

THE HEART OF IT ALL™

Ohio.org



Department of Education & Workforce

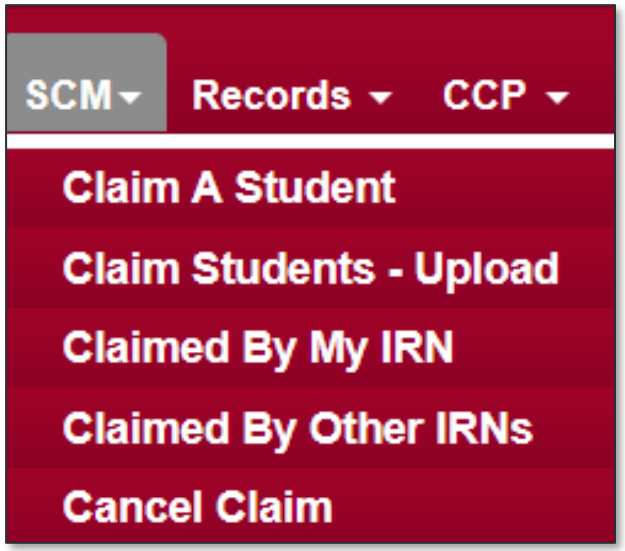
STUDENT CLAIMING MODULE (SCM)



EMIS, August 2026

PURPOSE OF STUDENT CLAIMING MODULE (SCM)

- Ability to get SSID without having to go through IBM
- Reduces multiple SSIDs
  - Ensures correct SSID for correct student
- Grants access to historical data sooner
  - Records Single Student
    - History
    - Assessments
    - Grad Cohort
    - Special Education
  - Grad Module
  - No need to wait for records request for determining specific needs of the student
- Prior knowledge of students withdrawing
  - Claimed by Other IRNS

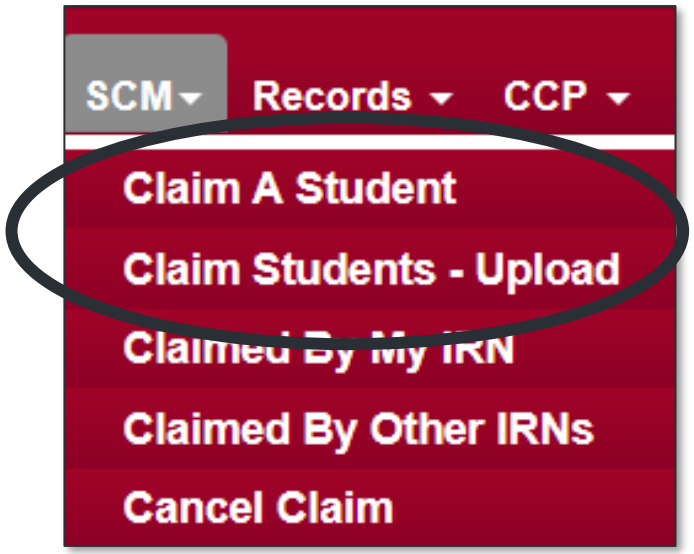


MORE ABOUT CLAIMING

- Cannot claim a student already enrolled at your district
- Cannot claim students never enrolled
  - Example: Kindergarten students not reported as preschoolers
- Claiming process does not create new SSIDs
- Not all initiated claims will be successful
  - Unsuccessful claims require the use of IBM to get SSID
- SSID is not provided for student until enrollment claim is successful
- Claims can be cancelled for “no show” students
  - Requires different user than the one who claimed student
- Data reported in Student Cross Reference (SCR), replaces any data used in SCM

CLAIM SINGLE OR MULTIPLE STUDENTS

- Single student
  - Progression through screens completes matching process
- Mass upload
  - Requires CSV formatted file
  - Specific format and field elements
  - Can use data from online enrollment system as source file for mass claiming

