

STUDENT UNIQUE IDENTIFIER (Uniq-ID)

Steps to assigning NDE Student ID's

<http://www.education.ne.gov/nssrs>

Version 7.2 - Updated March 2, 2016

This document is to help you assign NDE Student ID's to all of your students.

All students in Pre-Kindergarten – Grade 12 and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need a NDE Student ID.

This document provides information on the following topics.

1. Log into the NDE Portal, Click on the "Student & Staff (NSSRS)" Tab and Choose the "Student Unique Identifier" collection.
2. How to Upload your information with a Batch File.
3. How to Create your Batch File.
4. Validating the data.
5. Verifying the status of the validation.
6. Reviewing the outcome of NDE Student ID assignment.
7. Downloading NDE Student IDs.
8. Enter Individual Student
9. Student Search
10. Extract and Download Batch
11. Download options from Download Cart
12. Adding Student Notes
13. Viewing Student Notes
14. Access Desktop Database

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


NOTE FOR POSTSECONDARY INSTITUTIONS: A "Student Search" should be done for an existing ID before assigning a new ID to a student.

NOTE: The purpose of the Uniq-ID system is to assign each student one, and only one, NDE Student ID. This system is not utilized for student reporting. It is a HUGE benefit to ALL users if student information is updated each school year; resolving near-matches is easier when school and grade information is current.

1. LOG INTO THE NDE PORTAL

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

The NDE Uniq-ID System main page has a new look:

- The MENU is located by clicking on the "Menu Bars" (3 horizontal white bars to the left of the "State ID")
 and contains links that allow users to Upload Files, Enter Online, Search Students, download various types of output files, and Log Out of the Application.
- The "Home" page provides the user with a list of all submissions to the NDE Uniq-ID System that have been uploaded via a batch file, entered online, or edited online. This list displays the current status of each batch and the next action to be performed on that batch. In addition, a button in the last column allows the user to continue where they left off in the NDE Student ID assignment process.

The Home Page can be accessed anytime by clicking on the "Back to Home" link under the "Menu Bars".



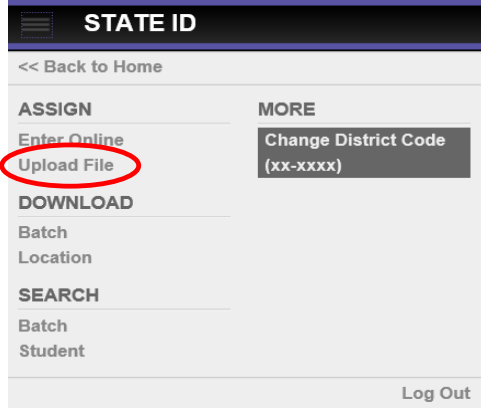
If you have a file ready to upload, proceed to Step 2, "How to upload your information with a Batch File".

If you have an existing file you need to edit, see the "Steps for Importing Files Into Excel" located on our website: www.education.ne.gov/nssrs/Resources.html under the "Quick Reference Guides". Files must be *imported* into Excel in order to retain the formatting.

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

2. [HOW TO UPLOAD YOUR INFORMATION WITH A BATCH FILE](#)

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



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

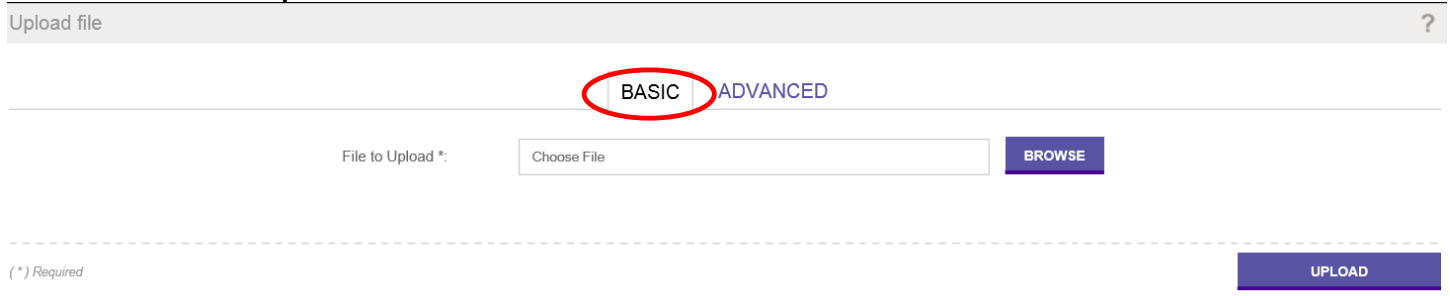
NOTE: In eScholar's Version 6.0 (July 15, 2008), a change was made so that there is no longer a requirement that the filenames be different for each batch uploaded. This allows users to upload a batch file with the same name as any other previous upload.

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

[Upload Options - Basic or Advanced:](#)

A. [BASIC](#) – File requires a Header Record, Detail Record, and a Trailer Record.

Click on the "Upload File" link on the menu. It will default to the "Basic" tab.

