



NEBRASKA DEPARTMENT OF EDUCATION  
DATA, RESEARCH, & EVALUATION

# ADVISER Person ID Instructions

VERSION 2.0  
JUNE 7, 2021



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## 1 INTRODUCTION

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

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

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

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

## 2 MENU TABS

### 2.1 Home Tab

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

EXAMPLEVILLE PUBLIC SCHOOLS

EXAMPLEVILLE PUBLIC SCHOOLS ▾ SELECT

DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS ▾

All ▾

FROM TO

2019-06-22 2019-07-24

SEARCH

Show 10 ▾ entries Search:

UPLOAD DATE	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION

Showing 1 to 1 of 1 entries Previous 1 Next

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

EXAMPLEVILLE PUBLIC SCHOOLS

EXAMPLEVILLE PUBLIC SCHOOLS ▾ SELECT

DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS ▾

All ▾

## ADVISER PERSON ID

Date range for batches displayed below

NEBRASKA DEPARTMENT OF EDUCATION

ADVISER PERSON ID Home Assign Download Search dschuyler\_DA Logout

EXAMPLEVILLE PUBLIC SCHOOLS EXAMPLEVILLE PUBLIC SCHOOLS SELECT

DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS All

BATCH TYPE FROM TO

File Upload 2019-06-22 2019-07-24 SEARCH

Drop-down for selecting the number of batches to display

Displays the batches that have been submitted during selected date range

DISTRICT CODE BATCH NUMBER BATCH STATUS

EXAMPLEVILLE PUBLIC SCHOOLS All

BATCH TYPE FROM TO

File Upload 2019-06-22 2019-07-24 SEARCH

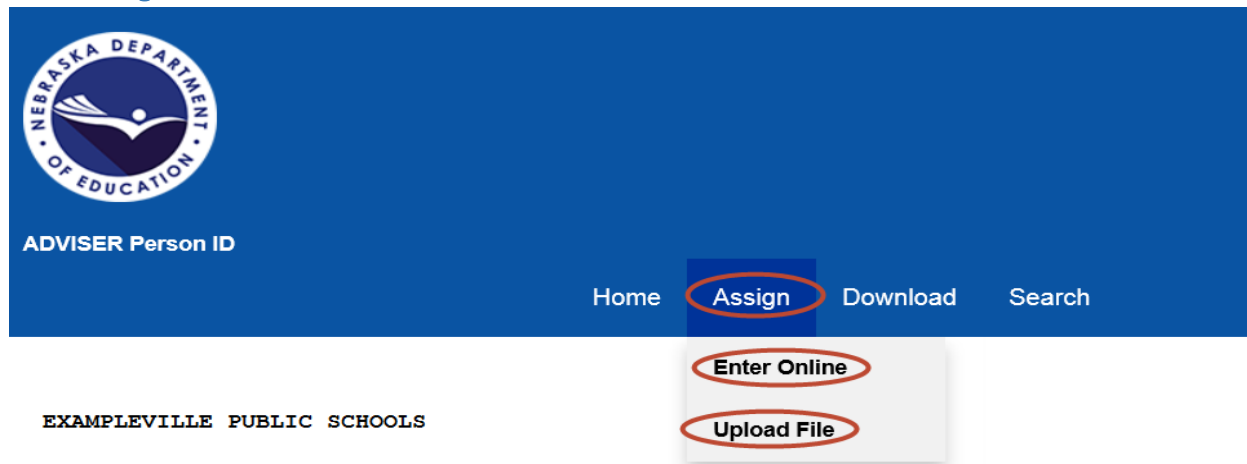
Show 10 entries Search:

UPLOAD DATE	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION

Showing 1 to 1 of 1 entries Previous 1 Next

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

## 2.2 Assign Tab



Two options are available for assigning student ID's under the Assign tab:

### Assign Tab Menu:

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

The **Enter Online Option**: Smaller districts or schools may consider using this option. Located under the **Assign** tab, enter individual students' data to assign or update the ID number. A student entering a Nebraska school from out of state or is a new student to the public or nonpublic school system, will need to be assigned an ID number. If the system finds a student matching the information that was entered in the online submission, the system will either assign the new information to the existing ID number or display a near match status for resolution.

The **Upload File Option**: Larger districts or schools should consider using this option. Also located under the **Assign** tab, upload a student ID file to update multiple students with the new school year information as well as to create multiple new student ID numbers if needed. During this process, the system does a comparison of the students' information in the file to the information currently in the system.

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

### 2.2.1 Enter Online – Individual Student

Enter Online

GENERAL INFORMATION

First Name \*

Middle Name

Last Name \*

Suffix

Gender \*

Date of Birth \*

MM

DD

YYYY

ENROLLMENT INFORMATION

Grade \*

School \*

District

EXAMPLEVILLE PUBLIC SCHOOLS

District of Residence \*

School Year

2019-2020

Local ID

ASSIGN ID

RESET

#### GENERAL INFORMATION

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

#### ENROLLMENT INFORMATION

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

Click the **ASSIGN ID** button when all data has been entered to assign a student an ID number.  
Click the **RESET** button to clear all data and start over.

**NOTE:** A student entering a district/system as an HP or PK student may already have a student ID number. In this case the system may display a *near match* which the user must resolve to verify the number for the student. The system may also automatically assign the student the ID number that was found in the system. The ID number the system assigns to the student can be viewed by downloading the batch. If the result is a near match, please see section 2.2.3 for **Resolving Near Matches**.

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

## Add Person Online Batch

Show 10 entries							Refresh Status
Search:							
LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/19/2019	09/19/2019	Add Person Online	300097	99-9999-000	Batch Complete	1 of 1	DOWNLOAD
Showing 1 to 1 of 1 entries							Previous 1 Next

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

apid_55-0148-000_300097_20194120_34107 PM.txt - Notepad								
PersonUniqueID	PersonFirstName	PersonLastName	PersonMiddleName	PersonNameSuffix	Gender			
PersonDateOfBirth	PersonSchoolYear	PersonDistrictCode	DistrictOfResidence	PersonSchoolCode	GradeLevel	PersonLocalId		
6950098030	Jason	Snow	D	m	06/15/2009	20192020	55-0148-000	55-0161-
000	002	05	JDS4615					

## 2.2.2 Upload File – Multiple Students

If the district/system has a Student Information System (SIS) that can extract a file for the student ID updates, check with the vendor to ensure it is the ADVISER Person ID format.

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

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

**UPLOAD FILE**

Template: ADVISER Person ID

Select a file to upload: Choose File No file chosen

Delimiter: TAB

Qualifier: TAB  
COMMA

First row contains headers?: Yes

UPLOAD



**Template:** File format will be ADVISER Person ID

**Select a file to upload:** Browse/Choose File local computer to locate the file to be uploaded

**Delimiter:** Select TAB or COMMA depending on the file format

**Text Qualifier:** double quotes, single quote, or none

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

**First row contains headers?:** Select either Yes or No

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

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

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

EXAMPLEVILLE PUBLIC SCHOOLS - 99-9999

EXAMPLEVILLE PUBLIC SCHOOL SELECT

DISTRICT CODE: EXAMPLEVILLE PUBLIC SCHOOLS

BATCH NUMBER:

BATCH STATUS: All

BATCH TYPE: All

FROM: 08/23/2019

TO: 09/25/2019

SEARCH

Refresh Status

Show 10 entries

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
09/25/2019	09/25/2019	File Upload	300103	99-9999	Waiting to Find Matches	550 of 550	

Showing 1 to 1 of 1 entries

Previous 1 Next

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

## UPLOAD FILE

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

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

## ADVISER PERSON ID

								Refresh Status
Show 10 entries		Search:						
LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION	
09/19/2019	09/19/2019	Add Person Online	300097	99-9999-000	Batch Complete	1 of 1	DOWNLOAD	
Showing 1 to 1 of 1 entries								Previous 1 Next

The downloaded file will have all the students and their ID numbers. Students in the file upload without ID numbers, will have the numbers the system assigned to them in the file download.

