

# SSID User Guide and Policy

Using the Comprehensive Education Data and Research System (CEDARS) to obtain State Student Identifiers.

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## Introduction

The Comprehensive Education Data and Research System (CEDARS) must accommodate multiple ways for school districts to obtain State Student Identifiers (SSID) for students. OSPI offers districts two ways to accomplish this:

- Sending a bulk SSID submission file to CEDARS
- Manually typing in an individual student’s data via CEDARS Screen Entry

The ability to uniquely identify students for assessments is critical. Students must have a record in TIDE to participate in state assessments, and the only way a student can have a record in TIDE is if that student has a valid, unique State Student Identifier (SSID).

All CEDARS submissions (including previous years) must contain an SSID for every student record submitted which will allow for faster and more accurate matching and searching for students.

For a list of user roles that allow access to the SSID tab and the functions within this tab, please see the EDS User Role Matrix found on our public [K12 Education Data System Administration page](#).

Every district has a District Data Security Manager (DDSM), who is responsible for assigning user roles to accounts in EDS. For a list of DDSMs, please see the [Security Manager list](#).

## Publication Process

CEDARS Data Manuals and supporting documents are published and changes put into the system at 00regular intervals. Starting in the 2017-18 school year, the following dates will be used for both publishing minor changes to the data manual (including all supporting documents) as well as updating the CEDARS system to accommodate those minor changes.

Activity	Date for Publishing and System Changes	Notes
Version 1 – Original	March	Data Manual, Appendices, and Reporting Guidance. Reporting Guidance may be posted for the first time at a later date.
Version 2 – 1st update	September	When CEDARS is rolled-over to the new school year.
Version 3 – 2nd update	January	At a minimum to accommodate new reengagement codes
Version 4 – 3rd update	April	Final version, at a minimum to accommodate new reengagement codes.
Version 5 - 4 <sup>th</sup> update	February 2020	Updated The process for determining which SSID number is kept



## SSID Policy

It is important to make every attempt to ensure a student is assigned only one SSID. SSIDs are used as the unique identifier for student level counts, student assessments, and student access to the online testing system, among other things. If a school district determines that a student they have enrolled has more than one previously assigned SSID, or that multiple students share one SSID, there are specific steps to be taken to resolve these issues.

**It is the responsibility of the current district to confirm student demographic data and/or prior enrollment information. OSPI DOES NOT CONFIRM DEMOGRAPHIC DATA NOR PRIOR ENROLLMENT.**

### Timing

Since it is important to make every attempt to actively monitor and correct SSID issues as soon as they arise, Customer Support processes SSID Merge and Split requests in the order they are received. While we recognize the occasional immediate need for an SSID correction, we only process requests that are submitted to us via email.

We anticipate that normal SSID Merge and Split processing time will be *less than 7 business days*, except during peak times such as early fall and early Spring when requests typically take a few days longer due to the high volume.

### Multiple SSIDs – One Student (ACTION: SSID Merge Request)

**Step 1:** Contact all previous districts that previously reported the student with alternate SSIDs. If there are any discrepancies in name, birthdate, gender, etc., OSPI requires the current district to confirm the correct demographic data and use alternate information from the prior districts (such as parent/guardian names, previous address, siblings) to make sure the SSIDs are truly belonging to the same student.

**Step 2:** Notify OSPI Customer Support of your SSID merge request. To do this, send an email to [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) with a subject of “SSID Merge Request” and include only the SSIDs that need to be merged. We only need the SSID number(s) to complete your request. **PLEASE DO NOT INCLUDE ANY ADDITIONAL STUDENT DEMOGRAPHIC DATA.**

The process for determining which SSID number is kept is done by OSPI Customer Support and based on the following factors, in the hierarchy below:

1. Which SSID has the most years of historical data attached to it?
  - a. If the amount of years is equal between the SSIDs, we then use the next factor.
2. Which SSID has the most years of consecutive data attached to it.
  - b. If factor 1 and 2 are both equal then we use the final factor.
3. Which SSIDs data is the most recent.

The SSID Merge function keeps one SSID and eliminates (deactivates) all other associated SSIDs. This means the deactivated SSIDs are no longer available for reporting. All previous enrollment data associated with the deactivated SSID (across all school years) is end dated in CEDARS and will not display under the Search Students tab when users search for that student.

If the district currently reporting the student has the SSID they are using deactivated, the data for that school year is still in the district's Student Information System (SIS). To load the student's data into CEDARS, change the SSID to the active SSID then re-submit to CEDARS. The same logic applies to prior year data. CEDARS Non-Standard Submission application will require the corrected SSID to be sent. See the [CEDARS Non-Standard User Guide](#) for more information.

## How Districts are Notified of a Merge

First, Customer Support replies to everyone in the email requesting the merge.

Second, we will email the CEDARS District Administrators of a district affected by the merge, who reported the student in the current school year and one school year prior.

Any district with enrollment information earlier than one school year prior will be notified either by:

1. Submission exception in CEDARS the next item they submit for that prior school year.
2. OR they can run a Merged SSID report in CEDARS.

