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archiving script has been applied by NCDPI, LEA/charter schools can search PowerSchool for students whose records have been archived.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:

- 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

Last Name	First Name	Status	Start Date	End Date
HTDONOTUSE	IesDUPLICATE	5	07/01/2015	07/01/2015
II-AllahDONOTUSE	UPLICATE	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
DONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
ckDONOTUSE	andUPLICATE	5	07/01/2015	07/01/2015
IgeDONOTUSE	DUPLICATE	5	07/01/2015	07/01/2015
eDONOTUSE	eDUPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	1teDUPLICATE	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
INSDONOTUSE	UPLICATE	5	07/01/2015	07/01/2015
DONOTUSE	DUPLICATE	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	UPLICATE	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.

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

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

ident to re-enroll		1	DONOTUSE,	DUPLICATE
te of re-enrollment			09/14/2017	
try code				-
try comment				
II-Time Equivalency			Full Time Student 🔹	
ade Level			12 👻	
ck			-	
A of Residence			Ashevile City (111)	-
store class enrollments?			Yes 👻	
e: Regardless of the date specified above, the	he student's records will be re-a	activated immediately.		
				Şub C
				4

Modify the Archived Name

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

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eneral Demographics 🚿	AIG			
DONOTUSE, (DUPLICATE 12	100 I I Tana and	201		
Name (Last, First Middle, Suffix)	IDONOTUSE	*, C DUPLICATE	L	
Home Address				
Proof of Address	Please Select	•		
Complex Name				
Rural Route				
Street, Apt/Suite	1 (Sec. 10)			
City, State, Zip	Asheville	NC		
Geocode				
	Validate	<i>a</i>		
Mailing Address - Copy From Home Address				
Street, Apt/Suite	7			
City, State, Zip	Ashevile	NC 2		
Geocode				
	Validate			
Home phone	(

- 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.

Start Page > Student Selection > General Demographics	4			1
General Demographics 🏾 🖉 (0			5
Bar, Chocolate L 12	1000 AUG 1 (0)			5
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	Validate			
Home phone				
Unlisted Phone Nup	North man		A A	1 mm

Transfer Info Screen:

- 1. With the student still selected, navigate to Transfer Info Screen.
- 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**.

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DONOTUSE,	DUPLICATE 1		AHS FW	the second s		
urrent Enrollment						
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ntry Date / Code	Exit Da	e / Code	Grade	Entry Comment	Exit Comment	School
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3/15/2013	E1 11/12/2	13 W1	8	2		
8/15/2012	06/15/2	13	7	10		
8/16/2012	06/13/2	10	,			
0/10/2011	06/02/2	12	0	2002		
8/17/2010	06/09/2	11	0	8008		
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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 <u>https://nc-myit.us.onbmc.com</u>.