SSID
REPORT EXPLANATION
(.CSV_CCYY?_SID_SSID)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 7, 2006		Created from .CSV file and COBOL programs; valid for FY07 October(K) reporting period
October 25, 2006	IPM	Added information about SSID Error Codes and validation checks from report memo.
January 23, 2007	IPM	Added February reporting Information.
June 15, 2007	IPM/McKeand	Removed white spacing, updated index and table of contents and revised revision dates.
October 22, 2007	IPM	Updated for FY08K
April 2, 2008	IPM	Updated for FY08N and added change that includes
May 1, 2008	IPM	Corrected a few errors.
Oct. 17, 2008	IPM/Holbrook	FY09 Updates

Report Overview

General Description and Significance

This report is a comma-delimited file produced in the October (K), February (C), and Yearend (N) processing cycles. It provides a district with a list of the valid student IDs for student-submitted data that have been processed by ODE. It is generated each time a district submits student data during the reporting cycle.

It allows the districts to determine whether or not students that they are reporting have valid student identifiers. It also provides all elements used to determine the crosswalk between the elements reported on the Student Standing and Student Attributes – Effective Date records and the conversion of the elements to the old Student Status, Attending/Home District IRN Indicator, and Attending/Home Status codes.

SSIDs are verified at two separate steps in the EMIS submission process.
- The first step occurs during the aggregation process and compares the SSIDs reported to the IBM list of valid SSIDs. Student data that do not contain a valid SSID are not forwarded to ODE and thus cannot be considered for funding purposes.
- The second step is the creation of the SSID Validation Report by ODE. Besides verifying the SSID, it checks for other SSID situations that districts need to address. Below is a more complete explanation of the SSID Report, followed by guidance on resolving SSID errors.
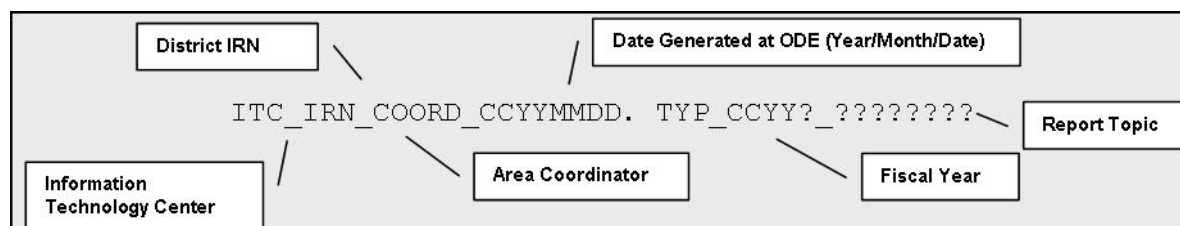
Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_SID_SSID**; its components are described below. This report is produced during the October (K), February (C), and Yearend (N) reporting periods, ? will change to name the reporting period for which the data are being accepted.

ODE Processing

Process Description

This file is the result of a series of three programs:

 The first reads the **IBM** file and creates an indexed file called **VALIDSIDS.IDX**

 The second reads the aggregated student data file, **ASSG** (called **ADM_INFO** at ODE) to determine the reported student IDs. It updates the valid SSID field on it.

 The third produces the comma-delimited file of valid SSIDS that is sent to each district.

Data Source

The IBM SSID file creates the file of all potentially valid SSIDS.

The **ADM_INFO** data are submitted by the districts as ***student demographic, student standing, student attribute – effective date*** and ***student attribute – no date*** records. The aggregation produces the **ASSG** file and does processing such as determining if the student is enrolled or not enrolled and computing FTE and age factors. It is the input and output for the program that updates the VALID SSID flag.

The updated **ADM_INFO** file is then used to produce the CVS file.

OEDS is used to provide district and building names.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ATTENDING/HOME DISTRICT IR			
ATTENDING/HOME DISTRICT IRN INDICATOR			Used in derived data process
ATTENDING BUILDING IRN	FS160	*Student Standing*	
BUILDING NAME		*OEDS*	
DISABILITY CONDITION	FD130	*Student Attributes – Effective Date*	Used in derived data process
DISTRICT NAME		*OEDS*	
GENDER	GI080	*Student Demographic*	
GRADE LEVEL	FD080	*Student Attributes – Effective Date*	Used in derived data process
HOW RECEIVED	FS180	*Student Standing*	
HOW RECEIVED IRN	FS190		
RACIAL/ETHNIC CATEGORY	GI090	*Student Demographic*	
SENT REASON 1	FS200	*Student Standing*	
SENT TO IRN 1	FS210	*Student Standing*	
SENT TO PERCENT OF TIME 1	FS220	*Student Standing*	
SENT REASON 2	FS230	*Student Standing*	
SENT TO IRN 2	FS240	*Student Standing*	
SENT TO PERCENT OF TIME 2	FS250	*Student Standing*	
SSID	FS110	*Student Standing*	
STUDENT PERCENT OF TIME	FS120	*Student Standing*	
STUDENT STATUS			Used in derived data process

