

Core Student Record System

State Student Identifier
Data Manual for the
2006-2007 School Year



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State Superintendent of
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December 2006

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Core Student Record System (CSRS)

State Student Identifier (SSID) Data Manual for the 2006-2007 School Year

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May 2006

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State Student Identifier (SSID) Data Manual
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DATA COLLECTION INFORMATION

General Description

The State Student Identifier (SSID) is a number assigned by OSPI that functions as a unique student identifier for each Washington State public school student. The SSID is not based on the name of the student and is randomly generated. Once an SSID is assigned to a student, this ID follows the student as he/she progresses in their educational career from the time they enter the public school system through the twelfth grade.

The SSID data collection is a subset of the Core Student Record System (CSRS) monthly data collection. The SSID Data Collection should not be confused with the Core Student Record System (CSRS) Data Collection which is required monthly. For more information on CSRS please visit <https://eds.ospi.k12.wa.us/csrs/info>.

The SSID is encouraged to be part of a student's transcript when students transfer out of school districts.

Separate SSID file submissions are not a required process. SSIDs can be assigned as part of your monthly CSRS data submissions. OSPI provides this function so that districts may assign SSIDs at any time during the month and not have to wait for the monthly CSRS data file submission.

Districts may assign SSIDs to students at anytime during the month to limit the number of student matches that would occur if submitting all the new students in one file. In addition, when OSPI and DSHS perform the Medicaid Eligibility Rate calculation, your district has the most current enrollment to improve the percentage of student matches. The same benefit holds true for the Direct Certification Free Lunch update that is performed on the Monday following the second Saturday of every month based on data received from the Washington State Department of Social and Health Services. While OSPI only receives this file once each month, the Direct Certification Free Lunch match process is performed against the CSRS data system nightly.

Data Collection Changes Effective Date

The specifications in this data manual are effective September 1, 2006.

Data Collection Frequency

SSID files may be submitted to OSPI at anytime during the school year when new students enroll in the school district. Multiple SSID files may be submitted during the same day. SSID files should only include students who do not have SSIDs assigned to them in your system.

Student Match Process

The Student Match Process executes all of the checks listed below in order.

CSRS will perform a reverse student match check to accommodate districts that are converting to a new system that requires changing the district-issued student code or ID. This feature is only available in the CSRS monthly data collection.

1. Exact match, same district

If there is one student record with an exact match on DistrictStudentId and ServingDistrict, and three or more of the following data elements also match exactly (Gender, BirthDate, LastName, and/or FirstName), then CSRS assumes the student is the same and updates the value that may have changed. If there is more than one student record with an exact match of the same information, the student will need to have an SSID selected through the student match screen in CSRS.

2. Partial match, same district

If there is at least one student record with an exact match on DistrictStudentId and ServingDistrict, and more than one of the following data elements also differ (Gender, BirthDate, LastName, and/or FirstName), then this student will need to have an SSID selected through the student match screen in CSRS.

3. Exact match, new district

If there is at least one student record with no matching DistrictStudentId and ServingDistrict, and the following four data elements match exactly (Gender, BirthDate, LastName, and FirstName), then this student will need to have an SSID selected through the student match screen in CSRS.

4. Partial match, new district

If there is at least one student record with no matching DistrictStudentId and ServingDistrict, and the Gender and BirthDate data elements match exactly and the LastName data element has a similar match, then this student will need to have an SSID selected through the student match screen in CSRS.

5. Partial match, new district

If there is at least one student record with no matching DistrictStudentId and ServingDistrict, and the Gender and BirthDate data elements match exactly and the FirstName data element has a similar match, then this student will need to have an SSID selected through the student match screen in CSRS.

6. No possible match

If there are no possible matching student records, then the student is assumed to be new and is assigned an SSID.

The CSRS student match screen will allow you to view the students who were identified as possibly having an existing SSID. You have the ability to indicate that the student is one of the possible matches or identify the student as new to the Washington State public school system.