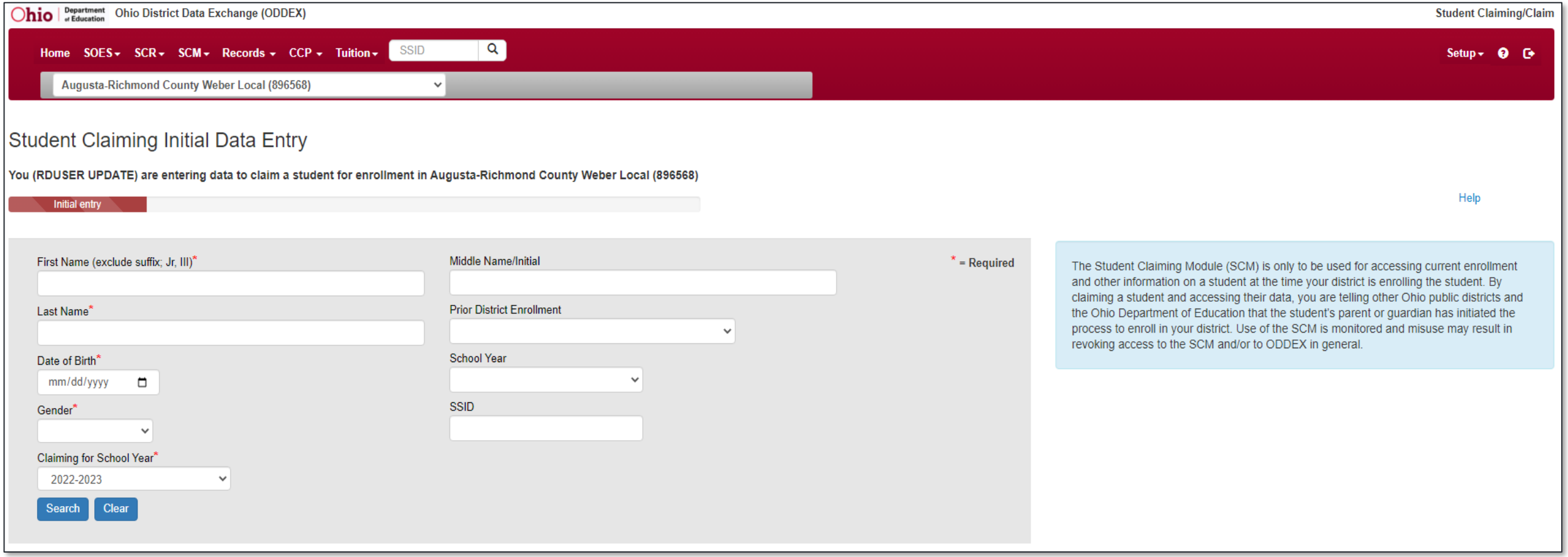


SINGLE STUDENT CLAIMING – DATA REQUIRED, 1

- Required data
  - Last name
  - First name
  - Date of birth
  - Gender
  - School year claiming for
- One other piece of data required if match not found with required data
  - Prior district and year attended ***or***
  - SSID

