



NEBRASKA DEPARTMENT OF EDUCATION
DATA, RESEARCH, & EVALUATION

ADVISER Person ID Instructions

VERSION 1.0
NOVEMBER 4, 2019



Table of Contents

1	INTRODUCTION	2
2	MENU TABS	3
2.1	Home Tab	3
2.2	Assign Tab	5
2.2.1	Enter Online – Individual Student	6
2.2.2	Upload File – Multiple Students	7
2.2.3	Reviewing Near Matches	9
2.2.4	Resolving Near Matches	10
2.3	Download Tab	12
2.4	Search Tab	13
3	APPENDIX A	19
3.1	Creating a File for Upload	19
3.1.1	File Formats for File Upload – ADVISER Person ID or Legacy Student ID	21
3.1.2	Editing an Existing File for Upload	25
4	APPENDIX B	26
4.1	STEPS TO IMPORTING .csv or .txt file with Microsoft Excel	26
4.2	Using Microsoft Excel 2007, 2010 and 2013	26
4.2.1	Tip: To Replace Column Headings with numbers instead of letters (Optional):	30
4.2.2	Saving Corrections	31
4.2.3	Using Microsoft Excel 1998-2003	32
4.2.4	Tip for Microsoft Excel 1998-2003: To replace Column Headings with numbers instead of letters (Optional):	34

1 INTRODUCTION

The ADVISER Person ID Instruction document is provided to assist districts/systems with the assigning and updating of the students' unique ID numbers. Every student enrolled in a Nebraska school will need an ID assigned to them and this student needs to be kept current in the ADVISER Person ID system.

The student data includes the students' current grade level, district code, school code and school year. Any other changes or corrections, such as name changes or correction of birth dates should also be reflected on the student's record. The student data being kept current is important for the public and special purpose schools reporting student data to ADVISER as well as any schools, including nonpublic schools, which use the Direct Certification system.

The ADVISER Person ID collection is located in the NDE Portal under the Student & Staff tab. An activation code is required to access this collection. Activation codes can be acquired from the District Administrator.

There are two types of activation codes for the ADVISER Person ID; District and District Read Only. The District code allows the user to search for student ID numbers, create new ID numbers, edit or update ID numbers and upload batch files. The District Read Only allows only the search for student ID numbers.

2 MENU TABS

2.1 Home Tab

The Home tab will always bring the user back to the Batch Display/Search screen.

The screenshot shows the top navigation bar with the Nebraska Department of Education logo and the text "ADVISER PERSON ID" followed by a "Home" tab highlighted with a red circle. Other tabs include "Assign", "Download", and "Search". The user name "dschuyler_DA" and a "Logout" link are on the right. Below the navigation bar, the text "EXAMPLEVILLE PUBLIC SCHOOLS" is displayed, followed by a dropdown menu containing "EXAMPLEVILLE PUBLIC SCHOOLS" and a "SELECT" button. The main content area features a search form with fields for "DISTRICT CODE" (set to "EXAMPLEVILLE PUBLIC SCHOOLS"), "BATCH NUMBER", "BATCH STATUS" (set to "All"), "FROM" (set to "2019-06-22"), and "TO" (set to "2019-07-24"). A "SEARCH" button is located to the right of these fields. Below the search form, there is a "Show 10 entries" option and a search input field. A table with columns "UPLOAD DATE", "BATCH TYPE", "BATCH INFO", "DISTRICT CODE", "STATUS", "RECORD COUNT", and "NEXT ACTION" is shown, with "Showing 1 to 1 of 1 entries" below it. Navigation buttons "Previous", "1", and "Next" are at the bottom right of the table area.

© 2019 - NEBRASKA DEPARTMENT OF EDUCATION

District/System Name – Should be the same in all 3 places if user has access to only one district/system. If user has access to more than one district/system, the District dropdown box will list all districts the user has access to. In order to change the district, in the dropdown menu select the desired district and press the **SELECT** button to confirm.

This screenshot is similar to the previous one but highlights three instances of the district name "EXAMPLEVILLE PUBLIC SCHOOLS" with red circles: the text below the navigation bar, the dropdown menu next to the "SELECT" button, and the "DISTRICT CODE" dropdown menu in the search form.

Date range for batches displayed below



ADVISER PERSON ID Home Assign Download Search dschuyler_DA Logout

EXAMPLEVILLE PUBLIC SCHOOLS EXAMPLEVILLE PUBLIC SCHOOLS ▾ SELECT

DISTRICT CODE: EXAMPLEVILLE PUBLIC SCHOOLS ▾

BATCH NUMBER:

BATCH STATUS: All ▾

BATCH TYPE: File Upload ▾

FROM: 2019-06-22

TO: 2019-07-24

SEARCH

Drop-down for selecting the number of batches to display

Displays the batches that have been submitted during selected date range

DISTRICT CODE: EXAMPLEVILLE PUBLIC SCHOOLS ▾

BATCH NUMBER:

BATCH STATUS: All ▾

BATCH TYPE: File Upload ▾

FROM: 2019-06-22

TO: 2019-07-24

SEARCH

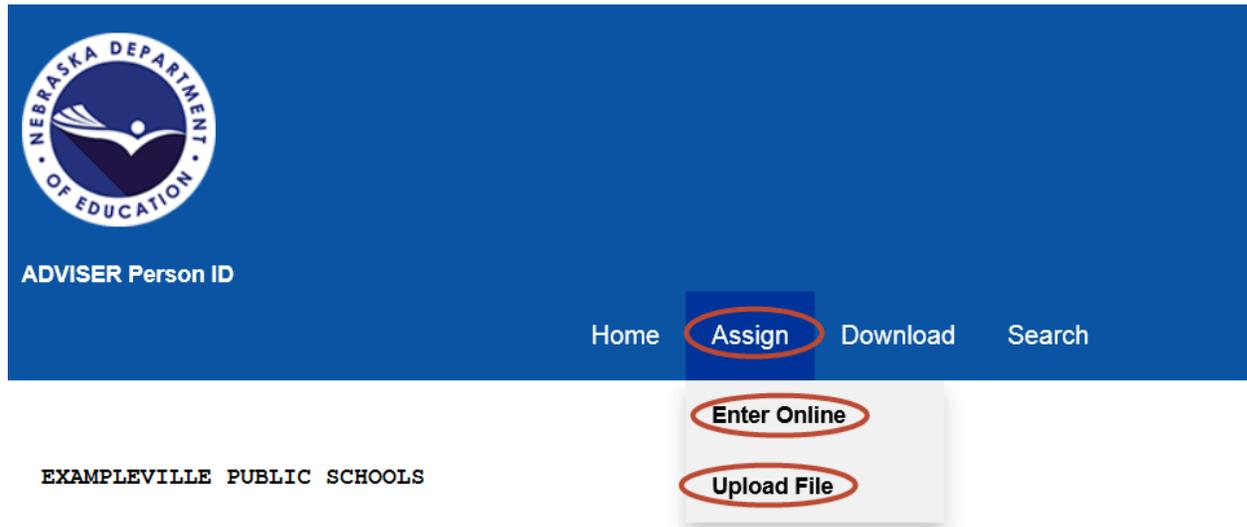
Show 10 ▾ entries Search:

UPLOAD DATE	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
Showing 1 to 1 of 1 entries						

Previous 1 Next

NOTE: Users can also search for a specific **BATCH NUMBER**, a batch in a specific **BATCH STATUS** or a batch in a specific **BATCH TYPE** on this page.

