

**SSID  
REPORT EXPLANATION  
(.CSV\_CCYY?\_SID\_SSID)**

**Education Management Information System (EMIS)**



Revision Date August 1, 2006

**Prepared by  
Office of Information Policy and Management**

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## 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.

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## 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 all students that they are reporting have valid student identifiers.

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.

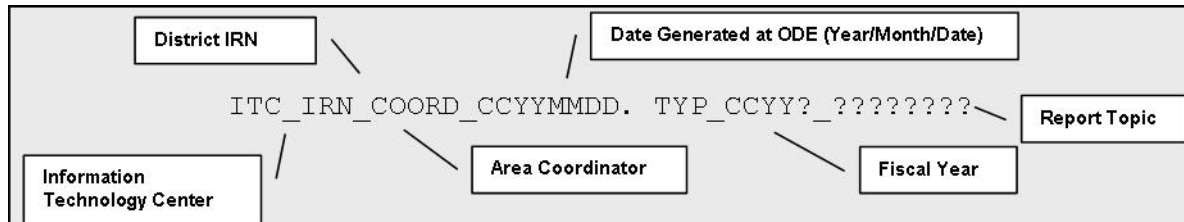
### *Tips for Reading This Document*

- 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:

**DAS\_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 **VALIDSSIDS.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* and *student attendance* records. The aggregation produces the **ASSG** file and does processing such as determining if the student is enrolled or not enrolled, adjusting a PS or KG grade level to a state equivalent, 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 IRN	GK300	<i>Student Attendance</i>	
ATTENDING/HOME DISTRICT IRN	CK305	<i>Student Attendance</i>	Used in derived data process

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Element Name	Record Field #	File Name	Special Notes
INDICATOR			
BUILDING IRN	GK040	<i>Student Attendance</i>	
BUILDING NAME		<i>OEDS</i>	
DISABILITY CONDITION	GI160	<i>Student Demographic</i>	Used in derived data process
DISTRICT NAME		<i>OEDS</i>	
GENDER	GI080	<i>Student Demographic</i>	
GRADE LEVEL	GI130	<i>Student Demographic</i>	Used in derived data process
RACIAL/ETHNIC CATEGORY	GI090	<i>Student Demographic</i>	
SSID		<i>IBM</i>	Source of VALIDSID.SIDX
STUDENT PERCENT OF TIME	GI150	<i>Student Demographic</i>	
STUDENT STATUS	GI120	<i>Student Demographic</i>	Used in derived data process

### Derived Data Used in Report

Element Name	Record Field #	File Name	Value	CRITERIA
STATE EQUIVALENT GRADE LEVEL	A1250	<i>ASSG</i>	PH	GRADE LEVEL (GI1330) = "PS" with a numeric DISABILITY CONDITION (GI160)
STATE EQUIVALENT GRADE LEVEL	A1250	<i>ASSG</i>	PK	GRADE LEVEL(GI1330) = "KG" with a DISABILITY CONDITION (GI160) = "11"
STATE EQUIVALENT GRADE LEVEL	A1250	<i>ASSG</i>	KH	"GRADE LEVEL (GI1330) is "KG" with a numeric DISABILITY CONDITION (GI160)
ENROLLED STUDENT	C001	<i>ASSG</i>	YES	Many factors including valid building IRN, first and last day, admit date, student status
ATTENDING HOME STATUS	A1050	<i>ASSG</i>	1 <sup>st</sup> character = "1", 2 <sup>nd</sup> character = STUDENT STATUS	ENROLLED STUDENT and GK305 = "0"
ATTENDING HOME STATUS	A1050	<i>ASSG</i>	1 <sup>st</sup> character = "2", 2 <sup>nd</sup> character = STUDENT STATUS, FTE calculated	ENROLLED STUDENT, GK305 not = "0", GI150 = "0"
ATTENDING HOME STATUS	A1050	<i>ASSG</i>	1 <sup>st</sup> character = "1" and 2 <sup>nd</sup> character = STUDENT STATUS, FTE calculated, flagged as Not Open	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 not = "9", "2", "3", or "B"

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			Enrollment	
ATTENDING HOME STATUS	A1050	<i>ASSG</i>	1 <sup>ST</sup> character = "1" and 2 <sup>nd</sup> character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 = "9", "2", "3", or "B"
SID TYPE		<i>ADM_INFO</i>		"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 not = "14", "15", "16", "29", or "1F"
- ATTENDING HOME STATUS not = "26" unless ATTENDING HOME IRN = "071530" or "071548"
- STATE EQUIVALENT GRADE LEVEL not = "PS" or "PH" (for February "PK")
- 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 **VALIDIDSIDS.IDX** file, then VALID ID = "I" and do not write to report
  - ELSE if the SSID is on the **VALIDIDSIDS.IDX** file, then VALID ID = "V" and check further.

