Split Student Wizard

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Tool Search: System Settings > Data Utilities > Split Student Wizard

The Split Student Wizard is a data utility tool that allows you to separate a student's records when they have been enrolled in multiple districts. When you "split" a student, you create a new student record and move all data from one specific district to that new record, while the original student keeps data from all other districts.

This tool is only available in State Editions of Infinite Campus.

When to use this tool

- **Duplicate Student Records** - Two different students were accidentally combined into one person record. For example, John Smith from District A and a different John Smith from District B were merged together.
- **Incorrect Multi-District Enrollment** - A student was incorrectly enrolled in multiple districts under the same person record when they should have been separate students.
- **Data Cleanup** - During data migration or consolidation, records need to be separated to maintain accurate district-specific student information.

Before you start

Before using the tool, ensure the following:

- The student exists in the system
- The student has enrollment records in at least two different districts
- The district you want to split off to exists in the system
- The student has at least one enrollment record in the selected district

Do NOT use this tool if:

- The student legitimately attended multiple districts and should have a unified record
- You're trying to fix enrollment dates or school assignments
- The student only has one district enrollment
- You're unsure whether the records should be separated

Search for and split a student

To split a student, you must first search for and locate them:

1. Enter their **First Name**.

2. Enter their **Last Name**.

3. Select their **Gender**.

4. Optionally, add their **Birth Date**, **Middle Name**, **SSN**, and/or **State ID** for more precise results.

5. Click **Search**. The student should appear in the window on the right.

6. Review the result(s) and ensure you have located the correct student. The % field indicates the match strength percentage of the result. Select the student.

7. Select which district's records will be moved to a new student. All of this district's records will be moved to this new student, while the original student will keep records from all other districts.

8. Click **Split Student**. A warning message will appear, requiring you to click **OK** to continue.

9. The system will process the request, and once finished, a results page appears, detailing how the student was split, the new student's State ID, and the number of records moved to the new student.
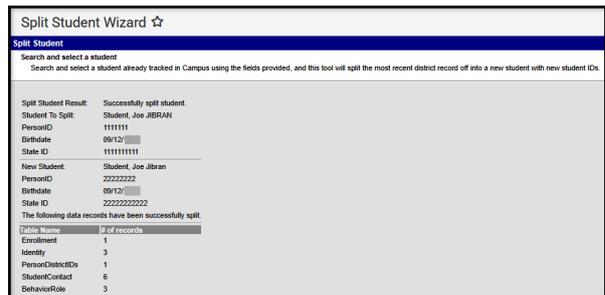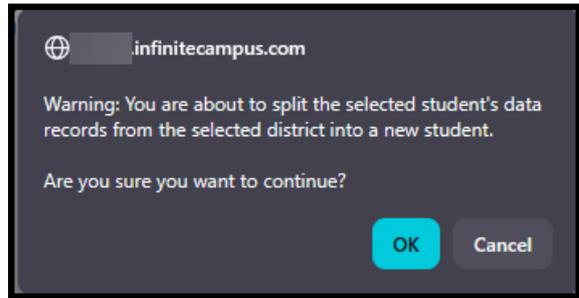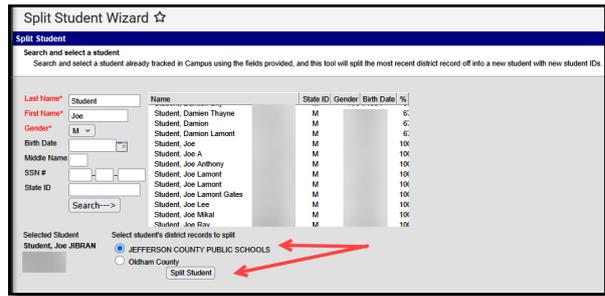
What happens during a split?

When you split a student, the system performs these actions:

Action	Description
Creates New Person	A brand new person record is created with a new PersonID and State ID
Moves Enrollments	All enrollment records from the selected district are moved to the new student
Moves Related Data	All district-specific data (grades, attendance, contacts, etc.) is moved

Action	Description
Updates Identities	Identity records for the selected district are moved to the new student
Preserves Original	The original student keeps all records from other districts

Data tables affected

The following types of records are moved to the new student for the selected district:

- **Enrollment Data:** Enrollment, EnrollmentHistory, CustomStudent
- **Contact Information:** ContactLog, StudentContact
- **Academic Records:** TestScore, Evaluation
- **Programs:** ProgramParticipation, Plan, PlanGuardian, PlanProgressReport
- **Behavior:** BehaviorRole
- **Identity:** Identity, PersonDistrictIDs
- **Documents:** DocumentFile
- **Employment:** Employment, EmploymentAssignment
- **System:** UserAccount, TeamMember

What's next

You should now verify that both student records exist and contain correct data, ensure enrollment records are correctly assigned to each student, and notify teachers, counselors, or other staff about this change.