

## **Combine Person**

Last Modified on 05/23/2024 7:44 am CDT

#### **Classic View:** *System Administration > Data Utilities > Combine Person*

#### Search Term: Combine Person

The Combine Person tool allows administrators to search for and combine two people (and their corresponding records) within Campus. When selecting two people to be merged, existing data for both people is presented to the user and Pre and Post Audit Reports are provided as a way to audit a subset of each user's information before and after a merge occurs.

When merging two people, duplicate information is deleted, similar data is merged and unique data is kept

This article includes the following topics:

- Tool Rights
- Combine Person Logic
- Manually Cleaning up Duplicate Data Prior to Merging
- Understand the Combine Person Tool
- Modules and Fields Shown for Duplicate Record Analysis
- SIF Logic Tied to the Combine Person Tool

Users are highly encouraged to use the Duplicate Student Search Report and Duplicate IDs Report to identify potential duplicate students prior to using the Combine Person tool.

Customers who have purchased Campus Finance, Human Resources, or Payroll as add-on functionality should not use the Combine Person tool for combining staff members.



Image 1:Combine Person Tool

# **Tool Rights**

#### **PATH:** System Administration > User Security > Users > Tool Rights

In order to use the Combine Person tool a user must have at least **R**(ead) tool rights added to the person's own user account (Image 2). Combine Person tool rights cannot not be added to a user group. Users with All Tools and All Calendars rights are still required to have individual tool rights marked for the Combine Person tool.

When running the Combine Person tool in a District Edition linked to a State Edition of Campus, the person initiating the merge MUST exist at the state level and their records must be synced from district to state. Because a person merge is automatically performed at the state level once they are merged at the district level, failure to exist at the state level will result in records not properly merging.

Due to the sensitive information displayed within the tool (i.e., Social Security Numbers, birth



dates, etc), users are highly encouraged to limit the number of users with tool rights to the Combine Person tool. Tool Rights for the Combine Person tool exists for SIS users only.

User Account	User Groups	Tool Rights C
Save		
	🗄 🖳 User Communicati	on
	Assessment	
	🗄 🗳 System Administra	ation
	E Attendance	
	🕂 🖳 Auditing	
	🗄 💼 Batch Queue	
	🕂 🗋 Calendar	
	🕂 💼 Census	
	🗄 🖓 💼 Counseling	
	🗄 🖳 🔂 Custom	
	🗄 🖳 Data Defining	Tools
	🗄 🖳 🛅 Data Interchar	nge
	🖻 🖓 💼 Data Utilities	
	🗄 🖓 🗂 Data Ware	ehouse Settings
	Combine F	Person
		ecords Transfer
		ecords Exchange
	- Deactivate	ed Elements Impact Report
	🕀 🗋 Reports	
	🗋 Ad Hoc Ri	untime Security Report
	Element R	eplacement
	🗄 🛱 🔂 Digital Reposit	orv

Image 2: Combine Person Tool Rights

Once tools rights are given to a user, the user must log out and back into Campus in order to access the Combine Person tool (and any other tool rights applied during this time).

## **Combine Person Logic**

- The Combine Person tool uses three different processes: Merge, Update and Delete.
  - Merge logic will compare two records that are similar and merge data into one record.
  - Update logic will update the Drop Person's record with the Keep Person's personID.
  - Delete logic will delete the Drop Person's record when it's determined that two records are duplicate.
- Identity records are never merged but instead are added as historical records on the kept person's Identities tab.
- In order for users to be properly merged at the state, the person who initiates the merge at the district level MUST exist as a person that is State-Linked (at the state level and their data has been synced to the state edition) in order for state level records to merge correctly.
- When using this tool in State Edition for two people who have the same State ID, same last name, same first name, but different person IDs, those two person display as two different person records based off of the associated person ID.
- When using this tool in a State Edition for two people who have the same Staff State ID, same last name, same first name, but different person IDs, those two persons display as two different person records based off their associated person ID.



- For environments using Ed-Fi functionality: When two people are merged, all data for the deleted person is removed from Ed-Fi and a resync is performed to update Ed-Fi data for the remaining person.
- User accounts are moved to the kept person.

