



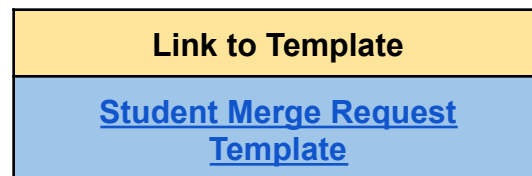
Indiana Department of Education



Dr. Katie Jenner, Secretary of Education

Ed-ID for Students: Student Merge via Upload

Here are the instructions for how to merge Ed-ID for students via upload of a csv template.

Please read these [general guidelines for templates](#) before proceeding. Failure to follow these guidelines will result in potential errors and/or data validation issues.



Click the “” icon to download the file. If you don’t see the icon, click the three dots to the right , then select “Download”.

IMPORTANT! Please conduct a search for the students before you add them to this template. This template should ONLY be used to request merges for duplicate STNs.

Completing the Student Merge via Upload Template:

1. Enter the **TargetStudentTestNumber***. This is the STN that you believe should be kept.
2. Enter the **SourceStudentTestNumber***. This is the duplicate STN that you are requesting to be removed/merged.
3. Enter **SubmissionNotes** This is an optional field and may include notes for IDOE staff to review. Do not include any special characters such as commas, etc. in this field.

* Required field

Remember: Templates must be saved as a CSV file (with cells formatted as text) and zipped before uploading in order to process correctly.