

Student Data Cleanup Process

Last Modified on 01/26/2026 3:43 pm CST

[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).

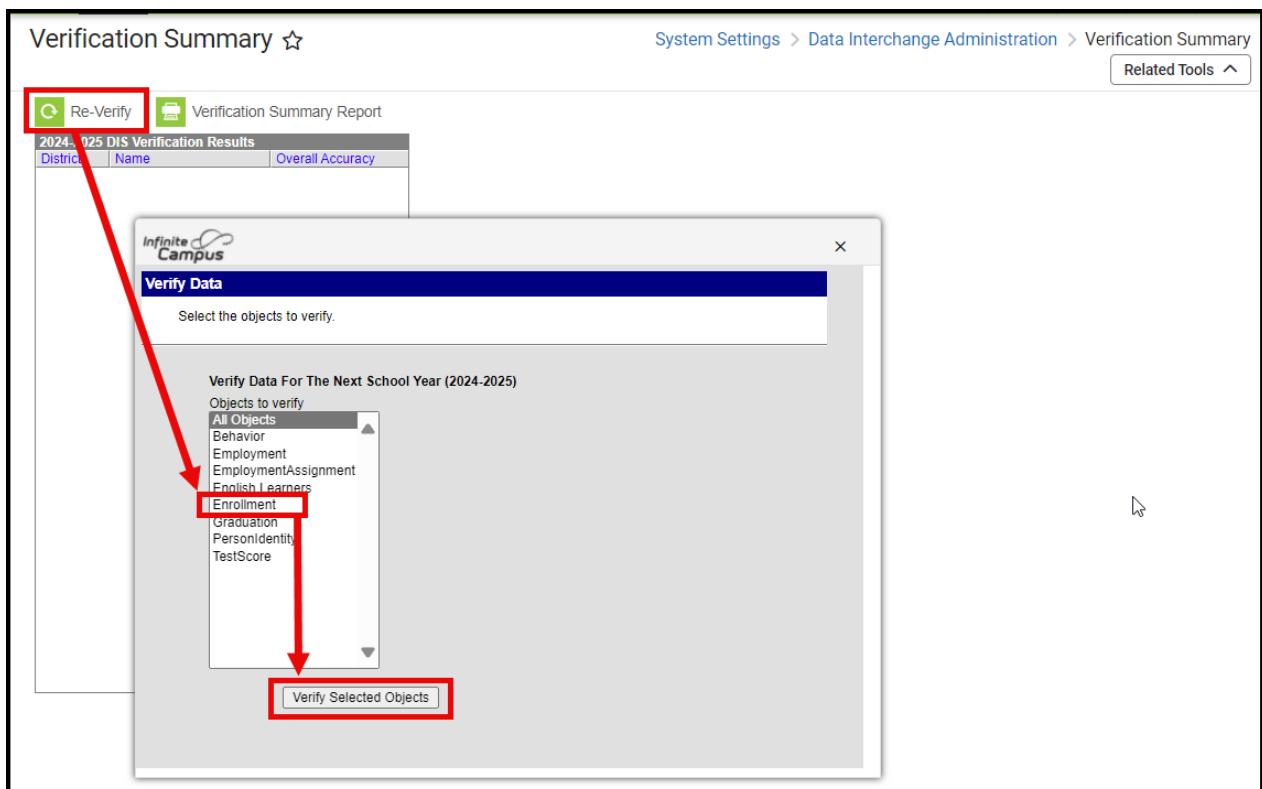


Image 1: Re-Verifying Enrollment Data

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							
Object	Accuracy	Timestamp	Total Records		Total Errors		Missing		Differences	
			Distinct	At District	At State	At State	At District	Differences	At State	At District
Behavior	99.91%	06/01/2011 10:06:44	1130	1130	1129	1	1	0	0	0
DistrictAssignment	66.33%	06/01/2011 10:06:48	1019	574	1019	445	0	445	0	0
Employment	88.79%	06/01/2011 10:06:17	455	404	455	51	0	51	0	0
Enrollment	99.92%	06/01/2011 10:06:21	2571	2571	2569	2	2	0	0	0
Graduation	99.91%	06/01/2011 10:06:44	1130	1130	1129	1	1	0	0	0
LEP	88.79%	06/01/2011 10:06:17	455	404	455	51	0	51	0	0
Person/Identity	98.76%	06/01/2011 10:06:17	3399	3369	3392	42	7	30	5	0
TestScore	66.67%	05/31/2011 13:09:38 (0)	3	3	2	1	1	0	0	0

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.