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

To view the downloaded file to obtain the ID numbers for students, the file must be *imported* into Excel. **Do Not** double click on the file to open it. Follow the instructions for importing a text file into Excel in Appendix B.

### 2.2.3 Reviewing Near Matches

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

EXAMPLEVILLE PUBLIC SCHOOLS

EXAMPLEVILLE PUBLIC SCHOOLS

SELECT

DISTRICT CODE

EXAMPLEVILLE PUBLIC SCHOOLS

BATCH NUMBER

BATCH STATUS

All

BATCH TYPE

All

FROM

08/23/2019

TO

09/25/2019

SEARCH

Refresh Status

Show 10 entries

Search:

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

Showing 1 to 1 of 1 entries

Previous 1 Next

## ADVISER PERSON ID

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

**Review Near Matches**

Show  entries Search:

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

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

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

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

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

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

### 2.2.4 Resolving Near Matches

The top record on the Review and Select Screen, is the submission record, the data in the file upload or the data in the online section. The bottom record is a student in a near match to the submission data. Click on either the first name, last name, or the [COMPARE](#) to continue.

#### Review and Select Screen

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID
Gray	Dexter			01/11/2015	m	99-9999-000	99-9999-002	

Show  entries Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability
<a href="#">COMPARE</a>	Gray	Dexter			01/01/2015	m	99-9999-000	99-9999-002		87.00

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

[BACK](#) [CREATE NEW ID](#)

The options available are: **BACK** button to go back to the list of near matches or **CREATE NEW ID**. Selecting the CREATE NEW ID button without comparing the two records, the following popup will display:

## ADVISER PERSON ID

### adviserpersoniddev.education.ne.gov says

You need to review the near match record(s) before creating new ID, are you sure you want to create new ID

OK

Cancel

Select 'OK' if sure the near match record is not the same student as the submitted record.

Select 'Cancel' to go back and compare the records.

Before creating a new ID number be absolutely sure a new ID number is needed.

### Compare Screen

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

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

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

Show 10 entries Search:

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability
COMPARE	Gray	Dexter			01/01/2015	m	99-9999-000	99-9999-002		87.00

Showing 1 to 1 of 1 entries Previous 1 Next

	SUBMISSION RECORD	NEAR MATCH RECORD
FIRST NAME	Dexter	Dexter
LAST NAME	Gray	Gray
MIDDLE NAME		
SUFFIX		
BIRTH DATE	01/11/2015	01/01/2015
GENDER	m	m
DISTRICT	99-9999-000 - EXAMPLEVILLE PUBLIC SCHOOLS	99-9999-002 - EXAMPLEVILLE ELEMENTARY SCHOOL
SCHOOL		
RESIDENT DIST	99-9999-000 - EXAMPLEVILLE PUBLIC SCHOOLS	99-9999-002 - EXAMPLEVILLE ELEMENTARY SCHOOL
GRADE	01	KG
SCHOOL YEAR		20192020
LOCAL ID		
Person ID		6552976293
RECORD CREATED		10/28/2019 11:24:53 AM
LAST UPDATED	6/3/2021 5:25:36 PM	10/28/2019 11:24:53 AM

EXIT CANCEL RECORD CREATE NEW ID ASSIGN SELECTED ID

## ADVISER PERSON ID

Be sure to review all students' records in the Near Match to ensure the correct choice is made. Review the information carefully to determine if the Near Match is the same student as the Submission Record.

The options on this page are:

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

**Cancel Record** – which cancels the Near Match

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

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

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

Refresh Status

Show

10

▼

entries

Search:

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

Showing 1 to 1 of 1 entries

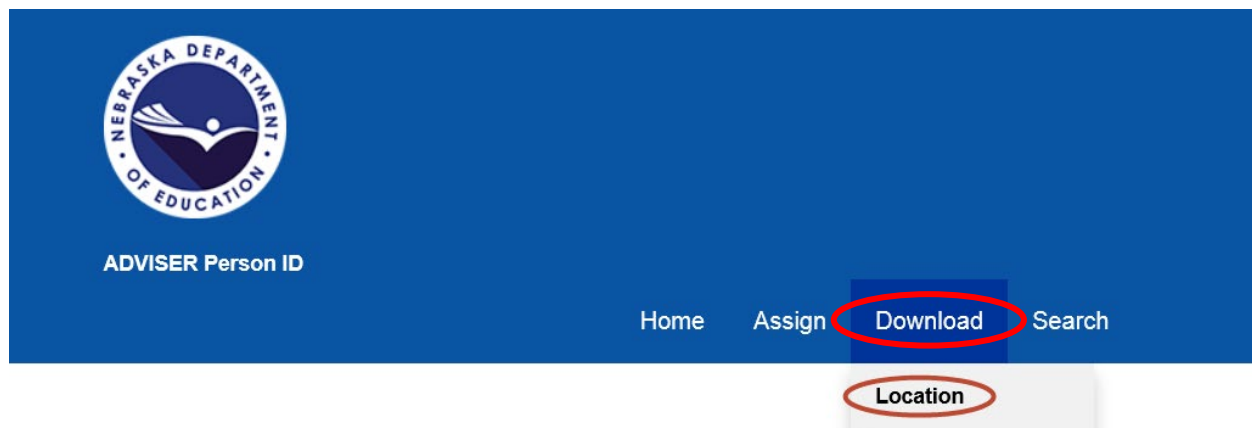
Previous

1

Next

## 2.3 Download Tab

### Download – Location



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

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

 A screenshot of the "Download Location" form. At the top left, it says "EXAMPLEVILLE PUBLIC SCHOOLS 99-9999". At the top right, there is a dropdown menu showing "EXAMPLEVILLE PUBLIC SCHOOLS" with a red circle around it, and a blue "SELECT" button next to it. Below this, the form has several fields: "District" with a dropdown menu showing "EXAMPLEVILLE PUBLIC SCHOOLS", "School \*" with a dropdown menu showing "All Schools", "Exampleville Jr/Sr High Sch", and "Exampleville Elem School", "School Year \*" with a dropdown menu showing "2019-2020" and "2018-2019", and "Template \*" with a radio button next to "ADVISER Person ID". At the bottom of the form is a blue "DOWNLOAD" button.

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

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

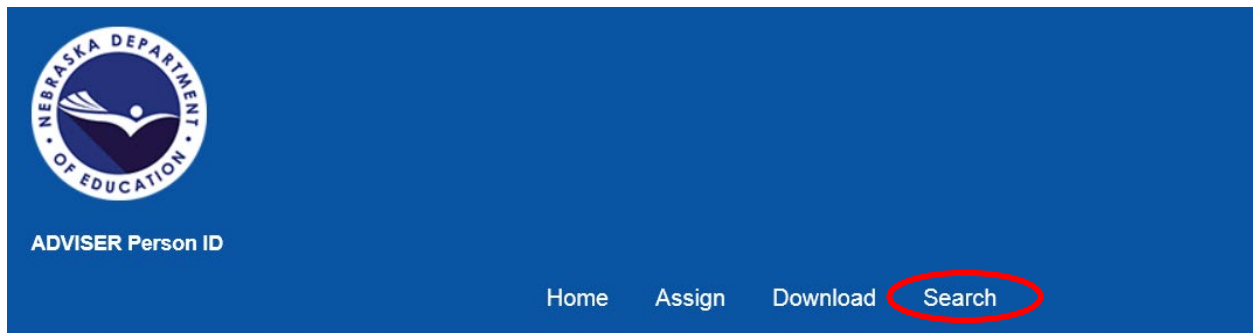
The file format will be the ADVISER Person ID when downloading the **file**.

