



SUNS User Guide: ID Assignment Process

Office of Information Technology

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South Carolina Department of Education

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Introduction

A. Purpose of this Document

This guide describes how to use the South Carolina Department of Education's (SCDE) Student Unique Numbering System (SUNS) to manually upload record batches to the SUNS application. SUNS is designed to assign and maintain unique statewide person identifiers (also referred to as "SUNS numbers"). The term "person" is inclusive of Students, Staff Members, and other Person categories.

This guide has been created using the eScholar User Guide for Uniq-ID® Version 11 for guidance and, unless otherwise noted, all screenshots are copyrights of eScholar LLC © 2020 All Rights Reserved by eScholar LLC and were produced using demonstration data.

B. Points of Contact

For questions or issues, please use the following contact information:

- Logins –
 1. If an account is needed – see Logging into SUNS - Create an Account
 2. If a password is forgotten – see Logging into SUNS – Forgot Password
- Support – see [Appendix G – Creating a SUNS e-Services Ticket](#)

C. Requirements

- Excel
- Notepad

D. Version Control

Version #	Date	Changes
8.0	11/21/2025	Updated to be consistent with Agency branding
7.0	05/21/2024	Restructured User Guide to move Create a Batch from Appendix F to be the first part of the guide. Updated Using the SUNS Application Section B Search > Batch for clarity. Updated Appendix F to be only the reversing the batch creation process Updated Appendix G – Creating an eSupport ticket to include instructions on submitting an eSupport request via email.
6.0	03/02/2023	Removed sample SSN data and updated with new administration rules for report templates.
5.0	09/29/2022	Updated Introduction A to specify that this guide is for users who are manually uploading batches to SUNS. Updated Section C Steps 3 and 4 for clarity Updated some of the process flow in Appendix F for clarity

Version #	Date	Changes
4.0	01/05/2022	Updated Using the SUNS System Section B added info re: what to do with the search batch results under search batch. Updated Appendix A – Added Upper and Lower Near Match Thresholds definition Updated Appendix E - Header Layout table for clarity. Updated Appendix F – Added Requirements section and included notes and tips. Added Alternate Last name in Detail Layout. Added Batch Indicator to Header Layout. Added Section E Reversing the Batch Creation Process Added Appendix H – SUNS Matching Logic
3.0	10/27/2021	Updated Appendix F to include batch downloads. Updated Appendix G due to changes in the eServices system.
2.0	09/20/2021	Reviewed and edited based on test server set-up and batch testing.
1.0	07/27/2020	Original document

Create a Batch File

A. Introduction

The foundation for anyone manually assigning SUNS numbers using the SUNS application is creating a batch file that follows the Batch File Format v3.0 template. (See [Appendix E - Batch File Format v3.0](#) for details about each field.)

A Master Batch template has been created in Excel for use in creating the batches used to upload into the SUNS system. The template workbook consists of three tabs – Details, Header, and Trailer.

B. Requirements

- Excel
- Notepad.

C. Complete the Detail tab

A batch will consist of all records for a single District/School (County/Facility). The Detail tab is where users will enter multiple records for the selected District/School (County/Facility) combination.

1. Open the Master Batch Template file and use File > Save As to save it with a new name. It will be beneficial to each agency to come up with a method of tracking their batches. An example would be to use a combination of District/Agency Code, Source, and Date but not mandatory.

Example:

- District/County Code = 0195
- Source = FSPS
- Date = 12/02/2020

Filename would be 0195FSPSBatch20201202

File name:	0195FSPS20201202
Save as type:	Excel Workbook

2. Enter data into the following fields in the file just created. All fields listed are mandatory unless only marked with Used for matching, if available.

NOTE: The template was saved with the Detail columns that are not required hidden for ease of use.

- Record Type – Required; Type code to use is ID
- Building (School/Facility) - Required

- Resident Location (Resident District/Agency Code) – Required
- Last Name – Required and used for matching
- First Name – Required and used for matching
- Middle Name – Used for matching, if available
- Gender – Required and used for matching; Gender codes to use are:
 - M = Male
 - F = Female
- Date of Birth – Required and used for matching; MM/DD/YYYY.

NOTE: The template is set up with a custom date format; if Excel is automatically truncating the YYYY to YY reformat the field with the Custom setting of MM/DD/YYYY.
- Grade – Required; Code to use is PK
- Local Person ID - Required
- Social Security Number – Used for matching if available
- Race – Required; Race codes to use are -
 - W -White
 - B - Black
 - A - Asian
 - I – Native American
 - H - Hawaiian, Pacific Islander
- Location (District) - Required
- Enrollment Year (School Year) – Required; YYYY
- Alternate Last Name - Used for matching if available
- Ethnicity Indicator (Hispanic) – Required
 - 01 = Yes
 - 02= No
- Submission Purpose – Required; Purpose Code to use is 001 – Assignment
- Person Type – Required; Type code to use is 01 = EC
- Active/Inactive Indicator – Required and used for matching; Indicator codes to use are -
 - 0 = Inactive
 - 1 = Active

- Double check that all required fields are completed and that the correct data has been entered.

Detail Record Layout			matching	matching	matching if available	matching	matching		
Record Type	Building (School)	Resident Location (Resident District)	Last Name	First Name	Middle Name	Gender	Date of Birth	Grade	Local Person ID
<i>required Type = ID</i>	<i>required</i>	<i>required</i>	<i>required</i>	<i>required</i>		<i>required M = Male F = Female</i>	<i>required MM/DD/YYYY</i>	<i>required EC Grade = PK</i>	<i>required</i>
ID	101	0195	Alexander	Jamil		M	05/12/2017	PK	39078

matching if available							
Social Security No.	Race	Location (District)	Enrollment Year (School Year)	Ethnicity Indicator	Submission Purpose	Person Type	Active/Inactive Indicator
	<i>required W - white B - black A - asian I - native american H - hawaiian, pacific islander</i>	<i>required</i>	<i>required</i>	<i>required Hispanic 01 = Yes 02 = No</i>	<i>required 001 – Assignment</i>	<i>required 01 = EC</i>	<i>required 0 = Inactive 1 = Active</i>
	B	0195	2021	02	001	01	1

- Save the file.

D. Complete Header tab

The Header record will be the first record when creating the batch file but it needs to be completed on the Header tab first. Do not do this step until [Step A - Complete the Detail tab](#) has been completed and the user is ready to create the batch file for uploading.

- If the Detail tab has been completed and ready to file, click on the Header tab.
- Several of the columns have been pre-filled, complete the columns that are not by following the requirements.

NOTE: The template may have been saved with the Header columns that are not required hidden for ease of use. You must unhide them before saving as a CSV file.

- Record Type – Required must be TH so it is pre-filled
- Extract Date – Required; use date format mm/dd/yyyy. NOTE: The template is set up with a custom date format; if Excel is automatically truncating the YYYY to YY reformat the field with the Custom setting of mm/dd/yyyy
- Extract Time – Required; use time format hh:mm:ss. NOTE: The template is set up with a custom time format; if Excel is automatically adding an AM, reformat the field with the Custom setting of hh:mm:ss
- Transmission ID – Required; this number can be utilized by the submitter for auditing as an identifier for the submission. As an example, the transmission ID

could be 1010195 which is a combination of the facility/building # of 101 and the district/agency # of 0195

- Version – Required; 3.0 for this template.
 - Delimiter – Required; delimiter=0X2C (this is the hex code for a comma since we will be saving this as a CSV file.
 - Source Name – Required; source=
 - Batch Indicator – Required only if using Automatic Feed and submitting multiple schools or districts; batch_indicator=M. Not required when loading batches manually.
3. Double check that all required fields are completed and that the correct data has been entered.

Header Record Layout								
Record Type	Extract Date	Extract Time	Transmission ID	Version	Delimiter	Source Name	Text Qualifier	Batch Indicator
<i>required must be TH</i>	<i>required MM/DD/YYYY</i>	<i>required hh:mm:ss</i>	<i>required</i>	<i>required</i>	<i>required</i>	<i>required FSPS for First Steps Private School FSCP for First Steps County Partner</i>	<i>not required; qualifier=</i>	<i>not required unless Automatic File Processing is used Batch Indicator must=M if multiple district or school codes are used. batch_indicator=</i>
TH				3.0	delimiter=0X2C	source=		batch_indicator=M

4. Save the file.

E. Complete Trailer Tab

The Trailer record will be the last record when creating the batch file but it needs to be completed on the Trailer tab first.

NOTE: Do not do this step until [Step A - Complete the Detail tab](#) and [Step B – Complete the Header tab](#) have been completed and the user is ready to create the batch file for uploading.

1. If the Detail and Header tabs have been completed and ready to file, click on the Trailer tab.
2. Complete the following fields:
 - Record Type – Required: must be TT so it is pre-filled
 - Transmission ID – Required; must be the same Transmission ID as entered on the Header tab. For this example, the Transmission ID on the Header tab is 1010195 so the Transmission ID on the Trailer tab would be 1010195.
 - Number of Records – Required; enter the number of records being uploaded with the batch. This number should include the Header row and the Trailer row in the count.

Example: 13 student records being uploaded plus a Header row and a Trailer row would be 15 records.

- Double check that all required fields are completed and that the correct data has been entered.

Trailer Record Layout		
Record Type	Transmission ID	Number of Records
<i>required</i>	<i>required</i>	<i>required</i>
TT	1010195	15

- Save the file.

F. Creating the Batch File

The batch file is created from the Excel spreadsheet by converting the Excel spreadsheet into a Comma Separated Value (CSV) file. A CSV file is a delimited text file that uses a comma to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by commas. Creating the batch as a CSV file allows the SUNS system to read the file when it is uploaded.

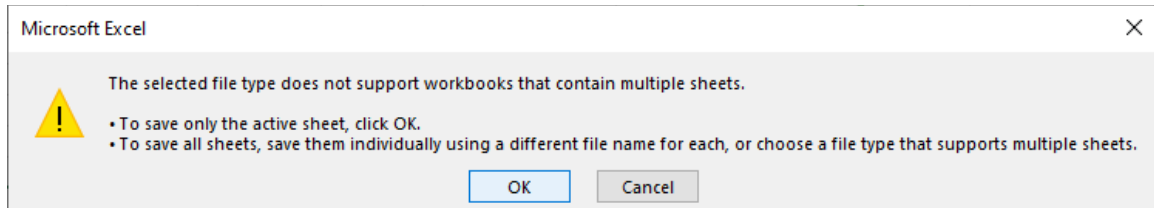
- Delete rows 1-3 on the Details tab by highlighting the rows and clicking Delete.

	A	B	C	D	E	F	H	I	J	K	L
1	Detail Record Layout			<i>matching</i>	<i>matching</i>	<i>matching if available</i>	<i>matching</i>	<i>matching</i>			<i>matching if av</i>
2	Record Type	Building (School)	Resident Location (Resident District)	Last Name	First Name	Middle Name	Gender	Date of Birth	Grade	Local Person ID	Social Secur
3	<i>required</i> Type = ID	<i>required</i>	<i>required</i>	<i>required</i>	<i>required</i>		<i>required</i> M = Male F = Female	<i>required</i>	<i>required</i> EC Grade = PK	<i>required</i>	
4	ID	101	0195	Alexander	Jamil		M	05/12/17	PK	39078	

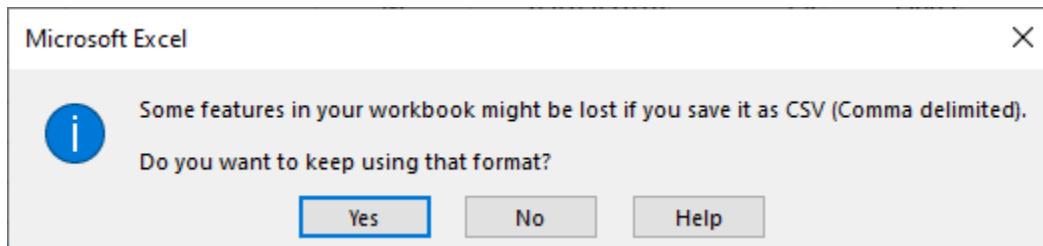
Note: Depending on preference, a user could add the Header and Trailer rows here and then proceed to Step 2.

- Save the file as a CSV file by selecting CSV (Comma Delimited) from the Save as type dropdown.

- On save, Excel will show a warning pop-up Click OK because only the Details tab needs to be saved as a CSV file.

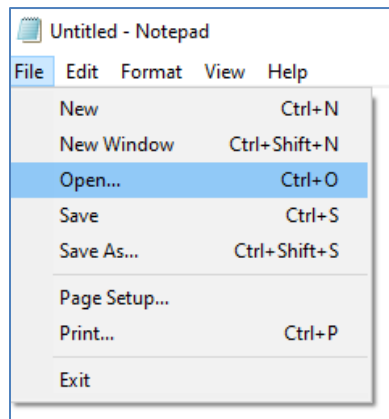


4. A second warning will pop-up – click Yes

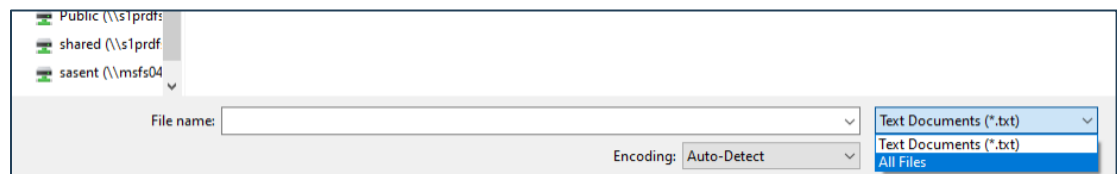


Note: You may have to go through the save process more than once.

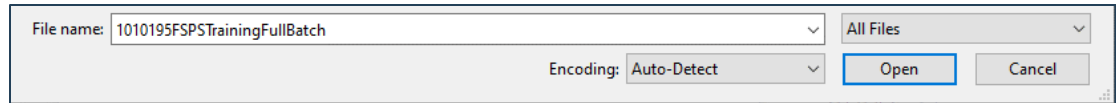
5. Re-open the Excel document after creating the CSV file to have access to the Header and Footer data unless the option of adding them to the CSV file was used.
6. Create a .txt file from the .csv file. There are two methods of doing this:
 - a. Open Notepad and click File > Open.



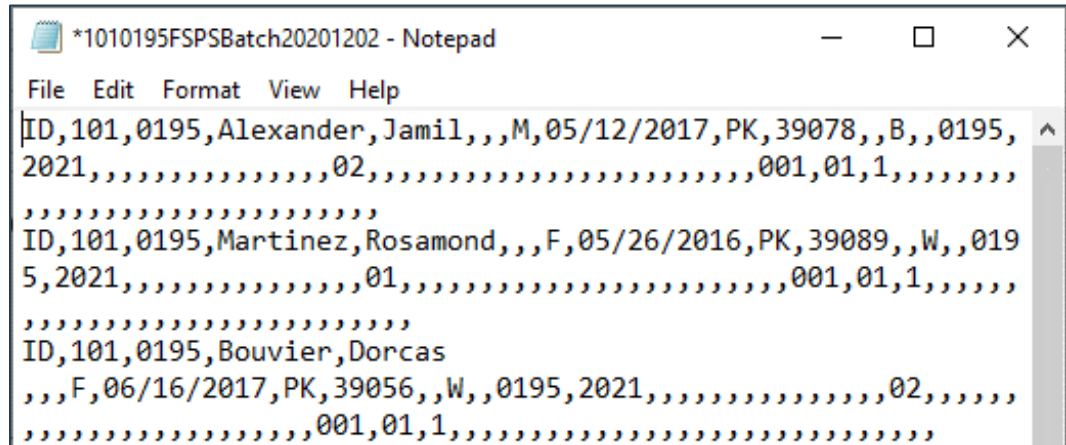
- i. Next to the Filename field, change Text Documents (*.txt) to All Files using the dropdown.



