

Here is the recommended method for handling a duplicate student record in PowerSchool:

1. Select the record you would like to discard, and use the Functions page under Enrollments. Select Transfer Out of School. For the Transfer Out date, enter the same date that was used for the Entry Date (Most likely your first day of school). For the Exit code, select "*** Not Applicable".
2. Pull up the student's State/Province - OH page, click on the Home tab and select the "Yes" button for "Exclude this student from all State reports".
3. In addition to the above steps, you might want to modify the student's first and last names so he/she does not appear in searches. Go to this student's Demographics page and in the last and first name fields, enter something like "zzzzz" or "Duplicate" and hit submit.