

# Statewide Student Identifiers (SSIDs or SIDs)



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## Overview

SSIDs, which are unique to the state of Ohio, are used for funding and tracking longitudinal student data. The SSID system provides a way for ODE to collect student level data without jeopardizing student privacy. The SSID database is maintained by IBM separately from the ODE EMIS system. This presentation will provide an introduction to SSIDs and discuss resolution to common SSID situations.



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## Outline

- SSID Required Elements
- Accessing the IBM SSID Database
- Assigning SSIDs
- SSID Maintenance
- SSID Help
- SSIDs, EMIS, and ODDEX



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## SSID Required Elements

- Legal First, Middle, and Last Name
- Date of Birth
- Gender
- Native Language
- Ethnicity
- Birthplace City
- Admission Reason



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## Student Names

Report as they appear on the birth certificate, I-95 form, or passport

- Names can only contain letters A through Z
- If no middle name exists, enter \*
- If two middle names exist, enter both
- Only hyphens and apostrophes are permitted
  - Other characters should be removed from names prior to the SSID assignment
- Prefixes and suffixes should not be submitted as part of a first or last name



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## Student Gender

- For the purposes of assigning an SSID, the gender should be reported as it appears on the birth certificate
- For the purposes of EMIS, the gender reported by the parent can be used if different than the birth certificate
- For all other questions regarding transgender students, consult your legal counsel



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## Birthplace City

- Geographic location where the student was born as it appears on the birth certificate (if foreign born, provided by parent/guardian)
- Typically, a city however, it should be the most specific information that appears on the birth certificate, even if it just says "Ohio"
- Report exactly as it appears on the documentation, including misspellings
- Is used to assign an SSID and is not reported to EMIS



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## Admission Reasons – No Existing SSID

Student Locator and Batch Process will first look for an existing SSID and if one is not found, a new SSID will be assigned

- 1 – Student transferred from Home School in Ohio
- 2 – Student from out of state/out of country
- 3 – Student transferred from a nonpublic school in Ohio
- 4 – Student enrolling for the first time in Ohio public school/community school because of age (Preschool/Kindergarten)
- 5 – Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above



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## Admission Reasons – Existing SSID

Student Locator and Batch Process will look for an existing SSID and if one is not found, an SSID will not be assigned

- 6 – Transferred from another Ohio public/community school
- 7 – Not newly enrolled in this school district
- 9 – Student previously enrolled in Early Childhood program (Pre-preschool less than 3 years old)
- C – BOR student previously enrolled in an Ohio higher education program



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## Quick Check

The accuracy of the IBM SSID database depends upon correct data when SSIDs are assigned. Be sure that school staff understand what data to use when assigning SSIDs.

- Who in your district is entering enrollment data?
- Are data elements being reported as they appear on the birth certificate?
- Are admission reasons being reported appropriately?



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## Accessing the IBM SSID Database



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## SSID Accounts

- EMIS reporting entities access the SSID database after obtaining a user account
- ITCs request SSID accounts on behalf of their districts
- The following entities can also access the SSID system
  - Ohio Department of Health/Ohio Department of Jobs and Family Services
  - Department of Higher Education
  - Department of Developmental Disabilities and
  - ODE Scholarship Office



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## Types of SSID Accounts

- Read-Only
  - View SSIDs
- Data Entry
  - View and create SSIDs
- Data Entry Administrator
  - View, create, validate, modify, and delete SSIDs
- Administrator
  - View, create, validate, modify, delete SSIDs, and process batch files



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## Accessing the SSID Database

- Website <https://www.ohiossid.com>
- Verification of IP addresses only allows access from approved LEA and ITC locations
- Usernames and passwords
  - Case sensitive
  - Expire every 90 days
  - Retrieve by email at the login screen
- Sessions time out after 20 minutes of inactivity