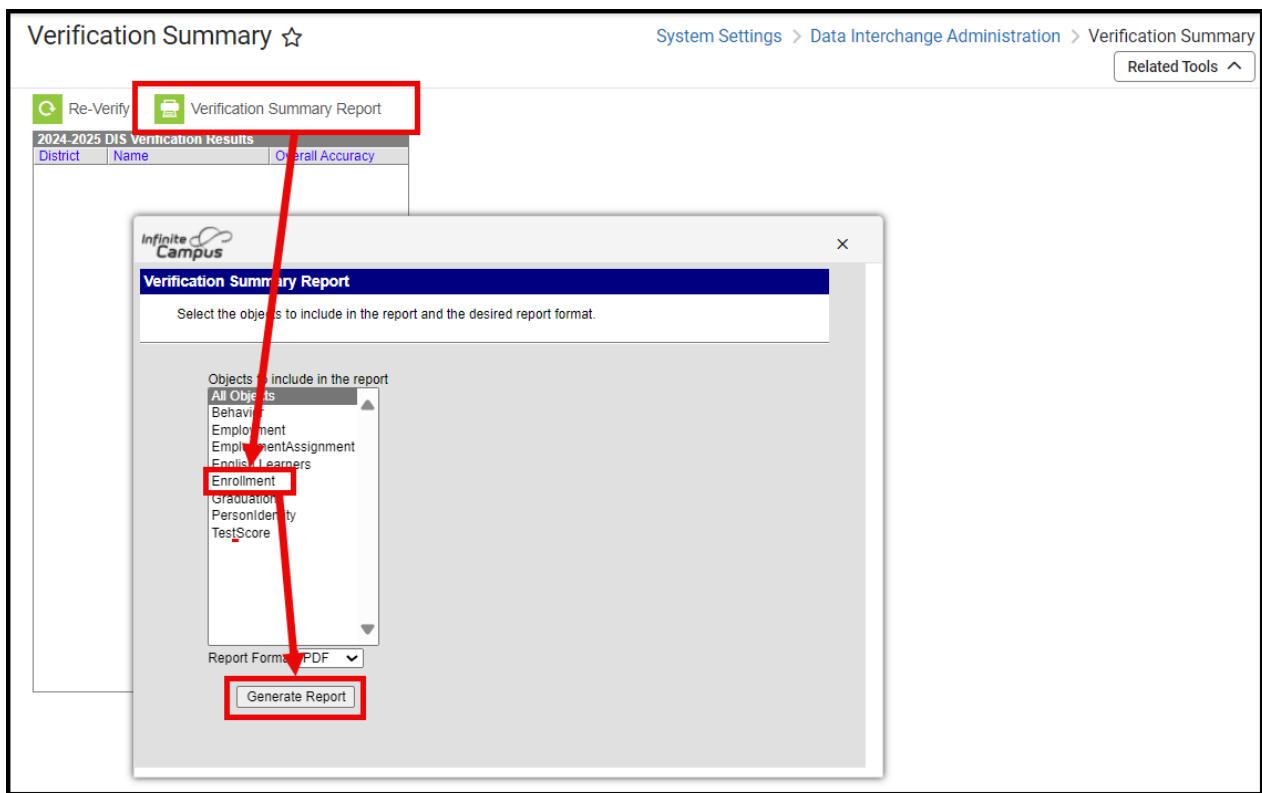


Image 3: Generating the Enrollment Verification Summary Report

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 SCHOOL - 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 SCHOOL - District Records Missing At The State						
Student Name	State ID	District Enrollment ID	Start Date	Grade	Start Status	Details
ALLEN, T	██████████	35375	08/08/2012	01	NS	No Show
ASARO, ██████████	██████████	35445	08/08/2012	02	E01	
BAKER, ██████████	██████████	35446	08/08/2012	02	E01	
BAKER, ██████████	██████████	35447	08/08/2012	02	E01	
BARGO, ██████████	██████████	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).

