

# Duplicate IDs

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[Generate the Duplicate IDs Report](#) | [Resolve Duplicate IDs](#)

**Classic View:** Student Information > Reports > Duplicate IDs

**Search Terms:** Duplicate IDs

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

It is recommended that users search for duplicate IDs by both Local IDs and State IDs to return maximum results.

*Duplicate IDs 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

When generating this report at the district level, for best results, have **All Schools** selected in the Campus toolbar.

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 selected 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, or HTML.
4. Click the **Generate Report** button. The report displays in the desired format.

2021-22 High School		Student Duplicate ID Report					
Generated on 11/02/2021 02:03:13 PM Page 1 of 1		Matching Criteria: Local ID Sort By Name Person: 2 Duplicates: 2					
Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Student, Annalise	F	06/03/2003	123456789	123456789	20-21 High School	12	08/22/2020-05/19/2022
Student, Benjamin	M	03/08/2004	234567890	234567890	20-21 High School	11	08/28/2020-03/04/2022

*Duplicate IDs Report by Student Last Name - PDF Format in District Edition*

South Dakota State		Student Duplicate ID Report					
Generated on 11/04/2021 08:30:23 AM Page 1 of 1		Matching Criteria: Sort By State ID Person: 72 Duplicates: 36					
Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Student, Sullivan G	M	05/08/1986		123456789	03-04 HS	12	08/18/2003-05/21/2004
Student, Sullivan	M	05/08/1986	123456789	123456789		-	
Student, Nancy J	F	05/17/1990	234567890	234567890		-	
Student, Nancy Lee	F	01/13/1984	234567890	234567890		-	
Student, Lynn A	F	03/08/1985		345678901	02-03 High School	12	08/27/2002-05/20/2003
Student, Lynn A	F	03/08/1985	345678901	345678901		-	
Student, AndrewL	M	10/14/1987		456789012	05-06 HS	12	08/25/2005-05/22/2006
Student, Andrew	M	10/14/1987		456789012		-	
Student, James	M	09/03/1987		567890123	04-05 HS	12	08/16/2004-05/20/2005
Student, Madison	M	09/03/1987	567890123	567890123		-	

*Duplicate IDs Report by State ID - HTML Format in State Edition*

## Resolve Duplicate IDs

- If the duplicate IDs refer to the same person, attempt to combine the records using the [Combine Students](#) tool.
- If the duplicate IDs refer to different people, a Local ID needs to be reassigned per the

manner directed by district policy.

- If the duplicate students should actually 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 needs to contact his/her designated support representative to enter a support ticket.

Search for the students returned in the report by using the All People search. Or, search by the Student Number on the Advanced Student Search.

If the duplicates refer to the same person, information may be syncing to the same State ID, or it may be syncing 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.

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