Derived Data Used in Report

Element Name	Record Field #	File Name	Value	CRITERIA
ENROLLED STUDENT	C001	*ASSG*	YES	Many factors including valid building IRN, first and last day, admit date, student status
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1", 2nd character = STUDENT	

			STATUS	
ATTENDING HOME STATUS	A1050	*ASSG*	1st character = "2", 2nd character = ATTENDING/HOME DISTRICT IRN INDICATOR	
SID TYPE		*ADM_INFO*		*"V"* = Valid, *"I"* = Invalid, *"M"* = duplicate row, *"B"* = bad format

Report Selection Criteria

When determining which records to write to the CSV file, the following criteria are applied:
- ATTENDING HOME STATUS <u>not</u> = "*14", "15", "16", "29*", or "*1F*"
- ATTENDING HOME STATUS <u>not</u> = "*26*" unless ATTENDING HOME IRN = "*071530*" or "*071548*"
- STATE EQUIVALENT GRADE LEVEL not = "*PS*"

- If the first character of the SSID is alphabetic and the second character is numeric, then VALID ID = "B" and do not write to report
- If the SSID passes the above test,
  if the SSID is not on the **VALIDSIDS.IDX** file, then VALID ID = "*I*" and do not write to report
  ELSE if the SSID is on the **VALIDSIDS.IDX** file, then VALID ID = "*V*" and check further.

Once a valid SSID is found:
- If the Attending Home IRN = "*999999*" do <u>not</u> include the record
- Records are <u>not </u>included with the following ATTENDING HOME STATUS codes
  First character = "*1*" if STUDENT FTE not < "*1*"
  First character = "*1", "2*", or "*3*" and second character = "*5", "6*", or "*9*"

When community schools submit records and the ATTENDING HOME STATUS = "1M", the students should not be showing on the ATTENDING HOME IRN resident district's report. If the community school student is attending a JVSD then the student will show on the JVSD's report.

Once it is determined that an ssid should be on the csv file the crosswalk information is retrieved from the associated Student Standing records and is added to the csv record. The selection criteria is designed to retrieve the most current FS record where the range between the effective start date and the effective end date encompasses the buildings count week.

Report Sample

There are 8 different "SSID Types" that can be assigned to SSID's at various points during submission: SSID TYPE = B, I, M, V, E, D, N, O. These SSID TYPE codes are defined as follows:

B Blank SSID element. These are kicked out as errors in the aggregations.

I Invalid SSID. The SSID is not found on the IBM file when the aggregations are run. Records with SSID Type = "I" are found at the ITC and kicked out as errors in the aggregations.

M Multiple SSID's – your district has submitted the same SSID multiple times. This indicates that either many students have been reported with the same SSID or the same student has been reported multiple times.

V Valid SSID - SSID is located on the IBM file. (The goal is to have all students with "V".)

D Duplicate SSID – When a student has relationships with more than one district (e.g. an ESC, JVSD), and the other district, nor any other district, with which the reporting district indicates there is a relationship, does not report the same SSID, an SSID Type "D" will appear on the SSID validation report for the reporting district. So a "D" on the SSID validation report means that no other district reported that SSID. There could be three reasons for SSID Type = "D" to appear:
- The other district reported the student with a different SSID (and thus may appear as a SSID Type "E").
- The other district reported the student with the same SSID, but pointed to a different district. (The Resident IRN or Attending/Home IRN could be reported incorrectly.)
- The other district just did not report the student.
- NOTE: Students from out-of-state, nonpublic students and students attending post secondary and MRDD's will not ever have SSID Type = D, since they are excluded from this check. (These are students with Student Status = 4, 5, or 6; or Attending/Home IRN Indicator = 5 or 6)

E This means that another district reported a student as attending in your district, but your district is not showing a matching SSID. (ODE cannot display the SSID reported by the other district, as the legal question of whether or not ODE can re-disclose this SSID is still being researched.)

O Valid SSID but found in district other than the one your district reported.

N Once valid but no longer valid. SSID has been deactivated.

Records with SSID Type = "V", "D", "O" and "E", will be funded.
Records with SSID Type = "B", "I", "N" and "M" are NOT funded.
"I" and "B" are not submitted to ODE.

NOTE: The updated IBM file with all valid SSID's is received five times a week. ODE and the ITC's have procedures in place to ensure that the most current IBM file is used for verification.

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each district that has submitted data during any of the applicable reporting period.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

012345, My District, Franklin

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.