## Manually Cleaning up Duplicate Data Prior to Merging

When merging two people, records that appear identical (based on the fields used to identify duplicate records for the module) will result in one duplicate record being deleted. If both records should be kept and merged to the base person (the person existing after the merge), users will need to manually modify one of the records so that they are no longer identical.

When two identical records are identified and the record to be deleted contains different information than the record being kept (such as state-specific data not used in matching duplicate records), users are highly encouraged to review both records and reconcile field value differences on the record being kept prior to merging.

For example, in the image below (Image 3), the record being deleted contains different statespecific field values than the record being kept. Users should review these values to ensure the record being kept is accurate.

Use the Duplicate Student Search Report and Duplicate IDs Report to help identify duplicate students.

Summary Enrollments Schedule Attendance Flags	Grades Trai	nscript Cred			
Save Solution Delete Print Enrollment History ONew ON	ew Enrollment Histor	ry .			
Enrollment Editor Edit Grade Type Ca	End Date				
T 12 P 13-1 Base Person (Record Being Kept)	A				
Future Enrollment					
State Reporting Helds State Excluded Enrolment					
CIT Primary Nighttime Residence	Homeless Served by Su	ubgrants			
Migratory Status Date Immigrant	Refugee				
Encaine Student Hinbly Giffed and Talented	Date	Summary Enrollmer	nts Schedule	Attendance Flags	Grades Transcript Cree
	bate	🖹 Save 🙁 Delete	😑 Print Enrollment H	istory 🕂 New 🕂	New Enrollment History
Variance Date Variance Code	l i	Enrollment Editor			
1st Grade Config 2nd Grade Config 3rd Grade Config	Class Sized F	Edit Grade Type Ca	lendar	Start Date	e End Date
21et Cantury 10acidant District Basidant School	Attending District	🝸 11 🗧 D	uplicate Enrollment R	ecord Being Deleted	
Washoe County(16)    606	Washoe County(16	General Enrollment	Information		
Attending School School Choice		Future Enrollment State Reporting Fiel	ds		
Gateway Opt Out CTE Career Cluster		State Exclude	Excluded Enrollment		
▼ El DA Tian	State Equivalent Grad	CIT Primary Nighttime F	Residence	•	Homeless Served by Subgrants
	state Equivalent Grad	2: Doubled-up		•	
Special Ed Fields		Migratory Status Date		immigrant V	Retugee √
District Defined Elements		Foreign Exchange Studer	nt	Highly Gifted and Talen	ted Date
		Variance Date	Variance Code		FTE
				•	
		1st Grade Config	2nd Grade Config	3rd Grade Config	Class Sized Reduction
	I	21st Century *Resi	dent District	Resident School	Attending District
	I	Attending School	ion city(13) 🔻	606 School Choice	Carson City(13) Title 1
	I	504			
	I	Gateway Opt Out	CTE	Career Cluster	
		ELPA Tier			State Equivalent Grade Level
	I	Special Ed Fields	•		•
	U	District Defined Elen	nents		

Image 3: Field Value Differences Between Two Enrollment Records

## **Understand the Combine Person Tool**

Properly using the Combine Person tool means understanding which people are duplicates, which data will be merged, deleted or kept once two people are merged and what data must be manually cleaned up to ensure records are merged appropriately.

Merging two people means not only are personID fields updated to the kept person, but also Modified By, Referred By and other identifier fields throughout Campus.

Users with HR/Finance/Payroll functionality enabled should not use the Combine Person tool for combining staff members.

Users are highly advised not to use the Combine Person tool while logged in as a generic Administrator account. If more than one person in a district is an administrator, users will not be able to identify exactly who performed what merges and data changes.

The transactions that combine or delete people can block data input on affected tables for the duration of the transaction. When run during busy times in the school



day this can cause significant blocking and noticeable slowdowns or make the app appear to hang. Users are advised to use this tool during non-peak hours.

The following topics describe each step of the Combine Person process.

- Search for Two People to Merge
- Collect Duplicate Person Data
- Previewing Merge Data
- Merge Two People
- Reviewing Post-Merge Data

### **Search for Two People to Merge**

The first step in combining two duplicate people is properly searching for and identifying them via person identifiers (i.e., Person ID, Local Staff #, Student State ID, etc).

