

# 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 ☆

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### SSID Request Extract

The SSID Request file format is a comma delimited file (CSV) created by LEA's. LEA's will upload this file to USBE using the SSID web site.

#### Extract Options

Effective Date:

Request Type: ☒ Retrieve ☐ New ☐ Update ☐ Verify

Include Inactive Students: ☐

Include State Exclude and No Show Students: ☐

Report Protected Identities: ☐

Ad Hoc Filter:

Format:

File Identifier:

#### Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

19-20

19-20 Arthur Elementary

19-20 Carter Middle

19-20 Cleveland Elementary

19-20 Fillmore Middle School

19-20 Harrison High

19-20 Lincoln Elementary

19-20 Taylor K-8

19-20 Van Buren High School

KG 19-20 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

Show top  tasks submitted between  and

Batch Queue List	Queued Time	Report Title	Status	Download
	07/22/2020 04:53:43 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 04:51:45 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 04:47:47 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 04:46:05 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 04:38:42 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 03:44:03 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 03:43:28 PM	SSID Extract	Completed	<a href="#">Get the report</a>
	07/22/2020 03:41:06 PM	SSID Extract	Completed	<a href="#">Get the report</a>

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 Extract Records: Records:12

SSID	School Year	LastName	FirstName	MiddleName	BirthDate	Gender	LEANumber	LEASchoolNumber	LEAStudentNumber	RequestType
	2020		Alexander	Baron		M	100	100		R
	2020		Emma			F	100	100		R
	2020		Micah			M	100	100		R
	2020		Craig			M	100	100		R
	2020		Grant			M	100	100		R
	2020		Harry			M	100	100		R
	2020		Ian			M	100	100		R
	2020		Jordan			M	100	100		R
	2020		Andrew	N		M	100	100		R
	2020		Jan			F	100	100		R
	2020		Rachel	S		F	100	100		R
	2020		Brenda			F	100	100		R

SSID SSID Request Extract printout

## Report Data Elements

Data Element Label	Description and Business Rules	Data Source GUI Path	Format
<b>SSID</b>	The student's State Student Identifier.	Census > People > Demographics > Person Identifiers > Student State ID	10, Numeric
<b>School Year</b>	The reporting school year - Such as "2005"	Reports the calendar End Year of the calendar(s) selected on the extract editor.	4, Numeric
<b>Last Name</b>	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
<b>First Name</b>	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

<b>Data Element Label</b>	<b>Description and Business Rules</b>	<b>Data Source GUI Path</b>	<b>Format</b>
<b>Middle Name</b>	<p>The reporting student's middle name.</p> <p>The last name field can only contain capital and lowercase letters A-Z, apostrophe and hyphen.</p>	<p>When "Report Protected Identities" = Checked, reports from Census &gt; People &gt; Identities &gt; Identities Editor &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Otherwise, reports from Census &gt; People &gt; Demographics &gt; Middle Name</p>	100, Alpha
<b>Birth Date</b>	<p>The reporting student's birth date.</p> <p>Minimum age is 0, maximum age is 24</p>	Census > People > Demographics > Birth Date	10, MM/DD/YYYY
<b>Gender</b>	The student's gender.	<p>When "Report Protected Identities" = Checked, reports from Census &gt; People &gt; Identities &gt; Identities Editor &gt; Protected Identity Information &gt; Legal Gender</p> <p>Otherwise, reports from Census &gt; People &gt; Demographics &gt; Gender</p>	M, F
<b>LEA Number</b>	The LEA number of the reporting district.	System Administration > Resources > District Information > District Editor > District Detail > State District Number	3, Alphanumeric
<b>LEA School Number</b>	The LEA School Number of the reporting school.	<p>System Administration &gt; Resources &gt; School &gt; School Editor &gt; School Detail &gt; State School Number</p> <p>Report the State School Number from the student's most recent enrollment following this hierarchy:</p> <ol style="list-style-type: none"> <li>1. Primary enrollment</li> <li>2. Latest enrollment Start Date &lt;= extract Effective Date</li> <li>3. Null End Date</li> <li>4. Latest enrollment End Date when entered</li> <li>5. Highest enrollment ID (most recently added enrollment)</li> </ol>	4, Alphanumeric
<b>LEA Student Number</b>	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
<b>Request Type</b>	<p>Indicates the type of request being made:</p> <ul style="list-style-type: none"> <li>• N-New</li> <li>• R-Retrieve</li> <li>• V-Verify</li> <li>• U-Update</li> </ul>	<p>Reports the Request Type selected on the extract editor.</p> <p>Index &gt; UT State Reporting &gt; SSID Request Extract &gt; Request Type</p> <p>When Retrieve, R When New, N When Update, U When Verify, V</p>	R, N, U