POTENTIAL DUPLICATES AND MULTI-PART RECORDS

About this Report:

This report identifies potential duplicate records or records that should be combined into one record. This report is based on live data.

How to Access the Report:

Log into the ED166 → Reports → Potential Duplicates and Multi-Part Records (under the Data Cleaning Reports header)

How to Clear the Report:

See the examples below to determine how each record should be updated. You may update your records via batch or individually.

How to Delete a Record:

Go to "Delete Incident" on the left-side menu in the ED166. Search for the record and delete.

> **Record Types:**
> 1) Records are duplicates
> 2) There are two Incident Types for a single Incident
> 3) There are two Sanctions for a single Incident
> 4) An Incident took place that has three or four Incident Types

EXAMPLE #1:   Records are duplicates – Note that the records below are identical:

LEA: 500 - Demo School District

SASID	Incident Date	Time	Incident 1	Incident 2	Bullying	Weapon	Substance	Sanction 1	Sanction 2
9275865419	9/25/2019	11:45 AM	1810	0	1	0	0	1020	0
9275865419	9/25/2019	11:45 AM	1810	0	1	0	0	1020	0

What to Verify	Result	Action Needed
Was this a single incident or did the student have two similar incidents that resulted in the same sanction in the same day?	This was a single incident	Delete one of the records.
	The student had two similar incidents that resulted in the same sanction in the same day	Add or update the Time of Incident in the ED166 for both records.

EXAMPLE #2:   There are two Incident Types for a single Incident – Note that the records below are identical except for the Incident Type 1 column:

LEA: 500 - Demo School District

SASID	Incident Date	Time	Incident 1	Incident 2	Bullying	Weapon	Substance	Sanction 1	Sanction 2
9275865419	11/1/2019		3624	0	1	0	0	1010	0
9275865419	11/1/2019		1711	0	1	0	0	1010	0

What to Verify	Result	Action Needed
Was this a single incident or did the student have two incidents that resulted in the	This was a single incident	Update one record following the 2 Incident Types; 1 Sanction Type column (Scenario #2) – see last page. Delete the other record.

same sanction in the same day?	The student had two incidents that resulted in the same sanction in the same day	Correct or add the Time of Incident in the ED166.

EXAMPLE #3:   There are two Sanctions for a single Incident – Note that the records below are identical except for the Sanction Type 1 column:

LEA: 500 - Demo School District

SASID	Incident Date	Time	Incident 1	Incident 2	Bullying	Weapon	Substance	Sanction 1	Sanction 2
9275865419	11/1/2019		3500	0	1	0	0	1090	0
9275865419	11/1/2019		3500	0	1	0	0	1076	0

What to Verify	Result	Action Needed
Was this a single incident or did the student have two similar incidents in the same day?	This was a single incident	Update one record following the 1 Incident Type; 2 Sanction Types column (Scenario #3) – see last page. Delete the other record.
	The student had two similar incidents in the same day	Correct or add the Time of Incident in the ED166.

EXAMPLE #4:   An Incident took place that has three or four Incident Types - Note that the records below are identical except for the Incident Type 1 column:

LEA: 500 - Demo School District

SASID	Incident Date	Time	Incident 1	Incident 2	Bullying	Weapon	Substance	Sanction 1	Sanction 2
3964203791	9/2/2019	12:00 AM	3627	0	1	0	0	1010	0
3964203791	9/2/2019	12:00 AM	1810	0	1	0	0	1010	0
3964203791	9/2/2019	12:00 AM	1900	0	1	0	0	1010	0
3964203791	9/2/2019	12:00 AM	1700	0	1	0	0	1010	0

What to Verify	Result	Action Needed
Was this a single incident with three or four Incident Types or did the student have two similar incidents in the same day?	This was a single incident	Update one record following the 2 Incident Types; 1 Sanction Type column (Scenario #2) – see last page. Record only two of the Incident Types that you feel best describe the situation. Contact SDE if you are unsure. Delete the other record(s).
	The student had two similar incidents in the same day	Correct or add the Time of Incident in the ED166.