Use the Duplicate Student Search Report for help in identifying duplicate students.

earch for and	ect two people (students, tea d select two people existing with action cannot be undone. You m	achers, parents, non-h in Campus and merge the ust manually review these	ousehold memb ir records based of e records to ensure	ers, etc) n the data provided. e the data is correct	, and to remove any o	luplicate rec	cords that now ex	tist. In the e	vent that both studer
ata in fields v	vnere duplication is not allowed,	such as an attendance re	ecord on the same	date, only the recor	d from the base perso	on will be pr	eserved.		
Last Name*	Tester	Name	Person ID	Local Staff #	Student State ID	Gender	Birth Date	%	
First Name*	Nate	Tester, Nate	141028	undefined		м	06/19/1985	100.0	*
Gender*	М 💌	/							
Birth Date									
Middle Name									
SSN #									
Reset	Search >>								*
	rsons								
ombine Pe	Person #1		Person #2						
ombine Pe		/19/1985							
ombine Pe	Birthday 06	10/1000							
ombine Pe	Birthday 06 Student State ID Grade 12								
ombine Pe	Birthday 06 Student State ID Grade 12 Local Student # 63								
combine Pe	Birthday 06 Student State ID Grade 12 Local Student # 63 Nate Local Staff #								

Image 4: Searching for the First Duplicate Person

To search for and add a person for merging:

- 1. Enter at least the person's Last Name, First Name and Gender.
- 2 Coloct the Coarch button Doople matching the coarch criteria entered will appear in the



2. Select the **Search** button. People matching the search criteria entered will appear in the window on the right.

Search results are based on people whose name is exactly, similarly spelled or sounds like the name entered in search criteria. The % column will indicate how close of a match each person's name is to search criteria entered.

3. Select the first duplicate person from the search results window. The person (and identifier data) will appear in the Person #1 column of the Combine Persons section (Image 4).



Image 5: Searching for the Second Duplicate Person

Now that the first duplicate person has been selected, the second duplicate person must be identified and selected. Repeat the same steps used for selecting the first duplicate person. The second selected person will appear under the Person #2 column of the Combine Persons section.

### **Collect Duplicate Person Data**

Now that two duplicate people have been identified and selected, duplicate record data must be collected. Collecting data allows users to view duplicate records and determine which records should be kept during the person merge.

<sub>inite</sub> Campus	e Compus									
Combine Person Search and select two p Search for and select tw Warning! This action can data in fields where dup	eople (students, vo people existing w not be undone. You lication is not allowe	teachers, parents, no ithin Campus and merge must manually review th d, such as an attendanc	n-household memb their records based o nese records to ensur e record on the same	pers, etc) on the data provided. e the data is correct date, only the recor	, and to remove any d d from the base perso	luplicate rec	cords that now ex eserved.	ist. In the e	event th	at both students ha
Last Name® Teste First Name® Nate Gender® M ▼ Birth Date Middle Name SSN # State ID Reset Search	-	Name Teste, Nate	Person ID 141081	Local Staff # undefined	Student State ID	Gender	Birth Date 06/19/1985	%	*	
Combine Persons Perso Tester, Nate X Remove this Perso Collect Data >>	on #1 Birthday Student State ID Grade Local Student # Local Staff #	06/19/1985 12 63 X Ren	Person #2 Stud Loci este, Nate	Birthday 06/19/1 ent State ID Grade 12 al Student # 66 ocal Staff #	985					

Image 6: Collecting Record Data

To collect data, click the **Collect Data** button (Image 6). Data for specific modules will appear for each person.

This is not a comprehensive list of all records/data that will be merged.



Image 7: Duplicate Person Record Information

Once data is collected, record information will appear for each person (Image 7). Select (+) to expand each section for information about record field values (Image 8).

Module	Person #1	Person #2
- Identity	Tester, llate	Teste, llate
	Suffix	Suffix
	Gender M	Gender M
	Birth Date 06/19/1985	Birth Date 06/19/1985
	SSN 123456789	SSN 123456789
– Enrollment	2012-13 Robbinsdale Armstrong	2012-13 Robbinsdale Armstrong
	District ROBBINSDALE	District ROBBINSDALE
	Calendar Name 2012-13 Robbinsdale Armstron	Calendar Name 2012-13 Robbinsdale Armstrong
	Schedule Structure Main	Schedule Structure Main
	Service Type P	Service Type P
	Start Date 09/07/2012	Start Date 09/07/2012
	End Date	End Date
	Grade <b>12</b>	Grade 12
- Enrollment History		

Image 8: Expanded View of Record Information

### **Previewing Merge Data**

To preview merge data, select the the base person (the person who will remain after the merge,

highlighted in yellow) and select the **Preview Merge** button (Image 9).

