

Updated
How to Handle Duplicate Records in TERMS

Please do the following when there is a duplicate record in TERMS

1. Merge all data into the record that the student is using for Single Sign-on, especially the following panels;
 - a. A03 – Student Demographics
 - b. A04 – General Assignments
 - c. A06 – Health Information
 - d. A07 – Assignment History
 - e. A13 – Academic History
 - f. A15/A17 – Attendance
 - g. A20/A21 – Testing Information (If you are unable to transfer data, please contact Della F. Granie in the Student Assessment Department)
 - h. A23 – Special Programs (If Applicable)

Note: If the student is using a different number for a reassignment, or for ESE Services, you are to keep that number.

2. Schools must also check External during the initial processing to make sure that the duplicate record hasn't gone up to the State. If it has, please do the following;
 - a. Sign on to External
 - b. Pull up the E01 panel, type in the current Fiscal Year, the current Survey, and the Student's Name, and hit enter. Scroll down to the duplicate record (if there is one), and press enter.
 - c. And for every record that was created for this duplicate student number, you are to go in and place a Tran Code of a D on the record (**making sure that the E02 panel is the last record you touch**).
 - d. Then you will go back in and create the new record adding all the records that pertain to this student (this is only if the record hasn't already been added)

Note: If External is closed, you are to contact one of the ladies in the School Applications – Production Control Area (Angela C Davis, Traci Butler, Lorena Widgeon, LaToya Thompson, or Theresa Underwood), to have them process this request for you.

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- Once the above 2 steps have been completed, go to the A03 and deactivate the duplicate record by using the following withdrawal code W3B or W04, and filling in the record as shown below

The screenshot shows the A03 DEMOGRAPHICS screen in the TERMS system. The screen is divided into several sections. The top section contains fields for PANEL, STDT, KEY, YEAR, and TYPE. The middle section contains fields for LAST, APP FIRST, MIDDLE, AKA, and AFFIRMED FIRST. The bottom section contains fields for RESNBR, DR, STREET, TYPE, APT/BLDG, C, RES CY, GEN RACE, E, W, B, A, I, P, DOB, PLACE, ENT, DATE, SCHL, GR, AS-SCHL, CL, W/D, PR, R, M, SSN, EXTRNL, NBR, ALIAS, NBR, ELL, LAN, PAR, MG, CO, LG, SRVY, LC, IM, SCHL, EN:DS-SCHL, PRIOR, DIST, STATE, CNTRY, C, R, MC, MA, EX, MFS, BC, STDT, TC, AV, PR, DUE, DATE, DP, B, WR, PUB:M, P, B, E, C, ORIG. The APT/BLDG field is highlighted with a yellow arrow and contains the value 123456789. The W3B withdrawal code is highlighted with a yellow arrow. A text box with a white background and black border is overlaid on the screen, containing the text: "In the APT/BLDG field, you are to enter the student number that you wish to keep." The text box is positioned over the APT/BLDG field and the W3B withdrawal code.

- Once this is done, please keep a record of the duplicate record that was withdrawn.

Note: If you see the following message in TERMS, DO NOT proceed. You are to contact the parent/guardian to see what school the student attended before coming to your school

Dup Rec Check A01 School: Add Y/N

PLEASE DO NOT select Y – Yes. You must contact the registering parent to find out what school the student attended prior to coming to your school.

Also Note: When creating a record in TERMS, PLEASE DO NOT use any special characters. It will come back as an error when assigning the student a FLEID.