

EMIS Change 24-32

This change updates the information and guidance regarding SSIDs. The updated guidance includes information on which SSID to maintain in cases where a student is found to have multiple SSIDs.

2.1 STUDENT RECORDS OVERVIEW

STATEWIDE STUDENT IDENTIFIER

The Statewide Student Identifier (SSID) is a nine-character identification code that is unique to each public school student within the State of Ohio Public Education System.

PURPOSE OF THE SSID

The SSID should be used for EMIS reporting purposes in order to maintain student privacy. Per [Ohio Revised Code \(ORC\)](#) § 3301.0714 (D), at no time shall a district release the crosswalk that matches the SSID with other student-level data (e.g., name, address, social security number). This information is protected by the Family Educational Rights ~~and~~ Privacy Act ([FERPA](#)) (20 U.S.C. § 1232g; 34 CFR Part 99) and by the Ohio Revised Code for the purpose of maintaining student confidentiality. Failure to follow federal and state statutes will result in penalties as stated therein.

The SSID allows student-level data to be reported via EMIS and facilitates statewide, longitudinal tracking of student progress without the Ohio Department of Education knowing sensitive student-level information such as name, address, or social security number. All EMIS records are required to be submitted with the SSID, as it is a mandatory data element.

In order for funding to flow appropriately, it is critical to report the SSID accurately, as records submitted to the Department with invalid SSIDs will not be processed.

Software at the ITC will read the most recently reported Student Standing (FS) Record and replace the EMIS ID ([a locally-assigned ID](#)) with the SSID in every student record.

Additional information about the SSID can be found on the Department's website.

ISSUANCE OF AND ACCESS TO THE SSID

[SSIDs are](#)~~The identification code is to be~~ issued by [IBM](#), the approved Application Service Provider (~~IBM~~). IBM is contracted by the Ohio Department of Education to maintain the Statewide Student Identifier ([SSID](#)) Database (~~SSID~~) System.

Any district responsible for reporting data to EMIS may access the SSID System. Access to the SSID System ~~will only be open to~~[is open to](#) authorized personnel within the district for the purpose of enrolling preschool, new kindergarten, or transfer students. All policies specified within the Ohio Revised Code (~~ORC~~) pertaining to the protection of student privacy and the maintenance of confidential records shall be followed by districts ~~as the SSID is implemented in districts~~.

Districts should be aware that ~~preschool and/or kindergarten~~ students who are enrolling for the first time in a [PK-12](#) public district may already have an SSID. ~~If an infant child was served by specific programs~~

~~administered by the Ohio Department of Health, the Department of Health is authorized to access the SSID system to generate an SSID for the child. The Board of Regents (BOR) is also authorized to generate SSIDs.~~ Other Ohio state agencies also issue SSIDs to students from early childhood through college age. It is therefore possible that a student who has never attended an Ohio PK-12 public school may already have an SSID.

In cases where a district finds that a student has multiple SSIDs, which SSID is maintained and reported depends on factors such as the entity that requested the SSIDs, the entity that has reported the SSIDs, and when and how long the SSIDs have been reported. If only one of the SSIDs has previously been reported to EMIS by a PK-12 school, then that is the SSID the newly enrolling district should use. If more than one SSID has been reported to EMIS by PK-12 schools, the newly enrolling district should consider the following when determining which SSID to use.

- If the student was a high school student at only one of the previous districts, the newly enrolling district should always use this high school SSID.
- If the student was a high school student at more than one of the previous districts, the newly enrolling district should evaluate the data reported under both (or all) SSIDs to determine which to report.
- If the student was not a high school student at any of the previous districts, the newly enrolling district should evaluate the data reported under both (or all) SSIDs to determine which to report.

When it is not clear which SSID to use (e.g., when multiple SSIDs were reported for high school), the newly enrolling district should consider things like how long the SSIDs were reported, how much data is associated with each, and which was reported with more assessment or progress toward graduation related data when determining which to report.

All non-selected SSIDs that are *not* being reported in the *current* school year should be deactivated and mapped into the selected SSID.

For non-selected SSIDs that *are* being reported in the *current* school year, all districts currently reporting the student must coordinate to keep only one SSID and to deactivate all others. If an SSID that is currently being reported is deactivated, the reporting district will receive fatal errors. These fatal errors will likely lead to the reporting district reactivating the prior SSID and deactivating the SSID selected by the newly enrolling district.

