

# Student Data Cleanup Process

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[Identifying and Correcting Student Enrollment Records Missing at the State](#) | [Identifying and Correcting Duplicate Students](#) | [Identifying and Correcting Duplicate Student ID Numbers](#)

This article will walk you through the process of identifying and correcting enrollment records missing from the state, duplicate student records, and duplicate student IDs.

This article describes functionality only accessible for users using a version of Campus connected to a State Edition of Campus.

## Identifying and Correcting Student Enrollment Records Missing at the State

The following steps will guide you in identifying and correcting missing student enrollment data:

- [Step 1. Verify and Review Enrollment Data](#)
- [Step 2. Identify/Correct Data and Resync Specific Enrollment Records](#)
- [Step 3. Re-verify and Review Enrollment Data](#)

### Step 1. Verify and Review Enrollment Data

Tool Search: Verification Summary

The first step in identifying enrollment records missing at the state is to verify enrollment data using the Verification Summary tool.

Select the **Verify** (or **Re-Verify**), select **Enrollment**, and select the **Verify Selected Objects** button to have Campus compare and verify enrollment data between the district and the state (Image 1).

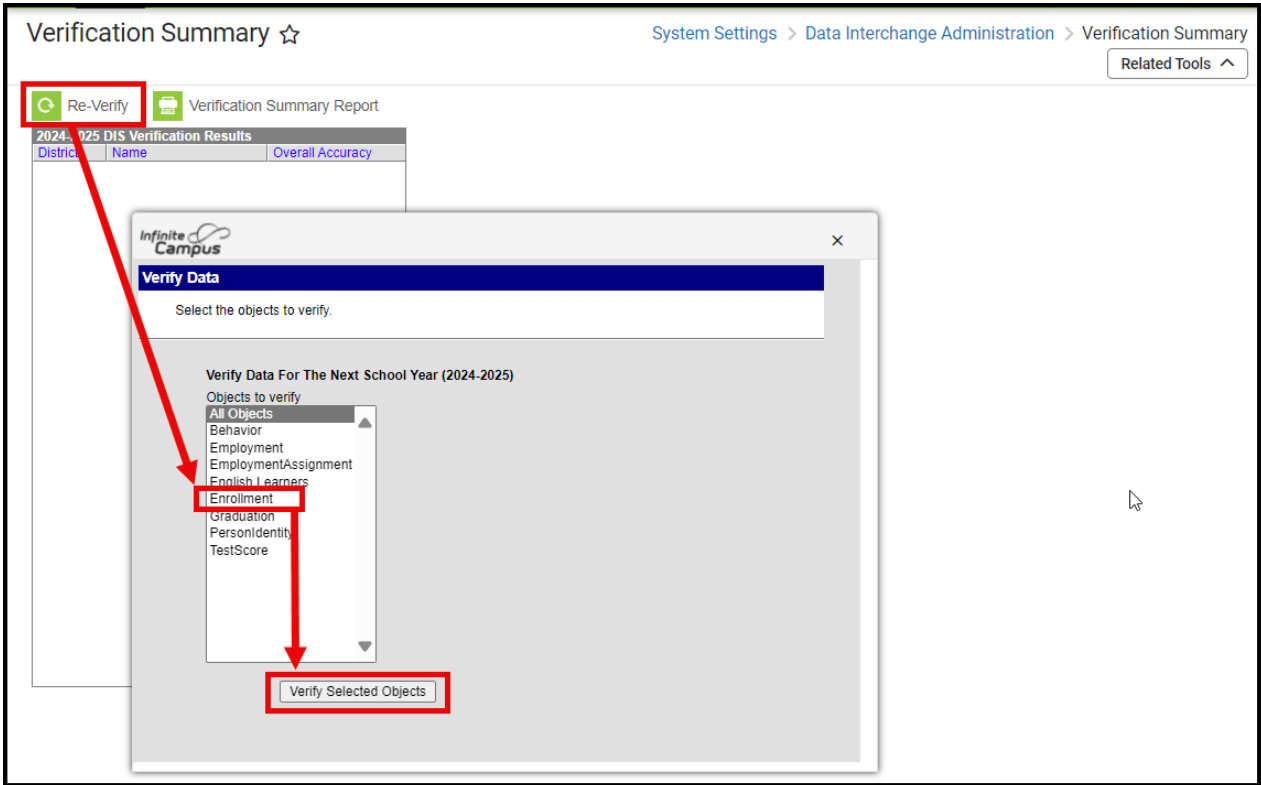


Image 1: Re-Verifying Enrollment Data

