
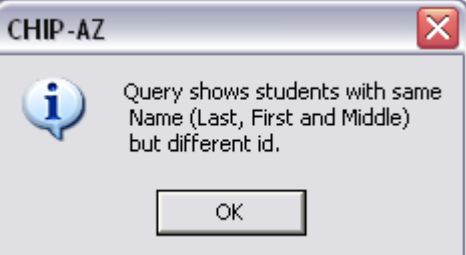
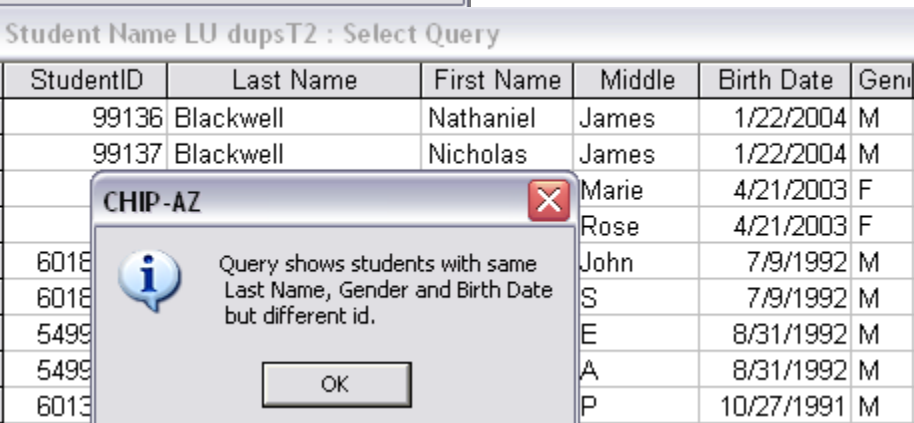


Student with 2 ID Numbers – How to Change to Correct One

1. 

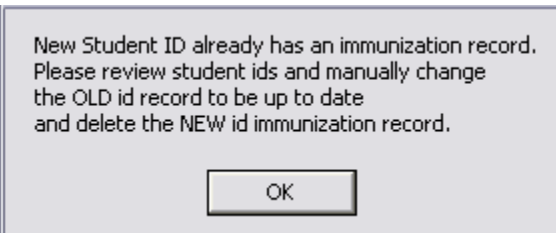
2. 

3. 

StudentID	Last Name	First Name	Middle	Birth Date	Gender
99136	Blackwell	Nathaniel	James	1/22/2004	M
99137	Blackwell	Nicholas	James	1/22/2004	M
			Marie	4/21/2003	F
			Rose	4/21/2003	F
6018		John		7/9/1992	M
6018		S		7/9/1992	M
5499		E		8/31/1992	M
5499		A		8/31/1992	M
6013		P		10/27/1991	M

4. In Review, Student filter for **old** student id and note if immunization record is present and check to be sure it is complete and accurate. Change if needed.

5. In Review, Student filter for **new** student id and note if immunization record is present. If present, DELETE the immunization record, not the student record. We will assign the **new** id to the old immunization record.



6. Utilities, Student Id Change

Student Id Change

Old Student ID: 99136

New Student ID: 99137

Update

STOP

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- Enter **Old** and **New** Student Id's
- Click Update to assign the New Id to all records that had Old id, except enrollment. You must enter enrollment date on New student if not present.



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