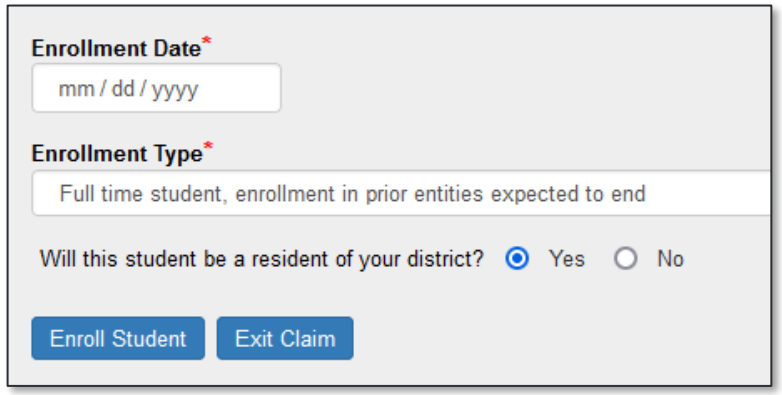


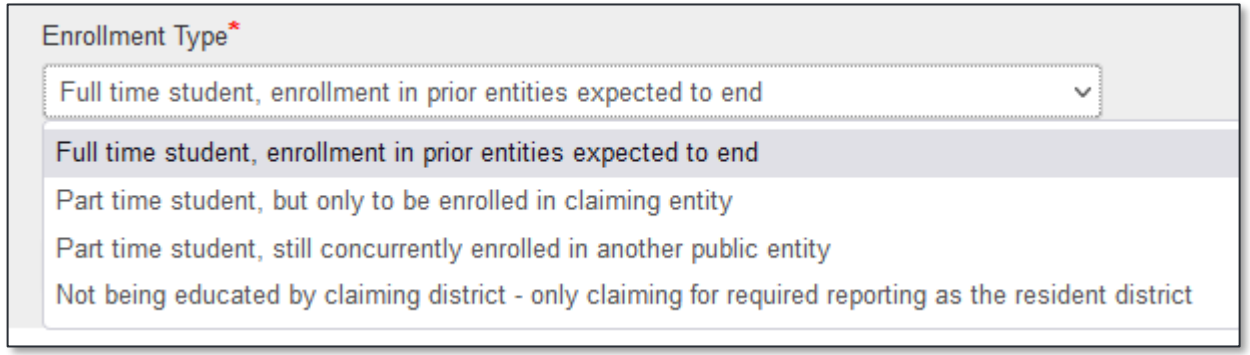
SINGLE STUDENT CLAIMING – DATA REQUIRED, 2



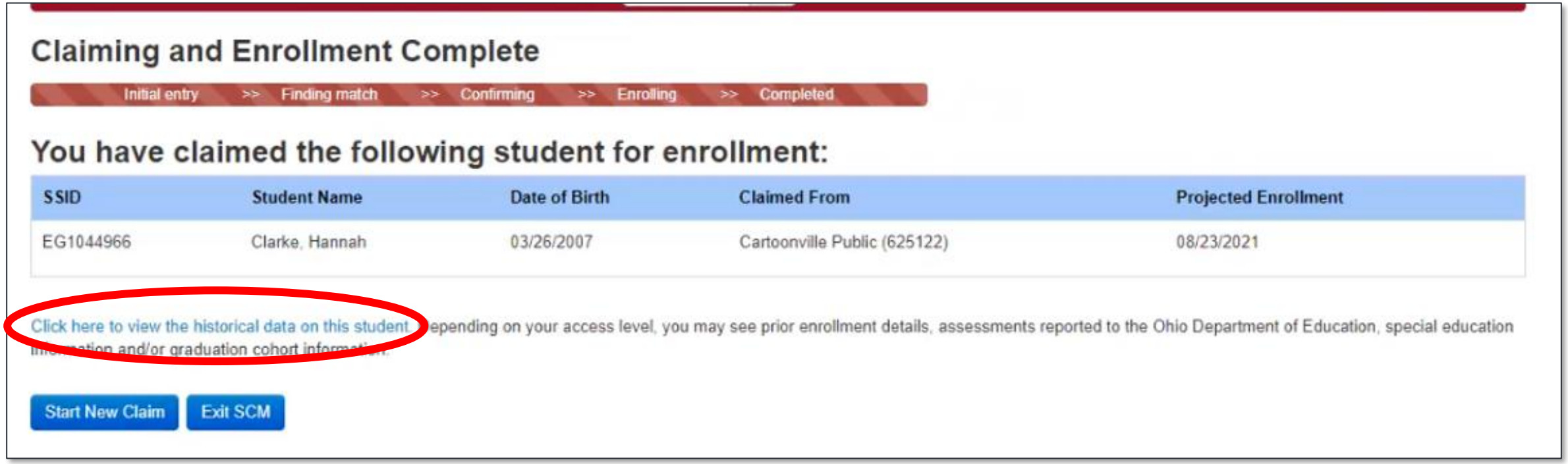
AFTER SINGLE MATCH FOUND

- Must enter a projected enrollment date
- Must enter a projected enrollment type
- Resident of claiming district or not





