OSPI

SSID User Guide and Policy

Using the Comprehensive Education Data and Research System to obtain State Student Identifiers

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Introduction

The Comprehensive Education Data and Research System (CEDARS) must accommodate multiple ways for school districts to obtain State Student Identifiers (SSID) for students. OSPI offers districts two ways to accomplish this:

- Sending a bulk SSID submission file to CEDARS
- Manually typing in an individual student's data via CEDARS Screen Entry

The ability to uniquely identify students for assessments is critical. Students must have a record in TIDE in order to participate in state assessments, and the only way a student can have a record in TIDE is if that student has a valid, unique State Student Identifier (SSID).

All CEDARS submissions (including previous years) must contain an SSID for every student record submitted which will allow for faster and more accurate matching and searching for students.

Using the Bulk SSID Upload

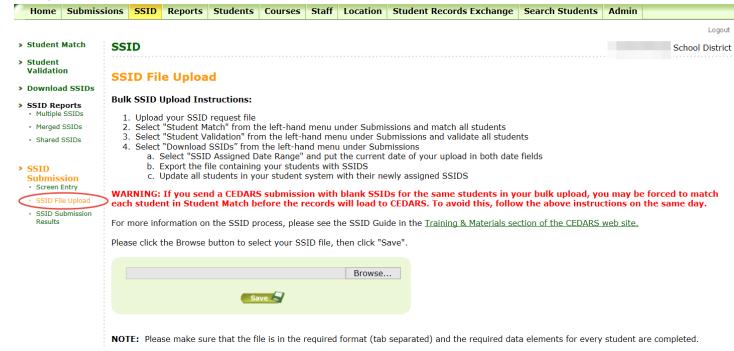
One way to acquire SSID numbers is through the CEDARS SSID Bulk Upload process. Districts create extracts from their Student Information System (SIS) for students without SSID numbers and upload the file to CEDARS for processing. This occurs outside of a standard CEDARS submission. The bulk SSID submission is also used early in the school year to associate new students (either kindergarteners or newly enrolled) to your school and district prior to sending a CEDARS submission. The Direct Certification for Free Lunch processes use the data from the Bulk SSID uploads to associate a potential enrollment at your school and district during summer months until the CEDARS Submission deadline of October 15 each year. This means that students submitted through the Bulk SSID upload during those months can be seen in the Direct Certification for Free Lunch system.

The bulk SSID file must be a tab-separated values text file with the following header fields. The header fields marked "optional" means that the data for that column is optional, the header is still required. (See also the SSID Bulk Upload File Definitions):

- **ServingDistrict** The 5-digit code used to identify your district.
- **DistrictStudentId** The code used to identify the student in your district.
- LastName The preferred last name of the student.
- FirstName The preferred first name of the student.
- MiddleName The preferred middle name of the student.
- **BirthDate** Send in MM/DD/YYYY format.
- **Gender** "M" or "F"
- DateEnrolledInDistrict (optional)
- ServingSchool (optional)
- DateEnrolledInSchool (optional)
- GradeLevel (optional)

Step 1 – Upload File

To do a bulk upload, first login to CEDARS and select "SSID" from the top menu bar. Then, select "SSID File Upload" from the left menu under the title, "SSID Submission."



From this screen, select "Browse" and find your saved bulk SSID file extract from your SIS and click "Save."

If your extract file does not have correct headers, a message will appear in red at the top of the screen.

