## Finding and Correcting Overlapping School Enrollment Records

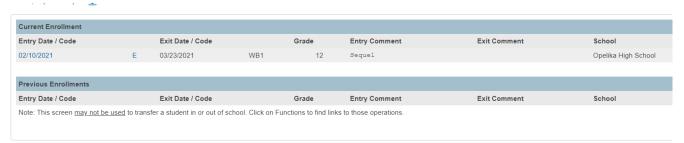
Overlapping school enrollments exist when student have a previous and currently enrollment records where dates overlap between the two records. School enrollment overlaps cause replication issues with the district's data to the state.

Example 1: Duplication of entire enrollment record.

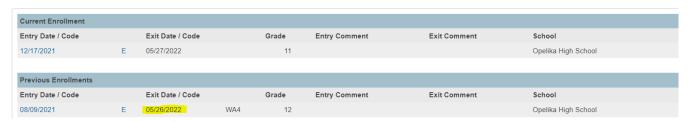


In this example, the duplicated record listed under previous enrollments would need to be deleted. Click into the record and click delete located at the bottom of the screen.

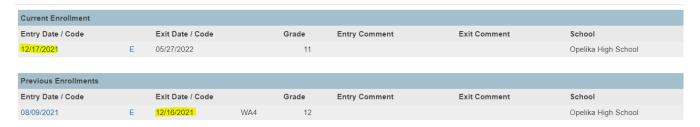
The result will be a corrected enrollment listing.



Example 2: Overlap of dates within an enrollment record update. This is seen often with midyear promotion records.



In this example a student had a grade level change(demotion); however the exit date was left to be the end of the school year and not the date the grade was changed on the student. To correct the record, click into the incorrect record and adjust the date to have no overlap.

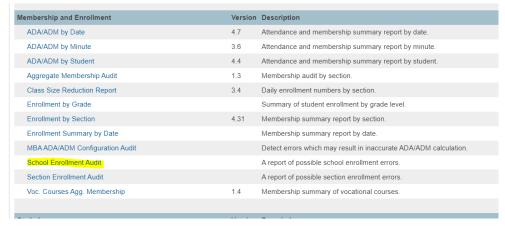


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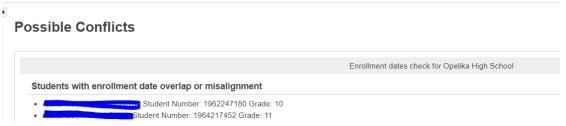
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## **How to Find Overlapping Enrollment Errors – System Reports**

1. Navigate to Reports > System Reports > under Membership and Enrollment click 'School Enrollment Audit'

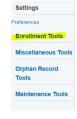


2. This will result in the student listing with overlapping enrollment records. Click into each record to see the overlap and make corrections. It is most important to focus on the current years records being corrected.

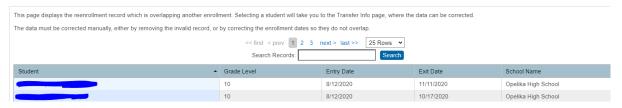


## **How to Find Overlapping Enrollment Errors – PowerTools**

- 1. Navigate to System > under Data Management select PowerTools
- 2. Under Settings, click 'Enrollment Tools'.
- 3. Click 'Overlapping Enrollments'.



## Students with Overlapping School Enrollments in Opelika High School



This will produce a list showing dates of students with overlapping enrollments that need to be corrected. Again, focus on current year cleanup as a priority.

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