

PowerSchool Archived Duplicate Student Record Identification and Reversion

The PowerSchool duplicate student record archiving script was developed in an effort to isolate student records in PowerSchool that have been identified as being a duplicate record, to ensure that the record is not used in the future. The script makes the following changes to the data fields listed below:

- **First Name** Field: addition of the phrase "DUPLICATE" to the end of the name
- **Last Name** Field: addition of the phrase "DONOTUSE" to the end of the name
- **Enrollment Status**: changed to 5 (inactive)
- **Entry Date**: changed to 7/1/2015
- **Exit Date**: changed to 7/1/2015

After the PowerSchool duplicate student record archiving script has been applied by NCDPI, LEA/charter schools can search PowerSchool for students whose records have been archived. The search can be done either at the LEA level or school level; **it is strongly suggested you review the list of archived records for the accuracy of the five fields that were modified by the script.**

NCDPI will retire archived student numbers in the Student UID system Monday, September 25th. At that time, any number marked as a duplicate from this process will be retired and will not be available for usage.

Important: If there is a need to revert an archived record in PowerSchool back to its original state, once you have identified the student record, you must open a Remedy Ticket informing NCDPI of the record reversion, indicating the reasoning for reversion, and requesting a copy of the original data from the five fields that were modified as a part of the archiving script.

Warning: Do NOT create a new student UID number for a student whose number was archived. Use the Re-Enroll Functionality of PS to activate the archived number.

How to Find Archived Duplicate Student Numbers:

1. At the LEA or school level: on the start page, in the search box, key in the following search to find the students whose numbers were archived:
`/enroll_status=5;entrydate=7/1/2015;exitdate=7/1/2015`
2. To print out the students, we suggest pulling the following five fields onto the List Students Export Report: (If you pull the students at the LEA level, you may want to add the fields **SchoolID** and **grade_level**.)
 - a. **Last_Name**
 - b. **First_Name**

- c. Enroll_Status
- d. EntryDate
- e. ExitDate

Duplicate Report - LEA Office

Last Name	First Name	Status	Start Date	End Date
itDONOTUSE	iesDUPLICATE	5	07/01/2015	07/01/2015
il-AllahDONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	hDUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	:DUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
ckDONOTUSE	hDUPLICATE	5	07/01/2015	07/01/2015
dgeDONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
eDONOTUSE	eDUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	iteDUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	linDUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
nsDONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	eDUPLICATE	5	07/01/2015	07/01/2015
icellorDONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
idleDONOTUSE	raDUPLICATE	5	07/01/2015	07/01/2015
.DONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
yDONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	aDUPLICATE	5	07/01/2015	07/01/2015
anIDONOTUSE	aDUPLICATE	5	07/01/2015	07/01/2015

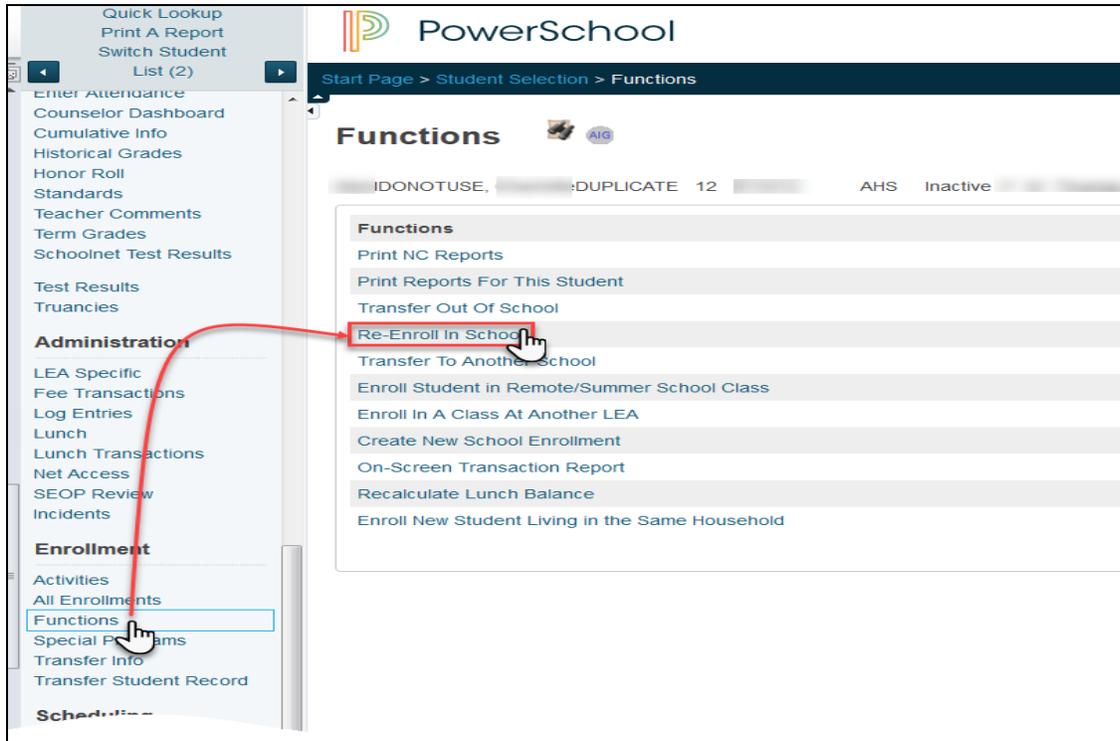
Re-enrolling an Archived Student:

Note: You must be at the school level to re-enroll a student into a school!

