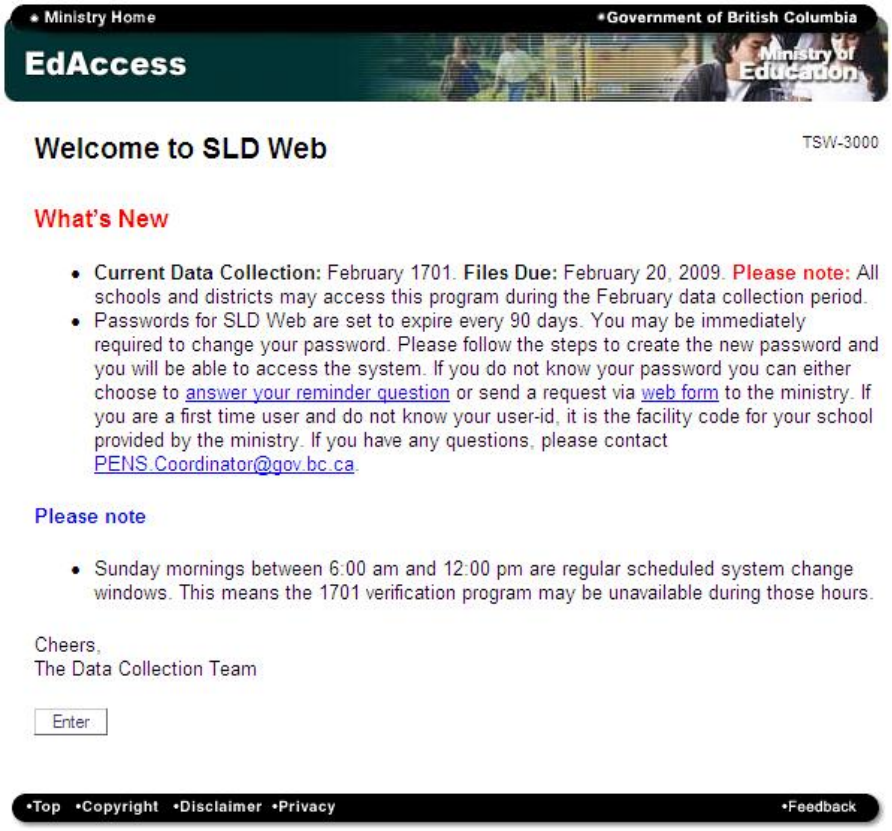
Online Duplicate Resolution Process
Step By Step Instructions for District Offices

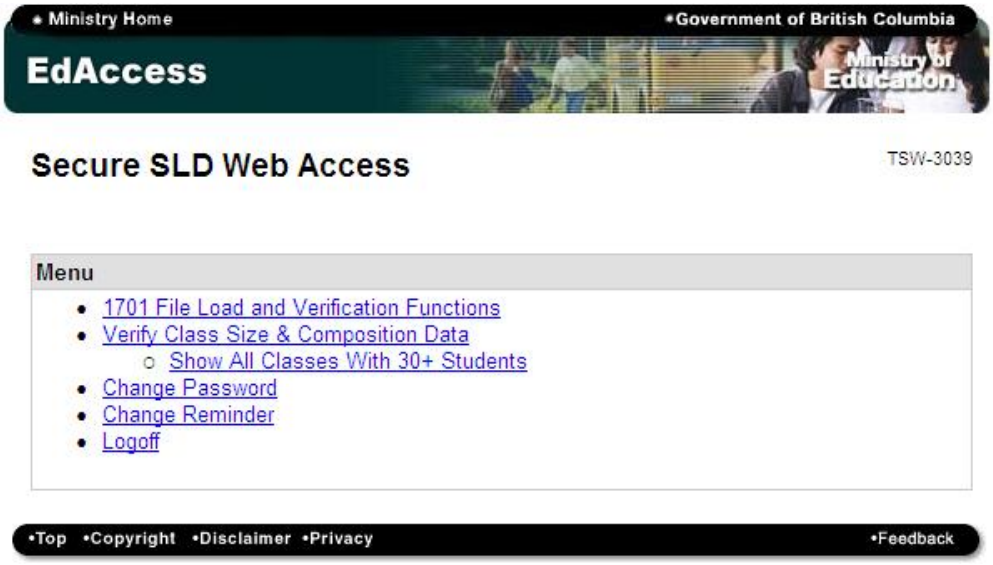
Using your web browser navigate to the SLD home page at https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections. Click on the "Verification and Secure File Upload Access" link in the left hand menu.