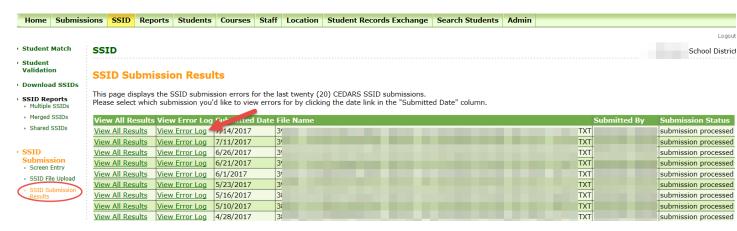


Step 2 - Check Status

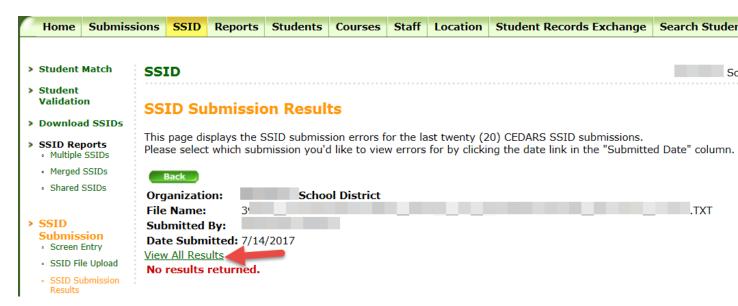
Check the status of your bulk upload by clicking on "SSID Submission Results" from the left menu. Once the Submission Status says "submission processed," you can check on the results of your upload.

Step 3 – Check Errors

Check that your SSID Bulk upload was processed without errors by clicking on the View Error Log for your upload.



If the submission results shows 'No results returned.' all records in the submission were successfully uploaded.



If your upload contains errors, you must take action. Below is an example of errors for specific records within a SSID Bulk upload. Each record with an error will display with an error message.



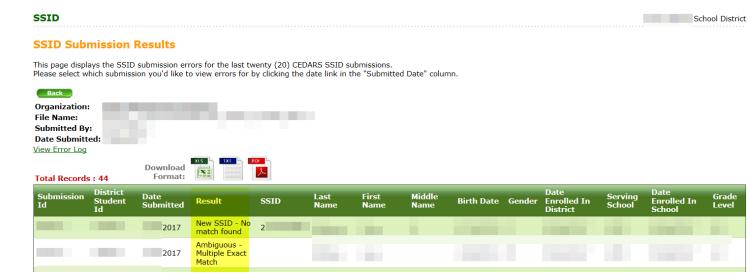
You will need to correct the errors shown and submit another SSID File upload file. There are two options to accomplish this.

- 1. Create a new SSID Bulk upload file, only including those records with errors, and upload the file.
- 2. Edit the last SSID Bulk upload file, making sure to remove the successfully processed records, and upload the file again.

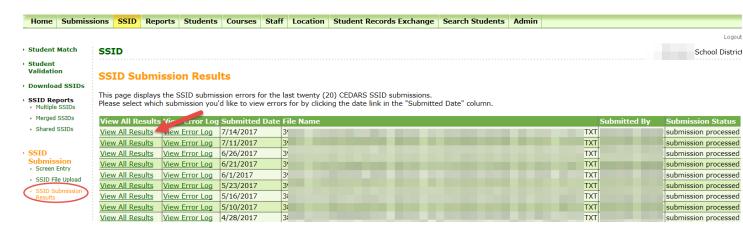
IMPORTANT: SSID records with errors do not go through the SSID issuance process. However, the records without errors do. If you submit a student more than once through this process, it can lead to multiple records. For example, if you submit a record for Sarah and Jim, and you recievce an error on Jim's record, Sarah's record went through successfully. You only need to submit a new or edited file for Jim's record.

Step 4 - View Results

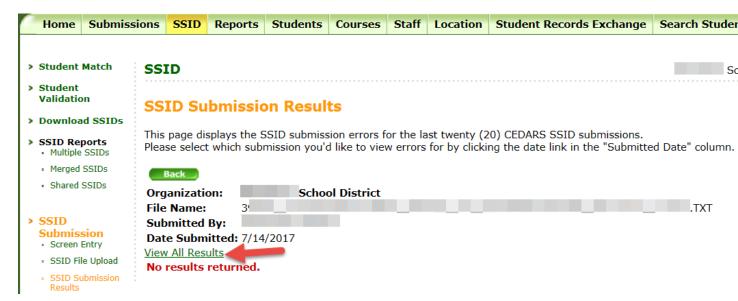
Click on View All Results for the outcome of the successfully submitted records. This will give you the result of each successfully submitted record.



Accessing results from the SSID Submission Results page

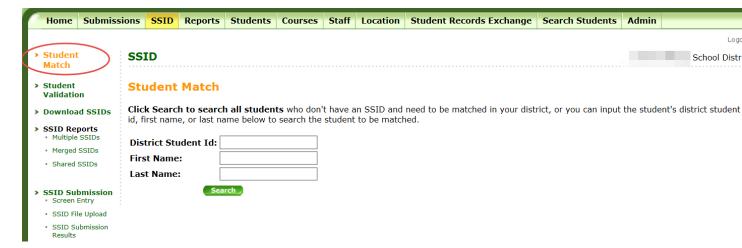


Accessing results from the from the Error Log page.