SUCCESSFUL CLAIM SCREEN



Claiming and Enrollment Complete

Initial entry >> Finding match >> Confirming >> Enrolling >> Completed

You have claimed the following student for enrollment:

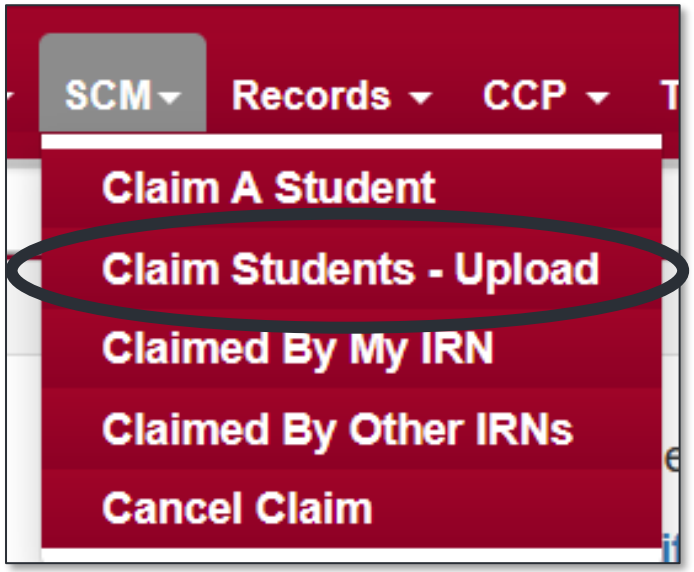
SSID	Student Name	Date of Birth	Claimed From	Projected Enrollment
EG1044966	Clarke, Hannah	03/26/2007	Cartoonville Public (625122)	08/23/2021

Click here to view the historical data on this student. Depending on your access level, you may see prior enrollment details, assessments reported to the Ohio Department of Education, special education information and/or graduation cohort information.

Start New Claim | Exit SCM

MULTIPLE STUDENT CLAIMING

- Allows districts to use CSV formatted file to mass claim students for enrollment
- CSV requires specific format



