STUDENT UNIQUE IDENTIFIER (Uniq-ID)
Steps to assigning NDE Student ID's
http://www.education.ne.gov/nssrs

Version 6.0 - Updated February 18, 2011

This document is to help you assign NDE Student ID's to all of your students.
All students in Pre Kindergarten – Grade 12 need a NDE Student ID.
This document provides information on the following topics.

1. **Log into the NDE Portal**
2. **How to Upload your information with a Batch File.**
3. **How to Create your Batch File.**
4. **Validating the data.**
5. **Verifying the status of the validation.**
6. **Reviewing the outcome of NDE Student ID assignment.**
7. **Downloading NDE Student IDs.**
8. **Enter Individual Student**
9. **Student Search**
10. **Batch Search ** NEW ****
11. **Extract and Download Batch**
12. **Download options from Download Cart**
13. **Adding Student Notes**
14. **Viewing Student Notes**
15. **Access Desktop Database**

All NDE Student IDs need to be updated each year with current school year information.
(School year, grade promotion, change in school code, etc.)

1. LOG INTO THE NDE PORTAL

- **Student Unique Identifier (Uniq-ID) is found under the red 'Student and Staff (NSSRS)' tab.**
- **You will need an activation code to be able to access the NDE Uniq-ID System. Activation codes are available from your District Administrator. They are found on his/her portal account under the 'District Admin' tab.**

The NDE Uniq-ID System main page consists of two main sections:

- The left-hand MENU contains links that allow users to Upload Student Batch Files, Enter Individual Student, perform Student Searches, download various types of output files, and Exit the Application.
- The right-hand section provides the user with a list of all submissions to the NDE Uniq-ID System that have been either uploaded via a batch file, entered online, or edited online. This list displays the current status of each batch and the next action to be performed on that batch. In addition, a button in the last column allows the user to continue where they left off in the NDE Student ID assignment process.

The '**State ID Home'** button provided on all screens within the application, redirects the user to the main page at any time.

If you already have a file ready to upload, proceed to Step 2, 'How to upload your information with a Batch File'.

If you need to create a file, continue on with Step 3, 'How to create your Batch File'.

2. HOW TO UPLOAD YOUR INFORMATION WITH A BATCH FILE Per the "NSSRS STUDENT BATCH FILE LAYOUT".

(Complete instructions are available on the NSSRS Project Website - http://www.education.ne.gov/nssrs)

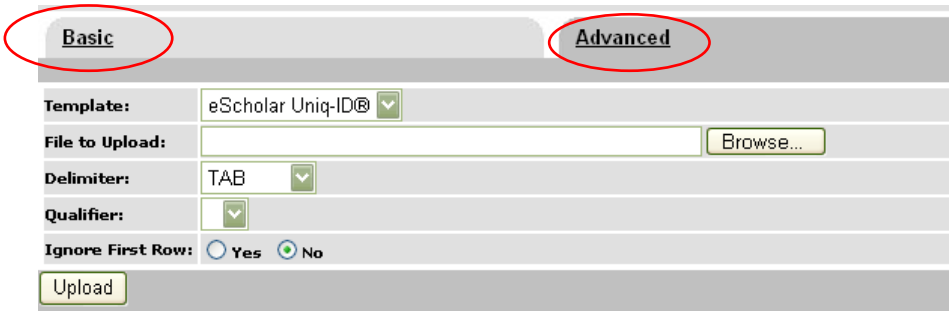
Upload Batch File: This feature allows a user to upload a Student Batch File into the NDE Uniq-ID System for Uniq-ID assignment.

The **File Name** of the Student Batch File can contain upper/lower case alphanumeric characters, underscores or hyphens. Spaces and any other special characters are not allowed.

NOTE: In Version 6.0 (July 15, 2008) there is no longer a requirement that the filenames are different for each batch uploaded. This allows users to upload a batch file with the same name as any other previous upload.

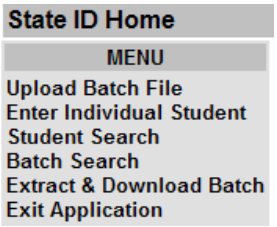
File should be saved as CSV (Comma delimited *.csv) or Text (Tab Delimited *.txt).

Upload Options - Basic or Advanced:



A. BASIC – File requires a Header Record, Detail Record, and a Trailer Record.

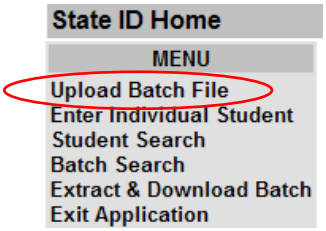
Click on 'Upload Batch File'. It will default to the '**Basic'** tab.



B. ADVANCED - File does NOT require a Header Record or a Trailer Record.
This option requires ONLY the Detail Record

This new feature allows users to select specific upload options, such as field delimiter, field qualifier, and whether or not to ignore the first row. The 'Ignore First Row' option would be used when the file includes a header/column row.

1. Click on the **'Upload Batch File'** link on the menu. Click on the **'Advanced'** tab.



1. Currently the only template available is the ' eScholar Uniq-ID' template.
2. Click on '**Browse'** to view your local computer system directory structure.

3. Browse and select the appropriate file from the local system and click the 'Open' button.
4. Select the appropriate 'Field Delimiter' for the file. The options are: Comma or Tab.
5. Select the appropriate 'Field Qualifier' for the file. LEAVE BLANK
6. Select the appropriate 'Ignore First Row' option for this file. The options are 'Yes' or 'No'.
   When 'Yes' is selected, the first row in the input file will be ignored during the upload processing.
   When 'No' is selected, the first row will be included in the upload processing.
7. Click the '**Upload**' button.

3. HOW TO CREATE YOUR BATCH FILE

Header Record and Trailer Record are required for the Basic upload only.
Detail Record is required for Basic and Advanced upload.

A. The Header Record - The header record should always be the first record in the file and should contain the following fields:

Example Header: TH 08/28/2008 12:15:00 12345 delimiter=0X2C
(Delimiter would be 0X2C for comma delimited or 0X09 for tab delimited)

Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always 'TH'	TH
Extract Date	Yes	VarChar (10)	Must have a 'mm/dd/yyyy' format	08/28/2008
Extract Time	Yes	VarChar (8)	Must have a 'hh:mm"ss' format	12:15:00
Transmission ID	Yes	VarChar (10)	An arbitrary number.	12345
Version	Yes	VarChar (10)	Always '1.0'	1.0
Delimited	Yes	VarChar (25)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma).	For comma delimited, the character literal would be '**delimiter=0X2C'**. For tab delimited, the character literal would be '**delimiter=0X09'**.

B. The Trailer Record - The trailer record should always be the last record in the file and should contain the following fields:

Example Trailer: TT 12345 2516

Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always 'TT'	TT
Transmission ID	Yes	VarChar (10)	An arbitrary number. Should match the Transmission ID in the header record.	12345
Number of Records	Yes	VarChar (10)	Number of records in the file, included the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.	2516

The Header and Trailer record should be delimited by a single tab or space character between fields.

C. Detail Record Layout - The Detail Record can be either tab or comma delimited. The header record should identify which type is being used.

The detail record should appear between the header and trailer records. These records should represent individual student data and should contain the following fields:

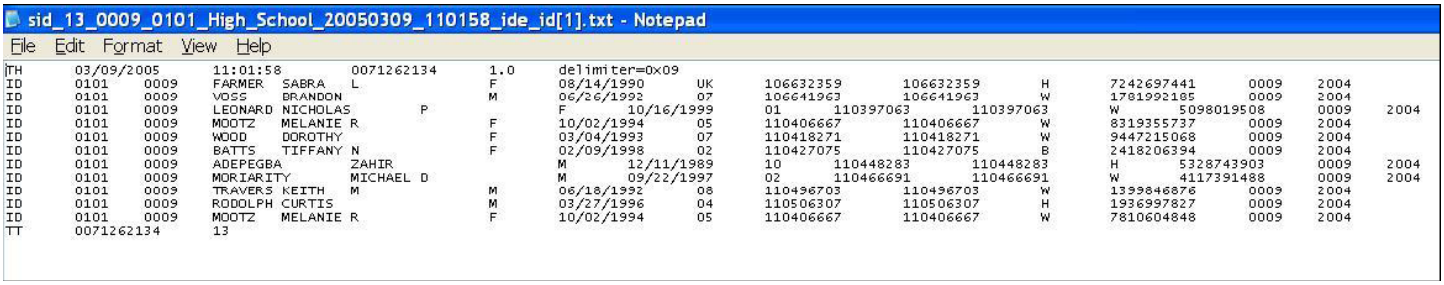
Detail Record Layout

Field Name	Required	Data Type	Used for matching?	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Not Applicable	Always 'ID'.	ID
Current School Code	Yes	VarChar (6)		School Code of school in which student is currently enrolled.	001
Resident District Code	Yes	VarChar (8)		District Code of district in which student currently resides.	28-0001
Last Name	Yes	VarChar (60)	Yes		Doe
First Name	Yes	VarChar (60)	Yes		John
Middle Initial	No	VarChar (60)	Yes		M
Name Suffix	No	VarChar (10)	Yes		Jr
Gender	Yes	VarChar (6)	Yes	Valid Values: F Female M Male	M
Date of Birth	Yes	VarChar (10)	Yes	Required format: 'mm/dd/yyyy'	01/30/1994

