DEPARTMENT OF EDUCATION

Student ID Validation System FAQ

Contents

Access to the Student ID Validation System

Q. How do I get access the Student ID Validation System?

A. Your district's Identified Official with Authority (IOwA) is the only person able to authorize you. Your district's IOwA can be found on the [MDE-Org website](#). You will need an Education Identity and Access [(EDIAM) security account](#) first.

Q. Who do I contact about my request for access to the Student ID Validation System?

A. Contact your district's IOwA.

Q. How do I access the Student ID Validation System?

A. Once you have been granted access by your IOwA, you may access the [Student ID Validation System](#) in one of two ways.

From the Minnesota Department of Education (MDE) website, select Districts, Schools and Educators > Business and Finance > Data Submissions. On the left side of the page select Student ID Validations. Click on 'Enter the Student Identity Validations Interface.' Sign in with your EDIAM security User ID, e.g., the one you use to sign into Minnesota Automated Reporting Student System (MARSS) Web Edit System (WES), and your password.

Or, once you have run your MARSS WES edit, bring up the MARS WES local report MARSS_08, there will be a link on students that have a State Student Identification (SSID) number. For each individual student you will need to right click on this link, you will be directed to the Student ID Validation System in a new window to verify the student information.

Relationship between Testing and the Student ID Validation System

Q. What does the new Student ID Validation System have to do with testing?

A. The Student ID Validation Interface accesses the Student ID database. All MARSS enrollment and testing information is validated against the Student ID database. A student has a unique First, Middle, Last Name, Date of Birth, Gender, and MARSS ID. If the student is not on the Student ID database, the student will not generate a test record, even though the student is reported on MARSS. The new warning messages in the MARSS 08 Error Report alert you to the students who are not found on the Student ID database.

Several of the new warning messages on the MARSS 08 Error Report have corresponding Test WES messages. Specifically:

MARSS 346 = Test WES 3000

MARSS 347 = Test WES 3001

MARSS 348 = Test WES 3002

MARSS 349 = Test WES 3003

MARSS 350 = Test WES 3004

MARSS 351 = Test WES 3005

MARSS 352 = Test WES 3006

Refer to the section called Relationship to MARSS for a description of the MARSS messages.

Q. How can I get my student tested when there is an issue with the Student Number?

A. Tell us that you need to test the student in the text box on the Report Problem screen. We will prioritize it.

If you know the valid SSID for the student, you can manually add the student to TestWES precode and the record will be delivered to Pearson late that night.

If you do not know the valid SSID, you need to work with your MARSS coordinator to get one assigned and into the system. You can do this by adding the student to your enrollment system and then:

A. Submit only the new SSIDs through the MARSSWES validation system – the DAC (District Assessment Coordinator) would need to manually add the student (now with a valid SSID) to TestWES. The precode record would be sent to Pearson late that night – OR --

B. Submit your entire MARSS enrollment data through the MARSSWES validation system – the precode system will detect the new enrollment the following day and then send to Pearson the following night. In this case, there's an extra day of processing if the DAC does not manually add the record in TestWES.

Until the MARSS Coordinator uploads the new MARSS data file, no permanent change will be made to the MARSS database.

Students on the Student ID Validation System

Q. I know that a student was reported in the past on MARSS with a certain State Reporting Number so why isn't the student on the Student ID Validation System?

A. The Student ID Validation System was initially created with error-free MARSS enrollment records that had been reported since FY97. About five percent of the historical records were not transferred to the Student ID Validation System. One reason is that the SSID may have appeared to be used by multiple students because of different names, dates of birth or gender. Another reason may be that the student may have had multiple ID's in the past and one of those ID's may have been shared with another student such as when a "temporary ID" was used.

Q. A student has been assigned a temporary SSID number. How do I change that?

A. There are no temporary SSIDs. Once the SSID has been added to the Student ID database, the number is permanent.

Q. Twins (or two other students) are recognized as a single student on the Student ID Validation system. How do I get the system to recognize these as two separate individuals?

A. If one student (with the mortar board icon) appears to contain information for multiple students, use either the Search or the Validate screen to display the student and 'Report Problem.' Include as much information as possible about how to split this student, e.g., which alias belongs with each SSID, name, date of birth, reported school district, etc.