Once a valid SSID is found:

- If the Attending Home IRN = "999999" do not include the record
- Records are not included with the following ATTENDING HOME STATUS codes
  - First character = "I" if STUDENT FTE not < "1"
  - First character = "1", "2", or "3" and second character = "5", "6", or "9"

## 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, Community School), 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 is expected to submit data during any reporting period.

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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.

The header record for the CSV file contains:

<b><i>FIELD NAME</i></b>	<b><i>STARTING POSITION</i></b>	<b><i>ENDING POSITION</i></b>	<b><i>FIELD LENGTH</i></b>
STUDENT-STATUS	1	14	14
A/H-IND	15	21	7
GRADE-LEVEL	22	32	11
GENDER	33	38	6
RACE	39	42	4
SID	43	45	3
REPORT-DISTRICT-IRN	46	64	19
SID-TYPE	65	72	8
A/H-IRN	73	79	7
A/H-CODE	80	87	8
OTH-DISTRICT-NAME	88	104	17
CORRECT-SID	105	115	11
BLDG-IRN	116	123	8
BLDG-NAME	124	132	9

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### ***Detail Information***

Each detail line in the CSV file contains data pertaining to a student whose records were submitted by the district.

<b>FIELD NAME</b>	<b>STARTING POSITION</b>	<b>ENDING POSITION</b>	<b>FIELD LENGTH</b>	<b>DATA</b>
STUDENT-STATUS	1	1	1	See <u>EMIS MANUAL</u> , Chapter 2 for valid values
A/H-IND	2	2	1	See <u>EMIS MANUAL</u> , Chapter 2 for valid values
GRADE-LEVEL	3	4	2	See <u>EMIS MANUAL</u> , Chapter 2 for valid values
GENDER	5	5	1	See <u>EMIS MANUAL</u> , Chapter 2 for valid values
RACE	6	6	1	See <u>EMIS MANUAL</u> , Chapter 2 for valid values
SID	7	15	9	Valid Student ID
REPORT-DISTRICT-IRN	16	21	6	6-digit assigned ID
SID-TYPE	22	22	1	"V" = valid
A/H-IRN	23	28	6	6-digit assigned ID
A/H-CODE	29	30	2	ATTENDING HOME STATUS as determined by aggregation logic
OTH-DISTRICT-NAME	31	60	30	From OEDS
CORRECT-SID	61	69	9	blank
BLDG-IRN	70	75	6	6-digit assigned ID
BLDG-NAME	76	105	30	From OEDS

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

0,0,01,F,A,EM7777777,0404040,V,0404040,10,A	Great City SD	,	,040147,AAA Primary Elementary Sch
0,0,01,F,B,EJ9999999,0404040,V,0404040,10,A	Great City SD	,	,040147,AAA Primary Elementary Sch
0,0,01,F,B,EK3333333,0404040,V,0404040,10,A	Great City SD	,	,095661,A-One Primary Elementary
0,0,01,F,M,EI0000000,0404040,V,0404040,10,A	Great City SD	,	,095661,A-One Primary Elementary
0,0,01,F,M,EJ1111111,0404040,V,0404040,10,A	Great City SD	,	,095661,A-One Primary Elementary
0,0,01,F,M,EL2222222,0404040,V,0404040,10,A	Great City SD	,	,095661,A-One Primary Elementary
0,0,01,F,W,CL5555555,0404040,V,0404040,10,A	Great City SD	,	,040147,AAA Primary Elementary Sch
0,0,01,F,W,EI4444444,0404040,V,0404040,10,A	Great City SD	,	,040147,AAA Primary Elementary Sch
0,0,01,F,W,EI6666666,0404040,V,0404040,10,A	Great City SD	,	,040147,AAA Primary Elementary Sch
0,0,01,F,W,EI8888888,0404040,V,0404040,10,A	Great City SD	,	,040147,AAA Primary Elementary Sch

## **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* record:

- SSID
- ATTENDING/HOME DISTRICT IRN INDICATOR
- STUDENT STATUS
- ATTENDING/HOME DISTRICT IRN
- GRADE LEVEL
- DISABILITY CONDITION
- 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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