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

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

## 2.4 Search Tab

### Search - Student



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

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

#### Basic Search

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

### INDIVIDUAL STUDENT SEARCH

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

**Person ID**

**First Name**

**Middle Name**

**Last Name**

**Name Suffix**

**Gender**

**Date of Birth**

MM ▼

DD ▼

YYYY

**SEARCH**

**Clear**

## Advanced Search

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

INDIVIDUAL STUDENT SEARCH

BASIC SEARCH

ADVANCED SEARCH

GENERAL INFORMATION

ENROLLMENT INFORMATION

Person ID

Grade Level

First Name

District Name

Choose District...

Middle Name

School Name

Last Name

Dist. of Residence

Name Suffix

School Year

Gender

Local ID

Date of Birth

MM

DD

YYYY

SEARCH

CLEAR

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

Show

10

entries

Search:

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



## Student Information

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

STUDENT INFORMATION (STATE ID: 6552976293) CREATED 10/28/2019 11:24:53 AM [Add Note](#)

**GENERAL INFORMATION**

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

**ENROLLMENT INFORMATION**

GRADE	Kindergarten (Full Day)
SCHOOL NAME	EXAMPLEVILLE ELEMENTARY SCHOOL
DISTRICT NAME	EXAMPLEVILLE PUBLIC SCHOOLS
RESIDENCE DIST	EXAMPLEVILLE PUBLIC SCHOOLS
SCHOOL YEAR	2019-2020
LOCAL ID	

**BATCH INFORMATION**

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

GRADE	Kindergarten (Full Day)
SCHOOL NAME	EXAMPLEVILLE ELEMENTARY SCHOOL
DISTRICT NAME	EXAMPLEVILLE PUBLIC SCHOOLS
RESIDENCE DIST	EXAMPLEVILLE PUBLIC SCHOOLS
SCHOOL YEAR	2019-2020
LOCAL ID	

**PERSON INFORMATION**

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

**DISTRICT INFORMATION**

LAST UPDATED	PERSON UNIQUE ID	SCHOOL YEAR	DISTRICT CODE	SCHOOL CODE	BATCH DETAIL ID	BATCH ID	DISTRICT OF RESIDENCE	GRADE LEVEL	PERSON LOCAL ID
10/28/2019 11:24:53 AM	6552976293	20192020	99-9999-000	99-9999-002	152092	300176	99-9999-000	KG	
10/28/2019 12:28:31 PM	6552976293	20192020	99-9999-000	99-9999-002	152094	300178	99-9999-000	KG	

## Update Person Details

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

### UPDATE PERSON DETAILS

GENERAL INFORMATION		ENROLLMENT INFORMATION	
First Name *	<input type="text" value="Dexter"/>	Grade *	<input type="text" value="Kindergarten (Full Day)"/>
Middle Name	<input type="text"/>	School *	<input type="text" value="Exampleville Elementary School"/>
Last Name *	<input type="text" value="Gray"/>	District	<input type="text" value="Exampleville Public Schools"/>
Suffix	<input type="text"/>	District of Residence *	<input type="text" value="Exampleville Public Schools"/>
Gender *	<input type="text" value="Male"/>	School Year *	<input type="text" value="2019-2020"/>
Date of Birth *	<input type="text" value="01/01/2015"/>	Local ID	<input type="text"/>
Person ID	<input type="text" value="6552976293"/>		
<div><input type="button" value="UPDATE STUDENT"/>   <a href="#">Back to Student Details</a></div>			

## ADVISER PERSON ID

If student is enrolled in more than one district or school during the same school year, both enrollments will be seen in the **Search**. For example, if a student is enrolled at a nonpublic system, but receives services from a public district, both the nonpublic system and the public district can have the student assigned to them at the same time.

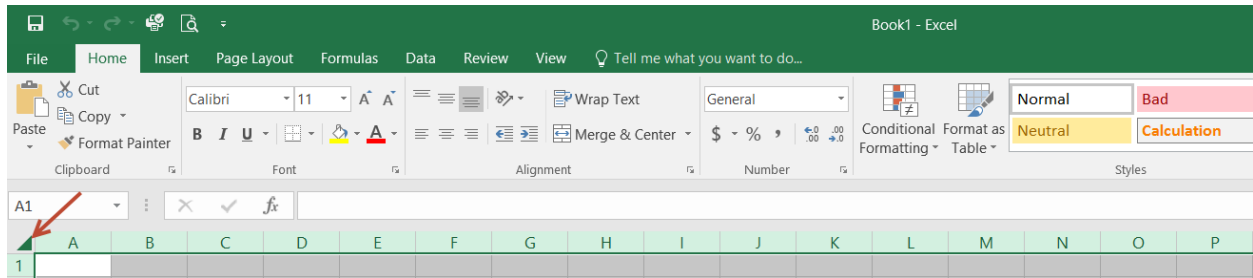
GENERAL INFORMATION	ENROLLMENT INFORMATION																												
<table><tr><td>FIRST NAME</td><td>Dexter</td></tr><tr><td>MIDDLE NAME</td><td></td></tr><tr><td>LAST NAME</td><td>Gray</td></tr><tr><td>SUFFIX</td><td></td></tr><tr><td>GENDER</td><td>Male</td></tr><tr><td>PERSON ID</td><td>6552976293</td></tr><tr><td>CREATED DATE</td><td>10/28/2019 11:24:53 AM</td></tr><tr><td>BIRTH DATE</td><td>01/01/2015</td></tr></table>	FIRST NAME	Dexter	MIDDLE NAME		LAST NAME	Gray	SUFFIX		GENDER	Male	PERSON ID	6552976293	CREATED DATE	10/28/2019 11:24:53 AM	BIRTH DATE	01/01/2015	<table><tr><td>GRADE</td><td>Kindergarten (Full Day)</td></tr><tr><td>SCHOOL NAME</td><td>Exampleville Elementary School</td></tr><tr><td>DISTRICT NAME</td><td>Exampleville Public Schools</td></tr><tr><td>RESIDENCE DIST</td><td>Exampleville Public Schools</td></tr><tr><td>SCHOOL YEAR</td><td>2019-2020</td></tr><tr><td>LOCAL ID</td><td></td></tr></table>	GRADE	Kindergarten (Full Day)	SCHOOL NAME	Exampleville Elementary School	DISTRICT NAME	Exampleville Public Schools	RESIDENCE DIST	Exampleville Public Schools	SCHOOL YEAR	2019-2020	LOCAL ID	
FIRST NAME	Dexter																												
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<table><tr><td>LAST BATCH #</td><td>300176</td></tr><tr><td>LAST UPDATED</td><td>10/28/2019 11:24:53 AM</td></tr><tr><td>INPUT TYPE</td><td>Add Person Online</td></tr><tr><td>CREATED BY</td><td>dschuyler_DA</td></tr><tr><td>CREATED</td><td>10/28/2019 10:49:48 AM</td></tr><tr><td>STATUS</td><td>Batch Complete</td></tr></table>	LAST BATCH #	300176	LAST UPDATED	10/28/2019 11:24:53 AM	INPUT TYPE	Add Person Online	CREATED BY	dschuyler_DA	CREATED	10/28/2019 10:49:48 AM	STATUS	Batch Complete	<table><tr><td>GRADE</td><td>Kindergarten (Full Day)</td></tr><tr><td>SCHOOL NAME</td><td>Nonpublic Elementary at Exampleville</td></tr><tr><td>DISTRICT NAME</td><td>Nonpublic Schools at Exampleville</td></tr><tr><td>RESIDENCE DIST</td><td>Exampleville Public Schools</td></tr><tr><td>SCHOOL YEAR</td><td>2019-2020</td></tr><tr><td>LOCAL ID</td><td></td></tr></table>	GRADE	Kindergarten (Full Day)	SCHOOL NAME	Nonpublic Elementary at Exampleville	DISTRICT NAME	Nonpublic Schools at Exampleville	RESIDENCE DIST	Exampleville Public Schools	SCHOOL YEAR	2019-2020	LOCAL ID					
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SCHOOL YEAR	2019-2020																												
LOCAL ID																													

**Please Note:** If student is known to have transferred in from another Nebraska school, public or nonpublic, and a student ID number cannot be found, please contact the NDE Helpdesk at [ADVISERHelp@nebraska.gov](mailto:ADVISERHelp@nebraska.gov) for assistance in locating the student. **DO NOT** assign a new ID number.

