

SSID User Manual

Version 10.2

SSID Statewide
Student
Identifier System



**Department of
Education &
Workforce**



On behalf of the
Ohio Department of Education and Workforce
Information Technology Office
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Statewide Student Identifier (SSID) System		Version 10.1
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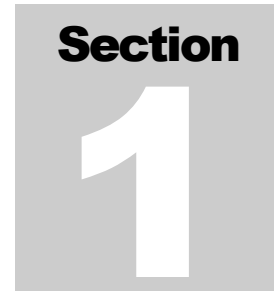
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1 Introduction



W

elcome to the Statewide Student Identifier (SSID)

System. The SSID system is designed to create, disseminate to districts, and to identify, store and assign a unique student identifier code to each student. The integration with the EMIS provides the ability to track personally unidentifiable student progress across time and schools, and to determine the impacts of Ohio public school programs on student success.

The SSID application will allow authorized users at ITCs (Information Technology Centers) and School Districts to access the system through a Secure Socket Layer (SSL) secured website – <https://www.ohiossid.com>. The application will facilitate the assignment of individual Student Identifiers (SID) through online web forms or SIF as well as mass assignment of SID's through batch processing. The SSID web application is designed from the user's perspective to include all the functionality necessary to perform the user's role effectively and efficiently.

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1.1 Using This Manual

The SSID User Manual introduces the user to the SSID system and provides the instruction to enable the user to utilize the system effectively in a short period of time. It explains how to accomplish the most common tasks and utilize the special SSID features within the SSID application.

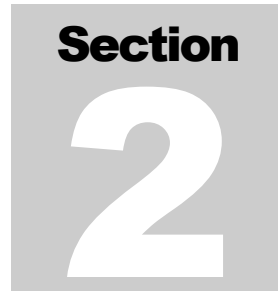
The SSID User Manual is constructed in a manner to allow the user to find the answers to application questions easily. It uses specific language found in the SSID system, as well as application pictures to create direct references between the application and the supporting section of the manual.

For ease of use, the manual is organized as follows:

- The manual is divided into multiple sections, with each section separated with numbered tabs.
- Each section of the manual is divided into subsections with a hierarchical section number. For example, sections 2.5.1 and 2.5.2 would both be subsets of section 2.5 – The Main Menu. When making references between subsections, the section number will be referenced in lieu of a page number.

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2 *SSID Overview*



This section provides an overview of the SSID application

and the major system functions within the SSID application. In addition, the user will become more familiar with the different data access levels within the application as well as the system functions that one can operate based on a particular SSID user role. The SSID matching logic used in the system functions will also be described in this section.

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2.1 System Functions

The SSID application will facilitate online, batch mode, and SIF generation of Student IDs. In the online mode, users can enter the desired student attributes and request the Student ID, or the users can provide the student ID and update any of the student information. In the batch mode, users can send the student data to the application and receive the feedback from the application as to whether the new students have been added or the data requires any investigation and rectification.

In the SIF mode, the local Student Information System will make an automatic request to the system for a unique SSID for a student. If the system is able to uniquely identify or create a new SSID for the student, the SSID system will return the SSID, and the number will be automatically stored in the local Student Information System. If the request requires any investigation, the user will utilize the SSID system as they currently do to resolve the potential match.

The major functions within the SSID application are listed below:

- Create SID
 - Allows a user to generate a new student ID

- Search SID
 - Allows a user to search for an existing SID record

- Maintenance SID
 - Validate SID
 - Allows a user to verify the status of an SID (active or inactive) and retrieve the active SID if the SID is inactive
 - Modify SID
 - Allows a user to modify student information
 - Delete SID
 - Allows a user to delete an invalid SID record

- Batch Process
 - Batch File Upload
 - Allows a user to upload a Batch Input text file for batch generation of student IDs.
 - Batch File Download
 - Allows a user to download a Batch Output text file

- Help
 - SSID Point of Contacts (POC)
 - Provides a list of the Point of Contact (POC) for ITCs and Districts

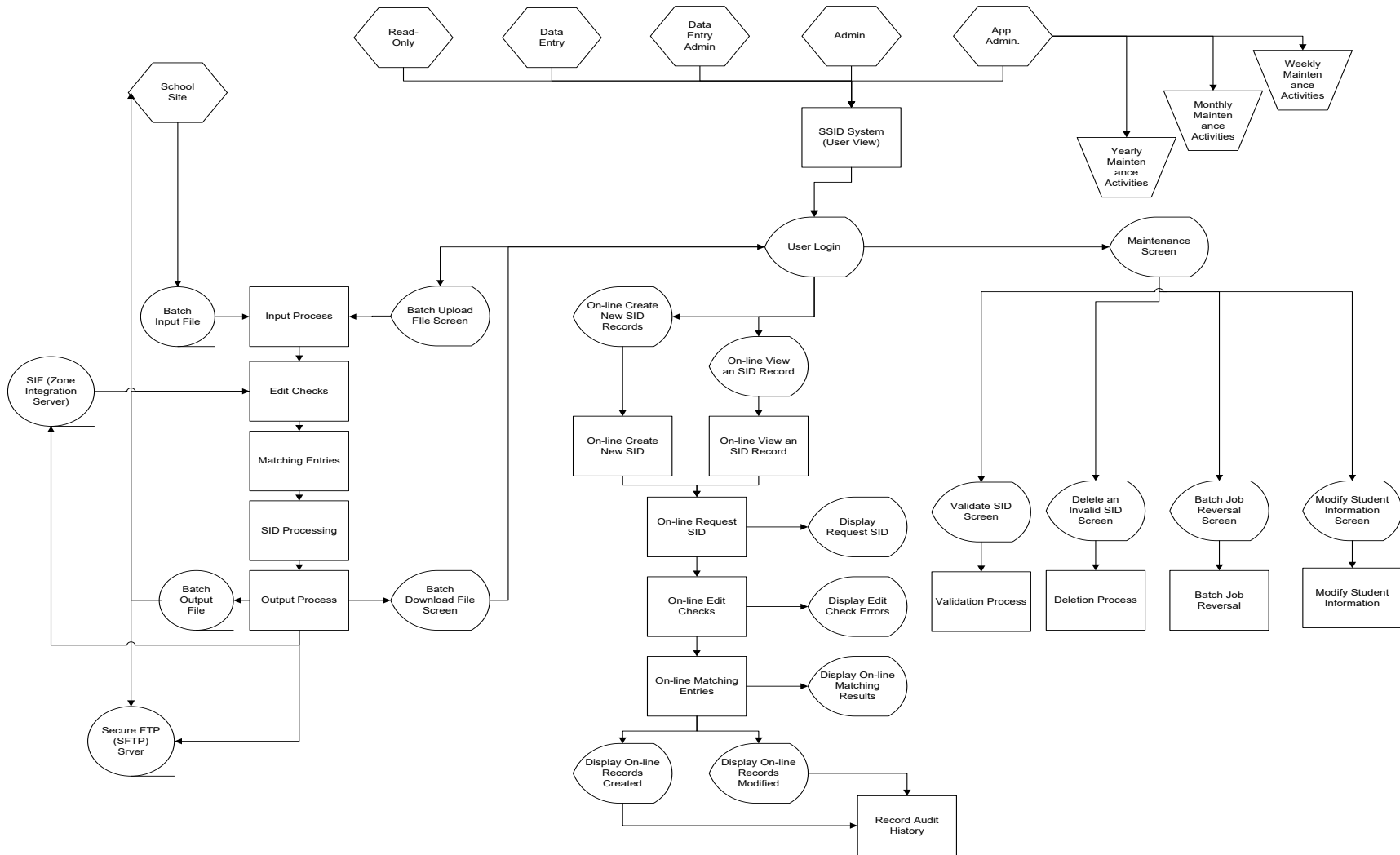
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- SSID Users
 - Provides a list of the SSID system users by IRN
- Help Documents
 - Provides links to user documentation including:
 - SSID FAQs
 - SSID File Format Layout
 - SSID Help Desk Functionality User Guide
 - SSID User Manual

In addition to the online Batch process, Administrators may also send Batch files through the system is an automated transmission through Secure FTP (SFTP).

The following figure illustrates the SSID application's system functions through System Site Map.

Figure 2-1: System Site Map



2.2 Access Levels

The SSID system allows for five types of user roles to be assigned to individuals. Each SSID user role has certain access rights to system functions that one can operate. These roles include:

- **Read-Only**
 - The Read-Only role will only have access to Search SID for a student. The Read-Only users will have read-only access to all student information.

The system functions available to the Data Entry web users are listed below:

- Search SID

- **Data Entry**
 - The Data Entry role will have access to functions that request a new SID for an individual student and view an SID for a student. The Data Entry user must enter at minimum all key student attributes when requesting a SID. The SSID application will ensure that Data Entry users have read-only access to key student attributes.

The system functions available to the Data Entry web users are listed below:

- Search SID
- Create SID

- **Data Entry Administrator**
 - The Data Entry Administrator role will include at minimum all of the attributes of the Data Entry role plus the ability to change key student attributes after an SID has been assigned as well as delete an invalid SID.

The system functions available to the Data Entry Administrator web users are listed below:

- Search SID
- Create SID
- Maintenance
 - Validate SID
 - Modify SID
 - Delete Invalid SID

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- ***Administrator***
 - The Administrator role will include at minimum all of the attributes of the Data Entry Administrator role plus the ability to conduct the Batch Process.

The system functions available to the Administrator web users are listed below:

- Search SID
 - Create SID
 - Maintenance
 - Validate SID
 - Modify SID
 - Delete Invalid SID
 - Batch Process
 - Batch File Upload
 - Batch File Download
- ***Application Security Administrator***
 - A trusted member of the ASP who has been approved by ODEW will execute the Application Security Administrator role. The application security administrator role will include at minimum all of the attributes of the Administrator role plus ability to execute any controlled procedures such as administrative deletion of invalid SID records, archival of outdated SSID records that have exceeded their useful life, access to SID audit records, or activating and deactivating application login accounts.

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2.3 SSID Matching Logic

The SSID application uses matching logic to search for records that match identifying student attributes before creating a new SID or to search for an existing SID record a user wishes to modify. Both the online and batch processes use this matching logic.

In addition, the system will use SoundEX techniques where appropriate to search for existing records. The SoundEX function searches for similar-sounding words or names in the database to identify records that match the criteria input. For example, the following record in the database exists:

John Smith Male 1/1/1990

A user inputs the following information:

Jon Smith Male 1/1/1990

Using SoundEx techniques, the system will recognize that although the first name is spelled differently, this is actually a matching field.

Several factors weigh in the student match process. The system first searches on the following mandatory elements:

- Legal First Name,
- Legal Last Name,
- Gender,
- Date of Birth,

If one or more records is located, the matching logic will then search based on additional student attributes to narrow the search. The sequence of the additional mandatory elements used to decide the outcome of the matching process is as follows:

1. Middle Name
2. Birth Place City
3. Ethnicity, and
4. Native Language

If multiple records still exist, the matching logic will then search based on the optional student attributes to narrow the search in the following order. The sequence of the additional optional elements used to decide the outcome of the matching process is as follows:

1. Social Security Number
2. Mother's Maiden Name

Based on the combination of these factors, the logic will determine the outcome of the Matching Entries Process, which will be one of the following three:

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- 100% Match, same student exists in table
- No match found, new SID will be assigned
- Potential Duplicate, user will notified and will be required to modify the entered information or add additional information to determine uniqueness.
 - In the case of at potential duplicate found in the batch process, a user will receive a result Code of 'C'. The user will need to utilize the online user interface to view the potential matches.
 - In the case of potential duplicates found through the online process, the system will display a grid of potential matches for the user to review.

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2.4 SSID Audit Functions

The SSID application generates audit trail entries for all on-line and batch processes. An audit trail is maintained when the user requests the creation of a new SID or validates and modifies identifying student attributes.

The following audit information will be kept for all additions, modifications, and deletions to the database records:

- Date / time of change
- Old value
- New value
- Batch Job ID; blank if change made through the online process
- User ID of agent making the modification
- District IRN of user making modification
- Building IRN of user making modification
- Change Type Code designating: Creation, Modification, or Deletion

The SSID application will retain at least the last three audit records for the *identifying student attributes* on each SID record. All audit records in excess of the 3 most recent entries will be archived at least weekly.

