HOW TO RESOLVE DUPLICATES IN THE
ALASKA STUDENT ID SYSTEM

The Alaska Student ID System is one of the easiest to use software programs in the Department of Education & Early Development. However, one area where users may have some difficulty is resolving potential duplicates. This document presents some background information followed by step-by-step procedures for resolving duplicates.

Background

Duplicates are problematic for the system and can cause mix-ups that affect both school districts and students. For example, if a student gets entered in the system twice, this could cause difficulties for districts claiming the student for funding. Another problem is that a student's test scores from one year to the next may not be linked. Since schools are assigned ratings based on student progress from year-to-year, it is very important that students have the correct state ID number on their test booklets.

One important design feature that was built into the Alaska Student ID System was that humans rather than the computer must resolve all potential duplicate records. This is one area where the logic and power of the computer must give way to the judgments of those closest to the students in spite of the potential for frustration.

Resolving Duplicate Records

The following are suggested steps for resolving potential duplicate records. There are slight differences between the batch file and manual data entry methods with regard to how duplicates are resolved. Each method will be treated separately.

Batch File Method:

1. For those who have entered their information via the batch method or who have asked the Department of Education & Early Development to enter their October 2001 OASIS data for them, log on to the system and click on the **Batch Processing** option. At the next screen you will see a file located at the bottom of the page. Listed with the file will be the number of new records added to the system, the number of possible duplicates and perhaps other information. The number listed in the column title "New" represents the number of students from your district assigned state ID numbers. The number under the column title "Duplicates" is the number of your students that the system believes may already be in the database with state ID numbers. Click on the number of duplicates (its a hyperlink) and a list of students will appear at the bottom left of your screen. Click on the first student. At the next screen, information on the student whose name you selected will be presented in the middle of the screen and at the bottom of the screen, a list of possible duplicates (Note that the numbers above each data element at the bottom of the page corresponds to the same data element in the middle of the page). <u>The students listed at the bottom of the page are already in the system and have state ID numbers. Your student listed in the middle of the screen may or may not already have a state ID (see FIGURE 1 below). What you must decide is whether your student (the one in the middle of the screen) is in fact already in the system and listed at the bottom of the screen.</u>

FIGURE 1

This is the student for whom you are seeking a state student ID #

This student is already in the system and has been flagged as possibly the same student listed above

1. First, scan all of the information about the possible duplicates at the bottom of the screen. If you find a student at the bottom of the screen with the same First Name, Middle Initial, Last Name, Date of Birth and Gender as your student in the center of the screen, they are the same student. If so, click the radio button (the little circle) at the far left of the student listed at the bottom of the page and then click the *Existing Student* button at the top of the screen. Move on to the next possible duplicate.

2. One place where you will see information on a potential duplicate that is different from the information on your student is field #6, School Code. If , for example, the first two digits of the School Code at the bottom of the screen begin with 05, this tells you that the student is enrolled the Anchorage School District and already has a student ID number. If the School Code at the bottom of the page is 178010, the student is enrolled in the IDEA correspondence school run by the Galena School District and also has a student ID number. What you may have is a student in your district who is also enrolled in a correspondence school. If the first 5 fields of your student and the potential duplicate are identical, click on the *Existing Student* button even if the School Codes are different.

3. Resolving duplicates where the first five fields of information on your student are identical to the first 5 fields of a potential duplicate at the bottom of the page is the easy part. When the information on your student matches some but not all of the first 5 fields of information, resolution requires some analysis. Suppose your student is Elizabeth A. Tudor, born on 9/8/1986 and female and a potential duplicate at the bottom of the screen lists Elizabeth Tudor, born on 9/8/1986 also female. The only difference between the two is that your student has a middle initial and the potential duplicate at the bottom of the screen does not. Further, suppose you knew that your student recently moved to your district from Anchorage and the School Code in field #6 at the bottom of the page begins with "05" (the District Code for Anchorage). This is probably the same student so you would click on the student ID number at the bottom of the page, and at the next screen add the middle initial of the

student and click the save button. Then click the radio button on the left of the student at the bottom of the screen and click *Existing Student* at the top of the screen. You have now resolved the duplicate issue by deciding that the two students are in fact one student and updated the record to include Elizabeth's middle initial.

4. In another situation, you may have your student listed in the middle of the screen and a potential duplicate at the bottom of the screen and the only difference between them is the last name. They may look like different students because of the different last names, but sometimes children whose parents have divorced will use the last name of the parent who currently has custody of the child. In this case you may want to call the student's parent and ask if this is the case. If the student does use both last names, click on the *Student ID* number at the bottom of the page and in the Last Name field, change the last name to that of the parent in your district (with whom the student currently lives) and save the record. Then put the last name of the other parent in the Other Last Names field (adding the Mother's Maiden Name and Birthplace would also be helpful if you have this information). Finally, click the radio button on the left of the potential duplicate name and then click the *Existing Student* button.

5. The same caution noted in #5 above, applies to a student who may enroll in one school with first name "Bob", transfer to your school and enroll with "Bobby" as the first name. If all other information on Bob and Bobby is identical, the system will list Bob as a potential duplicate for Bobby. Calling the student's parents to verify the information may be necessary. In other cases, calling the school listed in field 6 at the bottom of the page may be necessary. A complete list of all school codes and school names is contained in Appendix A of the OASIS Data Handbook. This list is located on the Alaska Student ID System Resources page (www.eed.state.ak.us/oasis/front.html). If Bob and Bobby are different students, click the *Add Student* button. If Bob and Bobby are the same student, click on Bob's student ID number at the bottom of the page, change his first name from Bob to Bobby, enter "Bob" in the Aliases field and click save. Then click the *Existing Student* button.

