PAsecureID
Fall 2011
(PreK – Grade 12)

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PA Department of Education

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PA Department of Education

Mission Statement

The mission of the Pennsylvania Department of Education is to lead and serve the educational community, to enable each individual to grow into an inspired, productive, fulfilled lifelong learner.
Objectives

- Provide an overview of PAsecureID:
  - key functions in PAsecureID
  - PAsecureID resources

- Identify PAsecureID common problems and resolutions

- Introduce changes and updates to the program

- Define typical user processes in PAsecureID

- Ensure that users at each LEA understand basic PAsecureID functions and can troubleshoot non-data related issues
Common Problems Encountered and their solutions

- Cannot find ID/Questionable ID found
  - How to research

- Accidentally Created a Duplicate ID
  - Retirements can only be performed by PDE

- Shared IDs
  - Separations can only be performed by PDE

- Presented with a near match
  - How to resolve the near match

- Batch Files will not Upload
  - How to format a spreadsheet correctly

- Incorrect Information in PAsecureID
  - How to interpret error messages and make corrections
Changes and Updates

Race and ethnicity codes

LEAs will be required to collect race/ethnicity data from students using the two-question format in order to satisfy federal requirements.

The student is first asked to choose one of the following designations:
- Hispanic or Latino
- Not Hispanic or Latino

The student will then be asked to choose one or more races (check all that apply) from the following five racial groups:
- American Indian or Alaska Native
- Asian
- Black
- Native Hawaiian or other Pacific Islander
- White

If the student responds to the first question with “Hispanic,” then regardless of whatever is selected in the second question, he/she is reported as Hispanic.

If the student responds to the first question with “Not Hispanic,” and chooses more than one race in the second question, then he/she is reported as Multi-racial.
Changes and Updates

Hyphenated Last Names

As a rule, LEAs are instructed to use legal names, i.e., those recorded on birth certificates.

However, some students may have a hyphenated last name. In this situation, the student and his/her family should be permitted to choose whether one or both of the last names will be used on enrollment and PIMS information.

When enrolling a new student, do your best to determine how the last name will be used. For a transfer student, determine what name was used in the previous district and make every effort to remain consistent.
Websites and Documentation

Website

PAsecureID is accessed through the PDE home page

User IDs

To obtain a user ID and password, contact the PIMS help desk at 1-800-661-2423.

Help

Relevant documents related to PAsecureID can be found within the Document Repository:

PDE Home Page → Programs → Programs O-R → PAsecureID → PAsecureID Document Repository
PAsecureID – Purpose

PDE implemented PAsecureID in 2006 to provide a unique and consistent identification number to each student educated in Pennsylvania.

The same PAsecureID is associated with a student:

- as she transfers in to or out of any LEA (Local Education Agency) within Pennsylvania
- in the event she moves out of and then re-enters the Pennsylvania education system.
PAsecureID Home Page

Four key functions

1. **Upload Batch File**: upload data for multiple students in a student batch file
2. **Enter Individual Student**: input data for 1–10 students for editing, updating data, or assigning an ID
3. **Student Search**: search for individual student records
4. **Extract & Download Batch**: extract and download different types of batch output files (not covered in this presentation)

The main page also displays all batch submissions.
Obtaining a PAsecureID

- Assigning a New ID
- Retrieving an Existing ID
How to Obtain a PAsecureID

Has this student **EVER** been educated by a Pennsylvania educational institution?

*Follow the ‘Yes’ path.*

Is this student:
- entering school for the first time
- transferring in from outside the Commonwealth?