1. Select the Student from your search and navigate to the student pages.

Navigation: At the School Level > Start Page > Select Student > **Functions > Re-enroll in School**

PowerSchool Archived Duplicate Student Record Identification and Reversion



2. Populate the required fields.
3. **submit** the screen to re-enroll the student.

The screenshot shows the 'Re-Enroll Student' form. It contains several fields with red boxes around them, indicating they are required: 'Date of re-enrollment' (with a calendar icon), 'Entry code', 'Full-Time Equivalency', 'Grade Level', 'LEA of Residence', and 'Restore class enrollments?'. The 'Entry comment' field is a text area. The 'Full-Time Equivalency' dropdown is set to 'Full Time Student', 'Grade Level' is '12', and 'LEA of Residence' is 'Asheville City (111)'. A 'Submit' button is located at the bottom right of the form. A red arrow points from the 'Submit' button to the 'Alert' box below.

Alert:
DONOTUSE, :DUPLICATE has been re-enrolled.

Modify the Archived Name

1. With the student still selected, navigate to **Demographics**.

The screenshot shows the 'General Demographics' form for a student named 'DONOTUSE, DUPLICATE'. The form is divided into several sections: 'Name (Last, First Middle, Suffix)', 'Home Address', 'Mailing Address - Copy From Home Address', 'Home phone', and 'Age'. The 'Name' field contains 'DONOTUSE' and 'DUPLICATE'. The 'Home Address' section includes fields for 'Proof of Address', 'Complex Name', 'Rural Route', 'Street, Apt/Suite', 'City, State, Zip' (Asheville, NC), and 'Geocode'. The 'Mailing Address' section is identical to the home address. The 'Home phone' field is empty, and the 'Unlisted Phone Number' is set to 'No'. The 'Age' field shows '17 years 7 months'.

2. Remove "DUPLICATE" from Student First Name.
3. Remove "DONOTUSE" from Student Last Name.
4. Click **Submit** at the bottom of the screen to save the changes.

The screenshot shows the 'General Demographics' form for a student named 'Bar, Chocolate L.'. The form is divided into several sections: 'Name (Last, First Middle, Suffix)', 'Home Address', 'Mailing Address - Copy From Home Address', 'Home phone', and 'Age'. The 'Name' field contains 'Bar', 'Chocolate', and 'L'. The 'Home Address' section includes fields for 'Proof of Address', 'Complex Name', 'Rural Route', 'Street, Apt/Suite', 'City, State, Zip' (Asheville, NC), and 'Geocode'. The 'Mailing Address' section is identical to the home address. The 'Home phone' field is empty, and the 'Unlisted Phone Number' is set to 'No'. The 'Age' field shows '17 years 7 months'.

Transfer Info Screen:

1. With the student still selected, navigate to **Transfer Info Screen**.
2. Click the Record that was created with the **Enter Date** and **Exit Date** equal to **7/1/2015**.
3. Click **Delete**.
4. Click **Confirm Delete**.

PowerSchool Archived Duplicate Student Record Identification and Reversion

Start Page > Student Selection > Transfer Information

Transfer Information

DONOTUSE, DUPLICATE 12 AHS F W

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
09/14/2017	E1	06/09/2018	12		Asheville High	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/29/2016	E1	06/01/2017	W1	11	Promote Same School	Promote Same School
08/19/2015	E1	06/09/2016	PR	10	Promote Same School	Promote Same School
07/01/2015	E1	07/01/2015	12		Promote Same School	
08/19/2015	E1	06/12/2015	PR	9	Promoted Next School	Promote Same School
11/12/2013	R3	06/15/2014	PRN	8		Promoted Next School
08/15/2013	E1	11/12/2013	W1	8		
08/15/2012		06/15/2013	7			
08/16/2011		06/02/2012	6			
08/17/2010		06/09/2011	5	8008		
07/16/2009		07/01/2010	5			
07/16/2008		06/30/2009	3			
07/16/2007		06/30/2008	2			
08/16/2006		06/30/2007	1			

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Start Page > Student Selection > Edit Previous Enrollment

Edit Previous Enrollment

IDONOTUSE, DUPLICATE 12 5 AHS

Entry Date: 07/01/2015

Entry Code: E1 (E1 Init enrol - this year)

Entry Comment: Promote Same School

Exit Date: 07/01/2015

Exit Code:

Exit Comment:

Full-Time Equivalency:

Grade Level: 12

Track:

LEA of Residence: Asheville City (111)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Extended Data

Admission Status: MST1

Days Present:

Days Absent:

Unexcused Absences:

Promotion Status:

Promotion Status Summer:

Secondary Enrollment: No

Dropout Data

Dropout Reason:

Verified Dropout:

Buttons: Confirm Delete, Cancel, Submit, Delete, Submit

Important: Log into the Remedy web portal and log a ticket to inform NCDPI of the archived student record that has been reverted, and request a copy of the original five fields of modified data for the student number reverted. This data should then be used to confirm that the student was reverted correctly.

The web portal url is <https://nc-myit.us.onbmc.com>.