## One SSID – Multiple Students (ACTION: SSID Split Request)

**Step 1:** Contact all previous districts that you see have previously reported this same SSID for a different student. If there are any discrepancies in name, birthdate, gender, etc., OSPI requires the current district to confirm the correct demographic data and use alternate information from the prior districts (such as parent/guardian names, previous address, siblings) to make sure the SSID is truly belonging to multiple students.

**Step 2:** Notify OSPI Customer Support of your SSID split request. To do this, send an email to [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us) with a subject of "SSID Split Request" and include only the SSID and District grouping. **PLEASE DO NOT INCLUDE ANY ADDITIONAL STUDENT DEMOGRAPHIC DATA.**

We only need the SSID number and which school district goes with which student to complete your request. Multiple SSID split requests may be sent in one email but be careful to make your intended action as clear as possible.

An SSID that is split into more than one student record will deactivate the original SSID and create a new SSID for each student. The deactivated SSID is no longer available for reporting. All previous enrollment data (across all school years) associated with the deactivated SSID is end dated in CEDARS and will not display under any student related search. If an SSID in your district is deactivated, the data for that school year is still in your Student Information System (SIS) and can be updated with the new, correct

SSID and re-submitted to CEDARS. The same logic applies to prior year data. CEDARS Non-Standard Submission application will require the corrected SSID to be sent. See the [CEDARS Non-Standard User Guide](#) for more info.

### How Districts are notified of a Split

First, Customer Support replies to everyone in the email requesting the split.

Second, we will email the CEDARS District Administrators of a district affected by the split, who reported the student in the current school year and one school year prior.

Any district with enrollment information earlier than one year prior will be notified either by:

1. Submission exception in CEDARS the next item they submit for that prior school year
2. OR they can run a Split SSID report in CEDARS.

## Using Bulk SSID Upload

One way to acquire SSID numbers is through the CEDARS SSID Bulk Upload process. Districts create extracts from their Student Information System (SIS) for students without SSID numbers and upload the file to CEDARS for processing. This occurs outside of a standard CEDARS submission. The bulk SSID submission is also used early in the school year to associate new students (either kindergarteners or newly enrolled) to your school and district prior to sending a CEDARS submission. The Direct Certification for Free Lunch processes use the data from the Bulk SSID uploads to associate a potential enrollment at your school and district during summer months until the CEDARS Submission deadline of October 15 each year. This means that students submitted through the Bulk SSID upload during those months can be seen in the Direct Certification for Free Lunch system.

The bulk SSID file must be a tab-separated values text file with the following header fields. The header fields marked “optional” means that the data for that column is optional, the header is still required. (See also the SSID Bulk Upload File Definitions starting on page 24.):

- **ServingDistrict** – The 5-digit code used to identify your district.
- **DistrictStudentId** – The code used to identify the student in your district.
- **LastName** – **The preferred last name of the student.**
- **FirstName** – **The preferred first name of the student.**
- **MiddleName** – **The preferred middle name of the student.**
- **BirthDate** – Send in MM/DD/YYYY format.
- **Gender** – “M”, “F”, or “X”
- **DateEnrolledInDistrict** (optional)
- **ServingSchool** (optional)
- **DateEnrolledInSchool** (optional)
- **GradeLevel** (optional)



## Step 1 – Upload File

To do a bulk upload, first login to CEDARS and select “SSID” from the top menu bar. Then, select “SSID File Upload” from the left menu under the title, “SSID Submission.”

**SSID**

### SSID File Upload

**Bulk SSID Upload Instructions:**

1. Upload your SSID request file
2. Select "Student Match" from the left-hand menu under Submissions and match all students
3. Select "Student Validation" from the left-hand menu under Submissions and validate all students
4. Select "Download SSIDs" from the left-hand menu under Submissions
  - a. Select "SSID Assigned Date Range" and put the current date of your upload in both date fields
  - b. Export the file containing your students with SSIDS
  - c. Update all students in your student system with their newly assigned SSIDS

**WARNING: If you send a CEDARS submission with blank SSIDs for the same students in your bulk upload, you may be forced to match each student in Student Match before the records will load to CEDARS. To avoid this, follow the above instructions on the same day.**

For more information on the SSID process, please see the SSID Guide in the [Training & Materials section of the CEDARS web site.](#)

Please click the Browse button to select your SSID file, then click "Save".

Browse...

Save

**NOTE:** Please make sure that the file is in the required format (tab separated) and the required data elements for every student are completed.

From this screen, select “Browse” and find your saved bulk SSID file extract from your SIS and click “Save.”

If your extract file does not have correct headers, a message will appear in red at the top of the screen.

**SSID**

### SSID File Upload

**The file you are trying to upload has incorrect headers.**

**Bulk SSID Upload Instructions:**

## Step 2 – Check Status

Check the status of your bulk upload by clicking on “SSID Submission Results” from the left menu. Once the Submission Status says “submission processed,” you can check on the results of your upload.