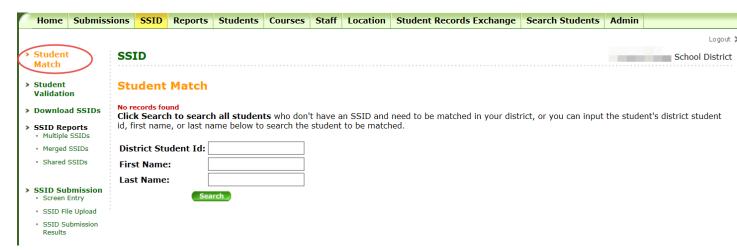


Step 5 – Student Match

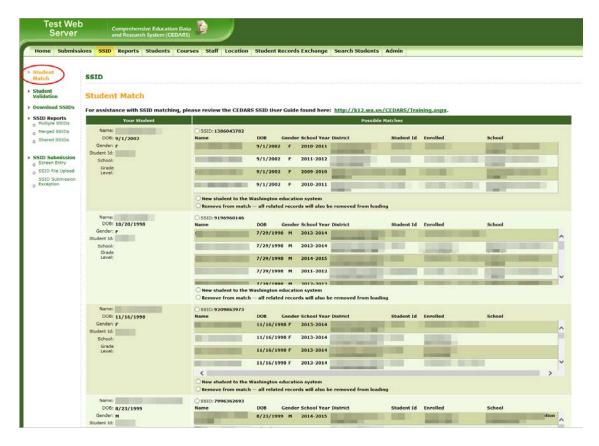
Any records with a potential match go into "Student Match." Click on Student Match on the left hand menu. To see all possible matches, leave the search parameters blank and click the "Search" button.



This search will return all possible matches resulting from Bulk Upload and Screen Entry. If there are no possible matches for the students you have submitted via the bulk SSID upload (all new students), then you will see the message, "No records found."



If you have matches to make, you will see those students listed:



The left column, Your Student, displays the data you've submitted about the student in Bulk Upload or Screen Entry. If the data in this column is incorrect, click on the "Remove from match – all related records will also be removed from loading" radio button, click save at the botton, and resubmit the record with the correct information.

Under the "Possible Matches" column, CEDARS has attempted to find students across the state who might be the same as your student. Using the information provided under the "Possible Matches" column to confirm previous enrollments will ensure the quality of the SSID for your student. If your student has a match on the page, select the radio button next to the corresponding SSID number and click save. This will match your student with the existing SSID.

If the student is new to Washington, select "New Student to the Washington education system" and CEDARS will assign a brand-new SSID. If the student is not new to Washington but the Possible Matches are not your student, please select "Remove from match – all related records will also be removed from loading," and check that the name, date of birth and gender are accurate in your system for the student. Contacting the previous school district where the student attended would be beneficial to identifying the student's appropriate SSID.

Once you have completed the matches on the page, click the save button at the bottom:



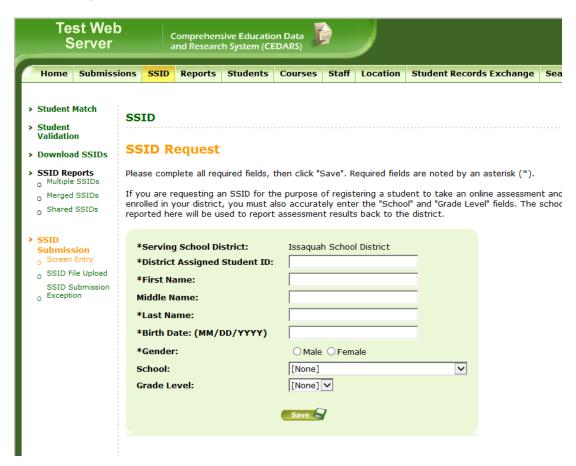
A student record may show multiple times on the Student Match page. This can occur when a request for an SSID is done multiple times for the same student. For exmaple, two records in Student Match will appear if an SSID Bulk Upload file and SSID Screen Entry has been done for the same student. It can also occur when muliple SSID Bulk Upload files are submitted and processed for the same student. If this occurs, please resolve one of the records on the match screen by matching to an existing SSID or creating a new SSID. Then, remove the other records from match. Make sure to save your changes.

