

How to resolve near matches – Page 1 of 2

- 1** Login to Student UID, change the **Processing Stage** filter to “Resolve Near Matches”, and click the **Filter Results** button.

Submission Type: Automation Processing Stage: **Resolve Near Matches** Sort: Upload Date Desc **Filter Results**
 From: 05/05/2009 To: 06/04/2009

Always select: ‘Resolve Near Matches’

- 2** Press the **Resolve Near Matches** button for the batch you wish to resolve near matches for.
- 3** Select a record to view the near matches for by clicking on either the first name, last name, or the **Review and Select** button for the record.

Last Name	First Name	Middle Name	Alt Last Name	Suffix	Date Of Birth	Gender	District Code	School Code	Res District Code
Dalton	Timothy				05/26/2000	Male	402	761	
Stewart	Patrick				05/06/2000	Male	402	761	

- 4** View one of the potential near matches in more detail by clicking on the first or last name.

Student Record to Review and Select.

Last Name	First Name	Middle Name	Alt Last Name	Suffix	Date Of Birth	Gender	District	School
Dalton	Timothy				05/26/2000	Male	402	761

Match No Match Cancel Record Select Another Record

Near Matches / Duplicates Found.

Last Name	First Name	Middle Name	Suffix	Alt Last Name	Date Of Birth	Gender	District	School	Match Probability
Dalton	Timothy	Thomas			05/25/2000	Male	761	312	92 [NEAR MATCH]
Dalton	Tim	Thomas			05/26/2000	Male	761	312	89 [NEAR MATCH]

Key Items to Remember

- 1** Be sure to click the **Filter Results** button before trying to find a batch.
- 2** To return to the Home Page at any time, click the **Uniq-ID** button in the upper right-hand corner of the screen.

Common Problems

- 1** If no batches are displayed, make sure your filter criteria is set appropriately.

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- 5** Examine the details of the potential near match and determine if it is a match or not, then select the **Return to List of Near Matches Button**.

Record to be resolved:

Student Record being reviewed.							
First Name:	Timothy	Middle Name:		Last Name:	Dalton	Alt Last Name:	
Suffix:		District:	761 Washington County	School:	314 Pines Elementary		
Gender:	Male	Date Of Birth:	05/26/2000	Ethnicity:	Black (Not Hispanic)	Sch. Yr.:	2009
Res District:		SSN:	Not Present	Local ID:	1000000732554	Grade:	Kindergarten
Source System:	LEP	NCWise:		Alternate Source:	NCW		
Birth Country:		Birth State:		Birth City:		Previous District/School:	
Mother's Maiden Name:							
Created:	05/07/2009	Last Updated:	05/07/2009	Serial#:		Internal ID:	
Comments:							

Near Match:

Near Match / Duplicate Student [95.0] Add Note							
First Name:	Timothy	Middle Name:	D	Last Name:	Dalton	Alt Last Name:	
Suffix:		District:	761 Washington County	School:	314 Pines Elementary		
Gender:	Male	Date Of Birth:	05/25/2000	Ethnicity:	Black (Not Hispanic)	Sch. Yr.:	2009
Res District:		SSN:	###-##-####	Local ID:		Grade:	Kindergarten
Source System:	NCW	Pref NCWise:		Alternate Source:	NCW		
Birth Country:	US	Birth State:		Birth City:		Previous District/School:	
Mother's Maiden Name:							
Created:	04/29/2009	Last Updated:	04/29/2009	Serial#:		Internal ID:	
Matching Note:							
<input type="button" value="Return to List of Near Matches"/>							

- 6** Repeat steps 4 and 5 for all potential near matches before moving to step 7a and 7b.

- 7a** If one of the potential near matches is a match, select the radio button next to the near match and press the **Match** button.

Student Record to Review and Select.									
Last Name	First Name	Middle Name	Alt Last Name	Suffix	Date Of Birth	Gender	District	School	
Dalton	Timothy				05/26/2000	Male	402	761	
				<input checked="" type="radio"/> Match <input type="radio"/> No Match <input type="button" value="Cancel Record"/> <input type="button" value="Select Another Record"/>					
Near Matches / Duplicates Found.									
Last Name	First Name	Middle Name	Suffix	Alt Last Name	Date Of Birth	Gender	District	School	Match Probability
<input checked="" type="radio"/>	Dalton	Timothy			05/25/2000	Male	761	312	92 [NEAR MATCH]
<input type="radio"/>	Dalton	Tim			05/26/2000	Male	761	312	89 [NEAR MATCH]

- 7b** If none of the records are a match, click the **No Match** button. Do not select

- 8** Press the **Select Another Record** button and repeat steps 3-7 for all the records in the batch.

Key Items to Remember

- ★** When determining if a potential near match is a match or not in step 5, be sure to carefully review both records in detail. Differences are highlighted in yellow and italicized.

- ★** Click on the school hyperlink to get basic information about the corresponding school for a student.

Common Problems

- ★** Only click the **No Match** button if **none** of the potential near matches are a match. If **No Match** is selected for a specific record, a new NCWISE ID will be assigned to the submission record and duplicate may be created.