**Possible Matches Evaluation Activity #1:**

**Evaluation Rationale**

In this example, there are 590 students that were identified as an exact match, and 31 students identified as possible matches. This information is always in a red font. To group the possible matches by Match Type, click the Match Type column and all the Match Types will group together in either ascending or descending order. Review each of the possible matches and determine those students that can be certified as a match.

Using this example, the following evaluations explain the rationale for processing the possible matches.

Possible match # 1: Match Type 3- Suffixes

* In this example, the assistance student’s name has a “Jr,” while the enrolled student’s name does not. This type of error is also seen with other types of suffixes (III, IV, etc). It is important to confirm the correct spelling and to fix the student’s name in either the enrollment information or notify the state agency.

Possible match #2: Match Type 3- Misspelled names

* The enrolled student’s last name is spelled slightly different from the assistance student’s. It is likely that this is the same student because the name is unique and the birthdates match. Typos are common if the system uses manual data entry; the reviewer must confirm the correct spelling and update the enrollment information or notify the state agency.

Possible match #3: Match Type 3- Hyphenated names

* The enrolled student’s last name is different from the assistance student’s because the assistance student’s name is hyphenated. To certify or deny the student, the reviewer must confirm the student’s actual name. If it is the same student, SSES or the data upload file must be corrected to reflect the student’s hyphenated name.

Possible match #4: Match Type 3- Names are spelled differently

* In this example, the student’s first name is spelled differently in both databases, but both spell the same spoken name. It is likely that this is the same student because the last name and birthdate match. The reviewer must identify the actual spelling of the name and either update the enrollment information or notify the state agency.

Possible match #5: Match Type 3- Nickname/Preferred name

* Although legal names are supposed to be used for both SSES and DHS, sometimes parents use the student’s preferred name. In this example, the possible match found a matching last name and birthday. The first names are close enough that it may be the same student. To certify or deny the student, the reviewer must do additional research to ensure it is the same student.

Possible Match #6 and #7: Match Type 4-Different birthdates

* To certify or deny these students, the reviewer must confirm the birthdates. It is common that manual, typographic errors occur, and can cause the birthdates to differ. The reviewer must identify whether the possible match is a match or if it is not a match. If it is a match, the reviewer must update the enrollment information or notify the state agency of the correct birthday.

Possible Match #8: Match Type 5-Completely different first name

* Common last names and either common birthdays or typographic errors may cause possible matches that are not actual matches. Reviewers must investigate to see if it is an error on an actual match or if it’s not a match.

Possible Match #9: Match Type 5- Similar First name

* This possible match could be a related scenario to possible match #5, where the student’s preferred name or nickname is used instead of his/her legal name. The reviewer must verify if the possible match is an actual match or if the two student names listed are different students. If the student’s record needs to be corrected, the reviewer should update the student enrollment database.

Possible Match #10: Match Type 5- Different first name

* This possible match could be a related scenario to possible match #5, where the student’s preferred name or nickname is used instead of his/her legal name. The reviewer must verify if the possible match is an actual match or if the two student names listed are different students. If the student’s record needs to be corrected, the reviewer should update the student enrollment database.

Possible Match #11: Match Type 5- Slightly different first name

* Although legal names are supposed to be used for both the student information system and DHS, sometimes parents use the student’s preferred name or data entry personnel incorrectly enter in the student’s name. In this example, the first names are close enough that it may be the same student and warrants research. To certify or deny the student, the reviewer must do additional research to ensure it is the same student.

Possible Match #12: Match Type 6- Metaphone match for last name

* Metaphone matches can capture misspelled names, similar “sounding” names, or similarly spelled names. In this example, the metaphone found a possible match using the last name, which has a slight spelling difference. To certify or deny this student, the reviewer must research and see if the student’s name is misspelled in the enrollment database.