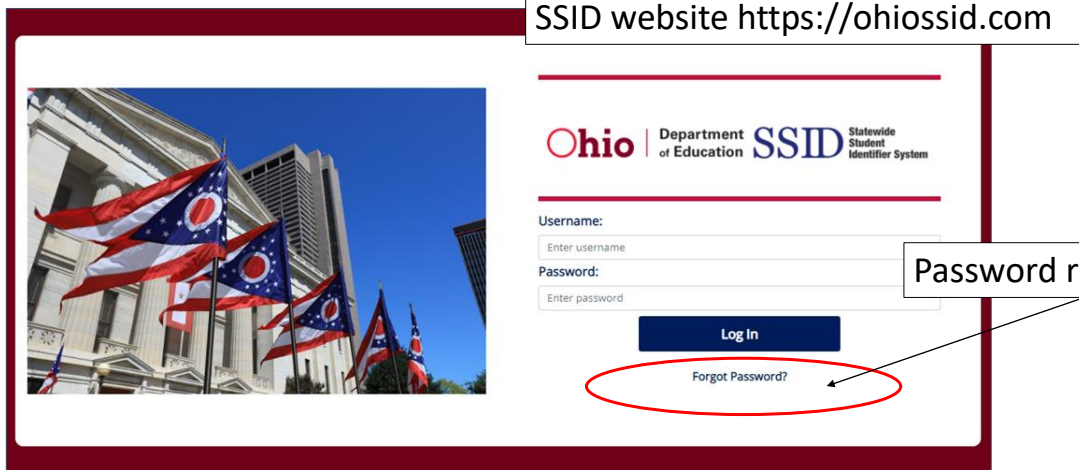


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## SSID Login Screen

SSID website <https://ohiossid.com>


 A screenshot of the SSID login screen. On the left is a photograph of the Ohio Statehouse with several Ohio state flags flying. On the right is the login interface. At the top, it says "Ohio | Department of Education SSID Statewide Student Identifier System". Below this are two input fields: "Username:" with a sub-label "Enter username" and "Password:" with a sub-label "Enter password". A blue "Log In" button is positioned below the password field. Below the "Log In" button is a link that says "Forgot Password?". A red oval highlights the "Forgot Password?" link, and a callout box with the text "Password reset" has an arrow pointing to this link.


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## SSID Website Menu

The screenshot shows the SSID website interface. At the top, there is a navigation bar with the following items: Home, Search SID, Create SID, Maintain SID, Batch Process, Help, and Contact Support. A red box highlights the 'Contact Support' link. Below the navigation bar, there is a large image of a city skyline at sunset. To the right of the image, there is a text box that reads: 'Welcome to the Statewide Student ID System! Your tool to create and navigate Ohio state students unique identification numbers.' Below this, there is another text box that reads: 'Options and access within the individual menu items will depend on the user's account type'. A third text box, which is highlighted in red, reads: 'Only users with ITC access will see the "Contact Support" link'. The bottom right corner of the screenshot shows the 'Alliance' logo and the number '17'.

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## Audit Trail

SSID application maintains information regarding

- All online and batch processes
  - New SSID assignments
  - Validations of SSIDs
  - Modifications to SSID elements
- Audit data retained for three most recent changes
  - User ID and their district and building IRN
  - Date/time
  - Old and new values
  - Batch job ID
  - Type of change

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## Quick Check

Access to the SSID website is account level based and accounts should be kept current. Be sure to let IBM know when user accounts for your school need to be deleted.

- Are you able to access the SSID website?
- Are there others in your district that could benefit from having access?
- Is someone keeping accounts up to date?



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## Assigning SSIDs



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## Assigning SSIDs

- Matching Logic
- Student Locator Framework
- Batch Process
- View an SSID
- Create a new SSID
- Request SSID from prior educating entity



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## Matching Logic

Determine if an SSID exists or if a new SSID should be assigned

- First looks at the eight of the nine mandatory fields (except admission reason)
- Uses SoundEx to find matching elements
  - Example, John and Jon are considered to be a match
- Four potential outcomes
  1. No Match
  2. One Exact Match
  3. Two to Ten Potential Matches
  4. More than Ten Potential Matches



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## Student Locator Framework

- Assigns SSIDs through an automated process
- Set up by your ITC through your Student Information System (SIS)
- Communicates to district staff if additional steps are needed to assign an SSID to a student