## Step 3 – Check Errors

Check that your SSID Bulk upload was processed without errors by clicking on the View Error Log for your upload.

The screenshot shows the 'SSID Submission Results' page. The navigation bar includes Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. The left sidebar has a menu with 'SSID Submission Results' circled in red. The main content area shows a table with columns: View All Results, View Error Log, Submitted Date, File Name, Submitted By, and Submission Status. A red arrow points to the 'View Error Log' link for the submission dated 7/14/2017.

View All Results	View Error Log	Submitted Date	File Name	Submitted By	Submission Status
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/14/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/11/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/26/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/21/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/1/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/23/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/16/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/10/2017	31		submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	4/28/2017	31		submission processed

If the submission results shows ‘No results returned.’ all records in the submission were successfully uploaded.

The screenshot shows the details for a specific SSID submission. The navigation bar and sidebar are the same as in the previous screenshot. The main content area shows the submission details: Organization: School District, File Name: 31...TXT, Submitted By: [redacted], Date Submitted: 7/14/2017. A red arrow points to the 'View All Results' link, which is followed by the text 'No results returned.'

**Organization:** School District  
**File Name:** 31...TXT  
**Submitted By:** [redacted]  
**Date Submitted:** 7/14/2017  
[View All Results](#)  
**No results returned.**

If your upload contains errors, you must take action in order to obtain SSIDs for those students. Below is an example of errors for specific records within a SSID Bulk upload. Each record with an error will display with an error message.

Home Submissions **SSID** Reports Students Courses Staff Location Student Records Exchange Search Students Admin

> Student Match  
 > Student Validation  
 > Download SSIDs  
 > SSID Reports  
 • Multiple SSIDs  
 • Merged SSIDs  
 • Shared SSIDs  
 > **SSID Submission**  
 • Screen Entry  
 • SSID File Upload  
 • **SSID Submission Exception**

**SSID**

**SSID Submission Exceptions**

This page displays the SSID submission errors for the last twenty (20) CEDARS SSID submissions. Please select which submission you'd like to view errors for by clicking the date link in the "Submitted Date" column.

[Back](#)

Organization: [Redacted]  
 File Name: [Redacted]  
 Submitted By: [Redacted]  
 Date Submitted: 07/24/2019

Download Format:

Total Records : 152

Serving District	District Student Id	Last Name	First Name	Middle Name	Birth Date	Gender	Error Message
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Submitting organization must be the same as ServingDistrict.
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Submitting organization must be the same as ServingDistrict.
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Submitting organization must be the same as ServingDistrict.
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Submitting organization must be the same as ServingDistrict.
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Submitting organization must be the same as ServingDistrict.

You will need to correct the errors shown and submit another SSID File upload file. There are two options to accomplish this.

1. Create a new SSID Bulk upload file, only including those records with errors, and upload the file.
2. Edit the last SSID Bulk upload file, making sure to remove the successfully processed records, and upload the file again.

**IMPORTANT: SSID records with errors do not go through the SSID issuance process. However, the records without errors do.** If you submit a student more than once through this process, it can lead to multiple records. For example, if you submit a record for Sarah and Jim, and you receive an error on Jim's record, Sarah's record went through successfully. You only need to submit a new or edited file for Jim's record.

## Step 4 – View Results

Click on View All Results for the outcome of the submitted records.

Accessing results from the SSID Submission Results page.

The screenshot shows the 'SSID Submission Results' page. The navigation bar includes Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. The left sidebar has a menu with 'SSID Submission Results' circled in red. The main content area shows a table with columns: View All Results, View Error Log, Submitted Date, File Name, Submitted By, and Submission Status. A red arrow points to the 'View All Results' link in the first row of the table.

View All Results	View Error Log	Submitted Date	File Name	Submitted By	Submission Status
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/14/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	7/11/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/26/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/21/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	6/1/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/23/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/16/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	5/10/2017	3'	TXT	submission processed
<a href="#">View All Results</a>	<a href="#">View Error Log</a>	4/28/2017	3'	TXT	submission processed

Accessing results from the from the Error Log page.

The screenshot shows the 'SSID Submission Results' page with the 'Error Log' view selected. The navigation bar and sidebar are the same as in the previous screenshot. The main content area shows a 'Back' button and the following information: Organization: School District, File Name: 3', Submitted By: , Date Submitted: 7/14/2017. A red arrow points to the 'View All Results' link, which is followed by the text 'No results returned.'

[Back](#)

**Organization:** School District

**File Name:** 3'

**Submitted By:**

**Date Submitted:** 7/14/2017

[View All Results](#)

**No results returned.**

This will give you the result of each submitted record.

**SSID**



**SSID Submission Results**

This page displays the SSID submission errors for the last twenty (20) CEDARS SSID submissions. Please select which submission you'd like to view errors for by clicking the date link in the "Submitted Date" column.

