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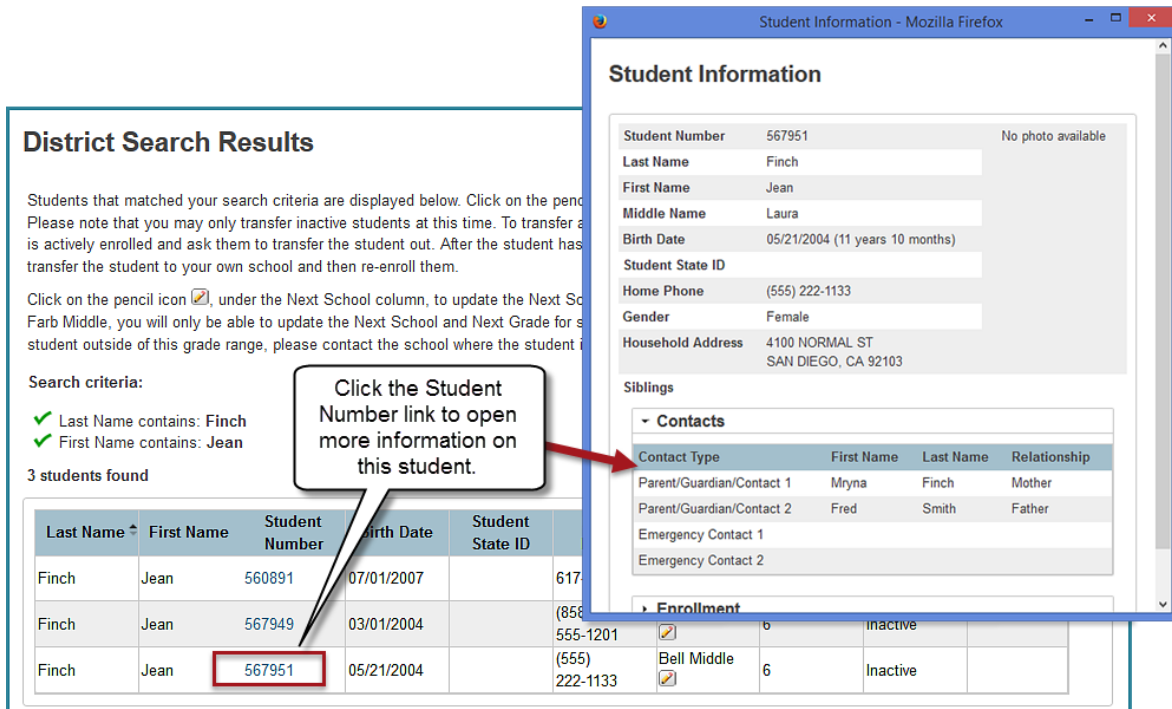
- **Verify the middle name -** Does it match the middle name on the enrollment form?

 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!

- **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.*

- **IMPORTANT!** If you can match a student on the list, go back to the **District Students Search** page to re-enroll that student. Click the transfer button (pencil icon).

- 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

> If you can match a student on the list, go back to the **District Students Search** page to re-enroll that student.

List Of Students

Student Number	State Student Number	Name Last, First	School	DOB	SSN	Home Phone	Entry Date	Exit Date	Enroll Status	Matched by: Last Name/ DOB	SSN	Phone
123456	1234567890	Johnson, Grayson	Mason	8/1/2008		(555) 555-5555	9/3/2013	9/13/2013	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.

> If no match is found, click Enroll to proceed.

Enroll