EMIS Change 25-39

This change adds the Local Use Identification Code to the Student Demographic (GI) Record. As part of this change the EMIS Student ID Number Element definition is being slightly updated.

The EMIS Student ID Number Element is included on several records. Going forward, the valid options and reporting instructions will only appear in EMIS Manual Section 2.2. All other EMIS Manual sections that include the EMIS Student ID will refer to Section 2.2. The marked-up element text from EMIS Manual Section 2.3 Student Demographic–Race Detail (GJ) Record is included below. These same updates will be made to all other sections that include this element.

SECTION 2.2: STUDENT DEMOGRAPHIC (GI) RECORD

Required Collection Requests

The Student Demographic (GI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Student (S)			S CS/STEM		SCR	G
		Initial	Mid	Final	Initial	Final		
GI610	Local Use Identification Code						✓	

☼ *EMIS Student ID Number Element*

Record Field Number	GI050
Definition	The locally determined EMIS student ID, used primarily to connect records during EMIS reporting.

Valid Options

Nine-digit ID used by the school district

Reporting Instructions. The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS student ID number ~~is for local use only~~ is primarily used to connect records during EMIS reporting. It~~and~~ is not submitted to the Department, but may be used in ODDEX as a student identifier if a Local Use Identification Code (GI610) is not reported for a student.

~~Districts should not eliminate this number from their systems with the implementation of the SSID. The SSID is used for EMIS reporting purposes.~~

☼ *Local Use Identification Code*

Record Field Number	GI610
Definition	The ID students are known by within the district. Typically, this is the ID teachers have and that would be shared with a student's parent or guardian.

Valid Options
> Up to 9 contiguous characters; can be letters or numbers or a combination

Reporting Instructions. The Local Use Identification Code is the ID that is used locally. Typically, this is the ID that teachers use and that is shared with parents. Districts are not required to report this identification code. If not reporting a Local Use Identification Code for a student, then report all spaces.

If reporting these codes, they cannot look like social security numbers. If the codes reported could be social security numbers, they will not be submitted to ODDEX. In such cases, it will appear within ODDEX as though the district chose not to report this element.

If these codes are not 9 characters long, include spaces at either the beginning or end of the code. For example, an ID code of "A38C2" can be reported as either "   A38C2" or "A38C2   ".

2.2 STUDENT DEMOGRAPHIC (GI) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
GI610	256-264	Local Use Identification Code	X(9)

SECTION 2.3: STUDENT DEMOGRAPHIC–RACE DETAIL (GJ) RECORD

☼ *EMIS Student ID Number Element*

Record Field Number	GJ050
Definition	~~The locally determined EMIS student ID.~~ See GI050

Valid Options
> ~~Nine-digit ID used by the school district~~ See GI050 for Valid Option values

Reporting Instructions. See GI050 on the Student Demographic (GI) Record (EMIS Manual Section 2.2) for reporting guidance. ~~The EMIS ID is the district-determined number that is used by districts for student tracking. This number uniquely identifies each student within the district. The school district is responsible for assigning this number. The EMIS student ID number is for local use only and is not submitted to the Department.~~

~~Districts should not eliminate this number from their systems with the implementation of the SSID. The SSID is used for EMIS reporting purposes.~~