

Implementing SASID

Rhode Island Department of Education
March 5th, 2004

Overview

- The Background
- Features Implemented
 - Locating SASID
 - Requesting SASID
 - Assigning SASID
 - Incorporating SASID
 - Demo, Step-by-Step Instructions
- Maintaining Student Information
- Future Work

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2

State Profile

2003-04 School Year

- 36 Districts
- 338 Public Schools
- 9 State Operated and Charter Schools
- 159,375 Public Enrollment

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3

Implementing SASID

- SASID – State Assigned Student Identifier, a statewide unique student identifier system
- In-house planned and developed; started in Spring of '03, implementation piloted with selected districts
- Goal is to provide districts secured access to system to look up SASID, to request for SASID for newly enrolled, and to incorporate SASID in all data collections and reporting processes
- Rollout date: March 2004
- Complete implementation: June 2004
- First data reporting with SASID: March reporting of Student Roster for State Assessment

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4

Why SASID?

- With statewide unique student identifiers, we will be able to:
 - Track and report student demographic and enrollment history information as related to attendance, dropout, graduation and mobility;
 - Analyze and report academic outcomes and progress overtime, and across programs and services;
 - Share student information across districts, programs;
 - Improve efficiency and accuracy in all phases of information gathering, processing and reporting

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5

Technical Environment

- eRIDE – RIDE's CEIS portal
- NT 2000 Server
- Oracle/MS SQL
- IIS 5.0/ASP/JAVA
- Cisco Firewall
- Verisign 128-bit encryption

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6

Features Implemented

- Locating SASID: individual students may be searched by last name and/or first name
- Requesting SASID: district may request for SASID for each newly enrolled or in batch mode for a group of students;
- Downloading SASID for Incorporation: LEA may download the entire list of students for the district and merge the SASID to its SIS;
- Assigning SASID: Local SASID administrator reviews and assigns SASID for immediate use; State SASID administrator reviews and ensures ID uniqueness.

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7

Accessing SASID on eRIDE

- You need to obtain an eRIDE account; if you currently do not have one, contact your local SIS Administrator or the State SASID Administrator (sasid@ride.ri.net);
- Contact your local SIS Administrator or sasid@ride.ri.net to get connected to the SASID system;
- Local SASID administrator should contact sasid@ride.ri.net to obtain 'admin' rights.

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8

Locating SASID

- Login to eRIDE, click on 'SASID'; for SASID administrators, click on 'SASID Admin'.
- Type student's last name and/or first name, click on 'Find'
 - Appropriate naming format:
 - 'Bates', 'bates, m', 'bates, michael'
 - Inappropriate naming format:
 - 'michael bates', 'bates,', 'bates,m'
- If more than one matches are found, verify by other demographics, e.g., DOB

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9

Requesting for SASID

- Individual student mode:
 - Click on 'Request for a SASID', complete student information form, click on 'Submit'; All fields are required.
- Batch mode for a group of students:
 - Click on 'Request for SASID in Batch', follow the step-by-step instructions.
- All newly enrolled students pending for SASID will be listed upon submission; information may be updated/deleted before they are processed for SASID;

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10

Assigning SASID

- Authorized local SASID administrator reviews requests, assigns SASID for immediate use;
- State SASID administrator reviews and ensures uniqueness;
- SASID administrators should use the built-in tools to ensure uniqueness before assigning new IDs;
- Tools under development/implementation: automated matching procedures.

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11

Incorporating SASID in local SIS

- Click on 'download SASID for entire district', save Excel document when prompted;
 - if your browser does not prompt for download, you may reset your browser to prompt for download or simply copy the records and paste them in an Excel spreadsheet and save the document;
- Open and export the records that are acceptable for your system standards;
- Merge the records by your locally assigned student IDs (LASID);
- See 'SASID Incorporation Guide' online for additional instructions.

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12

Updating Student Information

- Building a statewide student demographic and enrollment history database
- The current plan requires key demographics, grade, school and district of attendance submitted to RIDE4 times each year through the following data reporting processes:
 - October membership (due Oct 15th);
 - December membership for assessment (due Dec 15th);
 - Spring membership for assessment (due Mar 15th);
 - June membership (due June 15th);
- Program and service information will ultimately be maintained and updated through integrated program Census applications year-round, but before SASID is integrated in these Census applications, program information will continue to be collected with above.

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15

Recommended Best Practices

- Always use the SASID on all student forms:
 - Student registration forms
 - Student record transfer forms
- Always use the SASID in addition to other student ID systems already in place (e.g., LASID, SSN)
- Collect SSN whenever possible
- Always send district personnel for routine data trainings and other professional development opportunities

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14

Future Work

- Incorporate SASID in all program based data collections and state reference exams;
- Develop and build a statewide live student demographic and enrollment history database;
- Develop and provide enhanced searching capabilities to boost efficiency and accuracy;
- Provide trainings and workshops on quarterly basis;
- Provide assistance to districts and their SIS vendors to integrate SASID in their native student information systems;

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15

Thank You!

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3/5/2004

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16