MULTIPLE STUDENT CLAIMING– UPLOAD FILE LAYOUT

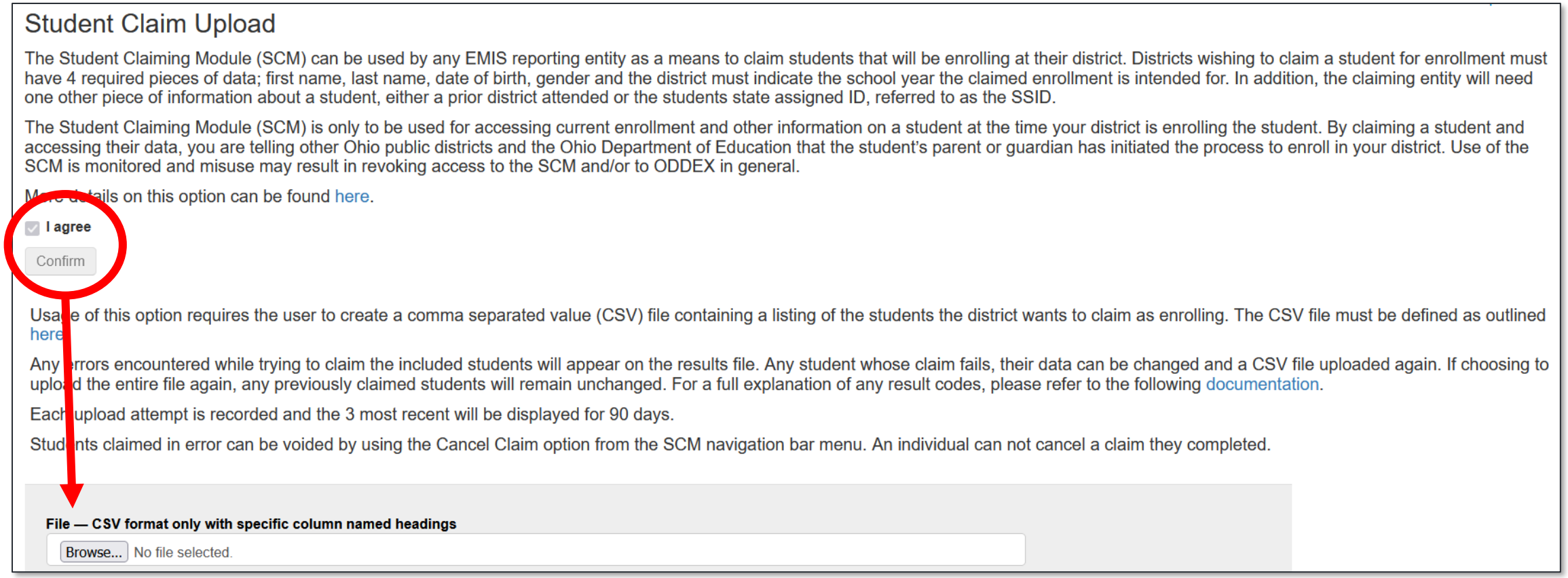
Upload File Layout

*= Required for SCM, **= Optional for SCM (district must provide element 8 or a combination of 9+10) ***=Added by SCM in results file