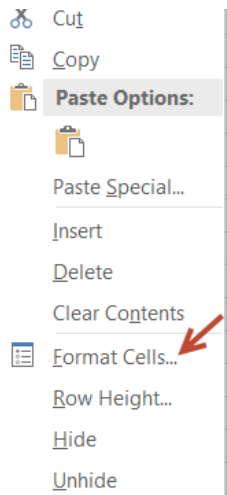
### 3 APPENDIX A

#### 3.1 Creating a File for Upload

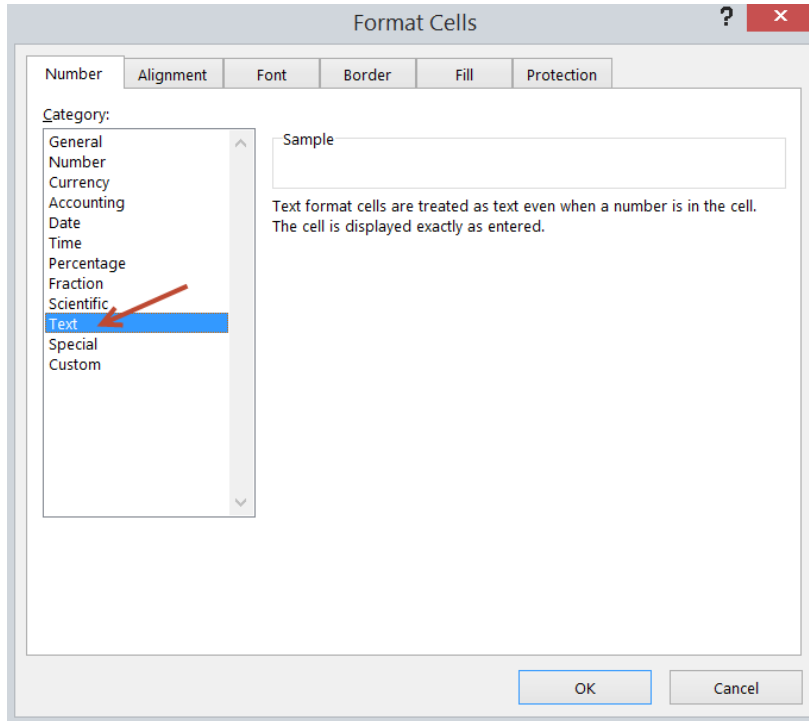
To create a file to upload, start with a blank Excel spreadsheet (or use the template file posted in the ADVISER Resources website at <https://www.education.ne.gov/dataservices/adviser-resources/>) and format all cells to text. To do this in most versions of Excel, highlight the entire blank spreadsheet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



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



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



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

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

### 3.1.1 File Format for File Upload – ADVISER Person ID

#### ADVISER Person ID file format

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

#### Detailed Record Layout

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column A or 1	Person Unique ID	No	VarChar (10)	Leave blank if this student has not yet been assigned an NDE Student ID. Once assigned, all subsequent submissions for this student should include the assigned NDE Student ID.	6789012345
Column B or 2	Person First Name	Yes	VarChar (75)	Student's Legal First Name	Jonathon
Column C or 3	Person Last Name	Yes	VarChar (75)	Student's Legal Last Name	Doe
Column D or 4	Person Middle Name	No	VarChar (75)	Student's Middle Name or Initial	M
Column E or 5	Person Name Suffix	No	VarChar (10)	Student's Suffix, (e.g., Jr., Sr., III)	Jr
Column F or 6	Gender	Yes	VarChar (20)	M/F	M
Column G or 7	Person Date of Birth	Yes	VarChar (10)	Required Format: MM/DD/YYYY	01/30/1994
Column H or 8	Person School Year	Yes	VarChar (8)	Both years during the current school year (e.g., 20192020)	20192020
Column I or 9	Person District Code	Yes	VarChar (11)	Nine Digit Current District in Which Student is Enrolled with hyphens (e.g., 99-9999-000) (must have leading zero if applicable)	99-9999-000
Column J or 10	District of Residence	Yes	VarChar (11)	Nine Digit District in Which the Student Lives with hyphens (e.g., 99-9999-000) (must have leading zero if applicable)	99-9999-000
Column K or 11	Person School Code	Yes	VarChar (11)	Nine Digit School Building in Which Student is Enrolled with hyphens (e.g., 99-9999-001) (must have leading zero if applicable)	99-9999-001

Column Letter or Number	Field Name	Required	Data Type	Notes/Format Details	Sample Data
Column L or 12	Grade Level	Yes	VarChar (20)	HP Half-Day Prekindergarten	09
				PK Prekindergarten	
				HK Half-Day Kindergarten	
				KG Kindergarten	
				01 Grade 1	
				02 Grade 2	
				03 Grade 3	
				04 Grade 4	
				05 Grade 5	
				06 Grade 6	
				07 Grade 7	
				08 Grade 8	
				09 Grade 9	
				10 Grade 10	
				11 Grade 11	
				12 Grade 12	
				PS Postsecondary	
				AE Adult Education	
Column M or 13	Person Local ID	No	VarChar (25)	Student Local ID number ID used in the district student information system (SIS) to uniquely identify the student. This field provides a means to import student data from the Uniq-ID System back into the district SIS.	123467
Column N or 14	Preferred First Name	No	VarChar (75)	Student's preferred first name used at school	John
Column O or 15	Preferred Last Name	No	VarChar (75)	Student's preferred last name used at school	Doe

