

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.

Student Merge

Student to Retain
Student: **EUELLDOR002** ▾ Euellscr, Dorothea

Dorothea Euellscr
Alphakey: **EUELLDOR002**
Student ID: **2400001**
Birthday: **10/25/2005**
Grad Year: **2024**
Race:

Student to Merge
Student: **EUELLDOR001** ▾ Euellscr, Dorothea S

Dorothea S Euellscr
Alphakey: **EUELLDOR001**
Student ID: **1360**
Birthday: **10/22/1996**
Grad Year: **2014**
Race: **Black (Non-Hispanic)**

Run
History
Back

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

Student Merge

Student to Retain
Student: **EUELLDOR002** ▾ Euellscr, Dorothea

Dorothea Euellscr
Alphakey: **EUELLDOR002**
Student ID: **2400001**
Birthday: **10/25/2005**
Grad Year: **2024**
Race:

This contact information will be **retained**

1234 N Nice house Road HANOVER IA 60133
Mailing Address:
Phone: **(989) 555-5555**

This entity information will be **retained**

Entity 010
Status: **Active**
Homeroom Teacher:
Advisor:
Discipline Officer:

This will be the primary family

Primary Family ⓘ
Primary Guardian: **User Training ()**

Entry-Withdrawal Records ⓘ

Year	Entity	Entry	Withdrawal	
	010	11/12/2021		drop

Student to Merge
Student: **EUELLDOR001** ▾ Euellscr, Dorothea S

Dorothea S Euellscr
Alphakey: **EUELLDOR001**
Student ID: **1360**
Birthday: **10/22/1996**
Grad Year: **2014**
Race: **Black (Non-Hispanic)**

This contact information will be **dropped** (click to retain)

874 E Scramble avenue Scramble WV 55555
Mailing Address:
Phone: **(555) 793-3052**

This entity information will be **dropped** (click to retain)

Entity-010
Status: **Inactive**
Homeroom Teacher:
Advisor: **Melonie Pasekscr**
Discipline Officer: **Melonie Pasekscr**

This will not be the primary family (click to make primary)

Primary Family ⓘ
Primary Guardian: **Rosann Euellscr (MOTHER)**

Entry-Withdrawal Records ⓘ

Year	Entity	Entry	Withdrawal	
2008	006	04/11/2008	05/23/2008	drop
2009	006	07/21/2008	05/23/2009	drop
2010	006	07/20/2009	05/23/2010	drop

Run
History
Back

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 keeping address will be removed:

Student merge	
Student to Retain Student: EUELLDOR002 ▾ Euellscr, Dorothea Dorothea Euellscr Alphakey: EUELLDOR002 Student ID: 2400001 Birthday: 10/25/2005 Grad Year: 2024 Race:	Student to Merge Student: EUELLDOR001 ▾ Euellscr, Dorothea S Dorothea S Euellscr Alphakey: EUELLDOR001 Student ID: 1360 Birthday: 10/22/1996 Grad Year: 2014 Race: Black (Non-Hispanic)
This contact information will be dropped (click to retain) 1234 N Nice house Road HANOVER IA 60133 Mailing Address: Phone: (989) 555-5555	This contact informaion will be retained 874 E Scramble avenue Scramble WV 55555 Mailing Address: Phone: (555) 793-3052
This entity information will be retained Entity 010	This entity information will be dropped (click to retain) Entity-010

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