

Entering California State Student Identifiers (SSIDs)

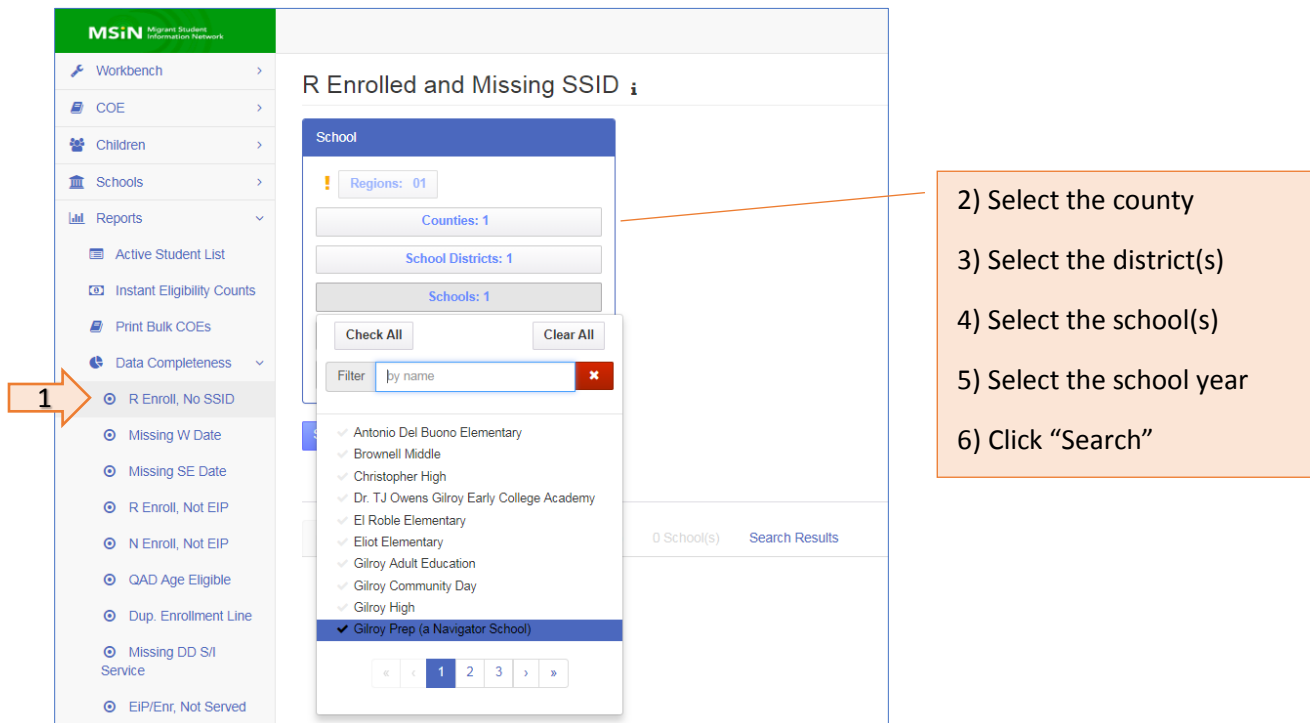
About

Children who enroll in a California school will receive a unique statewide identification number, known as a California State Student Identifier or SSID. Like the MSD number used in MSIN, this identification number stays with the child regardless of where they move throughout the State. Assessment data and other important information is added to a child's record in the California database, CALPADS, and it becomes available to any school in the State. This information is also very important for MSIN because assessment data and other indicators are needed for State and Federal reporting. MSIN uses the SSID number as a "bridge" to match migratory students in MSIN with their State records. As a result, MSIN must contain complete and accurate SSID numbers for all attending children and youths.

The following instructions will walk you through an example of how to enter a child's SSID number. Note that these screenshots contain fictitious child names and records. No personally identifiable information (PII) is shared in this document.