The secure website for the SSID System is <https://www.ohiossid.com/>. Districts should contact their ITC to gain access to the secure website.

DATA ELEMENTS REQUIRED FOR ASSIGNMENT OF SSID

The following nine data elements are all mandatory for assignment of the SSID.

- Legal First Name.** Legal First Name of the student as it appears on the birth certificate, I-95 form, or passport. This is for local use only. The Department does not receive this information.
- Legal Middle Name.** Legal Middle Name of the student as it appears on the birth certificate, I-95 form, or passport. This is for local use only. The Department does not receive this information.

- **Legal Last Name.** Legal Last Name of the student as it appears on the birth certificate, I-95 form, or passport. This is for local use only. The Department does not receive this information.
- **Date of Birth.** Date of Birth (format: mm/dd/ccyy) as it appears on the birth certificate, I-95 form, or passport.
- **Gender.** The gender of the student.
 - M = Male
 - F = Female
- **Native Language.** “Native” or first language of the student. This is often the language spoken at home but should denote the primary language spoken by the student at the onset of speech. Valid options are found in [EMIS Manual Section Student Records, section 2.2 Student Demographic \(GI\) Record](#) ~~(GI)~~, *Native Language Element*.
- **Ethnicity.** Racial/ethnic group to which the student belongs or with which the student identifies. Districts must give parents the option to designate the category. Valid options are found in [EMIS Manual Section Student Records, section 2.2 Student Demographic \(GI\) Record](#) ~~(GI)~~, *Summative Racial/Ethnic Group Element*.
- **Birthplace Name.** “Place/Name” for the geographic location where the student was born as it appears on the birth certificate (or via parent/guardian if student is foreign born). The Birthplace Name will typically be a city. If no city is available, Birthplace Name should be the most specific information that appears on the birth certificate or other documentation (e.g., county, hospital name). Please report this exactly as it appears on the birth certificate, including misspellings. The Department does not receive this data. It is required only to obtain an SSID.
- **Admission Reason.** The *Admission Reason Element* ~~is has been added as a~~ required ~~field~~ to obtain an SSID for a newly enrolled student for the purposes of validation and ~~also~~ to decrease the assignment ~~of~~ ~~of a second or third~~ ~~multiple~~ SSIDs for the same student. In addition, it ~~will~~ ~~provide~~s information on where new students coming into Ohio public education are coming from.

This element is [required EMIS reporting](#) ~~now required to be submitted to the Department through EMIS~~, it is required to be submitted to IBM in any batch file for the assignment of an SSID for newly enrolled students, ~~and~~ ~~It will also be~~ [is](#) required on the SSID website, when a district is requesting an SSID for a new student.

This element ~~describes how the student arrived at the district. It~~ answers the question “How did this student arrive at my district?” [When Denote reporting](#) the ~~explanation reason~~ for which a new SSID is being created for a ~~newly enrolled~~ student, ~~the~~ following options are valid.

1. Student Transferred from Home School in Ohio
2. Student transferred from out of state/out of country
3. Student transferred from a nonpublic school in Ohio
4. Student enrolling for the first time in Ohio public school/community school because of age (Preschool/Kindergarten)
5. Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above
6. Transferred from another Ohio public/community school
7. Not newly enrolled in this school district
9. Student previously enrolled in [an Ohio Early Childhood \(Pre-Preschool < 3 years of age\) program administered by a state agency](#)

C ~~BOR~~-ODHE student previously enrolled in an Ohio higher education program

Records submitted with Reasons 6, 7, 9, or C will not be assigned a new SSID, as one should already exist. Districts will receive a message indicating ~~such~~this.

When districts look up information in the SSID system, they may see informational Admission Reason codes “8”, “A”, “B”, and “D”. These informational Admission Reason codes are never reported in EMIS. Admission Reason codes “A” and “B” are used to indicate ~~when-that~~ an SSID has been generated by the ~~Board of Regents (BOR)~~Ohio Department of Higher Education (ODHE). Admission Reason code “8” is used to indicate ~~when-that~~ an SSID has been generated by another Ohio department, such as the Ohio Department of Health (ODH), the Ohio Department of Job and Family Services (ODJFS), or the Ohio Department of Developmental Disabilities (DODD). Admission Reason code “D” is used for students who are 22 years old or older.

