

New York State Student Information Repository System

New York State Student Identification System (NYSSIS) USERS GUIDE

Version 6.4 Released November 2015

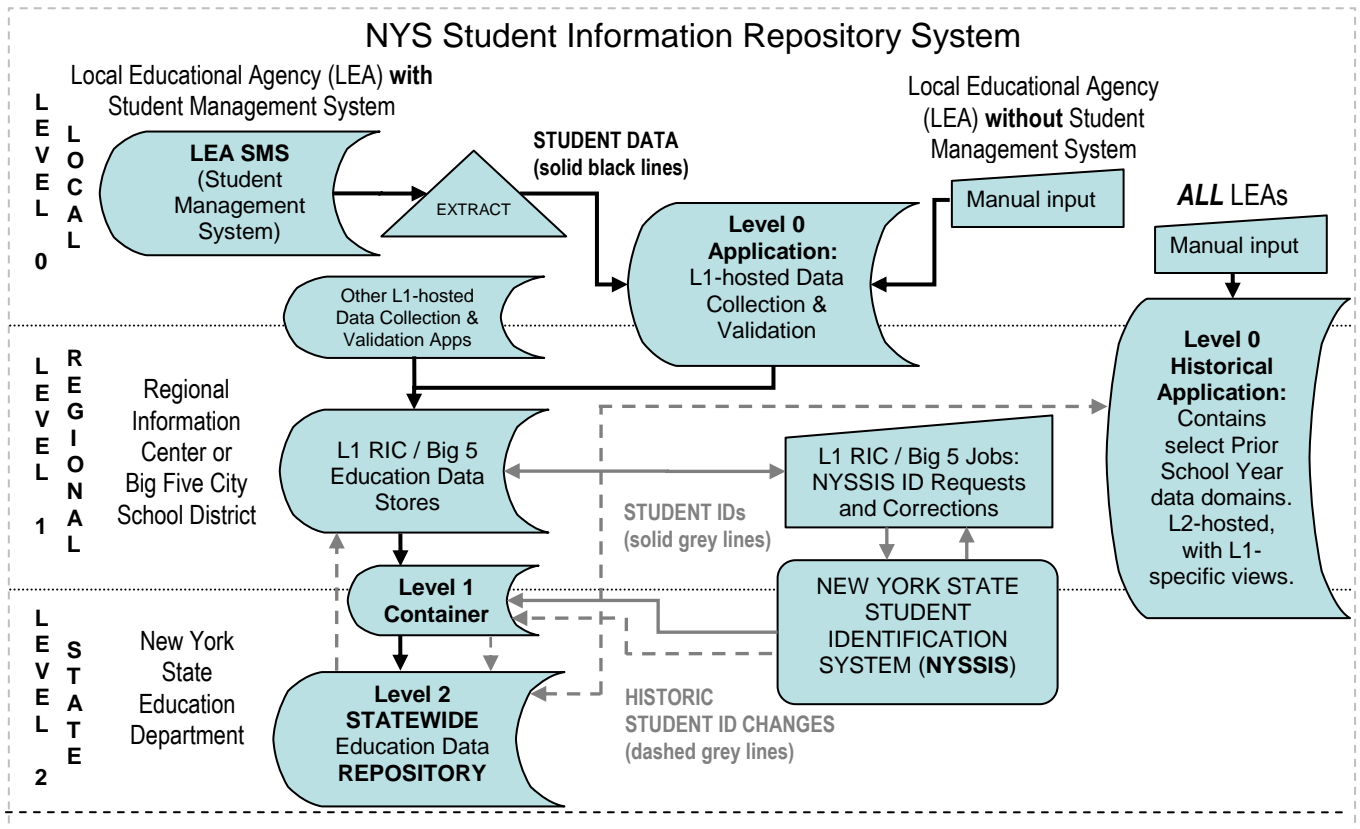
The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Information and Reporting Services
Albany, New York 12234

Introduction

The New York State Student Identification System (**NYSSIS**) is a key element of New York State Student Information Repository System (SIRS). The New York State Education Department (NYSED) initially developed NYSSIS to assign a stable, unique student identifier to every preschool student referred to the CPSE for determination of eligibility for preschool special education, to every pre-kindergarten through grade 12 (“P-12”) public school student, , and to every participant in an approved GED program in New York State. Unique identifiers enhance student data reporting, improve data quality and ensure that students can be tracked longitudinally as they transfer between local educational agencies (LEAs). In the SIRS, each student record is uniquely identified with a 10-digit NYSSIS number, assigned when the student first enters a New York State public school, charter school, public agency, child-care institution that operates a school, or participating nonpublic school.

The purpose of the SIRS is to provide a single source for standardized individual student records and other education-related data (course, attendance, teacher/staff, etc.) for analysis at the local, regional, and State levels to improve student and teacher performance and to meet State and federal accountability requirements. As the reporting requirements for SIRS expand to include post-secondary education, so the function of a unique NYSSIS ID expands to accommodate longitudinal reporting beyond the P-12 grades. This document provides an overview of SIRS, contains definitions of the data elements and templates for the data sets collected and is intended to assist vendors of information systems, as well as LEAs, in creating data files for submission.

Levels of the SIRS



Level 0 as a generic term refers to “Local”, or source data (from the computer science convention of starting a count at zero before proceeding to one). In a data flow context, then, **Level 0** implies “origin”, or the authoritative source of data: Local Educational Agencies (LEAs). The label “Level 0” is also frequently used as a shorthand to refer to the “Level 0 Application”, a web-based data collection and validation system hosted by most of the twelve Regional Information Centers (RICs) and some Big 5 City School Districts (more about the Level 0 Application below). There are multiple data collection points within SIRS. The primary points are local student

management systems (SMSs) used by the State's LEAs. Students' demographic, enrollment and program data are typically collected in these local SMSs. LEAs may also use additional systems to collect specialized data, and these SMSs may be the primary source for special education, free and reduced price lunch, and so on. Test scoring units within RICs or Big 5 City School Districts (CSDs) may also collect assessment data in separate SMSs, as human resources (HR) SMSs are used to separately collect teacher data. In general, in order to support State reporting requirements, extracts must be generated from these local SMSs then sent to a regional "Level 1" (L1) Data Center to be formatted to State-approved specifications in standard templates, which may then be stored in SIRS. LEAs that have no SMS may still move data to SIRS by entering information directly into the "Level 0 Application" hosted by their regional L1 Data Center (more about Level 1 below).

