

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 ☆	Student Information > Reports > Duplicate Students Search
uplicate 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 demographic data, the most recent student enrollment data and student contact information will be printed.	1 S
Which schools would you like to include in the report? ACCEL East Campus ACCEL East Campus ACCES Gilbert ACES Seoria ACES Tempe Andersen Junior High School Arizona College Prep High School Arizona College Prep High School Arizona College Prep High School	
Which criteria would you like to use to consider the duplication? Uast Name Exact Match Soundex Match Soundex Match Middle Name Gender Birthday Social Security Number Race Ethnicity	
Report Options PDF v Generate Report Submit to Batch Refresh Show top 50 v tasks submitted between 05/28/2024 and 06/04/2024 and 06/04/204 and 06/04/204 and 06/04/204 and 06/04/204 and	

See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.



Report Logic

The report consults student <u>Identity</u> 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?	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.
	When using this report in State Edition, a list of districts can be selected.
Which criteria would you like to use to consider the duplication?	 Data is verified for duplication using the following demographic fields: Name fields - Last Name, First Name, Middle Name, Middle Initial Gender Birthday Social Security Number Race/Ethnicity
	When a user selects multiple criteria, only duplicate information that matches ALL of the marked options reports.
Exact Match vs. Soundex Match	 Duplication of students using name fields (last name, first name, middle name) can be searched by either an Exact Match or a Soundex Match. 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	This option is available when generating from State Edition. 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.
Report Options	The selected option determines the format in which the report is generated. The options are PDF, CSV, HTML, or DOCX.
Report Generation	Use the Generate Report button to display the report results immediately. 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.



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

	A	В	С	D	E	F	G	н	I.	J	К	
1	Student Name	Person ID	SSN	Student #	Birthday	Gender	Race	Guardian Name(s)	Home Phone	Home Address	Enrollment District	Enro
2	Student, Ann	19611		Pending	1/1/2002	F	4				ISD #123	HIGH
3	Student, Ann	19610		123456789	1/1/2002	F	4				ISD #123	HIGH
4	Student, Benjamin	19621		234567890	7/7/2003	M	6				ISD #123	HIGH
5	Student, Benjamin	19625		345678901	7/7/2003	M	6				ISD #123	HIGH
6	Student, Callie	19626		456789012	7/7/2003	M	6				ISD #123	HIGH
7	Student, Callie	19627		567890123	7/7/2003	M	6				ISD #123	HIGH
8	Student, Devin	19625		678901234	7/7/2003	м	6				ISD #123	HIGH
9	Student, Devin	19621		789012345	7/7/2003	M	6				ISD #123	HIGH
10	Student, Emma	19626		890123456	7/7/2003	M	6				ISD #123	HIGH
11	Student, Emma	19627		901234567	7/7/2003	M	6				ISD #123	HIGH
12	Student, Franklin	19626		987654321	7/7/2003	M	6				ISD #123	HIGH
13	Student, Franklin	19621		876543210	7/7/2003	м	6				ISD #123	HIGH
14	Student, Ginger	19625		765432109	7/7/2003	M	6				ISD #123	HIGH
15	Student, Ginger	19627		654321098	7/7/2003	M	6				ISD #123	HIGH
16	Student, Heath	19627		543210987	7/7/2003	M	6				ISD #123	HIGH
17	Student, Heath	19621		432109876	7/7/2003	M	6				ISD #123	HIGH
18	Student, Ivy	19625		321098765	7/7/2003	м	6				ISD #123	HIGH
19	Student, lvy	19626		210987654	7/7/2003	м	6				ISD #123	HIGH
20												

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

Soundex Match





Duplicate Students Search, HTML 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.	Demographics > Last Name, First Name, Middle Name
	Alphanumeric, 50 characters	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.	Demographics > Person Identifiers > Local Student Number
	Numeric, 9 digits	Person.studentNumber



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