

Duplicate Students Search

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Classic View: Student Information > Reports > Duplicate Students Search

Search Terms: Duplicate Students Search

The **Duplicate Students Search** displays student records where there is a match on demographic information based on either an Exact Match or a Soundex Match. This report is useful in maintaining clean student data.

Please also refer to the [Duplicate IDs](#) article for more information.

☰
Infinite Campus

Duplicate Students Search ☆

[Student Information](#) > [Reports](#) > Duplicate Students Search

Duplicate Students Search Report

This report is used to search a student who has been duplicated in the system. There are options for considering duplication: If a field is null, it should not exclude the record from the results. For each pair of possible duplicated students, student demographics data, the most recent student enrollment data and student contact information will be printed.

Which schools would you like to include in the report?

All Schools

- Abbott Elementary
- Baird Elementary
- Chowen Middle
- Drew Middle
- Ewing High
- Fremont High

CTRL-click or SHIFT-click to select multiple

Which criteria would you like to use to consider the duplication?

<input checked="" type="checkbox"/> Last Name	<input checked="" type="radio"/> Exact Match	<input type="radio"/> Soundex Match
<input checked="" type="checkbox"/> First Name	<input checked="" type="radio"/> Exact Match	<input type="radio"/> Soundex Match
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="radio"/> Exact Match	<input type="radio"/> Soundex Match
<input checked="" type="checkbox"/> Middle Name (first initial)		
<input checked="" type="checkbox"/> Gender		
<input checked="" type="checkbox"/> Birthday		
<input checked="" type="checkbox"/> Social Security Number		
<input checked="" type="checkbox"/> Race Ethnicity		

Report Options

PDF ▼

Generate Report
Submit to Batch

Refresh
Show top 50 ▼
tasks submitted between 06/02/2021 📅 and 06/09/2021 📅

Batch Queue List			
Queued Time	Report Title	Status	Download

Duplicate Student Search

Report Logic

The report consults student [Identity](#) and Demographic records. Logic uses data from the transactional database tables, not a view. This allows all possible existence of a duplicate record to be returned, including any student records marked as No Shows.

Report Editor

Field	Description
Which schools would you like to include in the report?	<p>Only selected schools will be included in the data results. The school selected in the Campus toolbar is automatically selected. Additional schools can be chosen. When the All Schools option is selected, student data from the entire district is returned.</p> <p>When using this report in State Edition, a list of districts can be selected.</p>
Which criteria would you like to use to consider the duplication?	<p>Data is verified for duplication using the following demographic fields:</p> <ul style="list-style-type: none"> • Name fields - Last Name, First Name, Middle Name, Middle Initial • Gender • Birthday • Social Security Number • Race/Ethnicity <p>When a user selects multiple criteria, only duplicate information that matches ALL of the marked options reports.</p>
Exact Match vs. Soundex Match	<p>Duplication of students using name fields (last name, first name, middle name) can be searched by either an Exact Match or a Soundex Match.</p> <ul style="list-style-type: none"> • An Exact Match returns data when all of the selected fields are entered in the exact same manner. • A Soundex Match returns data when the selected fields are similar but not exact, as in Olson and Olsen.
Search for Students Only	<p>This option is available when generating from State Edition.</p> <p>When marked, the report only looks for students (those who have an enrollment record). If not selected, all persons in Campus, including staff and parents, are referenced when looking for duplicates.</p>
Report Options	<p>Selected option determines the format in which the report generates. Options are PDF, CSV, HTML or DOCX.</p>
Report Generation	<p>Use the Generate Report button to display the results of the report immediately.</p> <p>Use the Submit to Batch button to select a time when the report generates. This option is helpful when generating for many schools or all schools or a district. See the Batch Queue article for more information.</p>

Generate Duplicate Students Search Report

1. Select which **Schools** to include in the report from the list of available schools.
2. Select which **Criteria** to be considered when looking for duplicates.
3. Indicate whether the given criteria must be an **Exact Match** or a **Soundex Match** for first, last and middle names.

