Guidelines for Entering the Core Data Required to Generate a State Student Identifier (SSID)

Introduction:

The state student identification (SSID) number is the unique number assigned to a student (child) by the Kansas Individual Data on Students (KIDS) Assignment System. It is a 10-digit number that stays with the student for as long as the student attends an educational entity that is accredited by the Kansas State Department of Education (KSDE). The basic information necessary to create a SSID number is called "core student data."

Proof of Identity at Enrollment

Kansas State Statute 72-9934 defines what proof of identity at enrollment means for kindergarten through twelfth grade. Because early childhood programs are generally the educational entity that submits data to generate SSIDs, it is best practice to follow similar guidelines as K-12 because the same SSID will always be associated with that child.

Core Student Data

These are the core data elements necessary to generate an SSID:

- **State Student Identifier (SSID)**—this is the number that is generated by KSDE and is provided to local education agency (LEA) staff.
- **Legal First Name**—this is the child's given name.
- **Legal Middle Name**—this is a second given name. Not all children have a middle name, and some may have multiple middle names.
- **Legal Last Name**—this is the family or surname. Some people have multiple last names.
- **Generation Code (Suffix)**—this is used to distinguish a person who shares the same name within a family (Jr. or II).
- **Gender**—this is the biological traits that distinguish the males and females of a species.
- **Date of Birth**—this is the month, day, and year on which the student was born.
- **Hispanic Ethnicity**—this indicates whether or not the student's ethnicity is Hispanic/Latino.
- **Comprehensive Race**—this is the general racial category(ies) which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.
- **Current Grade Level**—this is the grade level or primary instructional level at which a student enters and receives services in a school or an educational institution.
- **Accountability School Identifier**—this the 4-digit number assigned by KSDE to the school that is responsible for educating the child.
- **District**—this is the unique number of the district assigned by KSDE to which the Accountability School is associated.

- **Residence District Identifier**—this is the unique number of the district in which the child resides.
- **Local Student Identifier**—this is the unique alphanumeric code assigned to the child by the LEA.

Data Entry Best Practices

Legal First Name and Legal Middle Name:

- Separate the first name and middle name into two separate fields.
- Enter the first name as indicated on the proof of identity document.
- Do not include parentheses or quotes unless part of the actual name.
- Include a single quote that is used in a name. (ex. La'Shondra or André')
- Include spaces, periods, hyphens or other special characters that are part of the name.
- Do not include nicknames or preferred names. Those names should be entered in a separate field.
- Do not use NMN (No Middle Name) in the Middle Name field.

Legal Last Name:

- Separate last name and generation code into two separate fields.
- Enter the last name as indicated on the proof of identity document.
- Do not include parentheses or quotes unless part of the actual name.
- Include a single quote that is used in a name. (ex. O'Brien)
- Include spaces, periods, hyphens or other special characters that are part of the name.
- If two surnames are listed on the birth certificate or proof of identity document, then put both surnames in the legal last name field.

Generation Code (Suffix):

- Put the generation code in a separate field from the last name.
- For Roman numerals, use the letter 'i' capitalized. Do not use the letter 'l' lowercase or the number '1.' (ex. III, IV)
- Includes periods, if listed as part of the generation code on the birth certificate or proof of identity document. (ex. Jr**.**)

Date of Birth:

- Always follow the American format of month/day/year. (ex. 03/07/2015)
- Be careful when viewing foreign documentation or military documents because they may be formatted as day/month/year. (ex. 07/03/2015 is March 7, 2015 not July 3, 2015)

Naming Conventions from Various Other Cultures

Many cultures do not follow the Western convention of a given name followed by a single-family name (surname). Here are some traditional naming conventions from various cultures, but this is not intended to be inclusive, and children from a particular culture may not necessarily have been named by the traditional naming convention.