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2.5 SSID Edit Checks

The SSID application will perform edit checks on the student attributes for the online and batch processes. If one or more edit checks fail during the batch process, the record will be assigned a Result Code of “F” and the user must correct the errors and resubmit the batch file or use the online process.

Through the online process, the users will receive interactive error messages when one or more validation checks fail. The user will then have the opportunity to correct any errors on the screen and re-submit the transaction.

The SSID application will perform the following edit checks:

- Validate that the following mandatory fields are not blank:
 - Legal Last Name
 - Legal First Name
 - Date of Birth
 - Gender
 - Legal Middle Name*
 - Birth Place City*
 - Ethnicity**
 - Native Language*
 - Admission Reason Code

**If the user is associated with Department of Higher Education (DHE), Department of Developmental Disabilities (DODD) or Ohio Department of Health (ODH), the Legal Middle Name, Birth Place City, and Native Language are not mandatory.*

***If the user is associated with Ohio Department of Job and Family Services (ODJFS), the Legal Middle Name, Birth Place City, and Ethnicity are not mandatory.*

- Validate that the following fields are case sensitive:
 - User ID
 - Password
 - SID
- Validate that the following fields are a correct date format (mm/dd/yyyy or mmddyyyy):
 - Date of Birth
 - Polio Immunization Date
 - MMR Immunization Date
 - DTaP Immunization Date

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- Validate that the following date field is within the proper date range:
 - 0 years < Date of Birth < 30 years*
 - * If the user is associated with the Department of Higher Education (DHE) or Department of Developmental Disabilities (DODD), there is no age limit
 - * If the user is associated with the Ohio Department of Education and Workforce (ODEW) and the Admission Reason Code of D is submitted, there is no age limit

- Validate that the following field is in the correct format:
 - Social Security Number (xxx-xx-xxxx or xxxxxxxxx or xxxx)

- Validate that the following fields are numeric:
 - Social Security Number (Validate 9 or 4 digits)
 - Street Number
 - Home Phone Number
 - Other Phone Number

- Validate that the following fields are text:
 - First Name (Legal and other names)
 - Middle Name
 - Last Name (Legal and other names)
 - Mother’s Maiden Name
 - Birth Place City
 - City
 - State
 - County
 - Country

All name fields will accept hyphens, “ - “, and apostrophes, “ ’ ”.

In addition to these validations, the following fields on the online web form will be drop down boxes to ensure that a valid value is input:

- Gender
- Native Language
- Ethnicity

The SSID Application will use the codes provided by DEW to validate Native Language, Ethnicity, Admission Reason Code, Building and District IRNs. The Native Language, Ethnicity, and Admission Reason IDs and descriptions are provided in the tables below. The IDs are what will be used in the Batch Process for the respective fields, while the drop down boxes on the online screens display the description.

Native Language

- Refers to the primary or home language of the student.

Table 2-1: Native Language Code Set

Native Language ID	Description
ENG	English
ALB	Albanian
AMH	Amharic
ARA	Arabic
CAM	Cambodian
CAN	Cantonese
CRE	Creole (French)
GER	German
HMG	Hmong
JPN	Japanese
KOR	Korean
LAO	Laotian
NAV	Navajo
PTG	Portuguese
ROM	Romanian
RUS	Russian
SBC	Serbo Croat
SOM	Somali
SPN	Spanish
TAG	Tagalog
TRI	Tigrinya
UKR	Ukrainian
VTM	Vietnamese
OTH	Other

Racial/Ethnicity

- Racial/ethnic group to which the student belongs or with which the student identifies.

Table 2-2: Racial/Ethnicity Code Set

Ethnicity ID	Description
W	White: People who have origins in any of the original peoples of Europe, North Africa, or the Middle East
B	Black or African American: Persons having origins in any of the black racial groups in Africa
A	Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for ex-ample, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
I	American Indian or Alaskan Native: Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment
P	Native Hawaiian or Other Pacific Islander: Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
H	Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
M	Multiracial: Persons having origins in two or more of the above options.

Admission Reason

- The reason the district is requesting an SID be issued for a newly enrolled student.

Table 2-3: Admission Reason Code Set

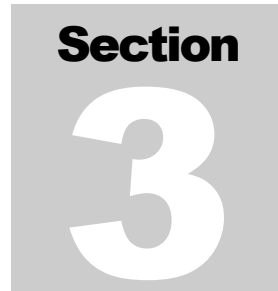
Reason ID	Description
1	Student Transferred from Home School in Ohio
2	Student transferred from out of state/out of country
3	Student transferred from a nonpublic school in Ohio
4	Student enrolling for first time in Ohio public school/community school because of age (Preschool/Kindergarten)
5	Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above
6	Transferred from another Ohio public district / community school
7	Not newly enrolled in this school district
8	Early Childhood (Only used by state agencies for children in early childhood programs)
9	Student previously enrolled in an Ohio Early Childhood program administered by a state agency
A	Board of Regents
B	Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
C	Ohio Student ID Exists due to prior enrollment in Ohio higher Education System
D	Student 22 years or older

Note:

- 1) DHE users may only use Admission Reason Codes A, B, or C. Admission Reason Codes 1-9 will not display to a DHE user online and if submitted in batch the record will fail.
- 2) ODJFS, DODD, and ODH users may only use Admission Reason Codes 8 or 9. Admission Reason Codes 1-7 and A-C will not display to a ODJFS, DODD, or ODH user online and if submitted in batch the record will fail
- 3) All other users may only use Admission Reason Codes 1-9 and C. Admission Reason Codes A and B will not display to a user online and if submitted in batch the record will fail.
- 4) Admission Reason Code D will not display to a non-ODEW user online and if submitted in batch the record will fail.

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3 Accessing the Application



This section provides an overview of accessing the SSID

system as well system-navigating techniques. The user will become more familiar with connecting to the SSL secured website, logging into the SSID application, and viewing the various functions of the SSID application.

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3.1 Connecting to the Secure Website

The SSID Application can be accessed through the secured SSL encrypted website – <https://www.ohiossid.com>.

Only personal computers (PC) and Apple Macintosh computers, with valid IP addresses will be able to connect to the application over existing links at the ITCs and School Districts. The verification of IP addresses by the SSID System will only allow users to access the SSID application from an approved school district or ITC. The user will not be able to access the SSID application from a home computer or from a computer at an unapproved location.

3.2 Logging into SSID

Once the IP Address of the user is validated and the user connects to the SSID web site, the SSID *Login Screen* will be displayed, and the SSL security will be activated. This screen allows an authorized user at an ITC or School District to login into the SSID system. The user will be granted the level of access based on his or her login profile. An individual user will participate in only one role and will be granted one login account of the highest level of access that the user is permitted. The Login ID and password accounts will protect access to SSID functionality.

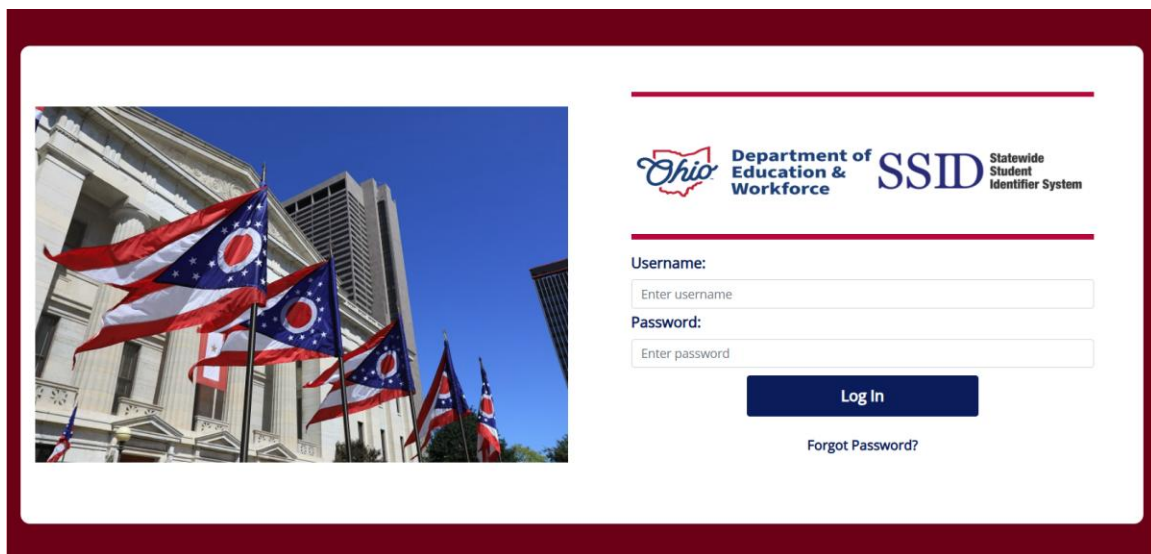
The *Login Screen* enables a user to type in their assigned User ID and password in order to gain access to the SSID system.

To log in to the SSID system the user must enter the following information and press the ***Login*** button:

1. User's ID (also referred to as Sign-In Name).
2. Password.

Below is an illustration of the SSID *Login Screen*.

Figure 3-1: SSID Login Screen



If a user has forgotten their User ID or Password, there is a link, *Forgot Your Sign-In Name Or Password?*, below the Login Screen that enables the user to receive their Login information via email. When the user clicks on the link the following web page is displayed:

Figure 3-2: Forgot Your Sign-In Name or Password? Screen

Forgot your Sign-In Name or Password?

* Last Name (Legal):
Enter last name

* First Name (Legal):
Enter first name

* Email Address:
Enter e-mail address

* Mandatory Field

Submit Reset

Link to Login

If you have any question, please email your concerns to: ssidhelp@us.ibm.com

The user must supply all of the following information to receive their User ID and Password via email:

- Legal Last Name
- Legal First Name
- Email Address

Once the information is validated, the user will be emailed their User Account information.

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The SSID Application includes the following features that aid in the prevention of unauthorized access and use of the system.

- Invalid User
 - If the user does not type in the correct User ID or password, the user will not be granted access into the SSID application. The *Login Screen* will still be displayed for the user to re-enter a correct User ID and password.

- Change Password
 - If it is the first time that a user logs in to the SSID system, the user will be prompted to change their password. The *Change Password* screen enables a user to change his or her password in order to gain access into the system.

- Password Expiration
 - User passwords will expire every 90 days after the password has been changed. If a user attempts to login with an expired password, they will be prompted to change their password upon login.

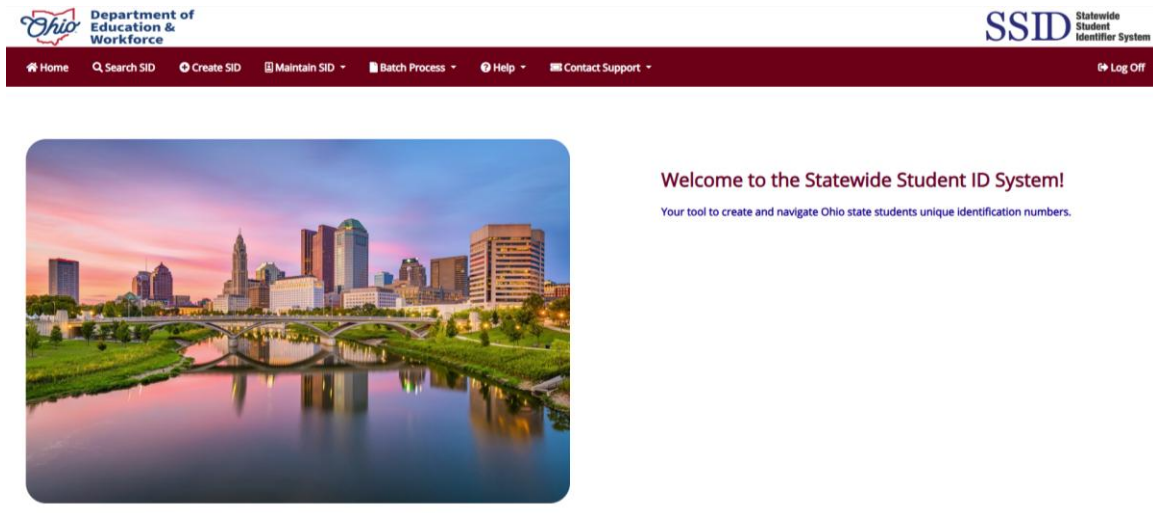
- Session Timeout
 - If the user remains on a web page for 20 minutes, the user's session will timeout and the user will be automatically logged off of the SSID Application. The user will then be presented the option to return to the *Login Screen* to login back into the SSID Application.