*Follow the ‘No’ path.*

**PA Student?**

*Yes*

Locate Existing School Records

*No*

Obtain **New** PAsecureID

Obtain **Existing** PAsecureID

Use this ID

*Forward it, in addition to transcript information, if and when student transfers to another LEA.*
Look for an Existing ID number

Use "Student Search"

There are 3 types of Student Search: Simple, Advanced, or State ID
Simple Search

Using only first and last names

It is not necessary to enter complete names; a partial name entry will still yield effective results. For example, Daniel Bryant could be searched as shown above.
Search Result

All possible matches are displayed

Search Individual Student

State ID Search

Advanced Search

Simple Search

Search History

Search Results

<table>
<thead>
<tr>
<th>State ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District</th>
<th>School</th>
<th>Race(s)</th>
<th>SSN</th>
<th>Match Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bryan</td>
<td>Daniel</td>
<td></td>
<td></td>
<td>09/20/1995</td>
<td>Male</td>
<td></td>
<td></td>
<td>White (Non-Hispanic)</td>
<td></td>
<td>Not Present:</td>
</tr>
<tr>
<td></td>
<td>Brian</td>
<td>David</td>
<td>F</td>
<td></td>
<td>07/25/1997</td>
<td>Male</td>
<td></td>
<td></td>
<td>White (Non-Hispanic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brian</td>
<td>Dawn</td>
<td>M</td>
<td></td>
<td>06/07/1970</td>
<td>Female</td>
<td></td>
<td></td>
<td>White (Non-Hispanic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BRYANT</td>
<td>DANAYE</td>
<td>R</td>
<td></td>
<td>03/03/1992</td>
<td>Female</td>
<td></td>
<td></td>
<td>Black (Non-Hispanic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BRYANT</td>
<td>DANMOND</td>
<td>C</td>
<td></td>
<td>11/18/1992</td>
<td>Male</td>
<td></td>
<td></td>
<td>Black (Non-Hispanic)</td>
<td></td>
<td>Not Present:</td>
</tr>
<tr>
<td></td>
<td>Brant</td>
<td>Da'Meisha</td>
<td>Ray</td>
<td></td>
<td>01/01/1995</td>
<td>Female</td>
<td></td>
<td></td>
<td>Black (Non-Hispanic)</td>
<td></td>
<td>Not Present:</td>
</tr>
<tr>
<td></td>
<td>Brant</td>
<td>Daniel</td>
<td>C</td>
<td></td>
<td>10/23/1998</td>
<td>Male</td>
<td></td>
<td></td>
<td>White (Non-Hispanic)</td>
<td></td>
<td>Not Present:</td>
</tr>
</tbody>
</table>
Advanced Search

Using additional student data

A broader range of search criteria may yield more exact results. However, if incorrect data is in the system an existing student may not be found.
State ID Search

Using the “State ID” option

This search allows user to search by a known ID; useful if ID is valid and student data is wrong, or if an ID has been retired.
Creating a New PAsecureID

Two methods

1. Enter Individual Student – used for one student at a time or for a small number of students (10 or less)

2. Batch Upload - used for assigning or updating State IDs when there are a large number of student records to be processed
Creating an ID for Individual Student(s)
Process for New ID
for an individual student

- Create and Upload Student Data
- Data Validation
  - * Errors?
    - Yes: Correct Errors
    - No: ID Assignment
      - Near Match or Duplicate?
        - Yes: Resolve Near Match / Duplicate
        - No: Record is accepted

When entering student data:
- use date of birth from birth certificate
- use student’s middle name
- enter *only* legal names; no nicknames or abbreviations

* Errors can consist of incorrect data entry, near matches, or duplicates

These functions are performed automatically by the PAsecureID system
Starting the Process

**State ID Home**

**Menu**
- Upload Batch Files
- Enter Individual Student
- Student Search
- Extract & Download Batch
- Exit Application

**Find Batch:**
- [Search]

**Table**

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Batch Info</th>
<th>Status</th>
<th>Record Count</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/24/2008</td>
<td>91056</td>
<td>ID Assigned.</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91057</td>
<td>ID Assigned.</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91066</td>
<td>ID Assigned.</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91054</td>
<td>ID Assigned.</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91060</td>
<td>DiVA Assigned.</td>
<td>10</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91079</td>
<td>ID Assigned.</td>
<td>75</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91078</td>
<td>ID Assigned.</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91077</td>
<td>ID Assigned.</td>
<td>1</td>
<td>Download State ID</td>
</tr>
</tbody>
</table>

