

Duplicate Students Search

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Report Editor](#) | [Generate Duplicate Students Search Report](#) | [Duplicate Student Report Layout](#)

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

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?

Last Name Exact Match Soundex Match
 First Name Exact Match Soundex Match
 Middle Name Exact Match Soundex Match
 Middle Name (first initial) Exact Match Soundex Match
 Gender Exact Match Soundex Match
 Birthday Exact Match Soundex Match
 Social Security Number Exact Match Soundex Match
 Race Ethnicity Exact Match Soundex Match

Report Options
PDF

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

Batch Queue List

Queued Time	Report Title	Status	Download

See the [Student Information Reports](#) Tool Rights article for the tool rights needed to generate this report.

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?	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: <ul style="list-style-type: none">• 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. <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	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						Duplicate Students Search Report				
						Matching Criteria: Name, Birthday, SSN, Race, Gender				
						Person: 2				
						Duplicates: 2				
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
1	Student Name	Person ID	SSN	Student #	Birthday	Gender	Race	Guardian Name(s)	Home Phone	Home Address
2	Student, Ann	19611	Pending	1/1/2002	F	4				ISD #123
3	Student, Ann	19610	123456789	1/1/2002	F	4				ISD #123
4	Student, Benjamin	19621	234567890	7/7/2003	M	6				ISD #123
5	Student, Benjamin	19625	345678901	7/7/2003	M	6				ISD #123
6	Student, Callie	19626	456789012	7/7/2003	M	6				ISD #123
7	Student, Callie	19627	567890123	7/7/2003	M	6				ISD #123
8	Student, Devin	19625	678901234	7/7/2003	M	6				ISD #123
9	Student, Devin	19621	789012345	7/7/2003	M	6				ISD #123
10	Student, Emma	19626	890123456	7/7/2003	M	6				ISD #123
11	Student, Emma	19627	901234567	7/7/2003	M	6				ISD #123
12	Student, Franklin	19626	987654321	7/7/2003	M	6				ISD #123
13	Student, Franklin	19621	876543210	7/7/2003	M	6				ISD #123
14	Student, Ginger	19625	765432109	7/7/2003	M	6				ISD #123
15	Student, Ginger	19627	654321098	7/7/2003	M	6				ISD #123
16	Student, Heath	19627	543210987	7/7/2003	M	6				ISD #123
17	Student, Heath	19621	432109876	7/7/2003	M	6				ISD #123
18	Student, Ivy	19625	321098765	7/7/2003	M	6				ISD #123
19	Student, Ivy	19626	210987654	7/7/2003	M	6				ISD #123
20										

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

<p style="text-align: center;">18-19 HIGH SCHOOL</p> <p>Generated on 03/15/2019 02:26:43 PM Page •</p>	<p style="text-align: center;">Duplicate Students Search Report</p> <p>Matching Criteria: Last Name, First Name, Gender Person: 9 Duplicates: 9</p>									
Enrollment & Contact										
Name	SSN	Student #	Birthday	Gender	Race	District	School	Year	Grade	Start/End Date
Parent, William	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	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	05/11/2004		M	6		HIGH SCHOOL	18-19	09	08/13/2018-
			Guardian: Parent, Patrick	Brian Parent,				✉ 98 Rd #6		
Student, Matthew	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 Generated on 03/15/2019 02:53:09 PM Page 1						Duplicate Students Search Report 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	1234567890	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 6th 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.	Demographics > Last Name, First Name, Middle Name
	<i>Alphanumeric, 50 characters</i>	Identity.lastName Identity.firstName Identity.middleName
SSN	The Social Security number of the person	Demographics > Soc Sec Number
	<i>Numeric, 9 digits</i>	Identity.ssn
Student Number	The identification number of the student.	Demographics > Person Identifiers > Local Student Number
	<i>Numeric, 9 digits</i>	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