Once duplicate record data has been reviewed, select the base person (the person who will remain after the merge, highlighted in yellow) and click the **Preview Merge** button (Image 9).

Combine Person	ombine Person						
Search and select two peo	Search and select two neonle (students, teachers, narents, non household members, etc. )						
Search for and select two	people existing within Cam	pus and merge their	records	based on t	the data provided.		
Warning This action canno	the undone. Vou must ma	ually raview these r	recorde	to ensure t	the data is correct, and to remove any duplicate records that now avi		
data in fields where duplic	ation is not allowed, such a	s an attendance rec	ord on t	he same da	ate, only the record from the base person will be preserved.		
Combine Domono							
Rase Persons	Name Birthday	Student State ID	Grade	Local Stur	dent #Local Staff #		
	ster. Nate 06/19/198		12	63			
	ata Nata 06/10/109/		10	66			
#2 Te	ste, Nate 06/19/190:	<b>P</b>	12	00			
(The base person is	s the person who will	be kept after n	nergin	g.)			
Preview Merge >>	> << Swit	ch Back to Search	Option	Page			
			_	_			
Module	Person	#1			Person #2		
- Identity	🗖 🔲 Tester, Nate				Teste, Nate		
	Suffi	:			Suffix		
	Gender	· M			Gender M		
	Birth Date	06/19/1985			Birth Date 06/19/1985		
	SSN	123456789			SSN 123456789		
- Enrollment	= 2012 13 Pobbin	edale Armetrona			2012 13 Dobbing date Armstrong		
	District	ROBBINSDALE			District ROBBINSDALE		
	Calendar Name	2012-13 Robbinsd	iale Ari	nstrong	Calendar Name 2012-13 Robbinsdale Armstrong		
	Schedule Structure	Main			Schedule Structure Main		
	Service Type	Р			Service Type P		
	Start Date	09/07/2012			Start Date 09/07/2012		
	End Date	40			End Date		
	Grade	12			Grade 72		
- Enrollment History							

Image 9: Selecting a Base Person and Preview Merge Button

Duplicate data will appear with a strike through it. Records which will remain after the merge will have their corresponding checkbox marked and data will be highlighted in yellow (Image 10).

To change which record(s) should be kept, select the record's corresponding checkbox. The new record will highlight in yellow and duplicate records will appear crossed out.



Image 10: Reviewing Merge Data

To view duplicate record data in report format, click the **Pre-Audit Report** button, select a **Report Format**, and select **Generate Report** (Image 10). The Combine Person Pre-Audit Report will appear in a separate window in PDF format (Image 11).

This report does not display all data that will be kept or deleted during a person merge. Any data listed under the drop person which should be kept must be manually modified within Campus prior to merge in order for the record to no longer appear as a duplicate.



02402014 - 01-40	-73 PM							
02/13/2014 : 01:43								
The Combine Pers under the KeepPe	on Pre-Audit report displays the information that is curr rson will be kept after the merge. Data under the Drop	ently duplicated between two people and the information person will be deleted.						
NOTE: This report	does not display ALL data that will be kept or deleted o	during a person merge.						
lfan ydata listed ur are the fields that v	nder Drop Person must be kept user must manually mo ve are comparing to determine if two records are duplic	difythat data within the application. The fields on the report ate.						
	Keep Person	Drop Person						
	TESTER, NATE	TESTING, NATE						
	Person ID 123456 Suffix	Person ID 234567 Suffix						
	Gender Bith Date <b>04/30/2006</b>	Gender Bith Date <b>0//30/1996</b>						
	SSN	SSN (						
Module	Keep Person's Data	Drop Person's Data						
Enrollment								
Enrollment BIE								
Academic Program	m	Program Name <b>Gateway Curriculum</b> Start D <b>ate 07/12/2010</b> End Date						
Graduation								
Relationship								
Employment								
NASIS								
POS Eligibility								
User Defined Data	a – Tab Identity Field Birth Country Value US United States Of America	Tab <b>Identity</b> Field <b>Birth Country</b> Value <b>US United States Of America</b>						
	Tab <b>Identity</b> Field <b>Birth State</b> Value <b>NV Nevada</b>	Tab <b>Identity</b> Field <b>Birth State</b> Value <b>IV Nevada</b>						
Locker Assignme	Locker Assignment							
Transportation								

Image 11: Combine Person Pre-Audit Report

### **Merge Two People**

Once data has been reviewed and all appropriate records have been selected, select the **Merge** button (Image 12).