L1 regional and Level 2 (L2, statewide) data operations use the eScholar® data warehouse system and data model, which define not only student demographic, enrollment, program and assessment data that are stored in SIRS, but also course, attendance, staff and teacher evaluation data as SIRS continues to expand.

The Level 0 Application is a web-based application hosted by most RICs and select Big 5 CSDs. This application provides LEAs the ability to collect and verify their data, and validate those data against NYS data collection formatting and business rules. Data can be imported or entered directly into this system. This level's primary function is to provide data validation, as well as a place to enter data for LEAs without a student management system, such as teacher evaluation data. It can also be used to collect additional local/regional data that may not be collected by the State or otherwise available in a local student management system. Verified data can be exported from Level 0 in a format that can be loaded directly into a Level 1 repository.

Level 1 is a term referring to "Regional" and Level 1 data centers are usually repositories implemented and operated by a RIC or a Big 5 City School District. All charter schools and school districts except the Big 5 must participate in a Level 1 repository operated by a RIC. Each Level 1 repository includes, at a minimum, all the data elements defined in the SIRS Manual located on the NYSED Information & Reporting Services Web here: <http://www.p12.nysed.gov/irs/sirs/home.html> (available in PDF and MS Word).

Again, users of the Level 1 repositories may also include additional data elements to meet local or regional needs, including data collected for local data analysis and reporting or pre-printing scannable assessment answer sheets. The demographic data elements are also used to match to existing or create new NYSSIS IDs. Data are loaded into Level 1 repositories using data templates and load plans provided by eScholar® and the statewide Level 2 data warehouse unit. All school districts, charter schools, State agencies that operate educational programs, nonpublic schools that administer State assessments, BOCES, and child-care institutions that operate a school must participate in a Level 1 Repository. These repositories are used to prepare data for submission to the statewide Level 2 Repository. Data in the Level 1 Repository are available only to users with a legitimate educational interest.

The **Level 2** repository is a single statewide data warehouse, where all required school data from Level 1 are aggregated. Level 2 provides for statewide data analysis and reporting. This level holds records for all students and will contain records for all teachers and principals. In the Level 2 Repository, each student record is uniquely identified with a 10-digit NYSSIS number. Currently, Level 2 provides data for many purposes including, but not limited to, developing *The New York State School Report Card*, determining the accountability status of public and charter schools and districts, linking student data with those of teachers and principals, meeting federal reporting requirements, informing policy decisions, and meeting other State needs for individual student data. Standard aggregations of data from the Level 2 repository will be placed in the Annual Reporting Database to provide the general public with access to school performance data.

Data in the Level 2 repository will be available only to users with a legitimate educational interest. SIRS data are available to authorized users in: 1) the Level 2 reporting (L2RPT) environment, a statewide Web-based data reporting service hosted regionally at Level 1 data centers, which provides LEAs and other personnel with reports using data in the Level 2 Repository; 2) the PD (Pupils with Disabilities) System, a NYSED-hosted series of online reports on special-education assessments and performance metrics, with timelines and details of services provided; and 3) the UIAS (Unique Identifier Audit System) reports, which focus on data quality by notifying LEAs about potential errors in select reporting rules, based on the current state of NYSSIS IDs in Level 2 enrollment records.

Data in SIRS are accessed through the following:

- **Verification reports** are now available in the Level 2 Reporting (**L2RPT**) environment. More information about L2RPT is available at: <http://www.p12.nysed.gov/irs/level2reports/home.html>

- **New York State Report Cards** are available at: <https://reportcards.nysed.gov>
- **Individual Student Reports** for the New York State Testing Program (NYSTP) assessments in grades 3–8 English language arts and mathematics, the New York State English as a Second Language Achievement Test (NYSESLAT), and New York State Alternate Assessments (NYSAA) are available in the L2RPT environment.
- **Guided Analysis reports** and the **New York State Parent Web Site** are no longer available. Resources for teachers and administrators are currently available, and data used to drive instruction will be available, at: <http://www.engageny.org>