SSID Download File

After the student match process has been completed for each student in the district who has not been identified with an SSID automatically, there will be an opportunity to download a file with the SSIDs. The SSID download file layout will remain unchanged for the 2006-2007 school year.

Handling Students with Multiple SSIDs

OSPI has some students in our system with multiple SSIDs. This occurs when the student is marked more than once as "new" during the student match process by CSRS users. A report is available in CSRS that indicates which students in your district may have multiple SSIDs assigned.

To correct multiple SSIDs issued to one student, please contact OSPI Customer Support at 360.725.6371 or 800.725.4311 for assistance. You will need the following information for each student: SSID, District Student Id, Serving County District Id, Student First Name, and Student Last Name. Due to the nature of the information, **please DO NOT email the data to Customer Support**. Customer Support will assist you in getting OSPI the data in a secure fashion.

Handling Students with Shared SSIDs

The district's system may contain multiple students with the same SSID (Shared SSIDs). This occurs during the student match process when the student is inadvertently selected as an existing student by CSRS users. A report is available in CSRS that indicates which students in your district may be sharing SSIDs.

To correct problems associated with shared SSIDs, please contact OSPI Customer Support at 360.725.6371 or 800.725.4311 for assistance.

File Formats and Layouts

Template files for the SSID Data Collection and SSID Download are available at <https://eds.ospi.k12.wa.us/csrs/info> for your reference.

Code lookup tables and descriptions are also available at <https://eds.ospi.k12.wa.us/csrs/info>.

DATA TYPE DEFINITIONS

The following are definitions for the data types referenced in this document. Please see the Microsoft SQL Server web site at http://msdn.microsoft.com/library/default.asp?url=/library/en-us/tsqlref/ts_da-db_7msw.asp for more information on a specific data type.

Integers

bigint

Integer (whole number) data from -2^{63} (-9223372036854775808) through $2^{63}-1$ (9223372036854775807).

int

Integer (whole number) data from -2^{31} (-2,147,483,648) through $2^{31} - 1$ (2,147,483,647).

tinyint

Integer data from 0 through 255.

Bit

bit

Integer data with either a 1 or 0 value.

Decimal and Numeric

decimal

Fixed precision and scale numeric data from $-10^{38} + 1$ through $10^{38} - 1$.

numeric

Functionally equivalent to decimal.

- Decimal (3,2) is a number with 3 total digits in the number (precision) and 2 of those digits must be behind the decimal point (scale).
- 1.00 is a valid number for Decimal (3, 2).

Money and Smallmoney

money

Monetary data values from -2^{63} (-922,337,203,685,477.5808) through $2^{63} - 1$ (+922,337,203,685,477.5807), with accuracy to a ten-thousandth of a monetary unit.

smallmoney

Monetary data values from -214,748.3648 through +214,748.3647, with accuracy to a ten-thousandth of a monetary unit.

Approximate Numerics

float

Floating precision number data from $-1.79E + 308$ through $1.79E + 308$.

real

Floating precision number data from -3.40E + 38 through 3.40E + 38.

Datetime and Smalldatetime**datetime**

Date and time data from January 1, 1753, through December 31, 9999, with an accuracy of three-hundredths of a second or 3.33 milliseconds.

smalldatetime

Date and time data from January 1, 1900, through June 6, 2079, with an accuracy of one minute.

Please note that the dates should be formatted to include slashes and that the time stamp is not necessary, but will be accepted if provided.

Character Strings**char**

Fixed-length non-Unicode character data with a maximum length of 8,000 characters.

varchar

Variable-length non-Unicode data with a maximum of 8,000 characters.

Null Values

A value of NULL indicates the value is unknown. A value of NULL is different from an empty (blank) or zero value. Null values usually indicate data that is unknown, not applicable, or to be added at a later time.

Please note that data elements within this manual will consider an empty string (blank) as NULL and process the data according to the business rules defined for that data element. (i.e. If NULL is allowed for the data element, the value will be converted to NULL (left blank). If NULL is not allowed, an exception will be triggered.)