After you click on the Secure File Upload Access link you are brought to the SLD Team's welcome message. Once you have read the current message click on the 'Enter' button as seen in the screenshot below.

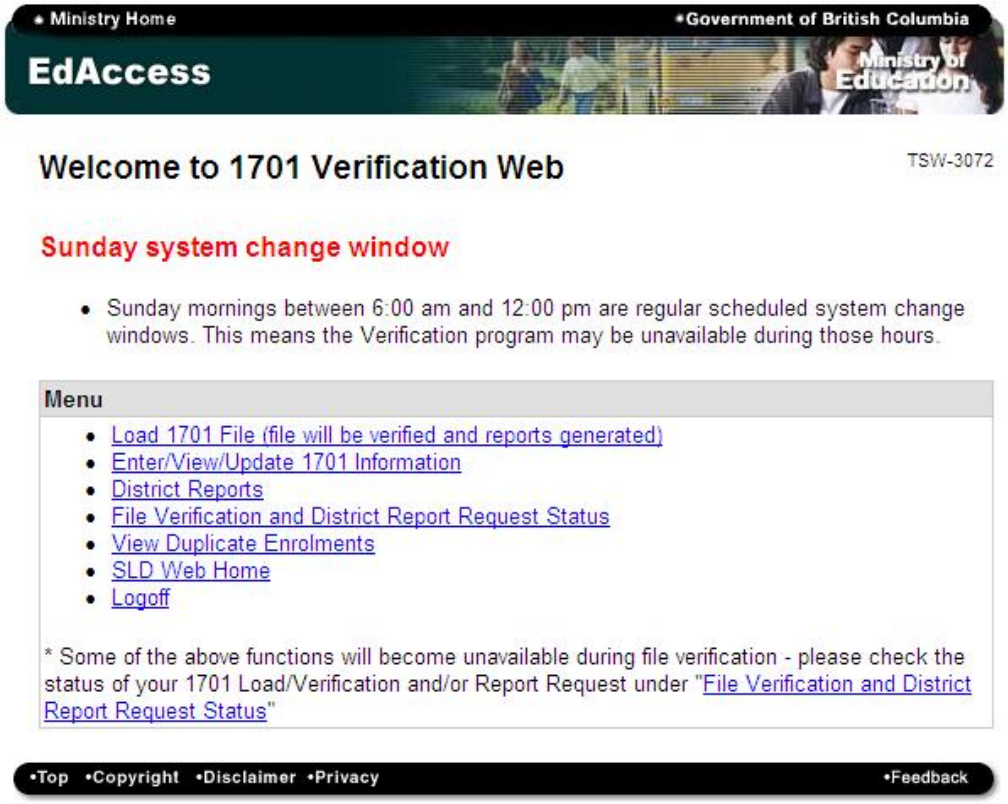


After clicking the 'Enter' button you will see the login page shown here. Use the same login info you use for submitting 1701 data or requesting PENs.