### 3.1.2 Editing an Existing File for Upload

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

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

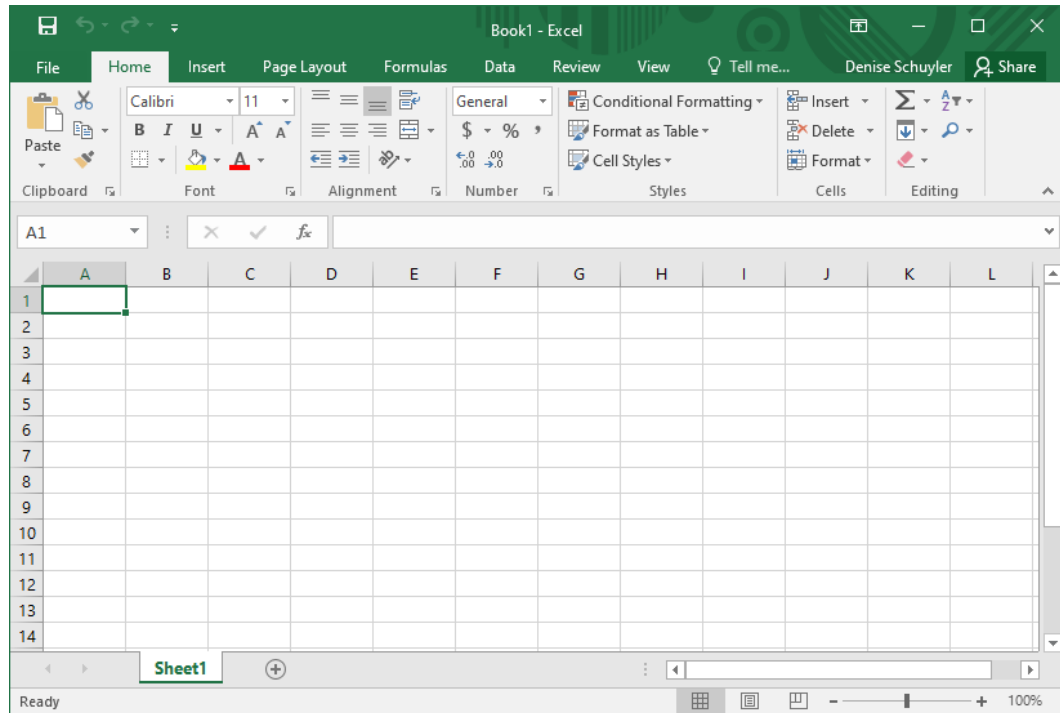
## 4 APPENDIX B

### 4.1 FOR NEWER VERSIONS OF MICROSOFT EXCEL (2019 & 365)

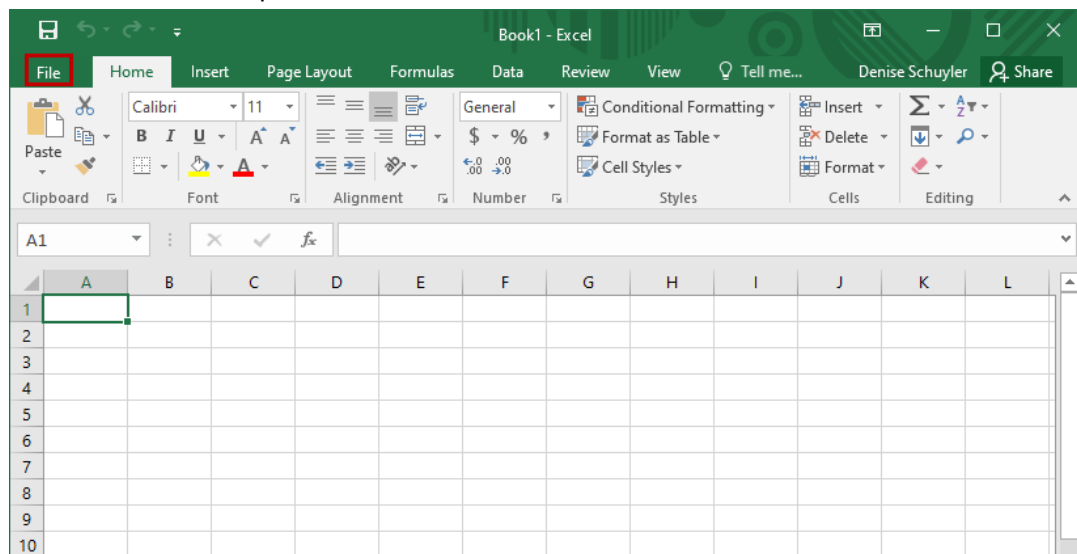
#### Steps for Enabling Text Import Wizard

In newer versions of Excel (2019 & 365), the Text Import Wizard has been removed. Follow the steps below to add back this function.

