

How to Resolve Missing IntegrationIDT/Provisional ID (Merging Profiles)

- If a student is manually “*added*” in Special Programs, the student is not integrated with SIS. *All students, regardless of age, should be enrolled through SIS as per ALSDE policy.*
- If a student transfer envelope is “received” in Special Programs *before the student has completed the enrollment process in SIS*, a student profile will be created in Special Programs that is not integrated with SIS.
- If the student was included in the SETS migration of *inactive students with historical data*. If a student is “reactivated” who was migrated with historical data and documents, the student will not have an “IntegrationIDT” assignment.
- If a student was active in SETS but was a *No Show for the start of the current school year*
- If the student was assigned a Provisional ID prior to enrollment completion in SIS. *If you have students who still have a provisional ID assignment, notify your SIS System Administration/Data Manager immediately to request assignment of a State ID.*

Step 1: For every student who is missing an integrationIDT or has a provisional ID Assignment

1. Search for and select the student
2. **Click Edit and add 'D' in front of student id number.** (Identifies the student profile as the duplicate profile which will be merged).

Step 2: Import newly enrolled student from PS SIS.

1. Verify the student has re-enrolled in PS SIS and has been assigned a valid Alabama State ID.
2. Search for the student in the General Student Table, select the student, and click Import.
3. The student will be imported into the student table.

Step 3: Merge the student profiles

1. Sign in as a security administrator in Special Programs using the ‘admin’ account and password.
2. Select Utilities > Students > Merge Student Profiles and enter the id of the student imported from PS SIS.

- Click Merge Profiles. Make sure you [Click here to Merge differences.](#)

From Source Student St [redacted] (D19719 [redacted])
 14 document(s) will be merged
 No events will be merged
 The source profile will be deleted

41 field difference(s) found. [Click here to merge differences.](#)

Merge Student Profiles

Target Profile:

ID	Last Name	First Name	Birth Date	Grade	Gender	Case Manager	School	City
197196542	J		07/27/2011	Fourth grade	Male		Beauregard Elementary School	Opelika

The following changes will be made upon completion of this operation:

From Source Student St [redacted] (D19719 [redacted])
 14 document(s) will be merged
 No events will be merged
 The source profile will be deleted

41 field difference(s) found. [Click here to merge differences.](#)

[Merge Profile\(s\)](#) [< Back](#) [Cancel](#)

It is critical that you carefully review data to retain. Student demographic data should remain on the Target Profile. The Source profile contains all the historical special education/program data, so it is important to retain the source profile for accurate state reporting data.

- Save the record and refresh the profile, if you like, to ensure the profile data re-integrates from PS SIS.

Merge Profile Fields

Field Name	Target Profile Value	Source Profile Value
Address	<input checked="" type="radio"/> 1125 Hwy 36 E	<input type="radio"/> 1125 Highway 36 E
Enrollment Start Date	<input checked="" type="radio"/> 08/09/2021	<input type="radio"/> 08/06/2020
Enrollment End Date	<input checked="" type="radio"/>	<input type="radio"/> 08/11/2020
Grade	<input checked="" type="radio"/> Fourth grade	<input type="radio"/>
Case Manager	<input type="radio"/>	<input type="radio"/>
School	<input checked="" type="radio"/> Hartselle Junior High School	<input type="radio"/>
Home School	<input checked="" type="radio"/> Hartselle Junior High School	<input type="radio"/> Hartselle Intermediate School

Integrated demographic fields will update automatically through PS SIS integration.