A screenshot of the "Upload file" interface. At the top left is the text "Upload file" and a question mark icon. Below this is a tabbed interface with two tabs: "BASIC" (which is circled in red) and "ADVANCED". Under the "BASIC" tab, there is a label "File to Upload *:" followed by a text input field containing "Choose File" and a "BROWSE" button. At the bottom right of the interface is a large blue "UPLOAD" button. A dashed line separates the main content from a footer area containing the text "(*) Required".

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

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

1. Click on the **“Upload File”** link on the menu. Click on the **“Advanced”** tab.

The screenshot shows a web form titled "Upload file" with a "?" icon. There are two tabs: "BASIC" and "ADVANCED", with "ADVANCED" being the active tab. The form contains the following fields and controls:

- Template *:** A dropdown menu with "eScholar Uniq-ID v1.0" selected.
- File to Upload *:** A text input field with "Choose File" placeholder and a "BROWSE" button to its right.
- Delimiter *:** A dropdown menu with "TAB" selected.
- Qualifier:** A dropdown menu.
- Source System:** A dropdown menu.
- Ignore First Row:** Radio buttons for "Yes" and "No", with "No" selected.
- Multiple agency file:** A checkbox.
- UPLOAD:** A blue button at the bottom right of the form.

2. Currently the only template available is the **“eScholar Uniq-ID”** template, and only the **v1.0** version is being used at this time.
3. Click on **“Browse”** to view your local computer system directory structure.
4. Browse and select the appropriate file from the local system and click the **“Open”** button.
5. Select the appropriate **“Field Delimiter”** for the file. The options are: Comma or Tab. (The delimiter should be **“Comma”** if the file is a **“.csv”** or a **“Tab”** if the file is a **“.txt”**.)
6. Select the appropriate **“Field Qualifier”** for the file. **LEAVE BLANK**
7. Select the appropriate **“Ignore First Row”** option for this file. The options are **“Yes”** or **“No”**.
 When **“Yes”** is selected, the first row in the input file will be ignored during the upload processing. (**“Yes”** should be selected if the file has a **“header”**.)
 When **“No”** is selected, the first row will be included in the upload processing. (**“No”** should be selected if the file does not contain a **“header”**.)
8. Click the **“Upload”** button.

3. HOW TO CREATE YOUR BATCH FILE

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

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

Example Header: TH 08/01/2016 12:15:00 12345 delimiter=0X2C
 (Delimiter would be 0X2C for comma delimited or 0X09 for tab delimited)

Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always "TH"	TH
Extract Date	Yes	VarChar (10)	Must have a "mm/dd/yyyy" format	08/01/2016
Extract Time	Yes	VarChar (8)	Must have a "hh:mm:ss" format	12:15:00
Transmission ID	Yes	VarChar (10)	Any arbitrary number.	12345
Version	Yes	VarChar (10)	Always "1.0"	1.0
Delimited	Yes	VarChar (25)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma).	For comma delimited, the character literal would be "delimiter=0X2C" . For tab delimited, the character literal would be "delimiter=0X09" .

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

Example Trailer: TT 12345 2516

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

The Header and Trailer record should be delimited by a single tab or space character between fields, or each field in a separate column in Excel.

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

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

Detail Record Layout									
Field Name	Required	Data Type	Used for matching?	Notes/Format Details	Sample Data				
Record Type	Yes	VarChar (2)	Not Applicable	Always "ID".	ID				
Current School Code	Yes	VarChar (6)		School Code of school in which student is currently enrolled. (Must have leading zeros.)	001				
Resident District Code	Yes	VarChar (8)		District Code of district in which student currently resides.	99-9999				
Last Name	Yes	VarChar (60)	Yes		Doe				
First Name	Yes	VarChar (60)	Yes		John				
Middle Initial	No	VarChar (60)	Yes		M				
Name Suffix	No	VarChar (10)	Yes		Jr				
Gender	Yes	VarChar (6)	Yes	Valid Values: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>F</td> <td>Female</td> </tr> <tr> <td>M</td> <td>Male</td> </tr> </table>	F	Female	M	Male	M
F	Female								
M	Male								
Date of Birth	Yes	VarChar (10)	Yes	Required format: "mm/dd/yyyy"	01/30/1994				

Detail Record Layout																																									
Field Name	Required	Data Type	Used for matching?	Notes/Format Details	Sample Data																																				
Current Grade Level	Yes	VarChar (2)		Valid Values: <table border="1"> <tr><td>HK</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>	HK	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
HK	Half-Day Prekindergarten																																								
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08	Grade 8																																								
09	Grade 9																																								
10	Grade 10																																								
11	Grade 11																																								
12	Grade 12																																								
PS	Postsecondary																																								
AE	Adult Education																																								
Local Student ID	Yes	VarChar (20)	Yes	ID used in the district student information system (SIS) to uniquely identify the student. This field provides a means to import student data from the Uniq-ID System back into the district SIS.	123467																																				
Social Security Number	No	VarChar (11)	No	Optional.	(blank)																																				
Race / Ethnicity	No	VarChar (4)	No	NOTE: Although the following values remain valid, NDE recommends leaving Race/Ethnicity blank on future submissions. Valid Values: <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)																						
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PI	Native Hawaiian or Other Pacific Islander																																								
NDE Student ID	No	VarChar (25)	Yes	Leave blank if this student has not yet been assigned an NDE Student ID. Once assigned, all subsequent submissions for this student should include the assigned NDE Student ID.	6789012345																																				