Students may also end up on the Student Validations page. Where the Student Match is used to match students to SSIDs, the Student Validation page is used to confirm changes to the demographic data associated with an SSID e.g., name, birth date, gender, or district student ID.

Using SSID Screen Entry

School Districts that want to acquire a single SSID number can do so through the CEDARS SSID Screen Entry process. Districts will need to have the District Assigned Student ID, Preferred First Name, Preferred Last Name, Preferred Middle Name, Birth Date and Gender available to enter on screen for the individual student.

To begin, select "SSID" from the CEDARS menu tabs at the top, under "SSID Submission," select the: "Screen Entry" from the left menu:



Enter the data for the student on screen and select "Save."

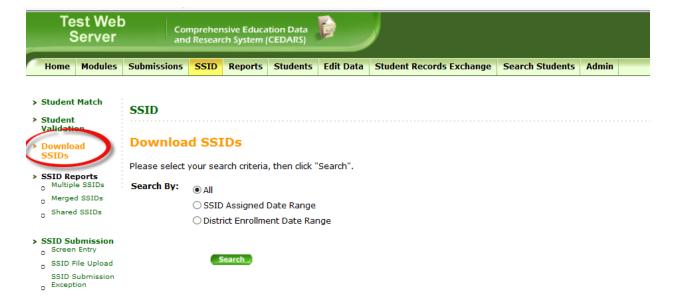
The next screen will provide you with the student's SSID number or take you to the Student Match screen (see Step 5) Once you have an SSID for your student, you will need to enter it into your Student Information System.

Downloading SSIDs

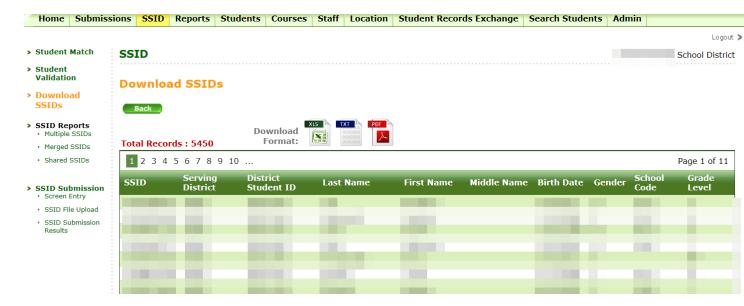
The Download SSID menu can be accessed by either selecting the "Download SSIDs" link from the left menu under the Submissions tab. This process provides you with a list of SSIDs that were created via the SSID Screen Entry or Bulk Upload processes.

There are three options to search for SSIDs that were created:

- 1 AI
- 2. SSID Assigned Date Range
- 3. District Enrollment Date Range



- Selecting "All" will provide you with a list of all the SSIDs assigned in your district from CEDARS.
- Selecting SSID Assigned Date Range allows you to select a specific date range in which SSIDs were created.
- Selecting District Enrollment Date Range3 allows you to search for SSIDs created with a specific district enrollment date range. This date can only be submitted to CEDARS through the SSID Bulk Upload process.



Most Student Information Systems are set up to import SSIDs from a tab delimited file. To access this version of the SSID report, click the blue "TXT" button above the report.

SSID Reports

There are three SSID Reports available under the SSID tab: Multiple SSIDs, Merged SSIDs, and Shared SSIDs. The reports can be downloaded in three formats: XLS, TXT, and PDF.