Before you can generate the Verification Summary Report, re-verification must first be completed. Processing time will depend on various factors, including bandwidth limitations, state-level settings, and pending requests. The **Timestamp** column of the Verification Results table will display a "(!)" after an existing date or an N/A value for the column of the requested verification while the process completes. You can hover your mouse over each object timestamp to see its current status (Image 2).

2013-2014 DIS Verification Results			Verification Results for 32002 Pierre 32-2									
District	Name	Overall Accuracy	Object	Accuracy Legend	Timestamp	Distinct	At District	At State	Total Errors	Missing		Differences
32002	Pierre 32-2	93.40%								At State	At District	
			Behavior	99.91%	06/01/2011 10:06:44	1130	1130	1129	1	1	0	0
			DistrictAssignment	56.33%	06/01/2011 10:06:48	1019	574	1019	445	0	445	0
			Employment	88.79%	06/01/2011 10:06:17	455	404	455	51	0	51	0
			Enrollment	99.92%	06/01/2011 10:06:21	2571	2571	2569	2	2	0	0
			Graduation	99.91%	06/01/2011 10:06:44	1130	1130	1129	1	1	0	0
			LEP	88.79%	06/01/2011 10:06:17	455	404	455	51	0	51	0
			Person/Identity	98.76%	06/01/2011 10:06:17	3399	3369	3392	42	7	30	5
			TestScore	66.67%	05/31/2011 13:09:38 (!)	3	3	2	1	1	0	0

A tooltip is visible over the timestamp '05/31/2011 13:09:38 (!)', displaying the status: 'Status: Pending (05/30/2014 15:22:14)'.

Image 2: Identifying Verification Processing Status

Once verification is completed, select the **Verification Summary Report** button, select **Enrollment**, and click **Generate Report (Image 3)**. Then, proceed to Step 2.