Detail Record Layout					
Field Name	**Required**	**Data Type**	**Used for matching?**	**Notes/Format Details**	**Sample Data**
Current Grade Level	Yes	VarChar (2)		Valid Values: PK Prekindergarten KG Kindergarten 01 Grade 1 02 Grade 2 03 Grade 3 04 Grade 4 05 Grade 5 06 Grade 6 07 Grade 7 08 Grade 8 09 Grade 9 10 Grade 10 11 Grade 11 12 Grade 12 PS Postsecondary AE Adult Education	09
Local Student ID	Yes	VarChar (20)	Yes	ID used in the district student information system (SIS) to uniquely identify the student. This field provides a means to import student data from the Uniq-ID System back into the district SIS.	123467
Social Security Number	No	VarChar (11)	No	Optional.	(blank)
Race / Ethnicity	No	VarChar (4)	No	NOTE: Although the following values remain valid, NDE recommends leaving Race/Ethnicity blank on future submissions. Valid Values: blank AM American Indian or Alaska Native AS Asian BL Black HI Hispanic WH White PI Native Hawaiian or Other Pacific Islander	(blank)
NDE Student ID	No	VarChar (25)	Yes	Leave blank if this student has not yet been assigned an NDE Student ID. Once assigned, all subsequent submissions for this student should include the assigned NDE Student ID.	6789012345

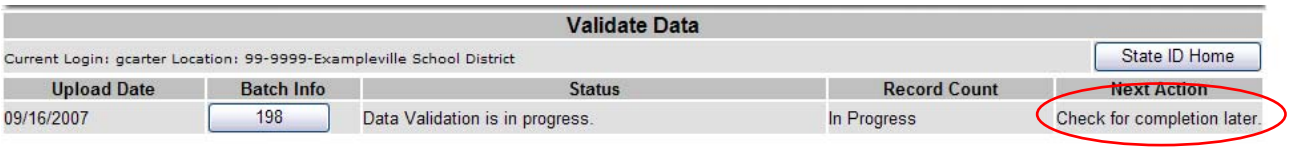
Detail Record Layout					
Field Name	**Required**	**Data Type**	**Used for matching?**	**Notes/Format Details**	**Sample Data**
Current District of Record	Yes	VarChar (8)	Yes	District Code of district in which student is currently enrolled.	28-0001
Current School Year	Yes	VarChar (10)		Required format: a 'yyyy'. Use "ending" year of school year, for example '2011' for 2010-2011.	2011

Files can be created in Excel or Notepad. Be sure to use the proper naming conventions and format data as text to make sure leading zeros are not dropped. Here is an example of how your data file might look:

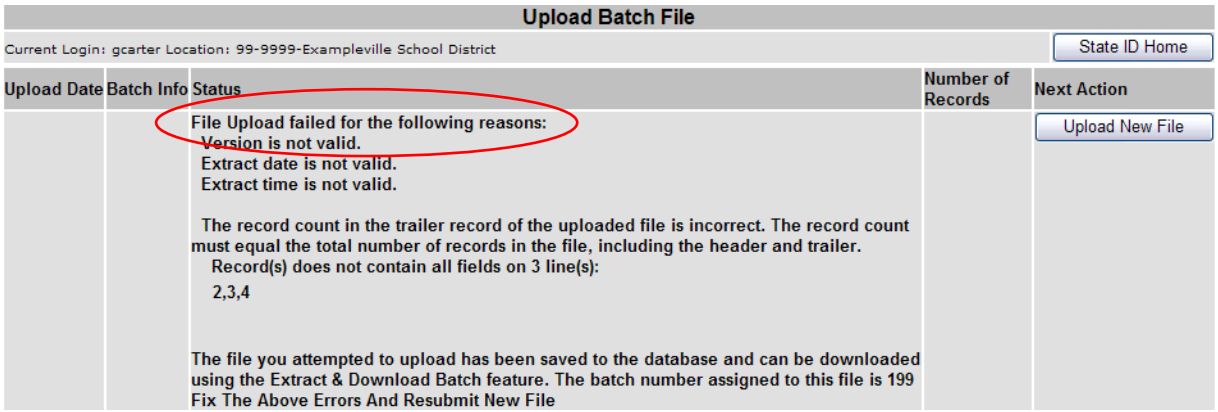


4. VALIDATING THE DATA

If the Student Batch File is uploaded successfully, you will see a page similar to the following:

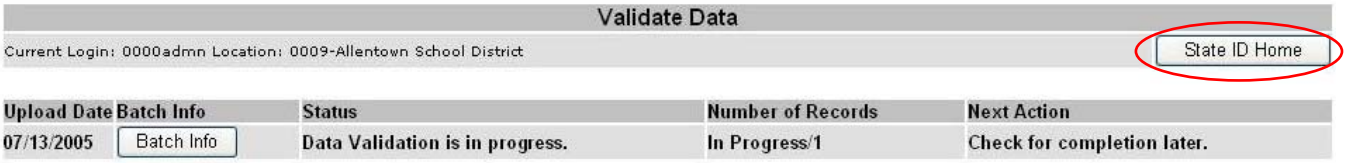


If the system encounters any errors while attempting to upload the Student Batch File, it will provide the user with a page displaying reasons why the file failed to upload in the Status column. You will need to go back to your source file to correct the errors and upload your file again.

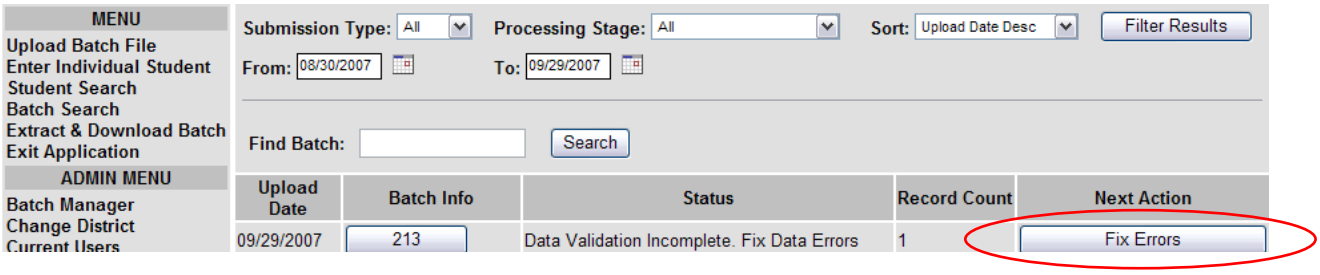


5. VERIFYING THE STATUS OF THE VALIDATION

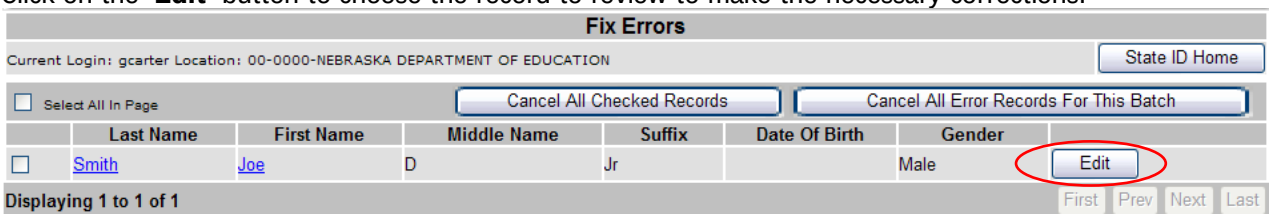
After the file is uploaded the Status will show Data Validation is 'In Progress' and the Next Action is to 'Check for completion later'. Users can check if validation is complete by navigating to the application's main page and find the batch at issue. Click on **'State ID Home'** to return to State ID Home page.



