

# Education Unique Identification

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*User's Manual*

*Idaho State Department of Education*

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## Introduction - Education Unique Identification

The Education Unique Identifier (EDUID) is used to assign and verify unique IDs for individuals associated with educational programs in the state of Idaho. All students attending and staff working, including substitutes (certified as well as non-certified), in Idaho publicly funded K-12 educational institutions are required to have an EDUID number. EDUIDs are an essential element in the Idaho System for Educational Excellence (ISEE), the Longitudinal Data System being deployed by the Idaho Department of Education. The ISEE allows the accurate collection and reporting of student data, such as state assessments, to be attributed to the appropriate student as they move across schools and districts. Through this application, student instructors, administrators, and policy makers will have individual student information at their fingertips. For district staff members the EDUID will decrease reliance on social security numbers.

The EDUID application is designed to assign a unique identifier to people in different types of information systems even though each system may contain the name with minor spelling differences or degrees of completeness (i.e. both maternal and paternal given names for Hispanic students). The functionality includes the ability to check new submittals of information against the current set of student data. This will increase the accuracy and timeliness of matching assessment data to the correct students. The new EDUID is a robust name matching application designed to identify spelling errors, data input transpositions and other data input errors. This will assist in the maintenance of a single EDUID during the time a person is involved in the Idaho educational system, including the transition from student to teacher. For these functions to work as designed, the most complete legal name available must be entered into the application.

The EDUID application compares submitted name information with current data contained in the Idaho State Department of Education (SDE) database with four potential results. Information can be submitted in a batch via a CSV file or individually on the EDUID website. The matching process will produce one of four results;

1. If the new person's submitted information is very similar to a person already in the database, a match is made and the EDUID is returned to the submitter (either displayed on the screen or in a CSV file).
2. If no strong match is found, but one or more existing people are fairly close matches, the submitter is asked to determine if one of them appears to be a correct match or whether none are a good match, and a new record and identifier should be created. Once the determination is made the associated EDUID is sent to the requester.
3. If the new person's submitted information is very similar to multiple people already in the database, then the submitter is asked to determine which of the matches would be the best match or whether a new record and identifier should be created.
4. If the new person's submitted information is NOT sufficiently similar to a person already in the database, a new record and EDUID can be created and the EDUID is sent back to the submitter (automatically, without input from the submitter).

The EDUID system relies on two sets of data to determine if the submitted name is a match to an existing person. The primary comparison data is:

- Name – Given ( a combination of first, middle, and suffix name) and Family (i.e. last name)
- Gender
- Date of birth

Secondary data is optional and may or may not be used for comparison. Examples of secondary comparison data are:

- Local System ID
- Social Security Number (the EDUID system stores these in a secure manner)
- State code of Last School Attended

Because the ISEE system must match information across districts and over long time periods, it increases the need for inter-district consistency in data input particularly in respect to gathering names. In today's mobile environment, students may change schools and districts many times throughout their K-12 educational experience. This makes consistent data input absolutely critical for accurate consolidation of information on a student as they move through different school systems.

**Idaho statute § 18-4511 (2) mandates that names be obtained from legal documents.** The ISEE webpage contains a document to assist districts in the gathering of names, it is located at <http://www.sde.idaho.gov/site/isee/>. The complete legal name should be gathered and entered into the EDUID system. Inclusion of full middle names (where they exist) and full family names (maternal and paternal where applicable) are required for full application functionality. A complete name is required and can be obtained by a certified copy of the student's birth certificate, by a passport, by a visa, or by other governmental documentation of the student's identity.

## Selecting the person to perform the EDUID upload and download

The EDUID process is similar to the ISAT process. It involves exporting information from the Student Information System, Human Resources, or other data systems in the form of a CSV file. Once the CSV file has been created upload that file to the EDUID website, resolving near matches, downloading the created EDUID file, and importing the file into the SIS or other data system. Therefore, someone familiar with computer files and/or the Information Systems is best suited to perform the EDUID process. Knowledge of Excel and Comma Separated Value (CSV) files is also helpful in completing the process. Multiple people for each district/school should be trained and responsible for ensuring every enrolled student and staff member has an EDUID.

## Getting Started

EDUID is the first SDE application to utilize the Department of Education’s security access system. The single login application is designed to consolidate the number of usernames and passwords Idaho School District users create and manage. Multiple applications can be accessed (i.e. EDUID, CNP, Transportation, etc.) with one username and password.

If you are a first time user and need to know how to obtain a username, password, and authorization for the application go to the [State Department of Education’s ISEE page](#) and click on Registering to Access ISEE Application. There is also a YouTube instruction video located at <http://www.youtube.com/watch?v=Z1iR4h-wM8Y&feature=youtu.be>. Both the document and the video will give you step by step instructions on how to gain access to the application.

## The Education Unique ID Application

As described earlier, there are two ways of getting an EDUID. The most efficient and streamlined way to begin obtaining an ID is by a batch submission of a CSV data file. Using a file upload through the EDUID Upload module you are able to create multiple EDUID’s at one time. This allows users to submit multiple names for matching in a single process. The other method to obtain an individual EDUID is to enter data into the Request EDUID page and retrieve the results. There is also a Verify EDUID page which is used to ensure that information (such as person name and EDUID) is correct. The system will notify the user as to whether the information is correct or not.