1. Open blank Excel spreadsheet

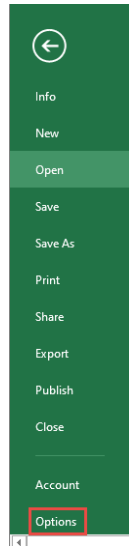


2. Click on **File** in the top horizontal menu



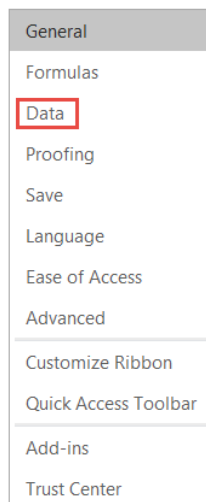


3. Select **Options** from the menu on the next screen

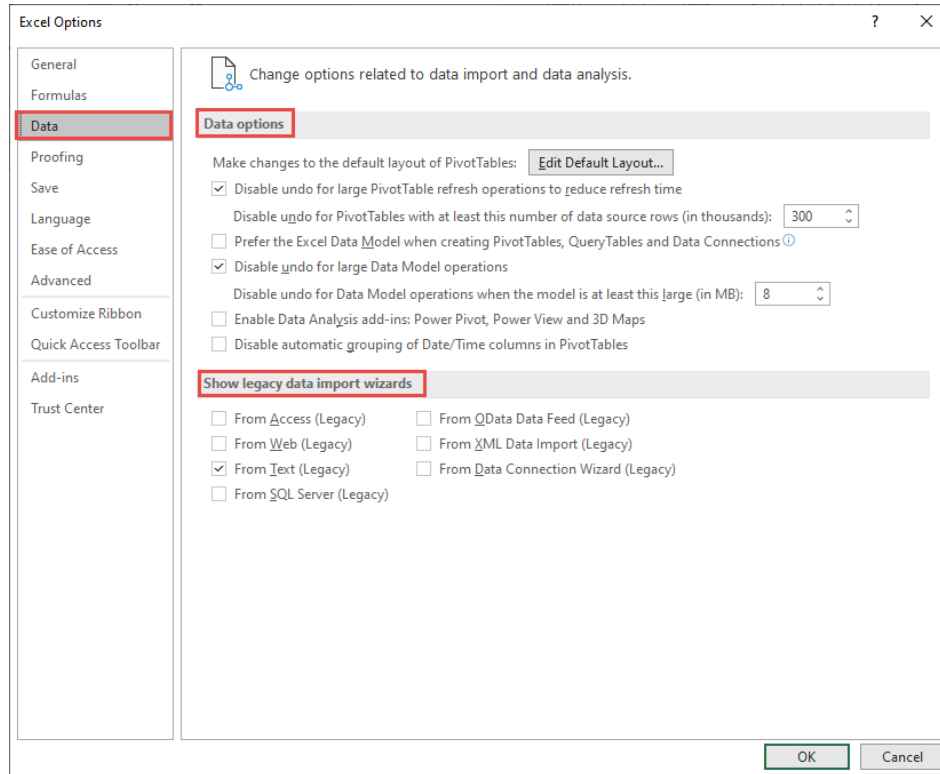


4. Select **Data**

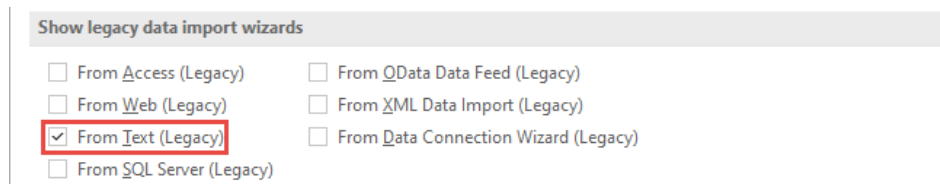
Excel Options



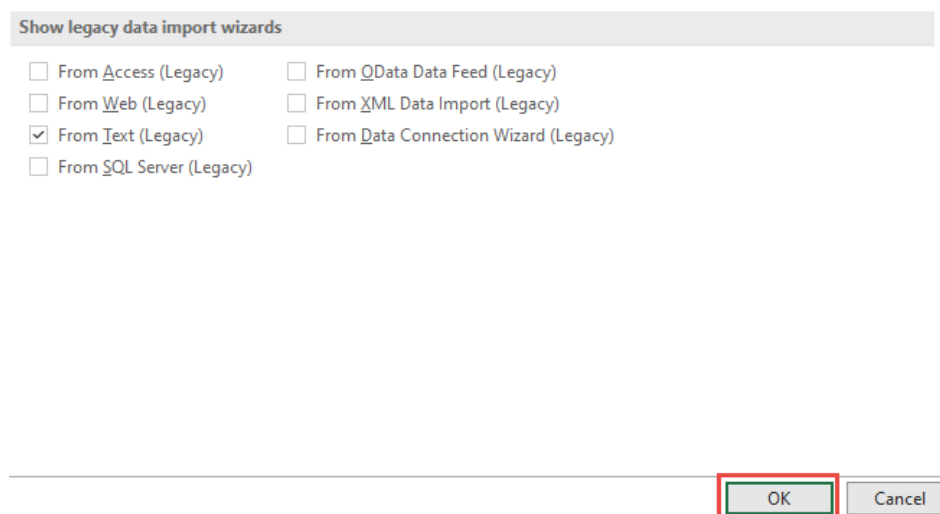
5. Two sections will display; **Data Options** and **Show legacy data import wizards**



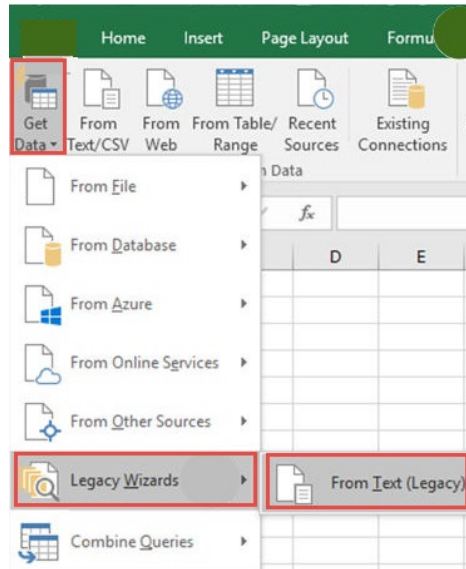
6. In the section **Show legacy data import wizards** check the box for **From Text (Legacy)**



7. Click to **OK** button



8. The **Legacy Wizards** can then be found in the **Get Data** menu



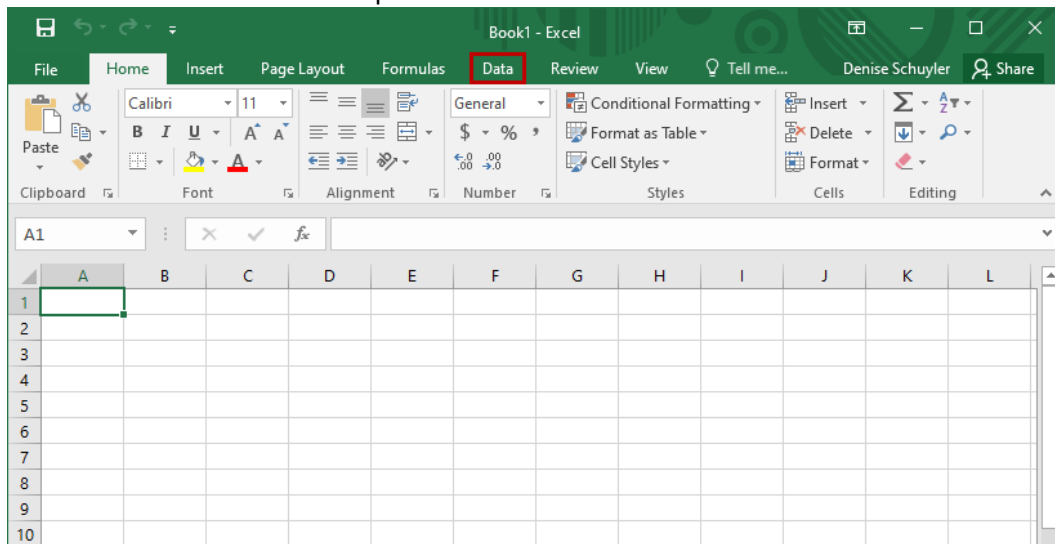
#### 4.2 Steps To Importing .csv or .txt File with Microsoft Excel

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

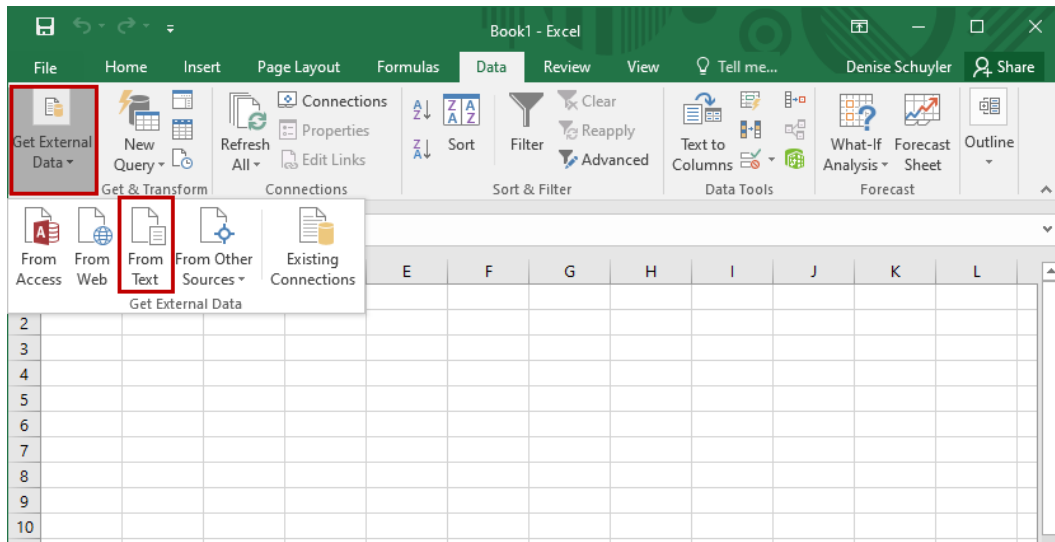
#### Using Microsoft Excel 2007, 2010, 2013, 2016 and Newer With Text Import Wizard Option Added

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

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

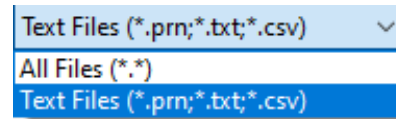
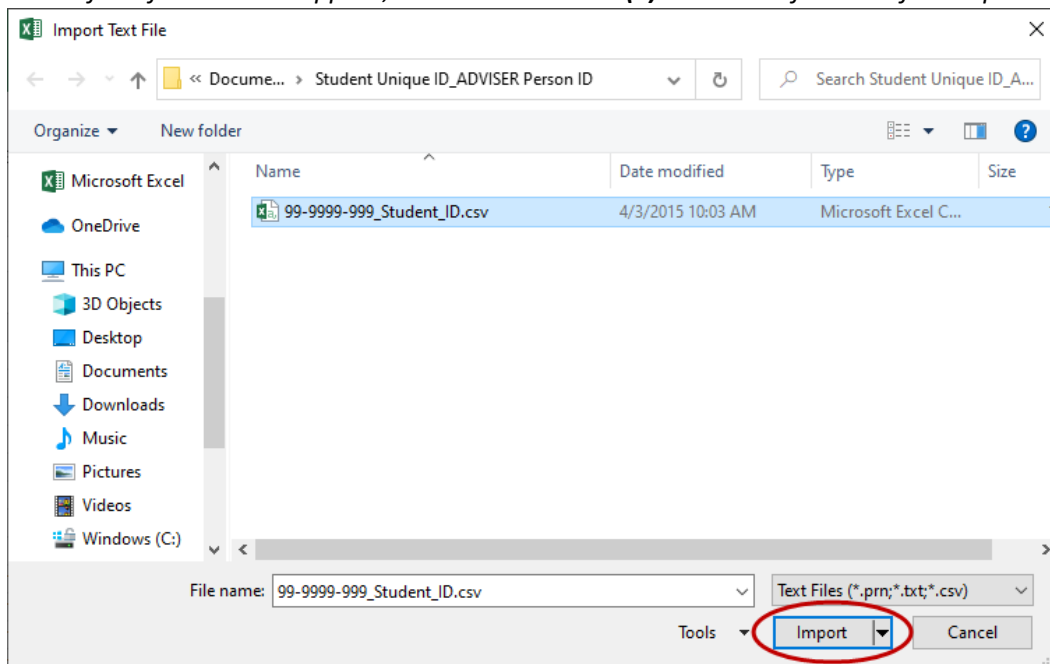