- The typical Spanish (Latin/Hispanic) name consists of four parts: Two First Names or a First name and a second first name, father's last name, and mother's last name. "Middle" names are not middle names as we know them in English-speaking cultures, but are, instead, a surname derived from the parents' surnames. (In fact, the two surnames of the child are those of his paternal grandfather and

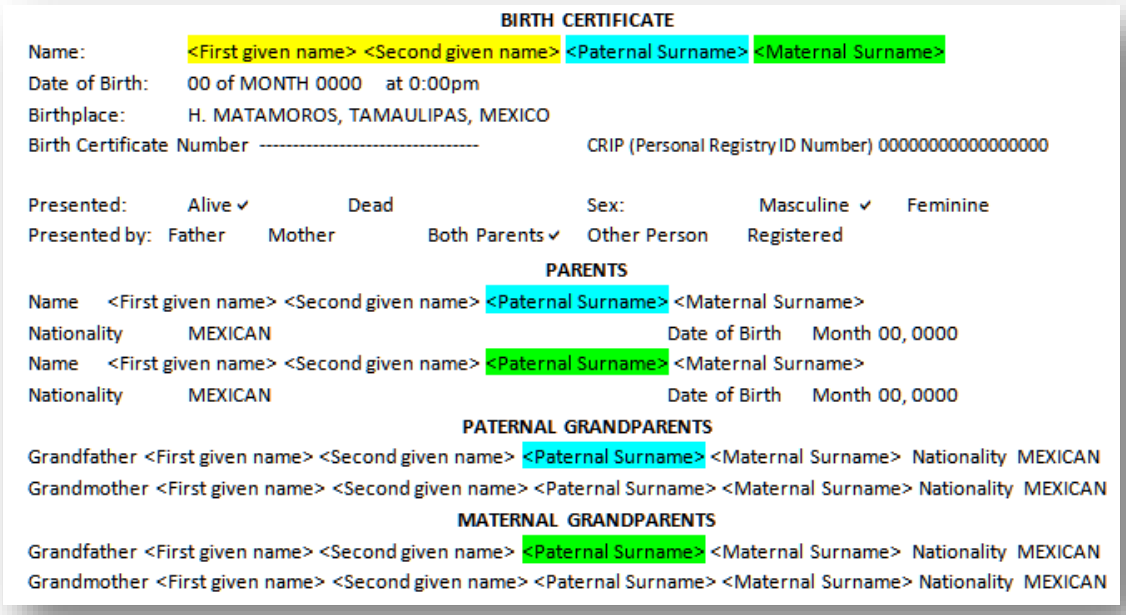
his maternal grandfather, in that order.) Girls are often named Maria in honor of the Virgin Mary. Boys may have the masculine name abbreviated in writing as M.

- Chinese, Korean, Japanese and Vietnamese names all appear with surname (family name) first followed by the first name. Chinese women almost always keep their birth names when they marry. The variety of surnames in China is very, very low.
- Indonesians may have only one name. To conform to Western conventions, they may use this for both the first and last name.
- Russian women take their husbands' names, but they may add an "a" to the end of the surname.
- Thai's do not usually have middle names – they have a given name, followed by a surname.
- Hindus from Southern India do not use surnames. They have their father's given name first, followed by the person's given name.
- Hindus from Northern India have given name first, followed by surname name.

Understanding Foreign Birth Certificates or Other Proof of Identity Documents

As noted in the previous section, some cultures do not follow Western naming conventions (the order in which names are written), the documentation collected/viewed as proof of identity at enrollment may be challenging to interpret. Be sure to use the "Translate" feature available in MS Word if needed.

In the sample birth certificate, the child was born in Mexico and has two surnames listed on the birth certificate. The first is the father's surname and the second one is the mother's surname. The child also has a first name and a second first name which is probably not considered a middle name. *Sample Translated Birth Certificates from Mexico.*



BIRTH CERTIFICATE

Name: <First given name> <Second given name> <Paternal Surname> <Maternal Surname>
Date of Birth: 00 of MONTH 0000 at 0:00pm
Birthplace: H. MATAMOROS, TAMAULIPAS, MEXICO
Birth Certificate Number ---------- CRIP (Personal Registry ID Number) 00000000000000000

Presented: Alive ✓ Dead Sex: Masculine ✓ Feminine
Presented by: Father Mother Both Parents ✓ Other Person Registered