Detail Record Layout					
Field Name	Required	Data Type	Used for matching?	Notes/Format Details	Sample Data
Current District of Record	Yes	VarChar (8)	Yes	District Code of district in which student is currently enrolled.	99-9999
Current School Year	Yes	VarChar (10)		Required format: a "yyyy". Use "ending" year of school year, for example "2015" for 2014-2015.	2016

Files can be created in Excel or Notepad. Be sure to use the proper naming conventions; no spaces or any other special characters. Format data as text to make sure leading zeroes are not dropped. Here is an example of how your data file might look in Notepad:

```

sid_13_0009_0101_High_School_20050309_110158_jde_id[1].txt - Notepad
File Edit Format View Help
TH 03/09/2005 11:01:58 0071262134 1.0 delimiter=0x09
ID 0101 0009 FARMER SABRA L F 08/14/1990 UK 106632359 106632359 H 7242697441 0009 2004
ID 0101 0009 VOSS BRANDON M 06/26/1992 07 106641963 106641963 W 1781992185 0009 2004
ID 0101 0009 LEONARD NICHOLAS P F 10/16/1999 01 110397063 110397063 W 5098019508 0009 2004
ID 0101 0009 MOOTZ MELANIE R F 10/02/1994 05 110406667 110406667 W 8319355737 0009 2004
ID 0101 0009 WOOD DOROTHY F 03/04/1993 07 110418271 110418271 W 9447215068 0009 2004
ID 0101 0009 BATTS TIFFANY N F 02/09/1998 02 110427075 110427075 B 2418206394 0009 2004
ID 0101 0009 ADEPEGBA ZAHIR M 12/11/1989 10 110448283 110448283 H 5328743903 0009 2004
ID 0101 0009 MORIARITY MICHAEL D M 09/22/1997 02 110466691 110466691 W 4117391488 0009 2004
ID 0101 0009 TRAVERS KEITH M 06/18/1992 08 110496703 110496703 W 1399846876 0009 2004
ID 0101 0009 RODOLPH CURTIS M 03/27/1996 04 110506307 110506307 H 193697827 0009 2004
ID 0101 0009 MOOTZ MELANIE R F 10/02/1994 05 110406667 110406667 W 7810604848 0009 2004
TT 0071262134 13

```

To format data as text to ensure leading zeroes are not dropped, when creating the file in Excel, highlight the entire document and right click. In the dropdown menu, select "Format Cells" and then select "Text". Here is an example of how your data file might look in Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ID	001	13-0009	Farmer	Sabra	L		F	04/10/1989	11	7500		WH		13-0009	2014
2	ID	001	13-0009	Voss	Brandon			M	04/15/1990	10	10029		WH		13-0009	2014
3	ID	001	13-0009	Leonard	Nicholas			M	01/28/1990	11	8160		WH		13-0009	2014
4	ID	001	13-0009	Mootz	Melanie			F	07/27/1990	10	90160		WH		13-0009	2014
5	ID	001	13-0009	Wood	Dorothy			F	09/08/1989	11	7300		WH		13-0009	2014
6	ID	001	13-0009	Batts	Tiffany	N		F	11/07/2006	KG	90185		WH		13-0009	2014
7	ID	001	13-0009	Adepegba	Zahir			M	07/05/1986	12	7030		WH		13-0009	2014
8	ID	001	13-0009	Moriarity	Michael	D		M	08/09/2007	PK	10206		AS		13-0009	2014
9	ID	001	13-0009	Travers	Keith	M		M	11/25/2005	01	10046		WH		13-0009	2014
10	ID	001	13-0009	Rodolph	Curtis			M	12/15/1987	12	6280		WH		13-0009	2014
11	ID	001	13-0009	Mootz	Mellisa	R		F	11/13/1988	12	7221		WH		13-0009	2014

4. VALIDATING THE DATA

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

Upload File - Validate Data - Batch 193				
UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
02/10/2016 13:23	Batch Info	Data Validation is in progress.	In Progress	BACK TO HOME

After the file is uploaded the "Status" will show "Data Validation is In Progress" and the "Next Action" is "Back to Home". Click on the "Back to Home" to return to "Home" page.

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

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

Upload file ?

Batch Error Information - File upload failed. Fix the errors below and resubmit new file.
The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 197.

ERRORS TO FIX (2) [HIDE ALL](#)

- Record(s) does not contain all fields
- Record(s) have incorrect record format

[UPLOAD NEW FILE](#)

5. VERIFYING THE STATUS OF THE VALIDATION

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

NOTE: If the record(s) is/are canceled, the student(s) has/have not been updated, and would need to be entered individually after researching.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 15:21	File	Batch Info	28-0001	0000	Default	Data Validation Incomplete. Fix Data Errors	1 of 12	FIX ERRORS

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

Fix Errors - Batch 197 ?