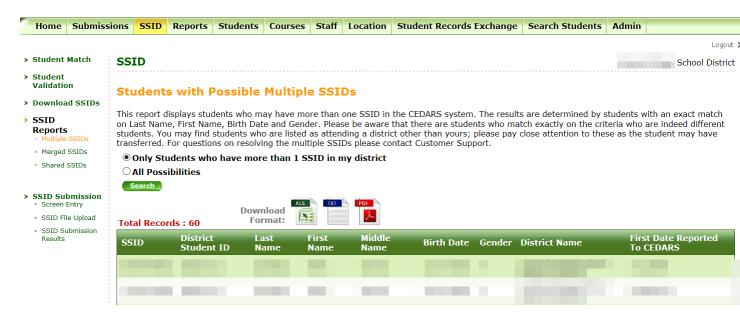
Multiple SSIDs

This report displays students who may have more than one SSID in the CEDARS system. The results are determined by students with an exact match on Preferred Last Name, Preferred First Name, Birth Date and Gender. Please be aware that there are students who match exactly on the criteria who are indeed different students.

You may find students who are listed as attending a district other than yours; please pay close attention to these as the student may have transferred. There are two options in this report; only students who have more than 1 SSID in your district and all possibilities.

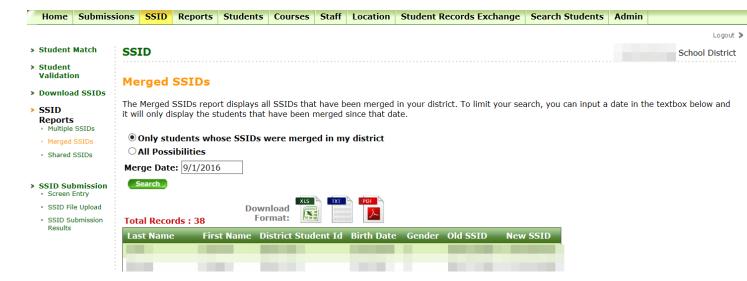
If you find and confirm that a student has multiple SSIDs, please see the SSID Policy regarding how to request an SSID merge. Once done, the student(s) will no longer show on this report.

Please note, if a student appears on this list and, the students are indeed different, the student will not be removed from this list.



Merged SSIDs

The Merged SSIDs report displays all SSIDs that have been merged in your district. To limit your search, you can input a date in the Merge Date textbox and it will only display the students that have been merged since that date. This report shows the old SSID and the new SSID along with some demographic data about the student.

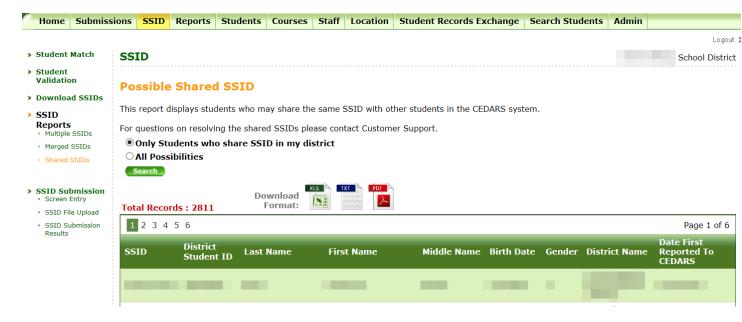


Shared SSIDs

This report displays students who may share an SSID with other students in CEDARS.

If you find and confirm a student is sharing an SSID, please see the SSID Policy regarding how to request an SSID split. Once done, the student(s) will no longer show on this report.

Please note, if a student appears on this list and a split is not necessary, the students are indeed the same, the students will not be removed from this list. For example, if a student is reported with their name spelled multiple ways, John Smith and Jon Smith. The student's records with the different names will continue to appear on this list.



SSID Policy

It is important to make every attempt to ensure a student is assigned only one SSID. SSID's are used as the unique identifier for student level counts, student assessments, and student access to the online testing system, among other things. If a school district determines that a student they have enrolled has more than one previously assigned SSID, or that multiple students share one SSID, there are specific steps to be taken to resolve these issues.

Multiple SSIDs - One Student (ACTION: SSID Merge Request)

The first step is to contact all previous districts that you believe have previously reported the student with alternate SSIDs. If there are any discrepancies in name, birthdate, gender, etc., OSPI requires the current district to confirm the correct demographic data and use alternate information from the prior districts (such as parent/guardian names, previous address, siblings) to make sure the SSIDs are truly belonging to the same student. OSPI DOES NOT CONFIRM DEMOGRAPHIC DATA NOR PRIOR ENROLLMENT — that step is the responsibility of the current district. The second step is to notify OSPI Customer Support of your SSID merge request. To do this, send an email to customersupport@k12.wa.us with a subject of "SSID Merge Request" and include only the SSIDs that need to be merged. Please do not include any additional student demographic data. We only need the SSID number(s) to complete your request.