2.2 Assign Tab



Assign Tab Menu:

- **Enter Online** – Entering Individual Students
- **Upload File** – Legacy (Student Unique ID) or ADVISER Person ID Formats
 - Both of the above features are only available to users with update access (**District** UserType activation code)

The **Enter Online** process, located under the **Assign** tab, is where an individual student can be assigned an ID number. If a student enters a Nebraska school from out of state or is a new student to the public or nonpublic school system, the student will need to be assigned an ID number. If the system finds a student matching the information that was entered in the online submission, the system will either assign the new information to the existing ID number or display a near match status for resolution.

The **Upload File** process, also located under the **Assign** tab, is where a student ID file can be uploaded to update multiple students with the new school year information as well as to create multiple new student ID numbers if needed. During this process, the system does a comparison of the students' information in the file to the information currently in the system.

- If the system sees a student **with an ID included in the file** that **exactly matches an existing student ID number**, the student will be updated with any new information provided in the file
- If the system sees a student **without an ID** in the file that it believes **matches to a single existing student**, it will assign the existing student's ID to the student in your file and update that student with any new information provided in the file
- If the system sees a student **without an ID** in the file that it believes **matches no existing students**, it will create a new ID for the student in your file using the information provided in the file
- If the system sees a student **without an ID** in the file that it believes **could match several existing students**, that student in the file will be placed in Near Match status and the user will have to choose what to do with that student

2.2.1 Enter Online – Individual Student

Enter Online

GENERAL INFORMATION	ENROLLMENT INFORMATION
First Name * <input style="width: 90%;" type="text"/>	Grade * <input style="width: 90%;" type="text" value="v"/>
Middle Name <input style="width: 90%;" type="text"/>	School * <input style="width: 90%;" type="text" value="v"/>
Last Name * <input style="width: 90%;" type="text"/>	District <input style="width: 90%;" type="text" value="EXAMPLEVILLE PUBLIC SCHOOLS v"/>
Suffix <input style="width: 90%;" type="text"/>	District of Residence * <input style="width: 90%;" type="text" value="v"/>
Gender * <input style="width: 90%;" type="text" value="v"/>	School Year <input style="width: 90%;" type="text" value="2019-2020 v"/>
Date of Birth * <input style="width: 20%;" type="text" value="MM v"/> <input style="width: 20%;" type="text" value="DD v"/> <input style="width: 50%;" type="text" value="YYYY"/>	Local ID <input style="width: 90%;" type="text"/>
<input style="margin-right: 20px;" type="button" value="ASSIGN ID"/> <input type="button" value="RESET"/>	

GENERAL INFORMATION

All asterisk (*) fields must be completed; **First Name, Last Name, Gender and Date of Birth**. Enter the student's legal name, gender and birth date, (i.e. from birth certificate).

ENROLLMENT INFORMATION

All asterisk (*) fields must be completed. **District** will be prepopulated with district name selected on the top district drop-down box. If user has access to more than one district, changing the district in the top drop-down and clicking on the **SELECT** button, will change the **District** in the **Enrollment Information**. There are drop-down boxes for **Grade, School, District of Residence and School Year**. **Local ID** is optional.

Click the **ASSIGN ID** button when all data has been entered to assign a student an ID number.

Click the **RESET** button to clear all data and start over.

NOTE: It is possible a student entering a district/system as an HP or PK student may already have a student ID number. In this case the system may display a *near match* which the user must check in order to verify the number for the student; or the system will automatically assign the student the ID number that was found in the system. The number the system assigns to the student can be downloaded. If the result is a near match, please see section 2.2.3 for Resolving Near Matches.

After selecting the **ASSIGN ID** button, the system will return to the Home Screen/Batch Display Screen and display the batch which was just created. The **Add Person Online** batch will display with the **Batch Complete** status in the table. Selecting the **DOWNLOAD** link in the **Next Action** column will open a dialog box asking to either Open or Save the file.

Add Person Online Batch

							Refresh Status	
Show	10	entries						Search: <input type="text"/>
LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION	
09/19/2019	09/19/2019	Add Person Online	300097	55-0148-000	Batch Complete	1 of 1	DOWNLOAD	
Showing 1 to 1 of 1 entries							Previous 1 Next	

The downloaded file will be in text format (.txt) and will be the ADVISER Person ID file format. The ID number the system either created or found for the student will be in this file.

apid_55-0148-000_300097_20194120_34107 PM.txt - Notepad

PersonUniqueID	PersonFirstName	PersonLastName	PersonMiddleName	PersonNameSuffix	Gender
PersonDateOfBirth	PersonSchoolYear	PersonDistrictCode	DistrictOfResidence	PersonSchoolCode	
GradeLevel	PersonLocalId				
6950098030	Jason	Snow	D	m	06/15/2009
000	002	05	JDS4615		

2.2.2 Upload File – Multiple Students

If the district/system has a Student Information System (SIS) that can extract a file for the student ID updates, it will more than likely be in the Legacy Student ID format that has been used that past several years.

For instructions on how to create a file for the Upload File process, see Appendix A.

The file should be extracted from the SIS in either the .tab, .txt or .csv format (not .html) and should not be “opened” once extracted from the SIS. If needing to view the contents of the file prior to uploading, the file **must be** imported into Excel to maintain the appropriate file formatting. Follow the instructions for importing a text file into Excel from Appendix B.

UPLOAD FILE

Template: ADVISER Person ID
Legacy Student ID

Select a file to upload: Browse...

Delimiter: TAB
COMMA

Qualifier: "
'

First row contains headers?: Yes
No

UPLOAD

Template: Select the file format of the file to be uploaded

Select a file to upload: Browse local computer to locate the file to be uploaded

Delimiter: Depending on the format of your file, select TAB for .txt, Select COMMA for .csv or .txt

Text Qualifier: double quotes, single quote, or none

Select the qualifier type if the file exported from the Student Information System has text qualifiers (used in cases where the student’s name might have a comma in it within a comma-separated values file) or leave blank if the file is exported with no qualifiers

First row contains headers?: Select either Yes or No

Click the **UPLOAD** button to begin the upload process

While the file is processing, the Status will be **Waiting to Find Matches** while attempting to locate the students in the file.

Click the **Refresh Status** button to refresh the display.

The screenshot shows a web interface for batch uploads. At the top, it says 'EXAMPLEVILLE PUBLIC SCHOOLS - 99-9999'. There are dropdown menus for 'DISTRICT CODE' (EXAMPLEVILLE PUBLIC SCHOOLS), 'BATCH NUMBER' (empty), and 'BATCH STATUS' (All). Below these are 'BATCH TYPE' (All), 'FROM' (08/23/2019), and 'TO' (09/25/2019) fields, with a 'SEARCH' button. A 'Refresh Status' button is circled in red. Below the filters is a table with columns: LAST UPDATED, BATCH CREATED, BATCH TYPE, BATCH INFO, DISTRICT CODE, STATUS, RECORD COUNT, and NEXT ACTION. The table has one row with values: 09/25/2019, 09/25/2019, File Upload, 300103, 99-9999, Waiting to Find Matches, 550 of 550. A 'Showing 1 to 1 of 1 entries' message is at the bottom left, and 'Previous 1 Next' navigation is at the bottom right.

When the upload is successful, a message like the one below should display.

UPLOAD FILE

Your file has been successfully uploaded.
 A total of 11 records have been processed.
 Your Batch Number is **300050**

Click on the Batch Number to return to the Home Screen – Batch Display to view the upload status. When Batch Status is **Batch Complete**, the **DOWNLOAD** link in the NEXT ACTION column, can be selected to download the file.

ADVISER PERSON ID

UPLOAD DATE	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
08/13/2019	08/13/2019	File Upload	300050	55-0148-000	Batch Complete	11 of 11	DOWNLOAD

Showing 1 to 1 of 1 entries

Previous 1 Next

The downloaded file will have all of the students and their ID numbers. Students in the file upload that did not have ID numbers entered for them, will have the numbers the system assigned to them in the file download.