EDUID matching and generating methodology assumes there may be minor spelling differences or data input differences between data systems with student or staff information. It is purposefully designed to find people with similar names, genders, and birth dates that have previously been issued an EDUID and match those.

## EDUID Batch Processing using the Upload Module

The Upload allows a batch upload of student and staff information and a download of EDUIDs. The Upload will assist you in browsing to the file of names you saved to your computer, uploading the file to the EDUID application, and the downloading of a response file on completion of the EDUID batch assignment process. As long as you create your file from the file template the file handling process will validate the format, match names with names already in the system, and create EDUIDs for those that are not in the system.

1. Create a CSV file containing individual student or staff information from your district data systems (i.e. Student Information System, HR System etc.) formatted in an Excel spreadsheet as outlined in the Appendix of this document under File Format. Save the file to a location you can easily find. Here is an example of what the spreadsheet looks like before entering information. The file must have a header row when uploading your data.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LocalPersonId	EDUID	SocSecNumber	FirstName	MiddleName	LastName	BirthDate	Gender	LastSchoolCode	AltLastName1	AltLastName2	AltLastName3	AltLastName4
2													
3													
4													

2. Log into the EDUID application and click on the Upload link in the left navigation links.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION Log Off ihotchkiss@edu.id EDUID

### Links

- Home Page
- Verify EDUID
- Request EDUID
- Upload**

### Welcome to EDUID

At A Glance

The EDUID system allows lookup, verification, and assignment of unique identifiers for people in the education system in the state of Idaho. These EDUIDs are foundational to the Idaho System for Educational Excellence (I.S.E.E.), Idaho's K-12 longitudinal data system. Please review the I.S.E.E. webpage for more information at <http://www.sde.idaho.gov/site/fisee/>

All students attending and staff working, including substitutes, (certified as well as non-certified) in Idaho publicly funded K-12 educational institutions are required to have an Education Unique Identification number.

EDUIDs for students are required within the ISAT SEF file and for staff as of March 15, 2010. Student and staff EDUIDs are required for detailed data submissions which begin in April 2010.

If you have questions, or require assistance, e-mail the help desk at [support@sde.idaho.gov](mailto:support@sde.idaho.gov)



3. Select your district by starting to type in the district name. Files are stored by the district uploading the file. Once your district is showing in the field then click Select.

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IDAHO STATE DEPARTMENT OF EDUCATION Log Off ihotchkiss@edu.id SDE Data Upload

### Links

- Home
- Select Provider
- Upload

### Templates

- Eduld
- Dual Credit for Early Completers

### SDE Providers

Start typing the name or number of a district or school

Name:

State Board of Education Employee Resources State of Idaho Privacy Policy Contact Us

650 West State Street, PO Box 83720 Boise, Idaho 83720-0027  
Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

- This will open your districts upload screen where you will be able to select what type of upload you are doing. In this case we are doing an EDUID – Higher Ed upload so click on the Eduid – Higher Ed link with a Status of Waiting for Upload.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off SDE Data Upload

Links BOISE INDEPENDENT DISTRICT

Name	School Year	Allowed Upload Dates	Upload Begun	Status
<a href="#">Eduld Legacy</a>	(n/a)	(n/a)		Waiting For Upload
<a href="#">Dual Credit for Early Completers</a>	(n/a)	(n/a)		Waiting For Upload
<a href="#">Eduld K12</a>	(n/a)	(n/a)		Waiting For Upload
<a href="#">Eduld - Higher Ed</a>	(n/a)	(n/a)		Waiting For Upload
<a href="#">Eduld - Higher Ed</a>	(n/a)	(n/a)	6/1/2012 2:31:17 PM	Uploaded
<a href="#">Eduld - Higher Ed</a>	(n/a)	(n/a)	6/1/2012 2:20:58 PM	Uploaded
<a href="#">Eduld - Higher Ed</a>	(n/a)	(n/a)	6/1/2012 1:55:39 PM	Uploaded
<a href="#">Eduld - Higher Ed</a>	(n/a)	(n/a)	1/26/2012 8:03:28 AM	Uploaded

1 2 3 ... 18 19 20

- This will open the Upload files screen. The file type is set to the default of EDUID request CSV file upload automatically.

**Upload files** [X]

EDUID request CSV file upload [v]

[Browse...]

[Upload file] (CSV files only)

- Click on the browse button and use the navigation page to find the file you created in Step 1. Highlight the file and click open. This will bring you back to the Upload files screen with the file that you chose. This provides you with the opportunity to verify that you have the correct file.

**Upload files** [X]

EDUID request CSV file upload [v]

H:\EduIdUpload.csv [Browse...]