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## Student Locator Emails

- Email notifications
  - Required fields are *incorrect or incomplete*
  - Multiple near matches are found
- In cases where student information is incomplete or inaccurate, district users can correct this in their SIS
- In cases where multiple near matches exist, resolve them manually via the SSID website



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# SSID Batch Process

- Allows bulk assignment of SSIDs through a file upload/download process
  - A .TXT file is generated in the SIS
  - The file is uploaded to the IBM SSID website
  - A file is generated by IBM
  - The file is downloaded from the SSID website
  - The file is loaded into the SIS
- Administrator account required to perform the batch process



# Batch Process

Generate and save a TXT file from the SIS of students needing an SSID

- File will contain SSID elements as they appear or do not appear in the SIS

Existing Student Code of "N" or "Y" indicates if an SSID exists in the IBM SSID database

```

1 META20180305.txt - Notepad
File Edit Format View Help
"Throsch001", "03/05/2018 10:11:14", "082719", "082719", "6", "ENG", "W", "Ohio", "Middle", "123456"
"First", "Last", "11/19/2010", "F", "Y", "010101", "010101", "6", "ENG", "B", "Ohio", "Middle", "234567"
"First", "Last", "05/01/2008", "F", "N", "010101", "010101", "6", "ENG", "W", "Orlando", "9345678"
"First", "Last", "01/08/2003", "F", "Y", "010101", "010101", "6", "ENG", "W", "Orlando", "9345678"
"First", "Last", "06/07/2011", "F", "N", "010101", "010101", "3", "ENG", "M", "Columbus", "Middle", "945749"
"First", "Last", "05/24/2004", "F", "Y", "010101", "010101", "6", "ENG", "B", "Indianapolis", "Middle", "345678"
"First", "Last", "04/26/2011", "F", "N", "010101", "010101", "4", "ENG", "W", "Dayton", "923456"
"First", "Last", "04/16/2006", "M", "Y", "010101", "010101", "6", "ENG", "A", "Akron", "912345"
"First", "Last", "02/16/2009", "M", "Y", "010101", "010101", "6", "ENG", "W", "Cleveland", "Middle", "923456"
    
```

The Existing Student Code is derived from the Admission Reason



## User Accounts and IRNs

- User accounts are associated with a single LEA IRN
- When obtaining SSIDs for LEAs other than the one the user account is associated with, the IRN in the header row must be changed to the IRN associated with their account

```

1 META20180305.txt - Notepad
File Edit Format View Help
"Throsch001","03/05/2018 10:11:14","082719","082719",6,"ENG","w","ohio","Middle",,"123456"
"First","Last","11/19/2010","F","N","010101","010101",2,"ENG","B","ohio","Middle",,"234567"
"First","Last","05/01/2008","F","N","010101","010101",2,"ENG","B","ohio","Middle",,"234567"
"First","Last","01/08/2003","F","N","010101","010101",6,"ENG","w","Orlando",,"9345678"
"First","Last","06/07/2011","F","N","010101","010101",3,"ENG","M","Columbus",,"Middle",,"945749"
"First","Last","05/24/2004","F","N","010101","010101",6,"ENG","B","Indianapolis",,"Middle",,"345678"
"First","Last","04/26/2011","F","N","010101","010101",4,"ENG","w","Dayton",,"923456"
"First","Last","04/16/2006","M","Y","010101","010101",6,"ENG","A","Akron",,"912345"
"First","Last","02/16/2009","M","Y","010101","010101",6,"ENG","w","Cleveland",,"Middle",,"923456"
  
```

- If the IRN in the header row in the file does not contain the IRN associated with the user's account, the file will not appear in the Batch File Download

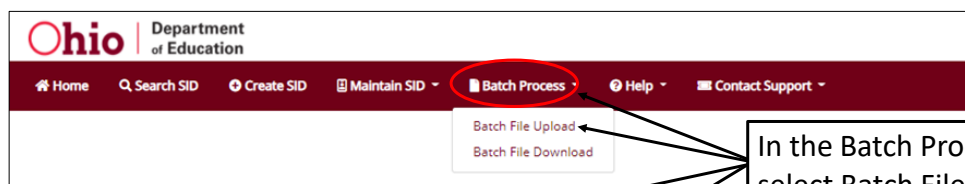


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## Batch Process File Upload

