



Duplicate Account VOID Request Form

Submitted form must be sent to helpdesk@collierschools.com

TO: Helpdesk DATE: _____
 FROM: _____ JOB TITLE: _____
 SCHOOL: _____

SUBJECT: Student(s) to VOID from FOCUS

**DO NOT MOVE/COPY ANY DATA FROM ONE STUDENT ID
TO ANOTHER UNLESS INSTRUCTED TO DO SO.**

Technology will notify you as to what student ID number will be used, when the duplicate is removed, and if any additional action is needed.

--VOID-- Student#	Student Name	Reason for VOID	(if duplicate) --KEEP— Student #