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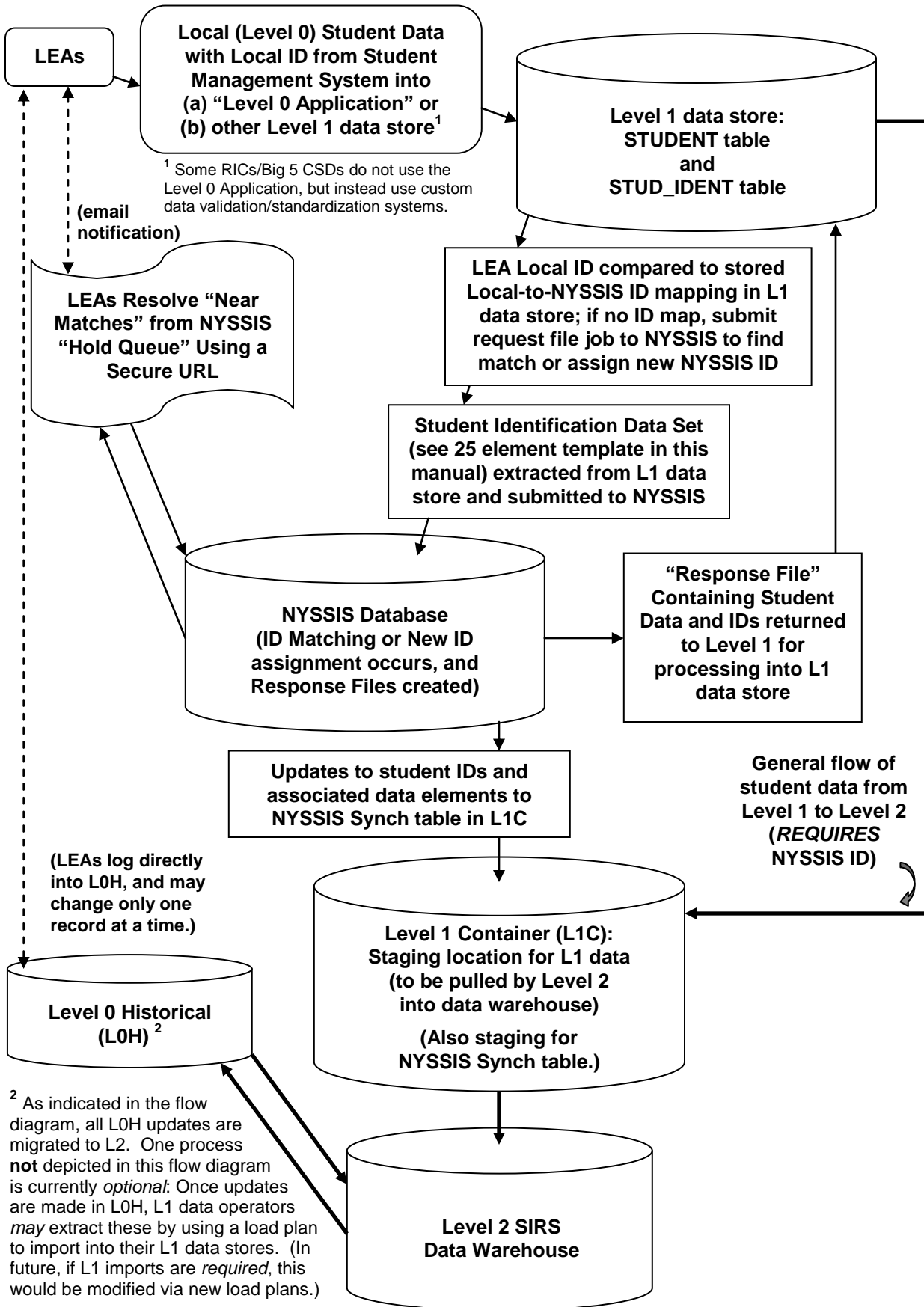
What NYSSIS Is:

The New York State Student Identification System (NYSSIS) is an electronic information system that assigns a Unique Statewide Identifier (ID) to students in New York State public schools, including charter schools. NYSSIS enables these local educational agencies (LEAs) to obtain new IDs for students who do not have an existing one and to retrieve IDs that have been previously assigned to students. The ID assigned by NYSSIS will be used by LEAs to report student-level data to the Student Information Repository System (SIRS). The ID can also be used by LEAs to obtain information from or provide information to other LEAs when a student transfers into or out of an LEA.

How NYSSIS Works:

1. **Student Data Loaded into the SIRS Data Warehouse:** Regional Information Center (RIC) and Big 5 City District technical personnel load student demographic data from an LEA's student management system into the SIRS data warehouse.
2. **Student Identification Set Loaded into NYSSIS:** RICs/Big 5 extract a particular set of 23 of these student data items, referred to as the "Student Identification" set from the SIRS data warehouse and load them into the NYSSIS database. These processes are done using a File Transfer Protocol (FTP), which ensures that the data transfer is secure and confidential.
3. **NYSSIS ID Matching Process Occurs:** NYSSIS checks the database to determine whether the Student Identification set matches any records already in the database.
 - a. If no match is found, an ID is created and added to the end of the student information data record.
 - b. If a match is found, the ID already assigned to the student is added to the end of the student information data record.
 - c. In some cases, it is not possible to determine if the data submitted matches an existing record in the database. These cases are called "Near Matches." In these cases, NYSSIS places the data in a "Hold Queue" and staff members from the LEA must log on to NYSSIS and determine if the data matches a student previously assigned an ID or if the data represents a student who requires a new ID.
4. **Response Files Created:** NYSSIS creates "Response Files," which are files that contain student data plus the student's ID.
5. **Response Files Placed into SIRS Data Warehouse:** RICS/Big 5 retrieve the response files and place them in the SIRS data warehouse, again using a secure and confidential FTP transfer process.

NYSSIS Data Flow: Level 0 to Level 1 to Level 2 (Stages of SIRS)



Obtaining a Student ID Using NYSSIS

Loading Student Data to the SIRS Data Warehouse

LEA personnel should contact their RIC/Big 5 host for specific guidance on the exact format and structure their RIC/Big 5 requires to submit data to the SIRS. (While all RICs/Big 5 CSDs have certain elements and templates in common, each may employ slight variations in processing or other system-specific requirements.)

Basic Student Identification data set required by NYSSIS

The Student Identification set is a set of 25 data elements that enables NYSSIS to uniquely identify a student. Of these 25 data elements, the BEDS code of responsibility, Building BEDS code of enrollment, School Year, **Local Student ID**, the **Student's First Name**, the **Student's Last Name**, **Grade Level**, the **Student's Date of Birth**, Gender Description, and Race/Ethnicity Description are *required* for processing an ID request in NYSSIS. If one or more of these required fields are blank, the record is rejected by NYSSIS. NYSSIS also rejects any student record that has an invalid Basic Educational Data System (BEDS) code for the LEA that is responsible for the student (i.e., the **District of Responsibility**) or the BEDS Code for the school building in which the student receives services (i.e., the **Building of Enrollment**). The more complete the data set submitted, the greater the likelihood that a correct match to an existing ID or an accurate determination of a new ID will be made. The table on the following page shows the Student Identification set used for NYSSIS.