3. In the **Get External Data** group, click **From Text**



4. Browse to find the file (.csv or .txt) and click the **Import** button

**Note:** If the file does not appear; make sure **All Files (\*)** is selected from the file drop down.



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

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file \\nde.state.ne.us\dfs\home\dschuyler\Documents\S...\99-9999-999\_Student\_ID.csv.

1	TH,08/01/2015,09:30:53,12345,1.0,delimiter=0X2C,,,,,,,,,
2	ID,001,01-0001,Data,Sample,,,F,01/01/2003,07,123456,,AM,9999999999,01-000
3	TT,12345,3,,,,,,,,,
4	
5	

Cancel < Back **Next >** Finish

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

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ **Tab**

☐ Semicolon

☒ **Comma**

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

TH	08/01/2015	09:30:53	12345	1.0	delimiter=0X2C					
ID	001	01-0001	Data	Sample			F	01/01/2003	0	
TT	12345	3								

Cancel < Back **Next >** Finish

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

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General  
☐ Text  
☐ Date: MDY  
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General	General	General	General	General
TH	08/01/2015	09:30:53	12345	1.0	delimiter=0X2C				
ID	001	01-0001	Data	Sample				01/01/2003	
IT	12345	3							

Cancel < Back Next > Finish

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

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General  
☐ Text  
☐ Date: MDY  
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

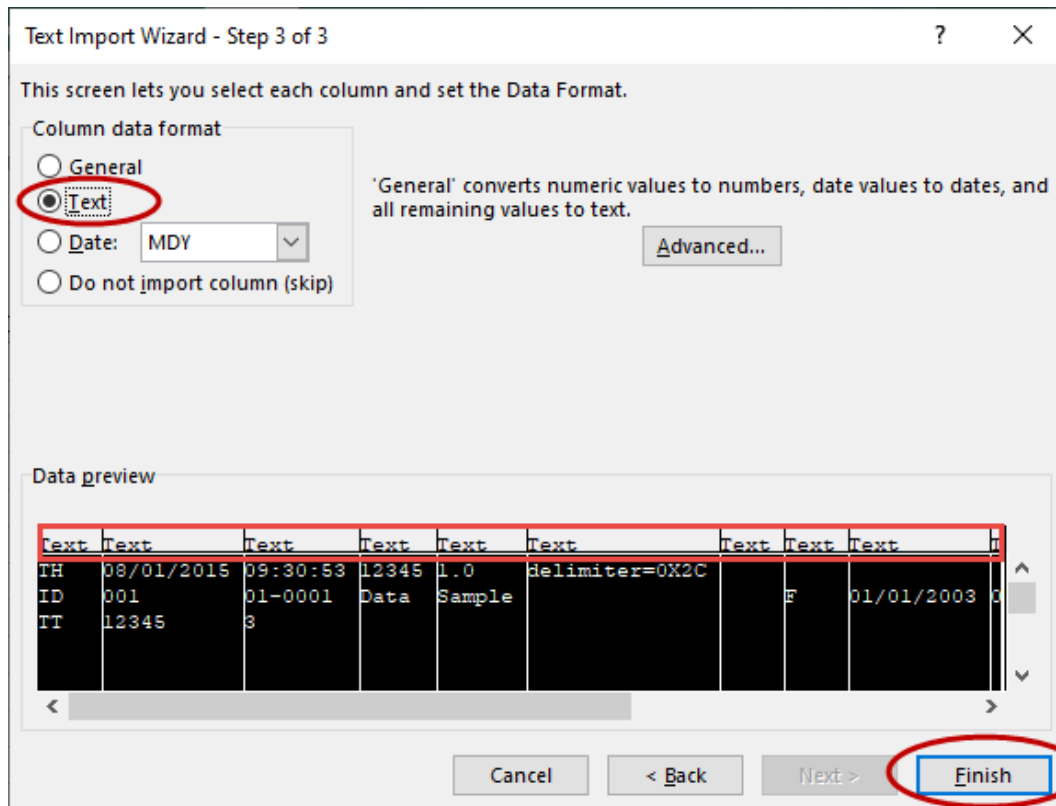
Advanced...

Data preview

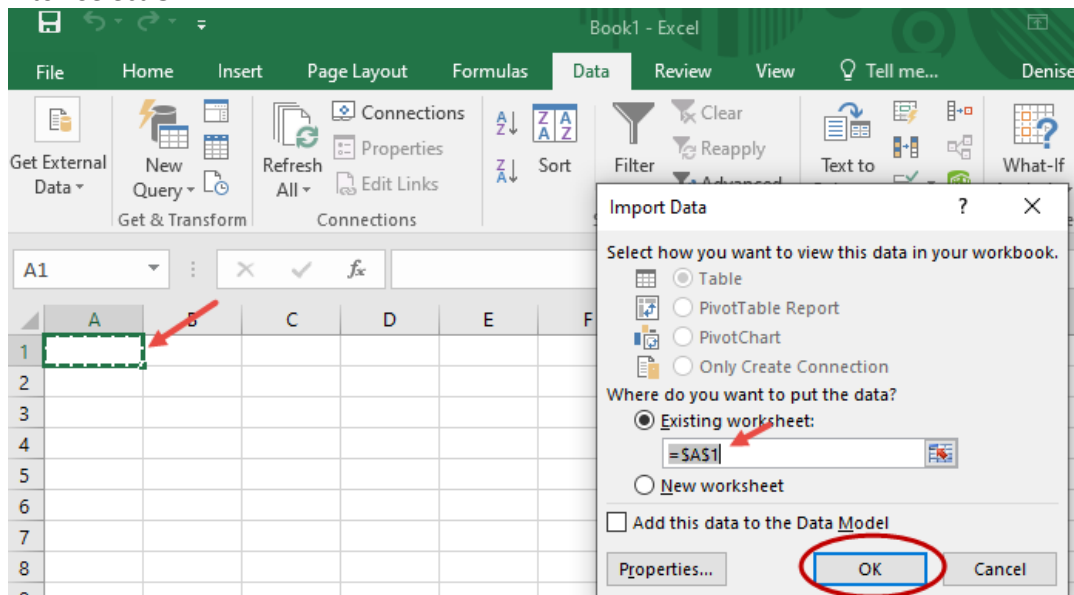
General	General	General	General	General	General	General	General	General	General
delimiter=0X2C									
	F	01/01/2003	07	123456	AM	9999999999	01-0001	2015	