The process for determining which SSID number is kept is done by OSPI Customer Support and based on a number of factors:

- Which SSID has the most years of historical data?
- Are they consecutive years?
- Which one is the most recent?
- Which one potentially has high school test scores associated?

The SSID Merge function keeps one SSID and eliminates (deactivates) all other SSIDs associated. This means the deactivated SSIDs are no longer available for reporting. All previous enrollment data (across all school years) associated with the deactivated SSID is end dated in CEDARS.

If the district currently reporting the student has the SSID they are using deactivated, the data for that school year is still in the district's Student Information System (SIS). To load the student's data into CEDARS, change the SSID to the active SSID then re-submitted to CEDARS. The same logic applies to prior year data. CEDARS Non-Standard Submission application will require the corrected SSID to be sent. See the CEDARS Non-Standard User Guide for more info.

How Districts are Notified of a Merge

First, Customer Support replies to everyone in the email requesting the merge.

Second, we will email or call the CEDARS District Administrators of a district affected by the merge, who reported the student in the current school year and one school year prior.

Any district with enrollment information earlier than one school year prior will be notified either by:

- 1. Submission exception in CEDARS the next item they submit for that prior school year.
- 2. OR they can run a Shared SSID report in CEDARS.

One SSID - Multiple Students (ACTION: SSID Split Request)

The first step is to contact all previous districts that you see have previously reported this same SSID for a different student. If there are any discrepancies in name, birthdate, gender, etc., OSPI requires the current district to confirm the correct demographic data and use alternate information from the prior districts (such as parent/guardian names, previous address, siblings) to make sure the SSID is truly belonging to multiple students. OSPI DOES NOT CONFIRM DEMOGRAPHIC DATA NOR PRIOR ENROLLMENT – that step is the responsibility of the current district.

The second step is to notify OSPI Customer Support of your SSID split request. To do this, send an email to customersupport@k12.wa.us with a subject of "SSID Split Request" and include only the SSID and District grouping. **Please do not include any additional student demographic data.** We only need the SSID number and which school district goes with which student to complete your request. Multiple SSID split requests may be sent in one email but be careful to make your intended action as clear as possible.

An SSID that is split into more than one student record will deactivate the original SSID and create a new SSID for each student. The deactivated SSID is no longer available for reporting. All previous enrollment data (across all school years) associated with the deactivated SSID is end dated in CEDARS. If an SSID in your district is deactivated, the data for that school year is still in your Student Information System (SIS) and can be updated with the new, correct SSID and re-submitted to CEDARS. The same logic applies to prior year data. CEDARS Non-Standard Submission application will require the corrected SSID to be sent. See the CEDARS Non-Standard User Guide for more info.

How Districts are Notified of a Split

First, Customer Support replies to everyone in the email requesting the split.

Second, we will email or call the CEDARS District Administrators of a district affected by the merge, who reported the student in the current school year and one school year prior.

Any district with enrollment information earlier than one year prior will be notified either by:

- 1. Submission exception in CEDARS the next item they submit for that prior school year
- 2. OR they can run a Split SSID report in CEDARS.

Timing

Since it is important to make every attempt to actively monitor and correct SSID issues as soon as they arise, Customer Support processes SSID Merge and Split requests in the order they are received. While we recognize the sometimes immediate need for an SSID correction, we will only be processing the requests that are submitted to us via email.

We anticipate that normal SSID Merge and Split processing time will be *less than 7 business days*, except during peak times such as early fall and early Spring when requests typically take a few days longer due to the high volume.

SSID Bulk Upload File Definitions

The SSID Bulk Upload file must be submitted to OSPI in a tab-delimited text file. This file should contain a list of students that need SSID's to be assigned in your district.

UPDATE FOR 2017-18 School Year: For the name fields (LastName, FirstName, MiddleName), report the Preferred Name for students. The field names remain the same, but report the preferred name. The following fields must be included:

Field Name: ServingDistrict

Data Type: char Size: 5

Allow NULL? No. Data is required.

Description: The 5-digit county district code for the district submitting the data.