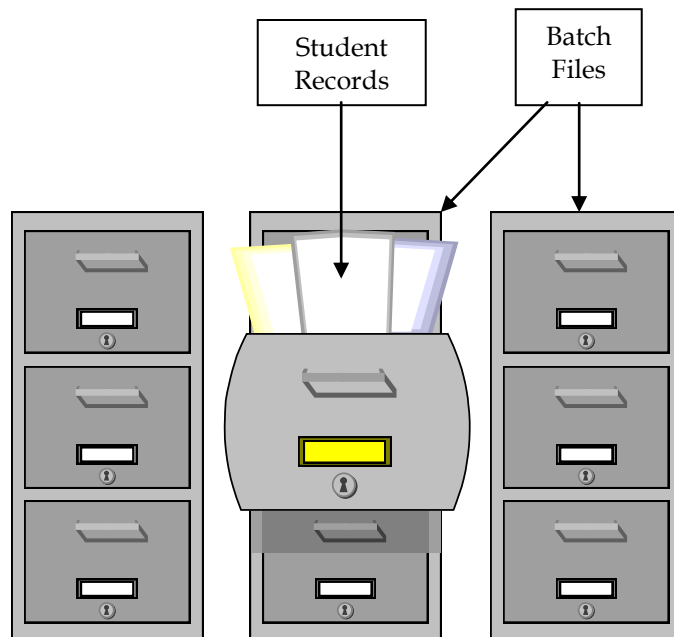
Student Identification Data Set (NYSSIS)

NYSSIS File Fields	Type	Size	Format	Description
District of Responsibility BEDS Code	Character	12	#####	12-digit BEDS code assigned to the district.
Building of Enrollment BEDS Code	Character	12	#####	12-digit BEDS code assigned to the specific building.
School Year	Date	10	YYYY-MM-DD	YYYY-06-30
Student Local ID (School/District ID)**	Character	9	#####	Local ID assigned to student by the local student information system (or by a Level 1 host). This will be mapped to a NYSSIS ID in both the Level 2/State SIRS warehouse and Level 1/regional data stores.
Student's Last Name**	Character	25		Student's Last Name
Student's First Name**	Character	25		Student's First Name
Student's Middle Initial	Character	1		Student's Middle Initial
First Date of Entry into Grade 9	Date	10	YYYY-MM-DD	This is the actual date that the student entered grade 9. Do not project this date, but leave this field blank, for students in grades Pre-K through 8.
Grade Level	Character	7		See the <i>New York State Student Information Repository System (SIRS) Manual</i> : http://www.p12.nysed.gov/irs/sirs/home.html
Date of Birth**	Date	10	YYYY-MM-DD	This is the date of the student's birth, derived from an official source as dictated by district policy.
Gender Description	Character	6	Male, Female	
Home Language Description	Character	40		See the <i>New York State Student Information Repository System (SIRS) Manual</i> : http://www.p12.nysed.gov/irs/sirs/home.html
Race/Ethnicity Description	Character	40		See the <i>New York State Student Information Repository System (SIRS) Manual</i> : http://www.p12.nysed.gov/irs/sirs/home.html
Immunization Date for First Polio Vaccination	Date	10	YYYY-MM-DD	This is the date of the FIRST polio immunization, either IPV or OPV. Use the first day of the month if day is not indicated.
Student's Address Line 1	Character	30		Home Address
Student's Address Line 2	Character	30		If Address Line 2 is populated, Address Line 1 must NOT be null.
Student's Address City	Character	25		
Student's Address State Code	Character	2		
Student's Address Zip Code	Character	10	##### or #####-####	Zip code can be either the standard five digits, or ten characters (five digits, a dash, then four digits)
Student's Guardian Name One	Character	40	FirstName LastName	Full name of primary guardian
Student's Guardian Name Two	Character	40	FirstName LastName	Full name of second guardian
Phone at Primary Residence	Character	12	###-###-####	Phone number at student's primary residence
Student's Place of Birth	Character	50	City State/Province/	See the <i>New York State Student Information Repository System (SIRS) Manual</i> :

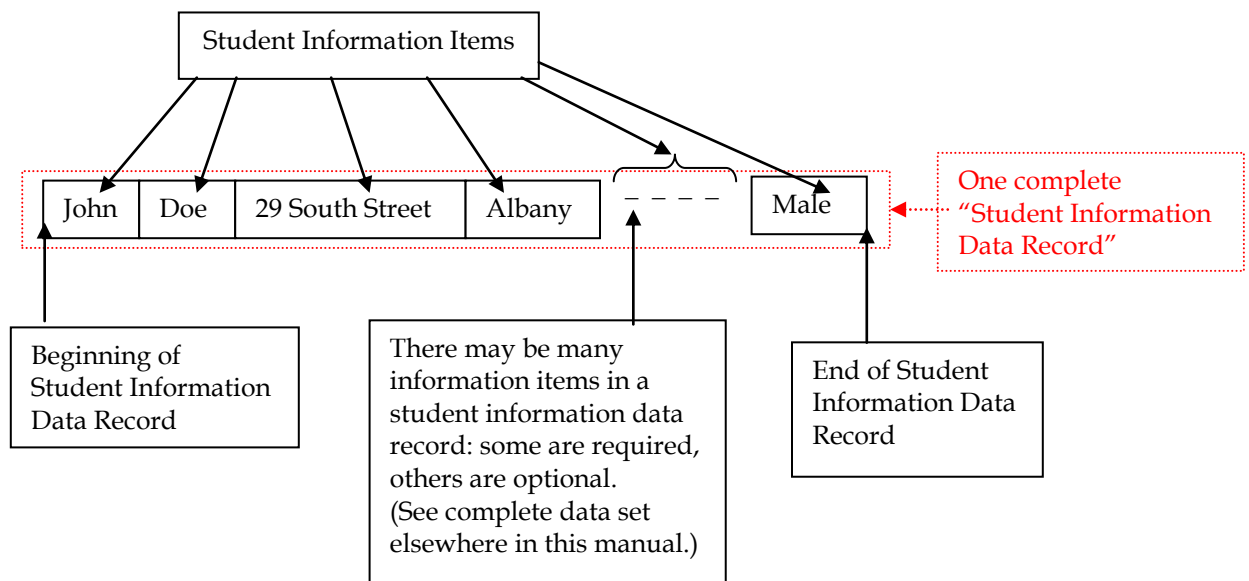
			Region/Country	http://www.p12.nysed.gov/irs/sirs/home.htm
Enrollment Code		4	####	
Correction NYSSIS ID		10	#####	

**** Required fields needed for record(s) to be accepted into NYSSIS. The additional fields in green font can cause the record(s) to be rejected by NYSSIS validations for having the wrong value.**

Student information is loaded into the NYSSIS database via a “batch file” containing one or more student records (for one or more students). “Batching” simply means processing many records in bulk; for example, you would make a “batch” of cookies on one large sheet tray, not cook them one at a time. In NYSSIS, processing a batch file is like unloading a filing cabinet containing many manila folders (student records).