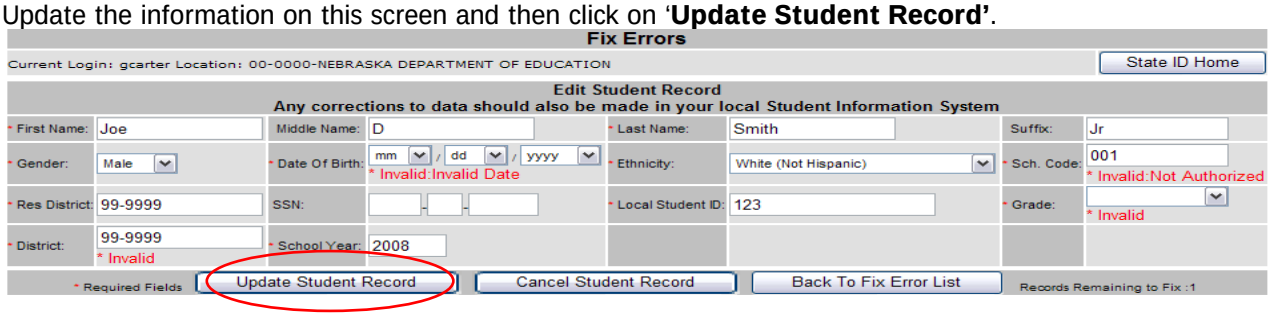
If you see 'Status' as 'Data Validation Incomplete, Fix Data Errors', click on **'Fix Errors'** to review the error. All records that fail validation must be reviewed and fixed for the batch to be considered for NDE Student ID assignment. (You can also cancel any records and they will be removed from your batch.)



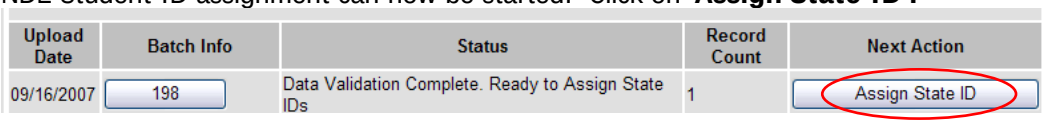
After clicking on **'Fix Errors'**, the next screen will display a list of students that have errors that need to be fixed. Click on the **'Edit'** button to choose the record to review to make the necessary corrections.



The application will notify you of the data errors by displaying a message directly below the field. Update the information on this screen and then click on '**Update Student Record**'.

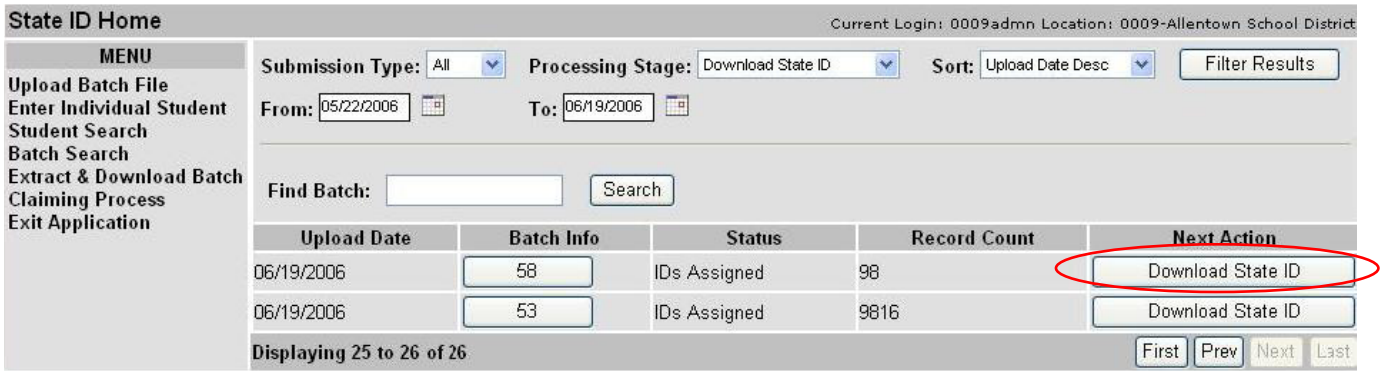


After all validation errors are addressed, either by fixing or canceling the student record, the screen below displays. NDE Student ID assignment can now be started. Click on '**Assign State ID'.**

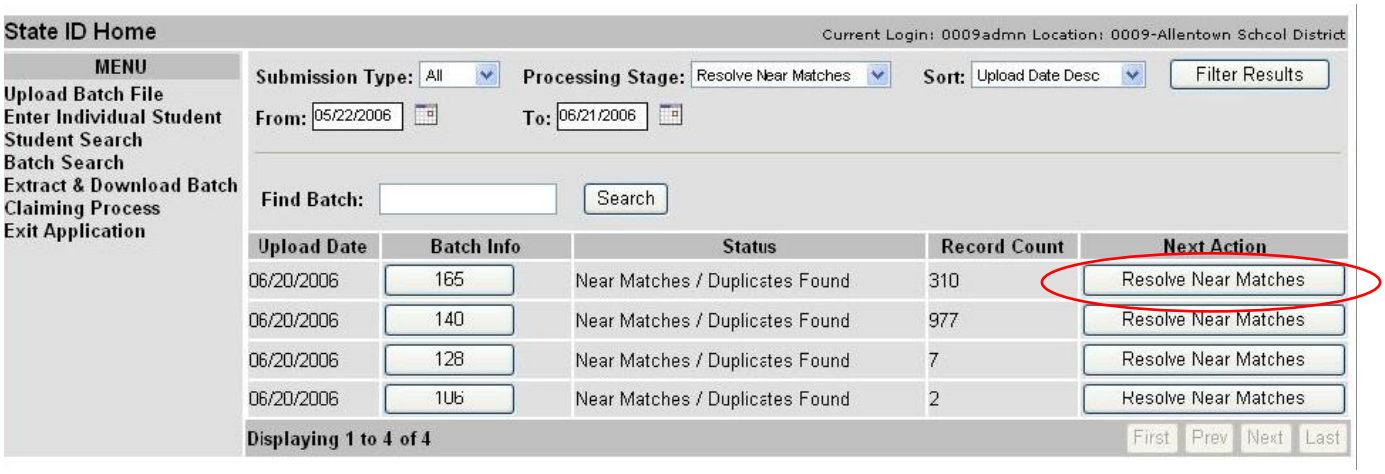


6. REVIEWING THE OUTCOME OF NDE STUDENT ID ASSIGNMENT

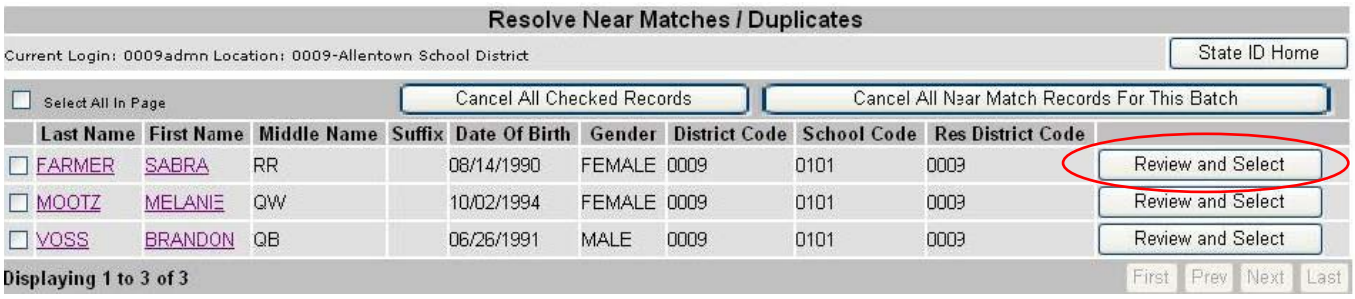
If the application does not find any Near Matches, the Status for the batch will be 'ID's Assigned' and the Next Action will be 'Download State ID'.



If the system finds students included in your file that match records already in the database, the system displays a message stating that you have 'Near Matches/Duplicates Found'. Click on 'Resolve Near Matches'.



A screen displaying all records in your batch that need to be resolved because Near Matches have been found will be shown.



All Near Match records must be resolved before you can continue to the next steps in the Student ID Assignment process.

If a user clicks the 'Review and Select' button or one of the hyperlinks in the **Last Name** or **First Name** columns, the application will display the screen below. The top section displays the submitted student and the bottom section will display a list of matching students:

Resolve Near Matches / Duplicates

Current Login: 0009admn Location: 0009-Allentown School District | State ID Home

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
VOSS	BRANDON	QB		06/26/1991	MALE	0009	0101

Assign Selected | Create New ID | Cancel Record | Select Another Record

Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
○	VOSS	BRANDON	WW		06/26/1991	MALE	0009	0101	0.587 [NEAR MATCH]

The purpose of the screen is to decide if the student under review is the same as one of the matching students **or if the student is a brand new student entering school for the first time or a student new to Nebraska**.

The links in the Last Name and First Name columns will bring a user to the Compare Student Information page. That page will display both the record to be resolved along with the matching student's record in detail page.

All fields in which the information differs between two students are **highlighted in yellow**.

