

CIE Resolving Duplicate Student in PowerSchool

In order to resolve the duplicate student records the CIE is requiring that the following steps be performed for student records that have been identified as a duplicate. The school with the last set of enrollment dates is the owner of the student historical record data. It does not matter if the student is currently active at that school or not.

Duplicate Student Accounts at Different Schools:

1. Send records request to school that has the student records that are a duplicate to yours and you are now the historical record owner of.
2. If student is still active at sending school, they will withdraw student from PowerSchool.
3. Sending school will transfer the inactive student to the school with current ownership of the student record.
4. The duplicate student record should be done like a No Show (NS) so that the enter date and the exit date are the same and the exit code is NS.
 - a. An entry in the Exit Comment will be made denoting this record as a duplicate
 - b. The active or current PowerSchool number must be entered in to the Exit Comment
 - c. Duplicate record is transferred out of the current school
 - d. Duplicate record is transferred to the Duplicate School
5. The school that is now the owner of all the students' records will merge all historical data into one student record. This may or may not be the most current record. **RECOMMENDATION:** The student record to keep or make active should be the one with the most historical and/or accurate and use that as the master record.
6. All records that must be merged, including but not limited to the list below:
 - A. Demographics
 - B. Historical Grades
 - C. Transfer/Enrollment History
 - D. Attendance (If Applicable)

- E. Test History
 - F. Student Schedule
 - G. Lunch Status
7. When the records are at one school and they have been properly merged, the records that are to be removed will have the words “Duplicate – Active/Current [Student Number]” in the Exit Comments section.
 8. Transfer that duplicate student record to the Duplicate Records School. If you do not have access to that school email Cantey.

Duplicate Student Accounts at Same School:

1. Resolve matches that are within your school.
2. The student record to keep or make active should be the one with the most historical and/or accurate and use that as the master record. Then make the other records inactive if not already by withdrawing student.
3. All records that must be merged, including but not limited to the list below:
 - A. Demographics
 - B. Historical Grades
 - C. Transfer/Enrollment History
 - D. Attendance (If Applicable)
 - E. Test History
 - F. Student Schedule
 - G. Lunch Status
4. Once the student records have been properly merged, the records that will be transferred out should have the words “Duplicate – Active/Current [Student Number]” in the Exit Comments section.
5. The duplicate student record should be done like a No Show (NS) so that the enter date and the exit date are the same and the exit code is NS.
 - a. An entry in the Exit Comment will be made denoting this record as a duplicate

- b. The active or current PowerSchool number must be entered in to the Exit Comment
 - c. Duplicate record is transferred out of the current school
 - d. Duplicate record is transferred to the Duplicate School
6. Transfer that duplicate student record to the Duplicate Records School. If you do not have access to that school email Cantey.