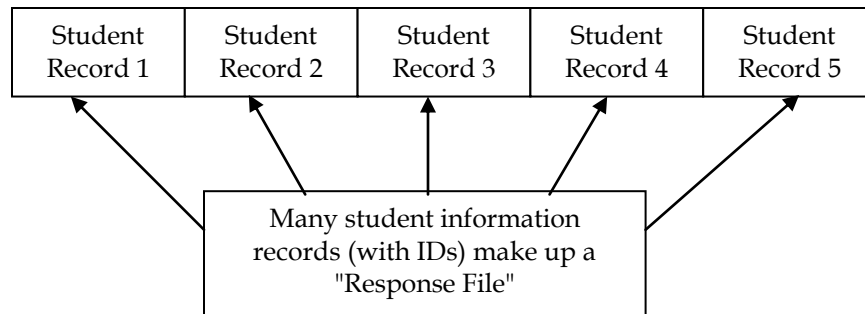


A student identification data record is a collection of data items that identify a student (e.g., Student's First Name, Student's Last Name, Student's Address Line 1, School Year, etc.). The following is a pictorial view of a student information data record:



Creating "Response Files"

Once IDs are assigned to one or more records, they are bundled into a single "Response File". This file is sent to the Level 1 center who requested IDs for those records, to be loaded by that Level 1 into its own data store, then uploaded to the Level 1 Container (after which it is pulled into the Level 2 Statewide data warehouse).



Over time, many student information records (e.g., Student Record 1 above) may be sent to NYSSIS. This often occurs when students move from school to school or district to district, but also may occur when updates to student information (corrections to typos in names, changes in guardian, etc.) are sent to NYSSIS. Student records collected over the years are never deleted from the NYSSIS database. Therefore more than one student information record associated with a particular ID assigned by the NYSSIS. In other words, there could be one ID in the NYSSIS database that has multiple student information records associated with it.

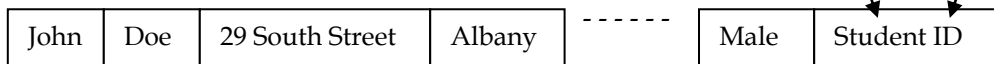
When a student information record is submitted to NYSSIS and the NYSSIS matching engine determines it matches an existing NYSSIS ID, that existing ID is assigned to the student information record. At the same time the student information record is associated with that existing NYSSIS ID in the database.

This process results in additional data that can be used to match future submissions of a Student Identification data set for the same student. For example, if a student has a change of guardian over time, the NYSSIS system will maintain information on all of the guardians associated with that student. Therefore, if the student returns to a former guardian, NYSSIS will recognize this and be better able to automatically associate the new student data with an existing record in the NYSSIS database.

NYSSIS ID Matching Process:

When a student information data record is loaded into NYSSIS for processing, NYSSIS checks the database to determine whether the Student Identification set matches any records already in the database.

1. If no match is found, an ID is created and added to the end of the record.
2. If a match is found, the ID already assigned to the student is added to the end of the record.



3. If NYSSIS cannot determine if the data submitted matches an existing record in the database, the record (called a "Near Match") is placed in a "Hold Queue."

Resolving Near Matches in the Hold Queue:

A Near Match record is made up of the newly submitted student record and one or more records that are already in the NYSSIS that contain many similar elements but not enough to determine if the records are for the same student. The newly submitted record only nearly matches the records already in the NYSSIS. As such, the newly submitted record is placed in a Hold Queue with the records from the NYSSIS it nearly matches. Authorized LEA personnel must then review and resolve these Near Matches by determining if the student record should be matched with an existing NYSSIS ID or issued a new NYSSIS ID.

When the 'View Candidates' option is selected one of the three scenarios will occur:

1. One or more candidates will be displayed with a percentage indicating the likelihood the two records match. The probability will range anywhere from 45% to 99%.
2. A match candidate will be displayed, but the option to match to the record will not be available. This scenario is a result when the near match candidate does not have a statewide identifier assigned yet because the candidate record is also a 'hold' record. This usually occurs when duplicate data is submitted and/or a specific rule has been established to not match certain kinds of records. These rules are often enforced on twins and siblings where data is very similar, if not exact.
3. No candidates displayed. Occurs when near match candidate is removed from the NYSSIS database or the number of students to compare with has significantly changed since the original hold decision.

LEAs are not permitted to delete student records from NYSSIS once they are added. All Near Matches must be resolved. Data accuracy is paramount to ensuring that LEAs do not create new records in error or match two unique student records in error.

How to request a NYSSIS User Account:

NYSSIS is accessible to authorized users only. Users who require access are provided with a NYSSIS Login Account. These accounts are specific to an individual, not generic. Each LEA will have at least one authorized user, who will log into NYSSIS. A Username and Password will be provided to the authorized user for each LEA.

The primary purpose for accessing NYSSIS is to resolve Near Matches. This work may be performed as appropriate by RIC, Big5 and LEA personnel. In addition, certain administrative activities may be performed by RIC and Big5 NYSSIS Authorized Contacts.

For School District (LEA) Users

1. Contact your district superintendent to have an account created and entitled to the NYSSIS application for your district through the SEDDAS application.

For Non-Public and Charter LEAs Users

1. Contact your school principal to have an account created and entitled to the NYSSIS application for your school through the SEDDAS application.

Once approved, a NYSSIS Login Account will be assigned and a UserID and Password will be emailed the account owner. Authorized users can access the Web Interface by logging on to:

<http://portal.nysed.gov>

Logging in to NYSSIS:

NYSSIS uses the **NYSED Application Business Portal**. Use of the **NYSED Application Business Portal** enables users who access other NYSED applications to have a single User Name and Password for each one.

Placing the URL <http://portal.nysed.gov> in the address bar of the browser takes the user to the **NYSED Application Business Portal**. To gain access, click the "Log On" button:

NYSED.gov

Business Portal | FAQ's | Reset Password | **Log On** Forgot your password?

Welcome

The NYSED Application Business Portal

[CLICK HERE for Password Change procedures for Business Portal applications](#)

Public Interest

For more information on our applications visit our [Online Services](#) page.