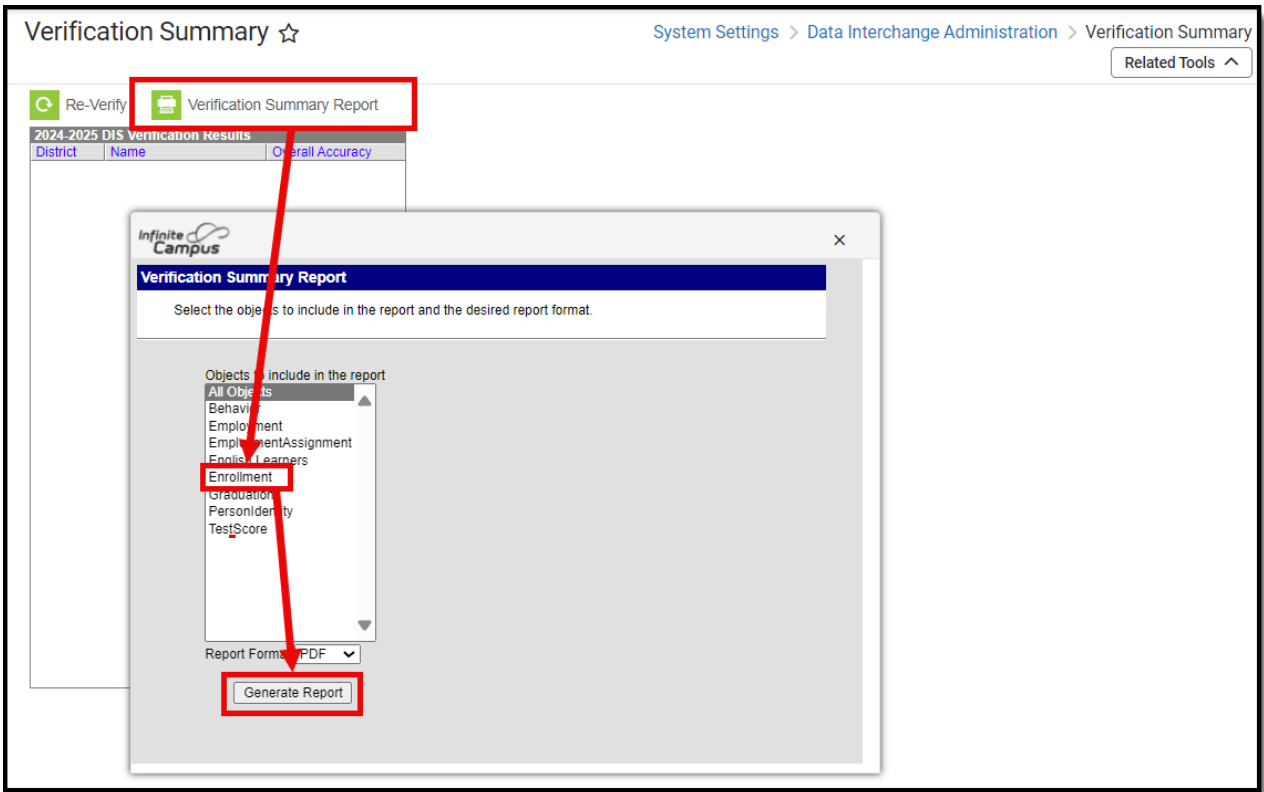


Image 3: Generating the Enrollment Verification Summary Report

## Step 2. Identify/Correct Data and Resync Specific Enrollment Records

Tool Search: Enrollments, Resync State Data - Selective Sync

Review the Enrollment Verification Report and identify which student records are missing at the state and must be corrected/resynced.

Page 2 Enrollment Verification Report cont.  
Comparison of District Enrollment Data With State Data  
Knox County Verified: 04/12/2013 09:33 301 Knox County District  
04/29/2013 03:26:19 PM

### 12-13 CENTRAL ELEMENTARY SCHOO - Summary

Total District Count	Total State Count	Missing At State	Missing At District	With Field Difference
420	17	403	0	0

**12-13 CENTRAL ELEMENTARY SCHOO - District Records Missing At The State**

Student Name	State ID	District Enrollment ID	Start Date	Grade	Start Status	Details
ALLEN, [REDACTED]	[REDACTED]	35375	08/08/2012	01	NS	No Show
ASARO, [REDACTED]	[REDACTED]	35445	08/08/2012	02	E01	
BAKER, [REDACTED]	[REDACTED]	35446	08/08/2012	02	E01	
BAKER, [REDACTED]	[REDACTED]	35447	08/08/2012	02	E01	
BARGO, [REDACTED]	[REDACTED]	35448	08/08/2012	02	E01	

Image 4: Identifying District Enrollment IDs

Once data for identified students has been corrected, their enrollment records must be resynced via the Selective Sync tool (Image 5).

