LOGICAL FLOW – SIS AND SSID SYSTEM INTERACTION

WHY?	SIS (FOXPRO) SYSTEM	SSID SYSTEM
Prepare verification software before creating the Request File.		Download SSID Request File Validation software. Update as needed.
		Download SSID data files
Create a Request File to be verified and processed by the SSID System	From Main Menu: UT Audit/Uploads/SSID Process/"State Student Identifier" screen	
	Select (highlight) school(s)	
	Choose the action required, i.e. to "Retrieve," "New," "Verify," or "Update" SSID Numbers	
	Assign a file location ("…" button)	
	Assign an Output Path	
	Assign a file number in the pre-formatted file name	
	Click "OK" to assign file location	
	Click "Create" to create Request file	
Validate Request File and make corrections		Run Request file against SSID Request File Validation program until it 'passes'
Process the file in the SSID System		Log on to SSID and process Request file
		Save Response file
Synchronize the SIS System with the SSID System by applying changes provided by the Response File	From Main Menu: UT Audit/Uploads/SSID Process/"State Student Identifier" screen	
	Designate location of Response file ("Get Response File" …)	
	Click "Update SIS System" and "Response File Error Report"	
	Click "Update SIS"	
	Preview and/or Print Error report, as needed	

“SSID Process” Screen

FUNCTION	WHEN PERFORMED	SIS REQUEST FILE CONTENTS	WHAT SSID SYSTEM DOES	SSID RESPONSE FILE CONTENTS	“PROCESS RESPONSE FILE” ACCOMPLISHES
Retrieve	After all students are entered *	All students without an SSID number	Checks for existing SSID numbers	SSID numbers tied to students in Request File	Populates Student Editor with existing SSID numbers
New	After “Retrieve” response file has been processed by SIS *	All students without an SSID number	Assigns SSID numbers to all	SSID numbers for students who did not have one before	Populates Student Editor with new SSID numbers
Update	As needed *	All students having changes in their names, birth date, ethnicity, and gender	Updates the SSID system to match the SIS system	Marker in each record that has been updated	Tells SIS that updates have been made in SSID System for these students
Verify	Before testing preprints, Oct 1, Dec 1, Clearinghouse files are created *	All students with an SSID number	Verifies all SSID numbers for matching names, LEA data, birth date, gender	No response file.	N/A. All corrections are made directly in SSID System

*Note: All four functions should be run before testing preprints, October 1, December 1, and Clearinghouse files are created to ensure that SSID numbers are correct. In addition, Retrieve, New, and Update functions should be performed as described above.