Select All on Page

LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	LOCAL ID	NEXT ACTION
<input type="checkbox"/>	Smith	John			02/24/2011	MALE	28-001	055	123456	EDIT

Displaying 1 - 1 of 1 << FIRST + PREV PAGE 1 OF 1 NEXT >> LAST >>

The application will notify you of the data errors by displaying a message in the upper left of the screen and highlighting the field. Update the information on this screen and then click on **“Update Person Record”**.

Fix Errors - Batch 197 ?

Validation Errors : District Code

Edit Student Record - Any corrections to data should also be made in your local student information system.

GENERAL INFORMATION

FIRST NAME *	John
MIDDLE NAME	
LAST NAME *	Smith
SUFFIX	
GENDER *	MALE <input type="checkbox"/>
DATE OF BIRTH *	02 / 24 / 2011
ETHNICITY/RACE	White (Not Hispanic)
SSN	Not Present
STATE ID	

ENROLLMENT INFORMATION

GRADE *	Kindergarten (Full Day)
SCHOOL CODE (XXX) *	055
DISTRICT CODE (XX-XXXX) *	28-001
RESIDENT DIST (XX-XXXX) *	28-0001
SCHOOL YEAR *	2016
LOCAL ID *	123456

(*) Required

[BACK TO FIX ERROR LIST](#) [CANCEL PERSON RECORD](#) [UPDATE PERSON RECORD](#)

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

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 14:23	File	Batch Info	28-0001	0000	Default	Data Validation Complete. Ready to Assign State IDs	12 of 12	ASSIGN STATE ID

6. REVIEWING THE OUTCOME OF NDE STUDENT ID ASSIGNMENT

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

FILTER

DISTRICT CODE (XX-XXXX): Exampleville Public Schools - [99-9999]

SCHOOL CODE (XXX)

BATCH NUMBER

SUBMISSION TYPE: All

PROCESSING STAGE: All

FROM: 01/13/2016 TO: 02/12/2016

SORT: Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 15:21	File	Batch Info	99-9999	0000	Default	ID(s) Assigned.	12 of 12	DOWNLOAD STATE ID

If the system finds students included in your file that match records already in the database, the **“Status”** for the batch will be **“Near Matches/Duplicates Found”** and an ID is not assigned. These records **must** be **reviewed and resolved** by a human. The next action is to click on the **“Resolve Near Matches”** button.

FILTER

DISTRICT CODE (XX-XXXX): Exampleville Public Schools [99-9999]

SCHOOL CODE (XXX)

BATCH NUMBER

SUBMISSION TYPE: All

PROCESSING STAGE:

FROM: 12/01/2015 TO: 02/12/2016

SORT: Upload Date Desc

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
02/12/2016 07:45	File	199217	99-9999	0000	Default	Near Matches / Duplicates Found	7 of 10	RESOLVE NEAR MATCHES

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

FILTER

LAST NAME

FILTER RESULTS

Select All On Page

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	RESIDENT DIST (XX-XXXX)	LOCAL ID	NEXT ACTION
Farmer	Sabra	M		01/01/1991	FEMALE	99-9999	001	99-9999	123456	REVIEW AND SELECT
Mootz	Melanie	N		03/01/1992	FEMALE	99-9999	030	99-9999	123654	REVIEW AND SELECT

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

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

Resolve Near Matches / Duplicates - Batch 73 ?

STUDENT RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	LOCAL ID
Farmer	Sabra	M		01/01/1991	FEMALE	99-9999	001	123456

NEAR MATCHES / DUPLICATES FOUND

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	LOCAL ID	MATCH PROBABILITY
Farmer	Sabra	M		01/01/1991	FEMALE	99-0009	001	654321	99 [MATCH]

CANCEL RECORD
SELECT ANOTHER RECORD
CREATE NEW ID
ASSIGN SELECTED

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

Click the hyperlinked **“Last Name”** or **“First Name”** to view the **“Compare Records”** page. The page, as shown below, displays the submitted student in the **“Submission Record”** column on the left and the matching student in the **“Master Record”** column on the right of the page.

All fields in which the information differs between two students records are **highlighted in beige**

Near Match - Compare - Batch 73 ?

99

MATCH SCORE

Sabra M Farmer (SUBMISSION)
GENDER: FEMALE DATE OF BIRTH: 01/01/1991 LOCAL ID: SSN: Not Present

vs

Sabra M Farmer (#6789012345)
GENDER: FEMALE DATE OF BIRTH: 01/01/1991 LOCAL ID: SSN: Not Present

COMPARE RECORDS

Fields that differ between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (STATE ID: 6789012345)
FIRST NAME	Sabra	Sabar
LAST NAME	Farmer	Farmer
MIDDLE NAME	M	M
SUFFIX		
DATE OF BIRTH	01/01/1991	01/01/1991
GENDER	FEMALE	FEMALE
SSN	Not Present	Not Present
RACE/ETHNICITY	White (Not Hispanic)	White (Not Hispanic)
DISTRICT CODE (XX-XXXX)	99-9999	99-0009
SCHOOL CODE (XXX)	001	001
RESIDENT DIST (XX-XXXX)	99-9999	99-9999
GRADE	Grade 9	Grade 10
SCHOOL YEAR	2013	2016
LOCAL ID	123456	654321
STATE ID	6789012345	6789012345
ALTERNATE ID		
SERIAL #	18974	27721
CREATED	11/07/2012	08/08/2011
LAST UPDATED	11/07/2012	07/31/2015
COMMENTS		
MATCH NOTES		
UPDATE MASTER	<input checked="" type="radio"/> Yes <input type="radio"/> No	

RETURN TO LIST
CANCEL SUBMISSION
CREATE NEW ID
ASSIGN SELECTED

The following options are available once the students' information has been reviewed and ready to be resolved.