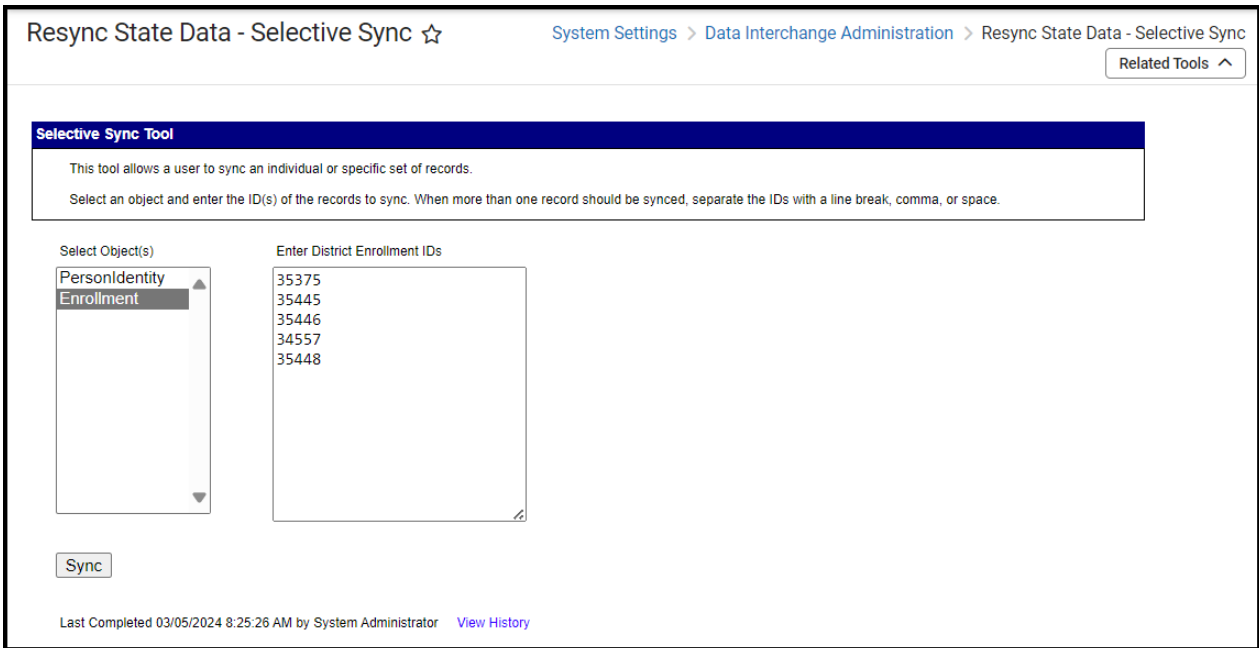


Image 5: Resyncing Specific District Enrollment IDs

To resync specific enrollment records (see Image 3):

1. Go to the [Resync State Data](#) tool (System Administration > Data Utilities > Resync State Data).
2. Select the Selective Sync tab.
3. Select the **Enrollment** object.
4. Enter each identified student's District Enrollment ID number. The District Enrollment ID column of the Enrollment Verification Summary Report will list each number.
5. Select the **Sync** button. Enrollment records matching the District Enrollment ID values entered will be synced from district to state.
6. Review the Sync Request History report to see if the data is correctly synced to the state.

To see the sync progress and view which enrollments successfully or unsuccessfully synced, select the **View History** link found at the bottom of the editor (see Image 6).

