

Delete Duplicate Student Record

Occasionally a PEN report will indicate there is already an existing student record for a student newly entered into MyEd. This can happen if the Registration Wizard was not used to search for a student.

In MyEd BC withdraw the student record that is incorrect and, using the Registration Wizard, pull in the correct student record, which will have both a Pupil # and a PEN attached.

- Create a ticket at [IT Helpdesk Ticket Login](#)
- Request Type: MyEd BC > Delete Duplicate Student
- Complete ALL the fields (see page 2)

Help Request

Request Type

Instructions

Fields below must be completed in order to save this ticket.

Request Detail

Student ID# to Keep*

Legal Last Name to Keep*

Usual Last Name to Keep*

Legal First Name to Keep*

Usual First Name to Keep*

Gender to Keep*

Birth Date To Keep*

PEN number to Keep*

Student ID# to Delete*

Legal Last Name to Delete*

Usual Last Name to Delete*

Legal First Name to Delete*

Usual First Name to Delete*

Gender to Delete*

PEN number to Delete*

Birth Date To Delete*

Carbon Copy (Cc:) Enabled

Attachments