Leading Spaces

All leading white space will be removed when OSPI processes the CSRS data submitted.

DATA ELEMENT DEFINITIONS

Note: If using the Excel data template from CSRS, the data template column letters are shown in parenthesis after each data element number below.

Element #: 1 (A) – Serving County-District Code

Field Name: ServingDistrict
XML Element: ServingCountyDistrictCode
Data Type: char
Size: 5
Allow NULL? No. May not be left blank. Data is required.
Description: The County-District code for the district providing service to the student. This is the unique 5-digit character string that consists of a 2-digit county code and a 3-digit district code.
Business Rules: The user account triggering the CSRS upload process must be authorized to submit data for the County-District code(s) identified.
Example: 01234
Valid Values: A list of valid County-District Codes is listed in [Appendix A](#) at the end of this document.
Last Updated: February 17, 2006
Reason for Data Collection: NCLB, WASL

Element #: 2 (B) – District Assigned Student Code

Field Name: DistrictStudentId
XML Element: DistrictStudentCode
Data Type: varchar
Size: 50
Allow NULL? No. May not be left blank. 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 CSRS. The value can be any combination of alpha and/or numeric values up to fifty characters in length.
Business Rules: District Assigned Student Codes should not be used for more than one student and should not be assigned to other students. The code should follow the student through his/her enrollment in the district.
Example: 123456789012 or 124 or TG096
Last Updated: February 17, 2006
Reason for Data Collection: NCLB, WASL

Element #: 3 (C) – Student Legal Last Name

Field Name: LastName
XML Element: LastName
Data Type: varchar
Size: 60
Allow Null? No. May not be left blank. Data is required.

Description: The legal last name of the student. This should be the last name indicated on the student's Social Security card.

Business Rules: N/A
Note: For additional information about acquiring and reporting legal names, please go to the FAQ section at <https://eds.ospi.k12.wa.us/csrs/Info/Faq.aspx>

Example: Smith

Last Updated: February 17, 2006

Reason for Data Collection: WASL, SSID

Element #: 4 (D) – Student Legal First Name

Field Name: FirstName

XML Element: FirstName

Data Type: varchar

Size: 60

Allow Null? No. May not be left blank. Data is required.

Description: The legal first name of the student. This should be the first name indicated on the student's Social Security card.

Business Rules: N/A
Note: For additional information about acquiring and reporting legal names, please go to the FAQ section at <https://eds.ospi.k12.wa.us/csrs/Info/Faq.aspx>

Example: John

Last Updated: February 17, 2006

Reason for Data Collection: WASL, SSID

Element #: 5 (E) – Student Legal Middle Name

Field Name: MiddleName

XML Element: MiddleName

Data Type: varchar

Size: 60

Allow Null? Conditional. May be left blank only when student has no middle name.

Description: The legal middle name(s) of the student. This should be the middle name(s) indicated on the student's Social Security card.

Business Rules: N/A
Note: For additional information about acquiring and reporting legal names, please go to the FAQ section at <https://eds.ospi.k12.wa.us/csrs/Info/Faq.aspx>

Example: John

Last Updated: February 17, 2006

Reason for Data Collection: WASL, SSID

Element #: 6 (F) – Student Birth Date

Field Name: BirthDate

XML Element: BirthDate
Data Type: datetime
Size: See Data Type Definitions.
Allow Null? No. May not be left blank. Data is required.
Description: The student's date of birth.
Business Rules: The student must be under the age of 21 on September 1 for the given school year as defined in WAC 392-121-031.
Example: 1/1/2000 or 01/01/2000
Last Updated: February 17, 2006
Reason for Data Collection: WASL, SSID

Element #: 7 (G) – Student Gender

Field Name: Gender
XML Element: Gender
Data Type: char
Size: 1
Allow Null? No. May not be left blank. Data is required.
Description: The student's gender.
Business Rules: Must be valid value – F (female) or M (male).
Example: M
Valid Values: F – Female
M – Male
Last Updated: February 17, 2006
Reason for Data Collection: NCLB, WASL, OCR