PARENTS

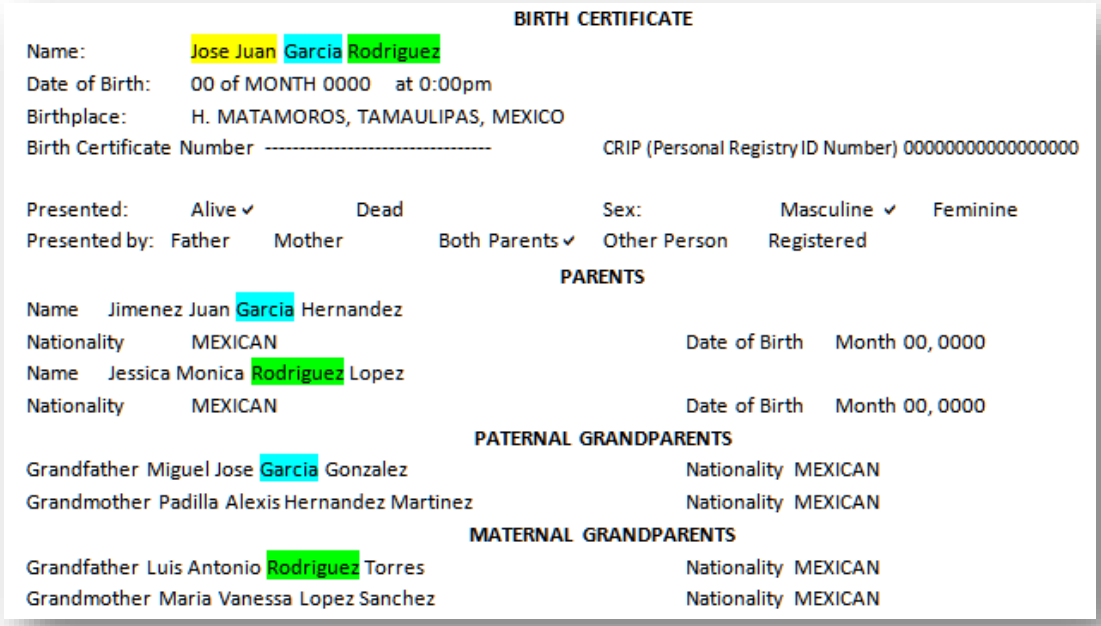
Name <First given name> <Second given name> <Paternal Surname> <Maternal Surname>
Nationality MEXICAN Date of Birth Month 00, 0000
Name <First given name> <Second given name> <Paternal Surname> <Maternal Surname>
Nationality MEXICAN Date of Birth Month 00, 0000

PATERNAL GRANDPARENTS

Grandfather <First given name> <Second given name> <Paternal Surname> <Maternal Surname> Nationality MEXICAN
Grandmother <First given name> <Second given name> <Paternal Surname> <Maternal Surname> Nationality MEXICAN

MATERNAL GRANDPARENTS

Grandfather <First given name> <Second given name> <Paternal Surname> <Maternal Surname> Nationality MEXICAN
Grandmother <First given name> <Second given name> <Paternal Surname> <Maternal Surname> Nationality MEXICAN



BIRTH CERTIFICATE

Name: Jose Juan Garcia Rodriguez
Date of Birth: 00 of MONTH 0000 at 0:00pm
Birthplace: H. MATAMOROS, TAMAULIPAS, MEXICO
Birth Certificate Number ---------- CRIP (Personal Registry ID Number) 00000000000000000

Presented: Alive ✓ Dead Sex: Masculine ✓ Feminine
Presented by: Father Mother Both Parents ✓ Other Person Registered

PARENTS

Name Jimenez Juan Garcia Hernandez
Nationality MEXICAN Date of Birth Month 00, 0000
Name Jessica Monica Rodriguez Lopez
Nationality MEXICAN Date of Birth Month 00, 0000

PATERNAL GRANDPARENTS

Grandfather Miguel Jose Garcia Gonzalez Nationality MEXICAN
Grandmother Padilla Alexis Hernandez Martinez Nationality MEXICAN

MATERNAL GRANDPARENTS

Grandfather Luis Antonio Rodriguez Torres Nationality MEXICAN
Grandmother Maria Vanessa Lopez Sanchez Nationality MEXICAN

Birth Certificate Data	Example	Student Information System Fields	Example
First Given Name	Jose	First Name field (list first)	Jose Juan
Second Given Name	Juan	First Name field (list second)	
Paternal Surname	Garcia	Last Name field (list first)	Garcia Rodriguez
Maternal Surname	Rodriguez	Last Name field (list second)	
		Middle Name field	

Additional Resources:

- Kansas State Statute 72-9934
- KIDS Documents
  - KIDS 2021-2022 Collection System File Specifications
- Questions should be directed to kids@ksde.org.

Revision History

Version	Date	Changes
8.00	08/01/21	Updated for 2021-2022 school year

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