4. Indicate if the report should **Search for students only** (State Edition Only).
5. Select the desired **Report Option**.
6. Click **Generate Report** or **Submit to Batch**. The report displays in the selected report option.

18-19 HIGH SCHOOL				Duplicate Students Search Report						
Generated on 03/15/2019 02:00:07 PM Page 1				Matching Criteria: Name, Birthday, SSN, Race, Gender Person: 2 Duplicates: 2						
Enrollment & Contact										
Name	SSN	Student #	Birthday	Gender	Race	District	School	Year	Grade	Start/End Date
Student, Ann	123456789	01/01/2002	F	4		HIGH SCHOOL	18-19	10	08/13/2018-	
Student, Ann	Pending	01/01/2002	F	4		HIGH SCHOOL	18-19	10	08/13/18 - 06/30/19	
Student, Ann	Pending	01/01/2002	F	4		HIGH SCHOOL	18-19	10	08/13/2018-	
Student, Ann	123456789	01/01/2002	F	4		HIGH SCHOOL	18-19	10	08/13/18 - 06/30/19	

Duplicate Students Search, PDF Format - All Criteria, Exact Match

	A	B	C	D	E	F	G	H	I	J	K	
1	Student Name	Person ID	SSN	Student #	Birthday	Gender	Race	Guardian Name(s)	Home Phone	Home Address	Enrollment District	Enro
2	Student, Ann	19611	Pending	1/1/2002	F	4					ISD #123	HIGH
3	Student, Ann	19610	123456789	1/1/2002	F	4					ISD #123	HIGH
4	Student, Benjamin	19621	234567890	7/7/2003	M	6					ISD #123	HIGH
5	Student, Benjamin	19625	345678901	7/7/2003	M	6					ISD #123	HIGH
6	Student, Callie	19626	456789012	7/7/2003	M	6					ISD #123	HIGH
7	Student, Callie	19627	567890123	7/7/2003	M	6					ISD #123	HIGH
8	Student, Devin	19625	678901234	7/7/2003	M	6					ISD #123	HIGH
9	Student, Devin	19621	789012345	7/7/2003	M	6					ISD #123	HIGH
10	Student, Emma	19626	890123456	7/7/2003	M	6					ISD #123	HIGH
11	Student, Emma	19627	901234567	7/7/2003	M	6					ISD #123	HIGH
12	Student, Franklin	19626	987654321	7/7/2003	M	6					ISD #123	HIGH
13	Student, Franklin	19621	876543210	7/7/2003	M	6					ISD #123	HIGH
14	Student, Ginger	19625	765432109	7/7/2003	M	6					ISD #123	HIGH
15	Student, Ginger	19627	654321098	7/7/2003	M	6					ISD #123	HIGH
16	Student, Heath	19627	543210987	7/7/2003	M	6					ISD #123	HIGH
17	Student, Heath	19621	432109876	7/7/2003	M	6					ISD #123	HIGH
18	Student, Ivy	19625	321098765	7/7/2003	M	6					ISD #123	HIGH
19	Student, Ivy	19626	210987654	7/7/2003	M	6					ISD #123	HIGH

Duplicate Students Search, CSV Format - All Criteria except Middle Name and Middle Initial, Soundex Match

18-19 HIGH SCHOOL				Duplicate Students Search Report						
Generated on 03/15/2019 02:26:43 PM Page •				Matching Criteria: Last Name, First Name, Gender Person: 9 Duplicates: 9						
Enrollment & Contact										
Name	SSN	Student #	Birthday	Gender	Race	District	School	Year	Grade	Start/End Date
Parent, William	123456789	01/23/2002	M	6		HIGH SCHOOL	18-19	11	08/13/2018-	
Guardian: Parent, Kelly Parent, William ☎ (612)555-9876 ✉ 1124 Grove RD										
Parent, William	234567890	05/27/2000	M	6		HIGH SCHOOL	17-18	12	08/08/17 - 06/29/18	
Guardian: Parent, Brian Parent, Wendy ☎ (612)555-6789 ✉ 810 Springs Rd										
Student, Matthew	345678901	05/11/2004	M	6		HIGH SCHOOL	18-19	09	08/13/2018-	
Guardian: Parent, Patrick Brian Parent, ☎ ✉ 98 Rd #6										
Student, Matthew	456789012	09/10/1993	M	6		HIGH SCHOOL	10-11	09	08/12/10 - 01/04/11	
Guardian: Parent, William Parent, Linda ☎ ✉ 2654 Mill Rd										