When the file is downloaded, it will be in the ADVISER Person ID file format as a .csv file type and should be saved to the local computer rather than opened.

If needing to view the data in the download file to obtain ID numbers for students that did not have a number in the file upload, the file must be *imported* into Excel. **Do Not** double click on the file to open it. Follow the instructions for importing a text file into Excel in Appendix B.

2.2.3 Reviewing Near Matches

During the file upload process or the online entry process, if students are found in the system that it cannot determine an exact match for, a [RESOLVE NEAR MATCHES](#) link will display in the **Next Action** column. The Status will be **Ready for User Review**. Click on the [RESOLVE NEAR MATCHES](#) button to continue the process.

EXAMPLEVILLE PUBLIC SCHOOLS

EXAMPLEVILLE PUBLIC SCHOOLS

DISTRICT CODE: EXAMPLEVILLE PUBLIC SCHOOLS

BATCH NUMBER:

BATCH STATUS: All

BATCH TYPE: All

FROM: 08/23/2019 TO: 09/25/2019

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/19/2019	09/19/2019	File Upload	300099	99-9999	Ready for User Review	15 of 550	RESOLVE NEAR MATCHES

Showing 1 to 1 of 1 entries

Previous 1 Next

A list of the students' records that are in the Near Match status will display

Review Near Matches

Show entries Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	
<input type="checkbox"/>	Lewis	Oliver			MM/DD/YYYY	M	99-9999-000	99-9999-001	753159	REVIEW & SELECT
<input type="checkbox"/>	Gray	Dexter			MM/DD/YYYY	M	99-9999-000	99-9999-001	357951	REVIEW & SELECT
<input type="checkbox"/>	Riley	Louise			MM/DD/YYYY	F	99-9999-000	99-9999-002	852456	REVIEW & SELECT

Showing 1 to 3 of 3 entries Previous **1** Next

[CANCEL SELECTED RECORDS](#) [RETURN](#)

Near Matches must be resolved before the process can complete. Click on the [REVIEW & SELECT](#) link in the far right column for each of the students to view the student from your batch and their near matches.

The **CANCEL SELECTED RECORDS** button will cancel all near matches in the list. No student data will be updated. District would need to return to these students and update them either in another file upload or individually.

The **RETURN** button will return to the Batch Display/Search screen.

2.2.4 Resolving Near Matches

On the Review and Select Screen, the top record is the submission record, the data that was either in the file uploaded or the data entered in the online section. The bottom two records are students the system found that could be the same student as the submission record. Click on either the first name, last name or the [COMPARE](#) to continue.

Review and Select Screen

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID
Riley	Louise	J		08/20/2003	F	99-9999-000	99-9999-002	753159

Show entries Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability
COMPARE	Riley	Louise			08/20/2003	f	99-9999-000	99-9999-002	753159	100.00
COMPARE	Riley	Louise	M		06/20/2003	f	79-0079-000	79-0079-001		100.00

Showing 1 to 2 of 2 entries Previous **1** Next

[BACK](#) [CANCEL RECORD](#) [ASSIGN SELECTED ID](#)

NOTE: The Assign Selected ID button is disabled on this screen. The only options available would be to click on the **BACK** button to go back to the list of near matches or click on the **CANCEL RECORD** button to cancel the record. Cancelling the record removes the near match and the student in the submission record does not get assigned or updated.

Compare Screen

The highlighted record in the top section below is the record that was selected to **Compare** from the previous screen and is the record that is in the **Near Match Record** section in this Side-by-Side view. This is the record system found.

The **Submission Record** is the student’s information in the file upload or online entry.

The highlighted fields in the Side-by-Side view are the data that are different between the Submission Record and the Near Match Record.

Show 10 entries		Search:									
	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability	
COMPARE	Riley	Louise	M		06/20/2003	f	79-0079-000	79-0079-001		100.00	
COMPARE	Riley	Louise			08/20/2003	f	99-9999-000	99-9999-002	753159	100.00	

Showing 1 to 2 of 2 entries

Previous **1** Next

	SUBMISSION RECORD	NEAR MATCH RECORD
FIRST NAME	Louise	Louise
LAST NAME	Riley	Riley
MIDDLE NAME		
SUFFIX		
BIRTH DATE	08/20/2003	08/20/2003
GENDER	F	f
DISTRICT	99-9999-000	99-9999-000
SCHOOL	99-9999-002	99-9999-002
RESIDENT DIST	99-9999-000	99-9999-000
GRADE	11	10
SCHOOL YEAR	20192020	20182019
LOCAL ID		753159
Person ID		1234567890
RECORD CREATED	10/4/2019 3:00:42 PM	7/25/2018 7:50:50 AM
LAST UPDATED	10/4/2019 3:00:42 PM	7/25/2018 7:50:50 AM

Be sure to review all students’ records in the Near Match to ensure the correct choice is made. Review the information carefully to determine if the Near Match is the same student as the Submission Record. The options on this page are:

Exit – if unsure and to go back to make another selection

Cancel Submission – which cancels the Near Match

Create New ID – if all near matches have been reviewed and none of them are the same student as in the submission record

Assign Selected ID – to update the selected ID number to the submission record data

ADVISER PERSON ID

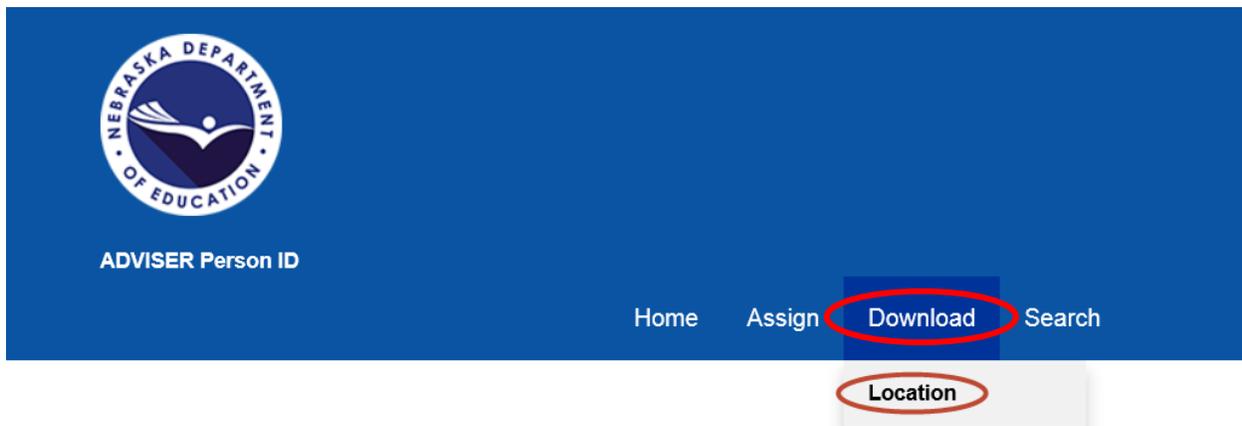
When the Near Match is resolved, a screen like the one below should appear. The **DOWNLOAD** button can be selected to view the result.

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
10/25/2019	10/25/2019	Edit Person Online	300171	99-9999-000	Batch Complete	1 of 1	DOWNLOAD

Showing 1 to 1 of 1 entries

2.3 Download Tab

Download – Location



The **Download – Location** process will download a file for the district, school and school year selected in the dropdown boxes and in the chosen file format.

If user has access to more than one district, the desired district will need to be selected in the dropdown box in the upper right of the screen and click the **SELECT** button to confirm.

