if data correct synced to the state. {note}

To see the sync progress and view which enrollments successfully or unsuccessfully synced, select the **View History** link found at the bottom of the editor (see Image 6).

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Image 6: Resyncing Specific District Enrollment IDs

Once the resync process has completed, click the blue **Complete** hyperlink (Image 7). To generate a report displaying all records which successfully and unsuccessfully (re)synced for the event, click the blue **Keys** hyperlink (Image 7).

If you see errors within the Sync Request History, contact Campus Support for additional assistance.

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Image 7: Viewing the Sync Request History Report

Step 3. Re-verify and Review Enrollment Data

PATH: *System Administration > Data Interchange > Verification*

Now that enrollment records have been identified, corrected and resynced to the state, the Enrollment Verification Summary Report needs to be re-run to ensure the records successfully synced to the state.

Select the **Re-Verify** button. Once verification is completed, select the **Verification Summary Report** button, select **Enrollment** and click **Generate Report** (Image 8).

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Image 8: Re-verify Data and Review the Enrollment Verification Summary

Review the Enrollment Verification Summary Report and compare the old Verification Report to the new one and see if student records were corrected.

Identifying and Correcting Duplicate Students

The following steps will guide you in identifying and correcting duplicate students:

- [Step 1. Identify Duplicate Students Using the Duplicate Student Search Report](#)
- [Step 2. Correct Duplicate Information](#)
- [Step 3. Combine Duplicate Students](#)

Step 1. Identify Duplicate Students Using the Duplicate Student Search Report

PATH: *Student Information > Reports > Duplicate Students Search*

The first step in identifying duplicate students is to generate and review the [Duplicate Student Search Report](#) (Image 9).

Campus recommends marking all criteria boxes when first generating this report. Once students who match all criteria are identified, work backwards unmarking one criteria box and generating the report so that you see the full spectrum of potentially duplicate students.

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Image 9: Generating the Duplicate Students Search Report

Step 2. Correct Duplicate Information

PATH: *Student Information > General; Census > People*

Review the Duplicate Students Search Report and correct erroneous information for each identified student (Image 10). If students are identified as duplicates, move on to Step 3.

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Image 10: Identifying and Correcting Duplicate Student Information

Step 3. Combine Duplicate Students

PATH: [System Administration](#) > [Data Utilities](#) > [Combine Person](#)

Students who appeared on the report because they are duplicates of another student with Campus should be combined using the [Combine Person](#) tool (Image 11).

For complete instructions on how to use the Combine Person tool, please read the following information:

- [Combine Person Logic](#)
- [Manually Cleaning up Duplicate Data Prior to Merging](#)
- [Understand the Combine Person Tool](#)
- [Modules and Fields Shown for Duplicate Record Analysis](#)

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Image 11: Combining Duplicate Students via Combine Person Tool

Identifying and Correcting Duplicate Student ID Numbers

The following steps will guide you in identifying and correcting duplicate students ID numbers:

- [Step 1. Generate the Duplicate IDs Report](#)
- [Step 2. Correct Duplicated Student ID Numbers](#)

Step 1. Generate the Duplicate IDs Report

PATH: [Student Information](#) > [Reports](#) > [Duplicate IDs](#)

The first step in identifying and correcting duplicate Student State ID and Local Student Numbers is to generate and analyze the [Duplicate ID's Report](#) (Image 12).

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Image 12: Generating the Duplicate IDs Report

Step 2. Correct Duplicated Student ID Numbers

PATH: [Student Information](#) > [Reports](#) > [Duplicate IDs](#); [Census](#) > [People](#) > [Demographics](#)

Review the Duplicate ID Report and determine whether the two people are a duplicate or two separate people who need two separate State IDs.

- [If Two People are Identified as Duplicates](#)
- [If Two People are Identified as Separate People with Identical IDs](#)

If Two People are Identified as Duplicates

If when reviewing the report it is determined that two people are duplicates of the same person, these people should be combined via the Combine Person tool (Image 13).

For complete instructions on how to use the Combine Person tool, please read the following information:

- [Combine Person Logic](#)
- [Manually Cleaning up Duplicate Data Prior to Merging](#)
- [Understand the Combine Person Tool](#)
- [Modules and Fields Shown for Duplicate Record Analysis](#)

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Image 13: Correcting Duplicate Student ID Data

If Two People are Identified as Separate People with Identical IDs

If when reviewing the report two people are identified as separate people with identical State IDs, you should contact Campus Support for additional assistance.