Displaying 1 to 8 of 48449

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us
Make sure that all data entered – particularly student’s legal names and birth date – have been verified from a birth certificate or other legal document.
Enter Individual Student

For student with no existing PAsecureID

Leave this field blank; the system will assign an ID number.
### ID Assigned

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Batch Info</th>
<th>Status</th>
<th>Record Count</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/22/2008</td>
<td>93590</td>
<td>ID Assigned. New ID Created for the Student is 9606122549. Click <a href="#">here</a> to download records.</td>
<td>1</td>
<td>Enter Another Student</td>
</tr>
</tbody>
</table>

Why are you surprised? We – told – you it would work!
Creating IDs for Group of Students
Resource Documents for Creating a Batch File

These two documents help guide the file creation and uploading processes.
Print a copy of each and keep nearby for handy reference.
Process for New ID

Batch file

When entering student data:
• use date of birth from birth certificate
• use student’s middle name
• enter only legal names; no nicknames or abbreviations

When entering student data:

* Errors can consist of incorrect data entry, near matches, or duplicates.

Yes

Near Match or Duplicate?

No

Resolve Near Matches / Duplicates

Yes

ID Assignment

No

Download Batch (see Notes)

* Errors?

Data Validation

Correct Errors

Create and Upload Student Batch File

These functions are performed automatically by the PAsecureID system
Create and Upload Student Batch File

- Steps for creating a student batch file, along with the file layout, are located in the PAsecureID Document Repository:
  - PDE Home Page → Programs → Programs O-R → PAsecureID → PAsecureID → Document Repository

- Batch files can be created
  - by the use of a spreadsheet
  - by downloading data from the Student Information System (SIS) into the spreadsheet format

- All batch files must adhere to the file format detailed in the “Student Batch File Layout” document
Create a Student Batch File

- In Excel, format the entire page to ‘text’ so that dates and numbers will hold any leading zeros. *This is important.*

- Create header record with all information in *one* cell, using spreadsheet cell A1

- Input detail records, one record per student, *following specifically* the guidelines in the “Student Batch File Layout” document.

- Create trailer record with all information in *one* cell, using the first cell in the last row of Column A on the spreadsheet
  - The trailer record transmission ID must be identical to the transmission ID in the header record
  - Record count *includes header and trailer records*
Format the Excel Spreadsheet

Before anything else, format the entire sheet to "Text." If you don’t trust us – you’ll be sorry!
Populate the Excel Worksheet

The header and trailer records each are in one cell only.

The Transmission ID number is the same in both the Header & Trailer records.

The number of records is 5; includes the header, detail, & trailer records.
Save the File

- Save file as a **.csv** (Comma Separated Value) file.
  - Open in Notepad to check the file

- There can be no spaces or special characters in the file name
Proper Formatting

Notice the file to be uploaded has a .csv extension.
Format the File for Processing

Open from Windows Explorer:

- **Right click file name**
- **Select the “Open With” option**
- **Use “Notepad”**
View in Notepad

Understanding error messages

Pay special attention to the values in the header and trailer records; a .csv file often will have multiple commas added to the end of a record. If that happens, remove all the extra commas leaving only one comma at the end of the header record and no commas at the end of the trailer record. Also, make sure there are no extra spaces after the trailer record. Lastly, there should be no quotation marks in any of the records.

CSV file data with original formatting – not ready for uploading

"TH 09/09/2009 02:24:00 6854 1.0 delimiter=",,,,,,,,,,,,,,,
ID,1215,115222752,Abbott,Stephen,Andrew,,M,11/13/1992,12,1234,,5,,115222752,2010
ID,1215,115222752,James,Nelson,,Jr,M,6/13/1996,9,7890,,3,1207856392,115222752,2010
ID,1213,115222752,Lee,Celeste,Marie,,F,2004,K4H,1325,701452946,6,,115222752,2010
TT 6854 5,,,,,,,,,,,,,,