3.3 Home Page and Navigation

Once the user successfully logs into the SSID Application, the SSID home page will be displayed. The home page allows the user to navigate throughout the entire SSID application.

Below is an illustration of the SSID *Home Page*.

Figure 3-3: SSID Home Page Screen



All of the major functions of the SSID application can be accessed through the menu items on the homepage. The system functions that a particular user can access will depend on his or her data access role. The major system functions will be discussed in detail in the following sections of the User Manual.

In addition, the navigation menu items will appear at the top of all SSID online screens. A user will be able to access the major system functions from any page within the application.

Section
4

4 Read-Only Functions

This section provides information related to all functions

available for the Read-Only role. The Read-Only role has access to functions to search for an existing SID record. Illustrated are the SSID screen views along with the supporting information necessary to perform the system functions. This section covers the one function available for a Data Entry role user:

- Search SID

The Data Entry role, Data Entry Administrator role, and the Administrator role will include at minimum all of the functions of the Read-Only plus additional functionality that will be described in later sections.

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4.1 Search SID

If a user clicks on the **Search SID** menu item, the *Search SID* Screen will be displayed. The SSID application allows a user to search for a student's SID number through this process. The student information is non modifiable through this screen; however, an authorized user may link to the *Modify SID* function through this screen.

The user may input the SID and the Legal Last Name or only the four mandatory elements (Legal Last Name, Legal First Name, Gender, and Date of Birth) to search for an existing student record. If the user inputs the SID of the student, the user may input at a minimum the student's Legal Last Name.

To search for an existing SID, record the user must enter the following student attributes and then press the **Search** button:

1. SID of the student
2. Legal Last Name

OR

1. Legal Last Name
2. Legal First Name
3. Gender
4. Date of Birth (mm/dd/yyyy or mmddyyyy format)

The other Optional Student Attributes are not mandatory to be input, however, are important in determining the uniqueness of a student when a potential match exists. The user is encouraged to input these elements, as they are available. The optional elements include:

1. Middle Name,
2. Birth Place City,
3. Ethnicity,
4. Native Language,
5. Social Security Number, and
6. Mother's Maiden Name.

Below is an illustration of the *Search SID Record* Screen.

Figure 4-1: Search SID Record Screen

Once the **Search** button is pressed, the system will perform edit checks on the fields input. If all validations pass, the SSID system will use the additional information input to narrow the search and verify if an SID for the student exists.

The search process will return one of the following results:

1. No Match
2. One Exact Match
3. Two to Ten Potential Matches
4. More than Ten Potential Matches

1. No Matching Records

If there are no existing records that match the student information input, the user will be notified that no there are no existing records. The user may then re-enter or correct the elements input and perform the search again.

2. One Exact Match

If one exact matching record is located based on the elements input, the full record will be displayed.

The student information is non modifiable through this screen; however, an authorized user may link to the *Modify SID* function through the *Modify Student Information* button at the top of the page. A user must have the Data Entry Administrator or Administrators access level to modify student information.

Below is an illustration of the *Search SID Record (Additional Student Information)* Screen.

Figure 4-2: Search SID Record (Additional Student Information) Screen

One Matching Record Found

Search SID Record

SID: WV909/473 Modify Student Information Done

* Last Name: Smith	* First Name: John	* Date of Birth: 1/1/2010	* Gender: Male
* Middle Name: +	* Birth Place City: Columbus	* Ethnicity: White, Non-Hispanic	* Language: English

* Admission Reason: Enrolling for first time in Ohio public/community school because of age

Optional Student Attributes

Social Security #: Mother's Maiden Name:

Additional Student Information

District IRN: 050735 Called Name: Given Name:

Mother's First Name: Mother's Last Name: Father's First Name: Father's Last Name:

Polio Immunization Date: MMR Immunization Date: Diap Immunization Date:

Current Address:

Street Number: Apartment Character:

Street Name: Street Type:

City: State: Zip Code: County:

Country: Home Phone: Other Phone:

Full Address 1: Full Address 2:

* Mandatory Field Done

3. Two to Ten Potential Matches

If ten or fewer existing records match the student attributes input, the system will display the list of potential matches, and the user may view the existing record. Below is an illustration of *Search Record* Screen for the ten or fewer potential match scenario.

Figure 4-3: Search SID Results (Two to Ten Potential Matches)

An SID for the student potentially exists.
Please provide additional optional student attributes
to narrow down search and verify
if an SID for this student exists

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

The user will be given the option to view the existing records. If the user selects the ***View/Edi Record*** button, then the existing record in the SSID System will be displayed to the user. The student information is non modifiable through this screen; however, an authorized user may link to the *Modify SID* function through the *Modify Student Information* button at the top of the page. A user must have the Data Entry Administrator or Administrators access level to modify student information. Refer to Figure 4-2 for an illustration of the SSID *Search SID Record (Additional Student Information)* Screen.

4. More than Ten Potential Matches

If more than ten existing records match the student attributes input, the system will display a list of the first ten potential matches and will also display the following message “Your search yielded more than ten records. Only the first ten records are shown here.” Below is an illustration of *Search SID Record* Screen for the more than ten potential match scenario.

Figure 4-4: Search SID Results (More than 10 Potential Matches)

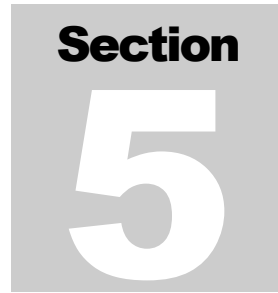
Home Search SID Create SID Maintain SID Batch Process Help Contact Support
Log Off

An SID for the student potentially exists.
Please provide additional optional student attributes
to narrow down search and verify
if an SID for this student exists

Your search yielded more than ten records.
Only the first ten records are shown here.

	Last Name (Legal)	First Name (Legal)	Gender	Date of Birth	Middle Name	Birth Place City	Ethnicity	Language	SID	Create Date
View/Edit Record	Smith	John	Male	1/1/2010	*	Columbus	W	ENG	WW9094473	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	Jay	Columbus	W	ENG	RK3384599	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	JJ	Columbus	W	ENG	VU5676214	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	Jason	Columbus	W	ENG	AF8795941	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	*	Dayton	W	ENG	UB4989565	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	*	Dublin	W	ENG	WU9595282	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	*	Cincinnati	W	ENG	BF4816797	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	*	Columbus	M	ENG	PS6470862	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	Jay	Columbus	M	ENG	NC2962951	11/5/2020
View/Edit Record	Smith	John	Male	1/1/2010	JJ	Columbus	M	ENG	LS3064700	11/5/2020

The user will be given the option to view the existing records. If the user selects the ***View/Edi Record*** button, then the existing record in the SSID System will be displayed to the user. The student information is non modifiable through this screen; however, an authorized user may link to the *Modify SID* function through the *Modify Student Information* button at the top of the page. A user must have the Data Entry Administrator or Administrators access level to modify student information. Refer to Figure 4-2 for an illustration of the SSID *View SID Record (Additional Student Information)* Screen.

A gray square graphic with the word "Section" in bold black text at the top and a large white number "5" in the center.

5 Data Entry Functions

This section provides information related to all functions

available for the Data Entry role. The Data Entry role will include at minimum all of the attributes of the Read-Only role plus the ability to request a new SID for an individual student. Illustrated are the SSID screen views along with the supporting information necessary to perform the system functions. This section covers the function available for a Data Entry role user:

- Create SID

The Data Entry Administrator role and the Administrator role will include at minimum all of the functions of the Read-Only and Data Entry role plus additional functionality that will be described in later sections.

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5.1 Create SID

If a user clicks on the **Create SID** menu item, the *Create SID* Screen will be displayed. The *Create SID* screen allows an authorized user to request a unique nine character, alphanumeric student identifier (SID) for a student. An SID will never be reused or reassigned to another student. The user must enter all mandatory identifying student attributes for a new student ID to be generated.

To create a new SID for a student the user must enter at minimum the following student attributes and then press the **Create SID** button:

1. Legal Last Name
2. Legal First Name
3. Gender
4. Date of Birth (mm/dd/yyyy or mmdyyy format)
5. Legal Middle Name*
6. Birth Place City*
7. Ethnicity**
8. Native Language*
9. Admission Reason Code

**If the user is associated with Department of Higher Education (DHE), Department of Developmental Disabilities (DODD) or Ohio Department of Health (ODH), the Legal Middle Name, Birth Place City, and Native Language are not mandatory.*

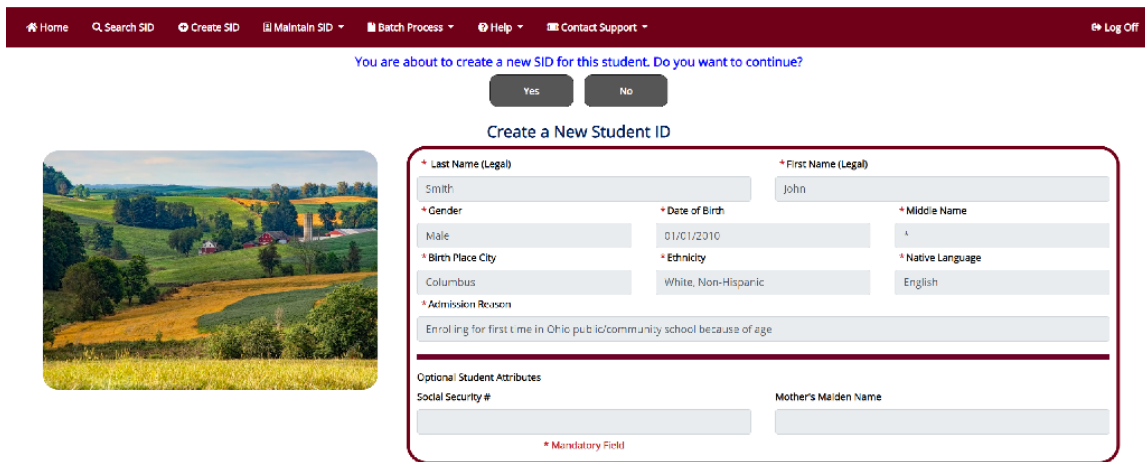
***If the user is associated with Ohio Department of Job and Family Services (ODJFS), the Legal Middle Name, Birth Place City, and Ethnicity are not mandatory.*

If a student does not have a legal Middle Name, an asterisk “*” should be left in the Middle Name field to indicate that the student does not have a Middle Name. The system will not allow the Middle name field to be blank unless the user is associated with DHE, DODD, or ODH.

The two Optional Student Attributes – Social Security Number and Mother’s Maiden Name are not mandatory to be input, however, are important in determining the uniqueness of a student when a potential match exists. The user is encouraged to input these elements, as they are available.

Below is an illustration of the *Create SID* Screen.

Figure 5-1: Create SID Screen



Once the **Create SID** button is pressed, the system will perform the edit checks on the mandatory fields. If all validations pass, the system will then check for any existing records that match the mandatory elements input before creating a new SID.

There are three possible scenarios that could occur with this search:

1. No Match
2. Two to Ten Potential Matches
3. More than Ten Potential Matches

1. No Matching Records

If there are no existing records that match the mandatory elements, the user will be prompted to confirm the creation of a new SID for the student.

If an Admission Reason Code of one of the following reasons is selected and no matching records are found, the user will be notified the Admission Reason selected indicates that the student should have an existing SID:

- Admission Reason Code 6 – Transferred from another Ohio public/community school
- Admission Reason Code 7 – Not newly enrolled in this school district
- Admission Reason Code 9 – Student previously enrolled in an Ohio Early Childhood (Pre-Preschool < 3 years of age) program administered by a state agency
- Admission Reason Code of B – Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
- Admission Reason Code of C – ODHE student previously enrolled in an Ohio higher education program
- Admission Reason Code D – Student 22 years or older

The user will need to verify the information input and make any necessary corrections.