Allows bulk assignment of SSIDs through a file upload and download process



In the Batch Process Menu, select Batch File Upload, then find the file and upload



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# Batch Process File Download

An email will indicate when the file is ready to download

From the Batch Process Menu, select Batch File Download, then save the file

File Name	Size	Date/Time
NMZ_META_Z20210105_JobID_82518.txt	1 KB	1/5/2021 1:11:32 PM
Z_META_Z2021006_JobID_80956.txt	0 KB	10/6/2020 10:55:27 AM
FH 8-26-2020 Z_META_Z20200826 (1)_JobID_79511.txt	2 KB	8/26/2020 1:15:28 PM
Z_META_Z20200826_JobID_79450.txt	1 KB	8/26/2020 4:40:41 AM



# Batch Process File Import

SSIDs are in the received file

A – No Match Exists – New SSID assigned  
B – One Match Exists – SSID returned

```

"110664001", "03/02/2018 8:50:30", "082719", "082719", "010101", "010101", "6", "ENG", "w", "Ohio", "Middle", "123456", "B"
"QR6659798", "First", "Last", "11/19/2010", "F", "N", "010101", "010101", "2", "ENG", "w", "Ohio", "Middle", "234567", "A"
"MQ5050933", "First", "Last", "05/01/2008", "F", "N", "010101", "010101", "2", "ENG", "w", "Orlando", "Middle", "9345678", "B"
"VF3335608", "First", "Last", "01/08/2003", "F", "N", "010101", "010101", "6", "ENG", "w", "Columbus", "Middle", "945749", "A"
"K6352214", "First", "Last", "06/07/2011", "F", "N", "010101", "010101", "3", "ENG", "w", "Indianapolis", "Middle", "345678", "R"
"First", "Last", "05/24/2004", "F", "N", "010101", "010101", "6", "ENG", "w", "Indianapolis", "Middle", "345678", "R"
"First", "Last", "04/26/2011", "F", "N", "010101", "010101", "4", "ENG", "w", "Dayton", "Middle", "923456", "F"
"First", "Last", "04/16/2006", "W", "Y", "010101", "010101", "6", "ENG", "A", "Akron", "Middle", "912345", "P"
"First", "Last", "02/16/2009", "W", "Y", "010101", "010101", "6", "ENG", "w", "Cleveland", "Middle", "923456", "C"
    
```

Notice that four students in this file did not receive an SSID

C – Multiple Matches Exist – New SSID not assigned  
F – Missing or Invalid Data  
P – No Match Exists – SSID Not Returned  
R – New SSID Not Assigned – Invalid Admission Reason Code



## Result Codes Requiring Action

### Returned when requesting an SSID

- C – Multiple Matches Exist – New SSID not assigned
  - Search for the SSID manually to determine correct SSID
- F – Missing or Invalid Data
  - Add or correct data in the SIS and resubmit the data to IBM
- P – No Match Exists – SSID Not Returned
- R – New SSID Not Assigned – Invalid Admission Reason Code
  - Verify that the SSID elements are correct
  - Contact prior LEA for the SSID
  - Ask your ITC to create a helpdesk ticket to IBM to find the SSID



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## View an SSID

- Search by four or more elements
  - Last name, first name, gender, and DOB
  - DOB must be entered as mmddyyyy or mm/dd/yyyy
- Search by two elements
  - SSID and last name only
- If the SSID cannot be found
  - Contact the prior school for the SSID
  - Ask your ITC to put in a Helpdesk ticket with IBM
  - *Do not create a new SSID if one is known to exist*



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# Search/View an SSID, cont'd