[Back](#)

Organization: [Redacted]  
 File Name: [Redacted]  
 Submitted By: [Redacted]  
 Date Submitted: [Redacted]

[View Error Log](#)

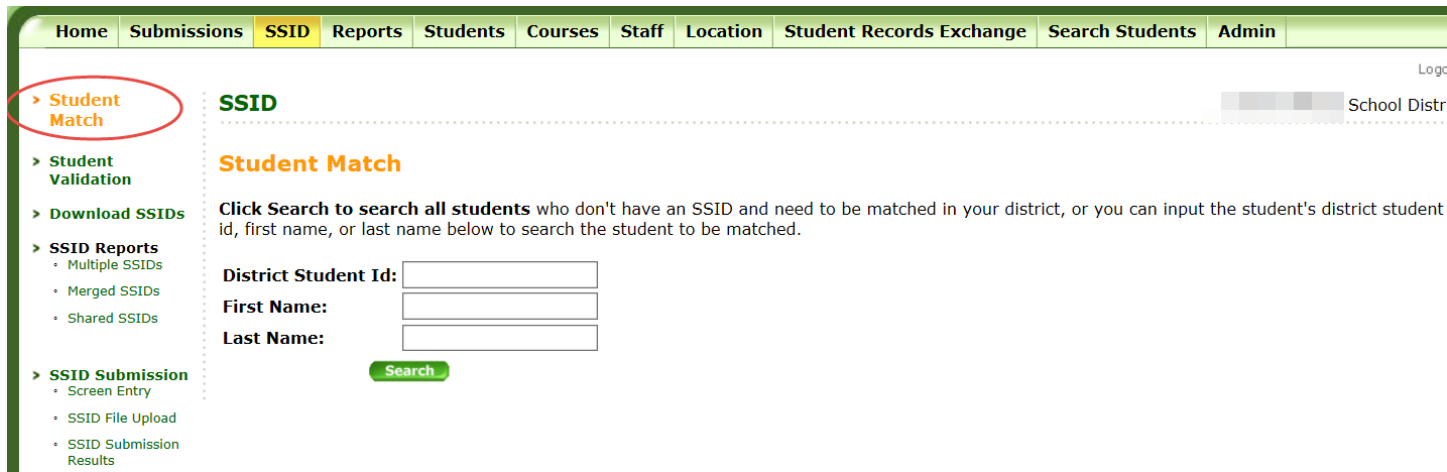
Total Records : 44      Download Format:   

Submission Id	District Student Id	Date Submitted	Result	SSID	Last Name	First Name	Middle Name	Birth Date	Gender	Date Enrolled In District	Serving School	Date Enrolled In School	Grade Level
[Redacted]	[Redacted]	2017	New SSID - No match found	2 [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	2017	Ambiguous - Multiple Exact Match		[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- **New SSID – No match found:** CEDARS did not find an existing SSID that matches the demographic information of the student you submitted. CEDARS automatically assigned an SSID to this student. The SSID can be found on the SSID Submission Results page and in Download SSIDs on the left navigation.
- **Ambiguous – Multiple Extract Match:** CEDARS found existing records that were similar to the demographic information of the student you submitted. Records with this result go into Student Match (see next section).
- **ERROR – Review error log:** This means there was an issue with the submitted information for a student and CEDARS was unable to process the record. You will need to review the error log to determine what that issue was. See Step 3 – Check Errors above.

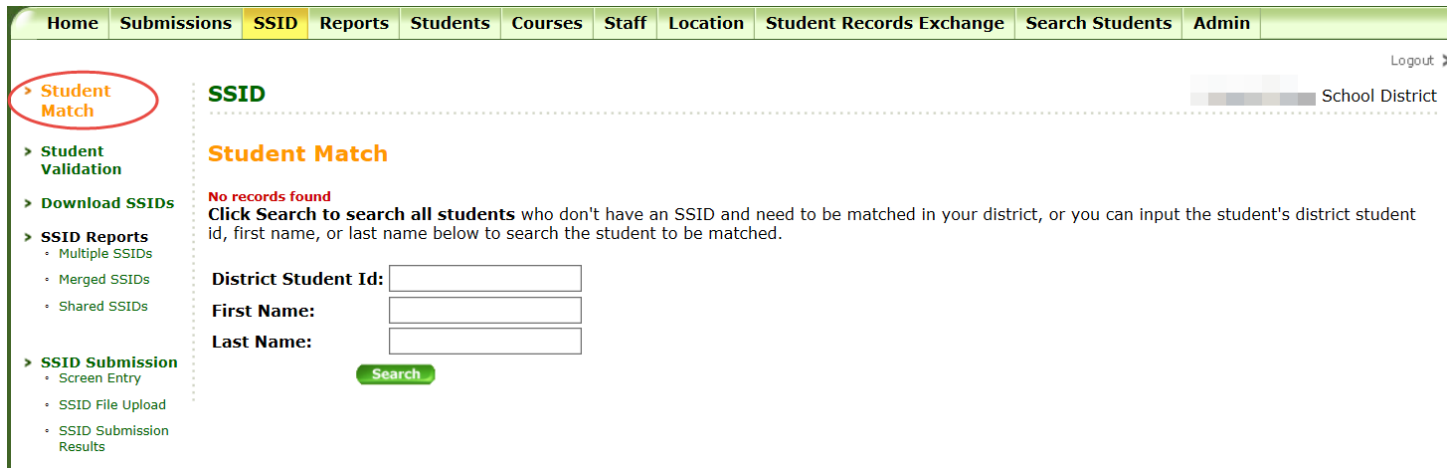
## Step 5 – Student Match

Any records with a potential match go into “Student Match.” Click on Student Match on the left hand menu. To see all possible matches, leave the search parameters blank and click the “Search” button.