1. If the student under review is the same one as the matching student, select the matching student using the radio button to the left and then click **"Assign Selected"**.
2. If the student under review is different from any of the matching students, click **"Create New ID"**.
3. To cancel the record under review, click on the **"Cancel Submission"** button. This removes the student from your batch file. **The student will need to be included in a future upload or added individually.**
4. Users can also navigate back to the list of near matches by clicking on **"Return to List"**.

7. [DOWNLOADING STUDENT IDs](#)

Home ?

FILTER

DISTRICT CODE (XX-XXXX): Exampleville Public Schools [99-9999]	SCHOOL CODE (XXX) 	BATCH NUMBER
SUBMISSION TYPE All	PROCESSING STAGE All	FROM 01/13/2016
		TO 02/12/2016
		SORT Upload Date Desc

[FILTER RESULTS](#)

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 15:21	File	Batch Info	99-9999	0000	Default	ID(s) Assigned.	12 of 1	DOWNLOAD STATE ID

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

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

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 15:21	Batch Info	File Extract Complete.	12	DOWNLOAD

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

The format of the NDE Student IDs assigned file will be exactly the same as the Student Batch File and each student record will contain the NDE Student ID that was assigned to that student.

This completes the processing of a batch file for creating and downloading NDE Student IDs.

8. [ENTER INDIVIDUAL STUDENT](#)

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

<< Back to Home

ASSIGN	MORE
Enter Online	Change District Code (xx-xxxx)
Upload File	
DOWNLOAD	
Batch	
Location	
SEARCH	
Batch	
Student	
Log Out	

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

Enter Online - Data Entry ?

GENERAL INFORMATION		ENROLLMENT INFORMATION	
FIRST NAME *	<input type="text"/>	GRADE *	<input type="text" value="v"/>
MIDDLE NAME	<input type="text"/>	SCHOOL CODE (XXX) *	<input type="text"/>
LAST NAME *	<input type="text"/>	DISTRICT CODE (XX-XXXX) *	<input type="text"/>
SUFFIX	<input type="text"/>	RESIDENT DIST (XX-XXXX) *	<input type="text"/>
GENDER *	<input type="text" value="v"/>	SCHOOL YEAR *	<input type="text"/>
DATE OF BIRTH *	<input type="text" value="v"/> / <input type="text" value="v"/> / <input type="text" value="v"/>	LOCAL ID *	<input type="text"/>
ETHNICITY/RACE	<input type="text" value="v"/>		
SSN	<input type="text" value="-"/> - <input type="text" value="-"/>		
STATE ID	<input type="text"/>		

(*) Required

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

NOTE: The "State ID" field is not a required field, however, if you have the student(s) ID number, enter it in as well. This will help with updating the correct Unique ID and not accidentally creating a new ID number.

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

Validation Errors : Gender is required , School Code (xxx) is required

GENERAL INFORMATION

FIRST NAME *	Joshua
MIDDLE NAME	
LAST NAME *	Smithson
SUFFIX	
GENDER *	<input type="button" value="v"/>
DATE OF BIRTH*	10 / 10 / 2013
ETHNICITY/RACE	<input type="button" value="v"/>
SSN	- - -
STATE ID	

ENROLLMENT INFORMATION

GRADE: *	Half Day Prekindergarten
SCHOOL CODE (xxx): *	<input type="button" value="v"/>
DISTRICT CODE (xx-xxxx): *	99-9999
RESIDENT DIST (xx-xxxx): *	99-999
SCHOOL YEAR *	2016
LOCAL ID *	147852

(*) Required

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

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

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

Assign ID

UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
02/12/2016 15:04	Batch Info	ID(s) Assigned. New State ID Created for the Student is 7804075332	1	<input type="button" value="ENTER ANOTHER STUDENT"/>

9. STUDENT SEARCH

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

<< Back to Home

ASSIGN	MORE
Enter Online	Change District Code (xx-xxxx)
Upload File	
DOWNLOAD	
Batch	
Location	
SEARCH	
Batch	
<input type="button" value="Student"/>	
Log Out	

There are three types of searches:

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

BASIC SEARCH **ADVANCED SEARCH** **ID SEARCH**

First Name:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: / /

Search History

(*) Required

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

NOTE: eScholar recommends entering in as much data as possible in the Student Search to minimize the number of results displayed. However, if searching for a student you are fairly certain should have an ID already assigned, try searching multiple scenarios of the names in case of misspellings, alternate spellings, nicknames, etc. There is a Search Tip document available on the NDE website at: <http://www.education.ne.gov/nssrs/Resources.html#Instructions>.