Image 12: Initiating Merge

A warning message will appear, requiring confirmation of the merge (Image 13). Select the **Agree to Merge** button to initiate merge of the two people. Select **Cancel** to cancel merging of the two people (no data will be changed).



Combine Person						
Search and select two pe	earch and select two people (students, teachers, parents, non-household members, etc)					
Search for and select two	people existin	g within Campus a	nd merge their rec	ords based on the	data provided.	
Warning! This action cann	ot be undone. `	You must manually	review these reco	ords to ensure the	data is correct, and to r	remove any duplicate records that now exist.
data in fields where duplic	ation is not all	owed, such as an a	attendance record	on the same date,	only the record from th	e base person will be preserved.
Combine Persons						
Base Person	Name	Birthday Stu	dent State ID Gr	ade Local Stude	nt #Local Staff #	
#1 Te	ster, Nate	06/19/1985	1	2 63		
<b>#</b> 2 Te	este, Nate	06/19/1985				
(The base person i	s the persoi	n who will be	warning	1	~	
Reset Merge	<< S	witch Back to S	You are going to	o merge these 2 pe	eople. Please review	
Madula	_	Derson #1	tł	ne following inform	nation.	+2
- Identity		FCISOI #1	#	1 (Base Person)	#2 (Drop Person)	#£
		ster, Nate Suffix	Name	M	I este, Nate	
		Geoder M	Birth Date	06/19/1985	06/19/1985	1/2
		Birth Date 06	Enrollments	1	1	06/19/1985
		SSN 12				123456789
E Constanting			Warning: The Click "A	Merging action o aree to Merge" to	annot be undone.	
- Enrollment	😑 🔽 201	2-13 Robbinsda	Clic	k "Cancel" to re-vi	sit data.	sdale Armstrong
		District RC	Agree	to Merge	Cancel	ROBBINSDALE
	Ca	ilendar Name 201			Sobadula Structura	2012-13 Robbinsdale Armstrong
	Scheu	Service Type <b>P</b>	u.		Schedule Structure	P
		Start Date 09/0	7/2012		Start Date	09/07/2012
		End Date			End Date	
		Grade 12			Grade	12

Image 13: Final Confirmation of Merge

Once **Agree to Merge** is selected, the following will occur based on whether or not you are within a District Edition linked to a State Edition of Campus:

**If connected to a State Edition of Campus** : Once a merge is initiated at the district level, the same merge is initiated at the state level to ensure records match. The user who initiates the merge at the district level MUST exist as a person that is State Linked (at the state level and their data has been synced to the state edition) in order for state level records to merge correctly.

Once the merge is complete, a Process Alerts (formerly Process Inbox) message will appear at both the state and district level for the user indicating whether or not the merge was successful at the state level (see Image 14).

	Proce	ess I	nbox						
1	Date Range to Display All Processes Find Messages								
	Delete Selected Messages								
		Ľ	Process	Name	Posted Date Due Date				
		D	Combine Person Merge	Merge successfully combined in SE: Cash Eric Anderson into Dillon D Anderson	08/09/2012				
			Vertical Interoperability	State Resync Requested 08/09/2012					
			LEP Service Type Push Down	he State of SD has just published LEP Service Types 08/02/2012					

Image 14: Process Inbox Message Confirming Successful State Merge



**If NOT connected to a State Edition of Campus:** The loading screen will appear and continue to spin until the merge is complete.

**IF THE MERGE FAILS**: If the merge fails a message will appear with a short description of what caused the failure. If you do not understand the reason for the merge failure, please contact Infinite Campus Support.