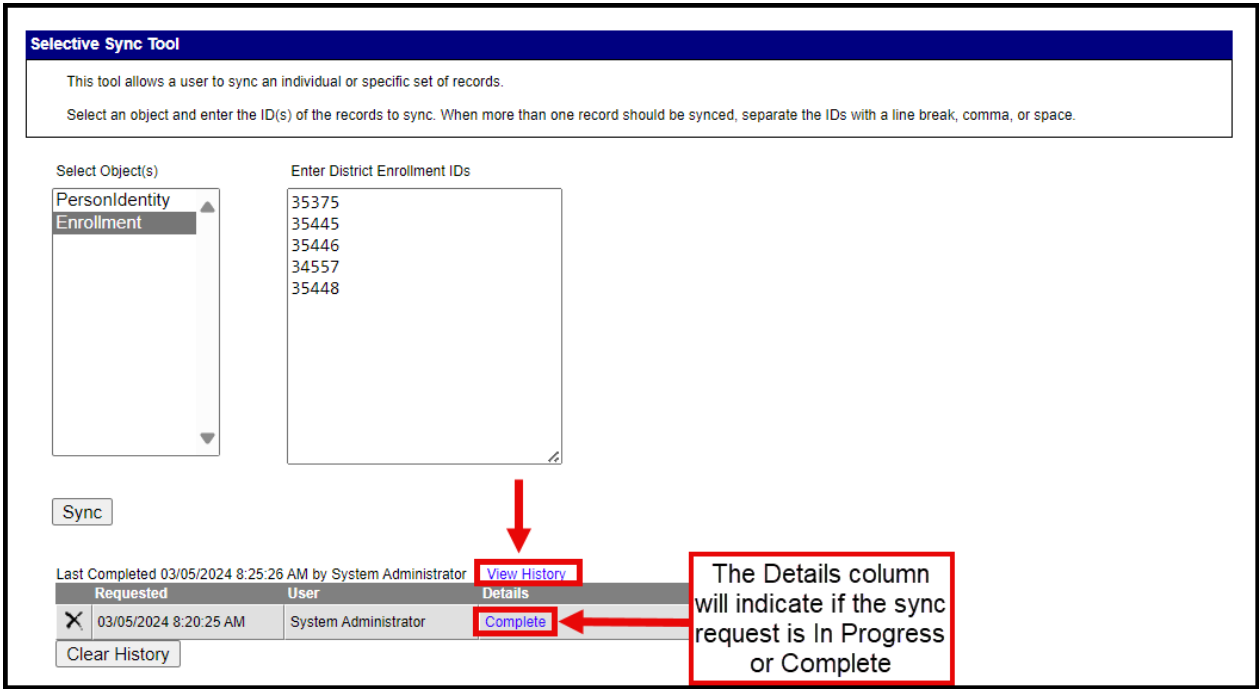


Image 6: Resyncing Specific District Enrollment IDs

Once the resync process has been completed, click the blue **Complete** hyperlink (Image 7). To generate a report displaying all records that successfully and unsuccessfully (re)synced for the event, click the blue **Keys** hyperlink (Image 7).

If you see errors within the Sync Request History, contact Campus Support for additional assistance.

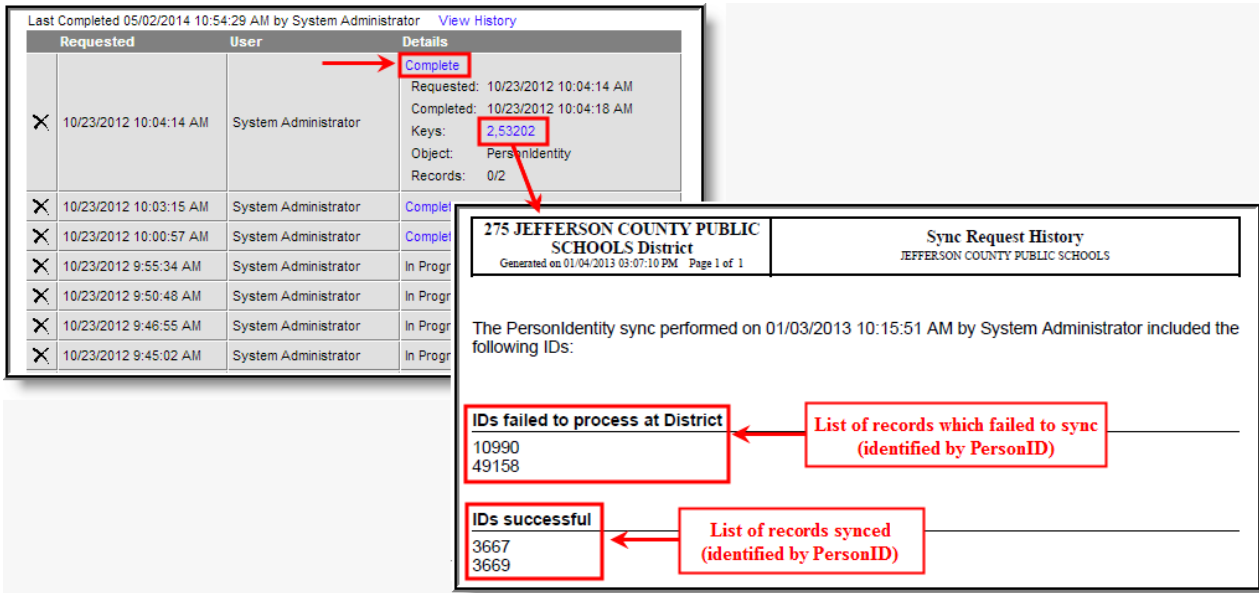


Image 7: Viewing the Sync Request History Report

### Step 3. Re-verify and Review Enrollment Data

## Tool Search: Verification Summary

Now that enrollment records have been identified, corrected, and resynced to the state, the Enrollment Verification Summary Report needs to be re-run to ensure the records are successfully synced to the state.

Select the **Re-Verify** button. Once verification is completed, select the **Verification Summary Report** button, select **Enrollment** and click **Generate Report** (Image 8).