The screenshot shows the 'SSID' section of a web application. The navigation menu at the top includes Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. The left sidebar menu has 'Student Match' circled in red. The main content area is titled 'SSID Student Match' and contains the following text: 'Click Search to search all students who don't have an SSID and need to be matched in your district, or you can input the student's district student id, first name, or last name below to search the student to be matched.' Below this text are three input fields: 'District Student Id:', 'First Name:', and 'Last Name:'. A green 'Search' button is positioned below the 'Last Name' field. The left sidebar also lists other options: Student Validation, Download SSIDs, SSID Reports (Multiple SSIDs, Merged SSIDs, Shared SSIDs), and SSID Submission (Screen Entry, SSID File Upload, SSID Submission Results).

This search will return all possible matches resulting from Bulk Upload and Screen Entry. If there are no possible matches for the students you have submitted via the bulk SSID upload (all new students), then you will see the message, “No records found.”



This screenshot is identical to the previous one, but the main content area now displays the message 'No records found' in red text above the search instructions. The search fields and 'Search' button remain visible and unchanged.

If you have matches to make, you will see those students listed:

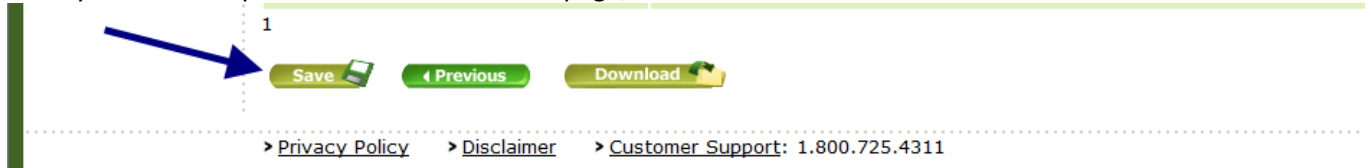
The left column, **Your Student**, displays the demographic data submitted for the student via Bulk Upload or Screen Entry. If the data in this column is incorrect, click on the “Remove from match – all related records will also be removed from loading” radio button, click save at the bottom, and resubmit the record with the correct information.

Under the **Possible Matches** column, CEDARS has attempted to find students across the state who might be the same as your student. Using the information provided under the “Possible Matches” column to confirm previous enrollments will ensure the quality of the SSID for your student. If your student has a match on the page, select the radio button next to the corresponding SSID number and click Save. This will match your student with the existing SSID.

If the student is new to Washington, select “New Student to the Washington education system” and CEDARS will assign a brand new SSID. To view the newly assigned SSID, click on Download SSIDs on the left navigation.

If the student is not new to Washington but the Possible Matches are not your student, please select “Remove from match – all related records will also be removed from loading,” and check that the demographic information are accurate in your system for the student. Contacting the previous school district where the student attended would be beneficial to identifying the student’s appropriate SSID.

Once you have completed the matches on the page, click the save button at the bottom:



A student record may show multiple times on the Student Match page. This occurs when a request for an SSID is done multiple times for the same student (through SSID Bulk Upload or Screen Entry).

For example, two records in Student Match will appear if an SSID Bulk Upload file and SSID Screen Entry has been done for the same student.

This can also occur when multiple SSID Bulk Upload files are submitted and processed for the same student. If this occurs, please resolve one of the records on the match screen by matching to an existing SSID or creating a new SSID. Then, remove the other records from match. Make sure to save your changes.



## Using SSID Screen Entry

School Districts that want to acquire a single SSID number can do so through the CEDARS SSID Screen Entry process. Districts will need to have the District Assigned Student ID, Preferred First Name, Preferred Last Name, Preferred Middle Name, Birth Date, and Gender available to enter on screen for the individual student.

To begin, select “SSID” from the CEDARS menu tabs at the top, under “SSID Submission,” select “Screen Entry” from the left menu:

The screenshot shows the CEDARS application interface. At the top is a navigation bar with tabs: Home, Submissions, SSID, Reports, Students, Courses, Staff, Location, Student Records Exchange, and Search. On the left is a sidebar menu with the following items: > Student Match, > Student Validation, > Download SSIDs, > SSID Reports (with sub-items: Multiple SSIDs, Merged SSIDs, Shared SSIDs), and > SSID Submission (with sub-items: Screen Entry, SSID File Upload, SSID Submission Results). The 'Screen Entry' option is highlighted in orange. The main content area is titled 'SSID' and 'SSID Request'. Below the title, there is a note: 'Please complete all required fields, then click "Save". Required fields are noted by an asterisk (\*). If you are requesting an SSID for the purpose of registering a student to take an online assessment and school and grade level reported here will be used to report assessment results back to the district.' The form itself is a light green box containing the following fields: '\*Serving School District:' (text input with 'Aberdeen School District'), '\*District Assigned Student ID:' (text input), '\*First Name:' (text input), 'Middle Name:' (text input), '\*Last Name:' (text input), '\*Birth Date: (MM/DD/YYYY)' (text input), '\*Gender:' (radio buttons for 'Female', 'Male', and 'Gender not exclusively Male or Female'), 'School:' (dropdown menu with '[None]'), and 'Grade Level:' (dropdown menu with '[None]'). A green 'Save' button with a floppy disk icon is at the bottom right of the form.