6. In many cases, the possible duplicates listed at the bottom of the page will be different students. When the operator is satisfied that the potential duplicates listed at the bottom of the page are not the same as the student listed in the middle of the screen, simply click *Add Student*. The system will then add the student to the database and assign a new state ID number. If you are doing batch file resolutions, you will notice the New Students number increase by one and the Duplicate number reduce by one.

7. Continue this process until the number under the "Duplicates" column is zero. Then click *Download New Students* and save your file that now contains student ID numbers for all of your students.

Manual Entry

1. To manually enter students, once you are logged on to the system click on *Assign Student ID*. At the next screen enter the information on the student for whom you are seeking a state ID number. You only need to enter the first 6 fields of information and the middle initial may be left blank if you do not have one. Entering data in the optional fields is encouraged because it helps to resolve potential duplicates.

2. After entering the student data, click on ***Duplicate Check***. The system will do a search to see if there one or more student already in the system that appears similar to the one you are entering. If the system finds one or more potential duplicates they will be listed at the bottom of the screen. <u>The students listed at the bottom of the page are already in the system and have ID numbers (See FIGURE 2 below). Your student (in the center of your screen) may or may not already be in the system. Your next and most important task is to determine if the student for whom you are seeking a state ID number already has a state ID number and is listed at the bottom of the screen.</u>

3. First, scan all of the information about the possible duplicates at the bottom of the screen. If you find a student at the bottom of the screen with the same First Name, Middle Initial, Last Name, Date of Birth and Gender as your student in the center of the screen, they are the same student. In this case write down the Student ID number listed at the bottom of the page and enter it in the student's school record. Alternatively, you may click the VIEW button and print a copy of the student information including the student ID number. <u>The important thing at this point is NOT to click the ***Add Student button*** because this will create a duplicate record.</u>

4. One place where you may see information on a potential duplicate that is different from the information on your student is field #6 School Code. If, for example, the first two digits of the School Code at the bottom of the screen are 05, this tells you that the student is enrolled the Anchorage School District and already has a student ID number. If the School Code at the bottom of the page is 178010, the student is enrolled in the IDEA correspondence school run by the Galena School District and also has a student ID number. What you may have is a student who is also enrolled in a correspondence program. If the first 5 fields of your student and the potential duplicate are identical, click the VIEW button and print a copy of the student information including the student ID number and enter this in the student's school record. <u>As in #3 above, the important thing at this point is NOT to click the ***Add Student*** button because this will create a duplicate record.</u>

FIGURE 2

This is the student for whom you are seeking a state student ID #

This student is already in the system and has been flagged as a possibly the same student listed above

5. Resolving duplicates where the first five fields of information on your student are identical to the first 5 fields of a potential duplicate at the bottom of the page is the easy part. When the information on your student matches some but not all of the first 5 fields of information on the student at the bottom of the page, resolution requires some analysis. Suppose your student is Elizabeth A. Tudor, born on 9/8/1986 and female and a potential duplicate at the bottom of the screen lists Elizabeth Tudor, born on 9/8/1986 also female. The only difference between the two is that your student has a middle initial and the potential duplicate at the bottom of the screen does not. Further, suppose you knew that your student recently moved to your district from Anchorage and the School Code in field #6 at the bottom of the page begins with "05" (the District Code for Anchorage). This is probably the same student so you would click on the student ID number at the bottom of the page, and at the next screen add the middle initial of the student, click the save button and close the window. Then, click the VIEW button and print a copy of the student information and enter the student ID in the student's school record (or save some paper and simply copy the number from the screen into the student record). Finally, click the *Sign Off* button if you are finished or click the *Clear* button and enter information on your next student needing a state ID number.

6. In another situation, you may have your student listed in the middle of the screen and a potential duplicate at the bottom of the screen and the only difference between them is the last name. They may look like different students because of the different last names, but sometimes children whose parents have divorced will use the last name of the parent who currently has custody. In this case you may want to call the student's parent and ask if this is the case. If the student does use both last names, click on the *Student ID* number at the bottom of the page and in the Last Name field, change the last name to that of the parent in your district (with whom the student currently lives). Then put the last name of the other parent in the Other Last Names field (adding the Mother's Maiden Name and Birthplace would also be helpful if you have this information). Then, click the VIEW button and print a copy of the student information and enter the student ID in the student's school record (or save some paper and simply copy the number from the bottom of the screen into the student record). Finally, click the *Sign Off* button if you are finished or click the *Clear* button and enter information on your next student needing a state ID number.

7. The same caution noted in #6 above, applies to a student who may enroll in one school with first name "Bob" and then transfer to your school and enroll as "Bobby". If all other information on Bob and Bobby is identical, the system will list Bob as a potential duplicate for your Bobby. Calling the student's parents to verify the information may be necessary. In other cases, calling the school listed in field 6 at the bottom of the page may be necessary. A complete list of all school codes and school names is contained in Appendix A of the OASIS Data Handbook located at (www.eed.state.ak.us/oasis/front.html). If Bob and Bobby are different students, click the *Add Student* button. If Bob and Bobby are the same student, click on the student ID number at the bottom of the page and change "Bob" to "Bobby" in the First Name field and add "Bob" in Aliases field and save the record. Then, click the VIEW button and print a copy of the student information and enter the student ID in the student's school record (or save some paper and simply copy the number from the screen into the student record). Finally, click the *Sign Off* button if you are finished or click the *Clear* button and enter information on your next student needing a state ID number.

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