Element #: 8 (H) – Date Student Enrolled in District

Field Name: DateEnrolledInDistrict
XML Element: DistrictEnrollmentDate
Data Type: datetime
Size: See Data Type Definitions.
Allow NULL? No. May not be left blank. Data is required.
Description: The date on which of the student is scheduled to begin attending class in the school.
Business Rules: This date must be the same as, or earlier than, the date in [Element #46](#) in the [2006-2007 CSRS Data Manual](#).
Continuously enrolled status will be calculated for WASL purposes based on this element and [Element #45](#) in the [2006-2007 CSRS Data Manual](#).
Example: 1/1/2000 or 01/01/2000
Last Updated: February 17, 2006
Reason for Data Collection: NCLB, WASL, SSID

Element #: 9 (I) – Serving School Code

Field Name: ServingSchool

XML Element: ServingSchoolCode
Data Type: char
Size: 4
Allow NULL? No. May not be left blank. Data is required.
Description: This is the 4-digit code assigned to the school by OSPI for the specific school in which the student attends.
Business Rules: Must be a valid four-digit numeric value.
Example: 1234
Valid Values: A list of valid school codes may be downloaded from the OSPI website at <http://www.k12.wa.us/csrs/info>.
Last Updated: February 17, 2006
Reason for Data Collection: NCLB, WASL

Element #: 10 (J) – Date Student Enrolled in School

Field Name: DateEnrolledInSchool
XML Element: SchoolEnrollmentDate
Data Type: datetime
Size: See Data Type Definitions.
Allow NULL? No. May not be left blank. Data is required.
Description: The date on which of the student is scheduled to begin attending class in the school.
Business Rules: This date must be the same as, or after, the date in [Element #44](#) as described in the 2006-2006 CSRS Data Manual.
Continuously enrolled status will be calculated for WASL purposes based on this element and [Element #47](#) in the 2006-2007 CSRS Data Manual.
Example: 1/1/2000 or 01/01/2000
Last Updated: February 17, 2006
Reason for Data Collection: NCLB, WASL, SSID

APPENDIX

Appendix A – County-District Codes

County-District Code	School District Name
14005	Aberdeen School District
21226	Adna School District
22017	Almira School District
29103	Anacortes School District
31016	Arlington School District
02420	Asotin-Anatone School District
17408	Auburn School District
18303	Bainbridge Island School District
06119	Battle Ground School District
17405	Bellevue School District
37501	Bellingham School District
01122	Benge School District
27403	Bethel School District
20203	Bickleton School District
37503	Blaine School District
21234	Boistfort School District
18100	Bremerton School District
24111	Brewster School District
09075	Bridgeport School District
16046	Brinnon School District
29100	Burlington-Edison School District
06117	Camas School District
05401	Cape Flattery School District
27019	Carbonado School District
04228	Cascade School District
04222	Cashmere School District
08401	Castle Rock School District
20215	Centerville School District
18401	Central Kitsap School District
32356	Central Valley School District
21401	Centralia School District
21302	Chehalis School District
32360	Cheney School District
33036	Chewelah School District
16049	Chimacum School District
02250	Clarkston School District
19404	Cle Elum-Roslyn School District
27400	Clover Park School District
38300	Colfax School District
36250	College Place School District
38306	Colton School District
33206	Columbia (Stevens) School District
36400	Columbia (Walla Walla) School District
33115	Colville School District

