

Combine Person Tool Rights

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The **Combine Person** tool allows administrators to search for and combine two people (and their corresponding records) within Campus. When selecting two people to be merged, existing data for both people is presented to the user, and pre- and post-Audit Reports are provided to review a subset of each user's information before and after a merge occurs.

See the [Combine Person Wizard](#) article for details on using the Combine Person tool.

Combine Person Wizard ☆

System Settings > Data Utilities > Combine Person Wizard

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, only the record from the base person will be preserved.

Last Name*

First Name*

Gender*

Birth Date

Middle Name

SSN #

State ID

Reset

Search >>

Name	Person ID	Local Student #	Student State ID	Local Staff #	Staff State ID	Gender	Birth Date
Student, Amber	3538304	2121227712	2121227712			F	11/23/2018
Student, Amber Hope	2261045	2120316070	2120316070			F	12/05/2003
Student, Amber Aleah	3363407	2121075606	2121075606			F	08/08/2016
Student, Amber	3540329	2121229162	2121229162			F	11/23/2018

Combine Persons

Person #1

Birth Date

Grade

Person ID

Local Student #

Student State ID

Local Staff #

Staff State ID

Student, Amber

District: Franklin County

Remove this Person

Person #2

Birth Date

Grade

Person ID

Local Student #

Student State ID

Local Staff #

Staff State ID

Student, Amber

District: Anderson County

Remove this Person

Collect Data >>

Combine Person Wizard

Due to the sensitive information displayed within the tool (i.e., Social Security Numbers, birth dates, etc), limit the number of users with tool rights to the Combine Person tool.

- Tool Rights for this tool cannot be assigned through a User Group. Individual tool rights must be assigned to specific users.
- Tool Rights for the Combine Person tool exist for SIS users only.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access the Combine Person tool. • Enter search criteria to find people to combine. • Select people from the search results to merge. • Collect Data on the selected persons to review data. • Choose the persons to be Person #1 and Person #2. • Preview the Merge details. • Return to the Search Option page. • Generate the Pre-Audit report. • Merge the selected persons. • Generate the Post-Audit Report. 	N/A	N/A	N/A

Suggested User Groups

The Combine Person Wizard cannot be assigned to users through user groups. It must be assigned to individual users only.

See [User Groups and Suggested Roles](#) for more information.