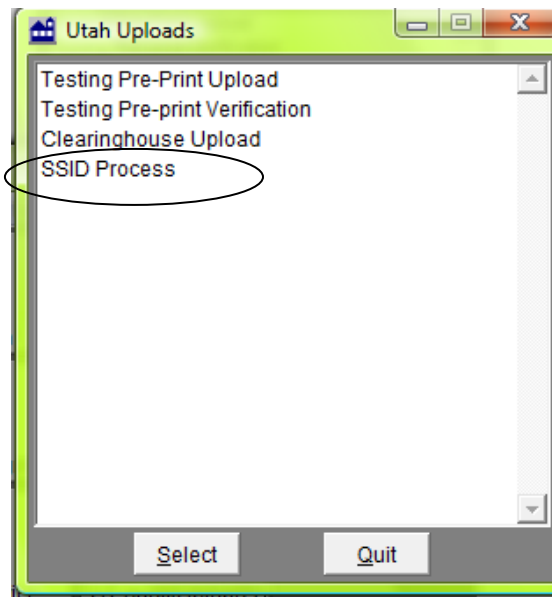
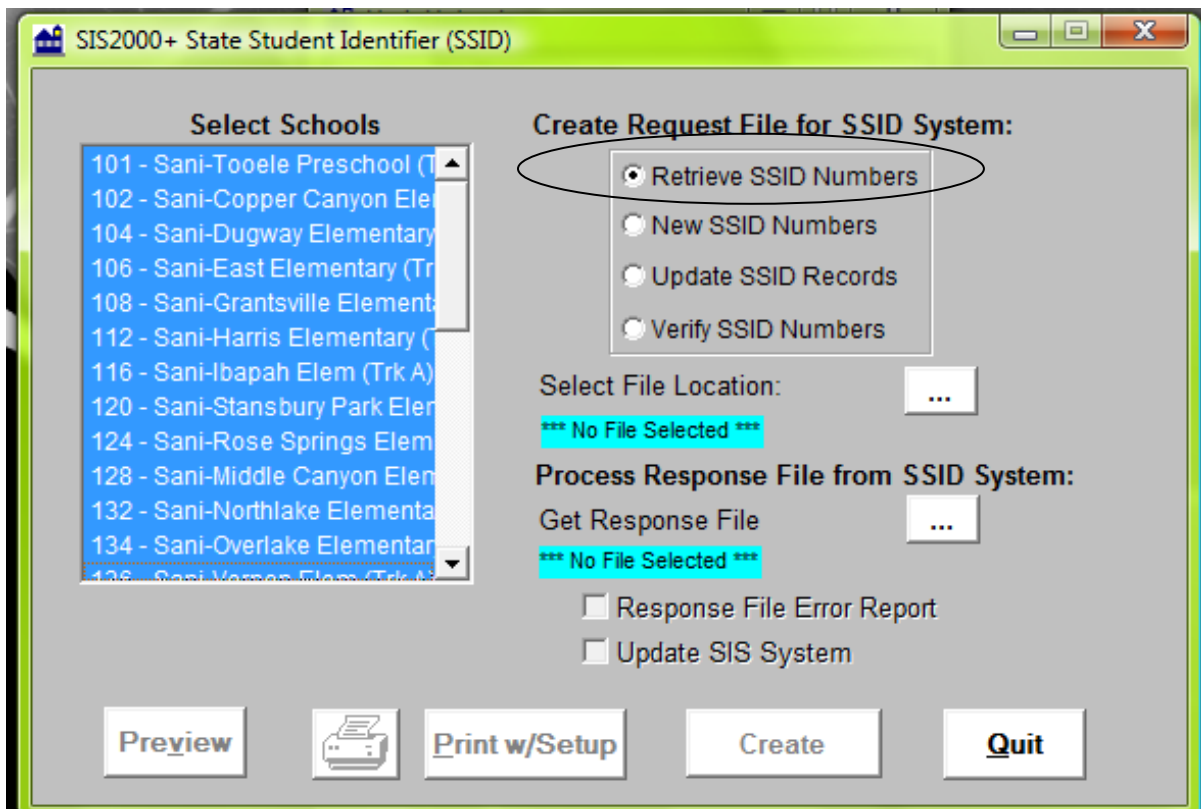