- [Approved Preschool Special Education Programs Site Search](#)
- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
- [Professional License Online Verification Searches](#)
- [SEDFEF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)
- [Virtual Learning System \(VLS\)](#)

Other Applications

You may be required to sign in to access these applications

- [Child Nutrition Knowledge Center \(CN\)](#)
- [Impartial Hearing Reporting System \(IHRS\)](#)
- [Rate Setting Unit \(RSU\)](#)
- [System to Track and Account for Children \(STAC\)](#)
- [Teacher's Certification \(TEACH\)](#)
- [VESID PD System Login](#)

[Privacy Policy](#)

At the **Sign In** screen, enter your User Name and Password and click the "Sign in" button:



Sign In

Please enter your username and password

Username:
Password:

1

Enter User Name
and Password

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

2

Click "Sign in"

New York State Education Department

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If the login is unsuccessful, the page will display the following message:



Sign In

Please enter your username and password

An incorrect Username or Password was specified, or your accounts password has expired.

Username:
Password:

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

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Your login will fail if you have not typed in your user name and/or password correctly. This error will also appear if your account has been locked after three unsuccessful login attempts.

If you continue to have problems logging into the Business Portal, contact your SEDDAS Delegated Administrator, Superintendent, or Principal.

If your login is successful, you will now see a **My Applications** menu listing each application you are authorized to access through this portal. Click on the NYSSIS link:

NYSED.gov

Business Portal | **FAQ's** | Reset Password | Log Off

Welcome [Forgot your password?](#)

The NYSED Application Business Portal

[CLICK HERE for Password Change procedures for Business Portal applications](#)

My Applications

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)

Click here to enter NYSSIS

[Click Here](#)
New York State Student Identification System (NYSSIS)

Public Interest

For more information on our applications visit our [Online Services](#) page.

- [Approved Preschool Special Education Programs Site Search](#)
- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
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- [TEACH Public Inquiry System](#)
- [Virtual Learning System \(VLS\)](#)

Other Applications

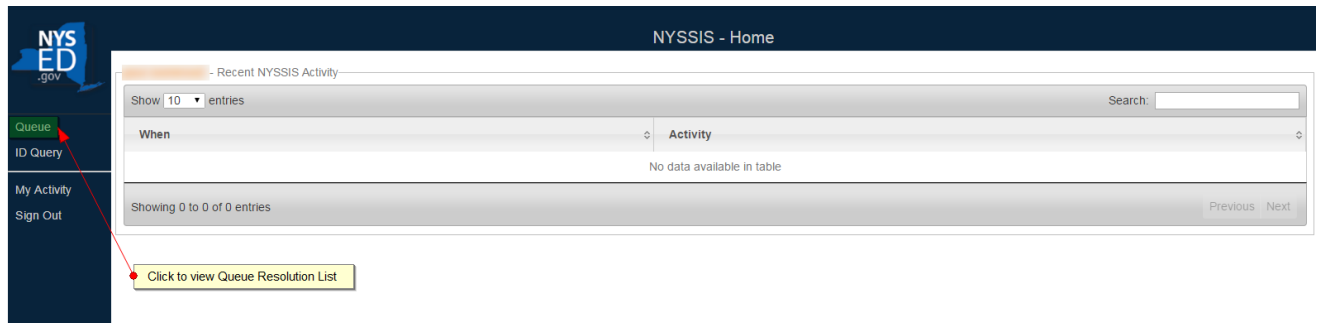
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- [VESID PD System Login](#)

[Privacy Policy](#)

Accessing the Queue Resolution List:

After clicking the NYSSIS link on the **NYSED Application Business Portal**, you will be taken to the NYSSIS Home Page. To view the **Queue Resolution List** for your institution, click on the “Queue” button:



The screenshot shows the NYSSIS Home page. On the left sidebar, there is a navigation menu with the following items: "Queue" (highlighted in green), "ID Query", "My Activity", and "Sign Out". A red arrow points from the "Queue" button to a yellow callout box that says "Click to view Queue Resolution List". The main content area is titled "Recent NYSSIS Activity" and contains a table with columns "When" and "Activity". The table is currently empty, displaying "No data available in table". Above the table, there is a search bar and a "Show 10 entries" dropdown. At the bottom of the table area, it says "Showing 0 to 0 of 0 entries" and includes "Previous" and "Next" navigation buttons.

Queue Resolution List:

The **Queue Resolution List** will either display unresolved student records that the system could not automatically match to an existing NYSSIS ID or list recent student records for your location that were resolved.

You may see a screen like the below stating that your hold queue is empty. All points of contact for your data are sent the same email notification that you received. Someone else at your location or at your RIC/Big5 Data Warehouse with access to NYSSIS resolved the record(s) before you logged in. There is nothing for you to resolve.

NYSSIS - Queue Empty

The queue for [redacted] is empty. Near Match Resolution is complete - no further action necessary. There is no need to contact the NYSSIS help desk.

Recent NYSSIS Activity for Albany City School District

Copy Excel CSV Show 10 entries Search: [input]

NYSSIS User	What	When	Student's Local ID	Student's Last Name
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-28	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-28	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-28	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-23	[redacted]	[redacted]

Showing 1 to 10 of 40 entries Previous 1 2 3 4 Next

[About NYSSIS](#) [User Guide](#) [Contact Us](#) [Queue Help](#) 2015.10.26 Build | 1

To see if there are **Near Match Candidates** for an unresolved student record, click its “Candidates” link:

The screenshot shows the NYSSIS - Queue Resolution List interface. The header includes the NYS ED .gov logo, the title "NYSSIS - Queue Resolution List", and a search bar. Below the header is a table with columns: Local ID, First Name, Last Name, DOB, Guardians, Grade, Building, and Actions. A single row is visible, with a green highlight on the DOB column. The Actions column contains a "Candidates" link. The interface also includes a sidebar with "Queue", "ID Query", "My Activity", and "Sign Out" options, and a footer with "About NYSSIS", "Contact Us", "User Guide", "Queue Help", and "2015.10.26 Build | 2".