BASIC SEARCH **ADVANCED SEARCH** ID SEARCH

First Name:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: / /

Search History

(*) Required

SEARCH RESULTS

STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	RACE(S)	SSN	MATCH PROBABILITY
7800369196	Mouse	Mickie			01/01/2001	MALE	45-0007	001		Not Present	
8898693184	Mouse	Mickey			01/02/2010	MALE	55-0001	054		Not Present	

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

NOTE: The "Edit Student" button will always display on the above page but may not always be enabled. The button is enabled only when the district that the student is assigned to is editing the record.

STUDENT INFORMATION (STATE ID : 7800369196) CREATED 04/09/2013 13:56

GENERAL INFORMATION

FIRST NAME	Mickie
MIDDLE NAME	
LAST NAME	Mouse
SUFFIX	
GENDER	MALE
DATE OF BIRTH	01/01/2001
ETHNICITY/RACE	
SSN	Not Present
STATE ID	7800369196

ENROLLMENT INFORMATION

GRADE	06
SCHOOL CODE (XXX)	001 O'NEILL HIGH SCHOOL
DISTRICT CODE (XX-XXXX)	45-0007 O'NEILL PUBLIC SCHOOLS
RESIDENT DIST (XX-XXXX)	45-0007 O'NEILL PUBLIC SCHOOLS
SCHOOL YEAR	2013
LOCAL ID	1234

BATCH INFORMATION

LAST BATCH #	98
LAST UPDATED	04/09/2013 14:00
UPDATE REFERENCE #	25076
INPUT TYPE	Online
CREATED BY	gcarter
EMAIL ADDRESS - CREATED BY	
CREATED	04/09/2013 13:56
STATUS	Student Found and History Created During Match Resolution Stage
PROCESSED DATE	04/09/2013 14:02
COMMENTS	

[BACK TO SEARCH RESULTS](#)

[EDIT STUDENT](#)

HISTORY INFORMATION

LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	RACE(S)	SSN
04/09/2013 13:56	Mouse	Mickey	M		01/01/2001	MALE	45-0007	001	Asian or Pacific Islander	Not Present

The above page will display the student's current information in the top section and the history information in the bottom section. A section named **"Associated Retired IDs Information"** has been added to the bottom of the results page when there is an Retired ID associated. If there are any IDs along with the student information that has been retired and associated to the ID under review, they will be displayed here.

10. EXTRACT AND DOWNLOAD BATCH

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

<< Back to Home

<p>ASSIGN</p> <p>Enter Online</p> <p>Upload File</p>	<p>MORE</p> <p>Change District Code (xx-xxxx)</p>
<p>DOWNLOAD</p> <p>Batch</p> <p>Location</p>	
<p>SEARCH</p> <p>Batch</p> <p>Student</p>	

Log Out

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

Extract and Download Batch ?

FILTER ▲

DISTRICT CODE (XX-XXXX) SCHOOL CODE (XXX)

Exampleville Public Schools [99-9999]

SUBMISSION TYPE EXTRACT TYPE FROM TO SORT

All IDs Assigned 01/13/2016 02/12/2016 Upload Date Desc FILTER RESULTS

UPLOAD DATE	BATCH INFO	DISTRICT CODE (XX-XXXX)	SCHOOL CODE (XXX)	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 15:21	Batch Info	99-9999	0000	ID(s) Assigned.	12	<div style="display: inline-block; border: 1px solid #000; padding: 2px 5px; margin-right: 5px;">EXTRACT RECORDS</div> <div style="display: inline-block; border: 1px solid #000; padding: 2px 5px;">ADD TO DOWNLOAD CART</div>
02/10/2016 14:23	Batch Info	99-9999	0000	ID(s) Assigned.	12	<div style="display: inline-block; border: 1px solid #000; padding: 2px 5px; margin-right: 5px;">EXTRACT RECORDS</div> <div style="display: inline-block; border: 1px solid #000; padding: 2px 5px;">ADD TO DOWNLOAD CART</div>

Displaying 1 - 2 of 2 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

VIEW DOWNLOAD CART

In order to show all submissions during the specific dates of your inquiry, change the “From date” and “To date” and then click on “Filter Results”.

Filtering the List of Downloads

All downloads in this module pertain to the **ID Assignment Process**. Below is a list of the seven types of downloads available, each are by batch:

1. **IDs Assigned** – includes all of the submission records with the assigned state identifiers for the batch.
2. **Errors to Fix** – includes all of the submission records in the error state along with an error message for the batch.
3. **Near Matches** – includes all of the submission records in the near match stage for the batch.
4. **Canceled** - includes all of the submission records which were canceled for the batch.
5. **Rejected** – includes all of the submission records which were rejected for the batch.
6. **Fixed Records** – includes all of the submission records in the batch that were fixed during the data validation
7. **Near Match Details** – includes all of the submission records in the near match stage along with any matched records in the batch.

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

Extract and Download Batch - **Batch**

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
02/10/2016 15:21	Batch Info	File Extract Complete.	12	<div style="border: 2px solid red; border-radius: 10px; padding: 2px 10px; background-color: #000; color: white; display: inline-block;">DOWNLOAD</div>

EXTRACT ANOTHER BATCH

Users can click the “Download” button in the “Next Action” column to download the file.