Compare Student Information

Current Login: 0009admn Location: 0009-Allentown School District | State ID Home

Student Record being reviewed.

First Name:	BRANDON	**Middle Name:**	*QB*	**Last Name:**	VOSS	**Suffix:**	
District :	0009 Allentown School District			**School :**	0101 James Madison High School		
Gender:	MALE	**Date Of Birth:**	06/26/1991	**Ethnicity:**	WHITE, NOT OF HISPANIC ORIGIN	**Sch. Yr:**	2005
Res. Dist:	0009	**SSN**	*###-##-####*	**Local Student ID:**	106641963	**Grade:**	07
Created:	06/13/2006	**Last Updated:**	06/13/2006	**Serial#:**	270	**State ID**	2468922492
Comments:	2468922492;						

Near Match/ Duplicate Student [State ID: 246-892-2492 - 0.58760566]

First Name:	BRANDON	**Middle Name:**	*WW*	**Last Name:**	VOSS	**Suffix:**	
District :	0009 Allentown School District			**School :**	0101 James Madison High School		
Gender:	MALE	**Date Of Birth:**	06/26/1991	**Ethnicity:**	WHITE, NOT OF HISPANIC ORIGIN	**Sch. Yr:**	2005
Res. Dist:	0009	**SSN**	*###-##-####*	**Local Student ID:**	106641963	**Grade:**	07
Created:	06/01/2006	**Last Updated:**	06/13/2006	**Serial#:**	267	**State ID**	2468922492
Matching Note:							

Return to List of Near Matches

Background shading and/or italicized text indicates that the values for that field differ between the two students.

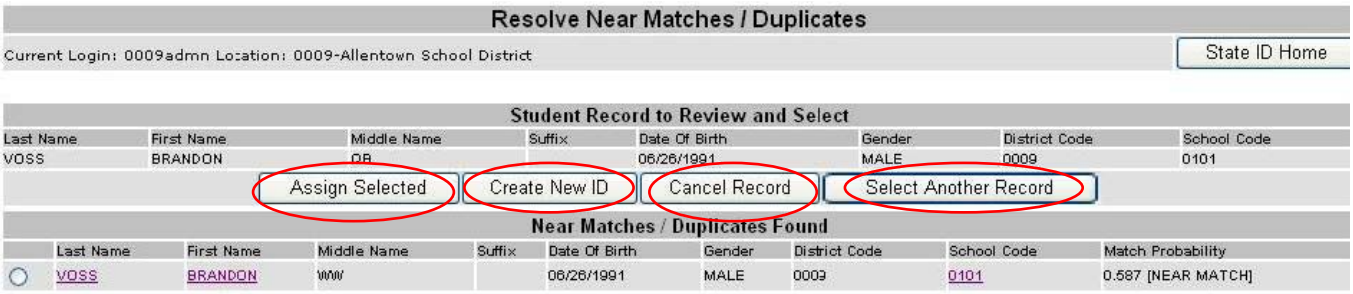
After reviewing the two students, click on '**Return to List of Near Matches'** to resolve**.** The following options are available:

1. If the student under review is the same one as the matching student, select the matching student using the radio button to the left and then click '**Assign Selected'**.

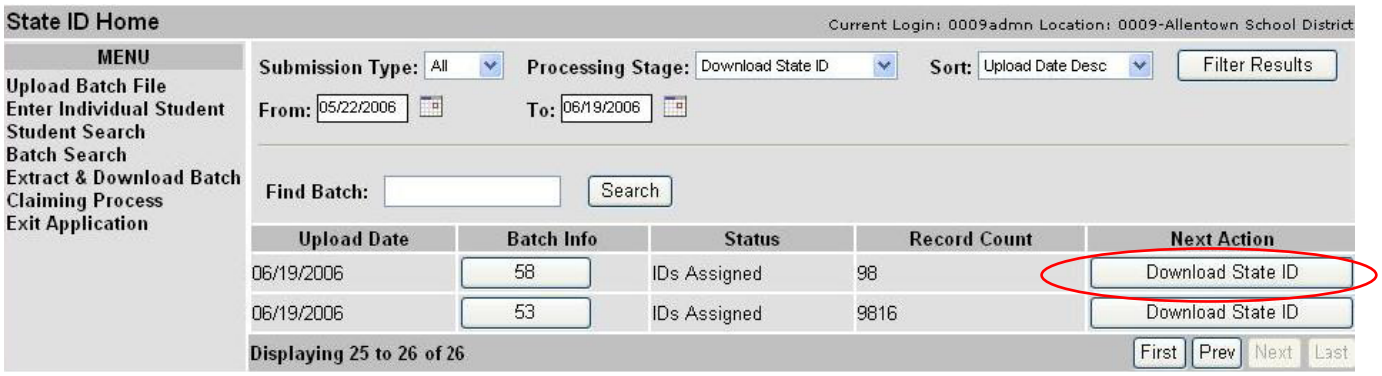
2. If the student under review is different from any of the matching students, click '**Create New ID'.**

3. To cancel the record under review, click on the '**Cancel Record'** button. This removes the student from your batch file. The student will need to be included in a future upload or added individually.

4. Users can also navigate back to the list of near matches by clicking on **'Select Another Record'.**

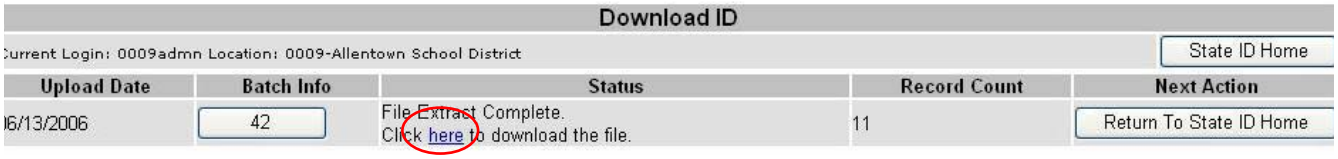


7. DOWNLOADING STUDENT IDs



Upon completion of near match resolution, the application displays the status of the batch as follows: The user can now select '**Download State ID'** under 'Next Action'.

Users can download the IDs Assigned file by clicking the '**here'** link in the 'Status' column. Doing so will open a File Download dialog box that enables users to either open the file or save it to their local computer.

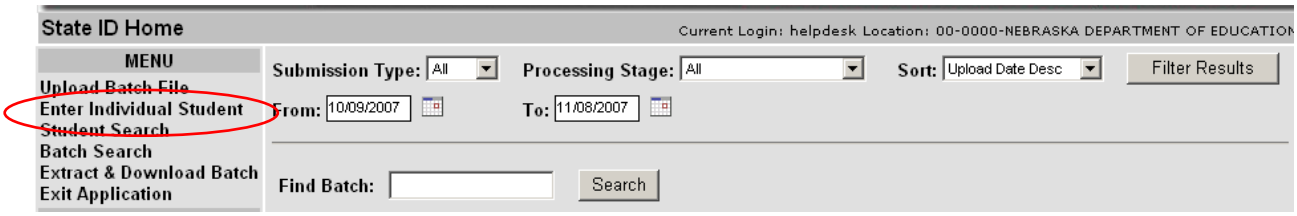


Note: The IDs Assigned file contains the NDE Student IDs for those students in the Student Batch File for whom an NDE Student ID was assigned. The file can be used to update a user's local Student Information System. *(If you are using the NDE's Access Desktop Database, see the NSSRS Desktop Database Quick Reference Guide for directions on importing this file back into the NDE Uniq-ID System. This Reference Guide can be found at: www.education.ne.gov/nssrs/documents).*

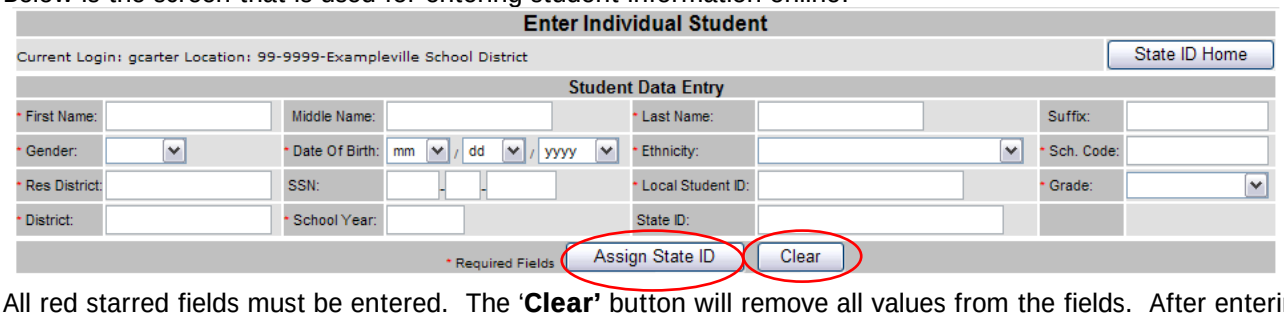
The format of the NDE Student IDs assigned file will be exactly the same as the Student Batch File and each student record will contain the NDE Student ID that was assigned to that student.
This completes the processing of a batch file for creating and downloading NDE Student IDs.

