

Appendix C

State Student ID Number (SSID)

The State Student ID Number is used to identify enrollment status records for a specific student. The number must be unique within the state of Minnesota. This unique number must be part of the student's records and used for Minnesota Automated Reporting Student System (MARSS) reporting and assessment purposes to identify the student during their entire Minnesota public school career. Since this number is a unique identifier, when the student transfers to another school district, the State Student ID Number is transmitted to the new district with the student's records. When a student transfers into the new district, the new district uses the entire 13-digit number as the State Student ID Number for MARSS reporting. This number must follow the student to successive districts of enrollment. The student's SSID must be treated as private data.

The 13 digit State Student ID Number is not used to determine which district receives state aid, it is used only to identify a student.

The State Student ID Number is also known as the MARSS ID number.

How to assign a State Student ID Number

The SSID is issued to a student when:

- they are participating in the Early Learning Scholarship Program
- they are participating in Early Childhood Family Education
- they are participating in Head Start
- they are participating in other public preschool programs
- they are completing pre-schooling screening
- they first enter into the Minnesota public school system.

Once a unique State Student ID Number has been created for a student, the number stays with the student for his or her entire enrollment in Minnesota elementary and secondary public education. The district number used to create the State Student ID Number does not change even if the district number changes or is eliminated during a later school year due to consolidation or dissolution.

1. Assign a nine (9)-digit number unique within your district. Each district must devise its own plan for assuring that the numbers it assigns are not duplicated within the district. For example, when each school assigns numbers independently, each school could have a block of unique numbers reserved for its use.

Local ID Number 987654321

2. Then, place the four (4)-digit district number in front of the unique nine (9)-digit local ID number.

State Student ID Number 0625 987654321.

If the local ID isn't nine (9)-digits, you will need to add zeros in front of the local ID number to make it nine (9)-digits.

Example:

Local ID number 594738

Place the four (4)-digit district number plus three (3) zeros in front of the unique six (6)-digit local ID number.

State Student ID Number 0621 000 594738.

General Guidelines

1. Once a Student State ID Number has been assigned, the entire 13-digit number stays with the student for the entire time the student is enrolled in Minnesota public elementary and secondary education and/or for successive early childhood screenings.
2. The leading four (4)-digit district number is used only as a mechanism to assign unique numbers statewide. It is not used to direct state aid, indicate current district of enrollment, nor indicate current district of residency. Do not change the first four digits of a student's State Student ID Number when the student transfers into the district.

Although both Minneapolis and Aitkin public school districts are district number 0001, Aitkin uses 8001 when assigning student numbers. This assures there are no duplicated State Student ID Number assigned between the two districts.

3. Once assigned, the 13-digit State Student ID Number should be placed in the student's cumulative record and transferred with the record when a student leaves the school or district.
4. The Notification of Change in Student Enrollment form must be initiated by the newly enrolling district and used:
 - a. by the newly enrolling district to request the State Student ID Number, and
 - b. by the prior enrolling district to verify that the student has been assigned a Status End Date prior to the new district's Status Start Date.

Student ID Validation System

The Student ID Validation System can be used to search for known students, validate new students, add new SSID numbers and resolve problems with student identity issues on submitted data.

District staff who want access must ask the district's Identified Official with Authority (IOwA) to authorize them before you can enter the Student ID Validation system.

There are two levels of access, maintainer or reviewer.

- Maintainer can look up State Student Identification (SSID) numbers and validate student identities, add new SSID numbers and report problems.
- Reviewer can look up SSID and validate student identities only, they cannot report a problem or add new SSID numbers.

Once authorized, users can access the Student ID Validation system from the [Minnesota Department of Education homepage](#) > Districts, Schools and Educators > Business and Finance > Data Submissions > Student ID Validations.