# 1 Change History

| Date | Sections Changed | Description |
|------|------------------|-------------|
| 4/15/2005 | Original Version | Original Version |
| 4/29/2005 | Code tables | All code tables were added at the end of the document. |
| 5/2/2005 | 2.1, 2.3 | Changed date fields and birth date description to age. |
| 5/17/2005 | | Miscellaneous grammatical errors |
| 5/22/2005 | .06 | Removed Error codes from specification |
| 5/31/2005 | .07 | Changed LEA from 4 to 3 digits, fixed SSID URL, added file status picture from web site in section 3, added section numbers to section 3 |
| 6/14/2005 | .08 | Added Error Description to the Response file |
| | | |

# 2 File Formats

The SSID system uses two file formats - the SSID Request file and the SSID Response file. The USOE SSID File Validation Application is used to verify that each uploaded SSID Request File meets this specification. SSID Request files that contain errors (data type errors, too many characters in an attribute, etc) must be fixed by the LEA and re-uploaded for processing. LEA's should use the SSID Request File Validation Application to validate each Request file PRIOR to uploading files to the SSID system.

| | |
|---|---|
| NOTE: | The SSID Request File Validation application is available on CD by contacting USOE or on the SSID web site as a download link on the Support page. Documentation on the SSID Request File Validation application and the web site is available on the USOE SSID web site. https://ssid.schools.utah.gov/SSID |

In the future, USOE may allow alternatives to the proposed CSV file format (i.e. XML format).

The following table defines the codes used in the file formats.

| Character | Definition |
|-----------|------------|
| A | Alphanumeric |
| N | Number (0-9) |
| YYYY | 4 digit year , |
| MM | 2 digit month 01-12 |
| DD | 2 digit day 01-31 |
| | |

## 2.1 SSID Request file format

The SSID Request file format is a comma delimited file (CSV) created by LEA's. LEA's will upload this file to USOE using the SSID web site.

| Attribute Name | Maximum Width | Character Format | Description |
|---|---|---|---|
| SSID | 10 | Numeric | State Student Identifier |
| School Year | 4 | Numeric | School Year – 2005 |
| Last Name | 30 | Alpha | Last Name |
| First Name | 20 | Alpha | First Name |
| Middle Name | 20 | Alpha | Middle name |
| Birth date | 10 | YYYY/MM/DD or MM/DD/YYYY | Minimum age is 3, maximum age is 23 |
| Gender | 1 | M-Male, F-Female | Gender |
| LEA Number | 3 | NNN | LEA number |
| LEA School Number | 4 | NNNN | LEA School Number |
| LEA Student Number | 10 | AAAAAAAAAA | LEA defined |
| Request Type | 1 | A | Row Request Type, (N-New, R-Request, V-Verify, U-Update) |

## 2.2 Request File Name Convention

The following table contains the SSID Request file attribute definitions.

| Attribute Name | Number of Chars | Character Format | Description |
|---|---|---|---|
| LEA Number | 3 | NNN | LEA number left 0 filled |
| Date | 8 | YYYYMMDD | Process Date |
| File Number | 4 | NNNN | File number uploaded during day |
| .CSV | 4 | .CSV | File extension |

[LEA Number][Date][Filenumber][.CSV]

Example:
REQ_NNN_20041231_0001.CSV

## 2.3  SSID Response file format

The SSID Response file format is a comma delimited file (CSV).  It is required that LEA's download and synchronize their LEA SIS systems with the SSID Response files.

| Attribute Name | Maximum Width | Character Format | Description |
|---|---|---|---|
| File Line Number | 8 | Numeric | File Line Number |
| SSID | 10 | Numeric | State Student Identifier |
| School Year | 4 | Numeric | School Year - 2005 |
| Last Name | 30 | Alpha | Last Name |
| First Name | 20 | Alpha | First Name |
| Middle Name | 20 | Alpha | Middle name |
| Birth date | 10 | YYYY/MM/DD or MM/DD/YYYY | Minimum age is 3, maximum age is 23 |
| Gender | 1 | M-Male, F-Female | Gender |
| LEA Number | 3 | NNN | LEA Number |
| School Number | 4 | NNNN | School Number |
| LEA Student Number | 10 | AAAAAAAAAA | LEA defined. |
| Request Type | 1 | A | Row Request Type, (N-New, R-Request, V-Verify, U-Update) |
| Process Status *†* | 2 | AA | Row Process Status |
| Error Code *†* | 4 | Numeric | Row Error Code |
| Error Description | 255 | Alpha/Numeric | Row Error Description |
| Process Date & Time | 19 | YYYY/MM/DD hh:mm:ss | Date and time that the SSID was posted or canceled in the SSID system |

*† See codes in the Code Table Section*

## 2.4  SSID Response File Name Convention

The following table contains the SSID Response file name.

**The Response file will have the same name as the Request file except that REQ will be changed to RESP.**

| Attribute Name | Number of Chars | Character Format | Description |
|---|---|---|---|
| LEA Number | 3 | NNN | LEA number right 0 filled |
| Date | 8 | YYYYMMDD | Process Date |
| File Number | 4 | NNNN | File number uploaded during day |
| .CSV | 4 | .CSV | File extension |

[LEA Number][Date][Filenumber][.CSV]

Example:
RESP_NNN_20041231_0001.CSV

# 3  Code Tables

This section contains tables which have the various codes returned in the SSID Response File or on the web site.  These codes are subject to change at any time.

## *3.1  SSID System Error Codes*

Download the latest error codes from the SSID Web Site Support page.

## *3.2  SSID System Row Status*

This code is used internally by the SSID system and the SSID Response File.  LEAs should be familiar with the row statuses as that directs them as to how the row was processed by the SSID system.

| Row Status | Status Description |
|---|---|
| Blank | No Error |
| E | Error |
| P | Posted |
| X | Canceled |

## *3.3  SSID File Status*

The SSID File status is displayed for the file status on the web site.

(This code is used internally by the SSID system.  LEA Users will only be interested in the description.)

| File Status | File Status Description |
|---|---|
| A | Action Required |
| C | Completed |
| D | Creating Download File |
| F | Failed |
| L | Loaded |
| P | Posting |
| Q | Queued |
| R | Received |
| V | Validating |
| X | Canceled |
| | |

SSID Request File Status at the bottom of the SSID File Processing web page.