EXAMPLEVILLE PUBLIC SCHOOLS 99-9999

EXAMPLEVILLE PUBLIC SCHOOLS ▾ **SELECT**

Download Location

District: EXAMPLEVILLE PUBLIC SCHOOLS ▾

School *
All Schools
SECONDARY SCH AT RAYMOND
ELEMENTARY SCHOOL AT CERESCO
ELEMENTARY SCH AT VALPARAISO

School Year *
2019-2020
2018-2019

Template *
 ADVISER Person ID
 Legacy Student ID

DOWNLOAD

All schools within the chosen district will display in the School dropdown box.

School year choices will begin with the 2018-2019 school forward.

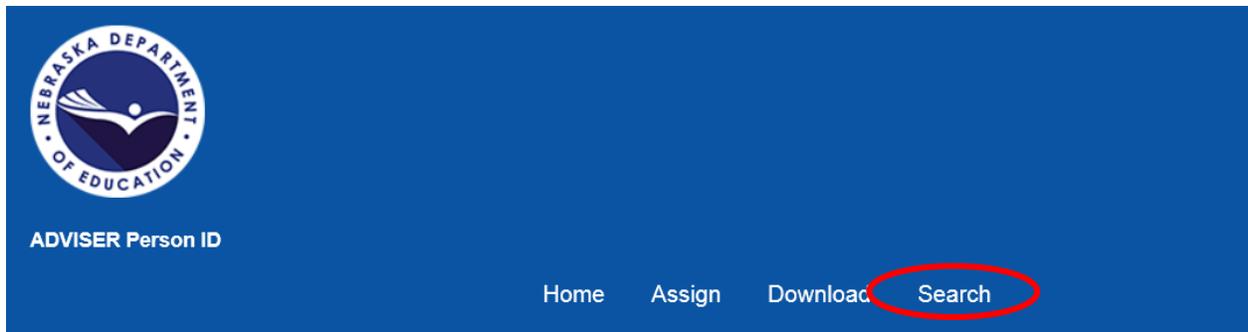
User can choose the file format, ADVISER Person ID or Legacy Student ID, for downloading the file.

Depending on the browser a dialog box will display asking the user what to do with the file. The download file will be in text format (.txt) and will include all students and their ID numbers that were assigned to the chosen district, school and school year.

To open the file in Excel, **DO NOT** “open” the file by simply double clicking on it. The file must be imported into Excel to make changes to the file. Follow the instructions for importing a text file into Excel from Appendix B.

2.4 Search Tab

Search - Student



The **Search – Student** process is for locating an ID number for a student or to assign/update a student's record.

There are two available searches, Basic Search and Advanced Search.

Basic Search

The Basic Search allows a search by the student information. Search with as many fields, with as much information as is known. Partial names can also be entered to search by as if there is a wildcard entered behind what is entered.

INDIVIDUAL STUDENT SEARCH

BASIC SEARCH ADVANCED SEARCH

Person ID

First Name

Middle Name

Last Name

Name Suffix

Gender

Date of Birth

Advanced Search

The Advanced Search allows a search by student information and enrollment information. Search with as many fields, with as much information as is known. Again, partial names can be entered to search by as if there is a wildcard entered behind what is entered. A search can be done for students in any district or school year, and then edited to share them with your district.

INDIVIDUAL STUDENT SEARCH

BASIC SEARCH
ADVANCED SEARCH

GENERAL INFORMATION	ENROLLMENT INFORMATION
Person ID <input style="width: 80%;" type="text"/>	Grade Level <input style="width: 80%;" type="text" value="▼"/>
First Name <input style="width: 80%;" type="text"/>	School Code <input style="width: 80%;" type="text" value="▼"/>
Middle Name <input style="width: 80%;" type="text"/>	District Code EXAMPLEVILLE PUBLIC SCHOOLS
Last Name <input style="width: 80%;" type="text"/>	Dist. of Residence <input style="width: 80%;" type="text" value="▼"/>
Name Suffix <input style="width: 80%;" type="text"/>	School Year <input style="width: 80%;" type="text" value="▼"/>
Gender <input style="width: 80%;" type="text" value="▼"/>	Local ID <input style="width: 80%;" type="text"/>
Date of Birth <input style="width: 20%;" type="text" value="▼"/> <input style="width: 20%;" type="text" value="▼"/> <input style="width: 20%;" type="text" value="YYYY"/>	

SEARCH
CLEAR

When the search is complete, a list of students will display below. Each column has a sort feature which will assist the user in locating their student in the list. Click on the student's first or last name to display the Student Information screen.

Person ID	Last Name	First Name	Middle Name	Name Suffix	Gender	Birth Date	Match Probability
6552976293	Gray	Dexter			Male	2015-01-01	72.00
1234567890	Gray	Justus			Male	1826-01-01	42.00
9987654321	Gray	S	R		Male	1826-01-01	42.00

Student Information

On the Student Information screen, the student’s current information is displayed in the **General** and **Enrollment Information** sections. Below the **Batch Information** is the student’s history. The **Person Information** will display history information regarding the student. The **District Information** will display the history information of the District/Districts the student has been reported. If the staff searching for the student has the appropriate access to the ADVISER Person ID collection, there is an **EDIT STUDENT** button at the bottom of the page.

STUDENT INFORMATION (STATE ID: 6552976293) CREATED 10/28/2019 11:24:53 AM

[Add Note](#)

GENERAL INFORMATION

FIRST NAME	Dexter
MIDDLE NAME	
LAST NAME	Gray
SUFFIX	
GENDER	Male
PERSON ID	6552976293
CREATED DATE	10/28/2019 11:24:53 AM
BIRTH DATE	01/01/2015

ENROLLMENT INFORMATION

GRADE	Kindergarten (Full Day)
SCHOOL CODE	002 ELEMENTARY SCHOOL AT CERESCO
DISTRICT CODE	55-0161 RAYMOND CENTRAL PUBLIC SCHOOLS
RESIDENCE DIST	55-0161 RAYMOND CENTRAL PUBLIC SCHOOLS
SCHOOL YEAR	2019-2020
LOCAL ID	

BATCH INFORMATION

LAST BATCH #	300176
LAST UPDATED	10/28/2019 11:24:53 AM
INPUT TYPE	Add Person Online
CREATED BY	dschuyler_DA
CREATED	10/28/2019 10:49:48 AM
STATUS	Batch Complete

PERSON INFORMATION

LAST UPDATED	PERSON UNIQUE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER
10/28/2019 11:24:53 AM	6552976293	Gray	Dexter			01/01/2015	Male

DISTRICT INFORMATION

LAST UPDATED	PERSON UNIQUE ID	SCHOOL YEAR	DISTRICT CODE	SCHOOL CODE	BATCH DETAIL ID	BATCH ID	DISTRICT OF RESIDENCE	GRADE LEVEL	PERSON LOCAL ID
10/28/2019 11:24:53 AM	6552976293	20192020	55-0161-000	55-0161-002	152092	300176	55-0161-000	KG	

[BACK TO RESULT](#)
[EDIT STUDENT](#)

Update Person Details

The student's information can be edited on the screen. All of the fields except the Person ID field can be edited online, including assigning the student to the logged in user's district. Once the editing is complete, select the **UPDATE STUDENT** button.

