

Duplicate Students Search

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Tool Search: Duplicate Students Search

The **Duplicate Students Search** displays student records with a match in demographic information based on either an Exact Match or a Soundex Match. This report is useful in maintaining clean student data.

Please also refer to the [Duplicate IDs](#) article for more information.

Duplicate Students Search ☆
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Duplicate Students Search Report

This report is used to search a student who has been duplicated in the system. There are options for considering duplication: If a field is null, it should not exclude the record from the results. For each pair of possible duplicated students, student demographics data, the most recent student enrollment data and student contact information will be printed.

Which schools would you like to include in the report?

All Schools

- ACCEL East Campus
- ACCEL Metro Campus
- ACES Gilbert
- ACES Peoria
- ACES Tempe
- Andersen Elementary School
- Andersen Junior High School
- Arizona College Prep High School
- Arizona College Prep Middle School

CTRL-click or SHIFT-click to select multiple

Which criteria would you like to use to consider the duplication?

| | | |
|---|-----------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Last Name | <input type="radio"/> Exact Match | <input type="radio"/> Soundex Match |
| <input checked="" type="checkbox"/> First Name | <input type="radio"/> Exact Match | <input type="radio"/> Soundex Match |
| <input checked="" type="checkbox"/> Middle Name | <input type="radio"/> Exact Match | <input type="radio"/> Soundex Match |
| <input checked="" type="checkbox"/> Middle Name (first initial) | | |
| <input checked="" type="checkbox"/> Gender | | |
| <input checked="" type="checkbox"/> Birthday | | |
| <input checked="" type="checkbox"/> Social Security Number | | |
| <input checked="" type="checkbox"/> Race Ethnicity | | |

Report Options

PDF ▼

Generate Report Submit to Batch

Refresh Show top 50 tasks submitted between 05/28/2024 and 06/04/2024

| Batch Queue List | | | |
|------------------|--------------|--------|----------|
| Queued Time | Report Title | Status | Download |
| | | | |

Report Logic

The report consults student [Identity](#) and Demographic records. Logic uses data from the transactional database tables, not a view. This allows all possible existence of a duplicate record to be returned, including any student records marked as No Shows.

Report Editor

| Field | Description |
|--|---|
| Which schools would you like to include in the report? | <p>Only selected schools will be included in the data results. The school selected in the Campus toolbar is automatically selected, but additional schools can be chosen. When the All Schools option is selected, student data from the entire district is returned.</p> <p>When using this report in State Edition, a list of districts can be selected.</p> |
| Which criteria would you like to use to consider the duplication? | <p>Data is verified for duplication using the following demographic fields:</p> <ul style="list-style-type: none"> • Name fields - Last Name, First Name, Middle Name, Middle Initial • Gender • Birthday • Social Security Number • Race/Ethnicity <p>When a user selects multiple criteria, only duplicate information that matches ALL of the marked options reports.</p> |
| Exact Match vs. Soundex Match | <p>Duplication of students using name fields (last name, first name, middle name) can be searched by either an Exact Match or a Soundex Match.</p> <ul style="list-style-type: none"> • An Exact Match returns data when all of the selected fields are entered in the exact same manner. • A Soundex Match returns data when the selected fields are similar but not exact, as in Olson and Olsen. |
| Search for Students Only | <p>This option is available when generating from State Edition.</p> <p>When marked, the report only looks for students (those who have an enrollment record). If not selected, all persons in Campus, including staff and parents, are referenced when looking for duplicates.</p> |
| Report Options | <p>The selected option determines the format in which the report is generated. The options are PDF, CSV, HTML, or DOCX.</p> |
| Report Generation | <p>Use the Generate Report button to display the report results immediately.</p> <p>Use the Submit to Batch button to select a time when the report will be generated. This option is helpful when generating reports for many schools, all schools, or a district. See the Batch Queue article for more information.</p> |

Generate Duplicate Students Search Report

1. Select which **Schools** to include in the report from the list of available schools.
2. Select which **Criteria** to consider when looking for duplicates.
3. Indicate whether the given criteria must be an **Exact Match** or a **Soundex Match** for first,

last, and middle names.