[Upload file] (CSV files only)

- Click the Upload file button. The file management page will display information about the file you uploaded. The Status information provides you a link to Resolve Issues if there are any and a link that will provide you with Results. If the Status shows Resolve Issues it could be due to no match rows, multiple match rows, or possible match rows that need to be manually reconciled by the user.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off ihotchkiss@edu.id SDE Data Upload

Links EduId - Higher Ed - BOISE INDEPENDENT DISTRICT

Name	School Year	Upload Begun	Status
EduId - Higher Ed	(n/a)	9/13/2012 3:50:58 PM	<a href="#">Resolve Issues</a> <a href="#">Results</a>

File Name	Uploaded Date	Status	View	Warnings	Errors
EduIdUpload.csv	9/13/2012 3:50:58 PM	Valid			

Home  
Select Provider  
Upload

Templates  
EduId  
Dual Credit for Early Completers

After your upload has been processed, you will receive an email informing you that the upload has been completed and advising you of any issues with the files that must be manually resolved before processing can be completed.

Find Someone Options ?

### SDE Data Upload

 **noreply@SDE.IDAHO.GOV**    [Actions](#)

Thursday, September 13, 2012 3:51 PM

To: Ivana Hotchkiss

You recently uploaded a file or a related group of files to SDE for EduId - Higher Ed.

Some issues with the files must be manually resolved before processing can be completed.

- Clicking on the Resolve Issues link will take you to the Resolve Issues page. The first section of the page contains the File Detail. This section provides the File Name, the File Status, the number of Rows in the file, the number of Unmatched rows, the number of Multiple Matches rows, and the Received Date.

The next section provides the detail information for the unmatched rows. There may be two groups of unmatched persons. The first group will display persons where a possible match was found. For each person in this group, the original data you uploaded will be displayed above the possible matches that were found and a choice to create a new EDUID if you think none of the choices are reasonable matches.

The second group will display persons where no match at all was found. For each person in this group, the original data you uploaded will be displayed, with options for creating a new EDUID

for that person, or skipping that person. Initially the skip option is selected for each person. There are two buttons above the row descriptions that will let you Select Create for All or Select Skip for All. If there is a large number of children that have no match, rather than display them all individually, the information for a sample of ten children is displayed. It is important that you look at the data before choosing to create new EDUIDs to be sure there are no fundamental problems in the file such as transposed first (given) and last (family) names which may have caused them not to match. In some cases a warning will be displayed in the Warnings column to assist you in correcting the student file.

If, after review of the original file, you find that some of the rows should have EDUIDs created then click on the individual radio button that says Create a new Eduid.

**IDAHO STATE DEPARTMENT OF EDUCATION**

Log Off | ihotchkiss@edu. | EDUID

Links: Home Page, Verify EDUID, Request EDUID, Upload

### Resolve Issues

File Detail

File Name	File Status	# Rows	# Unmatched	# Multiple Matches	Received Date
11_30_12.csv	Valid	7	5	0	11/30/2012 8:12:16 AM

Unmatched Persons

Possible Matches

The following person(s) were closely similar to existing persons, but were different enough that an automatic match could not be made. Select those for which you're highly confident that the person is the same as the person you're looking for.

	Lea StudentID	Given Name	Family Names	Gender	BirthDate
Unmatched	40608	Emilee Ann-Marie	Odegard	Male	4/7/1995
Possible	<input type="radio"/>	Emilee Ann-Marie	Odegard	Female	4/7/1995
	<input type="radio"/>	Create a new Eduid			
	<input checked="" type="radio"/>	Skip (Does not create an Eduid)			

No Matches

No matches were found for the following people. You can use the button below to select the "Create a new Eduid" choice for all of the persons having no matches. **First make sure there is not a fundamental problem in the data such as transposed first (given) and last (family) names that caused them to not match anyone.**

	Lea StudentID	Given Name	Family Names	Gender	BirthDate	Warnings
Unmatched	40712	Savannah Lee	Bybee	Male	3/28/1997	The gender may not be correct, based on the first and middle names.
	<input type="radio"/>	Create a new Eduid				
	<input checked="" type="radio"/>	Skip (no Eduid is created or returned)				
Unmatched	40603	Samantha Taylor	Draper	Male	3/20/1997	The gender may not be correct, based on the first and middle names.
	<input type="radio"/>	Create a new Eduid				
	<input checked="" type="radio"/>	Skip (no Eduid is created or returned)				
Unmatched	40767	Josue	Castillo-Rodriguez	Male	9/8/2006	
	<input type="radio"/>	Create a new Eduid				
	<input checked="" type="radio"/>	Skip (no Eduid is created or returned)				

The final section displays persons that strongly matched more than one person. The original data you uploaded for the person is displayed above the data of the persons that matched. Select the person that appears to be the best match to you. The system pre-selects the choice it thinks is probably the best match, but you should change the selection if you think it has not made the right choice.

Multiple Matches Summary

	Lea StudentID	Given Name	Family Names	Gender	BirthDate
Multiple Match	999	Thomas Glen	Edwards	Male	6/22/2001
<input checked="" type="radio"/>		Thomas Glenn Jr.	Edwards	Male	6/22/2001
<input type="radio"/>		Thomas	Edwards	Male	6/22/2001
<input type="radio"/>		Skip (no Eduld is created or returned)			

Accept Cancel

After you have reviewed the sections described above and made any selections, click on the Accept button at the bottom of the page to have the system act on your selections. Click the Skip button to direct the system to take no action. You can then make corrections and re-upload the file if needed.

