

What is the criteria for whether a student is a duplicate

Frequently Asked Question:

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Answer:

AZELLA Rapid Reports checks for duplicate students based on First Name, Middle Initial, Last Name, Date of Birth, and Gender. This check is performed anytime a student is edited or rostered to another class. However, a duplicate student may be imported into Rapid Reports only if he has a different SAIS ID. Once you re-roster this student, you will get the message that duplicate students are not allowed.

Please take this opportunity to update the student's information via the Search | Edit functionality. You may need to correct a typo or add a Middle Initial to make the student unique. Or you may need to merge the two students into one once you've determined they are indeed the same person.

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Web Support -> Internal Articles -> AZELLA Rapid Reports -> What is the criteria for whether a student is a duplicate
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