4. Indicate if the report should **Search for students only** (State Edition Only).
5. Select the desired **Report Option**.
6. Click **Generate Report** or **Submit to Batch**. The report is displayed in the selected report option.

| 18-19 HIGH SCHOOL | | | | Duplicate Students Search Report | | | | | | |
|--|-----------|------------|------------|--|------|-------------|----------------------|-------|---------------------|----------------|
| Generated on 03/15/2019 02:00:07 PM Page 1 | | | | Matching Criteria: Name, Birthday, SSN, Race, Gender Person: 2 Duplicates: 2 | | | | | | |
| | | | | | | | Enrollment & Contact | | | |
| Name | SSN | Student # | Birthday | Gender | Race | District | School | Year | Grade | Start/End Date |
| Student, Ann | 123456789 | 01/01/2002 | F | 4 | | HIGH SCHOOL | 18-19 | 10 | 08/13/2018- | |
| Student, Ann | Pending | 01/01/2002 | F | 4 | | HIGH SCHOOL | 18-19 | 10 | 08/13/18 - 06/30/19 | |
| Student, Ann | | Pending | 01/01/2002 | F | 4 | | HIGH SCHOOL | 18-19 | 10 | 08/13/2018- |
| Student, Ann | 123456789 | 01/01/2002 | F | 4 | | HIGH SCHOOL | 18-19 | 10 | 08/13/18 - 06/30/19 | |

Duplicate Students Search, PDF Format - All Criteria, Exact Match

| | A | B | C | D | E | F | G | H | I | J | K | |
|----|-------------------|-----------|-----------|-----------|----------|--------|------|------------------|------------|--------------|---------------------|------|
| | Student Name | Person ID | SSN | Student # | Birthday | Gender | Race | Guardian Name(s) | Home Phone | Home Address | Enrollment District | Enro |
| 1 | Student, Ann | 19611 | | Pending | 1/1/2002 | F | 4 | | | | ISD #123 | HIGH |
| 2 | Student, Ann | 19610 | 123456789 | 1/1/2002 | F | 4 | | | | | ISD #123 | HIGH |
| 3 | Student, Benjamin | 19621 | 234567890 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 4 | Student, Benjamin | 19625 | 345678901 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 5 | Student, Callie | 19626 | 456789012 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 6 | Student, Callie | 19627 | 567890123 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 7 | Student, Devin | 19625 | 678901234 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 8 | Student, Devin | 19621 | 789012345 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 9 | Student, Emma | 19626 | 890123456 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 10 | Student, Emma | 19627 | 901234567 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 11 | Student, Franklin | 19626 | 987654321 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 12 | Student, Franklin | 19621 | 876543210 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 13 | Student, Ginger | 19625 | 765432109 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 14 | Student, Ginger | 19627 | 654321098 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 15 | Student, Heath | 19627 | 543210987 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 16 | Student, Heath | 19621 | 432109876 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 17 | Student, Ivy | 19625 | 321098765 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 18 | Student, Ivy | 19626 | 210987654 | 7/7/2003 | M | 6 | | | | | ISD #123 | HIGH |
| 19 | | | | | | | | | | | | |

Duplicate Students Search, CSV Format - All Criteria except Middle Name and Middle Initial, Soundex Match

| 18-19 HIGH SCHOOL | | Duplicate Students Search Report | | | | | | | | |
|---|-----------|--|------------|--------|------|----------|-------------------|------|-------|---------------------|
| Generated on 03/15/2019 02:26:43 PM Page • | | Matching Criteria: Last Name, First Name, Gender Person: 9 Duplicates: 9 | | | | | | | | |
| Enrollment & Contact | | | | | | | | | | |
| Name | SSN | Student # | Birthday | Gender | Race | District | School | Year | Grade | Start/End Date |
| Parent, William | 123456789 | 123456789 | 01/23/2002 | M | 6 | | HIGH SCHOOL 18-19 | | 11 | 08/13/2018- |
| Guardian: Parent, Kelly Parent, William (612)555-9876 1124 Grove RD | | | | | | | | | | |
| Parent, William | 234567890 | 234567890 | 05/27/2000 | M | 6 | | HIGH SCHOOL 17-18 | | 12 | 08/08/17 - 06/29/18 |
| Guardian: Parent, Brian Parent, Wendy (612)555-6789. 810 Springs Rd | | | | | | | | | | |
| Student, Matthew | 345678901 | 345678901 | 05/11/2004 | M | 6 | | HIGH SCHOOL 18-19 | | 09 | 08/13/2018- |
| Guardian: Parent, Patrick Brian Parent, 98 Rd #6 | | | | | | | | | | |
| Student, Matthew | 456789012 | 456789012 | 09/10/1993 | M | 6 | | HIGH SCHOOL 10-11 | | 09 | 08/12/10 - 01/04/11 |
| Guardian: Parent, William Parent, Linda 2654 Mill Rd | | | | | | | | | | |