SSID Documentation

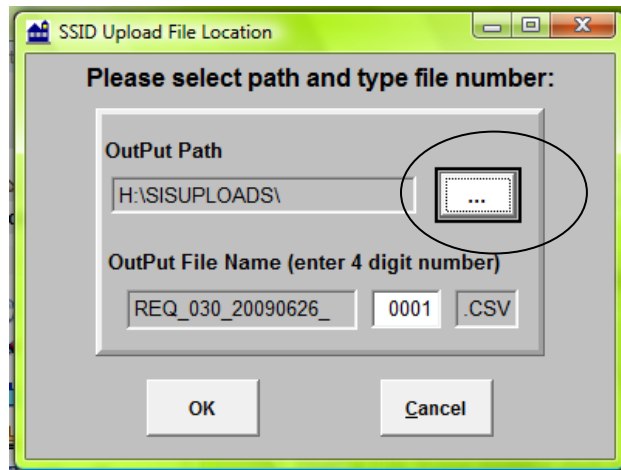
Go to Utah Audit/Uploads. Click on SSID Process.



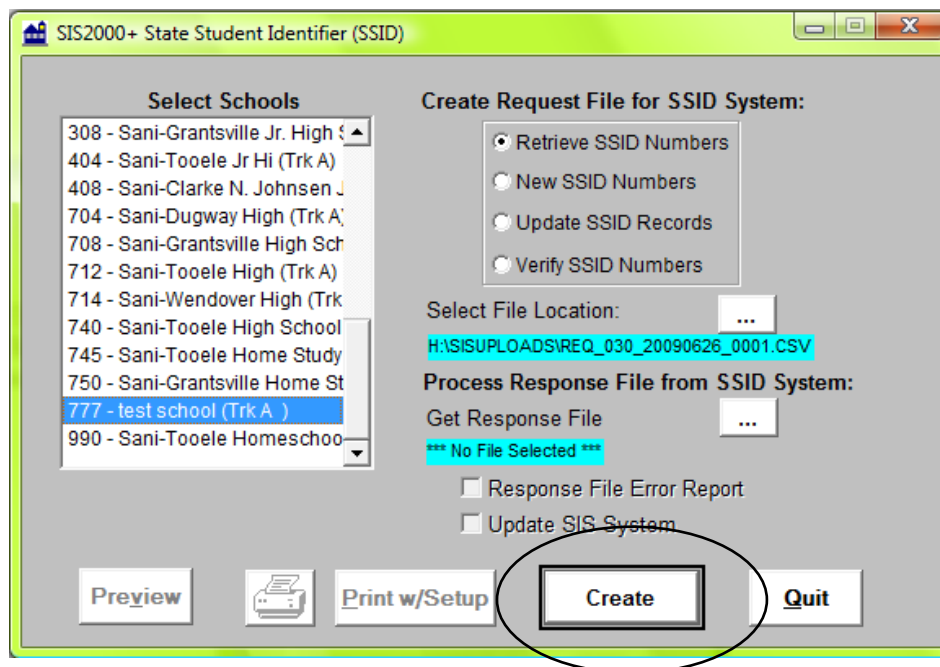
Click on "Retrieve SSID Numbers". Select your school(s). Click on the Select File Location (...) box.



Choose the OutPut path where you want to save your file by clicking on the (...) box. The file name has already been assigned except for the last 4 digits. Increment this number each time you create a new file on a single day. Click OK.



