Near Match Resolution - Overview

Near matches occur when the MOSIS ID system's matching engine recognizes that there is a high probablilty (88-93%) that one or more students submitted in the batch upload are currently in the MOSIS ID system with an assigned state ID.

Near matches can occur due to data input errors, student name change, or when two or more students have similar information. It is important to remember that all near match records must be resolved before student IDs can be downloaded.

Near matches can be resolved in the following ways:

CANCEL RECORD	The student record in the batch will be canceled.
CREATE NEW ID	A new ID will be created.
ASSIGN SELECTED	The student record submitted in the batch upload will be assigned to the ID matched to the MOSIS system.

Helpful tips

- Most duplicate student IDs that are retired by DESE are from transfer students and pre-k students entering kindergarten. It is recommended that you assume all transfer and kindergarten students have current student IDs.

- Ensure all student data submitted into the vendor SIS system is accurate.

- Review a student IDs history in the MOSIS ID system for information regarding the student's enrollment, name change, and date of birth history.

- Contact DESE if you have any questions at coredata-mosis@dese.mo.gov.

Office of Data System Management

Near Match Resolution – Process

1. Click on the **RESOLVE NEAR MATCHES** button.
2. All Near Matches that need to be resolved will appear.
3. Click on the student's first name, last name or the **REVIEW AND SELECT** button to review the near match.
4. Click on the student's first name or last name to compare the submission record (*batch upload record*) and the master record (*MOSIS ID record*).
5. The Near Match Compare page contains the submission record (*batch upload record*) and the master record (*MOSIS ID record*) that is considered as a near matched. The highlighed fields shown in yellow below note the differences between the two records. See the sample comparison below.

FIELDS	SUBMISSION RECORD	MASTER RECORD (STATE ID :2222222222)
FIRST NAME	CARRIE	CARRIE
LAST NAME	BRADSHAW	BRADSHAW
MIDDLE NAME		MARIE
SUFFIX		
DATE OF BIRTH	12/12/2001	12/11/2001
GENDER	FEMALE	FEMALE
ETHNICITY/RACE	WHITE	WHITE
DISTRICT	500500-DEPARTMENT OF ELEM AND SEC ED	500500-DEPARTMENT OF ELEM AND SEC ED
SCHOOL	1050-DEPARTMENT OF ELEM AND SEC ED	1050-DEPARTMENT OF ELEM AND SEC ED
RES DISTRICT	500500-DEPARTMENT OF ELEM AND SEC ED	500500-DEPARTMENT OF ELEM AND SEC ED
GRADE	07	06
SCHOOL YEAR	2018	2017
LOCAL STUDENT ID	5378	1234
STATE STUDENT ID		2222222222
SERIAL #	1234	
CREATED	12/12/2008	12/11/2008
LAST UPDATED	3/14/2008	12/11/2008
COMMENTS	2222222222	
MATCH NOTES		
UPDATE MASTER	◯ Yes ◯ No	

6. Once the comparison information has been reviewed, you have the following options below:

> **CANCEL RECORD**
>
> If there **is doubt** that the near match is truly a match, cancel the record.
>
> *Example: "There was an error in the information that was uploaded, this record should be canceled."*

> **CREATE NEW ID**
>
> If there **is no doubt** that the near match is a match, create a new ID.
>
> *Example: "The student in the master record (MOSIS ID record) resides in another city and has a different date of birth. I know that this is not a student that is enrolled in our district."*

> **ASSIGN SELECTED**
>
> The "Assign Selected" option allows the user to assign the current MOSIS ID number from the master record to the submission record. If the user knows that the submission record (*batch upload record*) has more current information, click UPDATE MASTER ⦿ Yes, then "Assign Selected". The master record (*MOSIS ID record)* will then be updated with current information. If "No" is selected, then the student in the submission record will be assigned the ID in the master record, but no other information will be updated.
>
> *Example: The student's name was reported slightly different in the master record (MOSIS ID record), but I know for a fact that the student is enrolled in our district.*

7. Once all near matches are resolved, the assigned state IDs can be downloaded by clicking the DOWNLOAD STATE ID button.