RAYMOND CENTRAL PUBLIC SCHOOLS [55-0161]
RAYMOND CENTRAL PUBLIC SCHC ▾
SELECT

UPDATE PERSON DETAILS

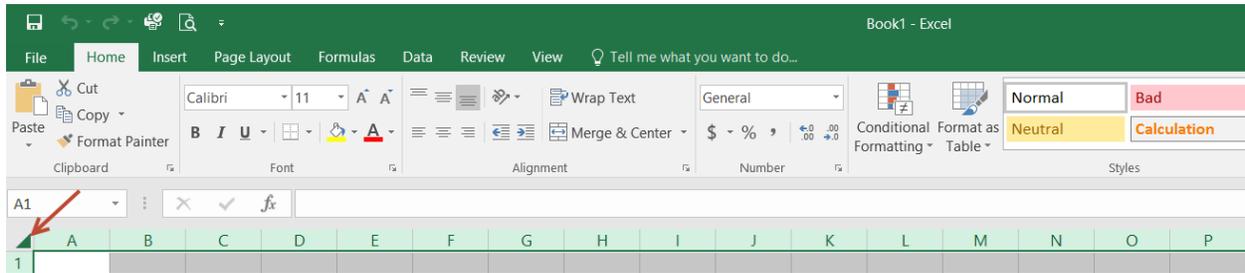
GENERAL INFORMATION	ENROLLMENT INFORMATION
First Name * <input style="width: 80%;" type="text" value="Dexter"/>	Grade * <input style="width: 80%;" type="text" value="Kindergarten (Full Day) ▾"/>
Middle Name <input style="width: 80%;" type="text"/>	School * <input style="width: 80%;" type="text" value="ELEMENTARY SCHOOL AT CERES ▾"/>
Last Name * <input style="width: 80%;" type="text" value="Gray"/>	District <input style="width: 80%;" type="text" value="RAYMOND CENTRAL PUBLIC SCHC ▾"/>
Suffix <input style="width: 80%;" type="text"/>	District of Residence * <input style="width: 80%;" type="text" value="RAYMOND CENTRAL PUBLIC SCHC ▾"/>
Gender * <input style="width: 80%;" type="text" value="Male ▾"/>	School Year * <input style="width: 80%;" type="text" value="2019-2020 ▾"/>
Date of Birth * <input style="width: 80%;" type="text" value="2015-01-01"/>	Local ID <input style="width: 80%;" type="text"/>
Person ID <input style="width: 80%; background-color: #f0f0f0;" type="text" value="6552976293"/>	

UPDATE STUDENT
Back to Student Details

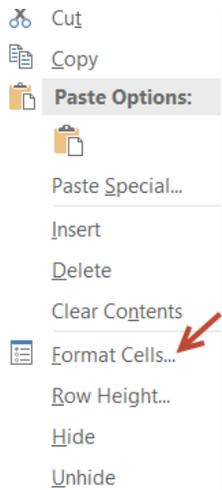
3 APPENDIX A

3.1 Creating a File for Upload

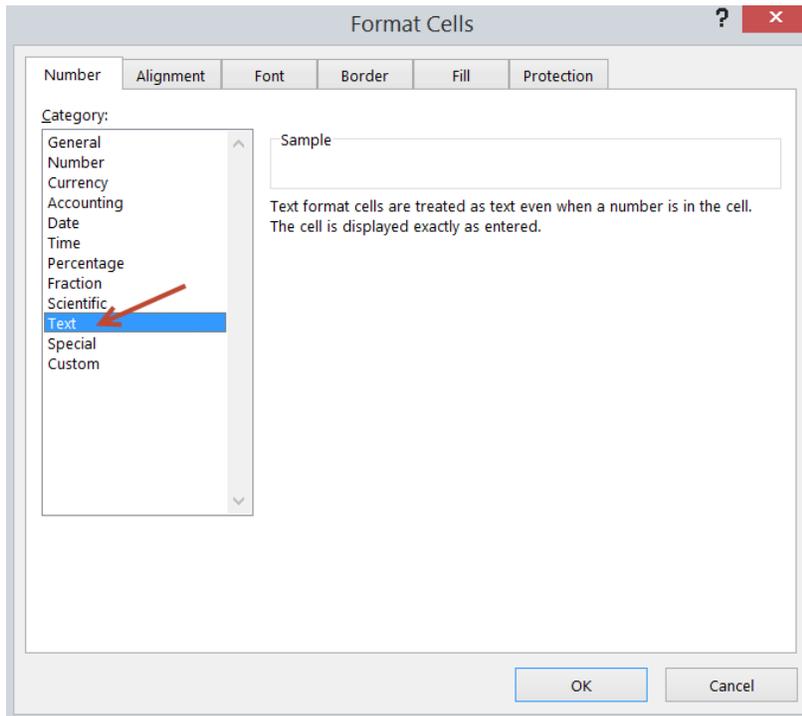
To create a file to upload, start with a blank Excel spreadsheet (or use the template file posted in the ADVISER Resources website at <https://www.education.ne.gov/dataservices/adviser-resources/>) and format all cells to text. To do this in most versions of Excel, highlight the entire blank spreadsheet by clicking on the box above the first row and to the left of the first column.



Right click anywhere within the highlighted spreadsheet and from the popup menu that will display, click the **Format Cells**



In the next popup box to display, click on **Text** and then click the **OK** button.



A header row can be added in the first row to help the creator know what data to enter in each of the columns. Then follow the example data from the Record Layouts below for the file format chosen and enter the data in the cells following the Sample Data.

When all students' data has been entered into the file, choose **Save as** to save the file as a .csv file. Instructions for saving the file can be found in the instructions for importing a text file into Excel in Appendix B. There is no specific naming convention for the file name.

3.1.1 File Formats for File Upload – ADVISER Person ID or Legacy Student ID

ADVISER Person ID file format

File will need to be in either a .csv, .tab or .txt file type.

Detailed Record Layout

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column A or 1	Person Unique ID	No	VarChar (10)	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
Column B or 2	Person First Name	Yes	VarChar (75)	Student's Legal First Name	John
Column C or 3	Person Last Name	Yes	VarChar (75)	Student's Legal Last Name	Doe
Column D or 4	Person Middle Name	No	VarChar (75)	Student's Middle Name or Initial	M
Column E or 5	Person Name Suffix	No	VarChar (10)	Student's Suffix, (e.g., Jr., Sr., III)	Jr
Column F or 6	Gender	Yes	VarChar (20)	M/F	M
Column G or 7	Person Date of Birth	Yes	VarChar (10)	Required Format: MM/DD/YYYY	01/30/1994
Column H or 8	Person School Year	Yes	VarChar (8)	Both years during the current school year (e.g., 20192020)	20192020
Column I or 9	Person District Code	Yes	VarChar (11)	Nine Digit Current District in Which Student is Enrolled with hyphens (e.g., 99-9999-000) (must have leading zero if applicable)	99-9999-000
Column J or 10	District of Residence	Yes	VarChar (11)	Nine Digit District in Which the Student Lives with hyphens (e.g., 99-9999-000) (must have leading zero if applicable)	99-9999-000
Column K or 11	Person School Code	Yes	VarChar (11)	Nine Digit School Building in Which Student is Enrolled with hyphens (e.g., 99-9999-001) (must have leading zero if applicable)	99-9999-001

ADVISER PERSON ID

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data	
Column L or 12	Grade Level	Yes	VarChar (20)	HP	Half-Day Prekindergarten	09
				PK	Prekindergarten	
				HK	Half-Day Kindergarten	
				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				
Column M or 13	Person Local ID	No	VarChar (25)	Student Local ID number 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	

Legacy Student ID

The Legacy Student ID format is the same as the one that has been used the last few years and is probably the format that the Student Information Systems are currently exporting.

File will need to be saved as a .csv, .tab or .txt file type.