Q. There is only one student record for twins or two other separate students. One of the students is missing on the Student ID Validation system. How do I get the system to recognize this missing student?

A. If a student is missing, fill in all the information in the Validate screen for the missing student and Validate the information. If the Add Student and/or Add Alias button becomes enabled, click the 'Add Student' button and the student will be added. If the 'Add Student' button does not display, 'Report Problem' and indicate in the text field that this is a twin or other reason why there may be conflicting information or a similar student exists.

Q. There are two student records for a single student. How do I combine these two records into a single record?

A. Using the Search screen, enter enough information so that both records are displayed. 'Report Problem' and indicate that these records are for the same individual.

Gender Change/ Name Change

Q- When can a gender change be made in the Student ID Validation system? The parent has signed a gender-equity form.

A. Make the change in your local database for now. When the legal change is made, the alias can be added to the Student ID Validation system at the state level.

Q- Does a name change need to be a legal change? Is an alias intended to be the preferred or alternate names that students/parents/guardians could elect to be known as locally?

A. Yes, a name change should be made in the Student ID Validation system only when it's a legal name change. That's when an alias is added. But at the district level, no. Students/parents/guardians may elect for the student to be identified locally by a nickname or alternate name. These nicknames and alternate names are not registered in the Student ID Validation system. So a legal name change is registered at both the state and district, while nicknames and alternate names are used locally by the district only and are not registered in the Student ID Validation system.

Q. How do I get the Student ID Validation system to recognize a legal student name change?

A. The system does not have a way to differentiate a legal name change from a preferred name. Once a name (alias) has been added for the student, it will become a recognized name for the student.

If the change is a minor one, you may then be able to change the name from the Validate screen. If the 'Add Alias' button appears, you may click it and add the new name for the student. A MARSS upload will also initiate this change.

If the change requires more than one field to change (e.g., First and Last or First and Middle Names), you will need to 'Report Problem' and MDE will need to initiate the change. Please make sure to follow this when reporting such problem:

- ✓ Enter the new name/new information in the validation screen.
- ✓ Include the prior name and new name in the comment area and indicate that this is a legal name change.

Report Problem in the Student ID Validation System

Q. How much information do I need to enter when I report a problem through the Validate screen?

A. The validate screen requires all of the student's information, i.e., the full last and first names, birth date, gender and SSID number. Middle name should be included if it is known. Maintainers must use the Validate screen to report a problem that will result in adding a student or an alias to the Student ID database. Do not use the Search screen to report a problem that is intended to add a student or an alias to the Student ID database.

Q. How much information do I need to enter when I report a problem through the Search screen?

A. Because the Search screen does not require a full set of information make sure that you provide enough information for MDE to recreate the situation that you are trying to report. Use the Validate screen if you anticipate the need to add a student or alias.

Use the text field on the Report Problem screen to explain the problem/situation and what you feel should be done about it. Generally, this would be used to indicate a split or merge situation. It may also be used if multiple students are listed and a question relating to them exists.

In Search mode, one could report a problem where two students appear as a single student that should be split into two separate students or where two records exist for a single student and they need to be merged into a single record. Do not use 'Report Problem' when in the Search mode if you need a student or alias added to the Student ID database. Information may be missing that is critical for a complete record.

Q. I reported a problem in the Student ID Validation System. How will I know the problem has been addressed?

A. A tracking number is assigned whenever a Student ID Validation System Maintainer 'Reports Problem'. Keep a copy of the tracking number and the student for whom you reported the problem, e.g., print a copy of the page prior to submitting. The email response that you receive will include the tracking number and a comment that the problem has been addressed. For security reasons, the response will not include the student's name.

Q. I reported a problem but why haven't I received an email response?

A. You will not receive an email confirming that your problem has been received. If a STUID tracking number was displayed on the Student ID Validation screen, MDE has received the problem report. You will receive an email when the problem has been addressed. Problem reports are handled on a first-in first-out basis unless a priority situation like testing has been indicated.

