SSID Request Extract (Utah)

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Tool Search: SSID Request Extract

The SSID Request Extract allows districts to extract student identifier information for submission and verification to the State.

SSID Request Extract

Reporting Logic

- Report a record for all students with an enrollment record in the calendar(s) selected on the extract editor where:
  - The enrollment record Start Date <= the Effective Date entered on the extract editor and the enrollment End Date is null or >= the Effective Date.

- The enrollment record does NOT have the State Excluded or No Show checkboxes checked.
- When the Effective Date field is null, report all students enrolled in the calendar(s) selected on the extract editor at any time during the year.
- Students may not report more than record on the report.
- **Retrieve File**
  - Includes only students with a null Student State ID
    - Census > People > Demographics > Person Identifiers > Student State ID
- **New File**
  - Includes only students with a null Student State ID
    - Census > People > Demographics > Person Identifiers > Student State ID
- **Update File**
  - Includes only students with a NON-NULL Student State ID
    - Census > People > Demographics > Person Identifiers > Student State ID
- **Verify File**
  - Includes only students with a NON-NULL Student State ID
    - Census > People > Demographics > Person Identifiers > Student State ID

Generating the Report

1. Enter the **Effective Date** (optional). Only enrollment records with a Start Date <= the Effective Date and an enrollment End Date that is null or >= the Effective Date will report. If the Effective Date field is left blank, logic will report all students enrolled in the calendar(s) selected on the extract editor at any time during the year.
2. Select which calendar(s) should report data.
3. Select the **Request Type**:
   - **Retrieve File -** Includes only students with a null Student State ID
   - **New File -** Includes only students with a null Student State ID
   - **Update File -** Includes only students with a NON-NULL Student State ID
   - **Verify File -** Includes only students with a NON-NULL Student State ID
4. To include inactive students, mark the Include **Inactive Students** checkbox.
5. To include state excluded and no show students, mark the Include **State Excluded and No Show Students** checkbox.
6. To report the student's First Name, Middle Name, Last Name, and Gender, mark the **Report Protected Identities** checkbox.
7. To report a specific set of students based on an existing filter, select the **Ad Hoc Filter** (optional).
8. Select the report **Format**. Select the Comma Separated format when reporting to the state.
9. Enter the File Identifier. This allows you to enter a unique number to differentiate files from each other.
10. To immediately generate the extract, click **Generate Extract**. To schedule when the report will generate (such as off-peak hours), select **Submit to Batch**.

SSID SSID Request Extract printout

Report Data Elements

Data Element Label	Description and Business Rules	Data Source GUI Path	Format
SSID	The student's State Student Identifier.	Census > People > Demographics > Person Identifiers > Student State ID	10, Numeric
School Year	The reporting school year – Such as "2005"	Reports the calendar End Year of the calendar(s) selected on the extract editor.	4, Numeric
Last Name	The reporting student's last name. The last name field can only contain capital and lowercase letters A-Z, apostrophe and hyphen.	When "Report Protected Identities" = Checked, reports from Census > People > Identities > Identities Editor > Protected Identity Information > Legal Last Name Otherwise, reports from Census > People > Demographics > Last Name	100, Alpha
First Name	The reporting student's first name. The last name field can only contain capital and lowercase letters A-Z, apostrophe and hyphen.	When "Report Protected Identities" = Checked, reports from Census > People > Identities > Identities Editor > Protected Identity Information > Legal First Name Otherwise, reports from Census > People > Demographics > First Name	100, Alpha

Data Element Label	Description and Business Rules	Data Source GUI Path	Format
Middle Name	The reporting student's middle name. The last name field can only contain capital and lowercase letters A-Z, apostrophe and hyphen.	When "Report Protected Identities" = Checked, reports from Census > People > Identities > Identities Editor > Protected Identity Information > Legal Middle Name Otherwise, reports from Census > People > Demographics > Middle Name	100, Alpha
Birth Date	The reporting student's birth date. Minimum age is 0, maximum age is 24	Census > People > Demographics > Birth Date	10, MM/DD/YYYY
Gender	The student's gender.	When "Report Protected Identities" = Checked, reports from Census > People > Identities > Identities Editor > Protected Identity Information > Legal Gender Otherwise, reports from Census > People > Demographics > Gender	M, F
LEA Number	The LEA number of the reporting district.	System Administration > Resources > District Information > District Editor > District Detail > State District Number	3, Alphanumeric
LEA School Number	The LEA School Number of the reporting school.	System Administration > Resources > School > School Editor > School Detail > State School Number Report the State School Number from the student's most recent enrollment following this hierarchy: 1. Primary enrollment 2. Latest enrollment Start Date <= extract Effective Date 3. Null End Date 4. Latest enrollment End Date when entered 5. Highest enrollment ID (most recently added enrollment)	4, Alphanumeric
LEA Student Number	The student's LEA Student Number.	Census > People > Demographics > Person Identifiers > Local Student Number	10, Alphanumeric

Data Element Label	Description and Business Rules	Data Source GUI Path	Format
Request Type	Indicates the type of request being made: • N-New • R-Retrieve • V-Verify • U-Update	Reports the Request Type selected on the extract editor. Index > UT State Reporting > SSID Request Extract > Request Type When Retrieve, R When New, N When Update, U When Verify, V	R, N, U