8. ENTER INDIVIDUAL STUDENT

Users can process a single student record for NDE Student ID Assignment by clicking the 'Enter Individual Student' link in the Menu.

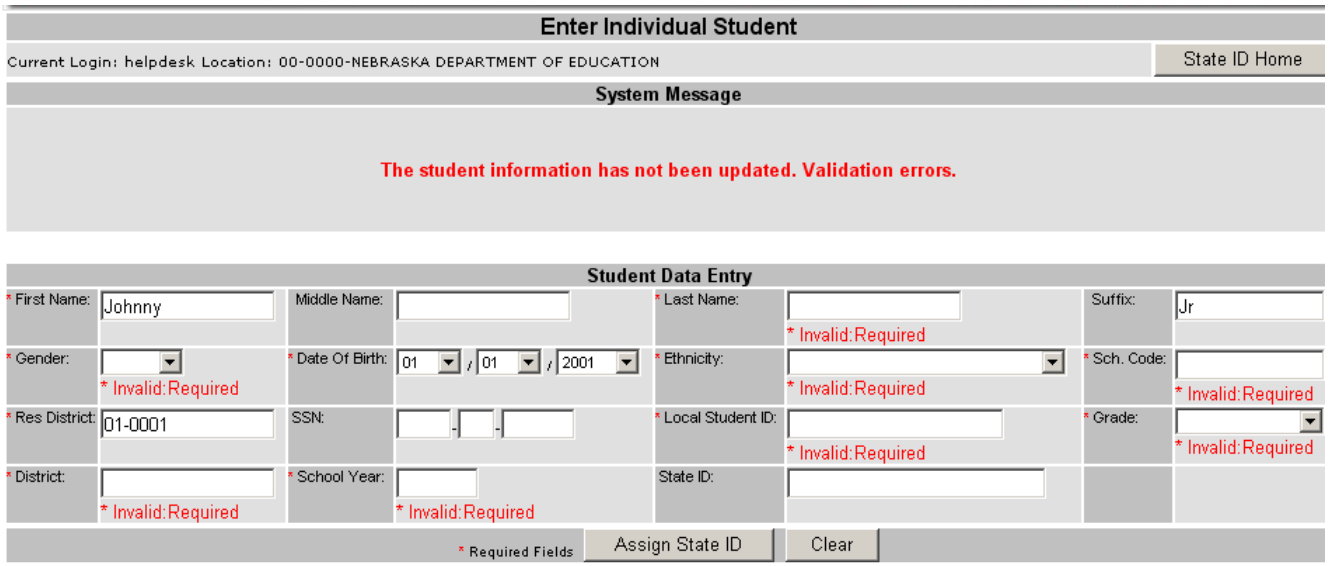


Below is the screen that is used for entering student information online:



All red starred fields must be entered. The '**Clear'** button will remove all values from the fields. After entering the student's information, users can click **'Assign State ID'**.

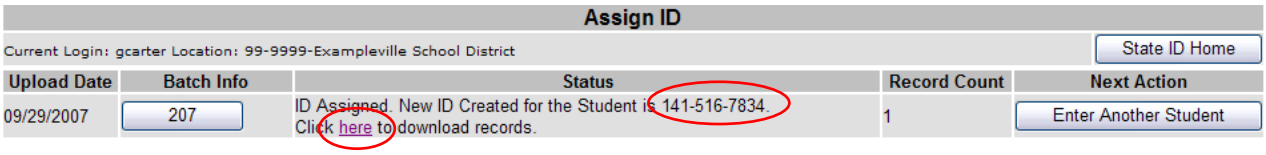
The application will validate all the data entered. If errors are found, the application will return a page similar to the following. The application will notify you of the data errors by displaying a message directly below the field. You will then need to correct the errors prior to assigning an NDE Student ID.



The NDE Uniq-ID System takes the student record through all the stages of the NDE Student ID Assignment Process, similar to the processing of a Student Batch File (see 4 - 6 above under). If the student record encounters any near matches, the application will display the relevant screen for resolution during the NDE Student ID assignment process.

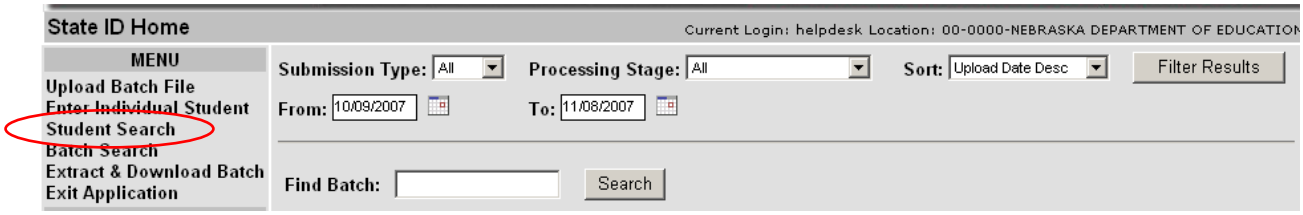
If no near matches are found, the system will take you to the 'Assign ID' page and show that a new ID has been created for this student. If you have another student to enter, click on 'Enter Another Student'.

The screen below will display after a successful online NDE Student ID assignment. Note that the NDE Student ID that has been assigned to the student is included in the status column.



9. STUDENT SEARCH

Users can search for students online by clicking the 'Student Search' link in the Menu.



There are three types of searches:

1. ***Simple Search*** allows users to find students using basic demographics.
2. ***Advanced Search*** allows users to find students using any NDE Uniq-ID System field.
3. ***State ID-Search*** allows users to find students using a NDE Student ID.

If no matches are found, the system displays feedback confirming the same. When one or more students are found, the application displays the matching records, along with the match probability. The closest match displays as the first result in the list.

To see more detailed information about a student, users can click the hyperlink in the **Last Name** or the **First Name** column. Upon doing so, the application will display the **Student Information** page:

Search Individual Student

Current Login: 0000supr Location: 0009-Allentown School District | State ID Home

Student Information [127-509-4902]

First Name:	CURTIS	Middle Name:		Last Name:	RODOLPH	Suffix:	
School:	0009-0101 James Madison High School	Res. Dist:	0009	Local Student ID:	110506307	Grade:	04
Gender:	MALE	Date Of Birth:	03/27/1996	Ethnicity:	HISPANIC	Sch. Yr:	2005
Created:	06/01/2006	Last Updated:	06/08/2006	Update Ref #:	219	Last Batch#:	28

Edit Student | Back To Search Results

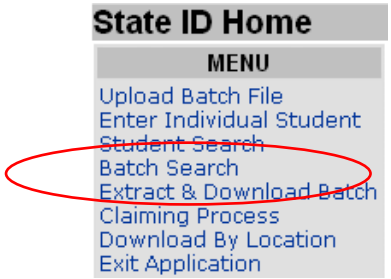
History Information

History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race/Ethinicity	District	School
06/08/2006	RODOLPH	CURTIS			MALE	03/27/1996	HISPANIC	0009	0101
06/08/2006	RODOLPH	CURTIS			MALE	03/27/1996	HISPANIC	0009	0101

The above page will display the student's current information in the top section and the history information in the bottom section.

10. BATCH SEARCH ** NEW **

Users can search for students with a batch file by clicking the **Batch Search** link in the *Menu*:



This feature allows users to:

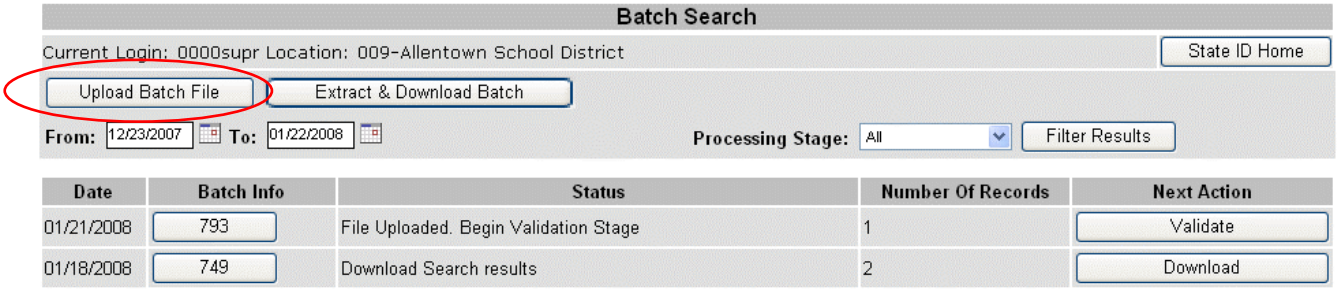
- Search for students with a batch file and download results of the search.
- View previous batch search results
- Extract & Download a batch.

