Duplicate IDs

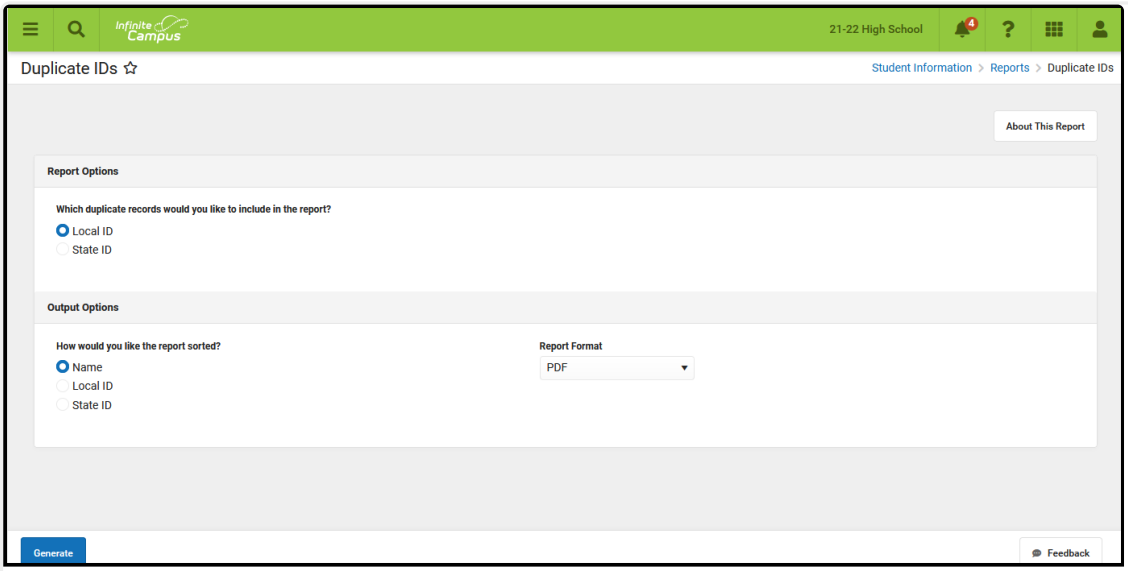
Last Modified on 12/14/2025 8:45 pm CST

Generate the Duplicate IDs Report | Resolve Duplicate IDs

Tool Search: Duplicate IDs

The Duplicate IDs Report lists students who have the same Local ID (Student Number) and/or State ID as other students. The report searches for duplicate Local or State IDs assigned to multiple students across the entire district, regardless of the school selected in the Campus toolbar. ALL students associated with duplicate Local or State IDs are returned, including inactive students.

To return maximum results, users should search for duplicate IDs by both Local and State IDs.



Duplicate IDs Report

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

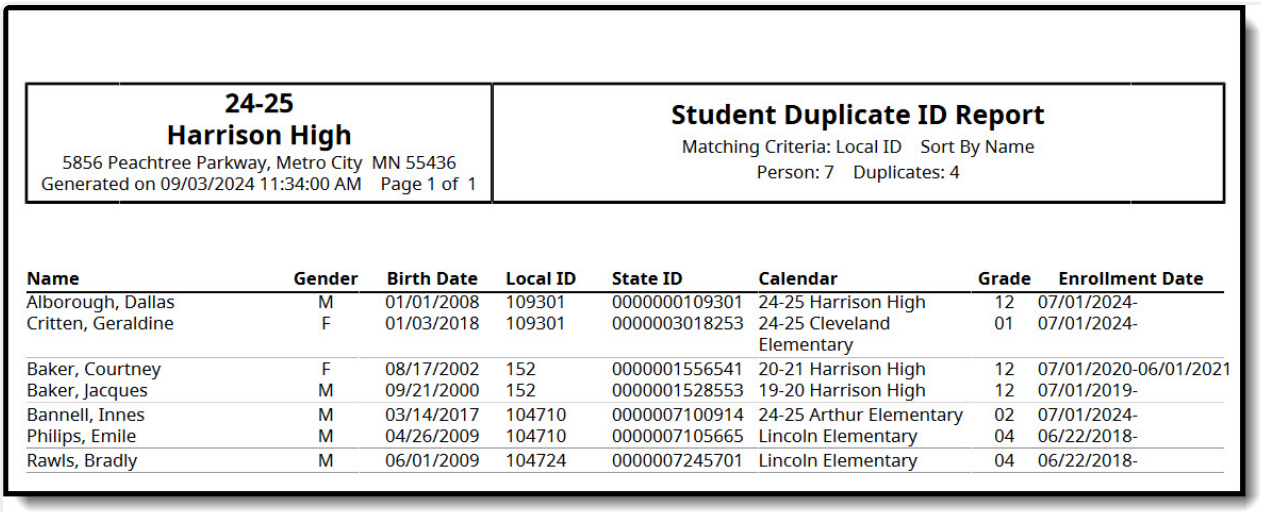
Submit feedback for the Duplicate IDs Report by clicking the **Feedback** button in the bottom right-hand corner. This takes you to the Campus Community Duplicate IDs - Report Enhancements, Feedback and Improvements forum topic where you can add your suggestions for the report.

