

Updating SSIDs for Star Renaissance Assessments for Dropout Prevention and Recovery Schools

1. If you have received a communication from Renaissance or the Office of Community Schools, review the spreadsheet and follow the instructions in the email.
2. If you have not received a communication, review your school's [Historical Extracts](#) to ensure all student records include an SSID with the required format of 2 alpha + 7 numeric characters.
3. Use the [directions for Importing a Single-School Import File](#) to prepare the file for updating the missing or incorrect SSIDs.
4. Once the records are ready to be updated, contact Star Renaissance: StarOhio@renaissance.com. The Renaissance team will assist with the transfer of updated SSIDs.

For guidance on locating existing SSIDs, including requirements under Ohio law, please refer to the documents available on the [Statewide Student Identifier](#) page of the Ohio Department of Education and Workforce website. Instructions for looking up existing SSIDs can be found on page 24 of the [SSID USER Manual](#).