CSV file data with edited formatting – ready for uploading

TH 09/09/2009 02:24:00 6854 1.0 delimiter=,
ID,1215,115222752,James,Nelson,,Jr,M,06/13/1996,009,7890,,3,1207856392,115222752,2010
ID,1213,115222752,Lee,Celeste,Marie,,F,01/07/2004,K4H,1325,701452946,6,,115222752,2010
TT 6854 5
Upload the Batch File

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Batch Info</th>
<th>Status</th>
<th>Record Count</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/24/2008</td>
<td>91006</td>
<td>ID Assigned</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91007</td>
<td>ID Assigned</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91008</td>
<td>ID Assigned</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91009</td>
<td>ID Assigned</td>
<td>10</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91079</td>
<td>ID Assigned</td>
<td>75</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91078</td>
<td>ID Assigned</td>
<td>1</td>
<td>Download State ID</td>
</tr>
<tr>
<td>06/24/2008</td>
<td>91077</td>
<td>ID Assigned</td>
<td>1</td>
<td>Download State ID</td>
</tr>
</tbody>
</table>

Displaying 1 to 8 of 48419
Batch Errors that May Occur

File Upload failed for the following reasons:
The uploaded file has too many data errors to proceed. The maximum number of allowable data errors in any one file is 100

Data Errors *(look to EDNA for school, district and AUN code errors)*

- **School Code is not valid for the specified district on 323 line(s):** 2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21 22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41 42,43,44,45,46,47,48,49,50,51,52 First 50 errors displayed.

- **SSN is not valid on 19 line(s):** 26,69,101,104,125,164,176,192,197,200,232,238,251,254, 264,281,285,306,319 *(this message displays the lines that have errors and what the errors are)*

The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 93512

*Fix the above errors and resubmit the file*
File Errors

Invalid File Name

File name cannot contain spaces or special characters

Invalid Header or Trailer: File does not appear to belong to this application

More than one comma at the end of the header record or commas following trailer record; may also be extra spaces following the trailer record or quotation marks in the header record

Delimiter is not valid

- The trailer record in the uploaded file is not valid
- The uploaded file does not appear to be for this application
Near Matches
Near Matches

Near match found within a batch

1. Alerts you to the fact that near matches are present in this batch
2. Tells you how many near matches are in the batch
3. Clicking here allows you to resolve the near match(es)
Near Matches

Researching and resolving

• Near matches are caused when data entered during the creation of an ID closely approximates data in an existing record; a near match indicates possible duplicate records.

• Indication of a near match must be researched in order to avoid duplication of records for a student who may already be within the system.

• If a near match proves that a student already exists in PAsecureID, do not create a new record; use the active (existing) ID.

Near Matches must be resolved before any other work can be done on the record.
This window shows three existing records, one or more of which may belong to the student whose data is being entered and caused the near match. **Open each record** to determine which one, if any, is indeed a near match.
Near Matches/Duplicates

Resolutions

Select the radio button on the left and click “Review and Select” on the right. The following window will indicate any differences between the two records.
Near Matches

Comparing records

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Patti</th>
<th>Middle Name:</th>
<th>Anne</th>
<th>Last Name:</th>
<th>Bach</th>
<th>Suffix:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td>999999999</td>
<td>Pennsylvania Department Of Education</td>
<td>A</td>
<td>School:</td>
<td>0000 Pennsylvania Department Of Education</td>
<td></td>
</tr>
<tr>
<td>Res. Dist:</td>
<td>999999999</td>
<td>SSN</td>
<td>###-###-###</td>
<td>Local Student ID:</td>
<td>1234</td>
<td>Grade: Adult</td>
</tr>
<tr>
<td>Created:</td>
<td>07/07/2008</td>
<td>Last Updated:</td>
<td>07/07/2008</td>
<td>Serial#:</td>
<td>6251847</td>
<td>State ID: 5839256714</td>
</tr>
</tbody>
</table>