Cancel < Back Next > Finish

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



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

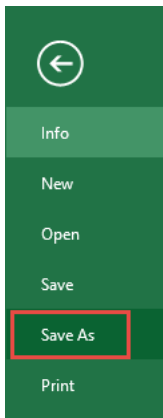


### 4.3 Saving The File After Making Corrections

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

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

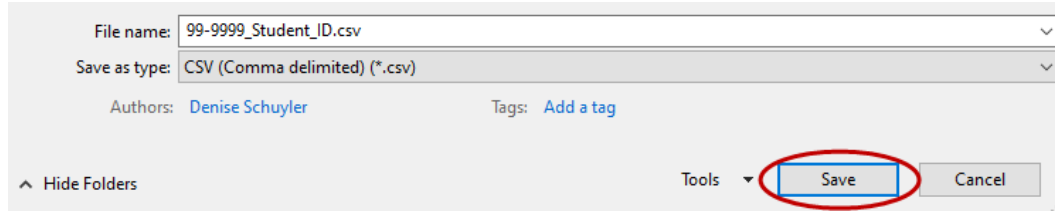
1. Click on **File** (in 2007 click on the "Office Button") and choose **Save As** from the menu



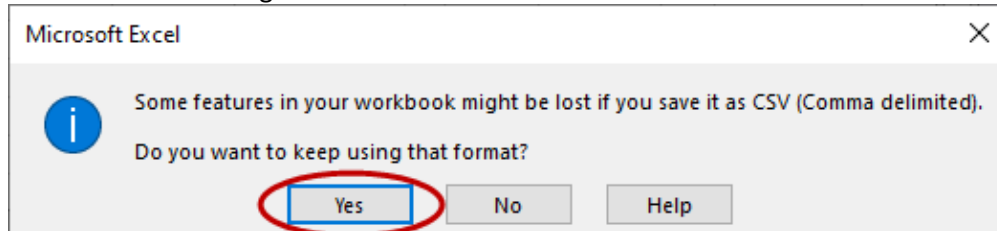
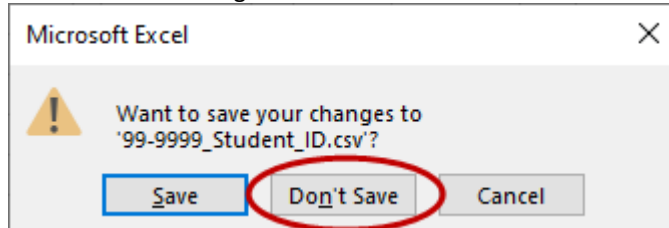
2. Within the **Save As** window choose the folder/location where the file will be saved
3. Click on the dropdown arrow at the end of the **Save As Type** option and choose **CSV (comma delimited)**

Excel Workbook (\*.xlsx)  
 Excel Macro-Enabled Workbook (\*.xlsm)  
 Excel Binary Workbook (\*.xlsb)  
 Excel 97-2003 Workbook (\*.xls)  
 XML Data (\*.xml)  
 Single File Web Page (\*.mht;\*.mhtml)  
 Web Page (\*.htm;\*.html)  
 Excel Template (\*.xltx)  
 Excel Macro-Enabled Template (\*.xltm)  
 Excel 97-2003 Template (\*.xlt)  
 Text (Tab delimited) (\*.txt)  
 Unicode Text (\*.txt)  
 XML Spreadsheet 2003 (\*.xml)  
 Microsoft Excel 5.0/95 Workbook (\*.xls)  
**CSV (Comma delimited) (\*.csv)**  
 Formatted Text (Space delimited) (\*.prn)  
 Text (Macintosh) (\*.txt)  
 Text (MS-DOS) (\*.txt)  
 CSV (Macintosh) (\*.csv)  
 CSV (MS-DOS) (\*.csv)



4. Click **Save**

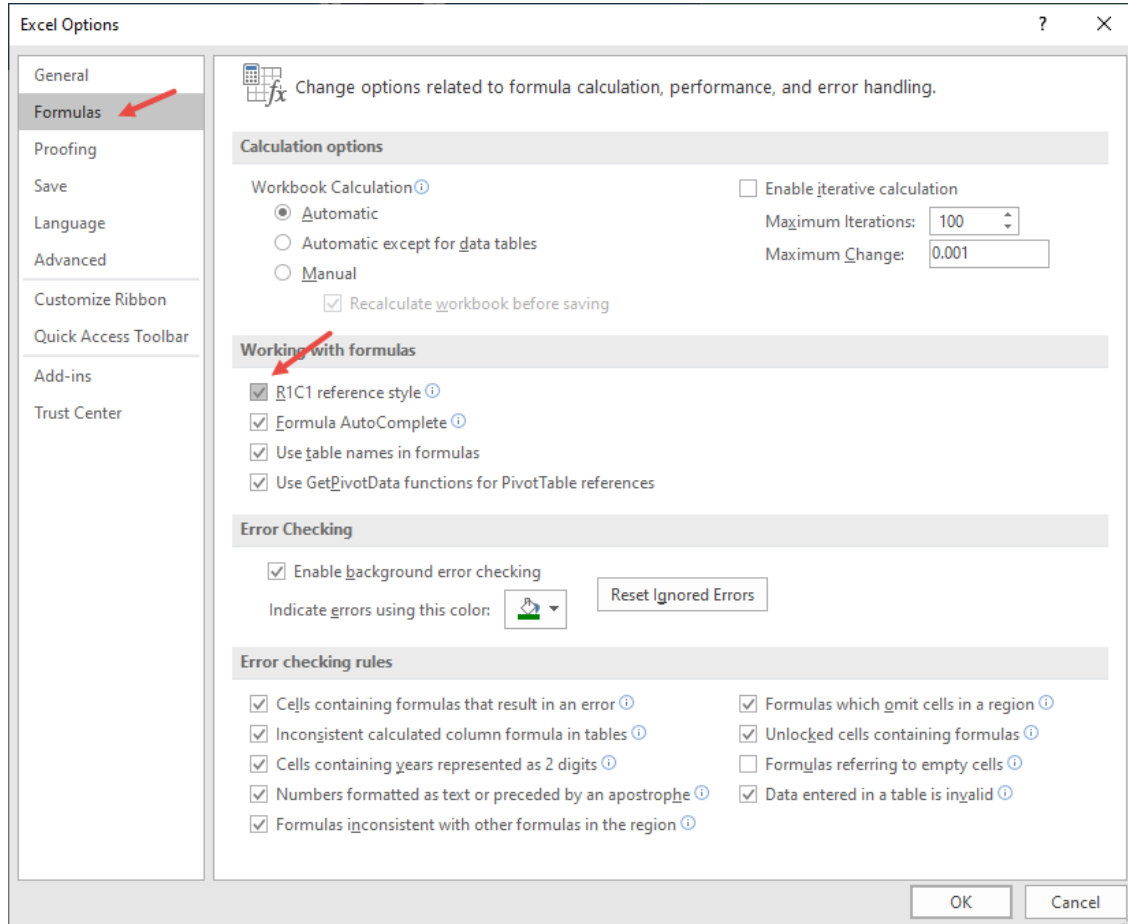
## 5. Two warning messages from Excel will display

a. This one when clicking the **Save** button in the above screenshot – Click **Yes**b. This one when closing the file – Click **Don't Save** because the file was just saved

#### 4.4 To Replace Column Headings With Numbers Instead Of Letters (Optional):

Microsoft 2007: Click the **Office** button, then Options, Then Formulas = R1C1 Reference Style

Microsoft 2010 and newer: Click the **File** tab, then Options, then Formulas = R1C1 Reference Style



## 5 APPENDIX C

### 5.1 Change Summary

#### Version 2.0 (2021-2022)

1. Removed references to Legacy Student ID file throughout document
  - a. Updated Screenshots
  - b. Removed language related to Legacy Student ID
  - c. Removed file format for upload for Legacy Student ID