Once you complete your review and have created or skipped the unmatched names then you will be taken back to the file management page. Notice that the Status has changed to Complete.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION Log Off ihotchkiss@edu.id SDE Data Upload

Links EduId - Higher Ed - BOISE INDEPENDENT DISTRICT

Name	School Year	Upload Begun	Status
EduId - Higher Ed	(n/a)	9/13/2012 3:09:58 PM	Complete <a href="#">Results</a>

File Name	Upload Date	Status	View	Warnings	Errors
EduIdUpload.csv	9/13/2012 3:50:58 PM	Valid			

## File Download

Now you can click on the Results link which will download your new EDUIDs and any rows that did not get EDUIDs created. Now you can save this file to a location of your choosing.

LocalPersonEduId	FirstName	MiddleName	LastName	BirthDate	Gender	LastSchool	AltLastNames
	Preston	Miles	King	7/23/2006	M		
357846768	Preston	Miles	Smith-King	7/24/2006	M		
	Preston	Miles	King	7/24/2006	F		
	Preston	Miles	Johnson	7/24/2006	M		
	Preston		King	7/24/2006	F		

With the downloaded spreadsheet you will be able to document the new EDUIDs that have been created and possibly correct other rows for future upload.

### File Validation Errors

After uploading the file you may see some different information on the file management page. The Status information may show that the file was uploaded but instead of a Results link you have a Submit (ignore errors) button. In the lower portion of the file management screen you can see that the Status is listed as Invalid with a link to View Row Problems and a message letting you know how many rows have errors. **Do not click the Submit (ignore errors) button until you have resolved the issues.** Files can be invalid for a number of reasons. The validation routine will ensure that names, dates, and gender are valid. The file manager is designed to allow importing of an invalid file and validation routines check that file and attempt to help the user determine why it failed.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off | thotchkiss@edu.i

SDE Data Upload

Links

EduId - Higher Ed - BOISE INDEPENDENT DISTRICT

Name	School Year	Upload Begun	Status	
EduId - Higher Ed	(n/a)	6/1/2012 2:31:17 PM	Uploaded	Submit (ignore errors)

Upload File

File Name	Uploaded Date	Status	View	Warnings	Errors
07_05_12b.csv	7/5/2012 10:04:37 AM	Invalid	<a href="#">View Row Problems</a>		13 rows had errors.

Click on the View Row Problems link and this will bring up a page something like the spreadsheet below. You will notice that the Errors column provides information as to what needs to be corrected to validate the upload. In this case the BirthDate field did not have any information entered and this is a required field. There is one error that shows the BirthDate that was entered was not valid because it was a date

in the future. This information will help you resolve the issues so you can upload the corrected data.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Warnings	Errors	LocalPersonId	Eduld	SocSecNumber	FirstName	MiddleName	LastName	BirthDate	Gender	LastSchoolCode	AltLastM
2		The BirthDate field is required.	1060111760			Carina		Jones		F		
3		The BirthDate field is required.	1060113198			Austin		Smith		M		
4		The BirthDate field is required.	1060112935			Alexis		James		F		
5		BirthDate must be a valid date of birth (not in the future, and not before 1850).	1060112571			Grace	Elizabeth	Doe	8/27/2012	F		
6		The BirthDate field is required.	1060113028			Shivank		Bronco		M		
7		The BirthDate field is required.	1060113199			Camryn		Moose		M		
8		The BirthDate field is required.	1060113134			Jack		Summer		M		
		The BirthDate field is	1060112771			Jackson		Pruett		M		

Once the corrections have been made you can save the file and click the upload file link to upload the corrected information. Once you upload the corrected information you can go back to step 7 to complete the upload and validation process.

If you have completed the upload and the file management screen comes up looking like the image below then you can click on the Results link to get your new EDUIDs. Notice that the Status in the upper section shows Complete and the Status in the lower section shows Valid. The upload has been completed.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS



Log Off ihotchkiss@e SDE Data Upload

Links

- Home
- Select Provider
- Upload

Templates

- EduId
- Dual Credit for Early Completers

EduId - Higher Ed - BOISE INDEPENDENT DISTRICT

Name	School Year	Upload Begun	Status
EduId - Higher Ed	(n/a)	9/17/2012 8:20:44 AM	Complete <a href="#">Results</a>

File Name	Uploaded Date	Status	View	Warnings	Errors
09_17_12.csv	9/17/2012 8:20:44 AM	Valid			

## Single person EDUID searching or generation -- Request EDUID

The EDUID application provides a page to request a single EDUID as opposed to creating several through the batch method.