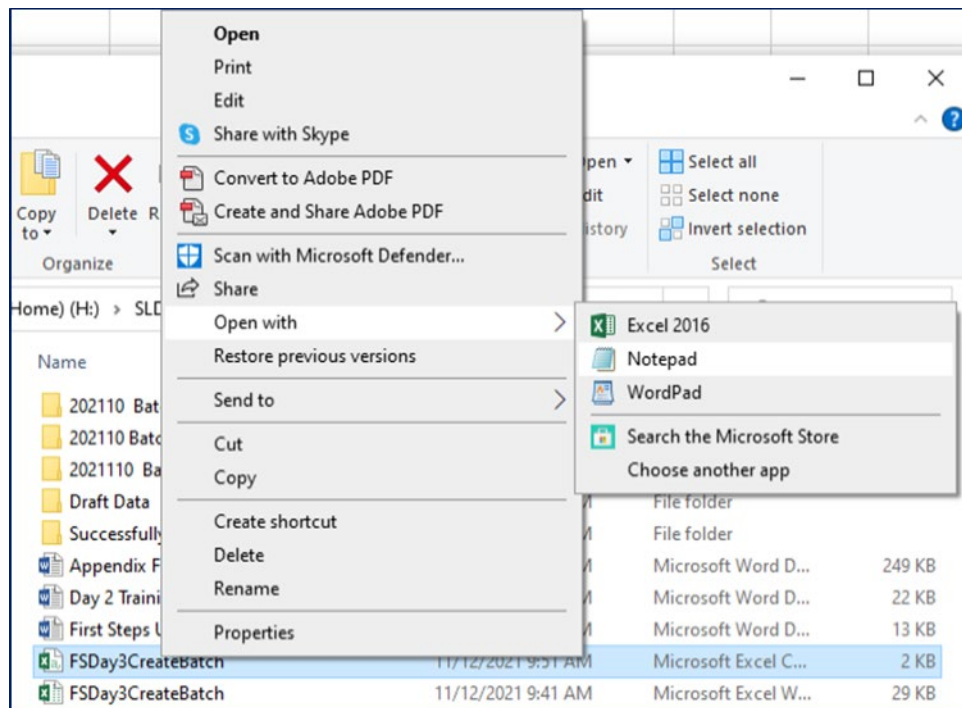
- ii. Find the CSV file just saved and open it.



Converting the Excel file to a CSV file adds commas between each column including all the hidden columns so the Notepad file should look like the example below.



- b. Alternatively, right click the filename in File Explorer and select Open with > Notepad



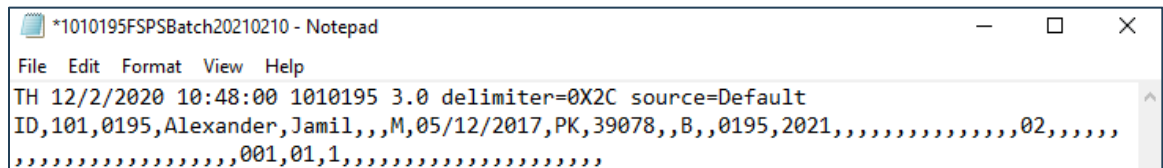
As mentioned above in Step 6a, converting the Excel file to a CSV file adds commas between each column including all the hidden columns so the Notepad file should look like the example in 6aii.

7. Add the Header data in.

- a. Put the cursor next to the first record and click enter to make space.
- b. Type in the data in each column with a space in between each.

In the example below, the following is entered:

TH 12/02/2020 10:48:00 1010195 3.0 delimiter=0X2C source=Default

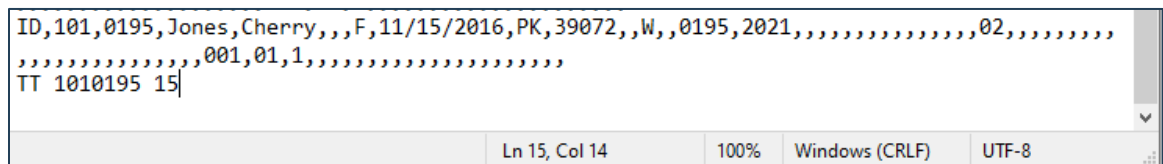


8. Add the Trailer data in.

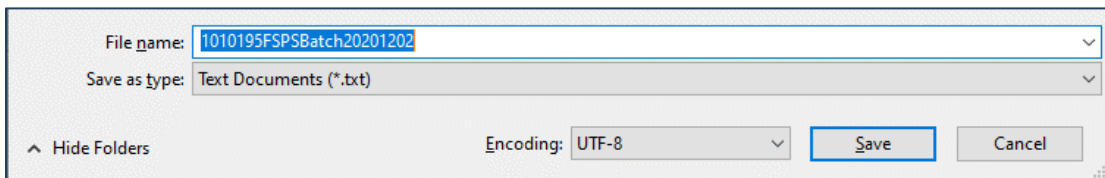
- a. Scroll to the bottom of the list of records.
- b. Type in the data in each column with a space in between each.

In the example below, the following is entered:

TT 1010195 15



9. Click File > Save As to save the file as a .txt file to be used when uploading the batch to the SUNS system. Note: Add .txt to the end of the filename.



Note: File naming and saving conventions are up to a user's preference.

To learn how to reverse a batch from text to CSV and Excel, see [Appendix F - Reversing the Batch Creation Process](#)

SUNS Features

A. Header

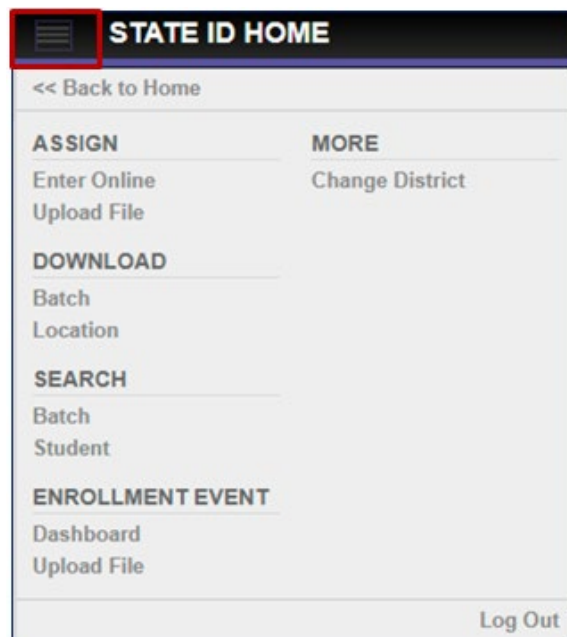
In addition to the Main Menu, the page Header also includes the following:

1. **Application Name** - displayed on every page next to the Main Menu link.
2. **Page Name** - The Page Name is displayed on every page under the Main Menu link and the Application Name.
3. **Current Location** - The user's location will always be displayed in the top right hand corner of every page, above the Help (?) icon.
4. **Help** - The Help (?) icon will always be displayed in the top right hand corner of every page, under the Current Location, if the page has help content available.



B. Main Menu

The main menu contains links that allow users to access SUNS features. The menu options are based on system roles and assigned privileges. Some of the menu items described throughout this manual may not be available for all users. It can be accessed by clicking the 3 horizontal lines next to the Application Name on every screen.



NOTE: Users should not use the REFRESH, BACK, or FORWARD browser buttons with SUNS. There are links on every page directing users to other screens and the Main Menu is available on every screen as well.

1. **Assign** – accessed through the Main Menu and used to enter a single submission or upload a batch.
 - a. **Enter Online** - provides users the ability to input the information for one person at a time online and assign an ID.
 - b. **Upload File** - allows users to upload a Person Batch File into SUNS for ID assignment.
2. **Download** – accessed through the Main Menu used for downloading various types of output files.
 - a. **Batch** - provides users with the ability to extract and download seven different types of output files from SUNS:
 - IDs Assigned
 - Errors to Fix
 - Near Matches/Duplicates to Resolve
 - Canceled
 - Rejected
 - Fixed Records
 - Near Match Details
 - b. **Location** - provides users with the ability to download person records for a specific location and allows the user to select options during the download process. These options include the field delimiter, field qualifier, date format, and whether or not to include the header/footer.
3. **Search**
 - a. **Person** - allows a user to search for person records through an online interface. This function can be used to verify the details of a person already in SUNS.
 - b. **Batch** - allows a user to search for person records with a batch file.
4. **Enrollment Event** - An enrollment occurs when students start new programs or have a significant change in cohort identification i.e., a grade-level change
5. **Change District** – Multi-district users need to change the district before each upload.

6. **Log Out** - allows users to log out of the application. By using the Log Out link, all sessions for the user are closed.

C. Home Page

Once a user successfully logs into SUNS, the Home Page will be displayed. The Home Page is also accessible from every page by clicking the “Main Menu” icon, and then selecting the “<< Back to Home” link at the top.

The screenshot shows the SUNSID Home Page. At the top, there is a header with the SUNSID logo and the user's role, 'SC_district, District 1'. Below the header is a 'Home' breadcrumb. The main content area features a 'FILTER' section with several input fields: 'LEA' (set to 'District 1 [0009]'), 'SCHOOL', 'BATCH NUMBER', 'SUBMISSION TYPE' (set to 'All'), 'PROCESSING STAGE' (set to 'All'), 'FROM' (set to '12/14/2019'), 'TO' (set to '06/12/2020'), and 'SORT' (set to 'Upload Date Desc'). A 'FILTER RESULTS' button is located to the right of these fields. Below the filter section is a table with the following columns: 'UPLOAD DATE', 'SUBMISSION TYPE', 'BATCH INFO', 'LEA', 'SCHOOL', 'SOURCE SYSTEM', 'STATUS', 'RECORD COUNT', and 'NEXT ACTION'. The table contains seven rows of submission data, each with a corresponding 'NEXT ACTION' button.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
06/04/2020 13:52	Edit	996	0009	0000	PS	ID(s) Assigned.	1 of 1	DOWNLOAD SUNSID
06/04/2020 10:11	Edit	995	0009	0000	PS	ID(s) Assigned.	1 of 1	DOWNLOAD SUNSID
05/28/2020 09:36	File	993	0009	0000	SIS	Batch does not contain any records to process.	0 of 1	
05/27/2020 15:02	File	989	0009	0000	PS	ID(s) Assigned.	1 of 1	DOWNLOAD SUNSID
05/26/2020 12:16	File	985	0009	0000	PS	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES
05/26/2020 11:36	File	984	0009	0000	PS	ID(s) Assigned.	1 of 1	DOWNLOAD SUNSID
05/26/2020 11:28	File	983	0009	0000	PS	Near Matches / Duplicates Found	1 of 1	RESOLVE NEAR MATCHES

The Home Page allows users to:

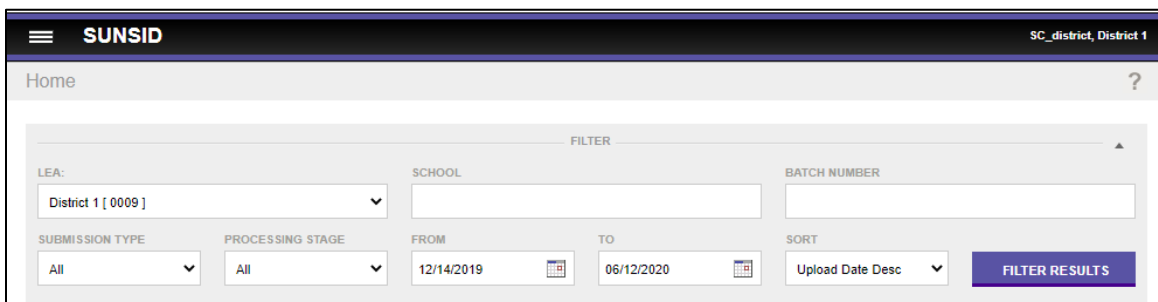
1. **View Previously Submitted Batches** - The bottom section of the Home Page provides users with a list of submissions to SUNS that have been uploaded via a batch file, entered online, submitted using SIF or Web Services, edited online, or were processed via Automatic File Processing (AFP). This list displays the following columns:
 - Upload Date – the date and time the file was uploaded
 - Submission Type – Displays the type of submission. (i.e., Online or Web services)
 - Batch Info – Batch Number as a hyperlink
 - District - District/County code
 - School – School/Facility code as a hyperlink

- **Source System** – Selected by the User when using the Advanced Upload feature. If Basic is used, there is a system default configured in the source system table by an admin.
- **Status** – Any Status messages will be displayed here
- **Record Count** – for a successful batch upload it will display the total number of records (i.e., 22 of 22). An unsuccessful batch will show the number of unsuccessful records in the batch (i.e., 2 of 22)
- **Next Action** – displays a button to take the User to the next step to be completed.

The Results only display batches the user has access to for their current location. The button in the Next Action column allows the user to continue where they left off in the ID assignment process. Each action correlates to a step in the ID Assignment process.

NOTE: The status column always displays the current status of the batch being processed and guides the user to the next action to be performed. The NEXT ACTION column has a button that enables the user to initiate the next action. For AFP batches there will be no Fix Errors Next Action button. These batches will include Resolve Near Matches and Download IDs.

2. **Filter Batches** - Users have the ability to narrow down the batch list by utilizing the batch filters.



The screenshot shows the SUNSID application interface. At the top, there is a header with the SUNSID logo and a user identifier 'SC_district, District 1'. Below the header is a 'Home' section with a question mark icon. The main area contains a 'FILTER' section with several input fields and dropdown menus. The filters include: LEA (set to 'District 1 [0009]'), SCHOOL (empty), BATCH NUMBER (empty), SUBMISSION TYPE (set to 'All'), PROCESSING STAGE (set to 'All'), FROM (set to '12/14/2019'), TO (set to '06/12/2020'), and SORT (set to 'Upload Date Desc'). A 'FILTER RESULTS' button is located at the bottom right of the filter section.

The Home page includes the following filters:

- a. **LEA/County:** The application will display all of the LEAs/Counties that a user has access to so that the page can be filtered by a specific district/county.
- b. **School/Facility:** A school/facility code for the selected district/county can be entered to filter by district/county and school/facility.
- c. **Batch Number:** Entering a Batch ID in the filter allows users to view and work on a specific batch, independent of the other filter options. This Batch ID is unique to the batch and can be used for finding a batch.

- d. **Submission Type:** The options are All, File, Online, SLF, Edit, WebService, and Automation.
- e. **Processing Stage:** The options are All, Validate Data, Fix Errors, Assign State ID, Resolve Near Matches, Download State ID, Canceled, Validation in Progress, Assignment in Progress, Continue Validation, or Continue Assignment.
- f. **Submission Date:** Expects valid date ranges.
- g. **Sort:** Users can sort by Upload Date, Batch Number, or Batch Status.

NOTE: Searching for a specific Batch using the Batch Number filter will ignore all other filter options.

3. **Results from Filtering** – The application displays the following possible results after filtering.

- a. **Found Batch** - If the application finds a matching batch, the application will display the page listing only that batch in the Batch List.
- b. **No Batch Found** - If the application cannot find the batch the user specifies, the application will display a message stating that no batches were found.
- c. **User Not Authorized** - If the user enters a Batch ID and the application finds the batch the user specifies but the user does not have the appropriate rights to view the batch, the application will display a message stating the user is not authorized to view the batch.
- d. **Multiple District/Counties** - For those users who have access to more than one district, entering the Batch Number to find a specific batch has an additional feature. If the batch number submitted is for a district other than the user's current district and the user has access to that other district, the application will display a message stating that the user should change their current district setting.

Example: The user is searching for a batch in another district/county. If that user is authorized to access that other district/county, they will get a message that states – “Click [here](#) to change your current district/county to: (district/county the batch is in) and go to batch: (batch number being searched for)”. Users can switch to that other district/county automatically by clicking on the [here](#) link in the message. Upon doing so, the application will change the user's district and also display the batch list for that district.

4. **Next Action Buttons** - These buttons walk a user through the steps of the ID Assignment process. They will each display the next step to be completed for the particular batch and will navigate the user to the page that needs to be completed. The steps include the following:

- Submitting a batch
- Validating the data
- Fixing data errors
- Assigning IDs
- Resolving near matches/matches
- Downloading IDs.