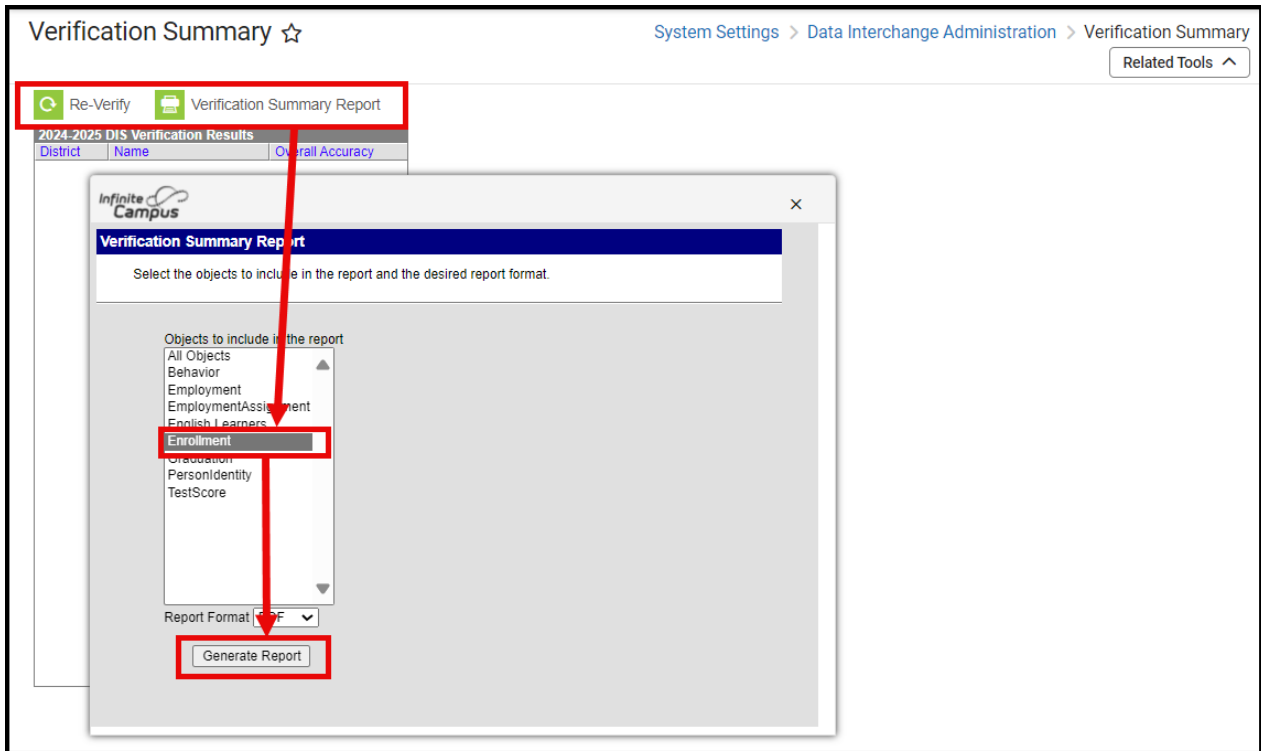


Image 8: Re-verify Data and Review the Enrollment Verification Summary

Review the Enrollment Verification Summary Report, compare the old Verification Report to the new one, and see if student records were corrected.

# Identifying and Correcting Duplicate Students

The following steps will guide you in identifying and correcting duplicate students:

- [Step 1. Identify Duplicate Students Using the Duplicate Student Search Report](#)
- [Step 2. Correct Duplicate Information](#)
- [Step 3. Combine Duplicate Students](#)

## Step 1. Identify Duplicate Students Using the Duplicate Student Search Report

Tool Search: Duplicate Students Search

The first step in identifying duplicate students is to generate and review the [Duplicate Student Search Report](#) (Image 9).

Campus recommends marking all criteria boxes when first generating this report. Once students who match all criteria are identified, work backward, unmarking one criteria box and generating the report so that you see the full spectrum of potentially duplicate students.

Image 9: Generating the Duplicate Students Search Report

## Step 2. Correct Duplicate Information

Review the Duplicate Students Search Report and correct erroneous information for each identified student (Image 10). If students are identified as duplicates, move on to Step 3.

