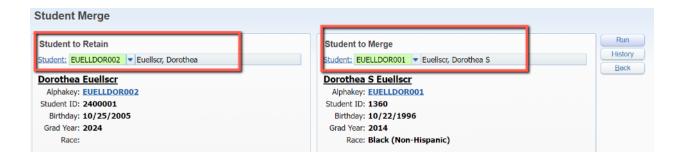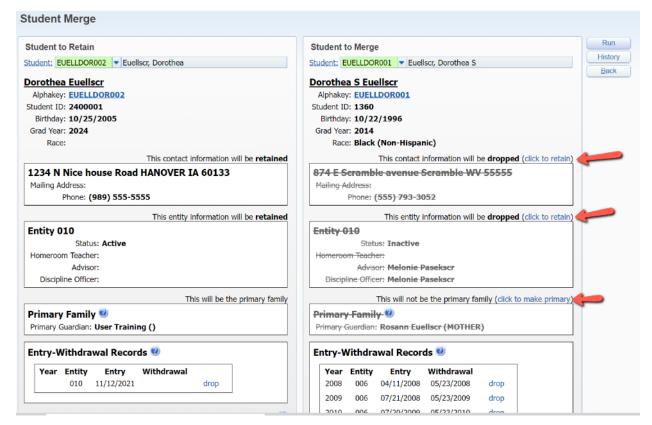# Merge Students – Duplicate Students

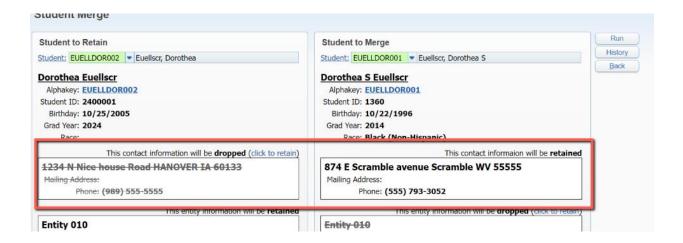The Merge Student utility is used when you have duplicate students.

- In the 000 entity, Navigate to Students -> Students -> Setup -> Utilities -> Merge Student Records
- Select the student you wish to keep in the Student to Retain field
- Select the student you wish to remove in the Student to Merge field.

- If you wish to keep the address, family, or entity information from the record that you are removing, you can click the retain button:

In the example below we have selected to retain the address from the student we are removing, you will now see the student we are keepings address will be removed:

- Once you have selected all the information you wish to keep, click Run. Your students have now been merged.