Header Information

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

FIELD NAME
STUDENT-STATUS
A/H-IND
GRADE-LEVEL
GENDER
RACE
SID

REPORT-DISTRICT-IRN
SID-TYPE
A/H-IRN
A/H-CODE
OTH-DISTRICT-NAME
CORRECT-SID
BLDG-IRN
BLDG-NAME
STIME
How-Received
How-Received-IRN
Sent-Reason-1
Sent-To-IRN-1
Sent-Reason-2
Sent-To-IRN-2
Sent-To-Pct-1
Sent-To-Pct-2

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STUDENT-STATUS,A/H-IND,GRADE-LEVEL,GENDER,RACE,SID,REPORT-DISTRICT-IRN,SID-TYPE,A/H-IRN,A/H-CODE,OTH-DISTRICT-NAME,CORRECT-SID,BLDG-
IRN,BLDG-NAME,SNAME,STIME,BDATE,NATLANG,BPLACE,DISABILITY,How-Received ,How-Received-IRN,Sent-Reason-1,Sent-To-IRN-1,Sent-Reason-
2,Sent-To-IRN-2,Sent-To-Pct-1,Sent-To-Pct-2


0,0,01,F,A,XX8016198,144444,V,144444,10,Ohio City SD                     ,          ,047178,Truman Elementary School     ,
,00,19991207,           ,                 ,**,*,      ,JV,088800, ,      , ,

0,0,01,F,B,JJ2175640,144444,V,144444,10,Ohio City SD                     ,          ,041161,ODE Elementary School        ,
,00,20001005,           ,                 ,**,9,099900,  ,      , , ,      , ,

0,0,01,F,B,XX7151551,144444,V,144444,10,Ohio City SD                     ,          ,047178,Truman Elementary School     ,
,00,20001120,           ,                 ,**,*,      ,  ,      , ,  , ,     , ,

0,0,01,F,B,XX7270705,144444,V,144444,10,Ohio City SD                     ,          ,047178,Truman Elementary School     ,
,00,20010826,           ,                 ,**,C,888005,JV,088800,  ,      , ,

0,0,01,F,B,XX2125999,144444,V,144444,10,Ohio City SD                     ,          ,041161,ODE Elementary School        ,
,00,19990921,           ,                 ,**,*,      ,NP,999999,  ,      ,100,
```

Error Detection and Correction

If the data as reported in this file does not agree with the district's in-house numbers, district personnel should check the following fields as they were entered on the ***Student Demographic, Student Standing, Student Attribute – Effective Date and/or Student Attribute – No Date*** records:

- SSID
- HOW RECEIVED
- HOW RECEIVED IRN
- SENT REASON
- SENT TO IRN
- SENT TO PERCENT OF TIME
- STATE EQUIVALENT GRADE LEVEL
- DISABILITY CONDITION
- ATTENDING BUILDING IRN
- GENDER
- RACIAL/ETHNIC CATEGORY
- STUDENT PERCENT OF TIME

The following fields should be checked in OEDS:

- DISTRICT NAME
- BUILDING NAME

Also check the error messages during the aggregation process, the Submission Status Report, and the Data Status Report to determine if any aggregation errors could cause a problem with the expected outputs.

SSID TYPE = B – BLANK (This will be a fatal error in the aggregations.)
Please run the EMSSSID Report provided by your ITC to find students who are missing SSIDs. Your ITC can then assist you with the process to obtain SSIDs.

SSID TYPE = I – INVALID (This will be a fatal error in the aggregations.)
If the SSID's cannot be found on the master file maintained by IBM, they will be considered invalid. To determine why an SSID is invalid visit the IBM/SSID website and use the established procedures. If you are unable to resolve the issue using the website, contact your ITC for assistance. If necessary the ITC will contact IBM to resolve the issue.

SSID TYPE = N – No Longer Valid (This will be a fatal error in the aggregations.)
If an SSID has been deactivated, it will be considered invalid. To determine why an SSID is invalid visit the IBM/SSID website and use the established procedures. If you

are unable to resolve the issue using the website, contact your ITC for assistance. If necessary the ITC will contact IBM to resolve the issue.

SSID TYPE = D, E or O
Please check to make sure the Resident District IRN and the Attending/Home IRN are reported accurately, so districts are pointing to the appropriate entity. If the IRN's are accurate, contact the other district and determine why the student is not being reported with the same SSID by both districts.

ODE encourages that districts resolve SSID errors in the following order of priority:

1. SSID Type = B, I or N (the blank and invalid SSID's)
2. SSID Type = M (SSIDs assigned multiple times)
3. SSID Type = D, E, or O (When multiple districts educate a student, but not all involved entities report the SSID for that student.)

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