Annotations with red arrows point to the following elements:

- Each row contains an unmatched student record (pointing to the first row)
- Click to see more information (pointing to the DOB column)
- Click on column headings to sort list (pointing to the DOB column)
- Click "Candidates" to view possible matches (pointing to the "Candidates" link)

Queue Near Match Candidates - Scenario 1:

If there are **Near Match Candidates** listed on this page, jump ahead to the next section (Scenario 2).

Otherwise, the unresolved student record from the **Queue Resolution List** may not have any existing **Near Match Candidates** in the NYSSIS database. If you believe there should already be a matching record in the NYSSIS database, but none are listed, contact your Level 1 Data Center for assistance.

If you are confident that this student has not been submitted in any previous school year, click the “New Student” button to assign this unresolved record a new NYSSIS ID and enter it into the NYSSIS database:

NYSSIS - Queue Near Match Candidates

NYS ED .gov

Queue
ID Query
My Activity
Sign Out

Name (Last, First MI)
Date of Birth:
Address & Phone:
Local ID
SY, Grade & Enrollment:
2016-06-30, 12TH 0055
Race/Ethnicity & Language Spoken at Home:
HISPANIC OR LATINO ENGLISH

Guardians
Place of Birth:
District Information:
Gender
MALE
Grade Nine Entry:
2012-09-01
Date of Vaccination

Submission Details: 2015-10-29 RIC SUFFOLK/EASTERN SUFFOLK 589100900000 44419-0055-Differ->Hold-D

Zero candidates found - why?

- **Most Common:** The student is a near match to another student who is also 'in the queue' awaiting a Statewide ID. That student record may be in another district's queue that you cannot see. This is most common on KDGf or KDGh records when the guardian has registered the child in more than one district. In this case the best course of action is to push the 'New Student' button.
- **Occasionally:** The NYSSIS matching algorithm is failing to identify the existing ID to match to. If this appears to be the case, please leave the record in the hold queue and [report the issue to NYSSIS](#).
- **Rarely:** If this record has been in the hold queue for a long time (several months) it may be that the candidate(s) have since been removed from the NYSSIS database.

New Student Return to Queue List

Click "New Student" to assign this record a new NYSSIS ID

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Queue Near Match Candidates - Scenario 2:

If there are records in the NYSSIS database that closely match yours, they will be displayed as candidates on the **Near Match Candidates** page. The first column for each one will show its existing NYSSIS ID and the probability that it is a match to your unresolved record. Click on the “Compare” button to display a detailed comparison of how each candidate record matches or differs from yours.

If you are confident that none of the **Near Match Candidates** match your unresolved record, click on the “New Student” button to assign it a new NYSSIS ID and enter it into the NYSSIS database.

The screenshot shows the 'NYSSIS - Queue Near Match Candidates' interface. On the left is a navigation menu with 'Queue ID Query' selected. The main area displays student details for a 'Host Queue Student' and a table of 'Near Match Candidates'. A table with one row shows a candidate with a 92% match probability. A 'Compare' button is next to the candidate's name. Below the table are 'New Student' and 'Return to Queue List' buttons. Annotations include: 'Probability that candidate is a match' pointing to the 92% value; 'Click "New Student" if none of the candidates displayed match' pointing to the 'New Student' button; and 'Click "Compare" to see how the candidate matches your unresolved record' pointing to the 'Compare' button.

NYSSIS - Queue Near Match Candidates

Name (Last, First MI): [REDACTED]
Guardians: [REDACTED]
Date of Birth: [REDACTED]
Place of Birth: Philadelphia PA
Address & Phone: [REDACTED]
District Information: [REDACTED]
Local ID: [REDACTED]
Gender: Male
Grade Nine Entry: [REDACTED]
SY, Grade & Enrollment: 2014-05-30, 3rd 0011
Date of Vaccination: 2005-05-20
Race/Ethnicity & Language Spoken at Home: Black or African American

Below is a list of Students currently with NYSSIS ID's that are near matches for the above Host Queue Student.

NYSSIS ID	First Name	Last Name	Birth Date	Gender	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Male	Compare

New Student Return to Queue List

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Queue Compare to Specific Candidate:

The **Compare to Specific Candidate** screen displays detailed information from your unmatched record next to detailed information from the candidate record in the NYSSIS database. There may be multiple records already linked together under a single candidate NYSSIS ID.

If the unresolved record matches the candidate record, click “Confirm Match” to link it to the existing NYSSIS ID. If you are confident that the unresolved record does not match the candidate record, click “Return” to compare another candidate or to generate a new NYSSIS ID. Additional information found in student files at your location can also be used to help confirm or reject this potential match.

The screenshot shows the 'NYSSIS - Queue Compare to Specific Candidate' interface. It features a table with two columns: 'Record From Your School' and 'Existing NYSSIS ID'. The table contains student information such as Name, DOB, School Year, Grade, Race/Ethnicity, Language Spoken at Home, Place of Birth, Guardians, 9th Entry, Innoculation Date, Gender, Address, Phone #, District, Building, Submitted By, and Enrollment Code. The 'Existing NYSSIS ID' column has a yellow highlight on the 'Race/Ethnicity' row, indicating a difference between the records. Below the table are three buttons: 'Confirm Match', 'Return', and 'New Student'. Callout boxes provide instructions for each button: 'Click "Confirm Match" to link the unresolved record to the existing candidate', 'Click "Return" if the existing candidate does not match the unresolved record', and 'Click "New Student" if no candidates match'. A 'Show History' button is also visible below the table.

	Record From Your School	Existing NYSSIS ID
Local ID:		
Name:		
DOB:		
School Year:	2013-14	2012-13
Grade:	3RD	2ND
Race/Ethnicity:	BLACK OR AFRICAN AMERICAN	BLACK OR AFRICAN AMERICAN
Language Spoken at Home:		WHITE
Place of Birth:		
Guardians:		
9th Entry:		
Innoculation Date:	05/20/2005	05/20/2005
Gender:	MALE	MALE
Address:		
Phone #:		
District:		
Building:		
Submitted By:		
Enrollment Code:	0011	0011

Queue Confirm Match:

If you determine that the unresolved record matches the candidate record in the NYSSIS database, you will be asked to confirm or cancel the match. Click “Yes” to confirm this match. Otherwise, click “Cancel”.