Below is an illustration of the *Create SID* confirmation Screen.

Figure 5-2: Create SID Confirmation Screen

If the user confirms the creation of the SID, the SSID application will assign a new SID for the student, display the newly assigned SID, and allow an authorized user to add additional information about a student after a new SID is created.

Below is an illustration of the *Create SID Add Additional Student Information* Screen.

Figure 5-3: Add Additional Student Information Screen

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

A new SID has been created and assigned to John Smith
You can now add additional information

Add Additional Student Information

SID: WV9094473

* Last Name: Smith

* Middle Name: *

* Admission Reason: Enrolling for first time in Ohio public/community school because of age

* First Name: John

* Birth Place City: Columbus

* Date of Birth: 1/1/2010

* Ethnicity: White, Non-Hispanic

* Gender: Male

* Language: English

Optional Student Attributes

Social Security #:

Mother's Maiden Name:

Optional Student Attributes

Social Security #:

Mother's Maiden Name:

Additional Student Information

District IRN: 050765

Called Name:

Given Name:

Mother's First Name: Mother's Last Name:

Father's First Name: Father's Last Name:

Polio Immunization Date: MMR Immunization Date: DTap Immunization Date:

Current Address

Street Number: Apartment Character:

Street Name: Street Type:

City: State: Zip Code: County:

Country: Home Phone: Other Phone:

Full Address 1: Full Address 2:

* Mandatory Field

The SID and the mandatory elements are not modifiable through this screen after the new SID is assigned. An authorized user may maintain the key attributes through the *Modify SID* maintenance screen. A button is provided at the top of the page to link to the *Modify SID* function. A user must have the Data Entry Administrator or Administrators access level to modify student information. All other fields displayed are optional fields available for storing additional information about the student.

The user may add additional student information as desired. Once all information is input, press the **Update** button to update the database with the additional student information.

2. Two to Ten Potential Matches

If two to ten existing records match the mandatory student attributes plus the additional student attributes input, the system will display the Potential Match Summary Screen with up to ten matches. The user will be notified that an SID for the student potentially exists.

Below is an illustration of the *Create SID* Potential Match Screen for two to ten records.

	Last Name (Legal)	First Name (Legal)	Gender	Date of Birth	Middle Name	Birth Place City	Ethnicity	Language	SID	Create Date
Create SID	Smith	John	M	01/01/2010	*	Columbus	W	ENG		
View/Edit Record	Smith	John	M	1/1/2010	Jay	Columbus	W	ENG	RK3384599	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010	JJ	Columbus	W	ENG	VU5676214	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010		Columbus	W	ENG	WW9094473	11/5/2020

The user will be given the option to *Create a New SID* for the student or *Edit the Existing Record*. The user is still given the option to create a new SID record if they believe this is a unique student. The **Create SID** button will not be displayed if the user selected one of the following Admission Reason Codes:

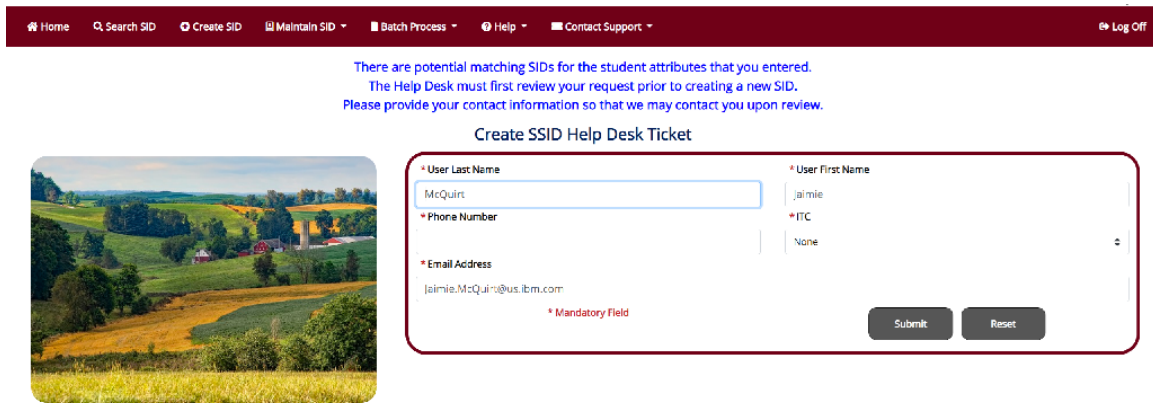
- Admission Reason Code 6 – Transferred from another Ohio public/community school
- Admission Reason Code 7 – Not newly enrolled in this school district
- Admission Reason Code 9 – Student previously enrolled in an Ohio Early Childhood (Pre-Preschool < 3 years of age) program administered by a state agency
- Admission Reason Code of B – Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
- Admission Reason Code of C – ODHE student previously enrolled in an Ohio higher education program
- Admission Reason Code D - Student 22 years or older

The user will need to verify the information input and make any necessary corrections.

If the user selects the **Create SID** button, the system will display an email form for the user to provide his or her contact information. The submitted form will generate a help desk ticket, and the user will be contacted after review. A user will not be allowed to force the system to create a new SID without the review of the help desk.

Below is an illustration of the *Create SSID Help Desk Ticket* Screen.

Figure 5-4: Create SID Help Desk Ticket Screen



If the user selects the *Edit the Existing Record* button, then the existing record in the SSID System will be displayed to the user. The student information is non modifiable through this screen; however, an authorized user may link to the *Modify SID* function through the *Modify Student Information* button at the top of the page. A user must have the Data Entry Administrator or Administrators access level to modify student information.

Below is an illustration of the *Create SID Record (View Student Information)* Screen.

Figure 5-5: Create SID Record (View Student Information) Screen

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

One Matching Record Found

Search SID Record

SID: WV909/473 Modify Student Information Done

* Last Name: Smith	* First Name: John	* Date of Birth: 1/1/2010	* Gender: Male
* Middle Name: +	* Birth Place City: Columbus	* Ethnicity: White, Non-Hispanic	* Language: English

*** Admission Reason:**
Enrolling for first time in Ohio public/community school because of age

Optional Student Attributes

Social Security #: _____ Mothers' Maiden Name: _____

Additional Student Information

District IRN: 050755 Called Name: _____ Given Name: _____

Mother's First Name: _____ Mother's Last Name: _____ Father's First Name: _____ Father's Last Name: _____

Polio Immunization Date: _____ MMR Immunization Date: _____ Dtap Immunization Date: _____

Current Address:

Street Number: _____ Apartment Character: _____

Street Name: _____ Street Type: _____

City: _____ State: _____ Zip Code: _____ County: _____

Country: _____ Home Phone: _____ Other Phone: _____

Full Address 1: _____ Full Address 2: _____

* Mandatory Field

Done

3. More than Ten Potential Matches

If more than ten existing records match the mandatory student attributes plus the additional student attributes input, the system will display the Potential Match Summary Screen with up to ten matches. The user will be notified that an SID for the student potentially exists. The user will also be notified that more than ten matches exist. The system will display the following message “Your search yielded more than ten records. Only the first ten records are shown here.”

Below is an illustration of the *Create SID* Potential Match Screen for more than ten records.

Figure 5-6: Create SID Potential Match Screen (More than ten Records)

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?

Your search yielded more than ten records.
Only the first ten records are shown here.

	Last Name (Legal)	First Name (Legal)	Gender	Date of Birth	Middle Name	Birth Place City	Ethnicity	Language	SID	Create Date
Create SID	Smith	John	M	01/01/2010	*	Columbus	W	ENG		
View/Edit Record	Smith	John	M	1/1/2010	Jason	Columbus	W	ENG	AF8795941	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010		Columbus	W	ENG	BF4816797	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010	JJ	Columbus	W	ENG	LS3064700	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010	Jay	Columbus	W	ENG	NC2962951	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010		Columbus	W	ENG	PS6470862	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010	JJ	Columbus	W	ENG	PZ5799343	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010	Jay	Columbus	W	ENG	RK3384599	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010		Columbus	W	ENG	UB4939565	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010	JJ	Columbus	W	ENG	VU5676214	11/5/2020
View/Edit Record	Smith	John	M	1/1/2010		Columbus	W	ENG	WU9595282	11/5/2020

The user will be given the option to *Create a New SID* for the student or *Edit the Existing Record*. The user is still given the option to create a new SID record if they believe this is a unique student. The **Create SID** button will not be displayed if the user selected one of the following Admission Reason Codes:

- Admission Reason Code 6 – Transferred from another Ohio public/community school
- Admission Reason Code 7 – Not newly enrolled in this school district
- Admission Reason Code 9 – Student previously enrolled in an Ohio Early Childhood (Pre-Preschool < 3 years of age) program administered by a state agency
- Admission Reason Code of B – Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
- Admission Reason Code of C – ODHE student previously enrolled in an Ohio higher education program
- Admission Reason Code D - Student 22 years or older

The user will need to verify the information input and make any necessary corrections.

If the user selects the **Create SID** button, the system will display an email form for the user to provide his or her contact information. The submitted form will generate a help desk ticket, and the user will be contacted after review. A user will not be allowed to force the system to create a new SID without the review of the help desk.

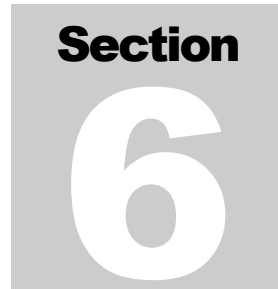
Refer to Figure 5-5 for an illustration of the Create SID Help Desk Ticket Screen.

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If the user selects the ***Edit the Existing Record*** button, then the existing record in the SSID System will be displayed to the user. The student information is non modifiable through this screen; however, an authorized user may link to the *Modify SID* function through the *Modify Student Information* button at the top of the page. A user must have the Data Entry Administrator or Administrators access level to modify student information.

Refer to Figure 5-6 for an illustration of the *Create SID Record (View Student Information)* Screen

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6 Data Entry Administrator Functions

This section provides an overview of the functions available to the Data Entry

Administrator to aid in maintaining the data within the system. Illustrated are the SSID screen views along with the supporting information necessary to perform the system functions. The Data Entry Administrator role will include at minimum all of the attributes of the Read-Only role and Data Entry role plus the ability to change student attributes after an SID has been assigned.

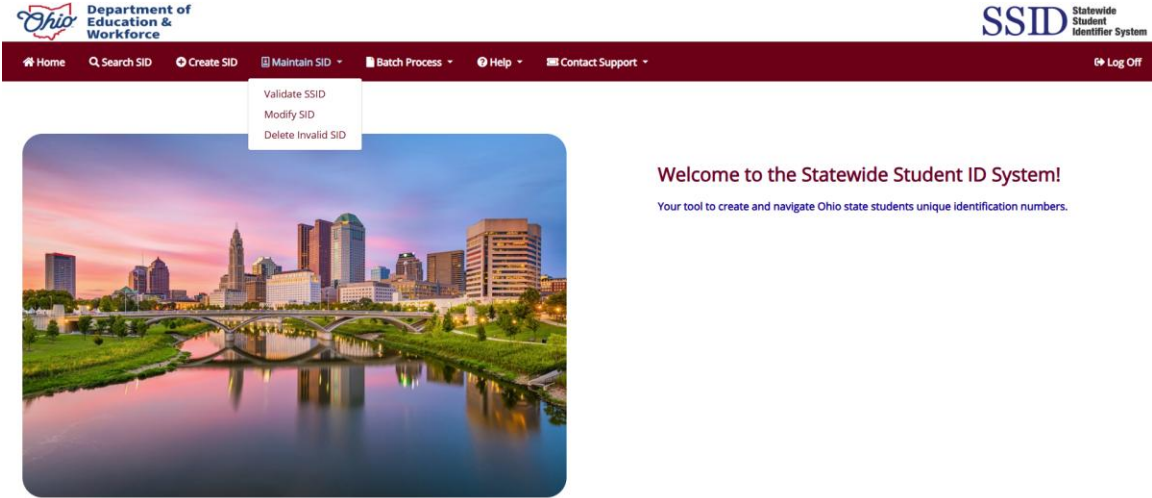
This section is separated into the three functions available for a Data Entry Administrator Role user:

- Validate SID
- Modify SID, and
- Delete SID.