**Tip- If the SSID is known, enter the SSID with just the student's last name**

**To search for an SSID, enter Last Name, First Name, Gender, and Date of Birth**



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# Duplicate SSID

**If multiple records exist, add additional elements to the search to determine if these are multiple SSIDs for the same student or if there are multiple students with similar elements**

	Last Name (Legal)	First Name (Legal)	Gender	Date of Birth	Middle Name	Birth Place City	Ethnicity	Language	SID	Create Date
<a href="#">View Record</a>	Smith	John	Male	1/1/2010	*	Columbus	W	ENG	WV9094473	11/5/2020
<a href="#">View Record</a>	Smith	John	Male	1/1/2010	Jay	Columbus	W	ENG	RK3384599	11/5/2020
<a href="#">View Record</a>	Smith	John	Male	1/1/2010	JJ	Columbus	W	ENG	VU5676214	11/5/2020

**If it is determined that more than one SSID exists for the same student, the newer SSID should be deactivated and linked to the older SSID**



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# Create a New SSID

**Ohio** | Department of Education | **SSID** Statewide Student Identifier System

Home Search SID **Create SID** Maintain SID Batch Process Help Contact Support Log Off

### Create SID Record

**\* Last Name (Legal):**  **\* First Name (Legal):**

**\* Gender:** Choose Gender... **\* Date of Birth:** Enter Date of Birth **\* Middle Name:**

**\* Birth Place City:** Enter Birth Place City **\* Ethnicity:** Select Ethnicity... **\* Native Language:** Select Language...

**\* Admission Reason:** Select Reason...

Optional Student Attributes

**Social Security #:** Enter SSN **Mother's Maiden Name:** Enter Mother's Maiden Name

**\* Mandatory Field**

Create SID Reset

Create a new SSID only when there is no existing SSID

Add values into the mandatory fields only



# Forced SSID Request

When a matching set of elements exists for a student being assigned a new SSID, users will be prevented from creating a new SSID while verification is done to ensure this is a separate student

“View/Edit Record” will allow existing SSID values to appear. If the new SSID is for a different student, select “Create SID”

**Ohio** | Department of Education | **SSID** Statewide Student Identifier System


Home Search SID Create SID Maintain SID Batch Process Help Contact Support Log Off

An SID for the student potentially exists. Do you want to create a new SID or edit existing record?

Last Name (Legal)	First Name (Legal)	Gender	Date of Birth	Middle Name	Birth Place City	Ethnicity	Language	SID
<input type="text"/>	<input type="text"/>	F	06/04/1991	<input type="text"/>	<input type="text"/>		ENG	<input type="text"/>
<input type="text"/>	<input type="text"/>	F	6/4/1991	<input type="text"/>	<input type="text"/>		ENG	<input type="text"/>




## Forced SSID Request, cont'd



Add contact information and submit. IBM will review the request and contact you

Home
Search SID
Create SID
Maintain SID
Batch Process
Help
Contact S

There are potential matching SIDs for the student attributes that you entered.  
The Help Desk must first review your request prior to creating a new SID.  
Please provide your contact information so that we may contact you upon review.



### Create SSID Help Desk Ticket

\* User Last Name


\* User First Name

\* Phone Number

\* ITC

\* Email Address


\* Mandatory Field


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## Request SSID from Prior Educating Entity

- When a student moves from one Local Education Agency (LEA) to the next or is involved in multiple LEAs, the SSID should be shared through secure mechanisms that follow State and Federal law, as well as local district policy
- Each LEA should confer with their legal counsel as needed to ensure that student records are stored, maintained, and transferred appropriately and that the SSID is treated in the same secure manner as other confidential student records


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## Quick Check

SSIDs can be assigned using a variety of methods, however, the method chosen should be assigning an existing SSID to the correct student. Duplication of SSIDs is to be prevented.

- Which SSID assignment methods do you currently use?
- When assigning new SSIDs, how are you ensuring that an SSID does not already exist?
- What steps do you follow when you are unable to find an SSID that is known to exist?