The Request EDUID page uses Given Name(s) and Family Name(s) rather than first, middle and last names. This format assists in the matching of names, but it does not affect the format of names in the file batch process. The Given Name(s) is generally the first and middle name of the person and the Family Name(s) is generally the last name(s). The Name Guidance document at <http://www.sde.idaho.gov/site/isee/> provides more detail on gathering names from legal documents. The most common errors in gathering names is use of only the paternal given name for Hispanic names and inclusion of nicknames from the name fields in the student information system. No commas should be used between names. Please note that suffixes such as Jr. are input as part of the Given Name(s).

**It is important to use full legal names including middle name (if it exists).**



Links

- [Home Page](#)
- [Verify EDUID](#)
- [Request EDUID](#)
- [Upload](#)

Request EDUID

Person Search Criteria

Given Name(s):  (first AND middle names)

Family Name(s):

Gender: (Unknown) ▾

Birth Date:

Last School Code:  (optional)

Explanation of data

To request an EDUID lookup, at a minimum you need to enter Given Name(s), Family Name(s) and Birth Date. To generate a new ID, you will also need to provide the Gender. Name lookup is not sensitive to case differences, but if you generate a new ID, the person's data will be stored exactly as entered. So, you should properly capitalize the names if you choose to generate a new ID.

**Given Name(s)** - Enter the legal given name(s). Include the first name, all middle names, and name suffix such as Jr. or III.

**Family Name(s)** - Enter the legal family name(s). You should enter the last name(s) or surname(s) for family names. Compound names, and names composed of paternal surname plus maternal surname are allowed and encouraged. If the person is from a culture having no family/last/surname, then repeat the given name as the family name.

Name Examples

Full Name	Given Name(s)	Family Name(s)
Jonathan Michael Porter	Jonathan Michael	Porter
Rosa de los Angeles Martinez Portillo	Rosa de los Angeles	Martinez Portillo
John Many Horses	John	Many Horses
Fatima Abdullah Al-Ahmed	Fatima	Abdullah Al-Ahmed
Harold William Henry Franklin IV	Harold William Henry IV	Franklin
Nina Miller-Jensen	Nina	Miller-Jensen

**Gender** - Select the gender, Male, Female, or (Unknown).

**Birth Date** - Birth dates can be entered in any of several formats, as demonstrated by these examples:

- 5/21/1999
- 5/21/99
- 4-20-1999
- 4-20-99
- 1999-03-17 (note that 99-03-17 is not allowed)

**Last School Code** - Enter the 4 digit state code for the last school attended by the person. If you type in part of the name or number of the school, a list of suggestions will be presented. This field is optional.

## Data Match Results

After you complete all the information on the Request EDUID screen you will click the Request EDUID button. The application will display the name and EDUID of a person it believes matches the input information. You can use the displayed EDUID.

### Links

[Home Page](#)  
[Verify EDUID](#)  
[Request EDUID](#)  
[Upload](#)

### EDUID Search Results

#### Person Search Criteria

Given Name(s): **Preston**

Family Name(s): **King**

Gender: **Male**

Birthdate: **7/24/2006**

Last School Code:

#### Search Result

The person below matched the provided data.

EDUID	Given Names	Family Names	Gender	Birthdate
357846768	Preston Miles	King	Male	7/24/2006

[Modify Search](#)

[New Search](#)

If you are confident the match above is not the person you searched for, clicking the button below will generate a new ID and create a new person record using the data you entered.

[Generate New EDUID](#)

A match was found even though the Given Name(s) field did not match exactly. If you are certain that the search results did NOT produce an accurate match, the Generate New EDUID button can be used to create a new record and a new EDUID. Shading in a cell highlights data that is different than submitted data.

## No Match Found Results

In some cases, the user's information will not yet be in the database. This will happen with kindergarten students, students moving in from out of state that have never attended school in Idaho, new teachers, new volunteers, etc.. In this case, the user should verify that the data entered is correct. If it is correct, the Generate New EDUID button should be clicked to generate an EDUID for that person. If the data is incorrect, you should correct the data by using the back button to get back to the previous screen.

The screenshot displays the EDUID Search Results page. At the top, there is a navigation bar with links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below this is a header with the IDAHO STATE DEPARTMENT OF EDUCATION logo, a Log Off button, and the text EDUID demo. The main content area is titled EDUID Search Results. On the left, there is a Links section with buttons for Verify EDUID and Request EDUID. The search results are displayed in a box titled Person Attributes, showing: Given Name(s): Benjamin, Family Name(s): Franklin, Gender: Male, and Birthdate: 1/17/2006. Below this, a Search Result box indicates 'No match found.' and features a 'Generate New EDUID' button, which is circled in red.

When the Generate New EDUID button is selected the results will be displayed as shown.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

Log Off EDUID demo

### Links

Verify EDUID  
Request EDUID

### EDUID Search Results

Person Attributes

Given Name(s): Benjamin  
Family Name(s): Franklin  
Gender: Male  
Birthdate: 1/17/2006

Search Result

The person's EDUID is displayed below.

EDUID	Given Names	Family Names	Gender	Birthdate
821234667	Benjamin	Franklin	Male	1/17/2006

The EDUID is now ready to use and can be documented in your student information system.