A delay may be due to the following reasons:

1. Volume: When enrollment and testing pressure exists, the volume of problem reports increases exponentially. Delays of up to a month have occurred.
2. Inaccurate email: The response will be sent to the email address that is listed on the EDIAM security account that you used to sign into the Student ID Validation System. It is the user's responsibility to assure that the correct email is in the security account.
3. In Progress: If MDE has emailed or called you for more information but it has not been received, resolution will be delayed until the required information is received at MDE.

Q. Do I need to notify MDE when I have added a SSID number successfully for a student or changed a student's SSID locally to match that listed on the Student ID Validation System?

A. No, there is no need to report a problem if you have added a student or changed your SSID locally and no action is required of MDE.

You will, however, need to update MARSS data with another upload that includes your changes.

Q. What do I do with the new SSID Number that was assigned to a student in response to a problem that I reported?

A. When you receive the email from MDE confirming the action taken on the reported problem, copy the SSID listed in the email and paste it into the State Student ID field of the Student ID System Search screen. This will display the student information related with that ID.

Also be sure to update your local database with the new SSID so that the next time you extract a MARSS file or sync your Ed-Fi data and run a MARSS WES edit the correct SSID is used.

Relationship to MARSS

Q. What should I do about all of these error messages?

A. All of the error messages require further action at some point this school year. Act on the students who need to be included on a testing file first. While researching these SSID numbers if you find you have an incorrect SSID for a student or a new SSID is assigned to the student in response to a reported problem, update your local data base with the correct SSID. This assures that the next time you extract a MARSS file or sync your Ed-Fi data and run a MARSS WES edit you are using the most accurate information.

345 Birth date not in range. The birthdate for this student is more than 365 days different from the birthdate on the Student ID Validation system for this SSID. Verify that the correct birth date has been reported. If the birth date on the Student ID Validation system is incorrect, report an alias for the student or 'Report Problem' so MDE can make the change.

346 Student match based on matching rules, but ID is different. Verify whether these are actually two different students. If they are the same student, change the SSID number in your data base to the Primary Identifier shown on the validation screen. If they are different students select 'Report Problem' and in the text box describe that you have verified that these are not the same students by comparing both parents' names. The new student can be added to the student ID database by staff at MDE. If only one piece of identification is incorrect, e.g., first name or last name or birthdate or gender, pull up the student with the correct information in the Validate screen and select 'Add Alias' button. This will add a new alias to the SSID. The student may pass the edit with the changed information. This change may also occur with the next MARSS WES file upload.

348 Student appears to be new to the ID System. There were no matches using matching rules. Verify that the identification information for these students is accurate and select 'Add Student' button. The students will not generate this message the next time you edit your files.

349 Student may already exist with a different ID based on initials, birth date and gender. This student has the same initials, birth date and gender as a student on the student ID database. Verify whether these are actually two different students. If they are the same student, change the SSID number in your database to the Primary Identifier shown on the validation screen. If they are different students select 'Report Problem' and in the text

box describe that you have verified that these are not the same students by comparing both parents' names. The new student can be added to the student ID database by staff at MDE.

350 Student may already exist with a different ID based on exact match with last name and first name. This student has the same first and last name as a student already on the ID database but with a different SSID number. Verify whether these are actually two different students. If they are the same student, change the SSID (student number) in your database to the Primary Identifier shown on the validation screen. If they are different students select 'Report Problem' and in the text box describe that you have verified that these are not the same students by comparing both parents' names. The new student can be added to the student ID database by staff at MDE.

351 Student may already exist with a different ID based on similar sounding names, a range of birthdates and gender. This student appears to exist on the student ID database with a similar or same name, the birthdate falls within a given range and the genders match. Verify whether these are actually two different students. If they are the same student, change the SSID number in your database to the Primary Identifier shown on the validation screen. If they are different students select 'Report Problem' and in the text box describe that you have verified that these are not the same students by comparing both parents' names. The new student can be added to the student ID database by staff at MDE.

352 This ID is already assigned to a different student. This student number exists in the Student ID Validation database but the other identifiers do not match this student. Search the Student ID Validation database using the student's name, birthdate and/or gender to see if an SSID has been assigned to this student. If not, create a new SSID for the student.

