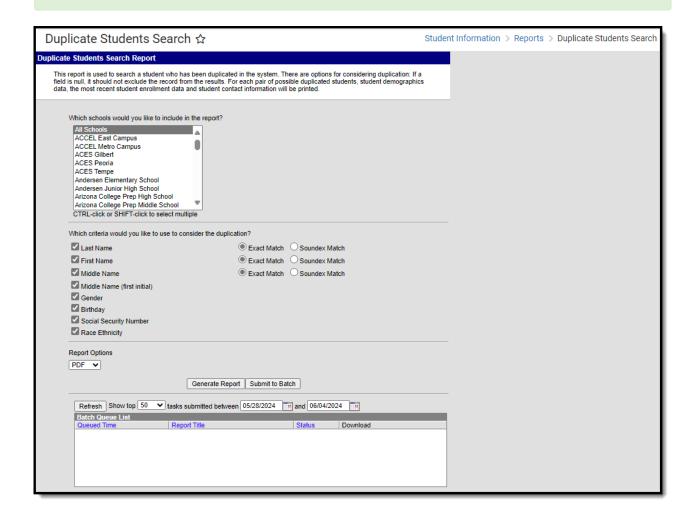# Duplicate Students Search

Last Modified on 10/21/2024 8:19 am CDT

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.

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

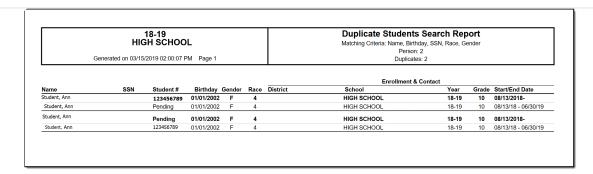| Field	Description
Which schools would you like to include in the report?	Only selected schools will be included in the data results. The school selected in the Campus toolbar is automatically selected, but additional schools can be chosen. When the All Schools option is selected, student data from 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: • 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,
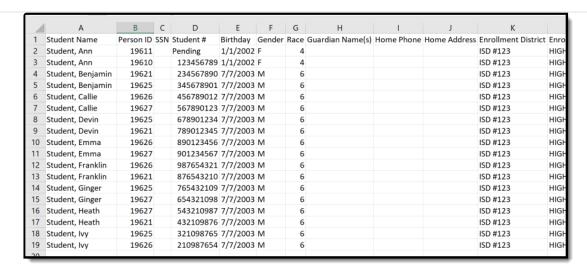
last, and middle names.
4. Indicate if the report should **Search for students only** (State Edition Only)**.**
5. Select the desired **Report Option.**
6. Click **Generate Report** or **Submit to Batch**. The report is displayed in the selected report option.

Name	SSN	Student #	Birthday	Gender	Race	District	School	Year	Grade	Start/End Date

18-19
HIGH SCHOOL

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Duplicate Students Search Report
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	
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	M		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	M		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	M		6			ISD #123	HIGH
19	Student, Ivy	19626		210987654	7/7/2003	M		6			ISD #123	HIGH

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 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. *Alphanumeric, 50 characters*	Demographics > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
SSN	The Social Security number of the person *Numeric, 9 digits*	Demographics > Soc Sec Number Identity.ssn
Student Number	The identification number of the student. *Numeric, 9 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber

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