Some implementation may disable this feature for certain or all users. In such an instance, the link will not appear on the Menu.

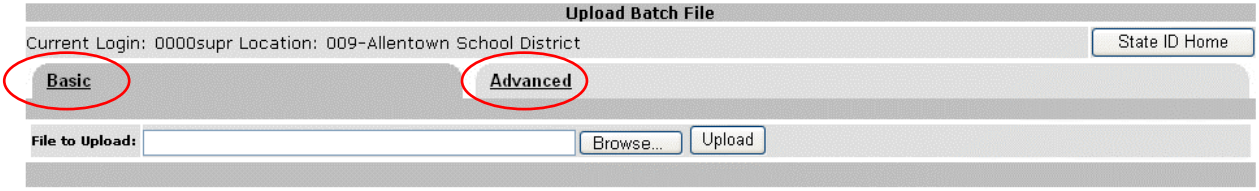
Searching for Students with a Batch File

The **Batch Search** feature requires that a file containing students is uploaded into the system. The format of the search file is exactly the same as **the Student Batch File** format. To search for students using a batch files, users should perform the following steps:

1. Click the **Batch Search** link on the Menu.
2. Click the **Upload Batch File** button.



3. Click on the appropriate upload tab: *Basic or Advanced.* This functions the same way as described in the **Uploading a Student Batch File** section above.

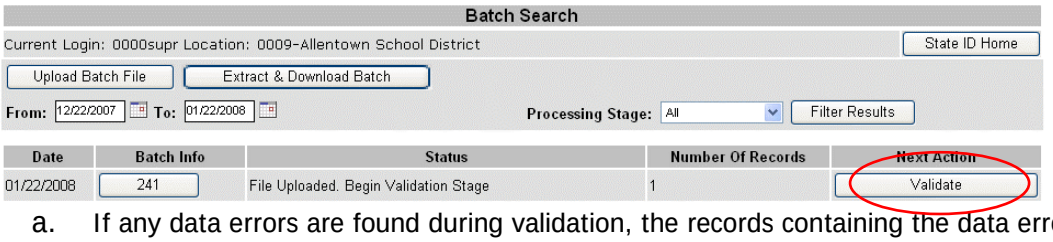


4. Browse for the file and complete the upload form as necessary.
5. Click the **Upload** button
   a. The system will analyze the file, similar to the process described in the **File Upload** section above and display any file errors.
   b. If a file error is found during the processing, the user should click the **Upload New File** button to submit a new file.

      NOTE: If the system is interrupted (e.g., connectivity is lost to the database) while it is doing search validation, the batch returns a message. The process can be restarted by clicking the **CONTINUE VALIDATION** button in the **Next Action** column. This may be the case even if all the records, according to their status, appear to have finished validation. In such an instance, the **Continue Validation** button should be clicked.

      TIP: Batch searching has only two required fields: **Student Last Name** and **Student First Name**. However, if more information is provided, there is a better chance of the system finding a matching student. In addition, if a value for an optional field is provided, the application validates the format of that value. If the system determines that the format is not correct it auto-cancels the record.
6. The system will return to the **Batch Search** screen once the file validation has been performed. The **Batch Information** button will be listed on the page along with the Status, Number of Records and a Next Action button.

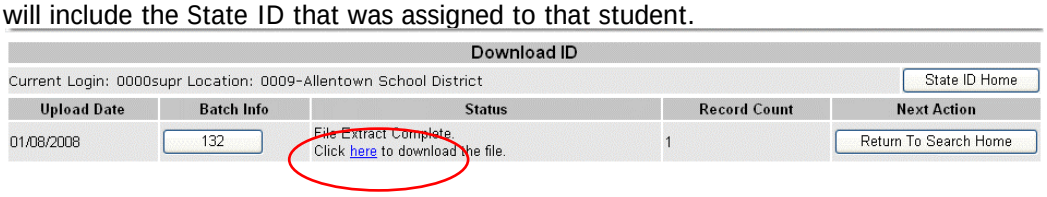
   NOTE: This list is ordered from most recent to oldest batch. Therefore, the batch currently being worked on is most likely to be the first one on the list.
7. Click the **Validate** button to validate the data included in the batch search submission.



   a. If any data errors are found during validation, the records containing the data errors are auto-canceled. Those records will not be included in the rest of the search process.
   b. The records in the batch will also auto-cancel if they include the State ID.
8. The system will return to the Batch Search screen displaying the status of the process.

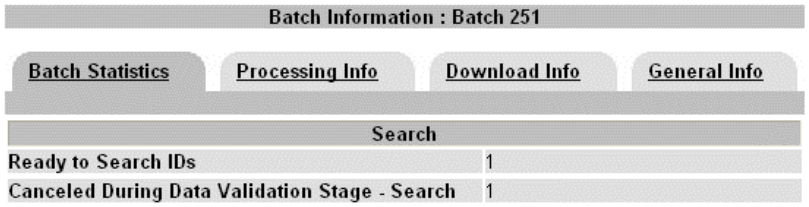
9. Click the **Search** button to perform the search. If the **Search** button is not visible, click the **Filter Results** button to refresh the page.
10. The system will return to the Batch Search screen displaying the status of the process, along with the **Batch Information** button. The application will find one of the following for reach record in a batch:
    a. No matching students – The **State ID** column will be blank for these types of records in the download file.
    b. A single matching student – The **State ID** column will contain the State ID of the matching student for these types of records in the downloaded file.
    c. Multiple matching students – The record will be auto-canceled and will not be listed in the download file.
    d. One or more near matching students – The recod will be auto-canceled and will not be listed in the downloaded file.

    Note: During a search, the eScholar Uniq-ID® for Students system will auto-cancel any record having multiple matching students or at least one near matching student. However, all records auto-canceled during a batch search are available for download. Please see **Extracting & Downloading Batch Search Files** at the end of this section for further instructions.
11. Click the **Download** button to generate the file for download. If the **Download** button is not visible, click the **Filter Results** button to refresh the page.
12. Download the search results file by clicking the **here** link in the Status column. Doing so will open a File Download dialogue box that enables the user to either open the file or save it to the local computer.
13. The format of the downloaded file will be exactly the same as the Student Batch File and each student record will include the State ID that was assigned to that student.



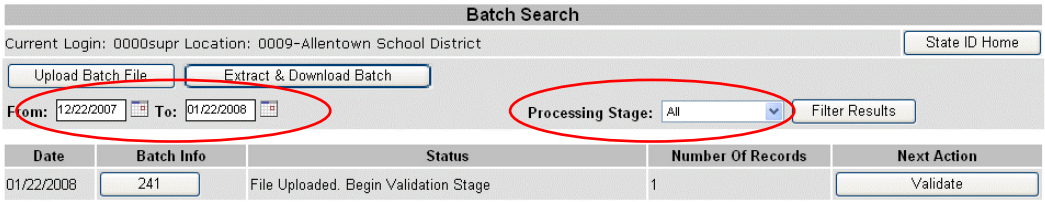
Batch Information

Users can click **Batch Info** to display the status of the batch file and its records. A pop-up window similar to the following displays:



Viewing Previous Batch Searches

All batch searches submitted by the user will be visible on the **Batch Search** home page. The page can be filtered by a specific date range or processing stage to narrow down the results list. To filter the results, users should select the appropriate date range and/or processing stage. Once the selections are made, the **Filter Results** button should be clicked.

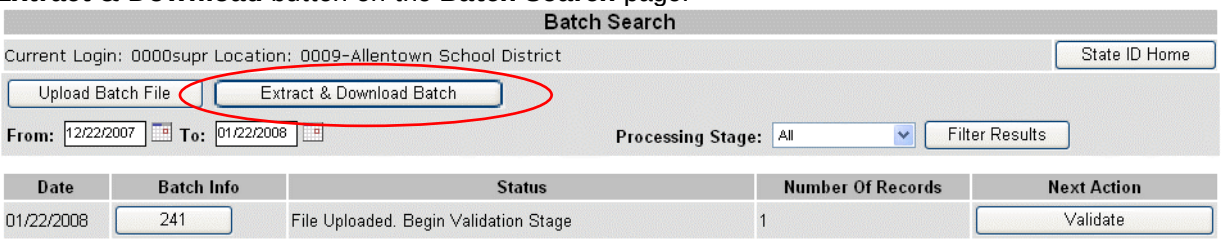


If more than ten batch searches have been submitted, navigation buttons will be available to access the additional pages.