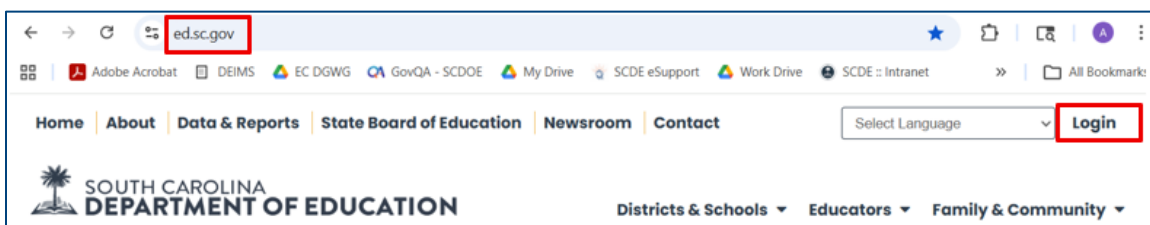
NOTE: SUNS contains many pages that display lists of items. All lists are page loaded and may not show all records on one page. Users can navigate to other pages in a list using the FIRST, PREV, NEXT, and LAST buttons on the bottom of each list.

Using the SUNS System

A. Logging into SUNS

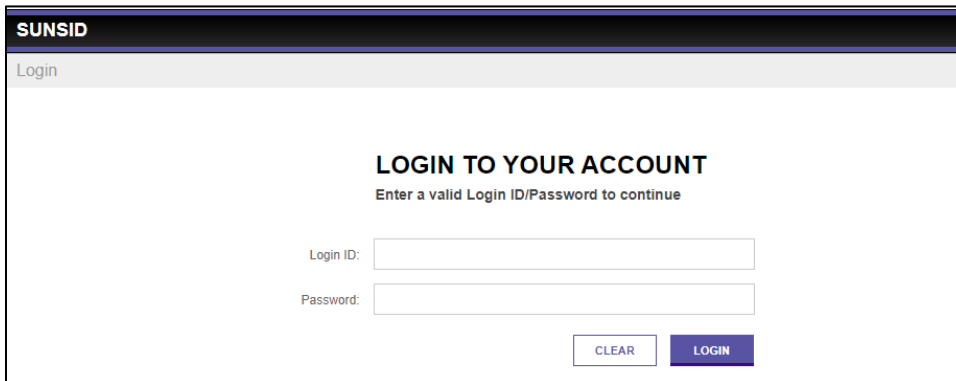
To access the SUNS System, users must first log in to the SCDE Member Center

1. Go to [the SCDE website](https://ed.sc.gov) and click Login on the right side of the top Navigation bar.



2. This opens the Application Web Portal page. Use the login information provided to log in to the Member Center and access the SUNS application.

- a. **Create an Account** - User information is gathered for Early Childhood partners prior to training and accounts will be created after training has been completed and trainees are given their certificates.
 - b. **Lost Password** – If the password provided is forgotten or lost, click the Reset It link next to “Forgot your password?”
3. Once logged on, all available applications and resources will be listed. Locate the SUNS link and click it to open the SUNS login page.



SUNSID

Login

LOGIN TO YOUR ACCOUNT
Enter a valid Login ID/Password to continue

Login ID:

Password:

4. Enter assigned Login ID
5. Enter assigned Password
6. Click the Login button to go to the Home Page

B. Search > Batch

Batch Search can be used to find potential matches without creating a new ID when there are no matches. It enables a user to pre-run a file that will be uploaded through the file upload/matching process or do a more general person search without assigning an ID. For instance, a user may want to match assessment data to IDs without creating new IDs.

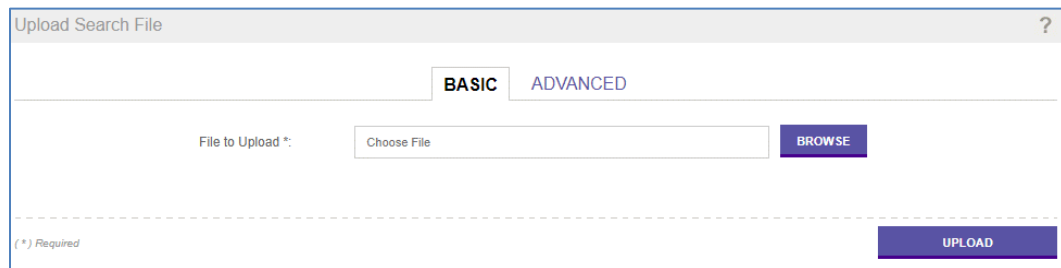
1. **Batch Search** - The Batch Search feature requires that a batch file is uploaded into the application. The format/structure of the search file is exactly the same as the Person Batch File format, but not all fields are required. Batch Search includes Basic and Advanced search capability, along with the ability to extract and download the results.



- a. If a User has more than one District/Agency assigned to them, they will need to click Change District to select the district/agency being searched before doing anything else.
- b. Click the Search > Batch link on the Main Menu.
- c. Click the Upload Batch File button.



- d. Use the Basic tab, since the batch file created includes a header record, person details, and a trailer record. The input file header record defines the extraction date, import type and other file information. More details on the specific file requirements can be found in the File Format document (See [Appendix E – Batch File Format v3.0](#))



- e. Browse for the file and open it so that it shows in the Browse field.
- f. Click the Upload button.
 - i. The application will analyze the batch information and display any file errors.
 - ii. If a batch error is found during the processing, the user should correct the file and then click the Upload New File button to submit the revised file.

- g. After clicking Upload, the application will go back to the batch search page. The top record will be the batch that was just uploaded. The display shows:
 - i. Date: The date and time the batch was uploaded.
 - ii. Submission Type: This will always be Search when you are searching a batch
 - iii. Batch Info: The number assigned to this batch by the system
 - iv. District: The District or Agency code
 - v. School: The School or Facility code
 - vi. Source System: The Source code
 - vii. Status: File Uploaded. Begin Validation Stage
 - viii. Record Count: This will display how many records of the records uploaded are being validated. For example, 4 of 4
 - ix. Next Action button: Validate.
- h. In the Next Action column, click the Validate button to validate the data included in the batch search submission. At this point the application is validating all the records to make sure there are no fatal errors or near matches. The Display will show a different status – Search Validation is in progress. Record Count will state In Progress of #.
 - i. If any data errors are found during validation, the records containing the data errors are auto-canceled. Those records will not be included in the rest of the search process.
 - ii. The records in the batch will also auto-cancel if they include the ID.
- i. Click the Filter Results button to refresh the page. The Display will show a different status – Search validation complete. Ready to begin search. Record Count will state # of #. The Next Action button will say Search.

DATE	SUBMISSION TYPE	BATCH INFO	LEA	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
07/09/2020 08:09	Search	1013	0009	0000	SIS	Search validation complete. Ready to begin search.	2 of 2	SEARCH

- j. Click the Search button to perform the search. After clicking the Search button, the Display will show a different status – Search is in progress. Record Count will state In Progress of #.

- k. Click the Filter Results button to refresh the page. The Display will show a different status – Download search results. Record Count will state # of #. The Next Action button will say Download.
 - i. If there were any Near Matches found those records will be cancelled out of the batch.
 - ii. The Search results file will not include any cancelled records.
 - iii. The Record Count will reflect that some records were cancelled.

Any cancelled records will not show in the Search results file. To view them, use the [Extract & Download process](#) and select IDs Cancelled – Search under the Extract Type filter.

NOTE: Clicking on the *Batch Info* link will display the Batch Information pop up. Under the Statistics tab the application will display one or more of the following Search messages for the batch:

- i. No Matching Record Found – Search. The **State ID** column will be blank for these types of records in the downloaded file.
 - ii. Matching Record Found – Search. The **State ID** column will contain the State ID of the matching person for these types of records in the downloaded file.
 - iii. Canceled During ID Search Stage – Near Match(es) Found. The record will be auto-canceled and will not be listed in the downloaded file.
- l. Click the Download button to generate the file for download.

DATE	SUBMISSION TYPE	BATCH INFO	LEA	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
07/09/2020 08:09	Search	1013	0009	0000	SIS	Download Search results	1 of 2	DOWNLOAD

- m. The Batch Search – Download ID Batch page will open. Click the Download button in the *Next Action* column to download the file. How this occurs depends on the User’s browser and browser settings.

Batch Search - Download ID Batch				
UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
07/09/2020 08:09	1013	File Extract Complete.	1	DOWNLOAD
				BACK TO BATCH SEARCH

- iv. The downloaded file will be a .TXT file and will end in se.txt which is how to differentiate a Search Results file from an id assigned results file.

The Search Results file is different from the uploaded file because each record will include a message and a few other columns such as the record

number, the ID number of the User, and the date the file was uploaded at the end of the record row.

Another difference is that the results file will have the actual date and time that the batch was submitted in the Header row.

2. **View Previous Batch Searches** - All batch searches submitted by the user will be visible on the **Batch Search** home page. The page can be filtered by a specific date range or processing stage to narrow down the results list. To filter the results, users should select the appropriate date range and/or processing stage. Once the selections are made, the button should be clicked.

The screenshot shows the 'Batch Search' interface. At the top right are buttons for 'UPLOAD BATCH FILE' and 'EXTRACT & DOWNLOAD BATCH'. Below these is a 'FILTER' section with a 'PROCESSING STAGE' dropdown menu (showing 'All' with a sub-menu open containing 'Validate search', 'Search', 'Download', and 'Search Canceled'), 'FROM' and 'TO' date pickers (set to 01/10/2020 and 07/09/2020), and a 'BATCH NUMBER' input field. A 'FILTER RESULTS' button is to the right. Below the filters is a table with columns: ACTION, BATCH INFO, LEA, SCHOOL, SOURCE SYSTEM, STATUS, RECORD COUNT, and NEXT ACTION. The first row shows a search from 07/09/2020 08:09 with batch info 1013, LEA 0009, school 0000, source system SIS, status 'Download Search results', and record count '1 of 2'. A 'DOWNLOAD' button is at the end of the row.

If more than ten batch searches have been submitted, navigation buttons will be available to access the additional pages.

3. **Extracting & Downloading Batch Search Files** – If needed, Users can also extract and download batches using the Extract & Download function that can be accessed on the Batch Search page. This feature is useful if a User would like to view the cancelled records from a search.

a. Click the Extract & Download button at the top of the Batch Search page.

This screenshot shows the top portion of the 'Batch Search' interface, focusing on the 'EXTRACT & DOWNLOAD BATCH' button located at the top right, next to the 'UPLOAD BATCH FILE' button.

b. Use the filter function to find batches to extract and download. The filters specific to the Batch Search are:

- *Submission Type*: The only option for this is Search.
- *Extract Type*: The options are IDs Found – Search, IDs Cancelled – Search, Near Match Details - Search, or Rejected
- *Sort*: Users can sort by Upload Date or Batch Number
- *Batch Search Date*: Users can enter a specific date range to filter the results.

Batch Search - Extract and Download Batch

FILTER

SUBMISSION TYPE: Search
EXTRACT TYPE: IDs Found - Search

FROM: 12/26/2019 TO: 06/24/2020 CONTENT STATUS: Active SORT: Upload Date Desc

FILTER RESULTS

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
02/28/2020 12:54	860	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:46	858	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:42	857	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:39	856	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:35	855	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:27	854	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:23	853	IDs Found - Search	1	EXTRACT RECORDS ADD TO DOWNLOAD CART
02/28/2020 12:19	852	IDs Found - Search	2	EXTRACT RECORDS ADD TO DOWNLOAD CART

Displaying 1 - 8 of 8

BACK TO BATCH SEARCH VIEW DOWNLOAD CART

- After setting the filters, click the Filter Results button to apply the filter. The page will display the Upload Date, Batch Info link, Status, Record Count, and an Extract Records button and Add to Download Cart button in the Next Actions column
- Users can download a file for a single batch by clicking Extract Records. When the Extract Records button is clicked, the application will display the file download page allowing the user to download the file.

Extract and Download Batch - Batch

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
07/08/2020 16:28	1012	File Extract Complete.	1	DOWNLOAD

EXTRACT ANOTHER BATCH

- Users can combine multiple files together by using the Download Cart feature. Each file must be added to the download cart separately by going back to Extract & Download after each file.

Download Cart - IDs Assigned Extract Type

UPLOAD DATE	BATCH INFO	RECORD COUNT
☐ 06/19/2020 08:23	1005	2
☐ 06/19/2020 09:27	1006	2

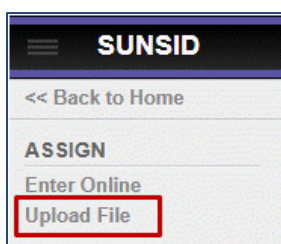
BACK TO EXTRACT & DOWNLOAD CLEAR CART REMOVE SELECTED DOWNLOAD WITH OPTIONS DOWNLOAD CART

Using the Download Cart is covered in [Section J Step 3c](#).

C. Assign – Upload File

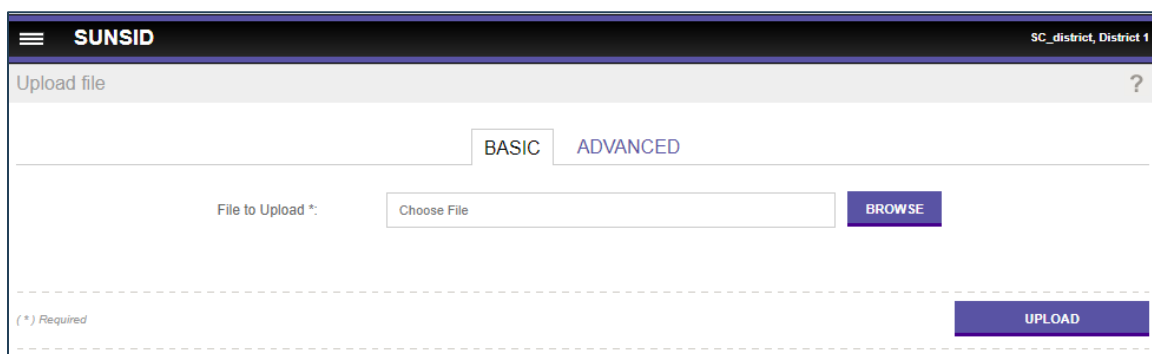
Users can process a batch file for ID Assignment by clicking the Upload File link under ASSIGN from the Main Menu. This feature allows users to:

- Upload a person batch file.
- Validate data.
- Fix validation errors.
- Assign IDs.
- Resolve Near Matches.
- Download IDs.



The Upload File component allows users to select Basic or Advanced file upload. Only Basic Upload should be used.

1. **Change District** - Change District to the district being searched using the Change District function on the Main Menu.
2. **Basic Upload** - The Basic upload option requires that the input file includes a header record, person details, and a trailer record. The input file header record defines the extraction date, import type and other file information. More details on the specific file requirements can be found in the File Format document ([See Appendix E – Batch File Format v3.0](#)).

A screenshot of the SUNSID 'Upload file' interface. The header shows the SUNSID logo and a hamburger menu icon. The top right corner displays 'SC_district, District 1'. The main content area is titled 'Upload file' and has a question mark icon. Below the title, there are two tabs: 'BASIC' (selected) and 'ADVANCED'. The 'BASIC' tab contains a 'File to Upload *' label, a 'Choose File' input field, and a 'BROWSE' button. At the bottom right, there is an 'UPLOAD' button. A note at the bottom left indicates '(*) Required'.

To upload a file using the Basic upload option, users should follow these steps:

- a. Click Upload File under Assign in the Main Menu.

- b. SUNS should default to the Basic tab but if not, click on the Basic tab to access this upload option.
 - c. Click the BROWSE button next to the File to Upload field to view the local computer system directory structure. The file must be located on the local computer system in order to upload the file.
 - d. Browse through the directory structure and choose the directory/folder where the batch file is stored. Select the appropriate file from the local system and click the Open button.
 - e. Click the UPLOAD button. This uploads the file listed in the “File to Upload” field to the SUNS server for subsequent processing.
3. **File Upload Results** – Once the file is uploaded, the file passes through file validation. The application performs a review of the file for issues in format and layout and will produce a File Upload Failure or File Upload Successful status.
- a. **File Upload Failure** - If the application encounters any file errors while attempting to upload the Batch File, an Error page will be displayed that provides details about the error(s) with the reasons why the file failed to upload.