If the user clicks on the ***Maintain SID menu*** item on the SSID Home Page, the SSID maintenance sub-menu will be displayed. This sub-menu provides a user access to the available maintenance functions.

Below is an illustration of the *Maintain SID* Sub-Menu.

Figure 6-1: Maintain SID Sub-Menu



6.1 Validate SID

If the user clicks on the *Validate SID* sub-menu item, the SSID *Validate SID* Screen will be displayed. This screen allows an authorized user to validate the status of an SID (active or inactive) and retrieve the active SID if the SID is inactive.

The SID and the four mandatory elements (Legal Last Name, Legal First Name, Gender, and Date of Birth) must be input to validate the status of an SID.

To validate an SID in the SSID system the user must enter the following information and press the *Search* button:

1. Student's SID
2. Legal Last Name
3. Legal First Name.
4. Gender
5. Date of Birth (mm/dd/yyyy or mmddyyyy format)

Below is an illustration of the *Validate SID* Screen.

Figure 6-2: Validate SID Screen

Once the *Search* button is pressed, the system will perform edit checks on the fields input. If all validations pass, the SSID system will use the additional information input to narrow the search and search for the SID record.

There are five scenarios that could occur with this search:

1. No Matching Records
2. One Perfect Match – SID is Active
3. One Perfect Match – SID is Active but one more of 4 attributes do not match
4. One Perfect Match – SID is Inactive and there is an existing active SID
5. One Perfect Match – SID is Inactive and there are no existing active SIDs

There will never be a case where there is more than one matching record since the Student ID is always unique.

1. No Match

If there are no existing records that match the SID and the four mandatory elements input, the user will be notified that there are no existing records. The user may then re-enter or correct the SID and four mandatory elements input and perform the search again.

2. Perfect Match – SID is Active

If one exact record is located based on the SID and the four mandatory elements input, and the SID is active the *Validate SID* Results Screen will be displayed with the message notifying the SID is Active.

Below is an illustration of the *Validate SID* Screen after the SID has been validated in the SSID System.

Figure 6-3: Validate SID Screen - SID is Active



3. Perfect Match – SID is Active, but one or more of the 4 attributes do not match

If one exact record is located based on the SID and the four mandatory elements input, and the SID is active the *Validate SID* Results Screen will be displayed; however, if one or more of the four attributes input (Last Name, First Name, Date of Birth, and Gender) do not match the four attributes associated with the Active SID the user will receive a message. Below is an example of this scenario:

The user input the following information:

SID: AA123457
 First Name: John
 Last Name: Roberts
 DoB: 01/01/1990
 Gender: Male

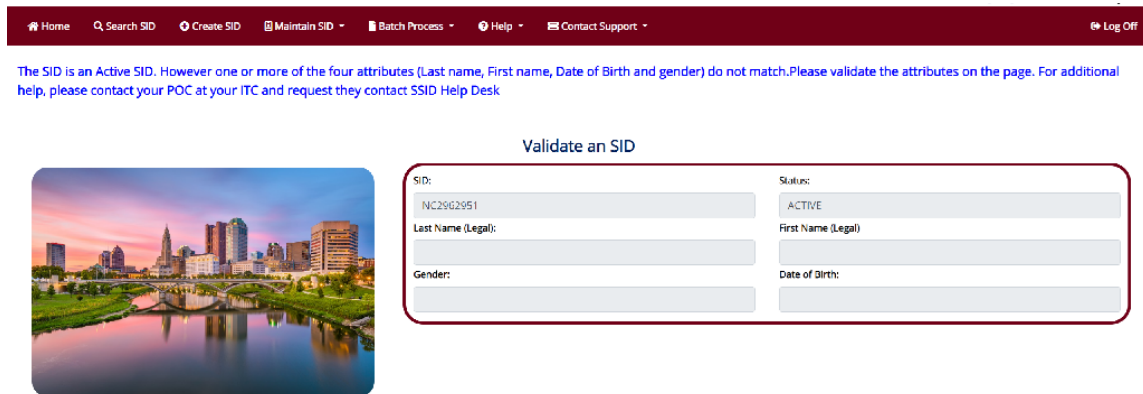
The information in the database for the matching SID is as follows:

SID: AA123457
 First Name: John
 Last Name: Smith
 DoB: 01/01/1990
 Gender: Male

In this scenario the last name input – Roberts does not match the last name in the database for this SID – Smith. The user may validate the attributes for the SID through the *Search SID* Screen.

Below is an illustration of the *Validate SID* Screen after the SID has been validated in the SSID System.

Figure 6-4: Validate SID Screen - SID Active and Mismatch of One of Four Attributes

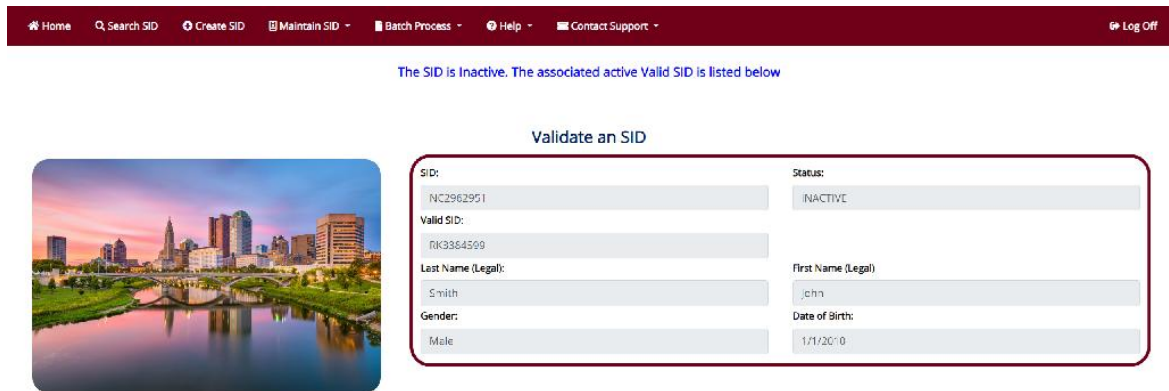


4. Perfect Match – SID is Inactive and there is an active SID

If one exact record is located based on the SID and the four mandatory elements input, and the SID is inactive the *Validate SID* Results Screen will be displayed with the Active SID.

Below is an illustration of the *Validate SID* Screen after the SID has been validated in the SSID System.

Figure 6-5: Validate SID Screen - SID Inactive and Active SID

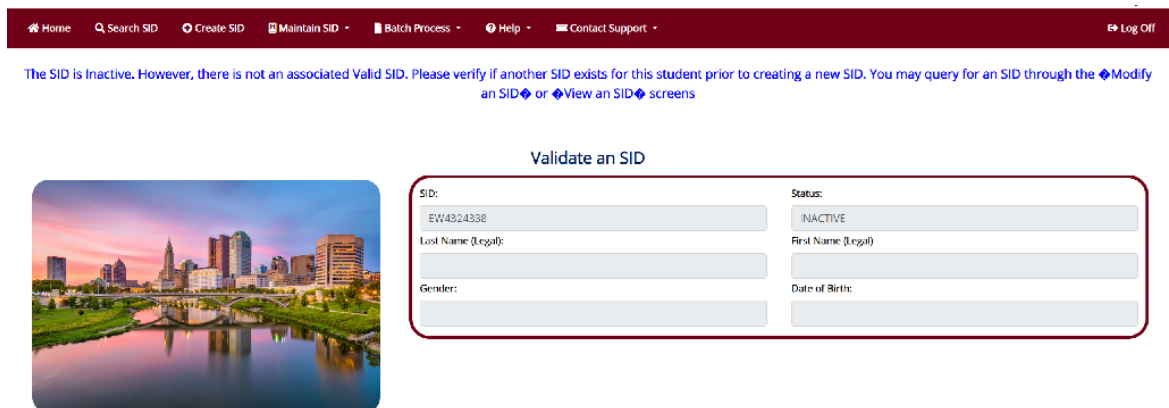


5. Perfect Match – SID is Inactive and there are no existing Active SIDs

If one exact record is located based on the SID and the four mandatory elements input, the *Validate SID* Results Screen will be displayed; however, if the SID is Inactive and there are no existing active SIDs the user will receive a message. The user may verify if another SID exists for the student through the *Search SID* Screen.

Below is an illustration of the *Validate SID* Screen after the SID has been validated in the SSID System.

Figure 6-6: Validate SID Screen - SID Inactive and No Active SID



6.2 Modify SID

If the user clicks on the **Modify SID** sub-menu item, the SSID *Modify SID* Screen will be displayed. This screen allows an authorized user to modify the SID attributes including the key attributes of Legal First Name, Legal Last Name, Gender, Date of Birth, Legal Middle Name, Birth Place City, Ethnicity, and Native Language. The SID is non-modifiable throughout the entire SSID application.

The SID and the four mandatory elements (Legal Last Name, Legal First Name, Gender, and Date of Birth) must be input to search for an existing SID record that you wish to modify. One exact SID record must be located before the record is displayed and modified.

To search for an SID record in the SSID system the user must enter the following information and press the **Search** button:

1. Student's SID
2. Legal Last Name
3. Legal First Name
4. Gender
5. Date of Birth (mm/dd/yyyy or mmdyyy format)

Below is an illustration of the *Modify SID* Screen.

Figure 6-7: Modify SID Screen

Once the **Search** button is pressed, the system will perform edit checks on the fields input. If all validations pass, the SSID system will use the additional information input to narrow the search and search for the SID record.

There are two scenarios that could occur with this search:

1. No Match
2. One Perfect Match

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There will never be a case where there is more than one matching record since the Student ID is always unique.

1. No Match

If there are no existing records that match the SID and the four mandatory elements input, the user will be notified that there are no existing records. The user may then re-enter or correct the SID and four mandatory elements input and perform the search again.

2. Perfect Match

If one exact record is located based on the SID and the four mandatory elements input, the *Modify SID* Screen will be displayed with the information located in the SSID System.

The user may then update any of the information including the mandatory elements. The SID is non-modifiable throughout the entire SSID application. Once all information is input, the user must press the **Update** button to update the database with the changed key student information.

Once the user presses the **Update** button, the system will verify that the changes did not potentially create a duplicate record. If so, the user will be prompted that the changes may create a duplicate record and will be prompted to confirm that the information is valid prior to updating the SID record with the information.

Below is an illustration of the *Modify SID* Screen after the student information has been located in the SSID System.

Figure 6-8: Modify SID Edit Screen

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

One Matching Record Found

Modify Student Information

SID:
RK3384599

*** Last Name:** Smith

*** Middle Name:** Jay

*** Admission Reason:**
Student transferred from a nonpublic school in Ohio

*** First Name:** John

*** Birth Place City:** Columbus

*** Date of Birth:** 1/1/2010

*** Ethnicity:** White, Non-Hispanic

*** Gender:** Male

*** Native Language:** English

Update **Reset**

Optional Student Attributes

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

Additional Student Information

District IRN: 030755 **Called Name:** **Given Name:**

Mother's First Name: **Mother's Last Name:** **Father's First Name:** **Father's Last Name:**

Polio Immunization Date: **MMR Immunization Date:** **Dtap Immunization Date:**

Current Address

Street Number: **Apartment Character:**

Street Name: **Street Type:**

City: **State:** **Zip Code:** **County:**

Country: **Home Phone:** **Other Phone:**

Full Address 1: **Full Address 2:**

* Mandatory Field

Update **Reset**

6.3 Delete SID Record

If the user clicks on the **Delete SID Record** sub-menu item, the SSID *Delete SID Record* Screen will be displayed. This screen allows an authorized user to delete invalid SID records from the system; however, in order for an SID to be deleted from the system, the associated active Valid SID and deactivation reason will be required to be input. The authorized user will only be able to logically delete invalid SID records. The record will be marked as deleted in the SSID database and will be excluded from being displayed in the SSID system. The Application Security Administrator Role will be the only user that can physically delete SID records from the SSID System.

