

Assignment of Unique Child Identifier for Children Enrolled in a Nonpublic School with No SSID

To upload children into the Ready for Kindergarten Online system (KReady), each child must have a unique identification number. Nonpublic schools that participate in the Kindergarten Readiness Assessment will need to generate a unique code for any student who has never been enrolled in a public program and who has never been enrolled in a program that uses Ohio's Early Learning Assessment. This process changed for nonpublic schools administering the KRA-R in fall 2021. The following outlines the process that programs will use to assign a child a unique identifier.

1. First two letters of the child's first name
2. First letter of the child's middle name
3. First three letters of the child's last name
4. Date of Birth (MMDDYY) – *do not use a hyphen or backslash*
5. Gender of the child (M/F)
6. If a child is a twin/multiple with the same first five elements being the same, add a number at the end of the ID, based on the birth order

Example 1: Name: Matthew Andrew Smith
 DOB: October 10, 2013
 Unique ID: MAASMI101013M

Example 2: Twin 1 (born first) - Name: Matthew Andrew Smith
 Twin 2 (second born) - Name: Mark Anthony Smith DOB: October 3, 2012
 Unique ID for Matthew: MAASMI100312M1
 Unique ID for Mark: MAASMI100312M2

Assignment Notes:

1. Use the child's legal name when creating the unique ID. *Example: Child's legal name is Patricia but the family calls the child Tricia. The first two letters of the unique ID will be PA.*
2. Use the first three letters of a hyphenated last name. *Example: Child's last name is Henry-Miller. The letters used for the last name portion of the unique identifier will be HEN.*
3. If a child does not have a middle name, use "X" instead of a middle initial. *Example: Child's given name is Myra Brown. Unique ID will begin with MYXBRO.*
4. If a child only has two letters in their last name, use "X" as the last letter for last name portion of the unique identifier. *Example: Child's name is Steven Alan Xu. Unique ID will begin with STAXUX.*
5. If a child only has one letter in their first name, use "X" as the last letter for first name portion of the unique identifier. *Example: Child's name is J. Ray Smith. Unique ID will begin with JXRSMI.*
6. The system is not case sensitive, so either capital or lower-case letters can be used.

All public schools must use each student's official Statewide Student Identifier (SSID) NOT the process described in this document.