Duplicate Students Search, HTML Format - Last Name, First Name, Gender, Exact Match

| 18-19 HIGH SCHOOL | | Duplicate Students Search Report | | | | | | | | |
|--|-----------|--|------------|--------|------|-----------|-------------|-------|-------|---------------------|
| Generated on 03/15/2019 02:53:09 PM Page 1 | | Matching Criteria: Last Name, First Name, Gender Person: 9 Duplicates: 9 | | | | | | | | |
| Enrollment & Contact | | | | | | | | | | |
| Name | SSN | Student # | Birthday | Gender | Race | District | School | Year | Grade | Start/End Date |
| Student, William | 123456789 | 123456789 | 01/23/2002 | M | 6 | ISD #4321 | HIGH SCHOOL | 18-19 | 11 | 08/13/2018- |
| Guardian: Parent, Kelly Parent, William (612)555-8450 1124 Grove RD | | | | | | | | | | |
| Student, William | 234567890 | 234567890 | 05/27/2000 | M | 6 | ISD #4321 | HIGH SCHOOL | 17-18 | 12 | 08/08/17 - 06/29/18 |
| Guardian: Parent, Brian Parent, Wendy (612)555-5342 810 Springs Rd | | | | | | | | | | |
| Student, Matthew | 345678901 | 345678901 | 05/11/2004 | M | 6 | ISD #4321 | HIGH SCHOOL | 18-19 | 09 | 08/13/2018- |
| Guardian: Russell, Patrick Russell, Mary (612)555-3520 98 6 th Street | | | | | | | | | | |
| Student, Matthew | 456789012 | 456789012 | 09/10/1993 | M | 6 | ISD #4321 | HIGH SCHOOL | 10-11 | 09 | 08/12/10 - 01/04/11 |
| Guardian: Parent, William Parent, Linda (612)555-4932 2654 Mill Rd | | | | | | | | | | |

Duplicate Students Search, DOCX Format - Last Name, First Name, Gender, Exact Match

Duplicate Student Report Layout

| Element Name | Description | Location |
|-----------------------|--|---|
| Name | The student's legal name, Last Name, First Name Middle Name/Initial. <i>Alphanumeric, 50 characters</i> | Demographics > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName |
| SSN | The Social Security number of the person <i>Numeric, 9 digits</i> | Demographics > Soc Sec Number Identity.ssn |
| Student Number | The identification number of the student. <i>Numeric, 9 digits</i> | Demographics > Person Identifiers > Local Student Number Person.studentNumber |

| Element Name | Description | Location |
|-----------------------|--|---|
| Birthday | The student's date of birth. <i>Date field, 10 characters (MM/DD/YYYY)</i> | Demographics > Birth Date Identity.birthDate |
| Gender | The gender of the student. <i>Alphanumeric, 1 character (M or F)</i> | Demographics > Gender Identity.gender |
| Race | The student's state-defined Race/Ethnicity. <i>Numeric, 1 digit</i> | Demographics > Race/Ethnicity > State Race/Ethnicity Identity.raceEthnicityFed |
| District | The district in which the student is enrolled. <i>Alphanumeric, 50 characters</i> | District Information > Name District.name |
| School | The school in which the student is enrolled. <i>Alphanumeric, 50 characters</i> | School > Name School.name |
| Year | The school year of the student's enrollment, the start and end year of the enrolled calendar. <i>Date field, 5 characters (YY-YY)</i> | Calendar > Start Date, End Date Calendar.startDate Calendar.endDate |
| Grade | The current grade level of the student. <i>Alphanumeric, 2 characters</i> | Enrollments > Grade Enrollment.grade |
| Start-End Date | The start and end dates of the student's enrollment. <i>Date field, 20 characters (MM/DD/YYYY - MM/DD/YYYY)</i> | Enrollments > Start Date, End Date Enrollment.startDate Enrollment.endDate |