12-13				Duplicate Students Search Report							
Atherton High School 3000 Dundee Road, Louisville, KY 40205 Generated on 04/24/2013 11:43:24 AM Page 1				Matching Criteria: Last Name, First Name, Gender Person: 2 Duplicates: 2							
							Enrollment & Contact				
Name	SSN	Student #	Birthday	Gender	Race	District	School	Year	Grade	Start/End Date	
Test, Jane M		998309907	12/02/1993	F	6	JEFFERSON COUNTY PUBLIC SCHOOLS	Atherton High School	12-13	12	04/03/2013-	
Test, Jane J		998309908	12/02/1993	F	6	JEFFERSON COUNTY PUBLIC SCHOOLS	Atherton High School	12-13	12	04/03/13 - 06/30/13	
Test, Jane J		998309908	12/02/1993	F	6	JEFFERSON COUNTY PUBLIC SCHOOLS	Atherton High School	12-13	12	04/03/2013-	
Test, Jane M		998309907	12/02/1993	F	6	JEFFERSON COUNTY PUBLIC SCHOOLS	Atherton High School	12-13	12	04/03/13 - 06/30/13	

**Summary** ☆

Test, Jane J Student #: 123456789 Grade: 12 DOB: 12/02/1993 Counselor:  

504

[Student Information](#) > [General](#) > [Summary](#)

[Related Tools](#) ^

**Person Information**

<b>Full Name</b>	<b>Grade</b>	<b>Birth Date</b>	<b>Age</b>	<b>Student Number</b>
Test, Jane J	12	12/02/93	17	123456789
<b>Cell Phone</b>	<b>Primary Home Language</b>			
(999)555-5852	0400: English			

[More](#)

**Quick Contacts**

**Mother** G

Test, Cynthia (Guardian)

Cell Phone (999)555-5852

**Father** G

Test Jr., Shelton Kalani (Guardian)

Cell Phone (999)555-7057

**Households**

Test,   PRIMARY

**Phone**

(999)555-7437

**Mother** G

Test, Cynthia (Guardian)

**Sibling**

Test, Christopher L

For example, after reviewing the Identities records of Jane M Test and Jane J Test, it was determined they are indeed a duplicate of the same person.

Image 10: Identifying and Correcting Duplicate Student Information

### Step 3. Combine Duplicate Students

Tool Search: Combine Person

Students who appeared on the report because they are duplicates of another student with Campus should be combined using the [Combine Person](#) tool (Image 11).

For complete instructions on how to use the Combine Person tool, please read the following information:

- [Combine Person Logic](#)
- [Manually Cleaning up Duplicate Data Prior to Merging](#)
- [Understand the Combine Person Tool](#)
- [Modules and Fields Shown for Duplicate Record Analysis](#)



**Combine Person**

Search and select two people (students, teachers, parents, non-household members, etc...)  
Search for and select two people existing within Campus and merge their records based on the data provided.

Warning! This action cannot be undone. You must manually review these records to ensure the data is correct, and to remove any duplicate records that now exist. In the event that both students have data duplication is not allowed, such as an attendance record on the same date, only the record from the base person will be preserved.

**Last Name\***

**First Name\***

**Gender\***

Birth Date

Middle Name

SSN # --

State ID

Name	Person ID	Local Staff #	Student State ID	Gender	Birth Date	%
Test, Jane M	962806	undefined	2120216575	F	12/02/1993	100.0
Test, Jane J	962807	undefined		F	12/02/1993	100.0

**Combine Persons**

Person #1

Birthday 12/02/1993

Student State ID 2120216575

Grade 12

Local Student # 998309907

Local Staff #

Test, Jane M

Person #2

Birthday 12/02/1993

Student State ID

Grade 12

Local Student # 998309908

Local Staff #

Test, Jane J

Image 11: Combining Duplicate Students via Combine Person Tool

# Identifying and Correcting Duplicate Student ID Numbers

The following steps will guide you in identifying and correcting duplicate students ID numbers:

- [Step 1. Generate the Duplicate IDs Report](#)
- [Step 2. Correct Duplicated Student ID Numbers](#)

## Step 1. Generate the Duplicate IDs Report

Tool Search: Duplicate IDs

The first step in identifying and correcting duplicate Student State ID and Local Student Numbers is to generate and analyze the [Duplicate ID's Report](#) (Image 12).