Resync State Data - Selective Sync 

System Settings > Data Interchange Administration > Resync State Data - Selective Sync

Related Tools 

Selective Sync Tool

This tool allows a user to sync an individual or specific set of records.

Select an object and enter the ID(s) of the records to sync. When more than one record should be synced, separate the IDs with a line break, comma, or space.

Select Object(s) Enter District Enrollment IDs

PersonIdentity Enrollment

35375
35445
35446
34557
35448

Sync

Last Completed 03/05/2024 8:25:26 AM by System Administrator [View History](#)

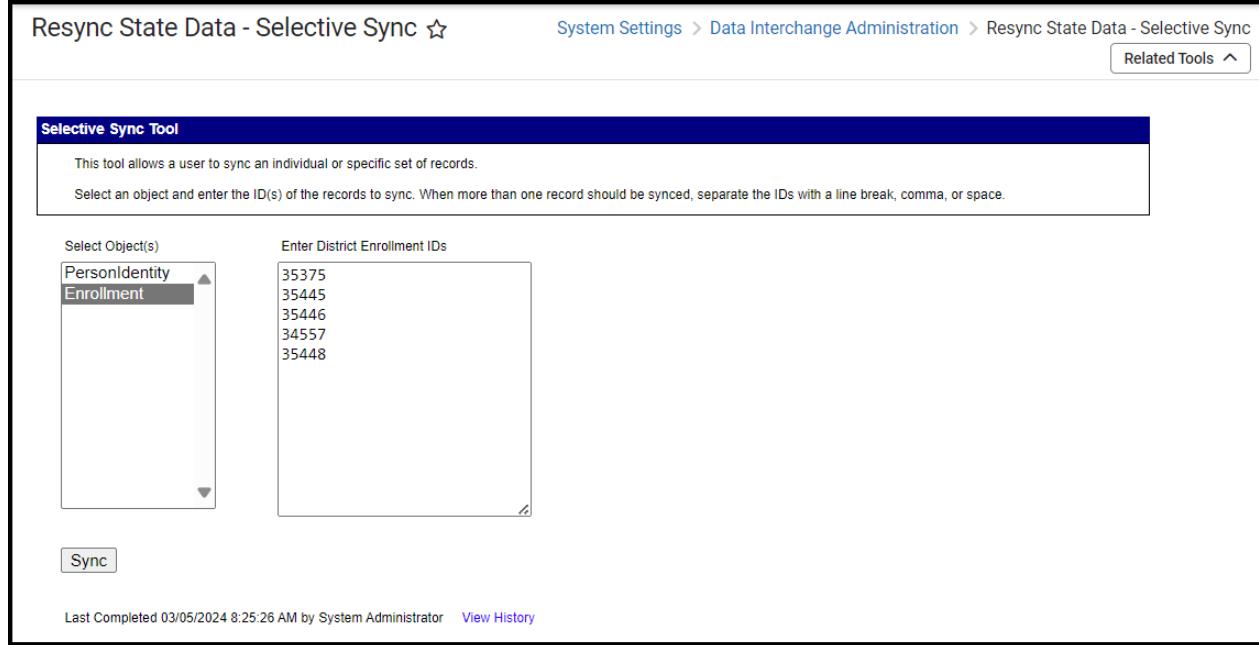


Image 5: Resyncing Specific District Enrollment IDs

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).