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

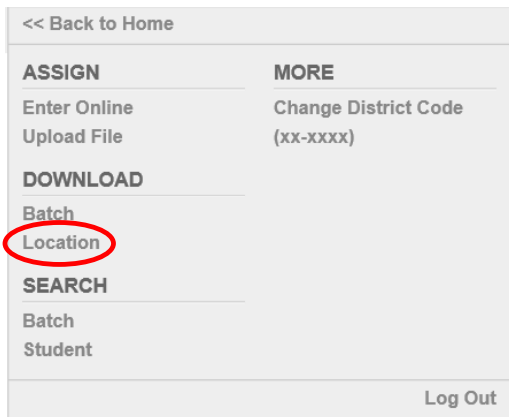
Here is where you will obtain the NDE Student ID number to use in other NDE collections and reports.

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

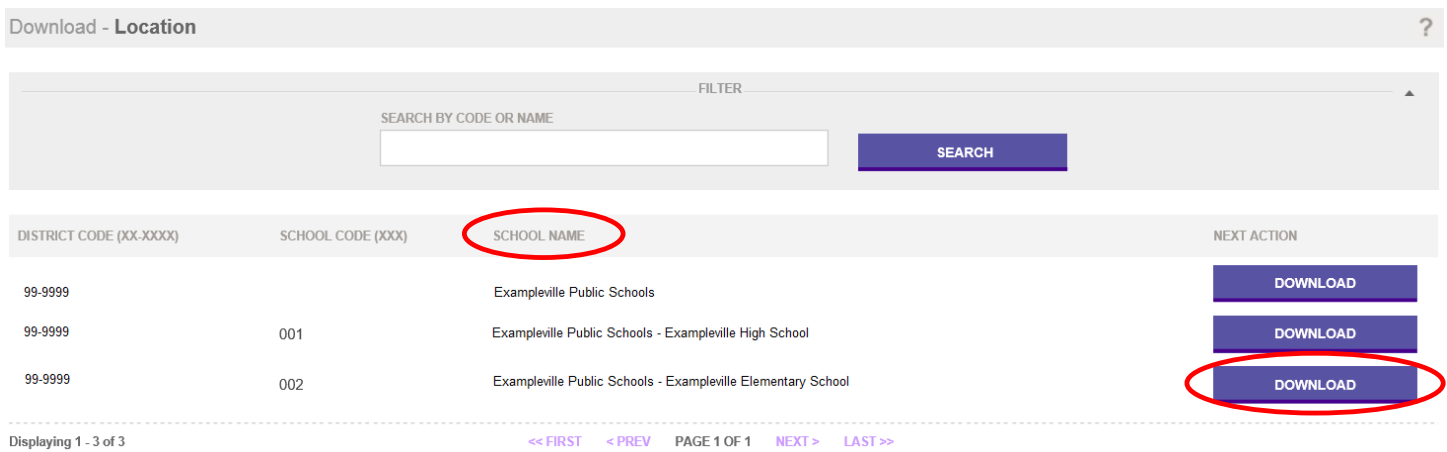
12. DOWNLOAD BY LOCATION

A Download by Location component allows users to download all of the students from a specific district or school, rather than by batch. This component is only available to authorized users and is restricted only to the locations the user has access to.

1. Select the **“Download by Location”** from the Menu:



2. The system will display a list of districts and locations/schools that the user has access to on the **Download - Location** details page. This page includes the **District Code**, **School Code**, **School Name**, a **Download** button and the ability to search locations. (The search feature allows users to search by the district code, school code or agency name.)



3. Click the **“Download”** button for the agency to be extracted
4. The system will display a **“Download Options”** screen.
5. No changes need to be made on the **“Download Options”** screen; click the **“Download”** button.

DOWNLOAD OPTIONS

Template: eScholar Uniq-ID® v1.0

Delimiter: TAB

Qualifier:

Date Format: mm/dd/yyyy

Include Header/Footer: Yes No

(*) Required

BACK

DOWNLOAD

This downloaded file will include: **All students, for ALL YEARS, that have ever been uploaded for this district/school.**

- The **"Download - Location"** download page will be displayed. Click the **"Download"** button in the **"Next Action"** column.

Download - Location

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
		File Extract Complete.	245	DOWNLOAD

EXTRACT ANOTHER LOCATION

- Click the **"Extract Another Location"** button to return to the **"Download By Location"** page or click the **"Back to Home"** link under the **"Menu Bars"** to return to the system home page.