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## SSID Maintenance



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## Maintenance

From the Maintain SID menu

- Validate active or inactive SSIDs and view linked SSIDs
- Modify incorrect student data
- Delete invalid SSIDs and link to valid SSIDs



To delete and to deactivate are the same, as SSIDs are not deleted from the database, they are made inactive



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## Validate an SSID

Used to validate the status of an SSID that could be active or inactive and to retrieve the active SSID that was linked to an inactive SSID

**Validate SID Record**

\*SID:

\*Last Name (Legal):

\*First Name (Legal):

\*Gender:

\*Date of Birth:

\* Mandatory Field

The SSID along with four elements is required when using this function



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## Validate an SSID, cont'd

### Five possible outcomes when validating an SSID

- No matching records
- One perfect match – SSID is active
- One perfect match – SSID is active but one or more of the four attributes do not match (not really perfect)
- One perfect match – SSID is inactive and there is an existing active SSID
- One perfect match – SSID is inactive and there are no existing active SSIDs



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## Attributes Do Not Match

Ohio | Department of Education

SSID | Statewide Student Identifier System

Home Search SID Create SID Maintain SID Batch Process Help Contact Support Log Off

The SID is an Active SID. However one or more of the four attributes (Last name, First name, Date of Birth and gender) do not match. Please validate the attributes on the page. For additional help, please contact your POC at your ITC and request they contact SSID Help Desk

Validate an SID

SID: EJ9084387

Last Name (Legal):

Gender:

Status: ACTIVE

First Name (Legal):

Date of Birth:

If the student is correct but their data is incorrect use the “Modify Student Information” function to correct the data

If necessary, the Point of Contact (POC) at your ITC can submit an SSID Helpdesk ticket



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# Validate an SSID, cont'd

An active SSID when searched will show a status of Active

SID is Active

Validate an SID

SID: UI1050157	Status: ACTIVE
Last Name (Legal): <input type="text"/>	First Name (Legal): <input type="text"/>
Gender: <input type="text"/>	Date of Birth: <input type="text"/>

An inactive SSID will appear as "Inactive" and linked to the active SSID

The SID is Inactive. The associated active Valid SID is listed below

Validate an SID

SID: UR6159343	Status: INACTIVE
Valid SID: UI1050157	
Last Name (Legal): <input type="text"/>	First Name (Legal): <input type="text"/>
Gender: <input type="text"/>	Date of Birth: <input type="text"/>



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# Modify Student Information

When it is discovered that student data in the IBM SSID database is incorrect, the data should be corrected

Select "Modify SID" from the Maintenance link, then search for the student using all five required elements



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## Modify Student Information, cont'd

One Matching Record Found

View SID Record

SID:

\* Last Name:  \* First Name:  \* Date of Birth:  \* Gender:

\* Middle Name:  \* Birth Place City:  \* Ethnicity:  \* Language:

\* Admission Reason:  
Not newly enrolled in this school district

\* Mandatory Field

Modify required information as needed for the student, then select either "Done" button



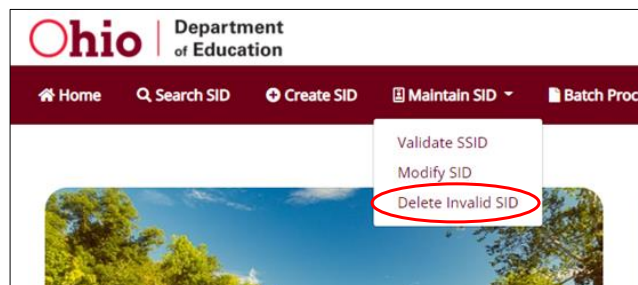
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## Delete an Invalid SSID Record

### Delete an Invalid SSID

- Use in the case of a single student who has more than one SSID
- Valid SSID must be entered
- Completed by a user with an Administrator level role
- Not to be used on an active SSID that belongs to a separate student



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## Delete an Invalid SSID Record, cont'd

**Delete Invalid SID Record**

**\* SID:**

**\* Last Name (Legal):**

**\* Gender:**  
Female

**\* Deactivation Reason:**  
Please Select...  

- New SSID created in error, but not used for state reporting
- New SSID created in error and used for state reporting in a closed reporting period
- Student has 2 or more SSIDs reported to state in closed reporting periods, currently not reported to state
- Other reason

