

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 \leq the Effective Date entered on the extract editor and the enrollment End Date is null or \geq 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 \leq the Effective Date and an enrollment End Date that is null or \geq 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	SchoolYear	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
SSID	The student's State Student Identifier.	Demographics > 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 Identities > Legal Last Name Otherwise, reports from 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 Identities > Legal First Name Otherwise, reports from Demographics > First Name	100, Alpha
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 Identities > Legal Middle Name Otherwise, reports from Demographics > Middle Name	100, Alpha

Data Element Label	Description and Business Rules	Data Source GUI Path	Format
Birth Date	The reporting student's birth date. Minimum age is 0, maximum age is 24	Demographics > Birth Date	10, MM/DD/YYYY
Gender	The student's gender.	When "Report Protected Identities" = Checked, reports from Identities > Legal Gender Otherwise, reports from Demographics > Gender	M, F
LEA Number	The LEA number of the reporting district.	District Information > State District Number	3, Alphanumeric
LEA School Number	The LEA School Number of the reporting school.	School Information > State School Number Report the State School Number from the student's most recent enrollment following this hierarchy: <ol style="list-style-type: none"> 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.	Demographics > Local Student Number	10, Alphanumeric
Request Type	Indicates the type of request being made: <ul style="list-style-type: none"> • N-New • R-Retrieve • V-Verify • U-Update 	Reports the Request Type selected on the extract editor. SSID Request Extract > Request Type When Retrieve, R When New, N When Update, U When Verify, V	R, N, U