## Multiple Matches Message

Occasionally data entered may result in more than one strong match. This is caused by duplicate records in the database or multiple records with very similar attributes. In this case a list of the multiple matches will be displayed in the Search Results area.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

 Log Off EDUID demo

Links

Verify EDUID  
Request EDUID

### Resolve Multiple Matches

Person Attributes

Given Name(s): Sara Ashlie  
Family Name(s): Daily  
Gender: Female  
Birthdate: 3/22/1996

Search Result

Multiple strong matches found, select the person from below.

Select	Given Names	Family Names	Gender	Birthdate
<input checked="" type="radio"/>	Sarah Ashlie	Dayley	Female	3/22/1996
<input type="radio"/>	Sara E	Daily	Female	3/22/1996

Use selected person Generate New EDUID

The user can select the person they feel best matches their entry and click on the “Use Selected Person” button. The EDUID of the selected person will then be displayed.

If you feel that none of the displayed people match, you may click on the “Generate New EDUID” button. This will create a new record using the attributes the user entered and will display the newly assigned EDUID.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

 **IDAHO**  
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Log Off EDUID demo

**Links**

- Verify EDUID
- Request EDUID

**EDUID Search Results**

Person Attributes

Given Name(s): Sara Ashlie

Family Name(s): Daily

Gender: Female

Birthdate: 3/22/1996

Search Result

The person's EDUID is displayed below.

EDUID	Given Names	Family Names	Gender	Birthdate
DU04CW9Q2	Sarah Ashlie	Dayley	Female	3/22/1996

## Possible Matches

Occasionally data entered may result in a No strong matches were found message. This is caused by records in the database being relatively close to the information that you entered or attributes that are similar. In this case a list of the possible matches will be displayed in the Search Results area.

### Links

- [Home Page](#)
- [Verify EDUID](#)
- [Request EDUID](#)
- [Select District](#)
- [File Management](#)

### Possible Matches

Person Attributes

Given Name(s): **Abigayle**

Family Name(s): **Smith**

Gender: **Female**

Birthdate: **6/9/2003**

### Search Result - Possible Matches

**No strong matches were found.** However, the following list of person(s) with data close to your search data may contain the person you are looking up. If you are highly confident that one of the people in the list is the person you're looking for, select the person and click the "Use selected person" button.

Select	Given Names	Family Names	Gender	Birthdate
<input type="radio"/>	Abigail Holly	Smith	Female	6/9/2003
<input type="radio"/>	Sabrina Abigail	Smith	Female	6/9/2003

If the possible matches above are not the person you searched for, clicking the button below will generate a new ID and create a new person record using the data you entered.

If you are confident that one of the listed persons is the person you're looking for then select that person and click Use Selected Person. If none of the possible matches is the person that you were looking then click the Generate New EDUID button.

## The Verify EDUID Link

At times, you may need to verify that the information you have about an individual is correct. The verify link is designed to assist you with this. Enter the EDUID and complete the other fields just as you would to request an EDUID (note: gender is not required). **Full names are highly preferred, including middle name and both family names if they exist.**

The screenshot shows the 'Verify EDUID' form. On the left is a 'Links' menu with items: Home Page, Verify EDUID, Request EDUID, Select District, and File Management. The main form area is titled 'Verify EDUID' and contains a 'Person Attributes' section with the following fields: EDUID (empty), Given Name(s) (empty, circled in red with the text '(first AND middle names)' next to it), Family Name(s) (empty), Gender (dropdown menu set to '(Unknown)'), and Birth Date (empty). A 'Verify EDUID' button is located at the bottom of the form.

If the information entered matches a record in the database, the name and EDUID results are displayed.

This screenshot shows the 'Verify EDUID' form with the following filled fields: EDUID: 357846768, Given Name(s): Preston (with '(first AND middle names)' next to it), Family Name(s): King, Gender: (Unknown), and Birth Date: 7/24/2006. The 'Verify EDUID' button is now greyed out. Below the form, an 'Answer' section states: 'The data reasonably matches the person having that Eduld.' Below this text is a table with the following data:

Given Names	Family Names	Gender	Birthdate
Preston Miles	King	Male	7/24/2006

If the data entered DOES NOT match a record in the database, the results will be displayed as shown below.

The screenshot shows the EDUID verification page. At the top, there is a navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below this is a header with the IDAHO State Department of Education logo and a red bar containing 'Log Off', 'EDUID', and 'demo'.

The main content area is titled 'Verify EDUID'. On the left, there is a 'Links' sidebar with 'Verify EDUID' and 'Request EDUID'. The main form is titled 'Person Attributes' and contains the following fields:

- EDUID: GT42Q6P94
- Given Name(s): Robert
- Family Name(s): Jones
- Gender: Male (dropdown menu)
- Birth Date: 1/22/2002

A 'Verify EDUID' button is located below the form. Below the form, an 'Answer' box contains the message: **The EDUID does not match the given information.** This message is circled in red in the original image.