First: Run the "R Enroll, No SSID" data completeness report

Data Specialists at the regional level can run this data completeness report to determine which districts will need significant support to obtain and enter SSIDs. At the school or district level, MSIN users can also run this report themselves to get an idea of the scope and workload this task represents. For example, suppose a MEP staff person at Gilroy Unified School District wants to know which children at Gilroy Prep are missing an SSID. They would go to the Data Completeness menu, select the "R Enroll, No SSID" report, and then make the appropriate selections in the drop-down menus to filter for Gilroy Prep.



1) Select the "R Enroll, No SSID" report

2) Select the county

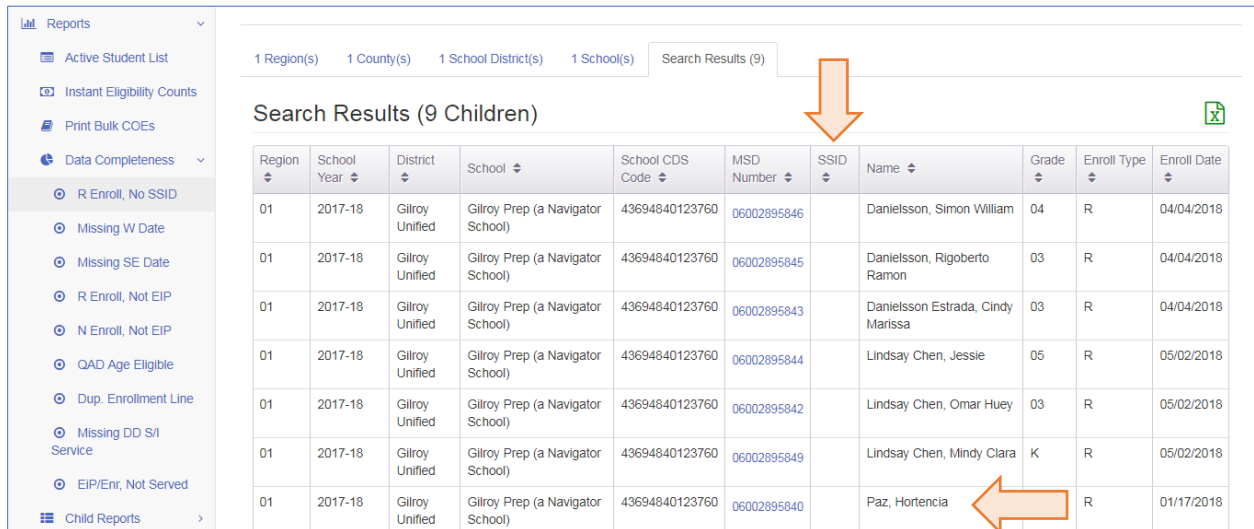
3) Select the district(s)

4) Select the school(s)

5) Select the school year

6) Click "Search"

The next step, which is reading the results, is relatively straightforward. There is one row per child and it will have a blank field under the “SSID” column, as shown below. In this example, we will focus on the fictitious child named Hortencia Paz.




Reports

- Active Student List
- Instant Eligibility Counts
- Print Bulk COEs
- Data Completeness
 - R Enroll, No SSID
 - Missing W Date
 - Missing SE Date
 - R Enroll, Not EIP
 - N Enroll, Not EIP
 - QAD Age Eligible
 - Dup. Enrollment Line
 - Missing DD S/ Service
 - EIP/Enr, Not Served
- Child Reports

1 Region(s) 1 County(s) 1 School District(s) 1 School(s) Search Results (9)

Search Results (9 Children)

Region	School Year	District	School	School CDS Code	MSD Number	SSID	Name	Grade	Enroll Type	Enroll Date
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895846		Danielsson, Simon William	04	R	04/04/2018
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895845		Danielsson, Rigoberto Ramon	03	R	04/04/2018
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895843		Danielsson Estrada, Cindy Marissa	03	R	04/04/2018
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895844		Lindsay Chen, Jessie	05	R	05/02/2018
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895842		Lindsay Chen, Omar Huey	03	R	05/02/2018
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895849		Lindsay Chen, Mindy Clara	K	R	05/02/2018
01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895840		Paz, Hortencia	R		01/17/2018