To search for an SID record in the SSID system the user must enter the following information and press the **Search** button:

1. Student's SID
2. Legal Last Name
3. Legal First Name
4. Gender
5. Date of Birth (mm/dd/yyyy or mmddyyyy format)
6. Deactivation Reason

Additionally, the user may enter the following optional elements:

- Social Security #
- Mother's Maiden Name

Below is an illustration of the *Delete SID Record* Screen.

Figure 6-9: Delete SID Record

Once the **Search** button is pressed, the system will perform edit checks on the fields input. If all validations pass, the SSID system will use the additional information input to narrow the search and search for the SID record.

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There are two scenarios that could occur with this search:

1. No Match
2. One Perfect Match

There will never be a case where there is more than one matching record since the Student ID is always unique.

1. No Match

If there are no existing records that match the SID and the mandatory student attributes input, the user will be notified that there are no existing records. The user may then re-enter or correct the SID and student attributes input and perform the search again.

2. Perfect Match

If one exact record is located based on the SID and the mandatory student attributes input, the *Delete SID* Screen will be displayed.

Below is an illustration of the *Delete SID Attributes* Screen after the student information has been located in the SSID System.

Figure 6-10: Delete SID Attributes Screen

Delete an Invalid SID Record - Delete

*** SID:** NC2962951

*** VALID SID:**

*** Last Name:** Smith *** First Name:** ,ohn *** Date of Birth:** 1/17/2010 *** Gender:** Male

*** Middle Name:** Jey *** Birth Place City:** Columbus *** Ethnicity:** White, Non-Hispanic *** Native Language:** English

*** Deactivation Reason:**
Student has 2 or more SSIDs reported to state in closed reporting periods, currently not reported to state

Optional Student Attributes

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

Additional Student Information

District IRN: 050755 **Called Name:** **Given Name:**

Polio Immunization Date: **MMR Immunization Date:** **Dtap Immunization Date:**

Current Address

Street Number: **Apartment Character:**

Street Name: **Street Type:**

City: **State:** **Zip Code:** **County:**

Country: **Home Phone:** **Other Phone:**

Full Address 1: **Full Address 2:**

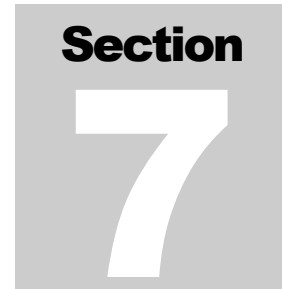
* Mandatory Field

To delete an SID record in the SSID system:

1. Verify this is the correct student record to Delete
2. Insert the associated active Valid SID
3. Press the **Delete** button to delete the record

The user must enter the valid SID for the SID they are deleting. The active Valid SID is the existing SID associated with the SID that is going to be deleted. At least one of the four attributes (First name, Last name, Gender, and DoB) of the inactivated SID must match one of the four attributes of the Valid SID input. If one of the four attributes do not match the valid SID, the user will receive an error message. This edit check prevents a user from entering any valid SID during the deletion process.

7 Administrator Functions



This section provides an overview of the functions

available to the Administrator to aid in maintaining the data within the system. Illustrated are the SSID screen views along with the supporting information necessary to perform the system functions. The Administrator role will include at minimum all of the attributes of the Data Entry Administrator role plus the ability to conduct the Batch Process. This section will detail the Batch Process functions available for an Administrator Role user.

If the user clicks on the **Batch Process** menu item on the SSID Home Page, the SSID Batch Process sub-menu will be displayed. This sub-menu provides a user access to the available Batch Process functions.

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7.1 Batch Process

The SSID Batch Process will facilitate:

- Mass assignment of unique Student Ids (SID),
- Updates to the student information, including the mandatory elements, and
 - However, if the user desires to update the four mandatory elements, the minimum required are the SID and at least one of the four mandatory elements remaining in the original state.
- Validation of the Status of the SID (Active or Inactive) and retrieval of the active SID for those that have been inactivated.

As a reminder, when updating student records through the Batch Process, the SID plus the nine mandatory elements are required. If the user is associated with the Board of Regents or Ohio Department of Job and Family Services (ODJFS), Department of Higher Education (DHE), Department of Developmental Disabilities (DODD) or Ohio Department of Health (ODH), only six mandatory elements are required. All of the student elements may also be modified online, however, should only be updated after the information is updated in the user's Student Software System.

Existing Student Code

The Existing Student Code in the Batch Input File is used to indicate if the user presumes that the student has already been enrolled in an Ohio public school and likely has an existing SID. If the field contains 'Y', the record will be used only to query for the SID and the information will not be updated in the SSID application. This will assist SSID users, such as those at JV Schools, from generating a new SID for that student when the student information may be unreliable. The 'Y' records should be placed at the end of each batch file if submitted with other 'N' records. This is to ensure that the 'Y' records will be returned with SIDs in the event that the matching 'N' record is within the same file.

If the Existing Student Code is null (the default will be 'No') or 'N', all nine mandatory fields must be submitted, and the information will be updated in the SSID System, or a new SID record may be created.

If the Existing Student Code field contains 'B', the system will only require six mandatory elements (Last Name, First Name, Date of Birth, Gender, Ethnicity, and Admission Reason Code) and the information will be updated in the SSID System or a new SID record may be created. The 'B' code only may be used by the Board of Regents.

If the Existing Student Code field contains 'J', the system will only require six mandatory elements (Last Name, First Name, Date of Birth, Gender, Native Language, and Admission Reason Code) and the information will be updated in the SSID System or a

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new SID record may be created. The ‘J’ code may only be used by Ohio Department of Job and Family Services (ODJFS)

If the IRN in the header row contains ‘069617’, the system will only require six mandatory elements (Last Name, First Name, Date of Birth, Gender, Ethnicity, and Admission Reason Code) and the information will be updated in the SSID System or a new SID record may be created. The IRN is associated with the Department of Developmental Disabilities (DODD).

If the IRN in the header row contains ‘094714’, the system will only require six mandatory elements (Last Name, First Name, Date of Birth, Gender, Ethnicity, and Admission Reason Code) and the information will be updated in the SSID System or a new SID record may be created. The IRN is associated with the Ohio Department of Health (ODH).

Admission Reason Code

The Admission Reason Code in the Batch Input File is used to capture reason the district is requesting an SID be issued for a newly enrolled student. Additionally, the code helps minimize the creation of duplicate identifiers. If one of the following Admission Reason Codes is provided and no matching records are found, no SID will be created:

- Admission Reason Code 6 - Transferred from another Ohio public/community school
- Admission Reason Code 7 - Not newly enrolled in this school district
- Admission Reason Code 9 – Student previously enrolled in an Ohio Early Childhood (Pre-Preschool < 3 years of age) program administered by a state agency
- Admission Reason Code B – Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
- Admission Reason Code C – ODHE student previously enrolled in an Ohio higher education program
- Admission Reason Code D - Student 22 years or older

The user will be notified the Admission Reason provided indicates that the student should have an existing SID.

The DHE users may only use Admission Reason Codes A, B, or C. The ODJFS, DODD, and ODH users may only use Admission Reason Code 8 or 9. All other users may only submit Admission Reason Code 1-9 as well as C. Admission Reason Code D will not display to a non-ODEW user online and if submitted in batch the record will fail.

Batch Processing

The batch process will first validate the identifying student attributes contained in the Batch Input File. If all edit checks pass, the system will search for any existing records that match the identifying attributes before creating a new SID. Based on the results of this search, a code will be assigned to each record indicating the result of the batch processing (Created SID, Modified, Invalid, etc.). The result codes are listed below categorized by the processing type.

Result codes returned when requesting a SID

Conditions:

- First Position of Header row is equal to null or 'B'
- Existing Student Code is equal to null, 'N', 'Y', 'B', or 'J'
- SID is null

Table 7-1: Result codes returned when requesting a SID

Result Code	Description	Possible Reason for Outcome
A	No Match Exists – New SID Assigned	Attributes provided do not match existing record.
B	One Match Exists – SID Returned	Attributes provided match one existing record.
C	Multiple Matches Exist – New SID Not Assigned	Attributes provided match two or more existing records and uniqueness cannot be determined.
F	Missing or Invalid Data	One or more edit check failures.
P	No Match Exists – SID Not Returned	Attributes provided do not match existing record for those records with an Existing Student Code of "Y".
R	New SID <u>not</u> assigned – Invalid Admission Reason Code.	Attributes provided do not match existing record; however, Admission Reason Code submitted (6, 7, 9, B, or C) indicates an SID should exist.

Result codes returned when updating a SID record (SID provided in file)

Conditions:

- First Position of Header row is equal to null or 'B'
- Existing Student Code is equal to null, 'N', 'Y', 'B', or 'J'
- SID is provided

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Table 7-2: Result codes returned when updating a SID record (SID provided in file)

Result Code	Description	Possible Reason for Outcome
D	SID and 4 attributes Do Not Exist – No Records Updated	Attributes provided do not match existing record.
E	One Match Exists – SID Record Updated (optional only)	Attributes provided match one existing record and optional attributes are updated.
F	Missing or Invalid Data	One or more edit check failures.
Y	Existing Student Code of Y – No records updated	No update made for record with an Existing Student Code of “Y”

Result codes returned when validating a SID

Conditions:

- First Position of Header row is equal to ‘V’
- Existing Student Code is equal to null, ‘N’, ‘Y’, ‘B’, or ‘J’
- SID is provided

Table 7-3: Result codes returned when validating a SID

Result Code	Description	Possible Reason for Outcome
F	Missing or Invalid Data	One or more edit check failures.
G	Submitted SID is invalid - Existing valid SID returned	SID submitted is invalid, but attributes match one existing record and valid SID is returned
H	Submitted SID is invalid - Multiple matches exist and existing valid SID not returned	SID submitted is invalid, attributes provided match two or more existing records and uniqueness cannot be determined
I	Submitted SID is invalid – No matches exist, and existing valid SID not returned	SID submitted is invalid and attributes do not match any existing records. No valid SID is returned
M	SID Inactive – Correct SID Returned	SID submitted is inactive and valid SID is returned.
N	Attributes of the Valid SID do not match the Inactive SID	SID submitted is inactive and valid SID exists; however, last name, first name, date of birth or gender in the file do not match the attributes of the active (Valid SID).

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The SSID system will only allow Administrators and Application Security Administrators to process Batch files. Each authorized user can submit as many Batch files as desired. Also, the authorized user may consolidate the student information from multiple Schools and Districts and submit one Batch file with all of the data to be processed, which this method is preferred by the SSID application.

The Administrators will have the ability to send Batch files through the online batch process using the SSL secured SSID website. Additionally, users may schedule batch files to be transmitted through Secure FTP (SFTP).

A standard file format must be followed to import/export data to the batch process. The input and output files should meet the following standards and requirements:

- File should conform to the order and data type of the file layout in *Attachment 2*
- Basic ASCII standard with a “.txt” extension
- The input and output files should follow the following file name formats:
 - Input File Name Format:
ITC / School District + Date (yyyymmdd)
e.g. NWOCA20020603.txt
 - Output File Name Format:
ITC / School District + Date (yyyymmdd) + Job ID
e.g. NWOCA20020603 JobID 100.txt
- Commas should separate fields within a record
- All fields containing data should be enclosed in quotes
- Blank fields should contain no white space and no quotes, but all fields should be represented with a comma
- Records should be delimited by a carriage return
- Header Row should be only the first row of the input file and consist of:
 - UserID
 - DateTimeCreated
 - SourceBuilding_IRN
 - SourceDistrict_IRN
- Batch Output File will contain new SIDs assigned and the Result Code

The Batch Output File is returned with the same data that was provided plus any new or returned SID’s and the Result Code for each record. This output file may not be in the same order as the Batch Input File depending on if there are failed records. The reason for this is that failed records with the Result Code of "F" are placed at the end of the file.