Duplicate Students Search, HTML Format - Last Name, First Name, Gender, Exact Match

18-19 HIGH SCHOOL Generated on 03/15/2019 02:53:09 PM Page 1						Duplicate Students Search Report Matching Criteria: Last Name, First Name, Gender Person: 9 Duplicates: 9				
Enrollment & Contact										
Name	SSN	Student #	BirthDay	Gender	Race	District	School	Year	Grade	Start/End Date
Student, William	123456789	123456789	01/23/2002	M	6	ISD #4321	HIGH SCHOOL	18-19	11	08/13/2018-
Guardian: Parent, Kelly Parent, William							(612)555-8450	1124 Grove RD		
Student, William	234567890	234567890	05/27/2000	M	6	ISD #4321	HIGH SCHOOL	17-18	12	08/08/17 - 06/29/18
Guardian: Parent, Brian Parent, Wendy							(612)555-5342	810 Springs Ra		
Student, Matthew	345678901	345678901	05/11/2004	M	6	ISD #4321	HIGH SCHOOL	18-19	09	08/13/2018-
Guardian: Russell, Patrick Russell, Mary							(612)555-3520	98 6 th Street		
Student, Matthew	456789012	456789012	09/10/1993	M	6	ISD #4321	HIGH SCHOOL	10-11	09	08/12/10 - 01/04/11
Guardian: Parent, William Parent, Linda							(612)555-4932	2654 Mill Ra		

Duplicate Students Search, DOCX Format - Last Name, First Name, Gender, Exact Match

Duplicate Student Report Layout

Element Name	Description	Location
Name	The student's legal name, Last Name, First Name Middle Name/Initial. <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
SSN	The Social Security number of the person <i>Numeric, 9 digits</i>	Census > People > Demographics > Soc Sec Number Identity.ssn
Student Number	The identification number of the student. <i>Numeric, 9 digits</i>	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
BirthDay	The student's date of birth. <i>Date field, 10 characters (MM/DD/YYYY)</i>	Census > People > Demographics > Birth Date Identity.birthDate
Gender	The gender of the student. <i>Alphanumeric, 1 character (M or F)</i>	Census > People > Demographics > Gender Identity.gender
Race	The student's state-defined Race/Ethnicity. <i>Numeric, 1 digit</i>	Census > People > Demographics > Race/Ethnicity > State Race/Ethnicity Identity.raceEthnicityFed

Element Name	Description	Location
District	<p>The district in which the student is enrolled.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>System Administration > Resources > District Information > Name</p> <p>District.name</p>
School	<p>The school in which the student is enrolled.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>System Administration > Resources > School > Name</p> <p>School.name</p>
Year	<p>The school year of the student's enrollment, the start and end year of the enrolled calendar.</p> <p><i>Date field, 5 characters (YY-YY)</i></p>	<p>System Administration > Calendar > Calendar > Start Date, End Date</p> <p>Calendar.startDate Calendar.endDate</p>
Grade	<p>The current grade level of the student.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > Grade</p> <p>Enrollment.grade</p>
Start-End Date	<p>The start and end dates of the student's enrollment.</p> <p>Date field, 20 characters (MM/DD/YYYY - MM/DD/YYYY)</p>	<p>Student Information > General > Enrollments > Start Date, End Date</p> <p>Enrollment.startDate Enrollment.endDate</p>