SUNSID SC_district, District 1

Upload file ?

Batch Error Information - File upload failed. Fix the errors below and resubmit new file.
*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 1003

ERRORS TO FIX (3) [HIDE ALL](#)

The uploaded file does not appear to be for this application. Unrecognized record(s) found.

The uploaded file does not contain a header record.

The uploaded file does not contain a trailer record.

[UPLOAD NEW FILE](#)

- The application stores all rejected Person Batch Files in the database when there is a fatal file error. Users can download these files with the Download By Batch module. The Error page will provide a batch number that can be used to find the file in Download Batch. The user can upload a new file by clicking on the Upload New File button.
- b. **File Upload Successful** - If a batch does not encounter any file issues, the application will display the batch information with a Batch Number and a status of Data Validation is in Progress. The User can click the Back to Home Button in the Next Action column.

SUNSID				
Upload File - Validate Data - Batch 1004				
UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
05/19/2020 08:01	1004	Data Validation is in progress.	In Progress	BACK TO HOME

Clicking Back to Home takes the user to the batch display list on the home screen and they can view details about the batch and to proceed to the next step by clicking the Assign SUNSID button in the Next Action column.

- c. **Batch Information** - Once a batch has been submitted, users can click the link in the Batch Info column to display the status of the batch file. This link will display the batch number for that batch. This information can be displayed at any point during the batch process. A pop-up window as seen in [Appendix B - Batch Info Window](#) will be displayed when the button is clicked.
4. **Validate Data** – Click the Validate Data button in Next Actions.
NOTE: If the system administrator has set the “Auto Start Validation” system property to Yes, the batch upload may proceed through the “Validate Data” step without interaction from the user.
5. **Fix Validation Errors** - If the batch file contained one or more records that failed validation, the Home Page display a Fix Errors button in the Next Action column. All records with a data error must be fixed or canceled before the user can submit the batch for ID Assignment.
 - a. Click the Fix Errors button in the Next Action column to open the Fix Errors page with the batch number to be fixed displayed next to the page header.

03/03/2020 13:16	File	893	0009	0000	MDE	Data Validation Incomplete. Fix Data Errors	1 of 3	FIX ERRORS
------------------	------	---------------------	------	----------------------	-----	---	--------	----------------------------

- b. The Fix Errors page displays all of the records to be fixed with the following column headers.
 - Check Box
 - Last Name
 - First Name
 - Middle Name
 - Alt Last Name
 - Suffix
 - Date of Birth
 - Gender
 - District (District/County)

- School (School/Facility)
- Local ID
- Next Action

In addition to fixing errors, users can cancel records ([See Section C – Assign – Upload File Step 6 Cancelling Records](#)). To fix errors, check the box next to the record to be fixed and click the Edit button in the Next Actions column to open the Fix Error Details page.

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	NEXT ACTION
☒	Bian	Jehse	Mi		2	02/22/1981		0009	0101	222	EDIT

Displaying 1 - 1 of 1

(*) Required

CANCEL ALL ERROR RECORDS FOR THIS BATCH CANCEL ALL CHECKED RECORDS

- c. The Fix Errors details page will display the person information along with the error message(s) at the top of the page. In addition, a list of any original data errors (when the record first went through data validation) will display at the bottom of the page. The fields displayed on the Fix Errors page is dependent upon the Default Upload Template configuration.

Fix Errors - Batch 893

Validation Errors: GENDER Gender is not valid

Edit Person Record - Any corrections to data should also be made in your local person information system.

GENERAL INFORMATION		LOCATION / ENROLLMENT INFORMATION	
FIRST NAME *	Jehse	GRADE LEVEL *	Grade 4
MIDDLE NAME	Mi	SCHOOL *	0101
LAST NAME *	Bian	LEA *	0009
ALT. LAST NAME		RES DISTRICT	0009
SUFFIX	2	SCHOOL YEAR *	2018
GENDER *		LOCAL ID *	222
DATE OF BIRTH *	02 / 22 / 1981	SOURCE SYSTEM *	MDE
ETHNICITY		ALTERNATE ID	
RACE/ETHNICITY *	Non-Hispanic, Native Hawaiian or Other Pacific	ALTERNATE SOURCE	
RACE 2			
RACE 3			
RACE 4			
RACE 5			
SSN			
SUNSID			

(*) Required

BACK TO FIX ERROR LIST CANCEL PERSON RECORD UPDATE PERSON RECORD

- d. Correct all of the error fields listed by entering valid values.

e. Click the Update Person Record button.

- If the error was fixed, the application will display a confirmation page indicating that the error was successfully fixed.

- If all errors are not fixed, the application will return the user to the Fix Errors detail form and the user should repeat the above Steps 5d thru f until all issues are resolved.
- f. If the error was fixed, the User can either return to the list of records with data errors by clicking the Back to Fix Error List button or can navigate to the next data error record by clicking the Next Error Record button.
- g. Repeat as necessary to resolve each record.
- h. Once all the records have been reviewed and fixed, the button on the confirmation page will change to Proceed to ID Assignment. Click this button to proceed. ([See Section E – Assign IDs - Batch](#))

6. **Cancelling Records** - Records can be cancelled on the Fix Errors details page or the Fix Errors list page. When a record is cancelled, the record is removed from the batch and cannot be assigned an identifier within that batch. The corrected records need to be resubmitted in a new batch file in order to be processed. Records from the Fix Errors list can be cancelled, either by specific record, multiple records, all records on a page, or by all errors in the batch.

- a. Specific Records – to cancel a specific record on the Fix Errors list page, users can check the box to the left of the record to be cancelled and then click the Cancel All Checked Records button at the bottom of the Fix Errors list page.
- b. Multiple Records – to cancel multiple records on the Fix Errors list page, users can check the box next to more than one record on this page and then click the Cancel All Checked Records button at the bottom of the Fix Errors list page.
- c. All Records on Page – to cancel all the records on the Fix Errors list page, users can check the Select All in Page checkbox found above the list to select all records on the page and then click the Cancel All Checked Records button at the bottom of the Fix Errors list page.
- d. All Records in Batch - To cancel all error records in the batch, users should click the Cancel All Error Records for this Batch button at the bottom of the Fix Errors list page. This will cancel all errors in a batch that spans more than one page.
- e. To cancel records from Fix Errors details page, users should click the Cancel Person Record button.

(*) Required

BACK TO FIX ERROR LIST
CANCEL PERSON RECORD
UPDATE PERSON RECORD

D. Assign – Enter Online

Entering an individual is an available feature in the SUNS system but is not as reliable as uploading a batch. It is possible near matches will not be found when an individual record is added using Enter Online and IDs will get automatically assigned. This can result in multiple numbers being assigned to a single person.

E. Assign IDs – Batch

After all validation errors are addressed either by fixing or canceling the person record(s) on a batch, SUNS will display the Assign State ID button in the Next Action column on the Home Page. ID assignment can now be started.

1. Click the Assign State ID button in the Next Action column. When this process is initiated, SUNS displays an intermediate page.

03/03/2020 13:16 File [893](#) 0009 [0000](#) MDE Data Validation Complete. Ready to Assign SUNSIDs 3 of 3
ASSIGN SUNSID

2. To review the updated status of the assignment process, return to the application Home Page by clicking the Back to Home button.

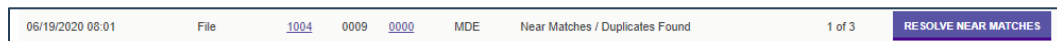
Upload File - **Assign IDs - Batch 893**

UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
03/03/2020 13:16	893	ID Assignment is in progress.	In Progress	BACK TO HOME

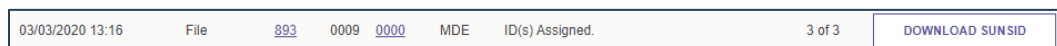
3. Review the “Status” column for the updated status or click the “Batch Info” button to review batch information. See Batch Information section in [Appendix B – Batch Info Window](#) for more details about the “Batch Info” button.
4. Review the “Next Action” column for the appropriate next step(s). The ID assignment process can produce three different results: Match, Near Match or No Match.
 - a. If the application encounters a single Match, it will assign the ID of the matching person to the record being submitted. The information contained in the submitted record becomes the ID’s current information and the information of the matching person becomes part of that ID’s history. These records do not need to be reviewed.

NOTE: The application includes an Authoritative Source feature that impacts whether or not the master record is updated when a Match is found. If the submitting source has authority to update master records, the master record will be updated and the original master record will be moved to history. If the submitting source does not have authority to update master records, the master record will not be updated.

- b. If the application encounters a Near Match, multiple Matches, or any combination of both, it will mark the record as Ready to Resolve Near Matches/Duplicates and an ID is not assigned. These records need to be reviewed and resolved by a human.



- c. If the application finds no matching person, it will assign a new ID. These records do not need to be reviewed.
5. Complete the "Next Action" step by clicking the appropriate button.
 - a. If one or more Near Matches are encountered, the “Status” for the batch will be “Near Matches / Duplicates Found” and the “Next Action” column will display a Resolve Near Matches button
 - b. If the application does not find any near matches, the Status for the batch will be ID(s) Assigned and the “Next Action” column will display the Download SUNSID button.



NOTE: If the application is interrupted (e.g., connectivity to the database is lost) while it is performing ID assignment, the batch will be returned with a message stating the same. The process can be restarted by clicking CONTINUE ASSIGNMENT in the Next Action column. This may be the case even if all the records, according to their status, appear to have finished ID assignment. In such an instance, you should still click CONTINUE ASSIGNMENT.

Person records entered individually through Assign Enter Online will go directly to the Assign IDs page after all errors are fixed.

F. Reviewing and Resolving Near Matches

All Near Match records must be resolved before the user can continue to the next step in the ID Assignment process. Near Match records can be resolved by assigning an ID, creating a new ID, or by canceling the record(s). To resolve a near match, a user reviews the record and determines whether the submission record is either a match or not to any potential near matches.

NOTE: The process of making a near match decision is important to uniquely identifying person records. Users must carefully review the information in detail to ensure correct decisions are being made. The following issues arise from poor near match decisions:

- **Shared Identifiers** - Matching a submission record to the wrong master record creates a shared identifier. If the submission record is actually a different person than the one being compared and assigned, then the submission record is linked to the wrong master record and two different person records will share the same unique identifier. In this case, please alert the System Administrator by submitting an e-Services Ticket so they can review and resolve the identifier issue. (See [Appendix G – Creating a SUNS E-Service Ticket](#))
 - **Duplicate Records** - Creating a new identifier for a person when there is a match will create a duplicate record. If the submission record is the same person as a master record but the user clicks Create New ID, then the submission record becomes a new record with its own unique identifier. This means the same person has two different unique identifiers and the next time the person is submitted to the application, both records will likely appear as a near match. In this case, please alert the System Administrator by submitting an e-Services Ticket so they can review and resolve the identifier issue. (See [Appendix G – Creating a SUNS E-Service Ticket](#))
1. **Reviewing a Near Match** - To resolve near matches, click the Resolve Near Matches button in the Next Actions column next to the batch that needs resolving on the Home Page. The Near Match list page will open.

Near Match - Batch 985

?

FILTER

LAST NAME

SORT Last Name Asc

FILTER RESULTS

☐ Select All On Page

LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	MAX SCORE	NEXT ACTION
☐ Smith	Carrie	Lynn			02/01/2010	FEMALE	0009	0101	456	90	REVIEW AND SELECT

Displaying 1 - 1 of 1

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

- Review the Near Match List page for information about the records. This list can be filtered by typing the Last Name of the person in the Last Name field and clicking the Filter Results button. This filter allows the user to display only the results within that batch which meet the filter criteria. Portions of names can be used for this search.

The results can be sorted by selecting Last Name Ascending or Descending or Max Match Score Ascending or Descending in the Sort dropdown before clicking the Filter Results button.

SUNSID SC_district, District 1

Near Match - Batch 985

?

FILTER

LAST NAME

SORT Last Name Asc

FILTER RESULTS

☐ Select All On Page

LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	MAX SCORE	NEXT ACTION
☐ Smith	Carrie	Lynn			02/01/2010	FEMALE	0009	0101	456	90	REVIEW AND SELECT

Displaying 1 - 1 of 1

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

CANCEL ALL NEAR MATCH RECORDS FOR THIS BATCH **CANCEL ALL CHECKED RECORDS**

- Click the Review and Select button in the Next Action column or the hyperlinked name on the record to be resolved to go to the Resolve Near Matches / Duplicates details page.
- Review the Resolve Near Matches / Duplicates details page. The top section displays the submitted person and the bottom section displays a list of matching person records.

Resolve Near Matches / Duplicates - Batch 985										?
WARNING: A potential duplicate near match exists for this record in at least one other batch. Batch Number(s):983										
PERSON RECORD TO REVIEW AND SELECT										
LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	
Smith	Carrie	Lynn			02/01/2010	FEMALE	0009	0101	456	
NEAR MATCHES / DUPLICATES FOUND										
LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	MATCH PROBABILITY
☐ Smith	Carrie Anne	Jody			10/01/2010	FEMALE	0009	0101	456	90 [NEAR MATCH]

The columns displayed for the Person Record to Review and Select are:

- Last Name
- First Name
- Middle Name
- Alt Last Name
- Suffix
- Date of Birth
- Gender
- LEA (District/County)
- School/Site Code (School/Facility)
- Local ID

The columns displayed for the Near Matches / Duplicates Found list are the same with the addition of the following:

- Check Box
 - Last Name –now a hyperlink that opens the Near Match Compare page
 - First Name –now a hyperlink that opens the Near Match Compare page
 - School/Site Code (School/Facility) – now a hyperlink that opens the School Information pop up. This pop up is for information only.
 - Match Probability – This is the match probability and type of match (Near Match or Match) reported by the ID assignment process.
- d. To review the comparison details on the Near Match, click the hyperlinked Last Name or First Name to view the Near Match Compare page.

The page displays the field names in the left column, the submitted person information in the “Submission Record” column in the center, and the matching person information in the “Master Person Record” column on the right. All fields are displayed; below is a partial screenshot.

90

MATCH SCORE

Carrie Lynn Smith (SUBMISSION)

GENDER: FEMALE DATE OF BIRTH: 02/01/2010 LOCAL ID: 456 SSN: Not Present

vs

Carrie Anne Jody Smith (#2088280049)

GENDER: FEMALE DATE OF BIRTH: 10/01/2010 LOCAL ID: 456 SSN: Not Present

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (SUNSID: 2088280049) VIEW NOTE ADD NOTE
FIRST NAME	Carrie	Carrie Anne
LAST NAME	Smith	Smith
MIDDLE NAME	Lynn	Jody
SUFFIX		
ALT. LAST NAME		
DATE OF BIRTH	02/01/2010	10/01/2010
GENDER	FEMALE	FEMALE
SSN	Not Present	Not Present
ETHNICITY		
RACE/ETHNICITY	Non-Hispanic, Asian, Native Hawaiian or Other Pacific Islander, White	Non-Hispanic, Asian, Native Hawaiian or Other Pacific Islander, White

- All fields in which the information differs between two person records is highlighted.
 - If a near match was forced by the application, the application will put the reason for the near match within the “Match Notes” row. This may include a note about the Twins Rule, SSN Rules or other forced near match scenarios.
 - Whether the social security number is masked or not, the application will highlight that field with italics and render the background color yellow if it differs between the person records.
- e. If the submission record matches the master record and the user has authorization to update the master data, the final field available on the Compare Person screen will be the Update Master selection. This option will only be applied to the record if the Assign Selected match decision button is clicked.
- Option “No” – The submission record will be assigned when the “Assign Selected” button is clicked, but the master data will not be updated with the submission record information.
 - Option “Yes” – The submission record will be assigned when the “Assign Selected” button is clicked and the master data will be updated with the submission record information. When the master record is updated, the original data is moved to history so there is a record of that movement/update

MATCH NOTES

UPDATE MASTER ☒ Yes ☐ No

RETURN TO LIST CANCEL RECORD CREATE NEW ID ASSIGN SELECTED

Yes is the default selection so users must make sure they want this option when clicking Assign Selected. Matching a submission record to the wrong master record creates a shared identifier as noted in the beginning of this section. ([Section F – Reviewing and Resolving Near Matches](#))

2. **Resolving the Near Match:** After reviewing the Compare Person Data, users must decide how the near match should be resolved. To resolve a near match, a user can click one of the buttons at the bottom of the screen to [Create a New ID](#) (Step 3 below), [Assign ID](#) (Step 4 below), or [Cancel Submission](#) (Step 5 below).