### Correcting Errors -- Merges and Splits

EDUID errors can be corrected by emailing the SDE helpdesk at [support@sde.idaho.gov](mailto:support@sde.idaho.gov). Please include the name, date of birth, and gender for the people in question and the action you are requesting (merge, split, etc.). You will need to include any time period restraints for the request. It is very helpful if you have a signature block on your email that includes your name, title, email, etc.

The help desk can utilize EDUID application capabilities to manage duplicated names and split an EDUID across two people if someone with a similar name was inaccurately associated with another person. This is accomplished by keeping information and the EDUID for one person and creating a record with a new identifier for the person that was previously matched in error. There will also be times when records should have been matched but were not. In this case, reporting of the error will prompt the help desk to combine the duplicate records into one. This helps clean up the database and makes matching your students and staff easier.

## **Student to Staff Transition**

When an Idaho student transitions into the role of an instructor or other educational role their EDUID will remain the same.

## **EDUID and the Student Cumulative File**

Inclusion of the EDUID number onto the header label of the cumulative file will assist in maintaining a single EDUID for each person and in uncovering the issuance of duplicate. Please add the EDUID to the cumulative file near the student name and birth date.

## **Feedback on the EDUID application**

Please send suggestions and other feedback to the SDE IT helpdesk ([support@sde.idaho.gov](mailto:support@sde.idaho.gov)). Periodically the application will be updated and we will attempt to integrate your suggestions into those updates.

## Appendixes

### Browsers Supported

A web browser is a software application used for retrieving, presenting, and traversing information from the internet. Web browsers are used to access information provided by web servers in private networks or files in file systems. Common browsers supported by the EDUID application are Internet Explorer, Google Chrome, Firefox, Safari, etc.

### File Format

#### Upload format

The EDUID application accepts CSV files in the format listed below to transfer information from your current record keeping system into the EDUID application. Each row of information is a single person record and each column contains the value for the designated field (i.e. first name, last name). Not all fields are required but if the field is empty an empty field must be present. An empty column (without header) must be in the CSV file. Many fields have required range/types of data as described in Table 2. The information must be in the order listed. Optional columns do not need to be present in the file if you know that none of the rows will have data for the column.

Below is a layout of the fields by type:

A	B	D	E	F	G	H	I	J	K	L	M
Local Person ID	EDUID	First Name	Middle Last	Last Name	Birth Date	Gender	Last School Code	Alt Last Name 1	Alt Last Name 2	Alt Last Name 3	Alt Last Name 4

Table 1: Description of student/staff record by column if viewed in a CSV file

The header information must be included on the file. The table above is for descriptive purposes only. The example below shows what the file should look like just before uploading it to the EDUID system. This example has only the required twelve elements and you will upload this information in a Comma Separated Value file. When you save your spreadsheet using "Save As..." the program will automatically output the correct format for the CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Local Pers	EDUID	First Name	Middle Name	Last Name	Birth Date	Gender	Last School	Alt Last Name 4				
2			Preston	Miles	King	7/23/2006	M						
3		357846897	Preston	Miles	Smith-Kin	7/24/2006	M						
4			Preston	Miles	King	7/24/2006	F						

This table provides additional information on what data to include in the columns and whether the column is required or not.

Column			
Column/Position	Field Name (Header Row)	Required	Description/Notes
1	Local Person ID	Highly Suggested	District Student ID assigned by District Information Systems. Allows matching of records when loading EDUID information back into your District system.
2	EDUID	No	ID assigned by Unique ID System for Students and Staff. Empty on first upload. On subsequent uploads may contain EDUID number.
3	First Name	Yes	Legal Name per Name Guidance Documentation
4	Middle Name	Yes if person has one	Legal Name per Name Guidance Documentation
5	Last Name	Yes	Legal Name per Name Guidance Documentation
6	Birth Date	Yes	Format: MM-DD-YYYY, MM/DD/YYYY
7	Gender	Yes	See table below for accepted values. Incorrect values will create an error message that is cumbersome to fix.
8	Last School Code	No	May assist in matching information
9	Alt Last Name 1	No	If alternate last name exists make it a Legal Name per Name Guidance Documentation
10	Alt Last Name 2	No	If alternate last name exists make it a Legal Name per Name Guidance Documentation
11	Alt Last Name 3	No	If alternate last name exists make it a Legal Name per Name Guidance Documentation
12	Alt Last Name 4	No	If alternate last name exists make it a Legal Name per Name Guidance Documentation

Table 2: Field value definitions and formatting

## Accepted Values

### STUDENT GENDER CODE DEFINITION

Accepted Values	
<b>M</b>	<b>Male</b>
<b>F</b>	<b>Female</b>

#### Download File Format

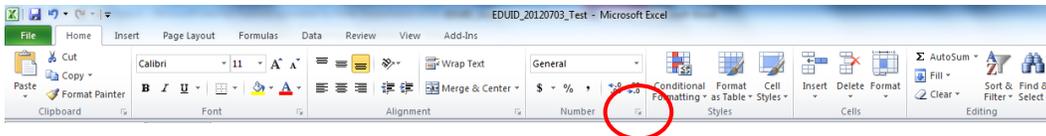
The downloaded file format is below. The EDUID application will only present back the information that was uploaded, with the addition of the EDUID on matched names. If the names could not be matched then the file will not contain the EDUID for that person.