Extracting & Downloading Batch Search Files

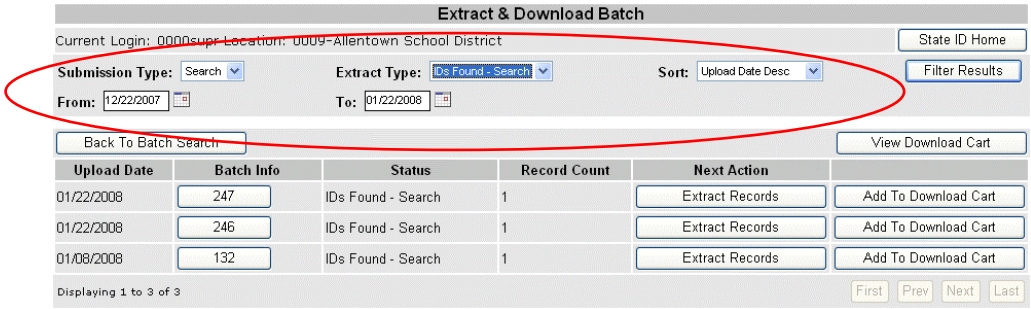
The **Extract & Download** component can be accessed from within the **Batch Search** component. The **Extract & Downloa**d component is detailed further in the **Extract & Download** section below.

To perform an extract and download within the **Batch Search** component, users should click the **Extract & Download** button on the **Batch Search** page.



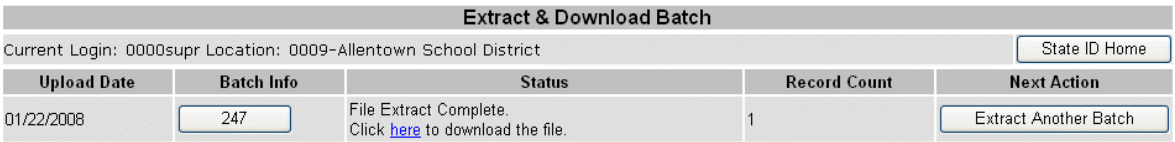
By accessing the **Extract & Download** component through the **Batch Search** component, the filters specific to the Batch Search will be available. These are:

- *Submission Type*: The only option for this page will be Search
- *Extract Type*: The options are IDs Found – Search, IDs Canceled – Search, or Rejected
- *Sort:* Users can sort by Upload Date or Batch Number
- *Batch Search Date:* Users can enter a specific date range to filter the results.



Once the appropriate filters are set, users must click the **Filter Results** button to apply the filter. The page will display the Batch Information button, Status, Record Count, an **Extract Records** button and an **Add to Download Cart** button.

Users can download a file for a single batch by clicking **Extract Records** or combine multiple files together by using the Download Cart feature. While the Extract Records button is clicked, the system will display the file download page allowing the user to download the file.

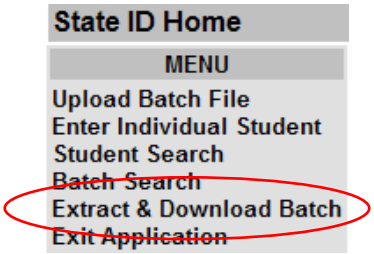


For more information on using the Download Cart please refer to the **Extract & Download Batch** section of this document.

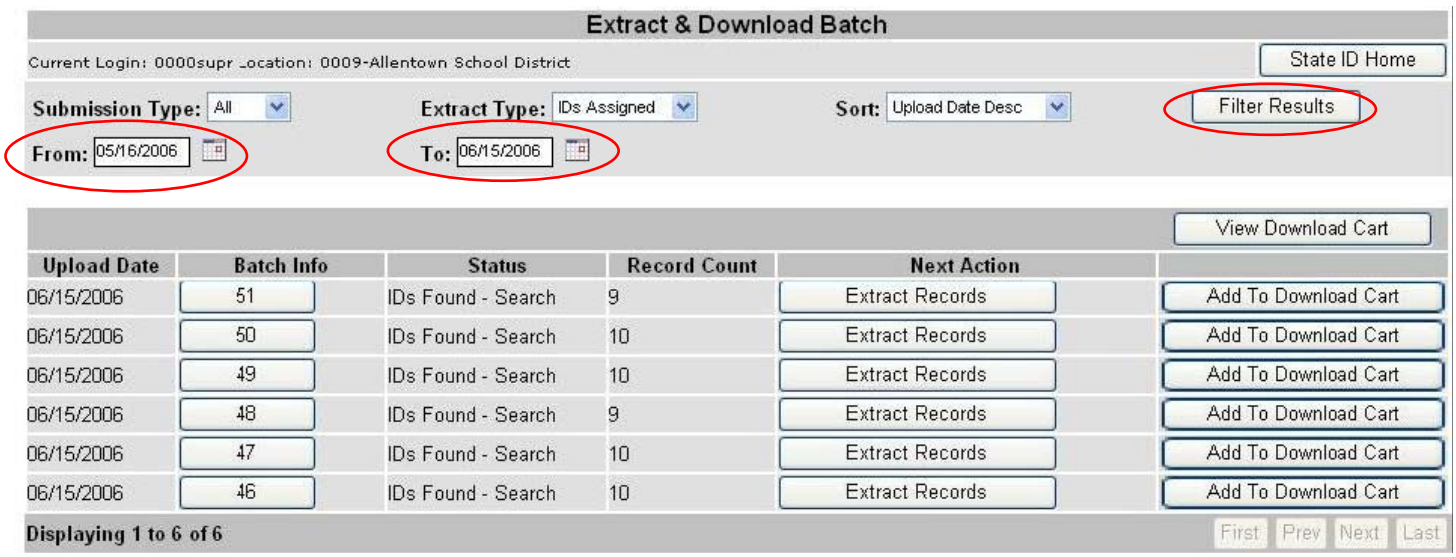
Note: As IDs for a given search batch are downloaded, the download dates and times and the user who downloaded the file are captured in the database. In addition, that information displays in the **Batch Information** pop-up for each search batch in the Download Info

11. EXTRACT AND DOWNLOAD BATCH

Users can download files related to the NDE Uniq-ID System by clicking the **'Extract & Download Batch'** link in the Menu.

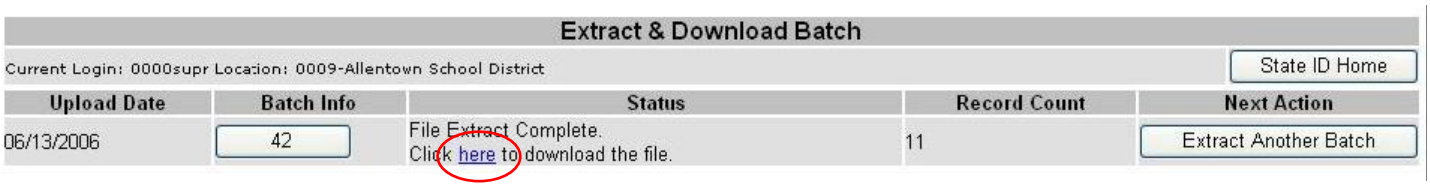


Below is a view of the 'Extract & Download Batch' screen.



Change the '**From date'** and '**To date'** to show all submissions during those dates. Then click on 'Filter Results'.

After selecting 'Extract Records' to download, the Extract & Download screen similar to the following will display.



Extract & Download Batch

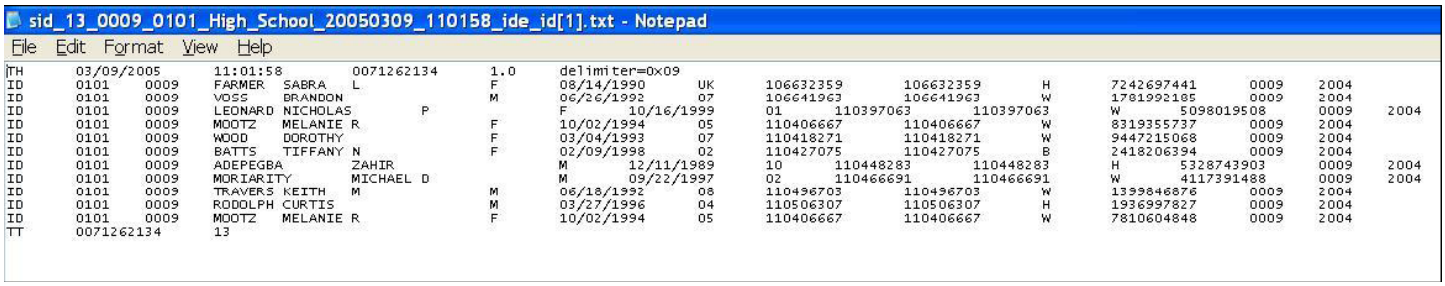
Current Login: 0000supr Location: 0009-Allentown School District — State ID Home

Upload Date	Batch Info	Status	Record Count	Next Action
06/13/2006	42	File Extract Complete. Click here to download the file.	11	Extract Another Batch

Users can click the **'here'** link in the Status section to download the file.