A near match is only resolved once, so once a decision button is clicked the near match is resolved and the decision cannot be reverted.

3. **Create New ID:** A User can create an ID on the Near Match Compare page or the Resolve Near Matches/Duplicates page.
 - a. On the Near Match Compare page, if the near match record being reviewed is different from the master record -

MATCH NOTES

UPDATE MASTER ☒ Yes ☐ No

RETURN TO LIST CANCEL RECORD CREATE NEW ID ASSIGN SELECTED

- i. The user clicks the Create New ID button. Clicking this button indicates that the submitted record is different than the master record and a new ID will be created for the submission record.
 - ii. When Create New ID is clicked, a confirmation message will be displayed at the top of the page stating that the new ID was successfully assigned to the person and show the SUNS ID number.
 - iii. All other near matches for the submission record are removed.
 - b. If the User selected Return to List on the Details page and gone back to the Resolve Near Matches/Duplicates page, they can check the box to the left of the record to have an ID created and then click the Create New ID button
4. **Assign ID:** A User can Assign an ID on the Near Match Compare page or the Resolve Near Matches/Duplicates page

- a. On the Near Match Compare page, if the near match record being reviewed is the same as master record –

The screenshot shows a form titled 'MATCH NOTES'. Below the title is a section labeled 'UPDATE MASTER' with two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the form, there are four buttons: 'RETURN TO LIST', 'CANCEL RECORD', 'CREATE NEW ID', and 'ASSIGN SELECTED'. The 'ASSIGN SELECTED' button is highlighted with a red rectangular box.

- i. Double check the Update Master selection and make sure it is properly set as indicated in [Section F Step 1e ii.](#)
 - ii. Once the Update Master field is properly set, click the Assign Selected button. When Assign Selected is clicked the user is indicating that the submitted person is the same as the master record and the unique identifier will be retrieved and linked to the submission record.
 - iii. When Assign Selected is clicked, a confirmation message will be displayed at the top of the page stating that the ID was successfully assigned, a match was found, and show the SUNS ID number.
 - iv. All other near matches for the submission record are removed.
- b. If the User selected Return to List on the Details page and gone back to the Resolve Near Matches/Duplicates page, they can check the box to the left of the record to be assigned an ID and then click the Assign ID button
5. **Cancel Submission** - User can cancel submissions on the Near Match Compare page, the Resolve Near Matches/Duplicates page, or on the Near Match List page –
- a. On the Near Match Compare page, click the Cancel Record button. When this button is clicked, the pending near match is canceled. This only cancels the specific near match the user is reviewing and does not impact other pending near matches in the batch.
 - b. If the User selected Return to List on the Details page and gone back to the Resolve Near Matches/Duplicates page, they can check the box to the left of the record to be canceled and then click the Cancel Record button.

This screenshot is identical to the one above, showing the 'MATCH NOTES' form with the 'UPDATE MASTER' field set to 'Yes'. In this version, the 'CANCEL RECORD' button is highlighted with a red rectangular box, while the 'ASSIGN SELECTED' button is no longer highlighted.

- c. If the User is on the Near Match list page, they have three cancellation options -

- i. *Individual or Multiple Records in a Batch* - check the box to the left of the record(s) to be canceled and then click the Cancel All Checked Records button.
- ii. *All Records on a Page* - check the Select All on Page checkbox and then click the Cancel All Checked Records button. This would be applicable if the batch is more than one page. The Cancel All Checked Records button only cancels those batches that are selected.
- iii. *All Records in a Batch* - click the Cancel All Near Match Records for the Batch button. The list of Near Match records may span two or more pages. The Cancel All Near Match Records for This Batch button cancels all near matches in the batch list, not just the batches displayed on an individual page.

6. **Return to List:** When this button is clicked, the User is returned to the Resolve Near Matches / Duplicates details page.

If the User selected Return to List, the decision can be made on the Near Match Summary page by clicking the radio button next to the record and clicking [Create New ID](#) (Step 3b above), [Assign ID](#) (Step 4b above), or [Cancel Record](#) (Step 5b above).

Resolve Near Matches / Duplicates - Batch 985

WARNING: A potential duplicate near match exists for this record in at least one other batch. Batch Number(s): 983

PERSON RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID
Smith	Carrie	Lynn			02/01/2010	FEMALE	0009	0101	456

NEAR MATCHES / DUPLICATES FOUND

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT. LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	LOCAL ID	MATCH PROBABILITY
☐	Smith	Carrie Anne	Jody			10/01/2010	FEMALE	0009	0101	456	90 [NEAR MATCH]

G. Downloading IDs

Once the batch has been uploaded, errors fixed, data validation completed and near matches resolved, the home page will display the status of the batch as “ID(s) Assigned” and a Download SUNSID button in the Next Action column.

06/04/2020 13:52	Edit	996	0009	0000	PS	ID(s) Assigned.	1 of 1	DOWNLOAD SUNSID
------------------	------	---------------------	------	----------------------	----	-----------------	--------	--

To download the IDs for the batch, users should perform the following steps:

1. Click the Download SUNSID button on the application home page for the appropriate batch to open the Download ID page for that batch.

Download ID - Batch 996

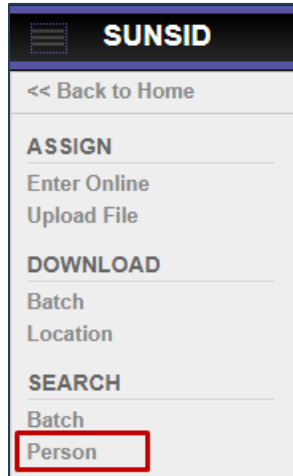
UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
06/04/2020 13:52	996	File Extract Complete.	1	DOWNLOAD BACK TO HOME

2. Click the Download button to download the IDs Assigned file.
3. Depending on set up, either a File Download dialogue box will open that enables users to either open the file or save it to your local computer.
4. The format of the downloaded file will be exactly the same as the Person Batch File and each person record will include the ID that was assigned to that person.

NOTE: The downloaded file can be used to update a user’s Student Information System or other data systems.

H. Search > Person

Users can search for person records online by clicking the Person (or whatever name has been selected by your organization for Person) link under SEARCH from the Main Menu.



This feature allows users to:

- Search for person records online.
 - View person information.
 - Edit person information – if a user has multi-district access, the user must select the correct district prior to searching.
 - Add a person note.
 - View person notes.
1. **Search by Person:** To search for person records using this feature, users should perform the following:
 - a. Click on the Person link under SEARCH from the Main Menu to open the Person Search – Individual Person page.

Person Search - Individual Person ?

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: / /

(*) Required

CLEAR SEARCH

- b. Click on the appropriate search tab. This module has three types of searches available: Basic Search, Advanced Search, and ID Search
- c. **Basic Search** allows users to search for a person using basic demographic information. Required fields are denoted by an asterisk.

NOTE: First Name and Last Name are required for both the Basic Search and Advanced Search. Wild card characters (e.g., *, %, _, ?) are not supported.

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: / /

CLEAR SEARCH

- i. Enter First Name and Last Name at a minimum as these are required.
- ii. Click the Search button for results. The application will display the results of the search. When one or more person records are found, the application displays the matching records. The match probability will be displayed if the Matching Engine is the search type defined by the system administrator. The closest match displays as the first result in the list.

- If searching without a birthdate, the search results will come back with just a percent in the Match Probability column.

SEARCH RESULTS												
SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	77
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	76
20882-80049	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	75

- If searching with a birthdate, the search results will come back with a percent and Match or Near Match in the Match Probability column.

SEARCH RESULTS												
SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	97 [MATCH]
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	94 [MATCH]
86353-12929	Smith	Carry			02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	89 [NEAR MATCH]
20882-80049	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	87
18634-31705	Smith	Kory			05/20/1988	FEMALE	0009	0101	Hispanic	HISPANIC	Not Present	74

- Results could include a “No Records Found” status. If no matches are found for the search criteria, the application displays a message under the search form. When this occurs, adjust the search criteria if necessary and click the Enter New Person button.

SEARCH RESULTS												
No records found.												

NOTE: The Match Probability generated in the Person Search component could differ from that in the ID Assignment process based on System Configurations and matching fields provided by the user.

- d. **Advanced Search** allows users to search for a person using all available fields. This includes any Customer Defined Fields, Address Information, and Additional Information that have been configured by the System Administrator. Required fields are denoted by an asterisk.

NOTE: The Matching Engine uses First Name, Middle Name, Last Name, Alternate Last Name, Gender, Date of Birth and SSN to determine a match score. Any additional fields will be used to filter out results after a match score has been generated. Users should first search using the matching fields and then use the other fields to narrow down the results.

Person Search - Individual Person ?

BASIC SEARCH ADVANCED SEARCH ID SEARCH

GENERAL INFORMATION CUSTOMER DEFINED FIELDS

FIRST NAME *	
MIDDLE NAME	
LAST NAME *	
ALT. LAST NAME	
SUFFIX	
GENDER	▼
DATE OF BIRTH	mm ▼ / dd ▼ / yyyy ▼
ETHNICITY	▼
RACE/ETHNICITY	▼
RACE 2	▼
RACE 3	▼
RACE 4	▼
RACE 5	▼
SSN	- - - - -

TWIN INDICATOR	
ADDRESS	
CITY	
STATE	
ZIP	
EMAIL	
PHONE NUMBER	
CDFB	

LOCATION / ENROLLMENT INFORMATION

GRADE LEVEL	▼
SCHOOL	
LEA	
RES DISTRICT	
SCHOOL YEAR	
LOCAL ID	
SOURCE SYSTEM	▼

(*) Required

CLEAR SEARCH

- Enter First Name and Last Name at a minimum as these are required.
- Click the Search button for results
 - If searching without a birthdate, the search results will come back with just a percent in the Match Probability column.

SEARCH RESULTS												
SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	77
31583-18008	Smythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	76
20882-80049	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	75

- If searching with a birthdate, the search results will come back with a percent and Match or Near Match in the Match Probability column.

SEARCH RESULTS												
SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	97 [MATCH]
31583-18008	Smrythe	Carrie			03/01/2010	FEMALE	0009	0102		Non-Hispanic, Asian, Native Hawaiian...	Not Present	94 [MATCH]
86353-12929	Smith	Carry			02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	89 [NEAR MATCH]

- Results could include a “No Records Found” status. If no matches are found for the search criteria, the application displays a message under the search form. When this occurs, adjust the search criteria if necessary and click the Enter New Person button.

SEARCH RESULTS											
No records found.											

- e. **ID Search** allows users to find person records using various IDs. Users will be able to search using State ID, SSN, and/or Alias ID, all from the same page. Required fields are denoted by an asterisk.

Person Search - Individual Person

BASIC SEARCH
ADVANCED SEARCH
ID SEARCH

ID:*

ID Type:*
☒ SUNSID
☐ SSN
☐ Alias ID

Source:

(*) Required

CLEAR
SEARCH

- i. Enter ID and ID Type at a minimum as these are required.

Person Search - Individual Person

BASIC SEARCH
ADVANCED SEARCH
ID SEARCH

ID:*

ID Type:*
☒ SUNSID
☐ SSN
☐ Alias ID

Source:

(*) Required

CLEAR
SEARCH

- ii. Click the Search button for results. The application will search against the current information for person records who have been assigned an ID. The match probability will not be displayed when using the ID Search tab.

SEARCH RESULTS												
SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	MATCH DECISION NOT SUPPORTED

NOTE: Users can also search for Retired IDs using the ID Search page and entering the SUNSID. The results will be displayed in the Search Results List highlighted in Red. Searching by SSN or Alias ID will not return retired records.

To view the Retired ID record, click on the name hyperlink. The Retired Person Information page will be displayed with “RETIRED ID” noted in red next to the SUNSID. All associated Active ID information will be listed in the bottom section of the page.

2. **View Person Information** - Once Search Results are returned, a User can view detailed information about the person.

- a. Click either the “Last Name” or the “First Name” hyperlinks of the record to open the Person Search – Individual Person Information page.

SEARCH RESULTS												
SUNSID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	MATCH PROBABILITY
55255-44008	Smith	Carrie	Lynn		02/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present	97 [MATCH]

- b. The Person Search – Individual Person Information page displays the person’s Master Record with hyperlinks to the person’s History, Associated Retired IDs (if any), and Enrollment information.

Person Search - Individual Person Information										?	
Carrie Anne Jody Smith										20882-80049	
GENDER: FEMALE	DATE OF BIRTH: 02/01/2010		LOCAL ID: 456		SSN: Not Present		PERSON TYPES: Student		LAST UPDATED: 06/25/2020 13:57		ID CREATED: 03/03/2020 15:19
MASTER RECORD	HISTORY	ASSOCIATED RETIRED IDs		ENROLLMENT		ADD NOTE VIEW NOTE					

- i. **Master Record** – Top half includes General Information, Address Information and Customer Defined Fields.

Person Search - Individual Person Information
?

Carrie Anne Jody Smith

GENDER: FEMALE DATE OF BIRTH: 02/01/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPES: Student LAST UPDATED: 06/25/2020 13:57 ID CREATED: 03/03/2020 15:19
20882-80049

[MASTER RECORD](#) [HISTORY](#) [ASSOCIATED RETIRED IDs](#) [ENROLLMENT](#) [ADD NOTE](#) [VIEW NOTE](#)

GENERAL INFORMATION

FIRST NAME	Carrie Anne
MIDDLE NAME	Jody
LAST NAME	Smith
ALT. LAST NAME	
SUFFIX	
GENDER	FEMALE
DATE OF BIRTH	02/01/2010
ETHNICITY	
RACE/ETHNICITY	Non-Hispanic, Asian, Native Hawaiian or Other Pacific Islander, White
RACE 2	
RACE 3	
RACE 4	
RACE 5	
ETHNIC SUB GROUP	
SSN	Not Present
SUNSID	20882-80049

ADDRESS INFORMATION

ADDRESS 1	
ADDRESS 2	
CITY	
STATE	
ZIP	
GEOCODE	

CUSTOMER DEFINED FIELDS

TWIN INDICATOR	Yes
ADDRESS	
CITY	
STATE	
ZIP	
EMAIL	
PHONE NUMBER	
CDF6	

Master Record – Bottom half includes the Additional Information, Batch Information, and Location/Enrollment Information.

ADDITIONAL INFORMATION

MOTHER'S MAIDEN NAME	
FULL NAME	
NICKNAME	
BIRTH LOCATION	
RESIDENCY STATUS	
RESIDENCY EXPIRATION DATE	
HIGHEST DEGREE	
SUBJECT MATTER AREA	
DEGREE PROVIDER	
CERTIFICATE NUMBER	
CERTIFICATE TYPE	
ITINERANT FLAG	

BATCH INFORMATION

LAST BATCH #	1007
LAST UPDATED	06/25/2020 13:57
UPDATE REFERENCE #	69813
INPUT TYPE	EDIT
CREATED BY	SC_district
EMAIL ADDRESS - CREATED BY	
CREATED	06/25/2020 13:57
STATUS	Person Updated and History Created - Direct Edit
COMMENTS	ID Updated - Direct Edit

LOCATION / ENROLLMENT INFORMATION

	LAST UPDATED	LEA	SCHOOL	PERSON TYPE	LOCAL ID	SOURCE SYSTEM	GRADE LEVEL	SCHOOL YEAR	LOCATION ACTIVE FLAG
☒	06/25/2020 13:57	0009	0101	Student	456	PS	Grade Level 4	2020	
☐	05/26/2020 11:36	0009	0301	Student	456	PS	Grade Level 4	2020	Active

In order to edit a person record, you must select a location from the enrollment information above if you are authorized to do so.