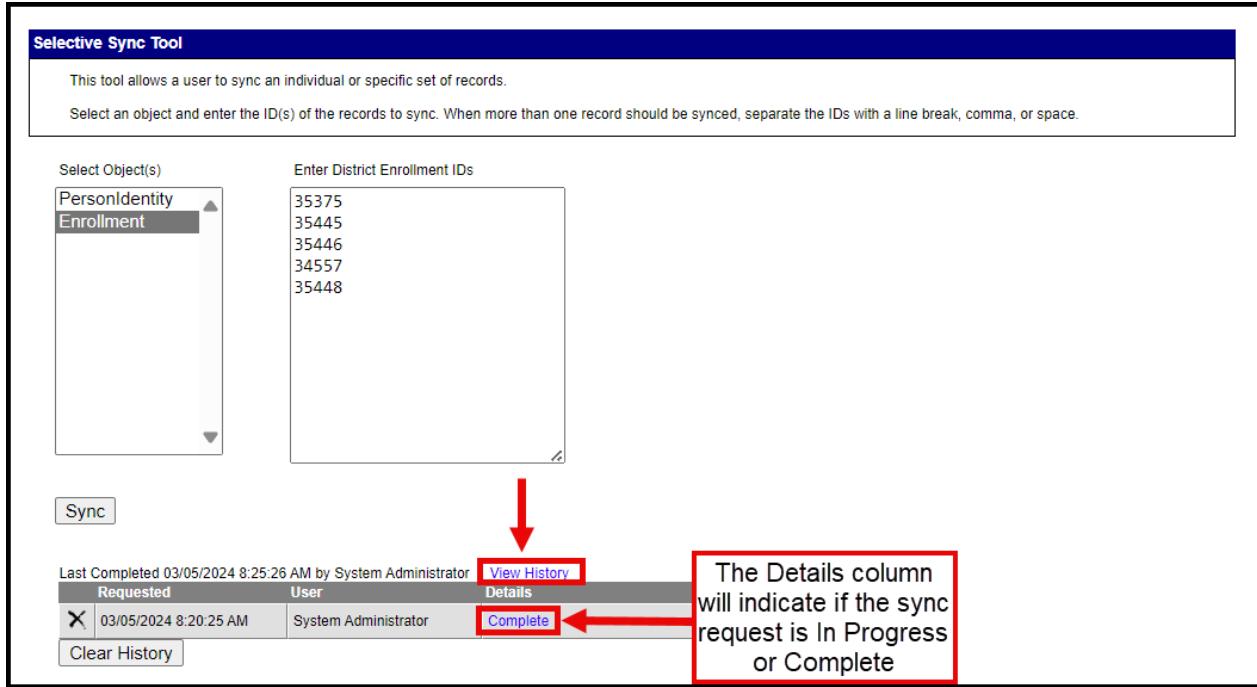


Image 6: Resyncing Specific District Enrollment IDs

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.

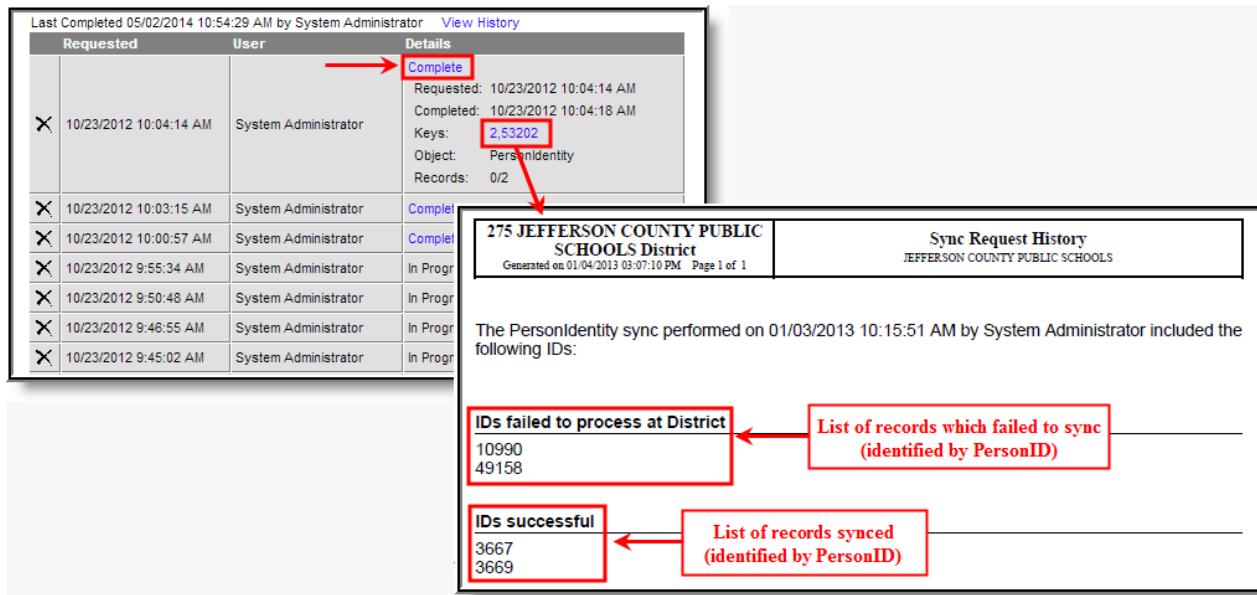


Image 7: Viewing the Sync Request History Report

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).