The screenshot shows the NYSSIS - Queue Confirm Match interface. At the top left is the NYS ED .gov logo. The main header is "NYSSIS - Queue Confirm Match". Below the header, there is a prompt: "Assign an **existing** NYSSIS ID [input field] to [input field] ([input field])?". Below this prompt are two buttons: "Yes" (highlighted in green) and "Cancel" (highlighted in green). To the left of the main content is a sidebar menu with the following items: "Queue", "ID Query", "My Activity", and "Sign Out". Below the "Yes" button is a callout box with the text: "Click 'Yes' to confirm that you are sure you want your record matched to the candidate selected". Below the "Cancel" button is a callout box with the text: "Click 'Cancel' if the records do not match". At the bottom of the page is an orange footer bar containing the following text: "About NYSSIS", "Contact Us", "User Guide", "Queue Help", and "2015.10.26 Build | 1".

Queue Match Complete:

If the unresolved record has been successfully linked to the existing NYSSIS candidate record and ID, it will be removed from the **Queue Resolution List** and a confirmation page will be displayed.

NYSSIS - Queue Match Complete

Queue Record has been linked to an existing NYSSIS ID and removed from the queue. NYSSIS Student ID: [redacted]

Confirmation that the unresolved record has been linked to the NYSSIS candidate

Name (Last, First MI)
[redacted]

Guardians
[redacted]

Date of Birth:
[redacted]

Place of Birth:
[redacted]

Address & Phone:
[redacted]

District Information:
[redacted]

Local ID
[redacted]

Gender
Male

SY, Grade & Enrollment:
2014-06-30, 3rd 0011

Grade Nine Entry:
[redacted]

Race/Ethnicity & Language Spoken at Home:
Black or African American

Date of Vaccination
2005-05-20

Submission Details:
[redacted]

[Return to Queue List](#)

After reviewing confirmation, return to Queue Resolution List

NYSSIS - Queue Match Complete

Queue
ID Query

My Activity
Sign Out

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Logging Out:

Once all unresolved records in the **Queue Resolution List** have been assigned new or existing NYSSIS IDs, the **Queue Empty** screen will be displayed, which shows recent activity in the NYSSIS system at your institution. The application may be exited by clicking the “Sign Out” link at the top of the page:

The queue for [redacted] is empty. Near Match Resolution is complete - no further action necessary. There is no need to contact the NYSSIS help desk.

Recent NYSSIS Activity for Albany City School District

Copy Excel CSV Show 10 entries Search:

NYSSIS User	What	When	Student's Local ID	Student's Last Name
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-09-03	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-28	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-28	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-28	[redacted]	[redacted]
[redacted]	[redacted]	2013-08-23	[redacted]	[redacted]

Showing 1 to 10 of 40 entries Previous 1 2 3 4 Next

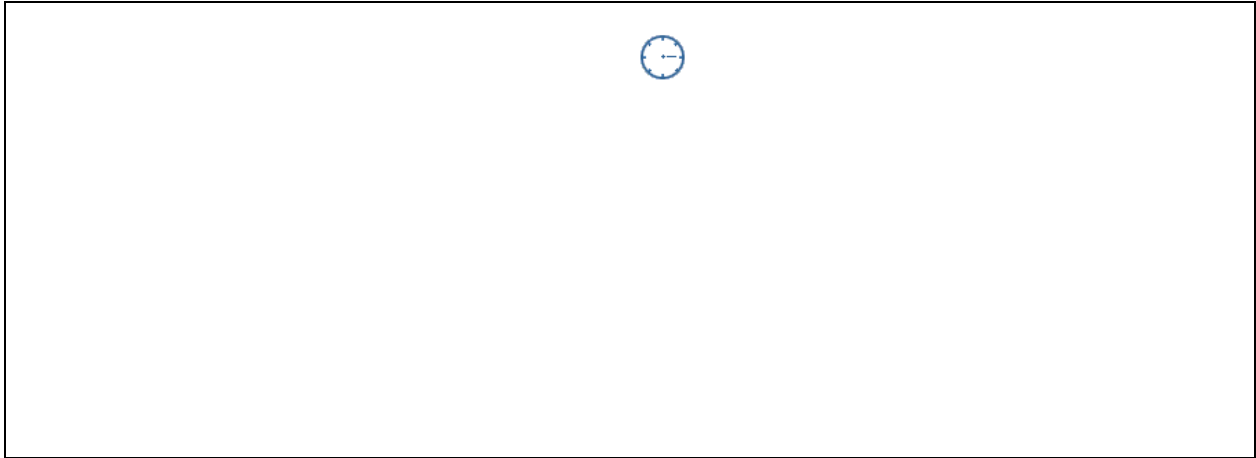
Sign Out

Click "Sign Out" to exit the NYSSIS application


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While the system is logging you out, you may briefly see the following screen:



You will be returned to your NYSED Application Business Portal.



[Business Portal](#) | [FAQ's](#) [Reset Password](#) | [Log Off](#)

[Forgot your password?](#)

Welcome

The NYSED Application Business Portal

[CLICK HERE](#) for Password Change procedures for Business Portal applications

My Applications

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)

[Click Here](#)

[New York State Student Identification System \(NYSSIS\)](#)

Public Interest

For more information on our applications visit our [Online Services](#) page.

- [Approved Preschool Special Education Programs Site Search](#)
- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
- [Professional License Online Verification Searches](#)
- [SEDREF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)
- [Virtual Learning System \(VLS\)](#)

Other Applications

You may be required to sign in to access these applications

- [Child Nutrition Knowledge Center \(CN\)](#)
- [Impartial Hearing Reporting System \(IHRS\)](#)
- [Rate Setting Unit \(RSU\)](#)
- [System to Track and Account for Children \(STAC\)](#)
- [Teacher's Certification \(TEACH\)](#)
- [VESID PD System Login](#)

[Privacy Policy](#)

Appendix A:

SED NYSSIS application support contacts:

NYSED Fax: 518-474-2519

NYSSIS Email (tech support) datasupport@nysed.gov

General (bus. Rule) support dataquest@nysed.gov

LEA RIC/Big5 contacts @L1: <http://www.p12.nysed.gov/irs/sirs/ricbig5.pdf>