[BACK TO SEARCH RESULTS](#)
[ADD LOCATION](#)
[EDIT PERSON](#)

- ii. **History link** – View additional information from History records for that person record. User can click another hyperlink or click Back to Search Results to leave the page.

Carrie Anne Jody Smith

20882-80049

GENDER: FEMALE

DATE OF BIRTH: 02/01/2010

LOCAL ID: 456

SSN: Not Present

PERSON TYPES: Student

LAST UPDATED: 06/25/2020 13:57

ID CREATED: 03/03/2020 15:19

MASTER RECORD

HISTORY

ASSOCIATED RETIRED IDs

ENROLLMENT

ADD NOTE

VIEW NOTE

LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN
06/04/2020 13:52	Smith	Carrie Anne	Jody		10/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
06/04/2020 10:11	Smith	CarrieAnne	J		01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
05/28/2020 09:26	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
05/26/2020 11:36	Smith	Carrie			01/01/2010	FEMALE	0009	0301		Non-Hispanic, Asian, Native Hawaiian...	Not Present
04/15/2020 12:51	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
03/11/2020 11:58	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present
03/11/2020 11:34	Smith	Carrie			01/01/2010	FEMALE	0007	0000		Non-Hispanic, Asian, Native Hawaiian...	Not Present
03/03/2020 15:19	Smith	Carrie			01/01/2010	FEMALE	0009	0101		Non-Hispanic, Asian, Native Hawaiian...	Not Present

BACK TO SEARCH RESULTS

- iii. **Associated Retired IDs link** - Displays any person information that has been retired and associated to that person record. If there are no associated retired IDs, the page will display a message stating This Record does not contain any Associated Retired IDs. User can click another hyperlink or click Back to Search Results to leave the page.

Carrie Anne Jody Smith

GENDER: FEMALE

DATE OF BIRTH: 02/01/2010

LOCAL ID: 456

SSN: Not Present

PERSON TYPES: Student

LAST UPDATED: 06/25/2020 13:57

ID CREATED: 03/03/2020 15:19

[MASTER RECORD](#)

[HISTORY](#)

[ASSOCIATED RETIRED IDs](#)

[ENROLLMENT](#)

[ADD NOTE](#)

[VIEW NOTE](#)

RETIRED ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	SCHOOL	ETHNICITY	RACE(S)	SSN	REASON FOR RETIREMENT
This record does not contain any Associated Retired IDs.												

BACK TO SEARCH RESULTS

- iv. **Enrollments link** – Displays any associated enrollments. User can click another hyperlink or click Back to Search Results to leave the page.

Carrie Anne Jody Smith 20882-80049

GENDER: FEMALE DATE OF BIRTH: 02/01/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPES: Student LAST UPDATED: 06/25/2020 13:57 ID CREATED: 03/03/2020 15:19

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT ADD NOTE VIEW NOTE

FILTER

LEA PERSON TYPE SCHOOL YEAR SORT

All LEAs All 2021 Entry/Exit Date Desc FILTER RESULTS

LAST UPDATED	LEA	SCHOOL	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENTRY/EXIT DATE	ENTRY/EXIT TYPE	ENTRY/EXIT CODE	ENROLLMENT STATUS	LOCAL ID	SOURCE	ENTRY/EXIT VERIFIED FLAG	EMAIL
There are no enrollments available.													

In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.

BACK TO SEARCH RESULTS EDIT ENROLLMENT ADD ENROLLMENT

3. **Edit Person Information** – On the Person Search Individual Person Information page, a User can also edit a person record without uploading a Batch file. (See [Section H Step 2](#) for detailed instructions to get to the Individual Person Information page.)

- Perform a Person Search for the Person to be edited.
- Click on the hyperlinked first or last name to open the Person Search Individual Person Information page.
- Scroll to the bottom of the page to click the Edit Person button to open the record for editing.
- Review the Edit Person page which displays the person record and allows the user to correct and/or add to the existing information.
- Update as needed. Other than School Code and District Code, all fields can be updated or completed.

NOTE: If the SSN is masked it will also not be editable

- Click either the Update Person Record button to save changes or the Back to Search Results button to cancel changes.
- The system will validate the changes made to the person information.
 - If a value entered by the user is an invalid, the application will display the record with an error message and the invalid field(s) highlighted.
 - If the changes pass validation, a message will be displayed stating that the record was updated along with the batch number and information on extracting the data.

For every person edit, the application will generate a batch number for that change. Batches generated via this feature will always contain one record

and the status for that single record will always be “Person Updated and History Created - Direct Edit.” In addition, users can download the record they updated in the Download Batch module.

4. **Add a Person Note** - On the Person Search Individual Person Information page, a User can also edit a person record without uploading a Batch file. (See [Section H Step 2](#) for detailed instructions to get to the Individual Person Information page.)
 - a. Perform a Person Search for the Person to be edited.
 - b. Click on the hyperlinked first or last name to open the Person Search Individual Person Information page.

Person Search - Individual Person Information

Carrie Anne Jody Smith

GENDER: FEMALE DATE OF BIRTH: 02/01/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPE: Student LAST UPDATED: 06/25/2020 13:57 ID CREATED: 03/03/2020 15:19

20882-80049

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT

ADD NOTE VIEW NOTE

- c. Click on the Add Note link at the top of the Individual Person Information page to open the Add Person Note page.

Add Person Note

GENERAL NOTE (SUNSID: 20882-80049)

NOTE TEXT* (maximum length 255 characters)

(*) Required

BACK SAVE

- d. Type a note in the Note Text box – maximum length is 255 characters.

Add Person Note

Person Note has been added.

GENERAL NOTE (SUNSID: 20882-80049)

NOTE TEXT* (maximum length 255 characters)

Test Note

(*) Required

BACK

- e. Click Save to save the note. The application will display the note added with a message stating the Person Note has been added.

- f. Click the Back button to go back to the Individual Person Information page.
5. **View Person Notes** - On the Person Search Individual Person Information page, a User can also edit a person record without uploading a Batch file. (See [Section H Step 2](#) for detailed instructions to get to the Individual Person Information page.)
 - a. Perform a Person Search for the Person to be edited.
 - b. Click on the hyperlinked first or last name to open the Person Search Individual Person Information page.
 - c. Click on the View Note link at the top of the Individual Person Information page to open. This link will only be available if a Note(s) have been added.

- d. A pop-up window will open that allows a user to view Admin notes or User added General Notes.

I. Enrollment Events

1. **View Person Enrollments** - To view an enrollment from the **Search > By Person** component on an existing Master Person Record, a user should perform the following steps:
 - a. Click the **Search > By Person** link on the Main Menu.
 - b. Search for a person as described in [Section H Step 2](#) and click the hyperlinked Last Name or First Name to view the Individual Person Information.
 - c. Click on the Enrollment tab link.

Sarah Jane Smith 42416-96325

GENDER: FEMALE DATE OF BIRTH: 05/08/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPE: Student LAST UPDATED: 06/30/2020 09:04 ID CREATED: 06/30/2020 09:04

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs **ENROLLMENT** ADD NOTE

- d. The Enrollment tab will display all enrollment events that have ever been added/edited for a person record. If there are none, the message “There are no enrollments available” will be displayed in the results table.

Person Search - Individual Person Information ?

Sarah Jane Smith 42416-96325

GENDER: FEMALE DATE OF BIRTH: 05/08/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPE: Student LAST UPDATED: 06/30/2020 09:04 ID CREATED: 06/30/2020 09:04

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs **ENROLLMENT** ADD NOTE

FILTER

LEA: All LEAs PERSON TYPE: All SCHOOL YEAR: 2021 SORT: Entry/Exit Date Desc FILTER RESULTS

LAST UPDATED	LEA	SCHOOL	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENTRY/EXIT DATE	ENTRY/EXIT TYPE	ENTRY/EXIT CODE	ENROLLMENT STATUS	LOCAL ID	SOURCE	ENTRY/EXIT VERIFIED FLAG	EMAIL
There are no enrollments available.													

In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.

BACK TO SEARCH RESULTS EDIT ENROLLMENT ADD ENROLLMENT

2. **Adding Person Enrollments** - To add an enrollment from the **Search > By Person** component on an existing Master Person Record, a user should perform the following steps:

- a. Click the **Search > By Person** link on the Main Menu.
- b. Search for a person as described in [Section H Step 2](#) and click the hyperlinked Last Name or First Name to view the Individual Person Information.
- c. Click on the Enrollment tab link.

Sarah Jane Smith 42416-96325

GENDER: FEMALE DATE OF BIRTH: 05/08/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPE: Student LAST UPDATED: 06/30/2020 09:04 ID CREATED: 06/30/2020 09:04

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs **ENROLLMENT** ADD NOTE

- d. Click the Add Enrollment button at the bottom of the Enrollment list to open the Add Enrollment page.

BACK TO SEARCH RESULTS EDIT ENROLLMENT **ADD ENROLLMENT**

- e. Complete the required information (fields marked with an “*”) and click on the Add Enrollment button.

Add Enrollment Information
?

ENROLLMENT INFORMATION

SUNSID	42416-96325
FIRST NAME	Sarah
MIDDLE NAME	Jane
LAST NAME	Smith
GENDER	FEMALE
DATE OF BIRTH	05/08/2010
PERSON TYPE *	Student
GRADE LEVEL *	
SCHOOL *	
LEA *	0009
SCHOOL YEAR *	2021
ENTRYEXIT DATE *	
ENTRYEXIT TYPE *	
ENTRYEXIT CODE	
ENROLLMENT STATUS	
ENTRYEXIT VERIFIED FLAG	
LOCAL ID *	
SOURCE SYSTEM *	PS

(*) Required

BACK TO PERSON INFORMATION

ADD ENROLLMENT

- i. If validation errors exist, the page will display them at the top of the page and highlight the form field. Correct all validation errors and click Add Enrollment again.

Add Enrollment Information
?

The student information has not been updated. Validation errors.

Validation Errors : BUILDING required

- ii. If no validation errors exist, the page will refresh and show an Enrollment Created message.

Add Enrollment Information
?

Enrollment Event Created for Person ID 4241696325 Batch: 1009

- f. Click the Back to Person Information button to get back to the Enrollment page of the Master Person Record.

Person Search - Individual Person Information

Sarah Jane Smith 42416-96325

GENDER: FEMALE DATE OF BIRTH: 05/08/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPES: Student LAST UPDATED: 06/30/2020 12:26 ID CREATED: 06/30/2020 09:04

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT ADD NOTE

FILTER

LEA: All LEAs PERSON TYPE: All SCHOOL YEAR: 2021 SORT: Entry/Exit Date Desc FILTER RESULTS

LAST UPDATED	LEA	SCHOOL	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENTRY/EXIT DATE	ENTRY/EXIT TYPE	ENTRY/EXIT CODE	ENROLLMENT STATUS	LOCAL ID	SOURCE	ENTRY/EXIT VERIFIED FLAG	EMAIL
06/30/2020	0009	0102	Student	Grade Level 4	2021	08/27/2020	Entry	Transfer from a public school in the same local education agency	Currently enrolled	456	SIS	Unverified	

Displaying 1 - 1 of 1

In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.

BACK TO SEARCH RESULTS EDIT ENROLLMENT ADD ENROLLMENT

3. **Editing Person Enrollments** - To edit an enrollment from the **Search > By Person** component on an existing Master Person Record, a user should perform the following steps:
 - a. Click the **Search > By Person** link on the Main Menu.
 - b. Search for a person as described in [Section H Step 2](#) and click the hyperlinked Last Name or First Name to view the Individual Person Information.
 - c. Click on the Enrollment tab link.

Sarah Jane Smith 42416-96325

GENDER: FEMALE DATE OF BIRTH: 05/08/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPES: Student LAST UPDATED: 06/30/2020 09:04 ID CREATED: 06/30/2020 09:04

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs **ENROLLMENT** ADD NOTE

- d. Select the checkbox next to the Enrollment to be edited and click the Edit Enrollment button at the bottom of the Enrollment list to open the Add Enrollment page.

Person Search - Individual Person Information

Sarah Jane Smith 42416-96325

GENDER: FEMALE DATE OF BIRTH: 05/08/2010 LOCAL ID: 456 SSN: Not Present PERSON TYPES: Student LAST UPDATED: 06/30/2020 12:26 ID CREATED: 06/30/2020 09:04

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT ADD NOTE

FILTER

LEA: All LEAs PERSON TYPE: All SCHOOL YEAR: 2021 SORT: Entry/Exit Date Desc FILTER RESULTS

LAST UPDATED	LEA	SCHOOL	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENTRY/EXIT DATE	ENTRY/EXIT TYPE	ENTRY/EXIT CODE	ENROLLMENT STATUS	LOCAL ID	SOURCE	ENTRY/EXIT VERIFIED FLAG	EMAIL
06/30/2020	0009	0102	Student	Grade Level 4	2021	08/27/2020	Entry	Transfer from a public school in the same local education agency	Currently enrolled	456	SIS	Unverified	

Displaying 1 - 1 of 1

In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.

BACK TO SEARCH RESULTS **EDIT ENROLLMENT** ADD ENROLLMENT

- e. Make any changes and click the Edit Enrollment button.
 - i. If validation errors exist, the page will display them at the top of the page and highlight the form field. Correct all validation errors and click Add Enrollment again.

Add Enrollment Information	?
The student information has not been updated. Validation errors.	
Validation Errors : BUILDING required	

- ii. If no validation errors exist, the page will refresh and show an Enrollment Updated message.

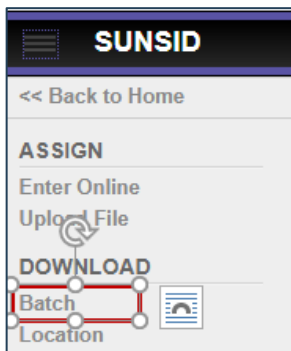
Edit Enrollment Information	?
Enrollment Event Found and Updated for Person ID 7736612757 Batch: 3682	

NOTE: Users can only edit Enrollment Events that belong to their own Location. In addition, only current school year Enrollments can be edited when the School Year validation is enabled.

- f. Users can delete an enrollment event by repeating Steps a-e above and selecting the “Delete” option from the dropdown menu for the Entry/Exit Verified Flag field when following Step e. Deleted events will remain in the student record but will appear with a strikethrough.
- g. Click the Back to Person Information button to get back to the Enrollment page of the Master Person Record.

J. Download > Batch

Download Batch works similarly to Extract & Download Batch under Download > Batch. Open up the Extract and Download page by clicking Download > Batch in the Main Menu



1. **Using Filters** - Use the filter function to find batches to extract and download. The filters available are:

- **Submission Type:** The options are All, File, Online, SLF, Edit, Web Service, or Automation.
- **Extract Type:** The options are IDs Assigned, Errors to Fix, Near Matches, Canceled, Rejected, or Fixed Records.
- **Sort:** Users can sort by Upload Date or Batch Number
- **Batch Upload Date:** From and To Dates are available

The screenshot shows the 'Extract and Download Batch' interface. At the top, there's a 'FILTER' section with dropdowns for 'LEA' (District 1 [0009]), 'SCHOOL', and 'CONTENT STATUS' (Active). Below this are 'SUBMISSION TYPE' (All), 'EXTRACT TYPE' (Errors to Fix), 'FROM' (12/28/2019), 'TO' (06/24/2020), and 'SORT' (Upload Date Desc). A 'FILTER RESULTS' button is on the right. A dropdown menu for 'EXTRACT TYPE' is open, showing options: IDs Assigned, Errors to Fix, Near Matches, Canceled, Rejected, Fixed Records, and Near Match Details. Below the filters is a table with columns: UPLOAD DATE, BATCH, SCHOOL, STATUS, RECORD COUNT, and NEXT ACTION. Two rows are visible, both with 'ID(s) Assigned' status and a record count of 2.