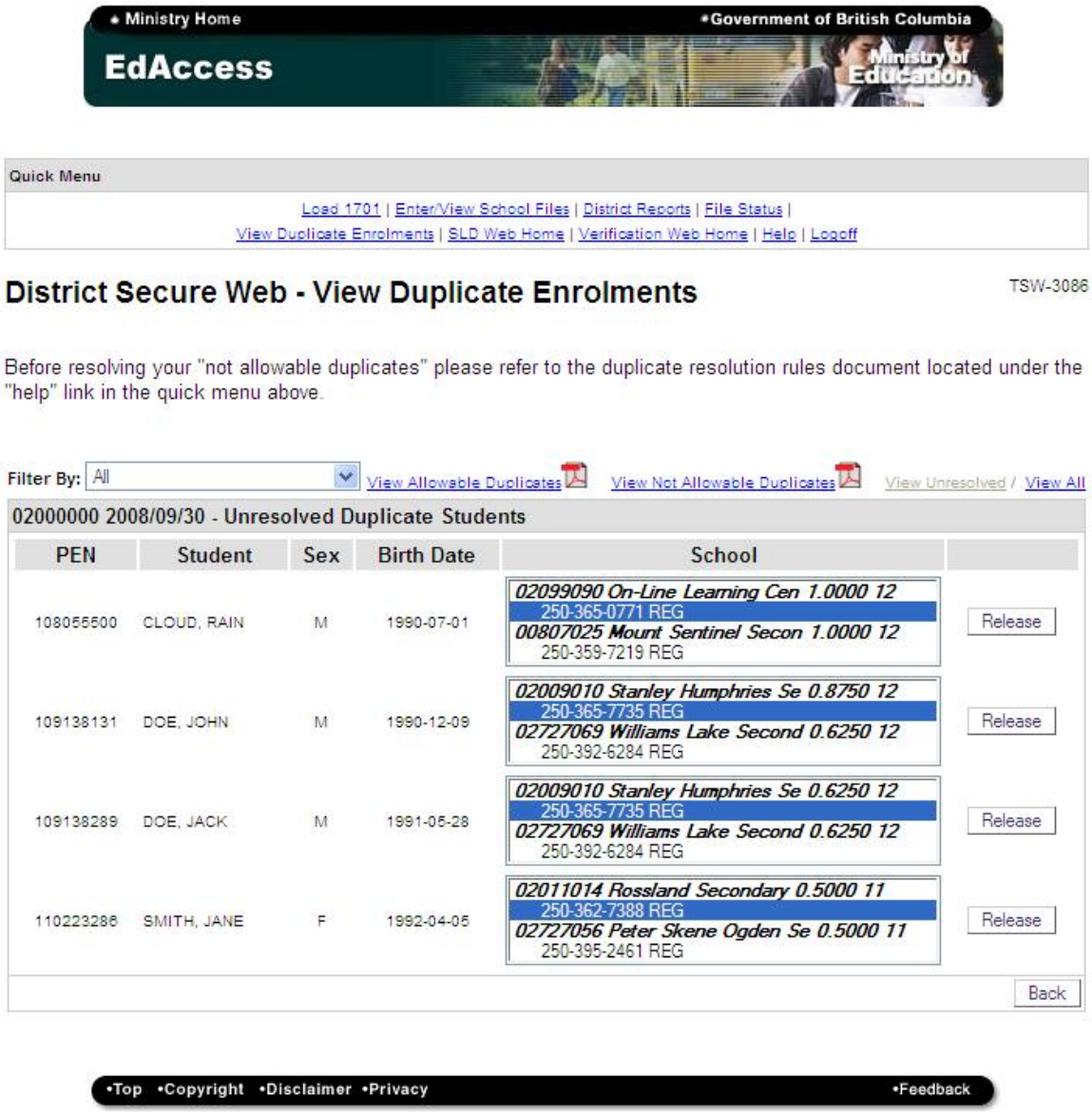
Once logged on you will see this Main Menu.



Click the 1701 File Load and Verification Functions link which will bring you to the following screen.

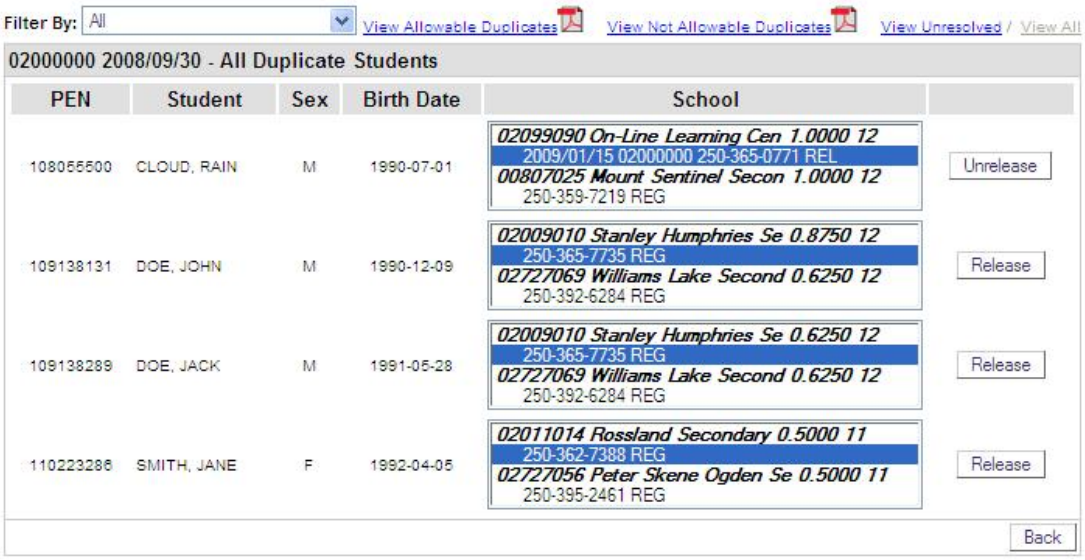


Click the View Duplicate Enrolments link and you will see a page similar to the following.