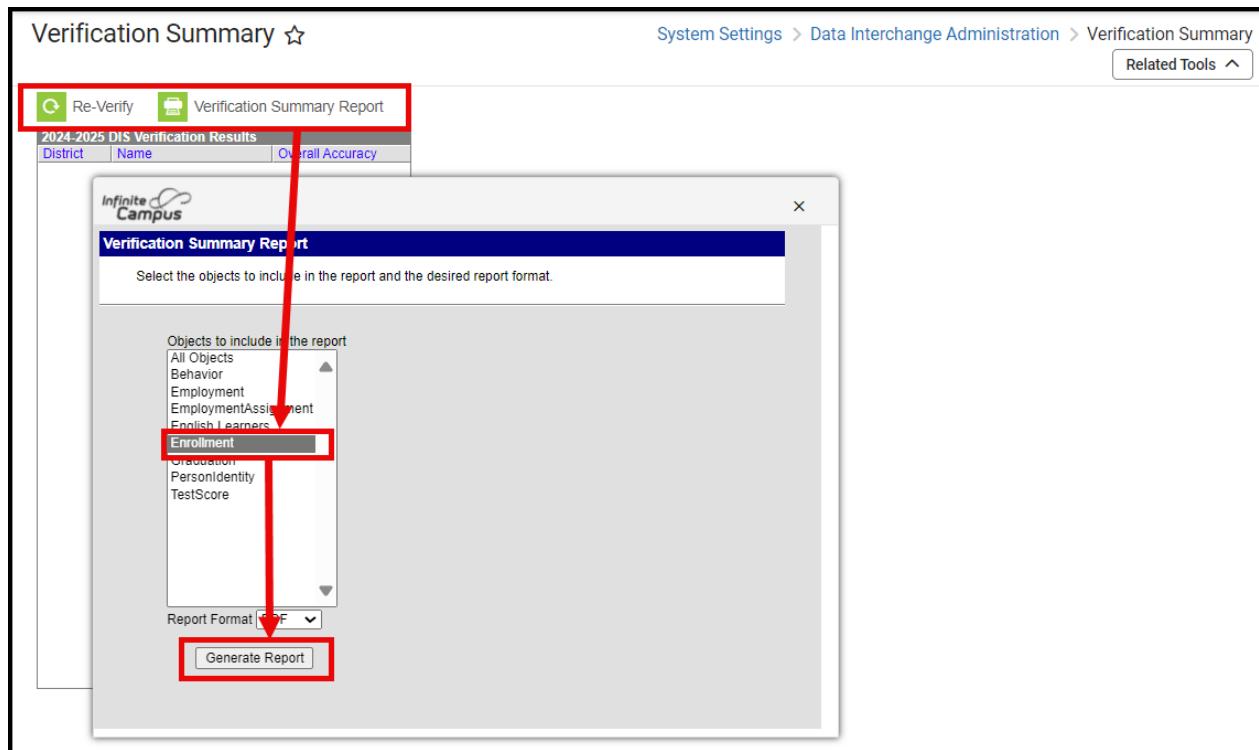


Image 8: Re-verify Data and Review the Enrollment Verification Summary

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:

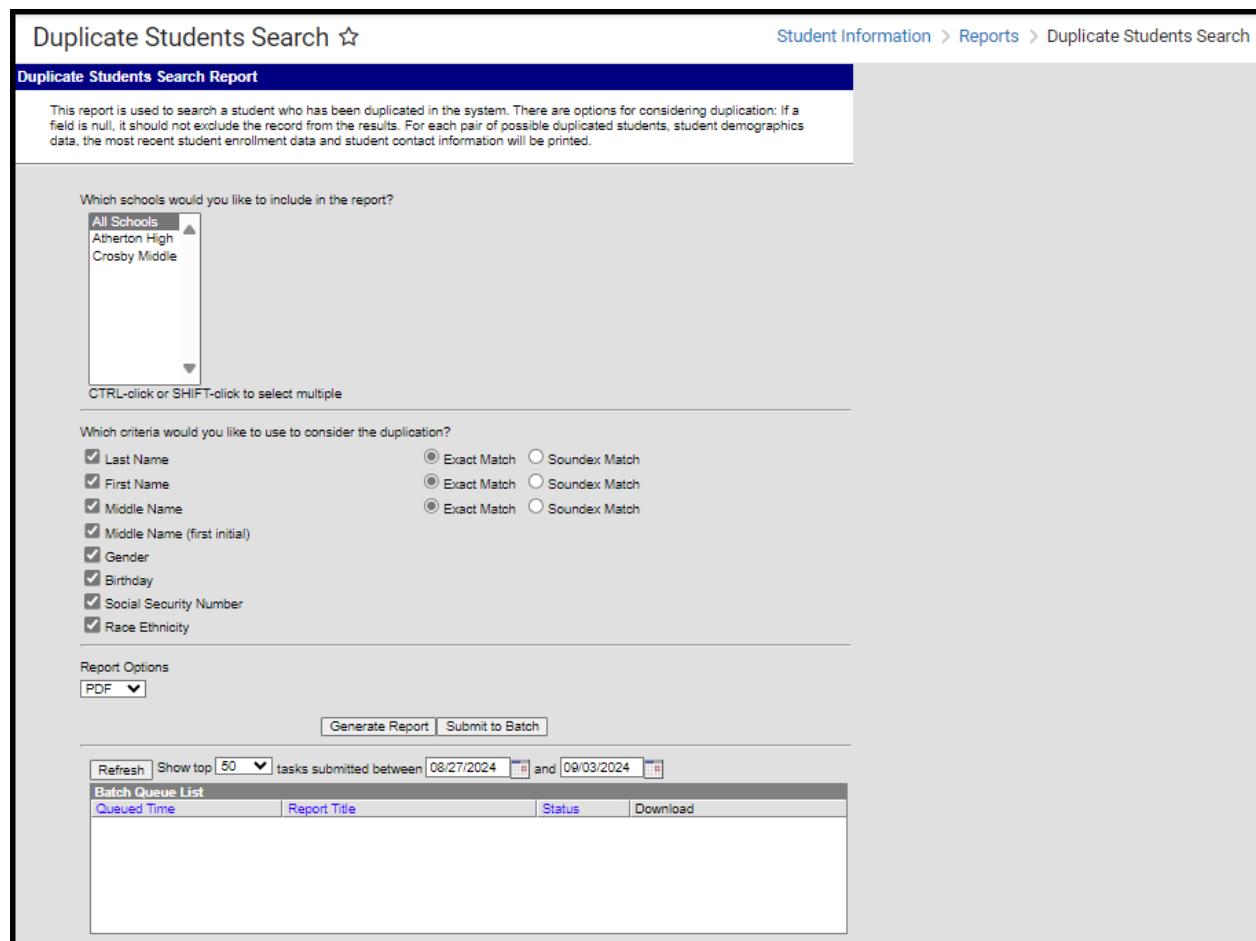
- [Step 1. Identify Duplicate Students Using the Duplicate Student Search Report](#)
- [Step 2. Correct Duplicate Information](#)
- [Step 3. Combine Duplicate Students](#)

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.



The screenshot shows the 'Duplicate Students Search' report page. At the top, a header bar indicates 'Student Information > Reports > Duplicate Students Search'. The main content area is titled 'Duplicate Students Search Report'. A descriptive text box states: '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.' Below this, a section asks 'Which schools would you like to include in the report?' with a dropdown menu showing 'All Schools', 'Atherton High', and 'Crosby Middle'. A note says 'CTRL-click or SHIFT-click to select multiple'. The next section, 'Which criteria would you like to use to consider the duplication?', contains a list of checkboxes for 'Last Name', 'First Name', 'Middle Name', 'Middle Name (first initial)', 'Gender', 'Birthday', 'Social Security Number', and 'Race Ethnicity', each with an 'Exact Match' or 'Soundex Match' radio button. Below this is a 'Report Options' dropdown set to 'PDF'. At the bottom are 'Generate Report' and 'Submit to Batch' buttons, and a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.