Q. What's the difference between a MARSS Number, State Student ID Number, SSID, and State Reporting Number?

A. They all refer to the same unique 13-digit number that is used to identify a Minnesota student for enrollment, demographic, disciplinary and testing purposes. MDE is using the term SSID.

Q. I'm a new MARSS Coordinator and need to assign SSID numbers to new students. How do I know which SSIDs have been used in my district or charter school?

A. Before assigning any new SSIDs, use the Search screen to assure that the number you plan to use has not been used for another student. When searching for an SSID, only the SSID needs to be entered.

Your local student system may know which IDs have been used, also.

Q. Does the Student ID Validation System change how student numbers are assigned?

A. Access to a student's SSID number is immediate. For this reason, the first SSID that is assigned and registered in the Student ID Validation System will become the only SSID allowed for all future submissions on behalf of this student. This may not be the first MARSS enrollment record for the student. For example, if a child (without a

SSID) receives Early Childhood Health and Developmental Screening in August in one district and enrolls in kindergarten in another district in September, the SSID that is first submitted to the Student ID Validation System will become the Primary Identification number for that student.

Q. Where does the data in the Student ID Validation system come from?

A. The student data that are displayed when performing a Validate or Search come from the Student ID Validation database. These are not MARSS enrollment records; therefore, no enrollment history is displayed. Rather, these are instances of successful submissions of the SSID to MDE.

Q. Do I have to do a MARSS submission to register a SSID on number for a student who is new to Minnesota public education?

A. No. In the Validate screen verify that all known information is entered and select the 'Validate' button. If there are no conflicts or ambiguity, the 'Add Student' button will activate. Select the 'Add Student' button to register the SSID for the new student. Otherwise, click 'Report Problem' and MDE will add the student (and respond with an email).

Q. Can a MARSS Coordinator register new SSID numbers without a Student ID Validation account?

A. No. New SSIDs need to be registered individually through the Student ID Validation system by staff with an approved Maintainer role. It is recommended that all MARSS Coordinators have a Student ID Maintainer role.

Q. Can we discontinue the 'Notification of Change in Student Enrollment' form?

A. No. The 'Notification of Change in Student Enrollment' serves to exchange the correct SSID number but it also serves to notify the prior school of the new enrollment. It is the responsibility of the prior school to withdraw the student no later than the enrollment date shown on the 'Notification of Change in Student Enrollment' form.

General Use and Definitions

Q. How do I tell which SSID number to use?

A. Use the SSID on the record that has the mortar board or the (P) next to it for that student. If this is different than the SSID in your local database, update your database so that the next time you extract a MARSS file or sync your Ed-Fi data and run the MARSS WES edit you are using the most accurate data.

Q. What do the icons mean?

A. These are the icons used in the Student ID Validation System:

Each row identified with this icon represents a unique student.

This represents the student's Primary Identifier. Use this SSID number to report the student.

This represents an alias (and historical information) for the student. An alias indicates a way in which a student was reported. A student could have a second alias just by having the middle initial reported rather than the full middle name. In some cases, students have an alias in which a different SSID number was used to report the student.

This represents a reporting use for the student. Each student reported on Fall or End Of Year (EOY) MARSS files between FY97 and FY11 will have a MARSS use row. Fall files will have a 01/30/YYYY date and EOY files will have a 12/30/YYYY date. Later submissions will display the latest actual date the SSID was reported on a fall or year-end MARSS file. Records added via other than MARSS will be identified as another type of source.

Q. How important is a student's middle name or initial?

A. As more students are added to the Student ID Validation database it will become more difficult to identify unique individuals. Including a student's middle name in the database increases the probability that users will be able to identify the correct SSID number for a particular student.

Q. Why does the Student ID support staff send an email with only the SSID number on it and no other student identifiers?

A. Security. Anyone who has access to the Student ID Lookup Interface can search using the SSID and see the name, date of birth, etc., of the student.

When you receive an email from MDE confirming the action taken on the reported problem, copy the SSID listed in the email and past it into the State Student ID field of the Student ID Validation Search screen. This will display the student information related with that ID.

Q. Why can't the database be cleaned up and only point to one SSID number?

A. By maintaining all of a student's aliases users will be able to locate students they have reported in the past even though a different SSID has been assigned to the student. The hope is, also, that the historical information may help find all of a student's records, e.g., assessment, enrollment.