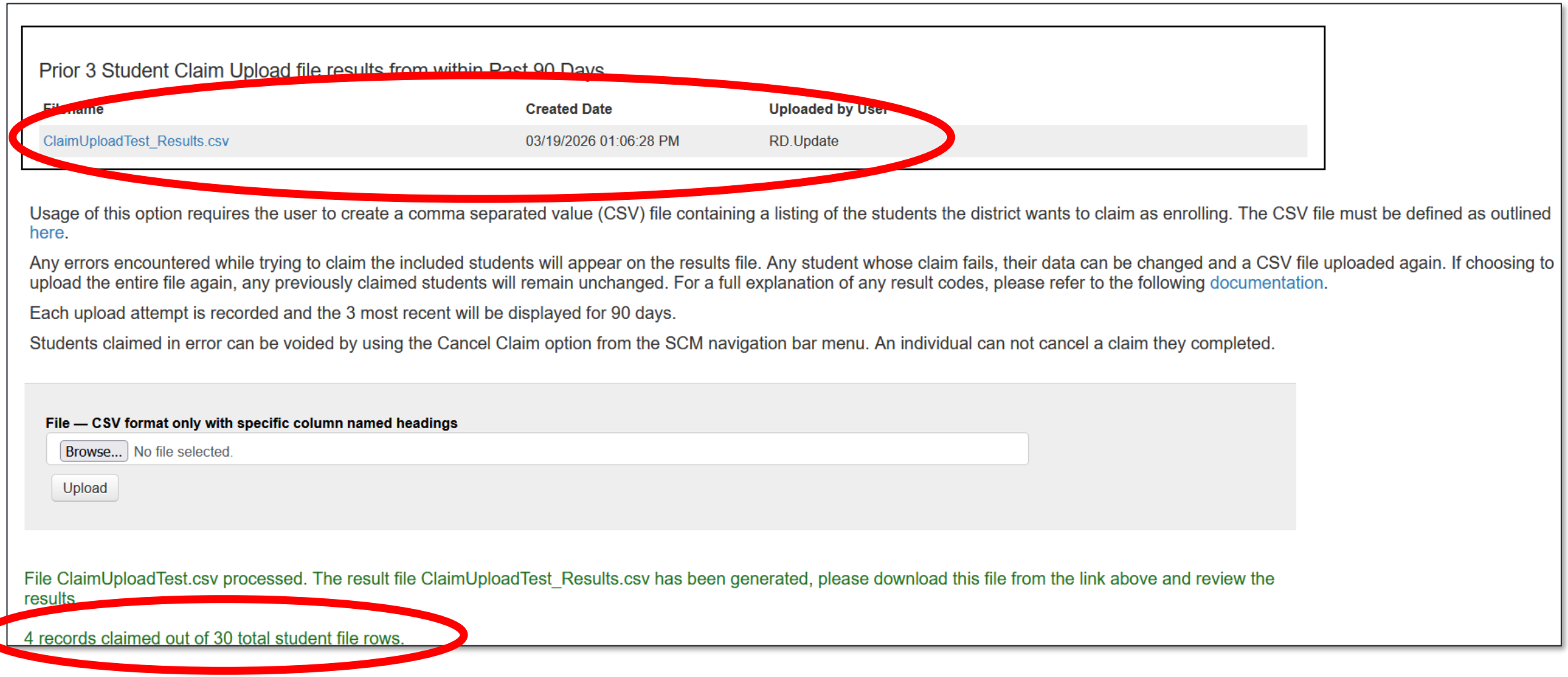
Position	Field Element	Definition	Data Type
1*	FirstName	Legal First Name of the student	Varchar (30)
2*	LastName	Legal Last Name of the student	Varchar (30)
3*	DoB	Date of Birth	Varchar (Up to 10 length)
4*	Gender	Gender, Male or Female	Varchar(1)
5*	FY ClaimingSchoolYear	School year the student is claimed for. This would be the year they are going to be admitted.	Varchar(4)
6*	ProjectedEnrollDate	Date the student is expected to enroll at district.	Varchar (Up to 10 length)
7*	Enrollment type (district relationship)	1,2,3	Varchar(1)
8**	SSID	Student SSID	Varchar (9)

https://mcoecn.atlassian.net/wiki/spaces/oddex/pages/2386362387/Claim+Students+Upload

MULTIPLE STUDENT CLAIMING – UPLOAD AGREE/CONFIRM SCREEN



MULTIPLE STUDENT CLAIMING – UPLOAD FILE



MULTIPLE STUDENT CLAIMING – RETURNED RESULTS

Returned in _Results CSV

- Codes provide details
- Full explanation on ODDEX help

Claiming Result Codes

Code	Abbreviated Description enclosed in quotes for spreadsheets	Full Description
B	1 match	Exactly 1 match found, student claimed
C	Multiple matches	Multiple matches, student not claimed
F	Not enough data	Not enough data provided, student not claimed
P	No matches	Provided data returns no matched student
S	SSID found, other data not matching	SSID found, but not enough other matching data to claim-remove the SSID and re-try to see if students has a match without an SSID
W	SSID not reported by any IRN	SSID provided does not exist in ODDEXremove the SSID and re-try to see if students has a match without an SSID

Claiming result	Claiming status
B - 1 match	Claimed
B - 1 match	Claimed
B - 1 match	Claimed
B - 1 match	Claimed
F - Not enough data	Not_claimed
P - No matches	Not_claimed
S - SSID found - other data not matching	Not_claimed
W - SSID not reported by any IRN	Not_claimed

https://mcoecn.atlassian.net/wiki/spaces/oddex/pages/2386362387/Claim+Students+Upload

NEED HELP?

- For more information on the Student Claiming Module (SCM) see ODDEX Help webpage
  - https://mcoecn.atlassian.net/wiki/spaces/oddex/overview
- EMIS reporting questions, follow the hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

THANK YOU!

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