Generate the Duplicate IDs Report

For best results, select All Schools in the Campus toolbar when generating this report at the district level.

When generating this report at the state level, choosing **All Districts** in the Campus toolbar returns duplicate IDs for all districts in the state; choosing a specific district from the District field in the Campus toolbar returns duplicate IDs for just that district.

1. Select which Duplicate Records to include in the report - Local ID or State ID.
2. Determine which Duplicate Records are included in the report - Name (student last name), Local ID, or State ID.
3. Select the desired **Format** for the report - PDF, DOCX, CSV, or HTML.
4. Click the **Generate** button. The report is displayed in the desired format.

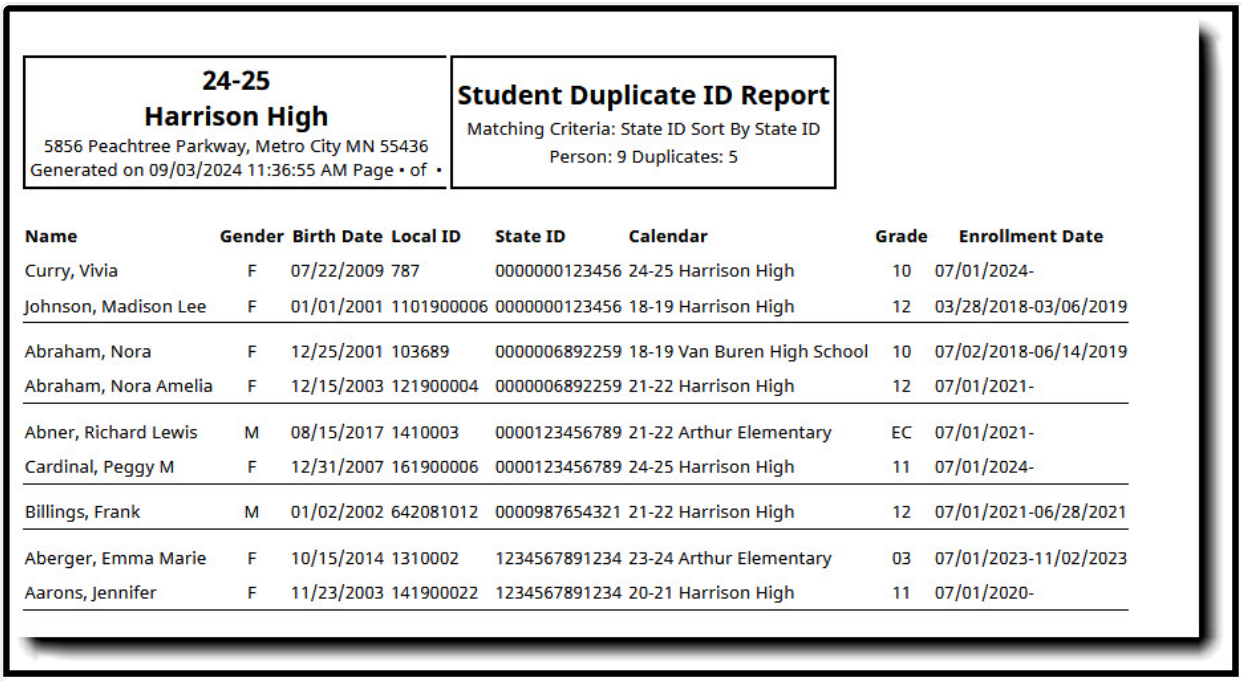


24-25
Harrison High
5856 Peachtree Parkway, Metro City MN 55436
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Student Duplicate ID Report
Matching Criteria: Local ID Sort By Name
Person: 7 Duplicates: 4

Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Alborough, Dallas	M	01/01/2008	109301	0000000109301	24-25 Harrison High	12	07/01/2024-
Critten, Geraldine	F	01/03/2018	109301	0000003018253	24-25 Cleveland Elementary	01	07/01/2024-
Baker, Courtney	F	08/17/2002	152	0000001556541	20-21 Harrison High	12	07/01/2020-06/01/2021
Baker, Jacques	M	09/21/2000	152	0000001528553	19-20 Harrison High	12	07/01/2019-
Bannell, Innes	M	03/14/2017	104710	0000007100914	24-25 Arthur Elementary	02	07/01/2024-
Philips, Emile	M	04/26/2009	104710	0000007105665	Lincoln Elementary	04	06/22/2018-
Rawls, Bradly	M	06/01/2009	104724	0000007245701	Lincoln Elementary	04	06/22/2018-

Duplicate IDs Report by Local ID in PDF format - Sorted by name



24-25
Harrison High
5856 Peachtree Parkway, Metro City MN 55436
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Student Duplicate ID Report
Matching Criteria: State ID Sort By State ID
Person: 9 Duplicates: 5

Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Curry, Vivia	F	07/22/2009	787	0000000123456	24-25 Harrison High	10	07/01/2024-
Johnson, Madison Lee	F	01/01/2001	1101900006	0000000123456	18-19 Harrison High	12	03/28/2018-03/06/2019