**Yellow fill indicates that values for the field differ between the two records**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>P</th>
<th>Middle Name:</th>
<th>Anne</th>
<th>Last Name:</th>
<th>Bach</th>
<th>Suffix:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td>415223752</td>
<td>HACC/ Main</td>
<td>School:</td>
<td>9999 Post Secondary Main Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Res. Dist:</td>
<td>999999999</td>
<td>SSN</td>
<td>###-###-###</td>
<td>Local Student ID:</td>
<td>123456789</td>
<td>Grade: Post Secondary Student</td>
</tr>
<tr>
<td>Created:</td>
<td>07/07/2008</td>
<td>Last Updated:</td>
<td>07/07/2008</td>
<td>Serial#:</td>
<td>6251685</td>
<td>State ID: 6194390344</td>
</tr>
</tbody>
</table>

Matching Note: Return to List of Near Matches

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us
Near Matches

Selecting the record

Use this button if your student has been found.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District Code</th>
<th>School Code</th>
<th>Match Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bash</td>
<td>Patti</td>
<td>A</td>
<td></td>
<td>10/03/1986</td>
<td>FEMALE</td>
<td>999999999</td>
<td>0000</td>
<td>0.999 [NEAR MATCH]</td>
</tr>
<tr>
<td>Bash</td>
<td>Patricia</td>
<td>A</td>
<td></td>
<td>01/03/1986</td>
<td>FEMALE</td>
<td>999999999</td>
<td>0000</td>
<td>0.409 [MATCH]</td>
</tr>
<tr>
<td>Bash</td>
<td>P</td>
<td>Anne</td>
<td></td>
<td>10/03/1986</td>
<td>FEMALE</td>
<td>415223752</td>
<td>9999</td>
<td>0.603 [NEAR MATCH]</td>
</tr>
</tbody>
</table>
Near Matches

Student found

Resolve Near Matches / Duplicates

Student Record to Review and Select

Current Login: cepbach Location: 999999999-Pennsylvania Department Of Education

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District Code</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bach</td>
<td>Patti</td>
<td>A</td>
<td></td>
<td>1003/1985</td>
<td>FEMALE</td>
<td>9999999999</td>
<td>0000</td>
</tr>
</tbody>
</table>

Assign Selected

Are you sure the selected student is your student?

Contact the PAsecureID help desk at: RA-PAsecureDHelp@state.pa.us
Near Matches

Student not found

Use this button if your student has not been found; the system will assign an ID.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District Code</th>
<th>School Code</th>
<th>Match Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bach</td>
<td>Patti</td>
<td>A</td>
<td></td>
<td>10/03/1986</td>
<td>FEMALE</td>
<td>9999999999</td>
<td>0000</td>
<td>0.999 [NEAR MATCH]</td>
</tr>
<tr>
<td>Bach</td>
<td>Patriola</td>
<td>A</td>
<td></td>
<td>01/03/1986</td>
<td>FEMALE</td>
<td>9999999999</td>
<td>0000</td>
<td>0.400 [MATCH]</td>
</tr>
<tr>
<td>Bach</td>
<td>Anne</td>
<td>P</td>
<td></td>
<td>10/03/1986</td>
<td>FEMALE</td>
<td>415223752</td>
<td>9999</td>
<td>0.603 [NEAR MATCH]</td>
</tr>
</tbody>
</table>
Near Matches

Cancel record

The Cancel button:

- Will allow the record being reviewed to overwrite the near match record
- Will cancel the selected record(s) from a batch file; for example, if a batch file consists of 100 records and 2 are cancelled, the batch file will then contain 98 records.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District Code</th>
<th>School Code</th>
<th>Match Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bach</td>
<td>Patti</td>
<td>A</td>
<td></td>
<td>10/03/1985</td>
<td>FEMALE</td>
<td>9999999999</td>
<td>0000</td>
<td>0.999 [NEAR MATCH]</td>
</tr>
<tr>
<td>Bach</td>
<td>Patricia</td>
<td>A</td>
<td></td>
<td>01/03/1985</td>
<td>FEMALE</td>
<td>9999999999</td>
<td>0000</td>
<td>0.409 [MATCH]</td>
</tr>
<tr>
<td>Bach</td>
<td>P</td>
<td>Anne</td>
<td></td>
<td>10/03/1985</td>
<td>FEMALE</td>
<td>415223752</td>
<td>9999</td>
<td>0.503 [NEAR MATCH]</td>
</tr>
</tbody>
</table>
Near Matches