Duplicate IDs ☆ Student Information > Reports > Duplicate IDs

[About This Report](#)

**Report Options**

Which duplicate records would you like to include in the report?

Local ID

State ID

**Output Options**

How would you like the report sorted?

Name

Local ID

State ID

Report Format: PDF ▼

[Generate](#)

[Feedback](#)

Image 12: Generating the Duplicate IDs Report

## Step 2. Correct Duplicated Student ID Numbers

Tool Search: Duplicate IDs, Demographics

Review the Duplicate ID Report and determine whether the two people are duplicates or two separate people who need two separate State IDs.

- [If Two People are Identified as Duplicates](#)
- [If Two People are Identified as Separate People with Identical IDs](#)

### If Two People are Identified as Duplicates

If, after reviewing the report, it is determined that two people are duplicates of the same person, they should be combined via the Combine Person tool (Image 13).

For complete instructions on how to use the Combine Person tool, please read the following information:

- [Combine Person Logic](#)
- [Manually Cleaning up Duplicate Data Prior to Merging](#)
- [Understand the Combine Person Tool](#)
- [Modules and Fields Shown for Duplicate Record Analysis](#)

SCHOOLS District		Student Duplicate ID Report					
Generated on 05/09/2013 03:38:28 PM Page 1 of 2		Matching Criteria: Sort By State ID Person: 56 Duplicates: 28					
Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Shamica Renay	F	01/14/1991	53534	1946366166	08-09 SENECA HIGH	12	08/12/2008-06/03/2009
Shamica R	F	01/14/1991		1946366166			
Sarah Elizabeth	F	11/12/1986	68951	1946471669		-	
Sarah E	F	11/12/1986		1946471669		-	
Jennifer L	F	02/10/1987	210856	1947101166		-	
Jennifer Lauren	F	02/10/1987		1947101166		-	
Andrea M	F	08/20/1986	991514831	1947365035		-	
Andrea M	F	08/20/1986		1947365035		-	
Cassie Leigh	F	05/29/1985	996749990	1947365191		-	
Cassie Leigh	F	05/29/1985		1947365191		-	

**Combine Person**

Search and select two people (students, teachers, parents, non-household members, etc...)

Search for and select two people existing within Campus and merge their records based on the data provided.

Warning! This action cannot be undone. You must manually review these records to ensure the data is correct, and to remove any duplicate records that now exist. In the event that both students have data in fields where duplication is not allowed, such as an attendance record on the same date, only the record from the base person will be preserved.

Last Name\* sarah  
 First Name\* scheer  
 Gender\* F  
 Birth Date  
 Middle Name  
 SSN #  
 State ID

Reset Search >>

Name	Person ID	Local Staff #	Student State ID	Gender	Birth Date	%
Sauer, Sarah	839486	undefined	2120291693	F	10/26/1993	33.33
Soria, Sua	799636	undefined	2120248485	F	02/18/2003	33.33
Sauer, Sierra	745119	undefined	2110132530	F	08/07/2001	33.33
Scheer, Sarah E	909802	131794	1946471669	F	11/12/1986	33.33
Sauer, Sarah Kristene	2359	undefined	1946471669	F	05/24/1988	33.33
Scheer, Sarah Elizabeth	10124	undefined	1946471669	F	11/12/1986	33.33
Leanhart, Sierra	221862	undefined	1946683859	F	11/07/1997	33.33
Sauer, Sarah Elizabeth	183942	undefined	1946511035	F	06/17/1991	33.33
Sauer, Sarah M	235934	undefined		F	06/06/1983	33.33

Combine Persons

**Person #1**

Person Icon

Birthday 11/12/1986  
 Student State ID 1946471669  
 Grade  
 Local Student #  
 Scheer, Sarah E Local Staff # 131794  
 Remove this Person

**Person #2**

Person Icon

Birthday 11/12/1986  
 Student State ID 1946471669  
 Grade  
 Local Student # 68951  
 Scheer, Sarah Elizabeth Local Staff #  
 Remove this Person

Image 13: Correcting Duplicate Student ID Data

### If Two People are Identified as Separate People with Identical IDs

If, when reviewing the report, two people are identified as separate people with identical State IDs, you should contact Campus Support for additional assistance.