Detailed Record Layout

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column A or 1	Record Type	Yes	VarChar (2)	Always "ID".	ID
Column B or 2	Current School Code	Yes	VarChar (6)	School Code of school in which student is currently enrolled. (Must have leading zeros.)	001
Column C or 3	Resident District Code	Yes	VarChar (8)	District Code of district in which student currently resides.	99-9999
Column D or 4	Last Name	Yes	VarChar (60)	Student's Legal Last Name	Doe
Column E or 5	First Name	Yes	VarChar (60)	Student's Legal First Name	John
Column F or 6	Middle Initial	No	VarChar (60)	Student's Middle Name or Initial	M
Column G or 7	Name Suffix	No	VarChar (10)	Student's Suffix, (e.g., Jr., Sr., III)	Jr
Column H or 8	Gender	Yes	VarChar (6)	M/F	M
Column I or 9	Date of Birth	Yes	VarChar (10)	Required format: "mm/dd/yyyy"	01/30/1994

ADVISER PERSON ID

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data																																				
Column J or 10	Current Grade Level	Yes	VarChar (2)	Valid Values: <table border="1"> <tr> <td>HP</td> <td>Half-Day Prekindergarten</td> </tr> <tr> <td>PK</td> <td>Prekindergarten</td> </tr> <tr> <td>HK</td> <td>Half-Day Kindergarten</td> </tr> <tr> <td>KG</td> <td>Kindergarten</td> </tr> <tr> <td>01</td> <td>Grade 1</td> </tr> <tr> <td>02</td> <td>Grade 2</td> </tr> <tr> <td>03</td> <td>Grade 3</td> </tr> <tr> <td>04</td> <td>Grade 4</td> </tr> <tr> <td>05</td> <td>Grade 5</td> </tr> <tr> <td>06</td> <td>Grade 6</td> </tr> <tr> <td>07</td> <td>Grade 7</td> </tr> <tr> <td>08</td> <td>Grade 8</td> </tr> <tr> <td>09</td> <td>Grade 9</td> </tr> <tr> <td>10</td> <td>Grade 10</td> </tr> <tr> <td>11</td> <td>Grade 11</td> </tr> <tr> <td>12</td> <td>Grade 12</td> </tr> <tr> <td>PS</td> <td>Postsecondary</td> </tr> <tr> <td>AE</td> <td>Adult Education</td> </tr> </table>	HP	Half-Day Prekindergarten	PK	Prekindergarten	HK	Half-Day Kindergarten	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
HP	Half-Day Prekindergarten																																								
PK	Prekindergarten																																								
HK	Half-Day Kindergarten																																								
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																																								
Column K or 11	Local Student ID	Yes	VarChar (20)	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																																				
Column L or 12	Social Security Number	No	VarChar (11)	Optional.	(blank)																																				

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data														
Column M or 13	Race / Ethnicity	No	VarChar (4)	NOTE: Although the following values remain valid, NDE recommends leaving Race/Ethnicity blank on future submissions. Valid Values: <table border="1"> <tr> <td>blank</td> <td></td> </tr> <tr> <td>AM</td> <td>American Indian or Alaska Native</td> </tr> <tr> <td>AS</td> <td>Asian or Pacific Islander</td> </tr> <tr> <td>BL</td> <td>Black (Not Hispanic)</td> </tr> <tr> <td>HI</td> <td>Hispanic</td> </tr> <tr> <td>WH</td> <td>White (Not Hispanic)</td> </tr> <tr> <td>PI</td> <td>Native Hawaiian or Other Pacific Islander</td> </tr> </table>	blank		AM	American Indian or Alaska Native	AS	Asian or Pacific Islander	BL	Black (Not Hispanic)	HI	Hispanic	WH	White (Not Hispanic)	PI	Native Hawaiian or Other Pacific Islander	(blank)
blank																			
AM	American Indian or Alaska Native																		
AS	Asian or Pacific Islander																		
BL	Black (Not Hispanic)																		
HI	Hispanic																		
WH	White (Not Hispanic)																		
PI	Native Hawaiian or Other Pacific Islander																		
Column N or 14	NDE Student ID	No	VarChar (25)	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														
Column O or 15	Current District of Record	Yes	VarChar (8)	District Code of district in which student is currently enrolled.	99-9999														
Column P or 16	Current School Year	Yes	VarChar (10)	Required format: a "yyyy". Use "ending" year of school year, for example "2020" for 2019-2020.	2020														

3.1.2 Editing an Existing File for Upload

If needing to edit an existing text file (.txt, .tab or .csv) from a previous school year's student ID update **DO NOT** "open" the file by simply double clicking on it. The file must be imported into Excel to make changes to the file. Follow the instructions for importing a text file into Excel from Appendix B.

When all data is complete in the file, the file will need to be saved again (**Save as**) as a .csv. Instructions for saving the file again can be found in the instructions in Appendix B. There is no specific naming convention for the file name.

4 APPENDIX B

4.1 STEPS TO IMPORTING .csv or .txt file with Microsoft Excel

In order to edit a .csv or .txt file, the file must first be **imported** into Excel. **Do Not OPEN** a CSV or TXT file by double clicking on the file. Once the corrections have been made, the file will need to be saved again as a CSV (Comma Delimited) (*.csv).

Below are separate instructions for each version of Excel on how to IMPORT a .csv file.

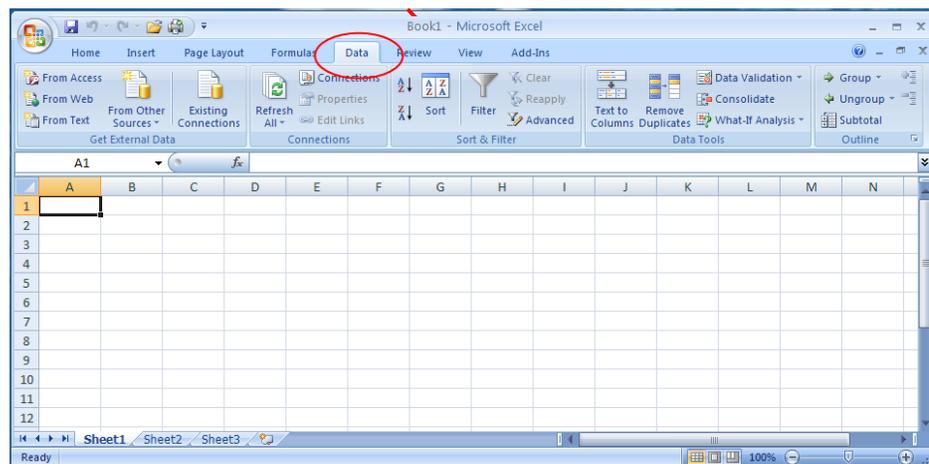
A. Microsoft Excel 2007-2013

B. Microsoft Excel 1997-2003

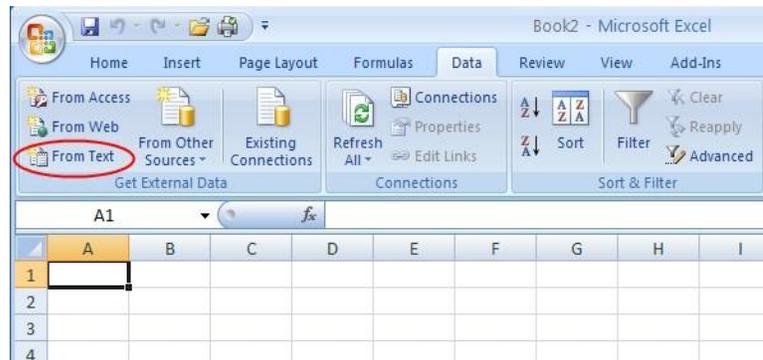
4.2 Using Microsoft Excel 2007, 2010 and 2013

NOTE: The steps below will work with the 2007-2013 Versions of Excel, though the program look and feel may be slightly different.