**ID assigned**

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Batch Info</th>
<th>Status</th>
<th>Record Count</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/22/2008</td>
<td>93583</td>
<td>ID Assigned</td>
<td>1</td>
<td>Download State ID</td>
</tr>
</tbody>
</table>

Voilà! The student now has a PAsecureID number
Making Corrections and Edits
Editing/Correcting an Existing Record

Causes for errors/changes

There are instances in which a student’s record will need to be edited/corrected:

- Student has been adopted and his/her name changes
- Student has married and her name changes
- Incorrect data was entered and needs to be corrected
  - Spelling error in name(s)
  - Incorrect birth date, gender, ethnicity, etc. entered

Don’t panic! Errors can be fixed; just complete the following steps.
1. Enter all required fields as well as the “Middle Name” field.

2. Make sure to enter student’s PAsecureID into the “State ID” field; failure to do so will result in the creation of a new PAsecureID record. This may create a near match; just treat it the same as in the record creation process.
**Editing/Correcting an Existing Record**

*Near match is created*

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Batch Info</th>
<th>States</th>
<th>Record Count</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/22/2008</td>
<td>93583</td>
<td>Near Matches / Duplicates Found</td>
<td>1</td>
<td>Resolve Near Matches</td>
</tr>
</tbody>
</table>

Click [here](#) to download records.
Notes in Student Records
Student Record Notes

Creating a note

Click here to add any pertinent information about the student
There may be notes to a student record, indicated by the presence of this icon.
Accessing Notes on a Student Record, 1

This is the first screen displayed; click on “General Notes”
Accessing Notes on a Student Record, 2
Stump the Audience

the fun new DDQ game show!
Test Your PAsecureID IQ!

1. What is the most reliable source to use when entering a student’s data into PAsecureID?
   A. Verbal confirmation from the parent or student
   B. Copy of the student’s birth certificate
   C. Registration form

2. A student should be assigned a new PAsecureID at each LEA he/she attends.
   A. True
   B. False

3. If a student’s name changes, she needs a new ID
   A. True; having 2 different names on a record is confusing
   B. False; a student should only ever have 1 ID, and the record should be edited.

4. There should be no commas in either the Header or Trailer Record when uploading a batch file.
   A. True
   B. False
5. The student’s middle name does not need to be entered when creating a student record in PAsecureID.
   A. True; the middle name is superfluous
   B. False; the middle name helps to identify further each student and helps to prevent duplicate IDs

6. LEAs should never share PAsecureIDs
   A. True; this is confidential information and should be treated as such
   B. False; forwarding an ID will make a student’s transfer easier for the new LEA and help avoid duplicate PAsecureIDs.

7. A partial name can be entered when searching for a student’s record in PAsecureID.
   A. True; the system is intuitive and will display all possible matches.
   B. False; the entire name must be entered in order for the system to find the match.
Test Your PAsecureID IQ, cont.

8. All near matches should be researched to determine if a student already exists in PAsecureID.
   A. True; failure to find a true near match will result in a student having duplicate or multiple IDs.
   B. False; as long as I think I have found the right student I can proceed with the upload.

9. When creating a Student Batch File, the file should be saved with this extension:
   A. Excel
   B. text
   C. .csv

10. When editing or correcting student data in an existing record, the “State ID” field is not asterisked (required), so it does not need to be filled in.
    A. True; if it is not a required field then it can be left blank.
    B. False; by not filling in this field, a new record will be created for the student.
Questions

This is your chance to ask for clarification of what has been covered during this presentation, or to raise an issue that was not addressed.
Viewing/Printing Today’s Webinar, 1

Type in http://vclass.cciu.org

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http://vclass.cciu.org/join_meeting.html?meetingId=1157038045616

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Thank you for attending our webinar! We hope you found it helpful and informative. Feel free to contact either PDE or the Help Desk with any questions you may have concerning PAsecureID issues.

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