UNIQUE ID TIPS: ASSIGNING/RESOLVING NEAR MATCHES

In order to avoid accidentally creating a duplicate Student Unique ID for a student entering your school district for the first time, please refer to the **TIPS** below:

NOTE: If a student is coming to your school district from another Nebraska school, they **should already** have a Unique ID. Even Pre-Kindergarten and Kindergarten students may already have an ID assigned to them. **Do not** assume they do not. All school districts **should be** using the student's legal name – as it appears on their birth certificate - but this is not always the case. Name changes, hyphenated names, misspellings, nicknames, etc., do occur in the Student Unique Identifier collection, so please carefully Search or Review Near Matches.

STUDENT SEARCH TIPS:

1. **Do not** type in the student's whole name. Use just the first two or three letters of their first AND last name. Leave the birthdate blank. Look through the list of names that display and see if your student's name appears with the birthdate that corresponds to your student's birthdate.
2. If too many names display, add a letter or two to the first and/or last name or add the birthdate.
3. An "Alternate ID Search" is also available if you have the student's local ID from a previous school district.

FILE UPLOAD TIPS:

1. Add the new student to your Student Information System accurately and leave the field for the State ID blank. The State ID field is not a required field when uploading your file to the Student Unique Identifier. When you download the file from your SIS and upload it to the Student Unique Identifier collection, if the student already has an ID (and there are no name changes, hyphenated names, misspellings, nicknames, etc.,) the system **may** find the ID and assign it to your student.
2. The system may find a Near Match for the student if some of the information for your student is similar to a student already assigned a number. Carefully review the near matches and if necessary, call the school district listed on the near match student to clarify any discrepancies. Near Matches **must be** resolved or the process is not complete.   If you are unsure of a near match scenario and decide to "Cancel Record" in this process, canceling removes the student information from the batch and the ID does not get updated, assigned or created. You **must** go back to that student after researching their information and complete the update, assign or create process.
3. The system may not find an ID number for the student and it also may not find a near match for the student. In this case, it will assign them a new number.

RECOMMENDATIONS:

1. **Check previous school records or call somebody:** If you are fairly certain the student should have an ID number already assigned and you are unable to locate the number, check the student's records for name changes, etc., for an Unique ID number that may have been included in the information or call the previous school district and ask them if they have the Unique ID number.
2. **We highly recommend** that a member of your Student Data Staff attend a workday at your ESU with the trainers from NDE as the trainers can assist with you Unique ID questions. Contact your ESU to find dates for workdays. You may need to register, as many ESU's provide lunch at work days.
3. **Call the NDE Helpdesk** – we would be happy to assist in finding a Unique ID number for you or advise you if you need to create a new one.
    Please refer to the complete Unique ID Step by Step instructions on the NSSRS Resources page at :
    www.education.ne.gov/nssrs/Resources.html#Instructions.