UPLOAD DATE	BATCH	SCHOOL	STATUS	RECORD COUNT	NEXT ACTION
06/19/2020 09:27	1006		ID(s) Assigned.	2	EXTRACT RECORDS ADD TO DOWNLOAD CART
06/19/2020 08:23	1005	0009 0000	ID(s) Assigned.	2	EXTRACT RECORDS ADD TO DOWNLOAD CART

After setting the filters, click the Filter Results button to apply the filter. The page will display the Upload Date, Batch Info link, LEA, School, Status, Record Count, and Extract Records and Add to Download Cart buttons in the Next Actions column

2. **Download Single Batch** - Users can download a file for a single batch by clicking Extract Records. When the Extract Records button is clicked, the application will display the file download page allowing the user to download the file by clicking the Download button.

The screenshot shows the 'Extract and Download Batch - Batch' interface. It displays a table with columns: UPLOAD DATE, BATCH INFO, STATUS, RECORD COUNT, and NEXT ACTION. One row is visible with 'File Extract Complete' status and a record count of 1. A 'DOWNLOAD' button is in the Next Action column. Below the table is an 'EXTRACT ANOTHER BATCH' button.

UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
07/08/2020 16:28	1012	File Extract Complete.	1	DOWNLOAD

EXTRACT ANOTHER BATCH

Once the file is downloaded, users can return to the home page using Back to Homepage on the Main Menu or click the Extract Another Batch button to go back to the Extract & Download results page.

3. **Download Multiple Batches** - Users can combine multiple files together by using the Download Cart feature. Each file must be added to the download cart separately by going back to Extract & Download after each file.

Download Cart - IDs Assigned Extract Type		
UPLOAD DATE	BATCH INFO	RECORD COUNT
☐ 06/30/2020 09:04	1008	1
☐ 07/08/2020 16:28	1012	1

- a. **Remove Selected** - To remove a file added to the Download Cart in error or if a file is selected that came from a different source system, click the checkbox next to the file and click the Remove Selected button. A popup asking if the user wants to remove the selected batches will open. Click OK and continue to Step 3b Download with Options or 3c Download Cart.

SUNSID

Are you sure you want to remove the checked batches from the download cart?

OK Cancel

SC_district, District 1

Download Cart - IDs Assigned Extract Type		
UPLOAD DATE	BATCH INFO	RECORD COUNT
☐ 06/19/2020 08:23	1005	2
☐ 06/19/2020 09:27	1006	2
☒ 07/08/2020 16:28	1012	1

- b. **Download with Options** - Files download in the default file format configured application-wide. To download in a different file format, use the Download with Options functionality.

Download Options - Multiple Batches	
DOWNLOAD OPTIONS	
Template:	eScholar Uniq-ID® v3.0
Delimiter:	TAB
Qualifier:	
Date Format:	mm/dd/yyyy
Include Header/Footer:	☒ Yes ☐ No
(*) Required	
BACK DOWNLOAD	

- Template – The default template is v3.0
- Delimiter – select a different delimiter. Default is TAB and the other option is Comma
- Qualifier – add a qualifier “ or ‘
- Date Format – Default is mm/dd/yyyy. Other options are

- mm/d/yyyy
- ISO Format (YYYY-MM-DD)
- m/d/yyyy
- m/dd/yyyy
- Include Header/Footer: Yes/No radio buttons. Default is No

Select the options needed and click Download.

- c. **Download Cart** – Click the Download Cart button and the system will combine the batches and extract the files. Click the Download button to complete the Download Batch process.

Extract and Download Batch - Batch 1012, 1008				
UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
06/30/2020 09:04	1012, 1008	File Extract Complete.	2	DOWNLOAD
				EXTRACT ANOTHER BATCH

Once the files are downloaded, users can return to the home page using Back to Homepage on the Main Menu or click the Extract Another Batch button to go back to the Extract & Download results page.

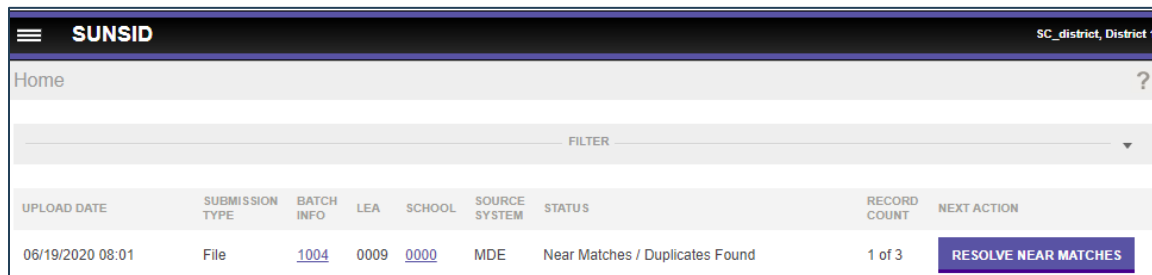
Appendix A – Definitions, Acronyms, and Abbreviations

ITEM	DEFINITION/MEANING
AFP	This is used throughout the document to reference Automatic File Processing.
Assign Selected	This button is available within the Near Match pages. The label on the button may vary by application. It may also be labeled Match.
CDF	This is used throughout the document to reference Customer Defined Fields.
Create New ID	This button is available within the Near Match pages. The label on the button may vary by application. It may also be labeled No Match.
eScholar UniqID®	eScholar UniqID® is the name of the application from eScholar.
History Record	When a master record is updated, the original data is moved to history and the new data becomes the master data. The application retains all history information for a person. Typically, data is updated when a record is submitted, unless the Authoritative Source feature is enabled.
ID Assignment Process	The SUNS process of assigning IDs to person records. This process includes the following steps: (1) submitting a batch (2) validating the data (3) fixing data errors (4) assigning IDs (5) resolving near matches/matches (6) downloading IDs.
Local ID	The identifier that is created by the source of the data. For example, if the data is generated by the SIS, the Local ID would be the internal identifier created by that SIS.
Master Data	This is the active record for the person and includes the ID and all the latest data.
Match Probability	The probability that two person records are the same person.
SIS	Student Information System.
SLF	Student Locator Framework using SIF
SUNS	The SUNS abbreviation is used throughout this document and stands for Student Unique Identification System.
SUNS Number	The internal person identifier generated by SUNS

ITEM	DEFINITION/MEANING
Upper and Lower Near Match Thresholds	Application-level properties that will help determine match decision classification. The value for each property must be between 88 and 93

Appendix B – Batch Info Window

Throughout the SUNS application, users can view detailed information about a particular submission by clicking on the Batch Number listed in the *Batch Info* column.



The screenshot shows the SUNSID application interface. At the top, there is a header with the SUNSID logo and a user identifier 'SC_district, District 1'. Below the header is a navigation bar with a 'Home' link and a search icon. A filter dropdown menu is visible. The main content area displays a table with columns: UPLOAD DATE, SUBMISSION TYPE, BATCH INFO, LEA, SCHOOL, SOURCE SYSTEM, STATUS, RECORD COUNT, and NEXT ACTION. The first row of data shows an upload date of 06/19/2020 08:01, submission type of File, batch info of 1004, LEA of 0009, school of 0000, source system of MDE, status of Near Matches / Duplicates Found, record count of 1 of 3, and a next action button labeled RESOLVE NEAR MATCHES.

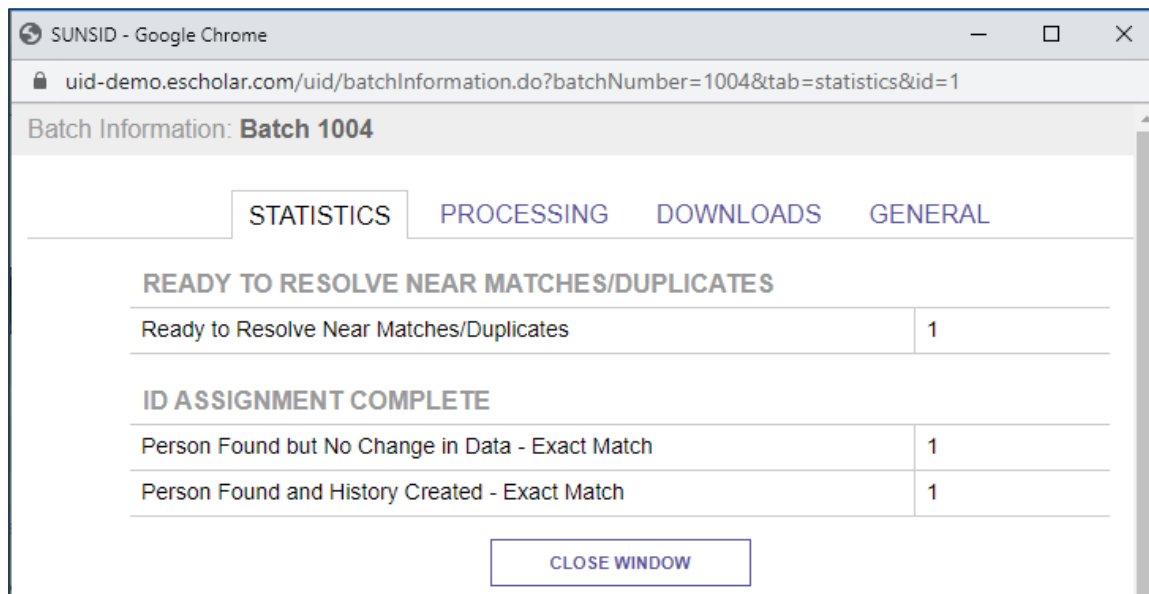
UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
06/19/2020 08:01	File	1004	0009	0000	MDE	Near Matches / Duplicates Found	1 of 3	RESOLVE NEAR MATCHES

A **Batch Information** popup opens that displays four tabs:

- Statistics
- Processing
- Download
- General

Statistics Tab

The Statistics tab displays where each record in a submission is within the ID Assignment Process or a Batch Search



The screenshot shows the Batch Information popup window for Batch 1004. The window has a title bar 'SUNSID - Google Chrome' and a URL 'uid-demo.escholar.com/uid/batchInformation.do?batchNumber=1004&tab=statistics&id=1'. The main content area is titled 'Batch Information: Batch 1004'. Below the title is a tabbed interface with four tabs: STATISTICS, PROCESSING, DOWNLOADS, and GENERAL. The STATISTICS tab is active. The content of the STATISTICS tab is divided into two sections: 'READY TO RESOLVE NEAR MATCHES/DUPPLICATES' and 'ID ASSIGNMENT COMPLETE'. The first section has a table with one row: 'Ready to Resolve Near Matches/Duplicates' with a value of 1. The second section has a table with two rows: 'Person Found but No Change in Data - Exact Match' with a value of 1, and 'Person Found and History Created - Exact Match' with a value of 1. At the bottom of the window is a 'CLOSE WINDOW' button.

READY TO RESOLVE NEAR MATCHES/DUPPLICATES	
Ready to Resolve Near Matches/Duplicates	1

ID ASSIGNMENT COMPLETE	
Person Found but No Change in Data - Exact Match	1
Person Found and History Created - Exact Match	1

Processing Tab

The Processing tab displays a timeline of each step in the ID Assignment Process or a Batch Search. Each step, except the Upload Completed step, will contain a Start date/time and a Completed date/time.

The screenshot shows a web browser window titled "SUNSID - Google Chrome" with the URL "uid-demo.escholar.com/uid/batchInformation.do?batchNumber=1004&tab=processing&id=2". The page header indicates "Batch Information: Batch 1004". Below the header are four tabs: "STATISTICS", "PROCESSING" (which is selected), "DOWNLOADS", and "GENERAL". The "PROCESSING" tab displays a table with two columns: "PROCESSING STAGE" and "DATE". The table contains five rows of data:

PROCESSING STAGE	DATE
Upload Completed	06/19/2020 08:01:52 AM
Validation Started	06/19/2020 08:01:52 AM
Validation Completed	06/19/2020 08:01:52 AM
Assignment Started	06/19/2020 08:09:22 AM
Assignment Completed	06/19/2020 08:09:23 AM

At the bottom of the page, there is a "CLOSE WINDOW" button.

Downloads Tab

The Downloads tab will display information about who downloaded the IDs for the submission and when the download occurred. Each time someone downloads IDs for a particular batch, a new entry will appear in the list:

The screenshot shows a web browser window titled "SUNSID - Google Chrome" with the URL "uid-demo.escholar.com/uid/batchInformation.do?batchNumber=1004&tab=download&id=3". The page header indicates "Batch Information: Batch 1004". Below the header are four tabs: "STATISTICS", "PROCESSING", "DOWNLOADS" (which is selected), and "GENERAL". The "DOWNLOADS" tab displays a table with two columns: "USER ID" and "DOWNLOAD DATE". Below the table, the text "No download information." is displayed. At the bottom of the page, there is a "CLOSE WINDOW" button.

General Tab

The General tab will display basic information about a submission

The screenshot shows a web browser window titled "SUNSID - Google Chrome". The address bar displays the URL: `uid-demo.escholar.com/uid/batchInformation.do?batchNumber=1004&tab=general&id=4`. The main content area is titled "Batch Information: **Batch 1004**". Below this title, there are four tabs: "STATISTICS", "PROCESSING", "DOWNLOADS", and "GENERAL". The "GENERAL" tab is currently selected. The content of the "GENERAL" tab is a table with the following data:

BATCH NUMBER	1004
SUBMISSION TYPE	File
BATCH STATUS	NEAR MATCHES PENDING
LEA	0009
SCHOOL	0000
EXTRACT DATE	06/12/2020
EXTRACT FILE	sid_sid_sid_sid_Upload_795_20200228_121149_ide_id_861_20200303_095911_ide_id_888_2
TRANSMISSION ID	N/A
CREATION USER ID	SC_district
CREATION DATE	06/19/2020
TOTAL RECORDS	3
RECORD DELIMITER	0x2C
HEADER DELIMITER	0x20
FILE VERSION	2.1
SOURCE SYSTEM	MDE
BATCH NUMBER - PARENT	

At the bottom center of the window, there is a button labeled "CLOSE WINDOW".

Appendix C – Batch Record Statuses

Below is a list of all possible statuses that an individual record can have. A record status indicates exactly where in the ID Assignment or Batch Search process a particular record is.

Included in the list are the **Status Title**, a **Description**, and what the **Grouping** for the particular record is. The actual **Status Titles** can be found in the application whenever a user clicks the Batch Info link in the **Batch Info** column.

Status Message (used in output file)
Canceled During Fix Errors Stage
New ID Assigned - No Matching Record Found
Ready to Resolve Near Matches/Duplicates
New ID Assigned During Match Resolution Stage
Person Found and History Created During Match Resolution Stage
Canceled During Match Resolution Stage
Person Found and History Created - Exact Match
Person Found but No Change in Data - Exact Match
Canceled During Data Validation Stage - ID Contained in Record Not Found in System
Canceled During Data Validation Stage
Canceled During Assign ID Stage
Person Found During Assign ID Stage but History Not Created
Person Found During Match Resolution Stage but History Not Created
Person Found and History Created During Assign ID Stage
Existing ID Assigned During Match Resolution Stage - No Exact Match
New ID Created During Match Resolution Stage - No Exact Match

Appendix D – Cancelled Records Error Messages

When a record cancellation occurs, the application will include the reason for cancellation in the Record Comments field in the output file. If a required field is not submitted, the application will return the field name and “is not present” in the Record Comments. If a field does not match the field specifications such as length, data type, or valid values, the application will return the field name and “is not valid()”. The invalid value is provided in the parenthesis.

Canceled Record Comments
Alternate ID is invalid at validation.
Date Of Birth is not present.
Date Of Birth is not valid.(XXXinvalid valueXXX)
District Code is not present.
District Code is not valid.(XXXinvalid valueXXX)
First Name is not present
First Name is not valid.(XXXinvalid valueXXX)
Gender is not present.
Gender is not valid.(XXXinvalid valueXXX)
Grade Level is not present.
Grade Level is not valid.(XXXinvalid valueXXX)
Last Name is not present.
Last Name is not valid.(XXXinvalid valueXXX)
Local Person ID is not present.
Local Person ID is not valid.(XXXinvalid valueXXX)
Middle Name is not valid.(XXXinvalid valueXXX)
Name Suffix is not valid.(XXXinvalid valueXXX)
Race/Ethnic Code is not present.
Race/Ethnic Code is not valid.(XXXinvalid valueXXX)
Residential District is not valid.(XXXinvalid valueXXX)
School Code is not present.
School Code is not valid for the specified district.(XXXinvalid valueXXX)
School Year is not present.