Q. What is the difference between Reviewer and Maintainer roles?

A. Reviewers and Maintainers are both able to look up SSID numbers and validate student identities. However, Reviewers cannot add SSID numbers through the MDE help desk, nor can they report a problem through either the Search or Validate screens. The role for which your superintendent or director approved a Reviewer does not include adding SSIDs.

Q. When should I use the Search screen?

A. The Search/Look Up screen should be used to find a student based on a combination of name, date of birth and/or gender or SSID number. The more information entered, the narrower the search.

The Search screen does not require complete information for a search to be performed. At least three fields need to be utilized with at least partial information or just the SSID can be entered. At least three characters are required in the first and last name fields using the 'starts with' option or by using the 'equals' option if the name is shorter than three characters. Middle initial can be found by using the 'first character equal' option. If the birth date field is provided, it must include the month, day and year.

Student ID Validation Buttons

Q. When should I select the 'Add Student' button?

A. The 'Add Student' button will be displayed only in the Validate screen if there are no conflicts or ambiguity for the student and ID. Select the 'Add Student' button when you have verified that the identification information entered in the top of the screen is complete and accurate and you are confident that the SSID is not currently in the Student ID Validation database. This will add the SSID number to the Student ID Validation database.

Q. When should I select the 'Report Alias' button?

A. The 'Report Alias' button will be displayed in the Validate screen if most of the information matches the student. Select the 'Report Alias' button when you have verified that the identification information entered in the top of the screen is complete and accurate and you want to add an alias that is more complete and/or accurate than any of the aliases listed on the bottom of the screen. The new identification information will be added to the SSID for this student and become the new Primary Identifier. 'Report Alias' can be used to correct a student's gender or birthdate, or to add the student's middle name.

Q. When should I select the 'Report Problem' button?

A. The 'Report Problem' button is displayed on both the Validate and Search/Lookup screens.

On the Search Screen:

1. When a student appears to have multiple student records (mortar board icon) that should be merged (different birthdate, legal name change, various spellings of name). Be sure to indicate all SSID in the text field.

2. When multiple students appear to be grouped as one student that should be split apart. Use the text box to describe how they should be split (date of birth, middle name, school district, etc.).

On the Validate Screen:

1. You have determined the student is new to the Student ID database but the system has found similar names and/or birthdates that are close. These can be common names, twins, etc.

2. You have determined that the student is not new but requires a change to the name, gender, or date of birth and the 'Add Alias' button is not available.

3. The student has multiple student ID records (the mortar board icon) and should be merged.

4. The student appears to be combined with another student and should be split apart.

Q. What is the difference between the 'Clear All' and 'Clear Results' buttons?

A. The 'Clear All' button will clear the screen. It is recommended that this is used between students to avoid extraneous data being added for a student.

The 'Clear Results' button will clear the results on the bottom of the screen and will allow changes in the input fields (e.g., copy and paste an ID, change the spelling of a name, add a middle name, correct the DOB).

Student ID Upload System

Q. What is the Student ID Upload System?

A. A system that allows Student ID Maintainers to upload and validate multiple students at a time using a file generated by their Student Information System (SIS) or a comma-separated file. A district can add a number of new students to their SIS and synchronize with the SSID system without dual entry required.

Q. What does the Student ID Upload System do?

1. Students identified as New Students with no errors will be added to the Student ID Validation System. The Student ID Maintainer needs to assure that every SSID and student in the file is indeed a new student. This can be accomplished by assuring that the student's full legal name is included in the uploaded file and by reviewing the messages provided at the time the file is uploaded.

2. Student ID conflicts can be reviewed and resolved by linking to the Student ID Validation System.

3. Allows districts to create a SSID batch file for new students only or all students each time.

Q. Who can access Student ID Upload System?

A. You must be an authorized Maintainer to access the Student ID Upload System.

Q. How do I access the Student ID Upload System?

A. Access by logging into Student ID Validations website and click on Student ID Upload System.

MDE Contacts

mde.student@_id@state.mn.us for questions on using the Student ID Validation System or the Student ID Upload System.

marss@state.mn.us for questions on MARSS reporting.