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 Atherton High School 3000 Dundee Road, Louisville, KY 40205 Generated on 04/24/2013 11:43:24 AM Page 1	Duplicate Students Search Report Matching Criteria: Last Name, First Name, Gender Person: 2 Duplicates: 2																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th><th>SSN</th><th>Student #</th><th>Birthday</th><th>Gender</th><th>Race</th><th>District</th><th>School</th><th>Enrollment & Contact</th> </tr> </thead> <tbody> <tr> <td>Test, Jane M</td><td>998309907</td><td>12/02/1993</td><td>F</td><td>6</td><td>JEFFERSON COUNTY PUBLIC SCHOOLS</td><td>Atherton High School</td><td>12-13</td><td>12 04/03/2013-</td></tr> <tr> <td>Test, Jane J</td><td>998309908</td><td>12/02/1993</td><td>F</td><td>6</td><td>JEFFERSON COUNTY PUBLIC SCHOOLS</td><td>Atherton High School</td><td>12-13</td><td>12 04/03/13 - 06/30/13</td></tr> <tr> <td>Test, Jane J</td><td>998309908</td><td>12/02/1993</td><td>F</td><td>6</td><td>JEFFERSON COUNTY PUBLIC SCHOOLS</td><td>Atherton High School</td><td>12-13</td><td>12 04/03/2013-</td></tr> <tr> <td>Test, Jane M</td><td>998309907</td><td>12/02/1993</td><td>F</td><td>6</td><td>JEFFERSON COUNTY PUBLIC SCHOOLS</td><td>Atherton High School</td><td>12-13</td><td>12 04/03/13 - 06/30/13</td></tr> </tbody> </table>		Name	SSN	Student #	Birthday	Gender	Race	District	School	Enrollment & Contact	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
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Summary

Test, Jane J Student #: 123456789 Grade: 12 DOB: 12/02/1993 Counselor: 504

[Related Tools](#)

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

Person Information

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

Quick Contacts

Mother
 Test, Cynthia
 (Guardian)
 Cell Phone
[\(999\)555-5852](#)

Father
 Test Jr., Shelton
 Kalani
 (Guardian)
 Cell Phone
[\(999\)555-7057](#)

Households

Test,	PRIMARY	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Phone (999)555-7437 </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center; width: 33%;"> Mother Test, Cynthia (Guardian) </div> <div style="text-align: center; width: 33%;"> Sibling Test, Christopher L </div> </div>
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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.

[More](#)

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* <input type="text" value="Test"/> First Name* <input type="text" value="Jane"/> Gender* <input type="text" value="F"/> Birth Date <input type="text"/> Middle Name <input type="text"/> SSN # <input type="text"/> State ID <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Person ID</th> <th>Local Staff #</th> <th>Student State ID</th> <th>Gender</th> <th>Birth Date</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Test, Jane M</td> <td>962806</td> <td>undefined</td> <td>2120216575</td> <td>F</td> <td>12/02/1993</td> <td>100.0</td> </tr> <tr> <td>Test, Jane J</td> <td>962807</td> <td>undefined</td> <td></td> <td>F</td> <td>12/02/1993</td> <td>100.0</td> </tr> </tbody> </table>	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
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 Test, Jane M <input type="button" value="Remove this Person"/>	Person #2  Birthday 12/02/1993 Student State ID Grade 12 Local Student # 998309908 Test, Jane J <input type="button" value="Remove this Person"/>
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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).

The screenshot shows the 'Duplicate IDs' report generation interface. At the top, a navigation bar reads 'Student Information > Reports > Duplicate IDs'. Below this, a 'Report Options' section asks 'Which duplicate records would you like to include in the report?' with 'Local ID' selected. An 'Output Options' section asks 'How would you like the report sorted?' with 'Name' selected. A 'Report Format' dropdown is set to 'PDF'. At the bottom are 'Generate' and 'Feedback' buttons.

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*

First Name*

Gender*

Birth Date

Middle Name

SSN #

State ID

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		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

Birthday: 11/12/1986
Student State ID: 1946471669
Grade:

Local Student #

Person #2

Birthday: 11/12/1986
Student State ID: 1946471669
Grade:

Local Student #

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.