Enter SSN \* Mandatory Field

**\* First Name (Legal):**

**\* Date of Birth:**

Enter Mother's Maiden Name

When searching for the student, five elements must be entered and a Deactivation Reason must be selected



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## Link to a Valid SSID

One Matching Record Found

### Delete an Invalid SID Record - Delete

**\* SID:**  **\* VALID SID:**

**\* Last Name:**  **\* First Name:**  **\* Date of Birth:**  **\* Gender:** Female

**\* Middle Name:**  **\* Birth Place City:**  **\* Ethnicity:** White, Non-Hispanic **\* Native Language:**

**\* Deactivation Reason:** New SSID created in error, but not used for state reporting

Mother's Maiden Name:

Once a match is found, a valid SSID must be entered before selecting "delete"

If an SSID is incorrectly deactivated, contact the POC at your ITC to create an SSID Helpdesk ticket to request that the SSID be reactivated



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## Quick Check

SSID maintenance processes are an important part of keeping the SSID database accurate. These processes should be used carefully in appropriate situations.

- When student data for an SSID is changed, is the data updated on the SSID website?
- Have you verified that the SSID is truly a duplicate for an individual student?
- When a duplicate SSID is discovered are steps taken to link the SSIDs?



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## SSID Help



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## SSID Help Menu

**Ohio** | Department of Education

**SSID** Statewide Student Identifier System

Home Search SID Create SID Maintain SID Batch Process Help Contact Support Log Off

Select “Point of Contacts (POCs)” link to find contact information for someone who can create an SSID helpdesk ticket on your behalf

Select “SSID Users” to search for any SSID user contact information

SSID Point of Contacts (POCs)  
SSID Users  
Help Documents

SSID Help Documents

- SSID FAQs
- SSID File Format Layout
- SSID Help Desk Functionality User Guide
- SSID User Manual

The “Help Documents” link contains Additional helpful information about the SSID process and website

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## Contact Support

SSID POCs have the “Contact Support” link

**SSID** Statewide Student Identifier System

Help Contact Support Log Off

Create New Ticket  
Edit / Search Tickets

This is a separate SSID IBM specific helpdesk

In the SSID Help Documents on the prior slide, refer to “SSID Help Desk Functionality User Guide” for assistance

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## Quick Check

The SSID Help Menu can be a helpful resource to find POCs, SSID Users, and supporting documentation.

- Do you know who your POC is?
- Have you reviewed your own contact information for accuracy?
- Have you reviewed the documentation for additional information?



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## SSIDs, EMIS, and ODDEX



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## SSIDs in ODDEX

- Once an SSID is reported to EMIS, that SSID must be reported for the remainder of the fiscal year
- The SCR and Records do not remove incorrectly reported SSIDs
  - Assessments reported with an incorrect SSID may still appear under the incorrect SSID
  - Grad Cohort will include data from both SSIDs when the student had an SSID change
- LEAs cannot see the student in ODDEX unless the SSID is reported to EMIS by that LEA with the exception of SCR mismatches, resident students in SOES, resident students in Tuition, and students reported as taking CCP courses by a college
- IBM does not know if an SSID is being reported to EMIS



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## New SSIDs

- Newly created SSIDs will not be immediately valid in the Data Collector and will appear as Level 1 fatal errors
- A file of valid SSIDs from the IBM SSID database is updated nightly in the Data Collector
- Level 1 errors appear to indicate that the SSID value is missing when it's actually not validating against the SSID table of valid SSIDs
  - FN.0007/FD.0007/GI.0007, for FN050/FD050/GI050 Missing value for State Student ID
- Newly reported SSIDs must be processed in a Student collection before the SSID can be processed through the Staff and Course or Assessment Collections



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## Duplicate SSID

Student enrolls and is given a new SSID instead of the one reported by the previous LEA

- Keep the SSID active that has been in existence the longest
- Delete the newer SSID and link it to the prior SSID using the “Delete an Invalid SSID” function in the Maintenance Menu
- Report the inactive SSID on the first Student Standing (FS) Record and report the active SSID on the next Student Standing (FS) Record