29011	Concrete School District
29317	Conway School District
14099	Cosmopolis School District
13151	Coulee-Hartline School District
15204	Coupeville School District
05313	Crescent School District
22073	Creston School District
10050	Curlew School District
26059	Cusick School District
19007	Damman School District
31330	Darrington School District
22207	Davenport School District
07002	Dayton School District
32414	Deer Park School District
27343	Dieringer School District
36101	Dixie School District
32361	East Valley School District (Spokane)
39090	East Valley School District (Yakima)
09206	Eastmont School District
19028	Easton School District
27404	Eatonville School District
31015	Edmonds School District
19401	Ellensburg School District
14068	Elma School District
38308	Endicott School District
04127	Entiat School District
17216	Enumclaw School District
13165	Ephrata School District
21036	Evaline School District
31002	Everett School District
06114	Evergreen School District (Clark)
33205	Evergreen School District (Stevens)
17210	Federal Way School District
37502	Ferndale School District
27417	Fife School District
03053	Finley School District
27402	Franklin Pierce School District
32358	Freeman School District
38302	Garfield School District
20401	Glenwood School District
20404	Goldendale School District
13301	Grand Coulee Dam School District
39200	Grandview School District
39204	Granger School District
31332	Granite Falls School District
23054	Grapeview School District
32312	Great Northern School District
06103	Green Mountain School District
34324	Griffin School District
22204	Harrington School District
39203	Highland School District

17401	Highline School District
06098	Hockinson School District
23404	Hood Canal School District
14028	Hoquiam School District
10070	Inchelium School District
31063	Index School District
17411	Issaquah School District
11056	Kahlotus School District
08402	Kalama School District
10003	Keller School District
08458	Kelso School District
03017	Kennewick School District
17415	Kent School District
33212	Kettle Falls School District
03052	Kiona-Benton City School District
19403	Kittitas School District
20402	Klickitat School District
06101	LaCenter School District
29311	LaConner School District
38126	LaCrosse School District
04129	Lake Chelan School District
31004	Lake Stevens School District
17414	Lake Washington School District
31306	Lakewood School District
38264	Lamont School District
32362	Liberty School District
01158	Lind School District
08122	Longview School District
33183	Loon Lake School District
28144	Lopez School District
20406	Lyle School District
37504	Lynden School District
39120	Mabton School District
09207	Mansfield School District
04019	Manson School District
23311	Mary M Knight School District
33207	Mary Walker School District
31025	Marysville School District
14065	McCleary School District
32354	Mead School District
32326	Medical Lake School District
17400	Mercer Island School District
37505	Meridian School District
24350	Methow Valley School District
30031	Mill A School District
31103	Monroe School District
14066	Montesano School District
21214	Morton School District
13161	Moses Lake School District
21206	Mossyrock School District
39209	Mount Adams School District

37507	Mount Baker School District
30029	Mount Pleasant School District
29320	Mount Vernon School District
31006	Mukilteo School District
39003	Naches Valley School District
21014	Napavine School District
25155	Naselle-Grays River Valley School District
24014	Nespelem School District
26056	Newport School District
32325	Nine Mile Falls School District
37506	Nooksack School District
14064	North Beach School District
11051	North Franklin School District
18400	North Kitsap School District
23403	North Mason School District
25200	North River School District
34003	North Thurston Public Schools
33211	Northport School District
17417	Northshore School District
15201	Oak Harbor School District
38324	Oakesdale School District
14400	Oakville School District
25101	Ocean Beach School District
14172	Ocosta School District
22105	Odessa School District
24105	Okanogan School District
34111	Olympia School District
24019	Omak School District
21300	Onalaska School District
33030	Onion Creek School District
28137	Orcas Island School District
32123	Orchard Prairie School District
10065	Orient School District
09013	Orondo School District
24410	Oroville School District
27344	Orting School District
01147	Othello School District
09102	Palisades School District
38301	Palouse School District
11001	Pasco School District
24122	Pateros School District
03050	Paterson School District
21301	Pe Ell School District
27401	Peninsula School District
23402	Pioneer School District
12110	Pomeroy School District
05121	Port Angeles School District
16050	Port Townsend School District
36402	Prescott School District
03116	Prosser School District
38267	Pullman School District