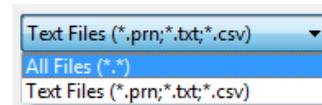
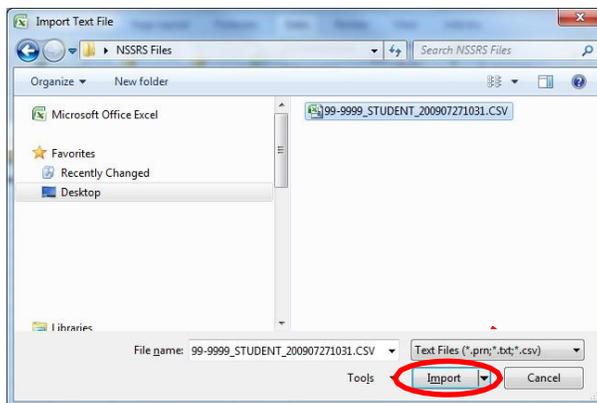
1. Open a blank **Excel** spreadsheet.
2. Select the **Data** tab from the top on the screen.



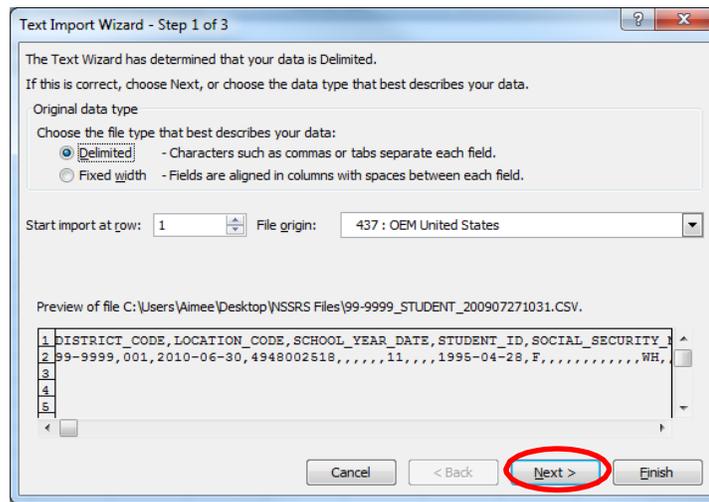
3. In the **Get External Data** group, click **From Text**.



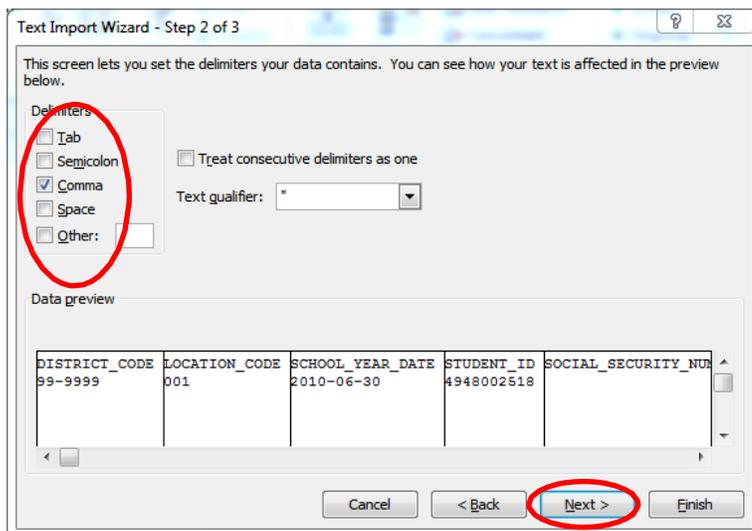
4. Browse to find the file (.csv or .txt) and click the **Import** button.
Note: If the file does not appear, make sure **All Files (*)** is selected from the file drop down.



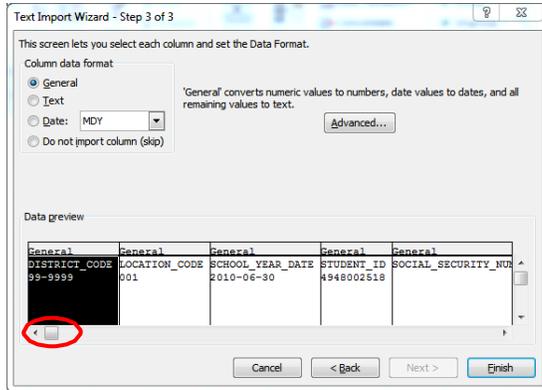
- The Text Import Wizard will appear. The **Delimited** radial button is already selected. Click **Next**.



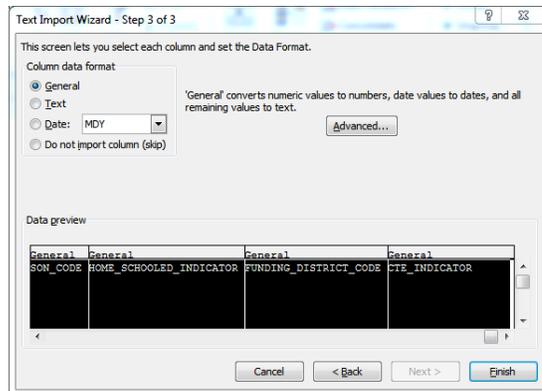
- Check the **Comma** checkbox. Leave the **Tab** box selected. Click **Next**.
NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.



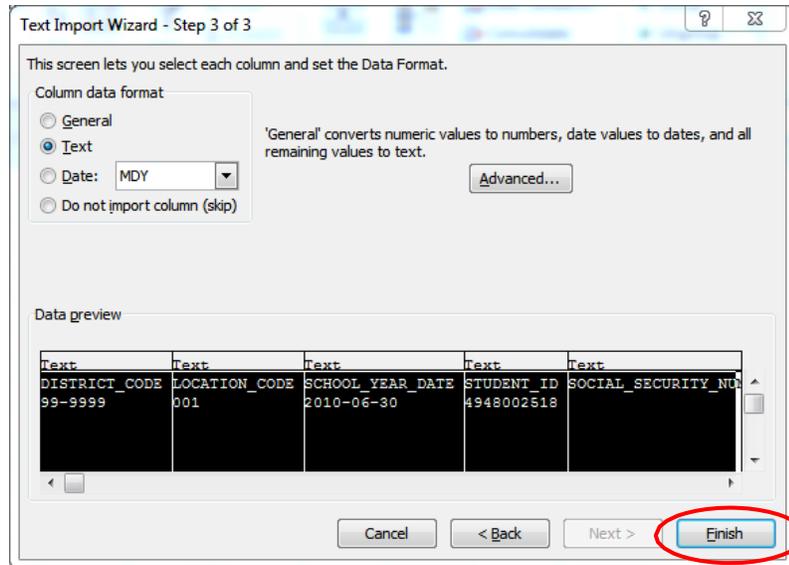
7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.



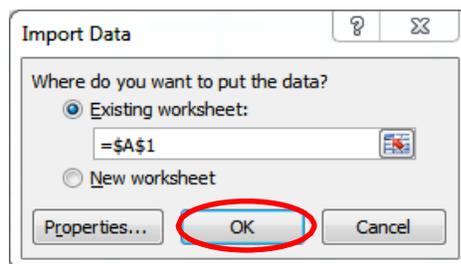
Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.



8. Change the data format to text by selecting the **Text** radial button. Click the **Finish** button. All columns should have the **Text** heading.