Enter the data for the student on screen and select “Save.”

The next screen will provide you with the student’s SSID number or take you to the Student Match screen (see Step 5). Once you have an SSID for your student, you will need to enter it into your Student Information System.

## Student Validation

The Student Validation page is used to confirm changes to the demographic data associated with an SSID e.g., name, birth date, gender, or district student ID.

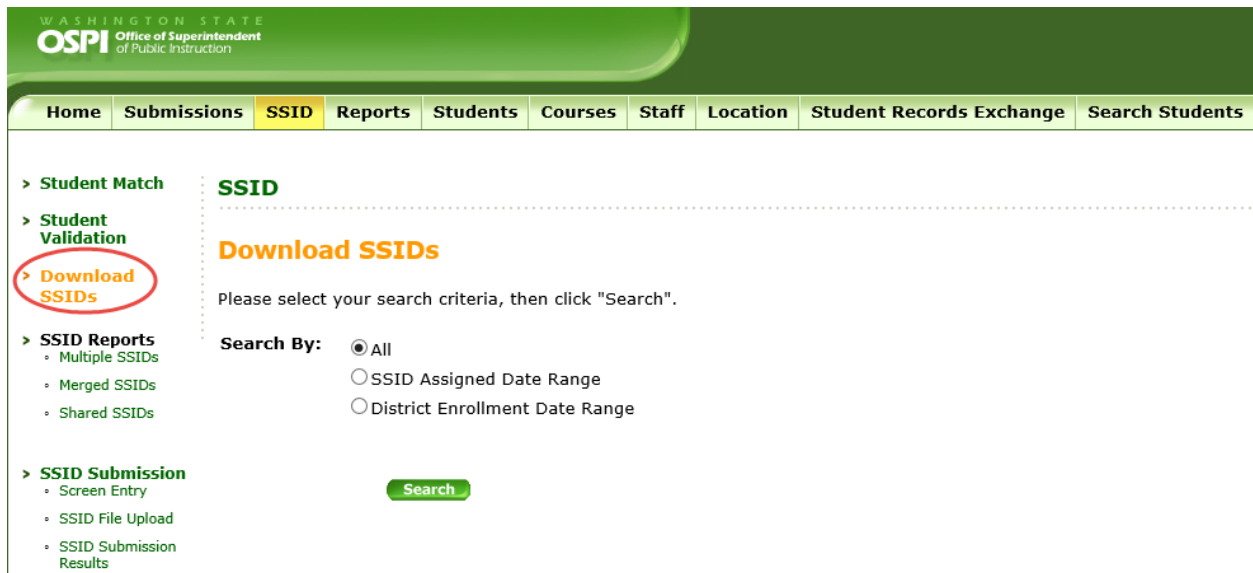
If a student has been submitted through a CEDARS submission, does not have a CEDARS submission exception, but is not displaying in CEDARS, check Student Validation.

## Downloading SSIDs

The Download SSID menu can be accessed by selecting the “Download SSIDs” link from the left menu under the Submissions tab. This process provides you with a list of SSIDs that were created via the SSID Screen Entry or Bulk Upload processes. A “created” SSID is a brand new SSID or an existing SSID that is selected as a match to a student through Student Match. *Download SSIDs does not include the results of an Exact Match.*

There are three options to search for SSIDs that were created:

1. All
2. SSID Assigned Date Range
3. District Enrollment Date Range



WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

Home Submissions **SSID** Reports Students Courses Staff Location Student Records Exchange Search Students

> Student Match

> Student Validation

> **Download SSIDs**

> SSID Reports

- Multiple SSIDs
- Merged SSIDs
- Shared SSIDs

> SSID Submission

- Screen Entry
- SSID File Upload
- SSID Submission Results

**SSID**

**Download SSIDs**

Please select your search criteria, then click "Search".

Search By:  All  
 SSID Assigned Date Range  
 District Enrollment Date Range

Search

- Selecting “All” will provide you with a list of all the SSIDs assigned in your district from CEDARS.
- Selecting SSID Assigned Date Range allows you to select a specific date range in which SSIDs were created.
- Selecting District Enrollment Date Range allows you to search for SSIDs created with a specific district enrollment date range. This date can only be submitted to CEDARS through the SSID Bulk Upload process.

NOTE: This can take some time, especially if you select the “All” option.