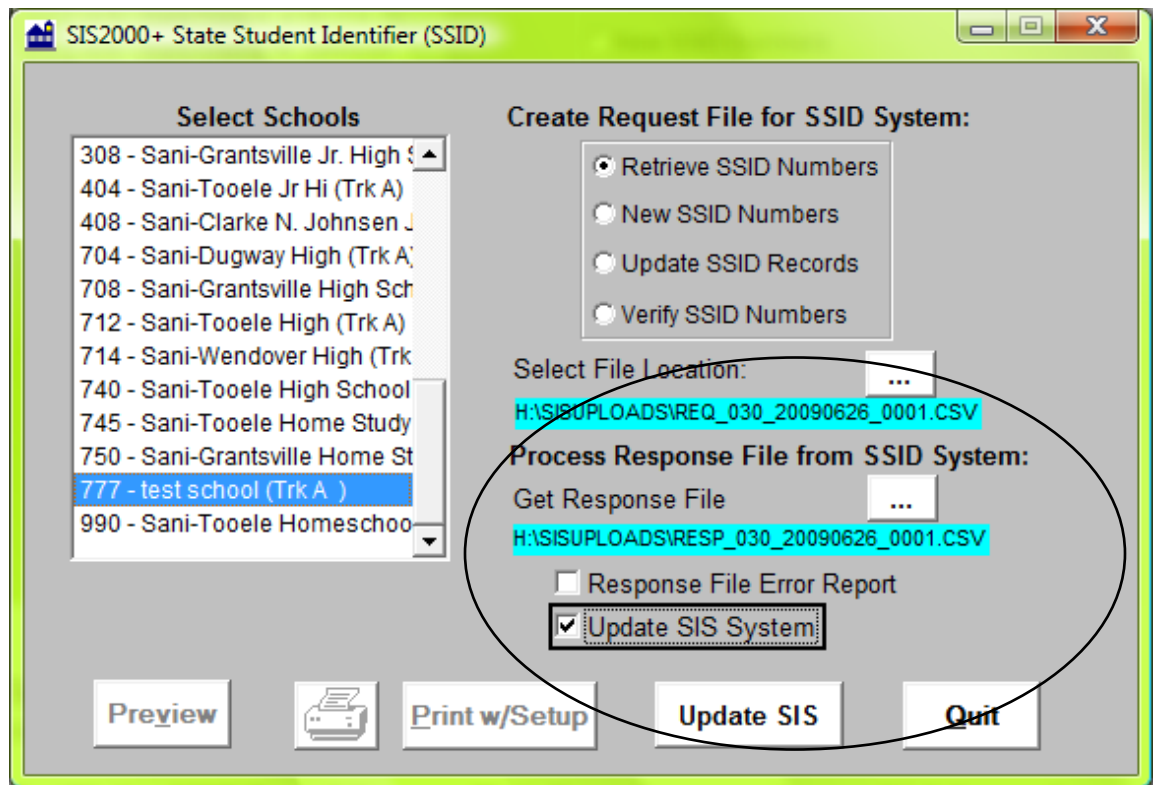
Click on Create.



After the file has been created go to the SSID system and log in. You should have documentation for SSID that you can download from the website <https://ssid.schools.utah.gov/SSID/Login.aspx?ReturnUrl=%2fssid%2fdefault.aspx>. Once the file processing has completed in the SSID system, you will be able to download a response file that will allow you to upload the student SSID numbers into SIS.

After you have downloaded and saved the SSID response file, you will **“Process Response File from SSID System”**. Click on the Get Response File (...) box and find the file (RESP_XXXX.csv). You can view the Response File Error Report or Update SIS System. After you have clicked on Update SIS System, the Update SIS System button

will appear. Click on it and your SIS System will be updated. This will put the SSID number's into your database and you can then view them in the Student Editor.



The “New SSID Numbers” should be run next. Run though this process the same way you did the “Retrieve SSID Numbers” request file.

The “Update SSID Records” request file is for student name changes, birthdate, and gender that you change in the SIS system that need to be updated in the SSID system. When you change one of these fields in SIS, the student record will be flagged as having had a change made to it. These are the students that will be included in the Update SSID Records request file. You process this file in the same way. You will get a response file back and you have to Update SIS System so it will unflag the student record.

The last type of request file is the “Verify SSID Numbers”. This includes all students with a SSID number in SIS and matches LEA ID, LEA school ID, student ID, name, birth date and gender from the SIS to the SSID system. You need to make sure you do not have any errors in the SSID system after you process this file. If you do, you need to correct these errors. You do not need to download a response file to update SIS for this type of request file. **You need to do this request before any testing preprint, Oct 1, Dec 1, and Year End Clearinghouse uploads.**

If you only have a few students that you want to retrieve or if you are sure that a student is new to the Utah school system, you can go to the SSID System and manually find the student and retrieve them or do a new student request from there. You would then enter the SSID number into the SIS Student Editor module. If you need assistance with this manual SSID process, please call the SSID Site help desk, Lisa Lindgren 801 538-7637.