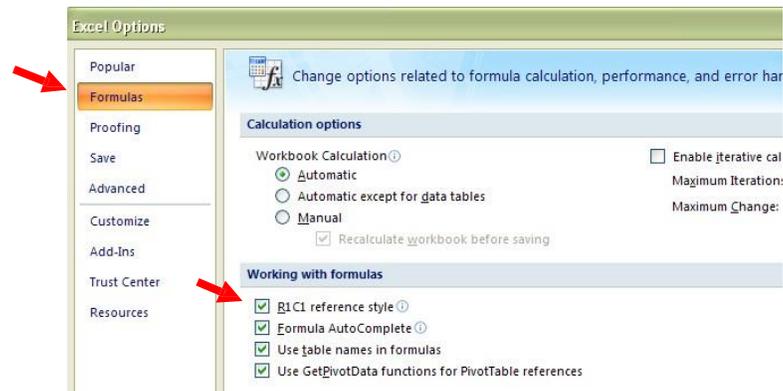


9. The **Existing worksheet:** can be left selected as the worksheet the data will be imported into. Select **OK**.



4.2.1 Tip: To Replace Column Headings with numbers instead of letters (Optional):

Microsoft 2007: Click the "Office" button, then Options, then Formulas = R1C1 Reference Style
 Microsoft 2010 and 2013: Click the "File" Tab, then Options, then Formulas = R1C1 Reference Style

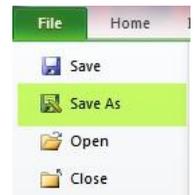


4.2.2 Saving Corrections

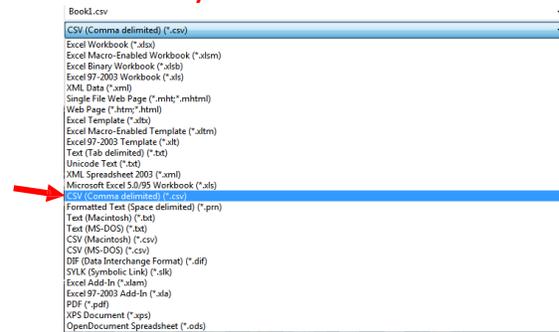
Once the file has been imported into Excel, the data can be reviewed for accuracy, corrections can be made or records can be deleted.

Follow the steps below to save the file as a **.csv** (comma separated value) when changes have been completed.

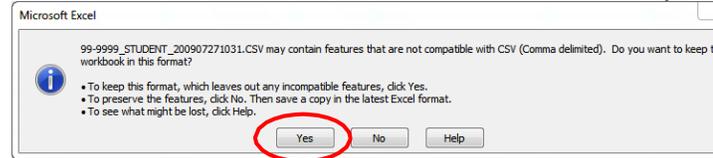
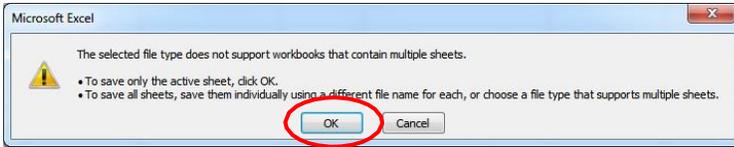
1. Click on **File** (in 2007 click on the “Office Button”) and choose **Save As** from the menu.



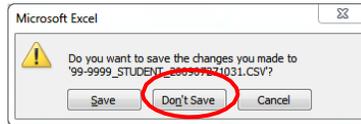
2. Within the **Save As** window choose the folder/location where the file will be saved.
3. Click on the dropdown arrow at the end of the **Save As Type** option and choose **CSV (comma delimited)**.



4. Click **Save**.
5. Two warning messages from Excel will display. Click **OK** and **YES**

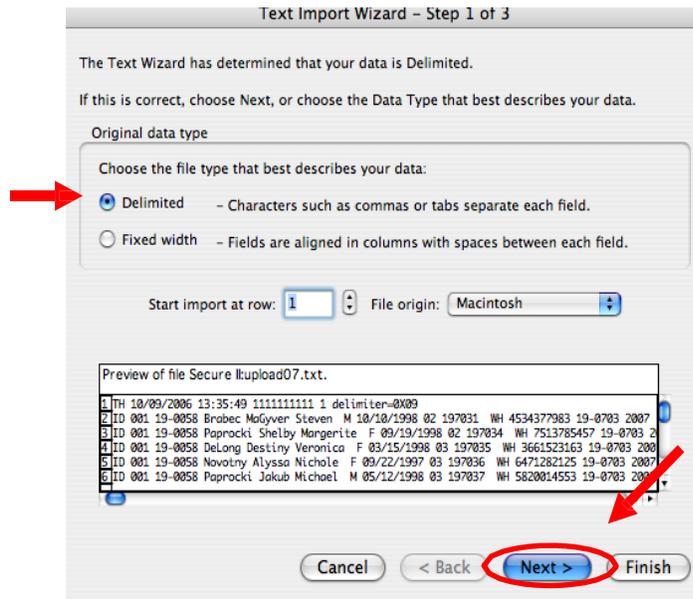


6. When closing the file, Excel will ask if changes need to be saved. Click the **Don't Save**.

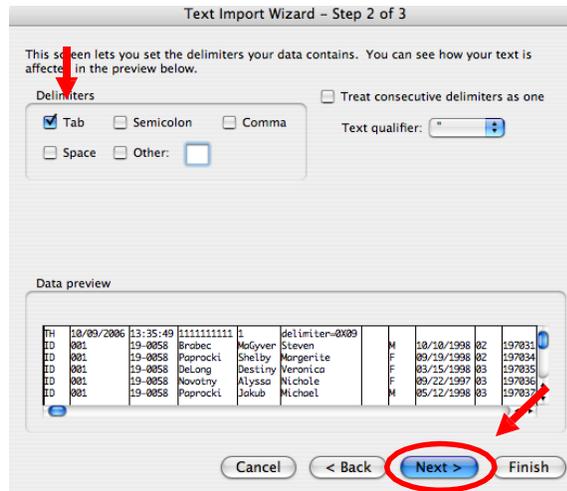


4.2.3 Using Microsoft Excel 1998-2003

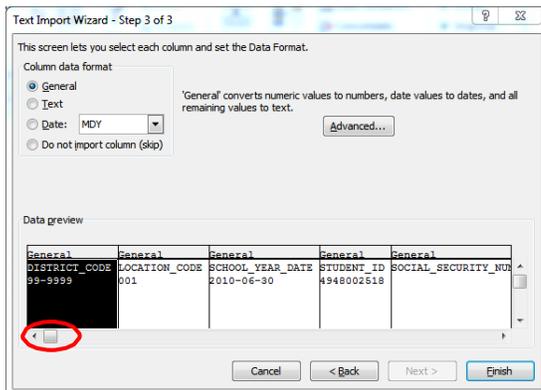
1. Open the **Excel** Program.
2. Select the **Data** tab on the Ribbon at the top on the screen. **Get External Data Import Text File**.
3. In the **“Get External Data”** group, click **Import Text File**.
4. Browse to find the file (.csv or .txt) and click **Open**. Be sure to look for **All files**.
5. The **Delimited** radial button should be selected. Click **Next**.



- If the data in the Preview window is separated by commas (not displaying in columns) check the **Comma** checkbox. The **Tab** box does not need to be deselected. Click **Next**.
NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.

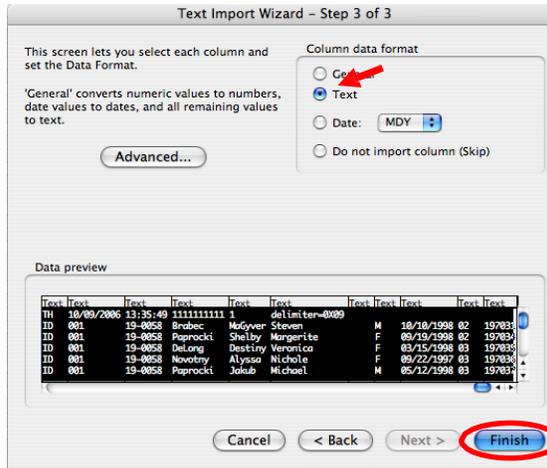


- Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.



Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.

- Change the data format to text by selecting the **Text** radial button. All columns should have the **Text** heading. Click the **Finish** button then **Save**.



Follow Step 9 from previous instructions for the later versions of Microsoft Excel to complete the import.

4.2.4 Tip for Microsoft Excel 1998-2003: To replace Column Headings with numbers instead of letters (Optional):

Select **Tools > Options**. In the **General** tab, check **RIC1** reference style.