The screenshot shows a web application interface for SSID Reports. At the top, there is a navigation menu with items: Home, Submissions, **SSID**, Reports, Students, Courses, Staff, Location, Student Records Exchange, Search Students, and Admin. On the right, there is a 'Logout' link and a 'School District' dropdown menu.

On the left side, there is a sidebar menu with the following items:

- > Student Match
- > Student Validation
- > Download SSIDs
- > SSID Reports
  - Multiple SSIDs
  - Merged SSIDs
  - Shared SSIDs
- > SSID Submission
  - Screen Entry
  - SSID File Upload
  - SSID Submission Results

The main content area is titled 'SSID' and 'Download SSIDs'. It features a 'Back' button and a 'Download Format:' section with icons for XLS, TXT, and PDF. Below this, it states 'Total Records : 5450'. A table is displayed with the following columns: SSID, Serving District, District Student ID, Last Name, First Name, Middle Name, Birth Date, Gender, School Code, and Grade Level. The table shows several rows of data, with the first row highlighted in green. The page number 'Page 1 of 11' is visible in the top right corner of the table area.

Most Student Information Systems are set up to import SSIDs from a tab delimited file. To access this version of the SSID report, click the blue “TXT” icon above the report.

## SSID Reports

There are three SSID Reports available under the SSID tab: Multiple SSIDs, Merged SSIDs, and Shared SSIDs. The reports can be downloaded in three formats: XLS, TXT, and PDF.

### Multiple SSIDs

This report displays students who may have more than one SSID in the CEDARS system. The results are determined by students with an exact match on Preferred Last Name, Preferred First Name, Birth Date and Gender. Please be aware that there are students who match exactly on the criteria who are indeed different students.

You may find students who are listed as attending a district other than yours; please pay close attention to these as the student may have transferred. There are two options in this report; only students who have more than one SSID in your district and all possibilities.

If you find and confirm that a student has multiple SSIDs, please see the SSID Policy regarding how to request an SSID merge. Once done, the student(s) will no longer show on this report.

If a student appears on this list and, the students are indeed different, the student will not be removed from this list.

- > Student Match
- > Student Validation
- > Download SSIDs
- > **SSID Reports**
  - Multiple SSIDs
  - Merged SSIDs
  - Shared SSIDs
- > **SSID Submission**
  - Screen Entry
  - SSID File Upload
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**SSID**

██████████ School District

**Students with Possible Multiple SSIDs**

This report displays students who may have more than one SSID in the CEDARS system. The results are determined by students with an exact match on Last Name, First Name, Birth Date and Gender. Please be aware that there are students who match exactly on the criteria who are indeed different students. You may find students who are listed as attending a district other than yours; please pay close attention to these as the student may have transferred. For questions on resolving the multiple SSIDs please contact Customer Support.

- Only Students who have more than 1 SSID in my district**
- All Possibilities

**Search**

Download Format:   

**Total Records : 60**

SSID	District Student ID	Last Name	First Name	Middle Name	Birth Date	Gender	District Name	First Date Reported To CEDARS
██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████

**Merged SSIDs**

The Merged SSIDs report displays all SSIDs that have been merged in your district. To limit your search, you can input a date in the Merge Date textbox and it will only display the students that have been merged since that date. This report shows the old SSID and the new SSID along with some demographic data about the student.

- > Student Match
- > Student Validation
- > Download SSIDs
- > **SSID Reports**
  - Multiple SSIDs
  - **Merged SSIDs**
  - Shared SSIDs
- > **SSID Submission**
  - Screen Entry
  - SSID File Upload
  - SSID Submission Results

**SSID**

██████████ School District

**Merged SSIDs**

The Merged SSIDs report displays all SSIDs that have been merged in your district. To limit your search, you can input a date in the textbox below and it will only display the students that have been merged since that date.

- Only students whose SSIDs were merged in my district**
- All Possibilities

Merge Date:

**Search**

Download Format:   

**Total Records : 38**

Last Name	First Name	District Student Id	Birth Date	Gender	Old SSID	New SSID
██████████	██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████	██████████

## Shared SSIDs

This report displays students who may share an SSID with other students in CEDARS.

If you find and confirm a student is sharing an SSID, please see the SSID Policy regarding how to request an SSID split. Once done, the student(s) will no longer show on this report.

Please note, if a student appears on this list and a split is not necessary, the students are indeed the same, the students will not be removed from this list. For example, if a student is reported with their name spelled multiple ways, John Smith and Jon Smith. The student's records with the different names will continue to appear on this list.

Home
Submissions
SSID
Reports
Students
Courses
Staff
Location
Student Records Exchange
Search Students
Admin

[Logout](#)

- > Student Match
- > Student Validation
- > Download SSIDs
- > SSID Reports
  - Multiple SSIDs
  - Merged SSIDs
  - Shared SSIDs
- > SSID Submission
  - Screen Entry
  - SSID File Upload
  - SSID Submission Results

### SSID

School District

#### Possible Shared SSID

This report displays students who may share the same SSID with other students in the CEDARS system.

