

## Merging Profiles in Special Programs

Deactivated Students with Migrated SETS Data and/or Transfer student processed prior to PS SIS enrollment completion

During the migration process, students inactive in SETS were migrated over with 5 years of document history. In order to provide services to these students if they return, you must:

Step 1: Import newly enrolled student from PS SIS.

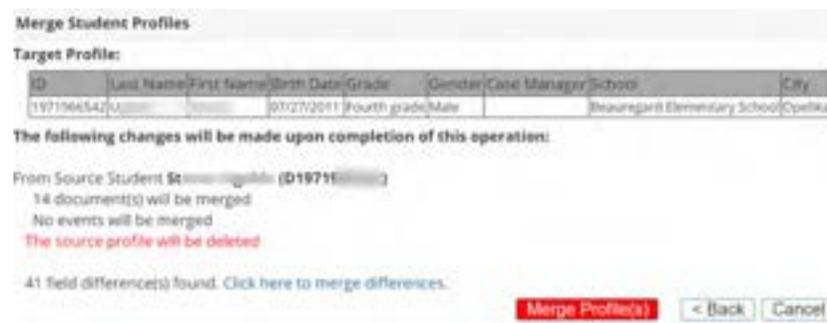
1. Verify the student has re-enrolled in PS SIS and has been assigned a valid Alabama State ID.
2. Search for the student in the General Student Table, select the student, and click Import.
3. The student will be imported into the student table.

Step 2: Reactivate migrated student and edit ID

1. Search for and select the migrated student (Search > Student and make sure Include Inactive Student Profiles selected)
2. Select Reactivate.
3. Click Edit and add 'D' in front of student id number. (Identifies the student profile as the duplicate profile which will be merged).
  - The migrated student profile is no longer synchronized with PS SIS (doesn't have an integrationid) so we are going to merge the migrated profile containing the historical documents with the imported Student profile from SIS.

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.



**Merge Student Profiles**

Target Profile:

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

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

From Source Student ID (D197196542)

- 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

- 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](#).

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.

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"/> 7th 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.