

Three Reasons State IDs will not Populate in PS

1. The first is missing data elements. The data elements required for the SUNS system to issue a State ID is below:
 1. Student Number (**Issued by PowerSchool at the time of Enrollment**)
 2. Last Name
 3. First Name
 4. Middle Name
 5. Gender
 6. Federal Ethnicity Indicator
 7. Federal Race Code
 8. Scheduling/Reporting Ethnicity
 9. Birthdate (**MUST BE IN THE MM/DD/YYYY FORMAT**)
 10. SSN (**IF PRESENT IT MUST BE VALID, UNDUPLICATED, AND IN THE XXX-XX-XXXX FORMAT**)
 11. Grade_Level
 12. Current Status (**STUDENT MUST BE ACTIVE, PRE_ENROLLED STUDENTS DO NOT GET THEIR ID ASSIGN UNTIL THE DAY THEY BE COME ACTIVELY ENROLLED**)
 13. District of Residence (**MUST BE STUDENTS HOME DISTRICT OF RESIDENCE**)
 14. School Number

2. The second is a Near Match scenario. This means that the data is specific enough for the SCDE matching engine to conclusively match a student's record with one that is in the database already but there is one that is close and within a 97% margin. That means someone (again me) will have to login into the SUNS system and determine if the two students are the same or if they are different. If a student has the same SSN as another student then that is an automatic Near Match and it must be resolved. It used to be common practice for all students in a family to use their parents SSN for enrolling in to schools, if you have a duplicate SSN it is better to leave them blank. Again, the SSN is not required but if it is present it must be unique and properly formatted.

3. The third reason is improperly formatted data elements. Birthdates and SSN must be properly formatted or it will stop the system from issuing of the students State ID.