Header Row

The input file should contain a header as the first row of the ASCII batch input file. The header row will have the same format as all of the other rows in the file; however, only four of the fields will be populated with information. These four fields will be mandatory to process the batch input file. The information provided should be for the User

submitting the Batch Input File. For instance, the District IRN and the Building IRN fields should be populated with the location of that user or that User’s primary responsibility. This should be the same data that is initially collected when creating the User’s Account profile for the SSID Application. The header row will contain the following fields:

Table 7-4: Batch File Header Row

Position #	Field Mapping	Header Field	Example
1	SID	Batch File Type	“B” or “V”
2	FirstName	UserID	"JDoe001"
4	DoB	DateTimeCreated	"02/13/2002 04:18:31"
9	Building_IRN	SourceBuilding_IRN	"016436"
10	IRN_CurrentDistrict	SourceDistrict_IRN	"050633"

The first position indicates the type of batch file being submitted. The first position is optional and if left blank the value defaults to “B” for the normal batch processing and assignment of SIDs. If the value of “V” is in the first position, the system will validate the SIDs provided in the file and will return a result code indicating if the SID is valid or if the SID is inactive, the associated active SID will be returned in the file.

The following is an example of a header row:

```
,"JDoe001",,"02/13/2002 04:18:31",,,,,,"016436","050633",,,,,,,,,,,,,,,,,,,,,,,,,,,,,<CR><LF>
```

Input File Example

The following is an example of two student records separated by a carriage return.

```
,"John","Doe","01/01/1997","M","012234567","Sharp","Y","198","123","122","122","3","ENG","W","Columbus","423231234","01/01/1999","01/01/1999","Robert","Johnny","Johnboy","Alexandria","Doe","Clint","Doe","123","Anywhere","Rd",,"Columbus","OH","432321234","Franklin","USA","6145551234","6145554321","ie98223"<CR><LF>
,"Jane","Doe","01/01/1995","F","012237654","Sharp","N","198","123","122","122","6","ENG","W","Columbus","423231234","01/01/2001","01/01/2001","01/01/2001","Marie","Jane","JayJay","Alexandria","Doe","Clint","Doe","123","Anywhere","Rd",,"Columbus","OH","432321234","Franklin","USA","6145551234","6145554321","ie98532"<CR><LF>
```

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Output File Example

The following is an example of two records separated by a carriage return.

```
“BB1234569”, “John”, “Doe”, “01/01/1997”, “M”, “012234567”, “Sharp”, “Y”, “198”, “123”,
“122”, “122”, “3”, “ENG”, “W”, “Columbus”, “423231234”, “01/01/1999”, “01/01/1999”, “R
obert”, “Johnny”, “Johnboy”, “Alexandria”, “Doe”, “Clint”, “Doe”, “123”, “Anywhere”, “Rd”
,,, “Columbus”, “OH”, “432321234”, “Franklin”, “USA”, “6145551234”, “6145554321”, “ie9
8223”, “A”<CR><LF>
```

```
“AA1234144”, “Jane”, “Doe”, “01/01/1995”, “F”, “012237654”, “Sharp”, “N”, “198”, “123”,
“122”, “122”, “6”, “ENG”, “W”, “Columbus”, “423231234”, “01/01/2001”, “01/01/2001”, “01/
01/2001”, “Marie”, “Jane”, “JayJay”, “Alexandria”, “Doe”, “Clint”, “Doe”, “123”, “Anywher
e”, “Rd”,,, “Columbus”, “OH”, “432321234”, “Franklin”, “USA”, “6145551234”, “61455543
21”, “ie98532”, “B”<CR><LF>
```

The process for submitting batch files online through the secured website or Secure FTP, will be discussed in the following sections.

Prior to the Batch Job submission, the Administrator should review the data for following edit checks:

- Research potentially duplicate records (run a query using First Name, Last Name, Date of Birth, and Gender as a minimum and then adding optional attributes such as SSN) before submitting them to the Batch file
- Check that all Mandatory fields are populated
- Ensure that Gender is “M” or “F”
- Provide the full Social Security Number for the initial load and do not include dashes just the 9 digit number
- Look for Social Security Numbers that appear to be invalid (i.e., 000000000 or 999999999)
- Validate all lookup fields which include: Ethnicity, Native Language, Admission Reason Code, Building IRNs, and District IRNs
- Ensure that all date data type fields contain data that are valid
- Validate that dates are less than the current date
- Verify that the Date of Birth is between a defined reasonable age range (ex. between 0 and 30 years old)
- Remove all junk, dummy, or test data prior to creating the Batch file
- Strip quotes from all the data fields before adding quotes around data in the Batch file

7.1.1 Batch via Online

This section provides an overview of the online batch process. Illustrated are the SSID screen views along with the supporting information necessary to perform the online batch process functions. This section is separated into the three functions available for an online batch process:

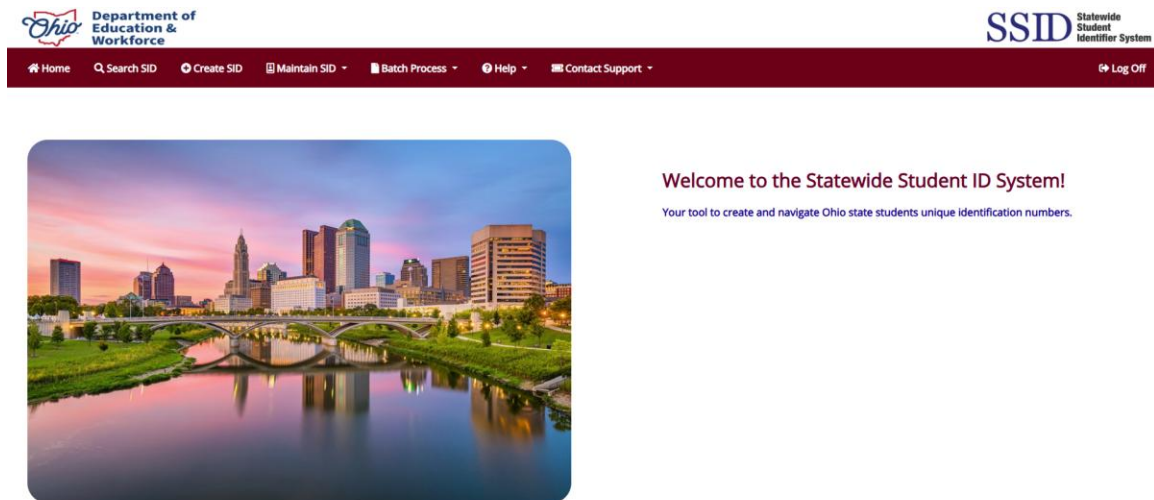
- Batch File Upload, and
- Batch File Download.

The user will have the ability to transfer Batch files with student information through a user interface in the SSID web application. The user will upload the ASCII file with student information via a web form and download the output file via a web form. The input and output files will be encrypted utilizing SSL security during transmission.

If the user clicks on the **Batch Process** menu item, the *Batch Process sub-menu* will be displayed. The sub-menus to the two functions will be displayed. These online batch functions will be discussed in detail in the following three sections of the User Manual.

Below is an illustration of the *Batch Process Sub-Menu*.

Figure 7-1: Batch File Sub-Menu



7.1.1.1 Batch File Upload

Once the user clicks on the **Batch File Upload** sub-menu item, the SSID *Batch File Upload* Screen will be displayed. This screen allows an authorized user to upload a batch text data file for processing via a secure SSL connection.

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To upload a batch data file into the SSID system:

1. Press the **Browse** button
2. Select the “.txt” file that you wish to upload
3. Press the **Upload** button

Below is an illustration of the *Batch File Upload* Screen.

Figure 7-2: Batch File Upload



If a file other than a “.txt” file is selected, the system will display an error message, and the user must select a file with a “.txt” extension. Additionally, the system will validate the format of the file to ensure that the correct number of fields is represented and there are no extra quotes within the value of the field. If the file format is incorrect, the system will display the error messages associated with the format problems. The user must correct the errors prior to being allowed to upload the file to the system.

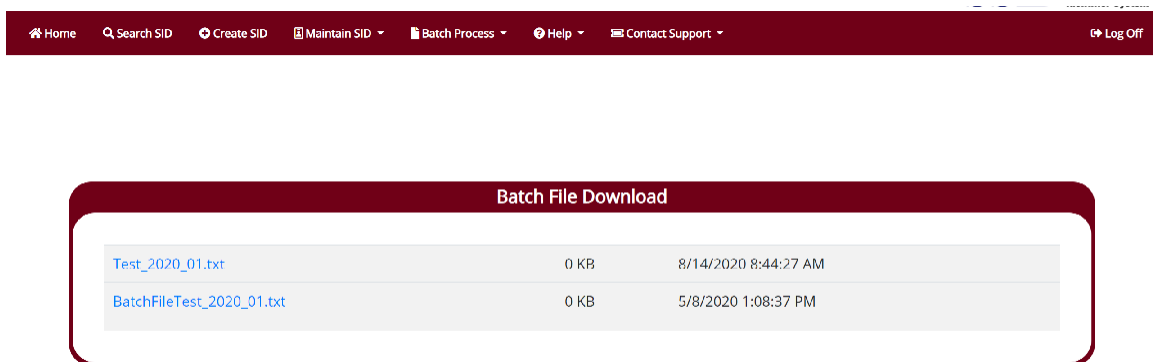
7.1.1.2 Batch File Download

Once the user clicks on the **Batch File Download** sub-menu item, the *Batch File Download* Screen will be displayed. This screen allows an authorized user to download an output batch text data file processed by the SSID application.

Any Administrator with the same District IRN as the Administrator that uploaded a particular batch input data file would be allowed to download the associated Batch Output file.

Below is an illustration of the *Batch File Download* Screen.

Figure 7-3: Batch File Download Screen



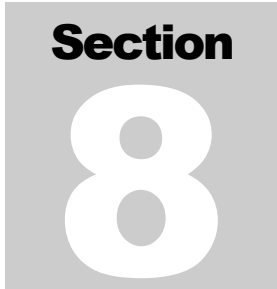
7.1.1.3 Batch via SFTP

The users will also have the ability to transfer Batch files through Secure FTP (SFTP). Before a user may access the IBM SFTP site, IBM must create a user home directory and user account information as well as open up access to the site for the designated user IP address.

The user will push a Batch file to the IBM SFTP site in the designated entity home directory. A job will run on the system to check the IBM SFTP site for new files. The process will run initial file format and header checks. If the file format or header is incorrect, the job will create an error file named filename_Error.txt and will place the file in the “export” subdirectory under the designated entity home directory.

If the header and file format are valid, the file will be added into the queue and will be processed through the normal batch process. At the end of the batch process the file will be put back on the IBM SFTP server at the proper home directory for that user in the “export” subdirectory, the output file name will be named xxx_JOBIDnnnn.txt where xxx is the original file name and nnnn is the batch job id that processed the file. It is the responsibility of the user to pull down the file from the IBM SFTP server for local processing. A copy of the original file will be placed in the sub directory “complete” under the user home directory.

8 Help



This section provides an overview of the Help functions

available to a user to aid in using the system. Illustrated are the SSID screen views along with the supporting information necessary to perform the system functions.

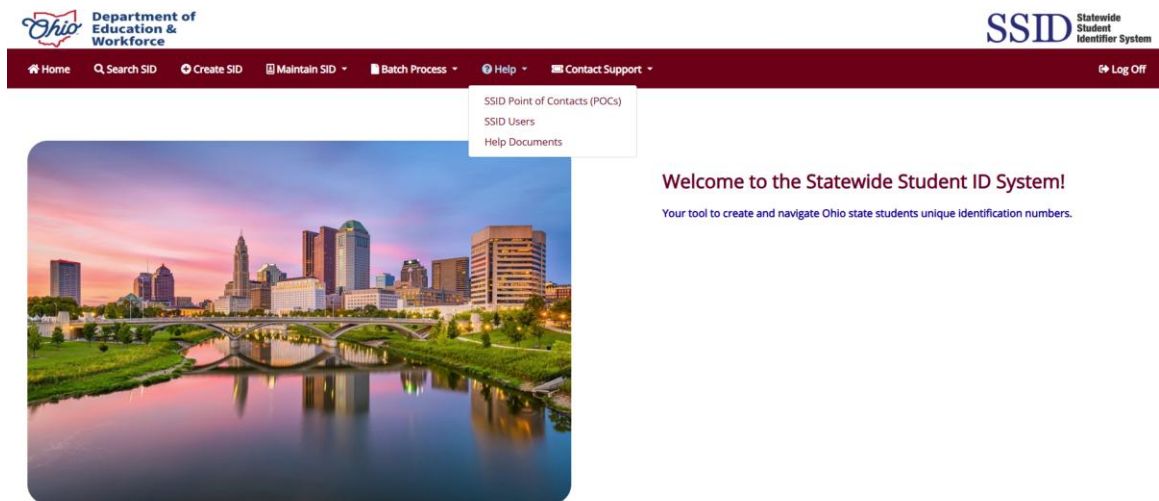
This section is separated into the three Help functions available for a user:

- SSID Point of Contacts (POCs)
- SSID Users, and
- Help Documents.