Note that it is also possible to export the results as an Excel-readable file by clicking on this icon: 

Second: Obtain missing SSIDs

Obtaining the missing ID numbers is probably the most time-consuming part of this task. The approach that a subgrantee should take depends on their organizational structure. For example, Direct Funded Districts (DFDs) already have MEP staff who likely have access to the local student information system (SIS), where they can look up locally enrolled children’s SSID numbers. On the other hand, large subgrantees located in county offices of education will probably not have access to district SIS’s and may need to request SSIDs from districts using child lists. Or, if possible, MEP staff in county offices can request read-only access to CALPADS in order to look up SSID’s themselves and avoid using child lists. Regardless of the approach, most subgrantees will already have a method to obtain SSID’s because CDE has requested this in prior years.

Third: Access the Child Record screen to enter an SSID

Once the missing SSIDs are obtained, the results screen from the “R Enroll, No SSID” report shown above can be used to quickly access each child record. Note that only users with the Data Specialist role may enter or edit a child’s demographic information, including IDs. In this example, the Data Specialist who may edit the child record is either a Region 1 Data Specialist at the regional office or a district Data Specialist (i.e., a MEP staff person at Gilroy Unified School District who has been given the Data Specialist role and then assigned specifically to Gilroy Unified). Either kind of Data Specialist can simply click on the blue MSD number next to Hortencia Paz’s name to open up the child record view.

01	2017-18	Gilroy Unified	Gilroy Prep (a Navigator School)	43694840123760	06002895840	Paz, Hortencia	03	R	01/17/2018
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Next, it is always a good practice to confirm that the SSID number is truly missing by scrolling down to the Child IDs area of the page, as shown below.

Child IDs	
ID Type	ID
MSDNumber	06002895840

After confirming that the ID is missing, the Data Specialist can scroll back to the top of the page and click the green “Edit” button next to the child’s name to enter edit mode. This will immediately cause a “plus” symbol to appear in the Child ID’s area and it will be clearly labelled as the California State Student ID. Clicking the blue “plus” (arrow #1) opens a field below where the SSID should be entered (arrow #2).

Child IDs	
ID Type	ID
MSDNumber	06002895840
California State Student ID	

Adding a new California State Student ID

ID Type: California State Student ID

Identifier Value*:

Please enter a 10 digit number without a leading zero.

Cancel Add

Note that an SSID must be a 10-digit number and must not include a leading zero. The data entry field has built-in data checks to ensure that no letters are accepted, no leading zeros are accepted, and only a 10-digit number can be added. The Data Specialist should be very careful and double check the entry before clicking the “Add” button (arrow #3). It is important to avoid entering the same SSID twice because it is meant to be a unique student identifier.

After adding the SSID and double checking it for accuracy, the next step is to save the information on the demographic screen by clicking the green “Save” button on the bottom right.

Child IDs	
ID Type	ID
California State Student ID	2564897423
MSDNumber	06002895840

1. Double Check

Save



The final step is a prompt which reminds the Data Specialist to compare and confirm the change which is about to occur, as shown below.



Update Wizard

Modified Fields

Field's	Old Child ID	New Child ID
New California State Student ID		2564897423

Are you sure you want to update?

1. Compare and confirm the change(s) to the child record.

2

In this example, there is no prior ID to compare. But this feature is very useful when making detailed changes, such as correcting a transposed pair of digits.

This concludes our example of how to add an SSID number in MSIN. Note that this child, Hortencia Paz, will still appear on the data completeness report "R Enroll, No SSID" for the remainder of the day, as the reports automatically update nightly. She will therefore not appear on the report if it is run the following day.

Given the importance of having correct SSIDs in California's migratory child database, MSIN, subgrantees are highly encouraged to prioritize this task. Ideally, SSID numbers could be added as Certificates of Eligibility (COEs) are approved for attending children who are new to the MEP. At minimum, subgrantees should have a regular process in place to periodically enter missing SSIDs for all attending children and youths. Without such measures, it will not be possible to match migratory children with their California assessment results (e.g., to calculate PFS status) and other indicators needed for both State and Federal reporting.