

Merge Student Records

“Merge Students” provides a way to remove duplicate names from the student roster. Once student records have been merged, there is no way to reverse the action.

The screenshot shows the RtIB Administration menu. Callout 1 points to the 'ADMINISTRATION' dropdown. Callout 2 points to the 'MANAGE STUDENT/STAFF' dropdown. Callout 3 points to the 'MERGE STUDENTS' option within the 'MANAGE STUDENT/STAFF' dropdown.

From the **Administration** tab (1), select **Manage Student/Staff** (2) then **Merge Students** (3).

The screenshot shows the 'Merge Student Records' form. Callout 4 points to the blue 'Student' buttons in the 'Select a student record to RETAIN:' and 'Select a student record to DELETE:' sections. Callout 5 points to the 'Continue' button at the bottom.

Click on the blue “Student” (4) buttons to select the duplicate names from the pop-up list. The name selected for the right-hand side of the screen is the one that will be removed.

Click the “Continue” button (5). You will be prompted to make sure the record you are deleting is correct before completing the merge.

The screenshot shows the final confirmation screen with the following data:

You have successfully merged the following student records:	
This student record was DELETED:	
Student Name:	Smith, Jane
District ID:	js01
Birth Date:	08/10/2005
Ed Status:	GenEd
Gender:	Female
Ethnicity:	Non Hispanic
Race:	White
Tier 1 Incidents:	1
Tier 2 Daily entries:	0
Tier 3 Daily entries:	0
This student record was RETAINED:	
Student Name:	Smith, Jane
District ID:	js010
Birth Date:	08/10/2005
Ed Status:	GenEd
Gender:	Female
Ethnicity:	Non Hispanic
Race:	White
Tier 1 Incidents:	0
Tier 2 Daily entries:	0
Tier 3 Daily entries:	0

A callout box states: "The final screen allows you to review the completed merge". A 'Merge more records' button is visible at the bottom.

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If you would like to merge additional student records, you would select ‘Merge More Records’ and repeat the steps. To confirm that a student’s records was merged correctly, simply conduct an Incident Search.

For additional resources, check our website (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.