LocalPersonId	Eduld	FirstName	MiddleName	LastName	BirthDate	Gender	LastSchool	AltLastNai	AltLastNai	AltLastNai	AltLastName4
1001004977	152954695	Abigail	Sue	Noel	7/20/2008	F					
1001004975	539212368	Zackery		Smith	9/9/2002	M					
1001004971	645362266	Star	Danielle	James	2/18/2006	F					
1001004967	101048976	Linda	Lizette	Davis	1/31/2007	F					
1001004969	558269735	Valise	Ann	Garcia	11/3/2000	F					

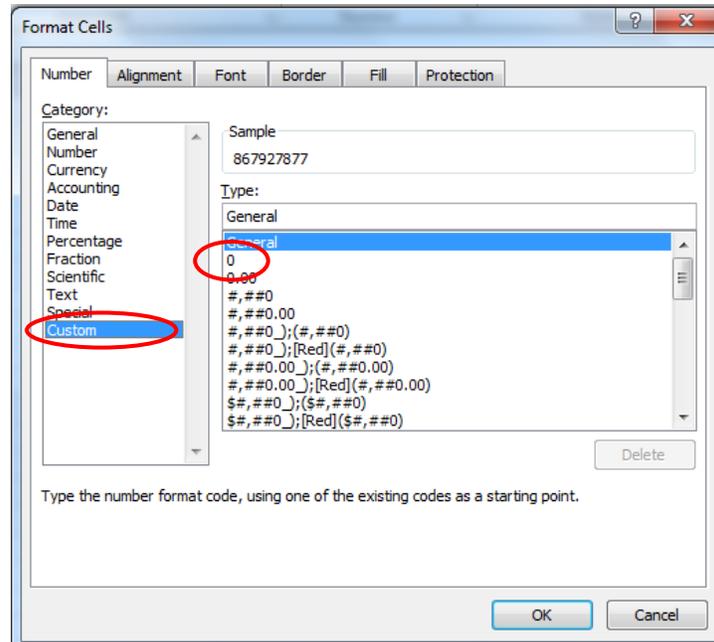
## Fix Scientific Notation (i.e. 5.23E+11) in your export file

If scientific notation is visible in a column (usually Local Person ID or EDUID fields) your column may be too narrow to display the number (they can be nine to twelve characters in length) or your Student Information System (SIS) may have output proceeding or trailing zeros into that field in your CSV file. This creates a string of numbers too large for Excel to display so Excel converts the number to scientific notation so it will fit in the column. The best solution is to work with your SIS vendor to have the issue corrected.

Another potential solution is to change the Excel cell formatting to “Custom, zero”. To change the cell formatting, highlight the desired cells then click on the lower right hand corner of the Numbers group on the ribbon.



The format cells dialog box should open on the Number tab. Click on Custom option at the bottom of the list which will activate the Type screen. Highlight the single zero (0) option which is the second selection option on the Type screen and then click OK. This should make your digits visible and readable.



## Disclaimer -- Fictitious Names

The names used in this document are fictitious. Any similarity to actual names is purely coincidental.

## Quick Reference Guide

1. Go to EDUID website. <https://apps.sde.idaho.gov/eduid>
2. Register new username
  - a. Click Log In link in the upper right section on the EDUID home page.
  - b. Click the Registration link on the upper right hand side of the Log On screen and fill in the fields on the page. Username must be your email address.
  - c. Open email sent to you by the EDUID system. Verify your account by clicking on embedded link in message.
3. Have your District Superintendent or Charter School Administrator authorize your access to the EDUID system.
  - a. They complete Access Request documentation at <http://www.sde.idaho.gov/site/isee/>
4. You can upload and download files through the Upload module. You can look up or create individual EDUIDs by using the Verify EDUID or Request EDUID links on the home page.



Log Off ihotchkiss@edu.id  
EDUID

## Links

- [Home Page](#)
- [Verify EDUID](#)
- [Request EDUID](#)
- [Upload](#)

## Welcome to EDUID

### At A Glance

The EDUID system allows lookup, verification, and assignment of unique identifiers for people in the education system in the state of Idaho. These EDUIDs are foundational to the Idaho System for Educational Excellence (I.S.E.E.), Idaho's K-12 longitudinal data system. Please review the I.S.E.E. webpage for more information at <http://www.sde.idaho.gov/site/iisee/>

All students attending and staff working, including substitutes, (certified as well as non-certified) in Idaho publicly funded K-12 educational institutions are required to have an Education Unique Identification number.

EDUIDs for students are required within the ISAT SEF file and for staff as of March 15, 2010. Student and staff EDUIDs are required for detailed data submissions which begin in April 2010.

If you have questions, or require assistance, e-mail the help desk at



**Verify EDUID** – Used to verify the validity of an EDUID or the person associated with a specific EDUID

**Request EDUID** – Used to request an EDUID for a single name

**Upload** – Used to upload and download CVS files to validate a group of names and create EDUIDs for those names.