Abraham, Nora	F	12/25/2001	103689	0000006892259	18-19 Van Buren High School	10	07/02/2018-06/14/2019
Abraham, Nora Amelia	F	12/15/2003	121900004	0000006892259	21-22 Harrison High	12	07/01/2021-
Abner, Richard Lewis	M	08/15/2017	1410003	0000123456789	21-22 Arthur Elementary	EC	07/01/2021-
Cardinal, Peggy M	F	12/31/2007	161900006	0000123456789	24-25 Harrison High	11	07/01/2024-
Billings, Frank	M	01/02/2002	642081012	0000987654321	21-22 Harrison High	12	07/01/2021-06/28/2021
Aberger, Emma Marie	F	10/15/2014	1310002	1234567891234	23-24 Arthur Elementary	03	07/01/2023-11/02/2023
Aarons, Jennifer	F	11/23/2003	141900022	1234567891234	20-21 Harrison High	11	07/01/2020-

Duplicate IDs Report by State ID in HTML Format

Resolve Duplicate IDs

- If the duplicate IDs refer to the same person, try combining the records using the Combine Students tool.
- If the duplicate IDs refer to different people, a Local ID needs to be reassigned according to district policy.
- If the duplicate students should be separate students, each with a unique State ID, the student records need to be resolved at both the district and state levels, and a new State ID needs to be assigned to one of the duplicates. If this scenario occurs, the district user must contact his/her designated support representative to enter a support ticket.

You can search for the students returned in the report using the All People search or by the Student Number on the Advanced Student Search.

If the duplicates refer to the same person, information may be synced to the same State ID, or it may be synced to multiple State IDs. Once the duplicates are resolved at the district level, all records should sync to the proper State ID. Verification with a state-level staff member may be necessary to resolve syncing and/or duplication issues at the state level.

Records should sync properly once the duplicates are resolved at the district and/or state level. Verification with a state-level staff member may be necessary to resolve syncing and/or duplication issues at the state level. A support ticket must be entered to combine the records if multiple State IDs are involved.