



Assigning Non-Public Student SSIDs

Change Log

Date	Section Number/Name	Change Description
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Non-Public SSID Assignment

Beginning in FY16, non-public schools are testing students using the OCBA. Since non-public school districts do not participate in the public SSID student assignments, ODE has provided a way for non-public students to have a unique identifier similar to the SSID. Each non-public district has been given a unique four character prefix to use when assigning students an SSID. The remaining 5 values must be numeric.

Ex: XXOO99999

StudentInformation provides the ability to assign all students in the district a unique ID using the district's state assigned prefix. The following pages provide instructions on how to assign the IDs to be used for the pre-Identification file for assessments.

Because non-public schools do not report to EMIS, their SSID will NOT be stored in the FS record SSID field. A new field has been added to the Additional Tab of the Edit Student Profile page. This field is only visible if the entity is a non-public school district.

Once IDs have been assigned, use the OCBA pre-Identification options under **StudentInformation > Management > Import/Export > Pre-Identification Export** to create your Pre-Identification files. Only students with an SSID assignment will be included in the pre-ID file.

The screenshot shows the ProgressBook software interface. At the top, there is a red header bar with the text "ENVIRONMENT: HCCA Future • VERSION: 15.2.6.1000 • USER: debbie". Below this is a blue navigation bar with the ProgressBook logo and a menu icon. The main content area is titled "Pre-Identification Export" and contains a dropdown menu with the following options:

- Pre-Ident For Riverside ITBS Export
- Pre-Ident For Pearson Educational Measurement Export
- Pre-Ident For OELPA Export
- Pre-Ident For OLSAT Export
- Pre-Ident For KRA Export
- Pre-Ident For AASWD and OCBA 3-8**
- Pre-Ident For AASWD and OCBA HS Export**

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Non-Public SSID Management

The non-Public SSID Management page is used to assign IDs to all students in one transaction. With the district level in context, navigate to:

[StudentInformation](#) > [Management](#) > [Ad-Hoc Updates](#) > [Non-Public SSID Management](#)

At the top of the page, enter the Non-Public SSID Prefix assigned to you by ODE. This prefix must be all letters. Once entered in the box, click the Update Non-Public SSID Prefix button. If a student has already been assigned a non-public SSID manually, this will not override the student's assignment. This step needs to be completed regardless of whether you're using the Non-Public SSID Management page to assign IDs or assigning them manually on the Edit Student Profile page.

Non-Public SSID Management

Enter the Non-Public SSID Prefix ?

The next step is to begin ID assignments for all students. Below the prefix assignment will be a list of all students in the non-public district. Choose the students you wish to assign IDs to by checking the box beside their name. If you wish to assign IDs to all students, check the box in the header line and all students will be selected.

Non-Public SSID Management

Enter the Non-Public SSID Prefix ?

Assign Non-Public SSID to Selected Students Show students that have been assigned a Non-Public SSID

<input checked="" type="checkbox"/>	Last Name	First Name	MI	Grade Level	Gender	Student Number	Non-Public SSID
<input checked="" type="checkbox"/>	Archer	Cammeron		02	M	12012016	
<input checked="" type="checkbox"/>	Beckstead	Millie		01	M	12012017	
<input checked="" type="checkbox"/>	Bieber	Justin		07	M	12012049	
<input checked="" type="checkbox"/>	Bradshaw	Terry		01	M	12012019	

Once students have been selected, click

Numbering begins with zero. All students selected will receive an SSID assignment. Once the update is complete, you should receive a success message at the top of the page.

Non-Public SSID Management

Non-Public SSID Prefix has been successfully updated!

Once ID assignments have been made, the students who were not assigned an ID will remain in the listing on the page. If you wish to also include students *with* SSID assignments in the display, check the box at the top right side of the listing to show students that have been assigned a Non-Public SSID.

Show students that have been assigned a Non-Public SSID

Then your display will include students that have an ID assigned.

The screenshot shows the 'Non-Public SSID Management' page in ProgressBook. At the top, there is a success message: 'The selected students have been assigned a Non-Public SSID successfully!'. Below this is a text input field containing 'XXOO' and a blue button labeled 'Update Non-Public SSID Prefix'. A blue button labeled 'Assign Non-Public SSID to Selected Students' is also visible. To the right, there is a checked checkbox labeled 'Show students that have been assigned a Non-Public SSID'. Below these elements is a table with the following columns: Last Name, First Name, MI, Grade Level, Gender, Student Number, and Non-Public SSID. The table contains six rows of student data.

	Last Name	First Name	MI	Grade Level	Gender	Student Number	Non-Public SSID
<input type="checkbox"/>	Archer	Canmeron		02	M	12012016	XXOO00000
<input type="checkbox"/>	Beckstead	Mille		01	M	12012017	XXOO00001
<input type="checkbox"/>	Bieber	Justin		07	M	12012049	XXOO00002
<input type="checkbox"/>	Bradshaw	Terry		01	M	12012019	XXOO00003
<input type="checkbox"/>	Campbell	Cole		02	M	12012021	XXOO00004
<input type="checkbox"/>	Clark	Isabella		04	F	12012024	XXOO00005

Reassigning IDs if the wrong prefix was used

If the prefix was entered incorrectly and all students were assigned the incorrect prefix, use this page to correct the IDs.

1. Enter the correct prefix at the top of the page and click the “Update Non-Public SSID Prefix” button.
2. Next, check the “Show students that have been assigned a Non-Public SSID” checkbox to display all students.
3. Check the box in the header row to select all students.
4. Click the “Assign NonPublic SSID to Selected Students” button. This will reassign IDs to all students using the new prefix.

Viewing Non-Public SSIDs on the Student Profile

Non-public SSIDs are stored on the Edit Student Profile – Additional Tab.

The screenshot displays the 'Edit Student Profile' interface in ProgressBook. The 'Additional' tab is selected. The form contains the following fields and options:

- Primary Building:** St James School
- Special Ed:** 0
- Country of Origin:** (empty dropdown)
- Citizenship:** (empty dropdown)
- Building Progression Track:** DIST - District Progression
- Graduation Year:** (empty text box)
- New School:** (empty dropdown)
- Pri. Graduation Rule:** (empty dropdown)
- Counselor:** -- Select Counselor --
- ALT. Graduation Rule:** (empty dropdown)
- Scheduling Priority:** 1
- Locker Assignments:** Assign Primary Locker
- Team:** (empty dropdown)
- Homeroom:** View / Assign Homeroom
- Include in Honor Roll:**
- Include in Ranking:**
- Include in GPA:**
- Requires Paper Copy of Report Card:**
- Flags:** 1 2 3 4 5
- District's Non-Public SSID Prefix:** XXXX
- Non-Public SSID:** [XXXX00003]

IDs may also be assigned by editing the student profile and manually entering an ID number in the Non-public SSID box. Before IDs may be entered manually, you must go to the Non-Public SSID Management page and enter your State Assigned Prefix in the box. This prefix will show on the Edit student Profile page as **District's Non-Public SSID Prefix: XXXX**