Business Rules: Report the code representing the school district as assigned by OSPI. Use leading zeros

as necessary.

Example: 12345

Valid Values: Refer to valid values located at https://eds.ospi.k12.wa.us/DirectoryEDS.aspx.

Field Name: DistrictStudentId

Data Type: varchar Size: 50

Allow Null? No. Data is required.

Description: This is the student identifier assigned by the district to the student. This data element is

used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination of

alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to

another student.

Example: 123456789012 or 124 or TG096

Field Name: LastName
Data Type: varchar
Size: 60

Allow Null? No. Data is required.

Description: The preferred last name of the student. If the student's preferred last name is their legal

last name, Element B36 and Element B06 – Legal Last Name should contain the same

last name.

Business Rules: Students who attend Washington public schools have the right to be addressed by their

preferred name. Schools cannot require a legal name change for staff to use the

student's preferred last name.

Example: Smith

Field Name: FirstName
Data Type: varchar
Size: 60

Allow Null? Yes. Conditional.

Description: May be left blank only when student has no first name. The preferred first name of the

student. If the student's preferred first name is their legal first name, Element B37 and

Element B07 – Legal First Name should contain the same first name.

Business Rules: Students who attend Washington public schools have the right to be addressed by their

preferred name. Schools cannot require a legal name change for staff to use the

student's preferred first name.

Example: Sally

Field Name: MiddleName
Data Type: varchar
Size: 60

Allow Null? Yes. Conditional.

Description: May be left blank only when student has no middle name. The preferred middle name

of the student.

Business Rules: Students who attend Washington public schools have the right to be addressed by their

preferred name. Schools cannot require a legal name change for staff to use the student's preferred middle name. Preferred Middle Name is not collected in the 2017-18 CEDARS Data Manual. This name will not appear or be searchable in CEDARS.

Example: Rachel

Field Name: BirthDate Data Type: date

Allow Null? No. Data is required.

Description: The student's birthday.

Business Rules: Students who have obtained age 21 on or before August 31 of the current school year

are not eligible to be served for the current school year. WAC 392–121–31 defines school year as "the annual period commencing on the first day of September". Students who obtain age 21 on or after September 1 of the current school year are eligible to be

served. Date should be formatted as MM/DD/YYYY

Example: 01/02/2003

Field Name: Gender
Data Type: char
Size: 1

Allow Null? No. Data is required. Description: The student's gender.

Business Rules: All students must have a gender of male or female assigned.

Example: M

Valid Values: F – Female, M – Male

Field Name: DateEnrolledInDistrict

Data Type: date

Allow NULL? Yes. Data is optional.

Description: The date on which the student began school in the district.

Business Rules: The enrollment date must be on or after Element B09 - Birth Date, and can be no more

than six months greater than the date in which the file is being submitted. Date should

be formatted as MM/DD/YYYY

Example: 01/01/2000

Field Name: ServingSchool

Data Type: char Size: 4

Allow NULL? Yes. Data is conditional.

Description: This is a four–digit code assigned to the school by OSPI.

Business Rules: The school must be listed as open in EDS for the reporting school year. OSPI school

codes can be obtained in Education Data System (EDS).

Example: 1234

Valid Values: Refer to EDS for valid values: https://eds.ospi.k12.wa.us/DirectoryEDS.aspx

Field Name: DateEnrolledInSchool

Data Type: date

Allow NULL? Yes. Data is optional.

Description: The date on which the student began school.

Business Rules: The school enrollment date shall be reported in the current school year in which the

enrollment occurred. Date should be formatted as MM/DD/YYYY

Example: 09/01/2014

Field Name: GradeLevel
Data Type: varchar
Size: 2

Allow NULL? Yes. Data is conditional.

Description: The current grade level of the student.

Business Rules: Students should have a grade level assigned based on district policy and consistent with

the Grade Level Codes below.

Example: 1 or 01

Valid Values: Refer to the valid values table in Appendix E, found in the CEDARS Appendices, located

at http://www.k12.wa.us/CEDARS/Manuals.aspx. A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices.

Contact Us

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Toll-free: 1.800.725.4311, option 7

Direct: 360.725.6371

Email: customersupport@k12.wa.us

Online: http://www.k12.wa.us/CEDARS/default.aspx