Com	ombine Person							
Sea	Search and select two people (students, teachers, parents, non-household members, etc) Search for and select two people existing within Campus and merge their records based on the data provided. Warning! This action cannot be undone. You must manually review these records to ensure the data is correct, and to remove							
	in fields where duplication is not allowed, such as an attendance record on the same date, only the record from the base pe					base pe		
	Combine Pers	ons						
	Base Person	Name	Birthday	Student State ID	Grade	Local Student #	Local Staff #	
	#1	Tester, Nate	06/19/1985		12	63		
	#2	Teste, Nate	06/19/1985		12	66		
	(The base p	erson is the persor	ı who will b	o kont after w	orain	σ)		_
	< Switch	n Back to Search Optio	n Page F	Succes	s		,	•
	Modul Identity	le Tes Sut Geno Birth Da	Person # ster, Nate ffix der <i>M</i> ate 06/19/1985 SN 123456785	✓ Merge followin Nate Te Teste 14 Teste 14	e cor ig pe ste 1 102 4102	mplete! Th eople com 41082 and 8 became N 8	e bined: Nate Nate	
	- Enrollment	t History	2-13 Robbins					

Image 15: Confirmation of a Successful Merge

Once the merge is complete, a popup message will appear indicating a successful merge (Image 15).

### **Reviewing Post-Merge Data**

Once two people have been merged, users can then run the Post Audit Report to validate data now linked to the person that was kept.

Combine Pe	rson								
Search and Search f Warning	d select for and s ! This act	t <b>two peo</b> elect two tion canno	ple (students people existing t be undone. Yo	, teachers, within Camp ou must manu	parents, non-hou us and merge their ually review these r	isehol records records	d members, etc. based on the data to ensure the data	) a provided. 1 is correct, and	to remove ar
in fields	where d	uplication i	s not allowed, s	such as an a	ttendance record o	n the sa	ame date, only the	record from the	base persor
Combir	ne Pers	ons							
Base	Person	I	lame	Birthday	Student State ID	Grade	Local Student #	Local Staff #	
0	#1	Tes	ter, Nate	06/19/1985		12	63		
	#2	Tes	ste, Nate	06/19/1985		12	66		
(The	<i>base p</i> < Switch	<i>erson is</i> Back to	the person Search Option	who will ( Page	be kept after n Post-Audit Repor	iergin t	.g.)		
	Modul	е		Person #	#1		Pers	on #2	
- Ide	ntity		Tester, Nate     Suffix     Gender M Birth Date 06/19/1985     SSN 123456789						
– Enr	ollment	t	± 🗌 2012	-13 Robbins	dale Armstrong				
– Enr	oliment	t History							

Image 16: Generating the Post Audit Report

Infinite Campus

To generate the Post Audit Report, click the **Post Audit Report** button (Image 15). The report will appear in a separate window in PDF format (Image 17).

This is not a comprehensive list of ALL data changes which occurred when the two people were merged.



Combine	Combine Person Post-Audit							
07/17/2012 : 02:02	:40 PM							
	Keep Person							
	Tester, Nate Person ID 141028 Suffix Gender Birth Date 06/19/1985 SSN 123456789							
Module	Keep Person's Data	Drop Person's Data						
Enrollment	2012-13 Robbinsdale Armstrong District ROBBINSDALE Schedule Structure Main Service Type P Start Date 09/07/2012 End Date Grade 12 Special Ed Status 1 Special Ed Status 1 Special Ed Stating 00 Special Ed Disability 00							
Academic Progra	m							
Graduation	Graduation District Name Washoe County Date First Entered the 9th Grade 08/30/2010 NCLB Cohort End Year 2014 NGA Cohort End Year 2014							
Household	Household: Page Address 4321 43rd Ave N Robbinsdale, MN 55422-1815 Start Date 07/01/2011 End Date							
	Household: Page Address 4321 43rd Ave N Robbinsdale, MN 55422-1815 Start Date 07/01/2011 End Date							
	Household: Page Address 4321 43rd Ave N Robbinsdale, MN 55422-1815 Start Date 07/01/2011 End Date							

Image 17: Post Audit Report

The Post Audit Report displays a summary of information kept and merged into the keep person's records. Depending on which records were selected to keep on the Combine Person editor (indicated by selecting the checkbox and having the data highlighted), kept information can appear under the Drop Person's Data column indicating which records from the drop person were kept and merged into the keep person.

## Modules and Fields Shown for Duplicate Record Analysis

The following table describes all potential fields displayed within the Combine Person tool and in the Post and Pre Audit Reports.