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## Incorrect SSID

Student enrolls and is given an SSID that belongs to another student

- Find the correct SSID for the student
- If this incorrect SSID has been reported to EMIS, it must be reported for the remainder of the fiscal year
- Do not delete/deactivate the incorrect SSID on the SSID website
- Report the incorrect SSID on the first Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record



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## Incorrect SSID, cont'd

This situation can cause an EPCT error in the SCR, however, once the SSID change is reported correctly, there will be no adjustment on the FTE Reports

Verify that the student is being funded correctly on the FTE Detail Report and that no adjustment appears on the FTE Adjustment Report

LEVEL 2	RESULT	FTE	FUND	ENRL			
REC TYPE	CODE	PTTRN	START	ENRL END	ORIG F	FTE	ADJSTD
CODE	DESCR	COD	DATE	DATE			
FTED-001	FT0000	FTE Detail	RGJV	01/04/2018	12/31/2500	0.507937	0.507937
FTED-001	FT0000	FTE Detail	RGJV	08/02/2017	12/31/2500	1	1



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## Incorrect SSID Missing Assessment

Three common scenarios when an incorrect SSID appears on an assessment missing report

### Scenario 1

- SSID appears on an Assessment Missing Report due to having vendor results
- Missing SSID is not being reported to EMIS
- Ignore the missing
  - Pre ID file submitted to vendor using incorrect SSID
  - Incorrect SSID not reported to EMIS



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## Incorrect SSID Missing Assessment, cont'd

### Scenario 2

- SSID appears on an Assessment Missing Report due to having vendor results
- SSID is currently being reported to EMIS
- Report a test record with a Score Not Reported Reason of "H"
  - Example, SSID submitted to Pre ID but later withdrawn with a code of 81 – "Student reported in error"



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## Incorrect SSID Missing Assessment, cont'd

### Scenario 3

- SSID appears on the Missing Report due to having vendor results
- Student is being reported with both SSIDs (two Student Standing FS records)
- Confirm that the scores are being reported using the correct SSID
- Ignore the missing



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## SSIDs and the Graduation Rate

- When a student moves from one LEA to another, the subsequent LEA must report the student with the same SSID as the prior district
- When a different SSID is reported by the subsequent LEA, the student will appear in both LEA graduation rates as he or she appears to be two different students
- If the prior district discovers that the withdrawn student remains in their graduation rate after their ability to report the student to EMIS has closed, they should delete their SSID and link it to the SSID being reported by the subsequent educating district



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## SSID Found to be Inactive

An SSID that has been actively reported by an LEA is suddenly appearing as an invalid SSID in an EMIS Collection

- Use the “Validate an SSID” option in the Maintenance Menu to see if the SSID is appearing as inactive
- When an SSID that should be active is found to be inactive, contact your POC at your ITC to have a helpdesk ticket created to IBM to reactivate the SSID
- The audit process within the SSID database should allow IBM to provide information as to who deleted the SSID



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## Withdrawal Code 81

Reporting the withdrawal code 81 - “Student reported in error”

- Should not be used to report a change in SSID
- Student will remain in the SCR
- Student will not appear in Records if only reported as withdrawn in error



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## Quick Check

When SSIDs are misreported in EMIS, funding and accountability could be impacted. It is critical to remediate each situation and then verify that funding and accountability are appearing correctly after changes are made.

- Are all steps being completed when SSID changes are made?
- Are students with SSID changes appearing correctly on FTE reports?
- Are students with SSID changes counting correctly in accountability measures?



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## Summary

The SSID database relies on proper use and maintenance for accuracy. Understanding how to use the system and when to create new SSIDs, update existing SSIDs, or delete incorrect SSIDs is critical. When you are in doubt of the appropriate steps needed to address a specific situation contact your ITC for assistance.



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## Questions?

**If you would like a certificate of attendance for this training, you must complete the below feedback form within 5 business days of this training**

<https://tinyurl.com/EA-District-Feedback>



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