13. ADDING STUDENT NOTES

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

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

- Search Individual Student Detail Results
- Near Match Review

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

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

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

STUDENT INFORMATION (STATE ID : 6789012345) CREATED 05/09/2013 16:07

[ADD NOTE](#)

GENERAL INFORMATION

ENROLLMENT INFORMATION

FIRST NAME	Sabra
MIDDLE NAME	M
LAST NAME	Farmer
SUFFIX	
GENDER	Female
DATE OF BIRTH	01/01/1991
ETHNICITY/RACE	
SSN	Not Present
STATE ID	6789012345

GRADE	9
SCHOOL CODE (XXX)	001
DISTRICT CODE (XX-XXXX)	99-9999
RESIDENT DIST (XX-XXXX)	99-9999
SCHOOL YEAR	2016
LOCAL ID	123456

BATCH INFORMATION

LAST BATCH #	139067
LAST UPDATED	05/09/2013 16:07
UPDATE REFERENCE #	37497530
INPUT TYPE	Batch
CREATED BY	
EMAIL ADDRESS - CREATED BY	
CREATED	05/09/2013 16:07
STATUS	New ID Assigned - No Matching Record Found
PROCESSED DATE	05/09/2013 16:18
COMMENTS	

[BACK TO SEARCH RESULTS](#)[EDIT STUDENT](#)

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

Add Student Note

GENERAL NOTE (STATE ID: 6789012345)

NOTE TEXT*	(maximum length 255 characters)
------------	---------------------------------

(*) Required

[BACK](#)[SAVE](#)

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

14. [VIEWING STUDENT NOTES](#)

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

- Click the **"Search - Student"** link on the Menu.
- Search for a student as described above.

3. Click the hyperlinked **Last Name** or **First Name** to view the search details, the **Student Search** information page will display.
4. If notes have been added there will be an additional link "View Note" next to the link "Add Note".
5. Click on the "View Note" link to view the notes.

Student Search - Individual Student Information ?

STUDENT INFORMATION (STATE ID : 7800369195) CREATED 04/09/2013 13:56

[VIEW NOTE](#) | [ADD NOTE](#)

GENERAL INFORMATION

FIRST NAME	Mickie
MIDDLE NAME	
LAST NAME	Mouse
SUFFIX	
GENDER	MALE
DATE OF BIRTH	01/01/2001
ETHNICITY/RACE	
SSN	Not Present
STATE ID	7800369195

ENROLLMENT INFORMATION

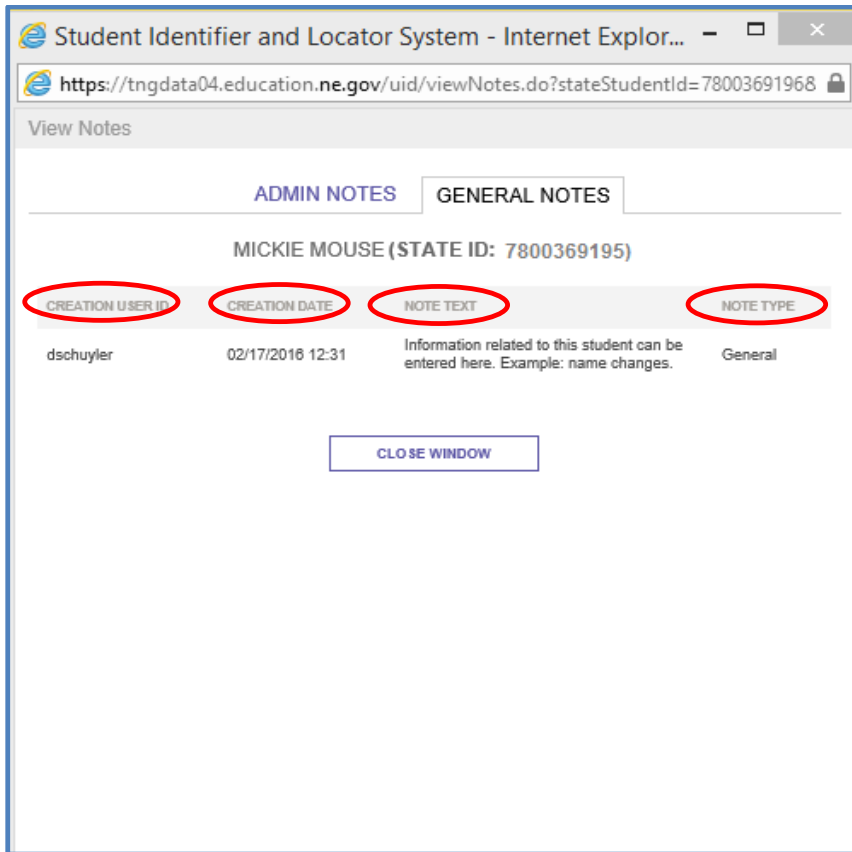
GRADE	06
SCHOOL CODE (000)	001 O'NEILL HIGH SCHOOL
DISTRICT CODE (00-XXXX)	45-0007 O'NEILL PUBLIC SCHOOLS
RESIDENT DIST (00-XXXX)	45-0007 O'NEILL PUBLIC SCHOOLS
SCHOOL YEAR	2013
LOCAL ID	1234

BATCH INFORMATION

LAST BATCH #	98
LAST UPDATED	04/09/2013 14:00
UPDATE REFERENCE #	25076
INPUT TYPE	Online
CREATED BY	gcarter
EMAIL ADDRESS - CREATED BY	
CREATED	04/09/2013 13:56
STATUS	Student Found and History Created During Match Resolution Stage
PROCESSED DATE	04/09/2013 14:02
COMMENTS	

BACK TO SEARCH RESULTS
EDIT STUDENT

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



15. [ACCESS DESKTOP DATABASE](#)

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