If the user clicks on the *Help menu* item on the SSID Home Page, the Help sub-menu will be displayed. This sub-menu provides a user access to the available help functions.

Below is an illustration of the SSID *Help* Sub-Menu.

Figure 8-1: SSID Help Sub-Menu



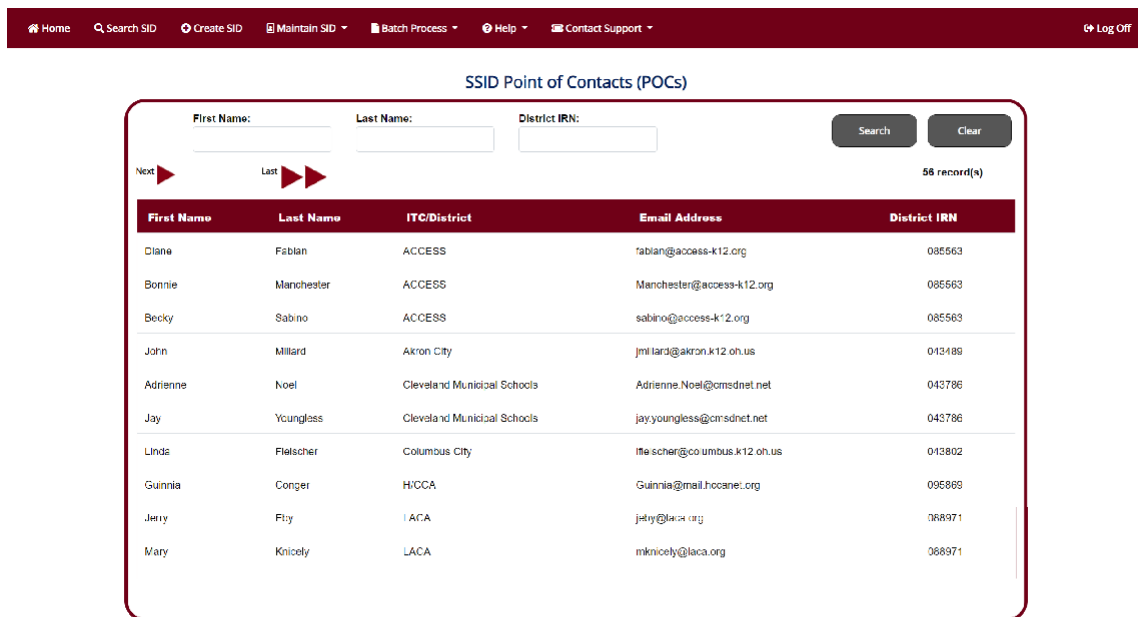
8.1 SSID Point of Contacts (POCs)

If the user clicks on the **SSID Point of Contacts (POCs)** sub-menu item, the *SSID Point of Contacts (POCs)* Screen will be displayed. This screen allows an authorized user to find the Point of Contact for a District or IRN. The POC has such high-level responsibilities as:

- Delivering Batch File data for their ITC or School District(s) they are responsible for servicing.
- Providing SSID User Account information for their ITC or School District(s) they are responsible for servicing.
- Providing Tier-1 Help Desk Support
- Submitting questions related to the SSID functionality to IBM and distribute the answers to the appropriate party.

Below is an illustration of the *SSID Point of Contacts (POCs)* Screen.

Figure 8-2: SSID Point of Contacts (POCs) Screen

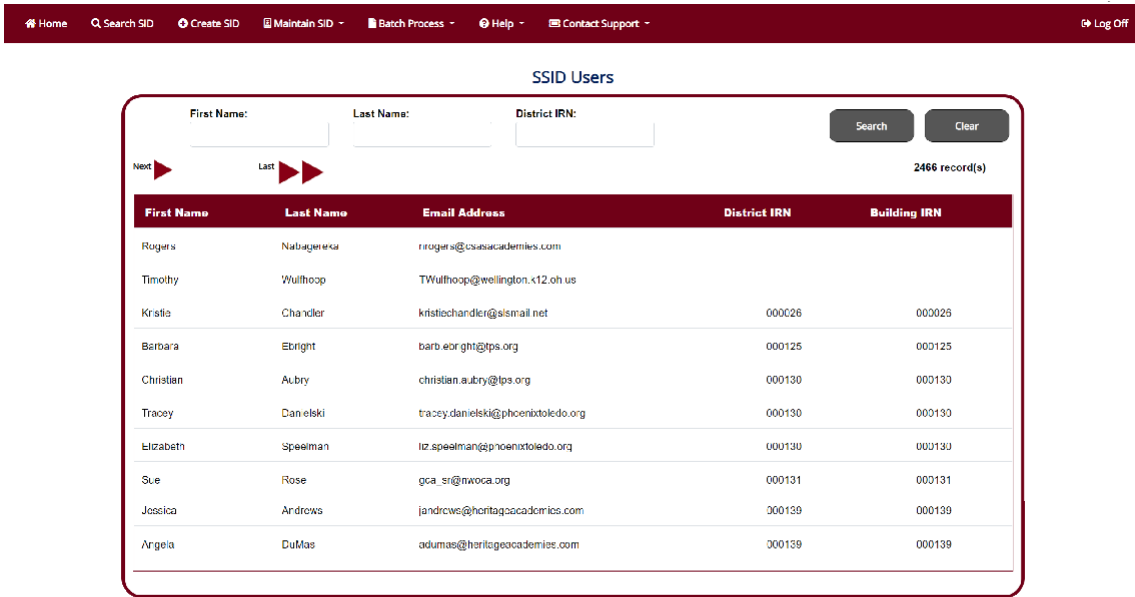


8.2 SSID Users

If the user clicks on the **SSID Users** sub-menu item, the *SSID Users* Screen will be displayed. This screen allows an authorized user to find contact information for a user by District or Building IRN.

Below is an illustration of the *SSID Users* Screen.

Figure 8-3: SSID Users Screen



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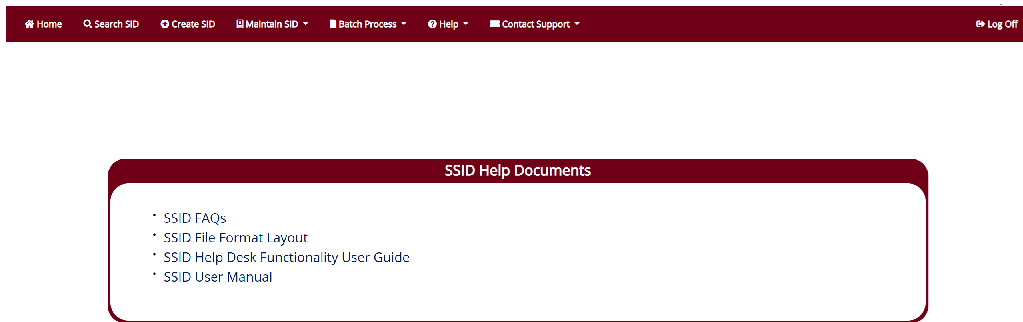
8.3 Help Documents

If the user clicks on the *Help Documents* sub-menu item, the *SSID Help Documents* Screen will be displayed. This screen provides links to the following user documentation:

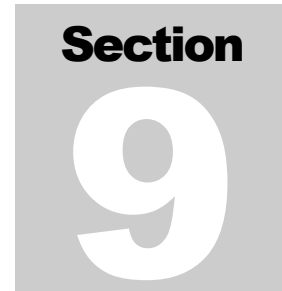
- SSID FAQs
- SSID File Format Layout
- SSID Help Desk Functionality User Guide, and
- SSID Users Manual.

Below is an illustration of the *SSID Help Documents* Screen.

Figure 8-4: SSID Help Documents Screen



9 Other Functions



The SSID application provides users with additional

functions in the SSID system, including contacting SSID support and Student Interoperability Framework (SIF). These System Functions are described in further detail below.

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9.1 SSID Help Desk Support

The Help Desk functionality enables the support desk to receive, process, and respond to service requests from SSID system users. This functionality is carried out by a powerful ticket-management platform that allows better and secured conversations between the help desk and users.

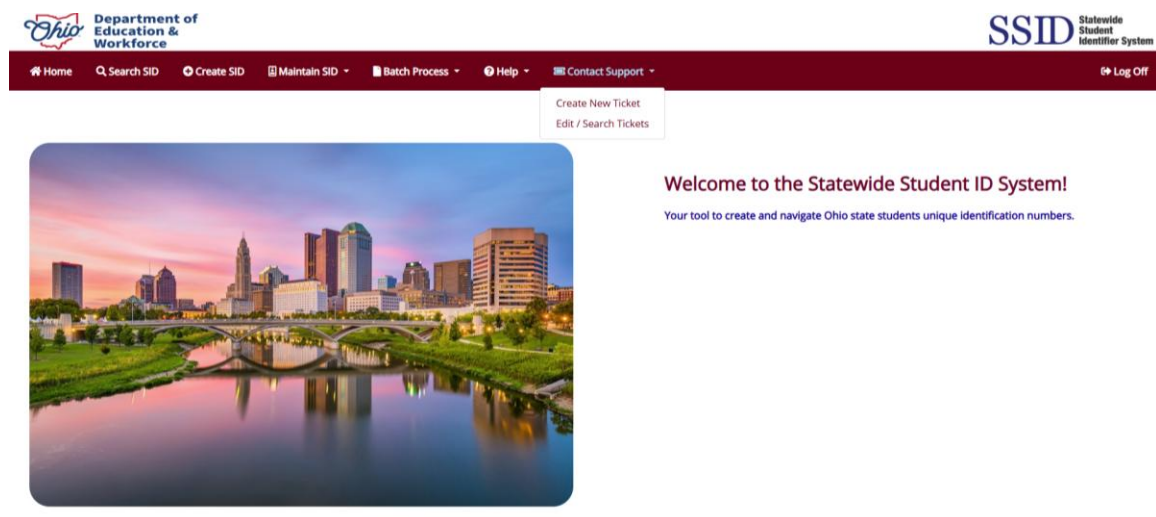
Users can access the Help Desk functionality from the Contact Support tab on the main menu in SSID system. Access to the Contact Support menu and functionality is only available to authorized users.

If the user clicks on the **Contact Support menu** on the SSID Home Page, the Contact Support sub-menu will be displayed. This sub-menu provides a user access to the following functions:

- Create New Ticket, and
- Edit / Search Tickets.

Below is an illustration of the SSID *Contact Support* Sub-Menu.

Figure 9-1: SSID Contact Support Screen



Refer to the SSID Help Desk Functionality User Guide for more information.

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9.2 Schools Interoperability Framework (SIF)

SIF helps to facilitates School Districts with obtaining students' SSIDs from the State's SSID System and then updates the local student information system (SIS). This is done automatically as students are added to the district or school SIS.

The local Student Information System will make a request for a State ID from the SSID system through the SIF technology configured at the ITC. The student information will be passed to the SSID system via SIF. The SSID system will then execute the matching logic and attempt to locate and SSID for the student. If no match exists, and the criteria are met, a new SSID will be assigned. If the system locates one exact match, the SSID will be returned. After the SSID has been assigned or located, the SSID is passed back and added to the local student information system.

If the system was not able to determine a unique match or another error exists, the SSID system will pass a message through SIF to the School District. The user must then go to the SSID website to resolve the potential match as they would for the batch process.