For questions on resolving the shared SSIDs please contact Customer Support.

Only Students who share SSID in my district  
 All Possibilities

Search

Download Format:

Total Records : 2811

1

2

3

4

5

6

Page 1 of 6

SSID	District Student ID	Last Name	First Name	Middle Name	Birth Date	Gender	District Name	Date First Reported To CEDARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

## SSID Bulk Upload File Definitions

The SSID Bulk Upload file must be submitted to OSPI in a tab-delimited text file. This file should contain a list of students that need SSID's to be assigned in your district.

**UPDATE FOR 2017-18 School Year: For the name fields (LastName, FirstName, MiddleName), report the Preferred Name for students. The field names remain the same, but report the preferred name.**

The following fields must be included:

**Field Name: ServingDistrict**

Data Type: char

Size: 5

Allow NULL? No. Data is required.

Description: The 5-digit county district code for the district submitting the data.

Business Rules: Report the code representing the school district as assigned by OSPI. Use leading zeros as necessary.

Example: 12345

Valid Values: Refer to valid values located at <https://eds.ospi.k12.wa.us/DirectoryEDS.aspx>.

**Field Name: DistrictStudentId**

Data Type: varchar

Size: 50

Allow Null? No. Data is required.

Description: This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS.

Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.

Example: 123456789012 or 124 or TG096

**Field Name: LastName**

Data Type: varchar

Size: 60

Allow Null? No. Data is required.

Description: The preferred last name of the student. If the student's preferred last name is their legal last name, Element B36 and Element B06 – Legal Last Name should contain the same last name.

Business Rules: **Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred last name.**

Example: Smith

**Field Name:** **FirstName**  
**Data Type:** varchar  
**Size:** 60  
**Allow Null?** Yes. Conditional.  
**Description:** May be left blank only when student has no first name. The preferred first name of the student. If the student's preferred first name is their legal first name, Element B37 and Element B07 – Legal First Name should contain the same first name.  
**Business Rules:** Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred first name.  
**Example:** Sally

**Field Name:** **MiddleName**  
**Data Type:** varchar  
**Size:** 60  
**Allow Null?** Yes. Conditional.  
**Description:** May be left blank only when student has no middle name. The preferred middle name of the student.  
**Business Rules:** Students who attend Washington public schools have the right to be addressed by their preferred name. Schools cannot require a legal name change for staff to use the student's preferred middle name.  
**Example:** Rachel

**Field Name:** **BirthDate**  
**Data Type:** date  
**Allow Null?** No. Data is required.  
**Description:** The student's birthday.  
**Business Rules:** Students who have obtained age 21 on or before August 31 of the current school year are not eligible to be served for the current school year. WAC 392–121–31 defines school year as “the annual period commencing on the first day of September”. Students who obtain age 21 on or after September 1 of the current school year are eligible to be served. Date should be formatted as MM/DD/YYYY  
**Example:** 01/02/2003

**Field Name:** **Gender**  
**Data Type:** char  
**Size:** 1  
**Allow Null?** No. Data is required.  
**Description:** The student's gender.  
**Business Rules:** All students must have a gender of male or female assigned.  
**Example:** M  
**Valid Values:** F – Female, M – Male, X – Gender not exclusively Male or Female

**Field Name: DateEnrolledInDistrict**

Data Type: date

Allow NULL? Yes. Data is optional.

Description: The date on which the student began school in the district.

Business Rules: The enrollment date must be on or after Element B09 – Birth Date, and can be no more than six months greater than the date in which the file is being submitted. Date should be formatted as MM/DD/YYYY

Example: 01/01/2000

**Field Name: ServingSchool**

Data Type: char

Size: 4

Allow NULL? Yes. Data is conditional.

Description: This is a four-digit code assigned to the school by OSPI.

Business Rules: The school must be listed as open in EDS for the reporting school year. OSPI school codes can be obtained in Education Data System (EDS).

Example: 1234

Valid Values: Refer to the [EDS Directory](#) for valid values.

**Field Name: DateEnrolledInSchool**

Data Type: date

Allow NULL? Yes. Data is optional.

Description: The date on which the student began school.

Business Rules: The school enrollment date shall be reported in the current school year in which the enrollment occurred. Date should be formatted as MM/DD/YYYY

Example: 09/01/2014

**Field Name: GradeLevel**

Data Type: varchar

Size: 2

Allow NULL? Yes. Data is conditional.

Description: The current grade level of the student.

Business Rules: Students should have a grade level assigned based on district policy and consistent with the Grade Level Codes below.

Example: 1 or 01

Valid Values: Refer to the valid values table in Appendix E, found in the [CEDARS Appendices](#). A suggested list of Grade Level Assignments by Age is listed in Appendix G, also found in the CEDARS Appendices.



## Contact Us

OSPI Customer Support  
Information Technology Services  
Office of the Superintendent Public Instruction

Toll-free: 1.800.725.4311, option 7

Direct: 360.725.6371

Email: [customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)

## Resources

[CEDARS Data Manuals, and Appendices](#)

[Training and Materials](#)