27003	Puyallup School District
16020	Queets-Clearwater School District
16048	Quilcene School District
05402	Quillayute Valley School District
14097	Quinault School District
13144	Quincy School District
34307	Rainer School District
25116	Raymond School District
22009	Reardan-Edwall School District
17403	Renton School District
10309	Republic School District
03400	Richland School District
06122	Ridgefield School District
01160	Ritzville School District
32416	Riverside School District
17407	Riverview School District
34401	Rochester School District
20403	Roosevelt School District
38320	Rosalia School District
13160	Royal School District
28149	San Juan Island School District
14104	Satsop School District
17001	Seattle Public Schools
29101	Sedro-Woolley School District
39119	Selah School District
26070	Selkirk School District
05323	Sequim School District
28010	Shaw Island School District
23309	Shelton School District
17412	Shoreline School District
30002	Skamania School District
17404	Skykomish School District
31201	Snohomish School District
17410	Snoqualmie Valley School District
13156	Soap Lake School District
25118	South Bend School District
18402	South Kitsap School District
15206	South Whidbey School District
23042	Southside School District
32081	Spokane School District
22008	Sprague School District
38322	St. John School District
31401	Stanwood-Camano School District
11054	Star School District
07035	Starbuck School District
04069	Stehekin School District
27001	Steilacoom Hist. School District
38304	Steptoe School District
30303	Stevenson-Carson School District
31311	Sultan School District
33202	Summit Valley School District

27320	Sumner School District
39201	Sunnyside School District
27010	Tacoma School District
14077	Taholah School District
17409	Tahoma School District
38265	Tekoa School District
34402	Tenino School District
19400	Thorp School District
21237	Toledo School District
24404	Tonasket School District
39202	Toppenish School District
36300	Touchet School District
08130	Toutle Lake School District
20400	Trout Lake School District
17406	Tukwila School District
34033	Tumwater School District
39002	Union Gap School District
27083	University Place School District
21018	Vader School District
33070	Valley School District
06037	Vancouver School District
17402	Vashon Island School District
35200	Wahkiakum School District
13073	Wahluke School District
36401	Waitsburg School District
36140	Walla Walla School District
39207	Wapato School District
13146	Warden School District
06112	Washougal School District
01109	Washtucna School District
09209	Waterville School District
33049	Wellpinit School District
04246	Wenatchee School District
32363	West Valley School District (Spokane)
39208	West Valley School District (Yakima)
21303	White Pass School District
27416	White River School District
20405	White Salmon Valley School District
22200	Wilbur School District
25160	Willapa Valley School District
13167	Wilson Creek School District
21232	Winlock School District
14117	Wishkah Valley School District
20094	Wishram School District
08404	Woodland School District
39007	Yakima School District
34002	Yelm School District
39205	Zillah School District
21926	Centralia College
32801	Educational Service District 101
39801	Educational Service District 105

06801	Educational Service District 112
34801	Educational Service District 113
06900	Office of the Governor
18801	Olympic Educational Service District 114
17801	Puget Sound Educational Service District 121
11801	Educational Service District 123
04801	North Central Educational Service District 171
29801	Northwest Educational Service District 189

RESOURCES

U.S. Department of Education Resources

U.S. Department of Education

<http://www.ed.gov>

No Child Left Behind (NCLB)

<http://www.ed.gov/nclb>

Office of Superintendent of Public Instruction Resources

K12 Website

<http://www.k12.wa.us>

Bulletins and Memos

<http://www.k12.wa.us/BulletinsMemos>

School Apportionment and Financial Services

<http://www.k12.wa.us/safs>

Enrollment Reporting Handbook

<http://www.k12.wa.us/safs/INS/ENR/0506/eh.asp>

Special Education

<http://www.k12.wa.us/SpecialEd>

Core Student Record System (CSRS)

<https://eds.ospi.k12.wa.us/csrs>

OSPI Customer Support

(360) 725-4311 or (800) 725-4311

CustomerSupport@ospi.wednet.edu

OSPI TTY

(360) 664-3631

[End of SSID Data Manual]