

# SSID Name Specifications

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- ❑ Full legal name
  - ❑ Birth certificate, court document, marriage license, etc.
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# Valid Characters

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- Last Name
    - 30 characters max
    - Only valid characters
    - Cannot be blank
  - First Name
    - 20 characters max
    - Only valid characters
    - Cannot be blank
  - Middle Name
    - 20 characters max
    - Only valid characters
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# Scotty Hales

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Legal Document		
Scott	Drew	Hales
First Name	Middle Name	Last Name

SSID		
SCOTT	DREW	HALES
First Name	Middle Name	Last Name

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# Carlos Muñoz

Legal Document
Carlos Muñoz
Non-designated First, Middle, Last Name

SSID		
CARLOS		MUNOZ
First Name	Middle Name	Last Name ( <b><u>special characters not supported</u></b> )

# DJ Van Hooten

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Legal Document		
David James		Van Hooten
First Name	Middle Name	Last Name

SSID		
DAVID JAMES		VAN HOOTEN
First Name ( <b>David James is the full legal first name</b> )	Middle Name	Last Name ( <b>two-part last name</b> )

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# Karla Jensen

Legal Document		
Karla	Juanita	Gold Jensen
First Name	Middle Name	Last Name

SSID		
KARLA	JUANITA	GOLD JENSEN
First Name	Middle Name	Last Name ( <b>Gold Jensen is the full legal last name</b> )

# Allison Sorensen

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Legal Document

Allison Rose Jones Sorensen

Multiple Names, non-designated first, middle, last names

SSID ("TOKEN" Rule)

ALLISON

ROSE JONES

SORENSEN

First Name

Middle Name

Last Name

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# SSID Merges

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# Steps the LEA must take before contacting USOE

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- Verify that a duplicate exists in the SSID system
    - Student's name, gender, date of birth
    - Any other common information available to the involved LEAs
      - Parent names, address
      - School transferred from
  - Contact all LEAs involved
    - Student History
    - Note who you spoke to
-

# Information the requesting LEA must provide to USOE

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- The SSID number to be kept
    - always the lowest (earliest assigned) SSID number
  - The SSID number(s) to be merged
    - there may be more than one duplicate student record for the same student to be merged
  - The LEA student number that will be kept
  - The name of the individuals contacted to confirm the duplication
  - Who is making the request
    - An SSID user with active and unlocked status, who is authorized to use the system
  - The reason for the request
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# Information provided after the merge is successfully completed

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From: Lindgren, Lisa

Sent: Thursday, March 08, 2007 2:00 PM

To: Lindgren, Lisa; DeVita, Karla; Winkler, Jerry

Subject: SSID Merge Notification

Requesting LEA: XX

Kept SSID: 129216823

Merged SSID: 161716965

You are being notified because at least one of these SSID numbers had one or more location records for your LEA. Please view the SSID web site, or contact USOE for further information.

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# Information provided after the merge is successfully completed

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- Update any student records' SSID number to reflect the kept SSID number.
    - SIS
    - Clearinghouse, Warehouse, Pre-print or All-student files
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# Searching for a merged SSID number

Utah State Office of Education | SSID

Home | File Processing | Student Search | User Maintenance | Support

User Lisa Lindgren  
LEA USOE (99)  
School N/A  
Log Out

### Merged Student Search

SSID to Search For:

#### Student Information

	SSID	Name	Gender	Birth Date	Last Updated	Active?	Inactive Reason	Created
Kept	1168974	Test Data	M	1/1/2000	10/3/2006 11:46:11	<input checked="" type="checkbox"/>		10/3/2006 11:32:23
<b>Merged</b>	<b>1168975</b>	<b>Test Data</b>	<b>M</b>	<b>1/1/2000</b>		<input type="checkbox"/>		<b>10/3/2006 11:33:28</b>

#### Student Location Information

	SSID	LEA	School	Student Number	School Year	Created	School Phone #
Kept	1168974	36-SALT LAKE DISTRICT	104-BACKMAN SCHOOL	1000001	2007	10/3/2006 11:32:23	(801) 578-8100

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SSID Support: [ssidhelp@schools.utah.gov](mailto:ssidhelp@schools.utah.gov) (801) 538-7500