
Preventing Duplicate Student IDs

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Creating Duplicate IDs is **AVOIDABLE!**

Before enrolling a new student, you must check to see if the student was previously enrolled in a San Diego Unified school. This will eliminate the chance of creating duplicate enrollment and multiple Student IDs for the same student.

Duplicate IDs cause many problems for students. For example, attendance, grade reporting, and transcript issues, state testing and CALPADS inaccuracies, and incorrect program records.

3 Ways to Prevent the Creation of Duplicate IDs When Enrolling in PowerSchool

1. Use the **District Student Search** to check for prior enrollments.
2. Use the **Check for Duplicate Students** screen to check for potential student matches.
3. Update **Student Demographics** page with the most current enrollment information.

Use District Student Search to Check for Prior Enrollment!

- **Enter only a few letters of the name** – Try searching by just using a few letters of the last name instead of the full name. LESS IS MORE!
- **Use alternate spellings** – Try searching using alternate spelling of the name. For example, instead of Caroline, try Carolyn.
- **Search by birthdate** – Try searching using the birthdate only, or use it along with the name to refine your search.

The **District Search Results** page displays students who meet the *search criteria*.

IF STUDENTS ARE FOUND, carefully check the information to eliminate the possibility of duplication:

If the search produces more than one student, click on the **Student Number** link to view additional, identifying information:

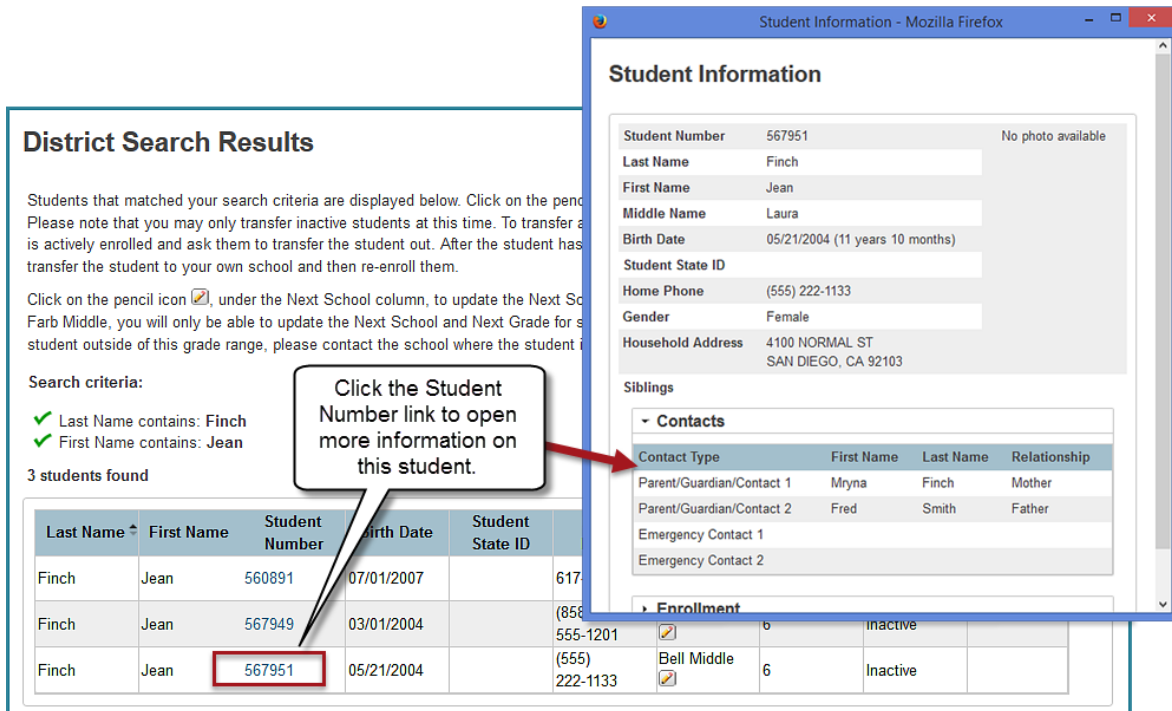
- **Verify the middle name** - Does it match the middle name on the enrollment form?

If a middle name is not listed, ask the parent.


- **Expand the Contacts field** - verify the Parent/Guardian Contact names. Do they match the names on the enrollment form?


REMEMBER! You are trying to eliminate the possibility of creating a duplicate enrollment and multiple IDs.

CHECK AND DOUBLE CHECK the Student information!



District Search Results

Students that matched your search criteria are displayed below. Click on the pencil icon . Please note that you may only transfer inactive students at this time. To transfer a student who is actively enrolled and ask them to transfer the student out. After the student has transferred the student to your own school and then re-enroll them.

Click on the pencil icon , under the Next School column, to update the Next School for this student. If you are at Farb Middle, you will only be able to update the Next School and Next Grade for this student outside of this grade range, please contact the school where the student is currently enrolled.

Search criteria:

- ✓ Last Name contains: Finch
- ✓ First Name contains: Jean

3 students found

Last Name	First Name	Student Number	Birth Date	Student State ID
Finch	Jean	560891	07/01/2007	617
Finch	Jean	567949	03/01/2004	(858) 555-1201
Finch	Jean	567951	05/21/2004	(555) 222-1133

Click the Student Number link to open more information on this student.

Student Information

Student Number: 567951 No photo available

Last Name: Finch

First Name: Jean

Middle Name: Laura

Birth Date: 05/21/2004 (11 years 10 months)

Student State ID:

Home Phone: (555) 222-1133

Gender: Female

Household Address: 4100 NORMAL ST
SAN DIEGO, CA 92103


Siblings:

Contacts

Contact Type	First Name	Last Name	Relationship
Parent/Guardian/Contact 1	Mryna	Finch	Mother
Parent/Guardian/Contact 2	Fred	Smith	Father
Emergency Contact 1			
Emergency Contact 2			

Enrollment

Enrollment Type	Enrollment Date	Enrollment Status
Bell Middle	6	Inactive

- **IF YOU FIND A MATCH** - If you confirm this student was previously enrolled  you **CANNOT** enroll this student as a *new student*.

You must use the **Transfer Student (Re-Enroll)** function in order to enroll this student at your school

- **IF THERE IS NO MATCH** - If the **District Search Results** page displays *no match*, proceed to **Enroll New Student**.

Complete the **Enroll New Student** page and click **Submit**.

Use the Check for Duplicate Students Screen to Check for Potential Student Matches

IMPORTANT! After you submit the **Enroll New Student** page, if there are potential duplicate students, the **Check for Duplicate Students** screen will open.

Why does this screen appear? PowerSchool has determined that the new student has the potential to be a duplicate student. *Consider this a second chance to find a student match.*

- If you can match a student in the list, click on the **Student's Name** to re-enroll that student.
- If you cannot match any of the students on the list, click **Enroll** to proceed to the student **Demographics** page to complete the enrollment process.

Check for Duplicate Students

List Of Students

Student Number	Name Last, First	Sex	Birth Date	Phone	Enroll Date	Exit Date	Enroll Status	Matched by:		
								Last Name/DOB	SSN	Phone
567949	Finch, Jean L	Farb	3/1/2004	(858) 555-1201	4/12/2016	4/13/2016	Inactive	Yes		

If you find a match for this student in the list above, click on the student's name to re-enroll that student or to go to the student's detail screens.

If no match is found, click on the 'Enroll' button below to proceed with a new enrollment.