

# Duplicate Record Resolution

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**Student Record (keep)**

completion date \_\_\_/\_\_\_/\_\_\_

ID# \_\_\_\_\_

Name \_\_\_\_\_

Correct SS# (if changing) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Merge this Record (to the above)**

ID# \_\_\_\_\_

Name (if changed) \_\_\_\_\_

Items to note \_\_\_\_\_

\_\_\_\_\_

**Delete this ID (nothing to save or merge)**

ID \_\_\_\_\_

Items to note \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ date \_\_\_\_\_

(Please attach additional information or screen shots with your notes in you choose)