

SAID/SSID - STATE IDENTIFIER SCREENS

SAID stands for State Assigned ID. It will be used by the secretaries to maintain and the SSID will not display on the screen.

The **SSID** screen will be used by that one person (EMIS coordinator) in the district that will be able to view SSID's.

Both screens contain the following fields.

First Name
Middle Name
Last Name
Name Suffix
Birth City
Native Language
Mothers Maiden
Polio Imm Date

Each district needs to decide who within their district will maintain the SSID's, and that one person will have access to the SSID screen. This should not be every secretary, as that defeats the purpose of the SSID screen. Access to the SAID screen does not need to be so limited as that screen does not display SSID.

The name fields on the SSID screen are to be filled in **ONLY** if the name in the last name and given name fields on STUD are not the student's legal name and the user does not want to change the names on STUD. The extractions will pull the name from STUD unless there is something in the fields on the SSID screen. This way, you don't have to duplicate the name on the new screen. The native language will be pulled from the new screen.

The extraction routines will continue to pull the SSID information from the STUD file. The SSID file will be used as an optional file. That is the extraction routine will be updated to look in the SSID file for these fields to see if there is data in any of the SSID fields. If there, then this data will be used. If not, the data will come from the STUD just as it is currently being done.

SAID screen: Used by secretaries to maintain

OHIO - SAID [DISPLAY]	DEMO HIGH SCHOOL Official SSID Match Fields
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Student ID: Enter SIS Student Id

First Name: Enter Legal First Name (no punctuation)
Middle Name: Enter Legal Middle Name (no punctuation)
Last Name: Enter Legal Last Name (no suffix/punctuation except “-“ or “’”)
Name Suffix: Enter Name Suffix (ie. 'Jr.', 'II', etc.)
Birth City: Enter city in which student was born
Native Language: Enter Native Language (see E827 or EMIS Guide)

* **Mothers Maiden:** Enter Mother's Maiden Name (from Birth Certificate)
* **Polio Imm. Date:** Enter Polio Immunization Date MM/DD/YY

* = Optional Fields

SSID screen: Used by EMIS Coordinator

OHIO - SSID [DISPLAY]	DEMO HIGH SCHOOL Official SSID Match Fields
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Student ID: Enter SIS Student Id
SSID: Enter State Id (Assigned by PwC) or leave blank to assign

First Name: Enter Legal First Name (no punctuation)
Middle Name: Enter Legal Middle Name (no punctuation)
Last Name: Enter Legal Last Name (no suffix/punctuation except “-“ or “’”)
Name Suffix: Enter Name Suffix (ie. 'Jr.', 'II', etc.)
Birth City: Enter city in which student was born
Native Language: Enter Native Language (see E827 or EMIS Guide)

* **Mothers Maiden:** Enter Mother's Maiden Name (from Birth Certificate)
* **Polio Imm. Date:** Enter Polio Immunization Date MM/DD/YY

* = Optional Fields