For each record you will see the PEN, student name, gender, and birth date. In the school column you can see the phone number, ministry code, and name of both schools along with the FTE and grade that they have reported. Next to the phone number for each school is the abbreviation “REG” indicating that the student is currently registered in both schools.

There are two basic views you can choose from using the links at the top right of the list. View Unresolved is the default view and shows all unresolved records which have not been released at the school or district level. As shown below, View All allows you to see all unresolved records along with any records you or one of your schools have released to another school or district.

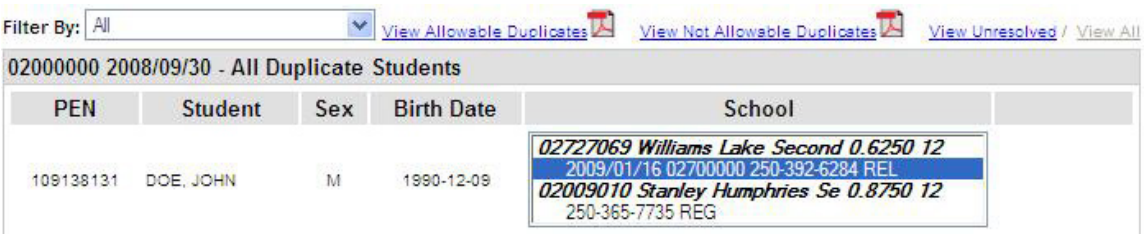


Filter By
Using the "Filter By" drop down list you can narrow the view down to the various Duplicate Types: "Within Public School Districts", "Between Public School Districts" and "Between School Systems". Choosing "All" allows you to see all three types in one list (the default view). (*Be aware that clicking the View All link will not show you all records unless you have also chosen "All" from this drop down filter.*)

Printable Reports
To the right of the "Filter By" drop down you will see two links to PDF files. These allow you to view and/or print the "Allowable Duplicates" and "Duplicates Not Allowable" reports you would traditionally have received via email. Scroll to the bottom of the page and you will see a link to "Download as an MS Excel file". This option is useful for districts wishing to retain a final copy of duplicate resolutions. These are provided for your reference if needed.

Releasing a Student*
To release a student simply highlight the "REG" line of the releasing school and click the "Release" button to the far right of the student record. This simultaneously removes the record from the "unresolved" lists in both districts and/or schools allowing the other district and/or school to confirm that you have released the student to them. (They may need to refresh their browser to actually see this.) All related schools/district offices can still view the record in the View All view. The releasing district will see an "Unrelease" button next to records they have released as seen in the screenshot above. (School level accounts cannot "unrelease" students once they have released them and will need to contact their district office to have this done.)

When viewing a record that has been released there is some more information at your disposal. In the example below you can see that John Doe was released from Williams Lake Secondary on Jan 16 of 2009. You can see that he was released by the district office as indicated by the code 02700000. If the student had been released at the school level you would see the school code here instead of the district code.



Claiming a Student
If you wish to claim a student from another district or system you will need to contact the other district and/or school and have them agree to release the record on their end. You will be able to confirm that this has been done as illustrated above. (Again, you may need to refresh you browser before seeing this change.)

There are some instances where the ministry will lock a record prohibiting any school or district from releasing the student. This would usually be due to one of the scenarios noted below or because further documentation was provided to the ministry confirming where the student should be registered.

**If you are attempting to resolve a duplicate involving one of the following scenarios you would not use the above process.*

- *The "student" identified is actually two different students*
- *The student is cross enrolled in an OL school in which they were incorrectly reported at a grade level other than 10 through 12 or SU.*

In either of these cases you must use the "Incorrectly Identified as Duplicates" form found here: http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/september/dupform.pdf