



SSID Merge Process Guidance Document

Purpose: The purpose of this guidance document is to establish the process Online Providers must follow when multiple State Student Identifier (SSID) numbers have been assigned to a single student.

Description: A student may have more than one SSID number in the SSID system. Duplicate SSID records can occur when student names or other student attributes are entered incorrectly or when possible matches identified by the SSID system are ignored. Duplicate records are generally discovered while searching for student information.

SSID Merge Process Overview

Online Provider Responsibilities

The Online Provider:

- Identifies a potential duplicate SSID
- Submits an SSID merge request to the Statewide Online Education Program (SOEP) through the Online Provider Changes Spreadsheet using the *SSID Merge Request* tab

SOEP Responsibilities

Upon receiving an SSID merge request, the SOEP:

- Notifies all Local Education Agencies (LEAs), including the Online Provider, associated with the student's educational record (from Pre-Kindergarten/Kindergarten to the present) of the potential duplicate SSID
- Provides the following information in the notification:
 - Both SSID numbers
 - The SSID number that will be retained (the oldest SSID)
 - Identification of the LEA responsible for creating the duplicate SSID and notification that they must submit a request to the USBE to complete the merge if all stakeholders agree that a merge is appropriate
- Updates the student's SSID in SEATS after the SSID merge has been completed
- Marks the SSID Merge Request as complete on the Online Provider Changes Spreadsheet using the *SSID Merge Request* tab