SSID HELP

There are multiple help documents ~~L~~located on the Department’s EMIS website, including a user manual and ~~is~~ a frequently asked questions document regarding functionality questions about the SSID. These ~~is~~ documents may be referenced for assistance regarding the SSID; however, the EMIS coordinators and their districts should contact their ITC for assistance regarding SSID issues.

2.4 STUDENT STANDING (FS) RECORD

Admission Reason Element

Record Field Number	FS080
Definition	Describes how the student arrived at the district.

Valid Options

- 1 Student Transferred from Home School in Ohio
- 2 Student transferred from out of state/out of country
- 3 Student transferred from a nonpublic school in Ohio
- 4 Student enrolling for the first time in Ohio public school/community school because of age (Preschool/Kindergarten)
- 5 Not enrolled in an Ohio public district or community school since 2003 for a reason other than listed above
- 6 Transferred from another Ohio public/community school
- 7 Not newly enrolled in this school district
- 8 Early Childhood (Pre-Preschool < 3 years of age) ~~only used by~~ ODH, DODD, and ODJFS ~~Dept. Of Health)~~
- 9 Student previously enrolled in an Ohio Early Childhood (Pre-Preschool < 3 years of age) program administered by a state agency
- A Student previously enrolled by ~~the Board of Regents (BOR)~~ODHE ~~only used by~~ BO

- ~~R~~ODHE
- B Student previously enrolled in an Ohio ~~K~~P-12 education program—only used by ODHE
- ~~B~~OR
- C ~~BOR~~-ODHE student previously enrolled in an Ohio higher education program
- D Student is 22 years old or older

Reporting Instructions. The Admission Reason Element must be reported for every collection during which students are reported. Generally speaking, the admission reason will remain the same for the duration of the student’s educational experience in the district; however, there are situations in which the student’s relationship to the district is so changed that the student should be considered to be newly admitted. If the student’s admission reason changes, the admission date should change to coincide with that event. These exceptional situations are described below.

Options “8”, “A”, “B”, and “D” are informational codes that are not reportable in EMIS. Option “8” indicates that the SSID was issued through an Ohio department, such as the the Ohio Department of Health (ODH), the Ohio Department of Job and Family Services (ODJFS), or the Ohio Department of Developmental Disabilities (DODD). When first enrolling in an Ohio school, Sstudents who ~~are~~were issued an SSID through participation in an Ohio Early Childhood program administered by a state agency~~ODH program~~ should be reported in EMIS with Admission Reason option “9”.

Options “A” and “B” indicate that the SSID was issued through the ~~Board of Regents (BOR)~~Ohio Department of Higher Education (ODHE). When first enrolling in an Ohio school, Sstudents who have been issued an SSID by the ~~ODHE~~Board of Regents should be reported in EMIS with Admission Reason option “C”.

Option “D” indicates that the student is 22 years old or older. New SSIDs will not be issued for students with options of “8”, “A”, or “B”.

Option “3” should be ~~used~~reported if a student is now being educated in the district after being educated in a non-public school, Pilot Program, Jon Peterson or Autism Scholarship facility, or other non-EMIS reporting entity located in Ohio. This would be true even if the student had been receiving services or was otherwise required to be reported while attending the non-public school.

Option “7” should be ~~used~~reported in circumstances in which the student withdraws from the district and then returns to the district without being instructed elsewhere in the interim, e.g., withdrawn for the 72-hour rule or an early childhood student reported in a prior collection with a How Received code of “V” who is now found to be eligible or is now of age to attend the district. Option “7” should be used if a student’s district relationship changes from a “2” or “3” to “1” and a new Admission Date is reported.

If an Admission Reason is changed that is not simply a data entry error, the current student record should be closed. A new Student Standing (FS) Record must be opened and must contain the new Admission Reason ~~value~~option.

☀ **State Student ID (SSID) Element**

Record Field Number	FS110
Definition	The state assigned unique identifier.

Valid Option

Nine-character alphanumeric as assigned by the SSID System

Reporting Instructions. This is required for all students.

If the SSID is changed, the current ~~student-[FS](#) Record~~ should be closed. ~~And a new [Student Standing-\[FS\]\(#\) Record](#)~~ must be opened and must contain the new SSID.