Once downloaded you can either open to view in a text editor or save the file to your computer.
The contents of the file are similar to the following.

Here is where you will obtain the NDE Student ID number to use in other NDE collections and reports.



sid_13_0009_0101_High_School_20050309_110158_ide_id[1].txt - Notepad

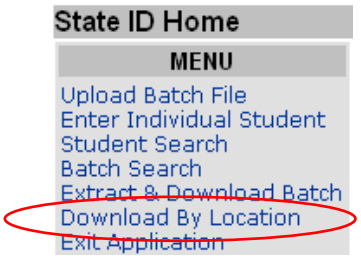
File Edit Format View Help

```
TH      03/09/2005      11:01:58        0071262134      1.0     delimiter=0x09
ID      0101    0009    FARMER  SABRA   L               F       08/14/1990      UK      106632359       106632359       H       7242697441      0009    2004
ID      0101    0009    VOSS    BRANDON                 M       06/26/1992      07      106641963       106641963       W       1781992185      0009    2004
ID      0101    0009    LEONARD NICHOLAS        P               F       10/16/1999      01      110397063       110397063       W       5098019508      0009    2004
ID      0101    0009    MOOTZ   MELANIE R               F       10/02/1994      05      110406667       110406667       W       8319355737      0009    2004
ID      0101    0009    WOOD    DOROTHY                 F       03/04/1993      07      110418271       110418271       W       9447215068      0009    2004
ID      0101    0009    BATTS   TIFFANY N               F       02/09/1998      02      110427075       110427075       B       2418206394      0009    2004
ID      0101    0009    ADEPEGBA        ZAHIR                   M       12/11/1989      10      110448283       110448283       H       5328743903      0009    2004
ID      0101    0009    MORIARITY       MICHAEL D               M       09/22/1997      02      110466691       110466691       W       4117391488      0009    2004
ID      0101    0009    TRAVERS KEITH   M               M       06/18/1992      08      110496703       110496703       W       1399846876      0009    2004
ID      0101    0009    RODOLPH CURTIS                  M       03/27/1996      04      110506307       110506307       H       1936997827      0009    2004
ID      0101    0009    MOOTZ   MELANIE R               F       10/02/1994      05      110406667       110406667       W       7810604848      0009    2004
TT      0071262134      13
```

12. DOWNLOAD OPTIONS FROM DOWNLOAD CART

A new Download with Options feature is available within the Download Cart in Version 6.0. The Download with Options feature allows users to select specific download options, such as field delimited, field qualifier, date format, and whether or not to include the header/trailer in the download file. The user can select the options that are appropriate to their needs for that download.

1. Select the 'Download by Location' from the Menu:



State ID Home

MENU

- Upload Batch File
- Enter Individual Student
- Student Search
- Batch Search
- Extract & Download Batch
- Download By Location
- Exit Application

2. Select the District/School you want to download, click on 'Download'.
3. Select the specific download options you want in your downloaded file.

Field Delimiter:	TAB
Field Qualifier:	
Date Format:	mm/dd/yyyy
Include Header/Footer:	Yes No

Download Back

This downloaded file will include:

All students that you have ever uploaded for this district/school for ALL YEARS.

13. ADDING STUDENT NOTES

The purpose of this feature is to allow authorized users to input notes and comments into a student record. The notes can be used to help clarify information about the student.
(Examples: Nickname or legal name of student, last name of parent if different from the name the student uses, etc.)

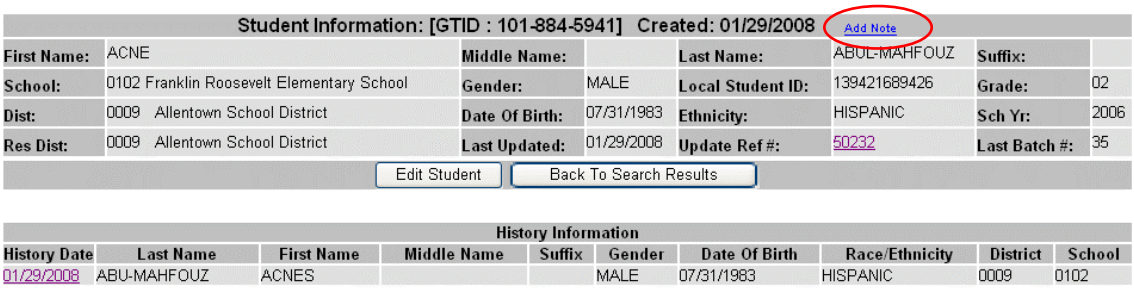
The Student Notes functionality will be available in the following areas of the application when enabled:

1. Search Individual Student Detail Results
2. Near Match Review

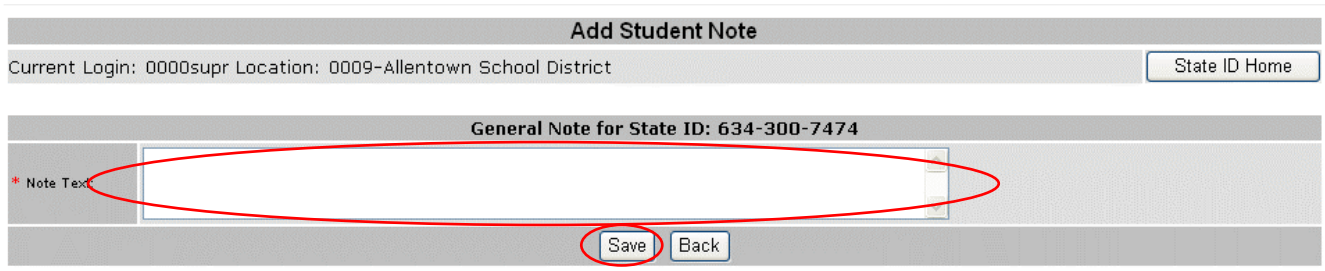
Note: The Student Notes are viewable by users with authorization. Student Notes can only be added and viewed. They cannot be updated or deleted.

To add Student Notes from the Student Search component, a user should perform the following steps:

1. Click on **Student Search** link on the Menu.
2. Search for a student as described above.
3. Click the hyperlinked **Last Name** or **First Name** to view the search details.
   Upon clicking the hyperlink, the Student Search information page will be displayed.



4. Click the '**Add Note'** link.
5. The **Add Student Note** page will be displayed. This page will allow users to enter up to 255 characters of text.



6. Enter Note Text.
7. Click the '**Save'** button.
8. A confirmation page will be displayed allowing the user to view the note that was added.
9. Click the '**State ID Home'** button to return to the system home page.

14. VIEWING STUDENT NOTES

Once a student note has been added to the system, it is viewable to authorized users.
To view a note, users should perform the following:

1. Click the '**Student Search'** link on the Menu.
2. Search for a student as described above.
3. Click the hyperlinked **Last Name** or **First Name** to view the search details, the student search information page will display.
4. If notes have been added, a magnifying glass icon will be displayed to the right of the Student Information and State ID in the top row of the details.
5. Click on the magnifying glass icon to view the notes.

Student Information: [GTID : 101-884-5941] Created: 01/29/2008 Add Note							
First Name:	ACNE	**Middle Name:**		**Last Name:**	ABUL-MAHFOUZ	**Suffix:**	
School:	0102 Franklin Roosevelt Elementary School	**Gender:**	MALE	**Local Student ID:**	139421689426	**Grade:**	02
Dist:	0009 Allentown School District	**Date Of Birth:**	07/31/1983	**Ethnicity:**	HISPANIC	**Sch Yr:**	2006
Res Dist:	0009 Allentown School District	**Last Updated:**	01/29/2008	**Update Ref #:**	50232	**Last Batch #:**	35

Edit Student | Back To Search Results

History Information

History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race/Ethnicity	District	School
01/29/2008	ABU-MAHFOUZ	ACNES			MALE	07/31/1983	HISPANIC	0009	0102

6. A new window will open displaying the available notes for the student. The system provides information on the user ID, creation date, the text of the note and the note type.

Admin Notes | General Notes

MICHEAL OR HEPAK [State ID: 880-162-2163]

Creation User ID	Creation Date	Note Text	Note Type
0000supr	01/24/2008	This student no longer resides in school district.	General
0000supr	01/24/2008	This student transferred due to family relocation.	General

Close Window

15. ACCESS DESKTOP DATABASE

If you are using the Access Desktop Database, provided by NDE, to assign NDE Student IDs, see the NSSRS Desktop Database Quick Reference Guide found on **www.education.ne.gov/nssrs/documents**.