This is NOT a comprehensive list of ALL fields looked at and/or affected by a person merge within the Combine Person tool. This list describes all fields which will display within the Combine Person tool for describing duplicate record information.

All user accounts are moved from the dropped person to the kept person.

The **Action** column indicates the action occurring during a person merge.

- "Merge" means the dropped person's records are merged with the kept person's records.
- "Combine" means the dropped person's records are combined into the kept person's records.

Table	Field(s)	Action
Employment	<ul><li>Start Date</li><li>End Date</li></ul>	Merge
Enrollment	<ul> <li>Start Date</li> <li>End Date</li> <li>Grade</li> <li>District</li> <li>Calendar</li> <li>Schedule Structure</li> <li>Service Type</li> </ul>	Merge
Fee Assignment	<ul> <li>Fee Name</li> <li>Fee Type</li> <li>Due Date</li> <li>Amount</li> <li>Payment Amount</li> <li>Course Name</li> <li>Calendar ID</li> <li>Fee ID</li> <li>Course ID</li> </ul>	Merge
Academic Program	<ul> <li>Program Name</li> <li>Start Date</li> <li>End Date</li> </ul> When the keep person doesn't have an academic program and the drop person does, the drop person's Academic Program moves to the keep person. If there is no academic program selected, the final warning pop-up window does not display until at least one academic program is selected when trying to merge.	Merge



Table	Field(s)	Action
Graduation	<ul> <li>District</li> <li>Date First Entered the 9th Grade</li> <li>NCLB Cohort End Year</li> <li>NGA Cohort End Year</li> </ul>	Combine
Household Member	<ul> <li>Household Name</li> <li>Address</li> <li>Household ID</li> <li>Start Date</li> <li>End Date</li> </ul>	Merge
Identity	<ul><li>First Name</li><li>Middle Name</li><li>Last Name</li></ul>	Keep both records
NASIS	<ul> <li>Tribal Code</li> <li>Certification Date</li> <li>Resident Agency</li> <li>Native Language</li> <li>Date of Certification</li> <li>ISEP Documentation on file</li> <li>ISEP Eligibility Certified By</li> <li>Navajo Chapter</li> <li>Home Agency</li> </ul>	Merge
POS Account Access	<ul> <li>Number</li> <li>Balance</li> <li>Active</li> <li>Transactions</li> <li>Person ID</li> </ul>	Merge
POS Eligibility	<ul> <li>Eligibility</li> <li>Type</li> <li>End Year</li> <li>Start Date</li> <li>End Date</li> </ul>	Merge
POS Identification	<ul><li>Identification ID</li><li>Type</li></ul>	Merge
Relationship	<ul> <li>Person Name</li> <li>Guardian</li> <li>Start Date</li> <li>End Date</li> </ul>	Merge



## SIF Logic Tied to the Combine Person Tool

The following SIF logic is implemented when people are merged via the Combine Person tool:

- When a District Assignment record is added for a staff member for the first time, a SIF StaffPersonal and StaffAssignment ADD event is provided.
- When a District Assignment record is updated for a staff member or an additional District Assignment record is added, a SIF StaffPersonal CHANGE event is provided.
- When the last District Assignment record is deleted for a staff member, a SIF StaffPersonal DELETE event is provided.
- When two students are combined using the Combine Person tool, a DELETE event is sent for all objects related to the discarded (merged record) person's Staff or Student (or both) Refld:
  - For students:
    - StudentPersonal
    - StudentSchoolEnrollment
    - StudentSectionEnrollment
    - StudentContact
    - StudentSectionMarks
    - StudentContactRelationship
    - StudentDailyAttendance (Delete only)
    - StudentPeriodAttendance
    - StudentActivityParticipation
    - StudentParticipation
    - StudentScoreSet
  - For staff:
    - StaffPersonal
    - StaffAssignment
- When the Combine Person tool is used to combine two person records, the primary, nondiscarded person will generate a CHANGE event for the following SIF objects, which depend upon whether the person is a student or staff member (or both):
  - For students:
    - StudentPersonal
    - StudentSchoolEnrollment
    - StudentSectionEnrollment
    - StudentContact
    - StudentContactRelationship
    - StudentPeriodAttendance
  - For staff:
    - StaffPersonal
    - StaffAssignment