Canceled Record Comments
School Year is not valid.(XXXinvalid valueXXX)
SSN is not present.
SSN is not valid.(XXXinvalid valueXXX)
User is not authorized to submit person for the specified district.(XXXinvalid valueXXX)
Record Type is not present.
Record Type is not valid.(XXXinvalid valueXXX)
Data not valid in a customer defined field.
Alternate Last Name is not valid.(XXXinvalid valueXXX)
Alternate Last Name is not present.
Data not present in a required customer defined field.
Alternate source is not present.
Alternate ID is not present.

Where (XXXinvalid valueXXX) appears in a comment, XXXinvalid valueXXX = the actual invalid value. For example, School Year is not valid (2A09)

* The exception to this rule is if the field includes the word “Current”. The message will not include “Current” in the message.

Appendix E – Batch File Format v3.0

Batch Search uses the same file format/structure as the File Format for ID assignment processing but offers less restrictive options on required fields. Since the data submitted in the Batch Search file is used to identify matches, it is important to include as much detail as possible. Although date of birth and gender are not required, the data should be submitted when available to produce the most reliable results. Batch File Format v3.0 can also be used for search.

See [Create a Batch File](#) for how to create a batch file for Batch Search or ID Assignment.

A. Header Record

The Header record should always be the first record. Each of the fields **should be delimited** in the Header by the field name reference below and it should be delimited by a single tab or space character.

The Header record contains the following fields:

Field Name	Delimiter	Required	Data Type	Notes/Format Details
Record Type	record type = TH	Yes	VarChar (2)	Always 'TH'.
Extract Date	mm/dd/yyyy	Yes	VarChar (10)	Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd
Extract Time	hh:mm:ss	Yes	VarChar (8)	Must have a 'hh:mm:ss' format.
Transmission ID	User input	Yes	VarChar (10)	This number can be utilized by the submitter for auditing as an identifier for the submission.
Version	3.0	Yes	VarChar (10)	Always '3.0' for this template.
Delimiter	delimiter=0X2C	Yes	VarChar (4)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case,

Field Name	Delimiter	Required	Data Type	Notes/Format Details
				it would be 'delimiter=0X09'.
Source Name	source=	Yes		This should be a valid source system name. Batches will fail if the source name is not defined as in the Source System table. System administrators manage the Source System table. FSPS = First Steps Private School FSCP = First Steps County Partner
Text Qualifier	qualifier=	No		Should be the text or the hex representation of the text qualifier that is used in the detail records. (Single or Double Quote only)
Batch Indicator	batch_indicator=	Yes/No Required if multi-district or -school codes are used		The system accepts S or D for batch level indicator. S indicates a School Level file and D indicates a District Level File. In order to resolve pending near matches at the school level, batches must be submitted at the S level. Batch Indicator must=M if multiple district or school codes are used. A value is required if Automatic File Processing is enabled, otherwise it is not required.

B. Trailer Record Layout

The Trailer record should always be the last record in the file. The Trailer record **should be delimited** by a single tab or space character and there should be no extra spaces or data after the last column in the Trailer Record.

The Trailer record contains the following fields:

Field Name	Required	Data Type	Notes/Format Details
Record Type	Yes	VarChar (2)	Always 'TT'.
Transmission ID	Yes	VarChar (10)	An arbitrary number. Should match the Transmission ID in the header record.

Field Name	Required	Data Type	Notes/Format Details
Number of Records	Yes	VarChar (10)	Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.

C. Detail Record Layout

The detail records should appear between the Header and Trailer record. Each of the fields should be delimited even if data is not available for certain fields.

All State-defined fields and codes are defined during system set-up and configuration. These records should represent individual person data and should contain the following fields:

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Record Type	Yes	VarChar(2)	n/a	Always 'ID'.
Building (School)	Yes	VarChar(20)	No	Building Code where the person is currently enrolled/active.
Resident Location (Resident District)	Yes/No	VarChar(20)	No	Location Code where the person is currently a resident.
Last Name	Yes	VarChar(60)	Yes	Legal last name of the person. <i>Matching Field</i>
First Name	Yes	VarChar(60)	Yes	Legal first name of the person. <i>Matching Field</i>
Middle Name	Yes/No	VarChar(60)	Yes	Legal middle name of the person. <i>Matching Field</i>
Name Suffix	No	VarChar(10)	No	An appendage, if any, used to denote a person's generation in his family. State-defined Suffix Code.
Gender	Yes	VarChar(6)	Yes	State-defined Gender Code. <i>Matching Field</i>
Date of Birth	Yes	VarChar(10)	Yes	Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd <i>Matching Field</i>

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Grade	Yes	VarChar(2)	No	State-defined Grade Level Code.
Local Person ID	Yes	VarChar(20)	No	ID used in the local Student Information System to uniquely identify the person in the submitting system. The primary purpose of this field is to provide a mechanism to import person data from the eScholar Uniq-ID [®] system back into the local source systems. In addition, this field is used in a limited capacity to match person records within the eScholar Uniq-ID [®] for Students system. This field can be set to optional for Online Entry only.
Social Security Number	Yes/No	VarChar(11)	Yes	SSN is not required for matching, but will be used if it is supplied. <i>Matching Field if available</i>
Race	Yes/No	VarChar(10)	No	State-defined Race Code.
SUNS #	No	VarChar(25)	No	This is the unique identifier assigned to the person. Value should be null if the person has not yet been assigned a SUNS # via the SUNS system. Once a UID has been assigned, all subsequent submissions for that person should include this value.
Location (District)	Yes	VarChar(20)	No	Location Code where the person is currently enrolled/active.
Enrollment Year (School Year)	Yes	VarChar(10)	No	Must be in the 'YYYY' format.
Alternate Last Name	No	VarChar(60)	Yes/No	This field should be used for the birth surname, alternate last name, or former last name of the person. Blank submissions are ignored if an Alternate Last Name was previously submitted. To clear an Alternate Last Name, the word NULL in all capital letters must be supplied during submission for this field. <i>Matching Field if available</i>
Alternate ID	No	VarChar(50)	No	This is an ID used in the system defined in the Alternate Source field. If Alternate Source is provided, this field is required.

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Alternate Source	No	VarChar(60)	No	This is the source name for the Alternate ID field. This can be used to track additional local identifiers or other state identifiers. If Alternate ID is required, this field is required.
Customer Defined Field 1	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Field 2	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Field 3	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Field 4	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Field 5	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Customer Defined Field 6	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Field 7	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Field 8	Yes/No	VarChar(25)	No	This field can be defined by a system administrator for system-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. This field should not be used for Social Security Numbers.
Customer Defined Date Field 1	Yes/No	date	No	This field can be defined by a system administrator for solution-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd <i>This field is new in File Format 3.0</i>
Customer Defined Number Field 1	Yes/No	Numeric(25)	No	This field can be defined by a system administrator for solution-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. <i>This field is new in File Format 3.0</i>

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Customer Defined Code Field 1	Yes/No	Varchar(25)	No	This field can be defined by a system administrator for solution-wide use. To clear this Customer Defined Field, the word NULL in all capital letters must be supplied during submission for this field. State-defined Customer Defined Field Code 1. <i>This field is new in File Format 3.0</i>
Ethnicity Indicator	Yes/No	VarChar(4)	No	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. State-defined Hispanic Ethnicity Indicator Code. <i>This field moved placement in File Format 3.0</i>
Race 2 Code	Yes/No	VarChar(10)	No	State-defined Race Code. <i>This field moved placement in File Format 3.0</i>
Race 3 Code	Yes/No	VarChar(10)	No	State-defined Race Code. <i>This field moved placement in File Format 3.0</i>
Race 4 Code	Yes/No	VarChar(10)	No	State-defined Race Code. <i>This field moved placement in File Format 3.0</i>
Race 5 Code	Yes/No	VarChar(10)	No	State-defined Race Code. <i>This field moved placement in File Format 3.0</i>
Ethnic Sub Group	Yes/No	VarChar(10)	No	The person's racial or ethnic subgroup. For example, if the staff member is American Indian/Alaska Native, this field could represent the specific tribe to which he/she belongs. State-defined Ethnic Sub Group Code. <i>This field is new in File Format 3.0</i>
Mother's Maiden Name	Yes/No	Varchar(60)	No	<i>This field is new in File Format 3.0</i>
Full Person Name	Yes/No	Varchar(100)	No	This field should be the person's full name, using the form "Last Name First Name" (e.g., Doe Jane). The middle name can also be included. <i>This field is new in File Format 3.0</i>

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Nickname	Yes/No	VarChar(60)	No	<i>This field is new in File Format 3.0</i>
Birth Location	Yes/No	VarChar(50)	No	The birth place name for the person. <i>This field is new in File Format 3.0</i>
Street Address 1	Yes/No	VarChar(50)	No	<i>This field is new in File Format 3.0</i>
Street Address 2	Yes/No	VarChar(30)	No	<i>This field is new in File Format 3.0</i>
City	Yes/No	VarChar(30)	No	<i>This field is new in File Format 3.0</i>
State	Yes/No	VarChar(2)	No	Can be in one of the following codes: 2 Letter Abbreviation code for all U.S. States Example: NY – New York <i>This field is new in File Format 3.0</i>
Zip Code	Yes/No	VarChar(17)	No	<i>This field is new in File Format 3.0</i>
Geocode	Yes/No	VarChar(22)	No	Geocode is the Address information transformed into a location on the earth's surface. <i>This field is new in File Format 3.0</i>
Residency Status	Yes/No	VarChar(20)	No	Residency Status is the lawful permanent residency of a person within the U.S.A. and/or within the state. State-defined Residency Status Code. <i>This field is new in File Format 3.0</i>
Residency Expiration Date	Yes/No	datetime	No	Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd <i>This field is new in File Format 3.0</i>
Highest Degree Earned	Yes/No	VarChar(20)		This field provides information on the highest type of degree or certificate the person has earned. If the person member has multiple degrees/certificates, the highest level should be used. State-defined Highest Degree Earned Code. Unless otherwise specified, use CEDS. 73080 – Birth to Three 01043 – No school completed 00788 – Preschool

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
				00805 – Kindergarten 00790 – First grade 00791 – Second grade 00792 – Third grade 00793 – Fourth grade 00794 – Fifth grade 00795 – Sixth grade 00796 – Seventh grade 00798 – Eighth grade 00799 – Ninth grade 00800 – Tenth grade 00801 – Eleventh Grade 01809 – 12 th grade, no diploma 01044 – High school diploma 02408 – High school completers (e.g., certificate of attendance) 02409 – High school equivalency (e.g., GED) 00819 – Career and Technical Education certificate 01049 – Some college but no degree 01047 – Formal award, certificate or diploma (less than one year) 01048 – Formal award, certificate or diploma (more than or equal to one year) 01050 – Associate’s degree (two years or more) 73063 – Adult education certification, endorsement, or degree 01051 – Bachelor’s (Baccalaureate) degree 01054 – Master’s degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.) 01055 – Specialist’s degree (e.g., Ed.S.) 73081 – Post-master’s certificate 01052 – Graduate certificate 01057 – Doctoral (Doctor’s) degree 01053 – First-professional degree 01056 – Post-professional degree 73082 – Doctor’s degree-research/scholarship 73083 – Doctor’s degree-professional practice 73084 – Doctor’s degree-other 73085 – Doctor’s degree-research/scholarship 09999 – Other This field is new in File Format 3.0

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Subject Matter Area	Yes/No	VarChar(20)	No	This field provides the descriptive name of an academic or vocational discipline studied by an individual in an educational program or staff development activity. State-defined Subject Matter Area Code. Unless otherwise specified, use CEDS. 00551 - Home economics 00558 - Multi/Interdisciplinary studies 01146 - Agricultural business and production 01147 - Agricultural sciences 01148 - Conservation and renewable natural resources 01149 - Architecture and related programs 01150 - Area, ethnic and cultural studies 01151 - Marketing operations/marketing and distributing 01152 - Communications 01153 - Communications technologies 01154 - Computer and information sciences 01155 - Personal and miscellaneous services 01156 - Education 01157 - Engineering 01158 - Engineering-related technologies 01159 - Vocational home economics 01160 - Technology education/industrial arts 01161 - Law and legal studies 01162 - English language and literature/letters 01163 - Liberal arts and sciences, general studies and humanities 01164 - Library science 01165 - Biological sciences/life sciences 01166 - Mathematics 01167 - Reserve Officers' Training Corp (ROTC) 01168 - Military technologies 01170 - Basic skills 01171 - Citizenship activities 01172 - Health-related knowledge and skills 01173 - Interpersonal and social skills 01174 - Leisure and recreational activities 01175 - Personal awareness and self-improvement 01176 - Parks, recreation, leisure and fitness studies 01177 - Philosophy and religion 01178 - Theological studies and religious vocations

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
				01179 - Physical sciences 01180 - Science technologies 01181 - Psychology 01182 - Protective services 01183 - Public administration and services 01184 - Social sciences and history 01185 - Construction trades 01186 - Mechanics and repairers 01187 - Precision production trades 01188 - Transportation and materials moving workers 01189 - Visual and performing arts 01190 - Health professions and related sciences 01191 - Business management and administrative services 02371 - Foreign language and literature 09999 – Other This field is new in File Format 3.0
Degree Provider	Yes/No	VarChar(125)	No	The full legally accepted name of the institution. This field is new in File Format 3.0
Certificate Number	Yes/No	VarChar(25)	No	The number issued by the credentialing or licensing agency. This field is new in File Format 3.0
Certificate Type	Yes/No	VarChar(20)	No	An indication of the category of credential a person holds. State-defined Certificate Type Code. Unless otherwise specified, use CEDS. 01 – Certification 02 – Endorsement 03 – Licensure 04 – Other 05 – Registration If Certificate Number is provided, this field is required. This field is new in File Format 3.0

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Itinerant Flag	Yes/No	VarChar(2)	No	An indication of whether a teacher provides instruction in more than one location. 01 – Yes 02 – No 03 – Unknown Input values that are null will default to “Unknown.” This field is new in File Format 3.0
Submission Purpose	Yes	VarChar(3)	No	Reserved for future use. For now this field should always include code 001 on all submissions. 001 – Assignment This field is new in File Format 3.0
Person Type	Yes	VarChar(2)	No	The current person type of the individual. State-defined Person Type Code. 01 –Early Childhood 02 –Student 03 –Staff 04 –Workforce This field is new in File Format 3.0
Active/Inactive Indicator	Yes	VarChar(1)	No	This field should provide the person current status (e.g., Active/Inactive) in the Location/Building. 0 – Inactive 1 – Active This field is new in File Format 3.0
Enrollment Status	Yes/No	VarChar(100)	No	An indication as to whether a person’s name was, is, or will be officially registered on the roll of a location(s). State-defined Enrollment Status Code. Unless otherwise specified, use CEDS. 01812 – Concurrently enrolled 01811 – Currently enrolled 01810 – Previously enrolled 01813 – Transferring (will enroll) This field is new in File Format 3.0

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Entry/Exit Date	Yes/No	date	No	The month, day, and year on which a person enters/exits and begins/stops to receive instructional services in a location, institution, program, or section during a given session Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd This field is required if either Entry/Exit Type, Entry_Exit_Code or Entry_Exit_Active_Flag, are provided. This field is new in File Format 3.0
Entry/Exit Type	Yes/No	Varchar(2)	No	Can be in one of the following codes: 01 – Entry 02 – Exit This field is required if either Entry/Exit Date or Entry_Exit_Active_Flag, are provided This field is new in File Format 3.0
Entry/Exit Code	Yes/No	VarChar(100)	No	The process by which a person enters/exits a location during a given session. State-defined Entry/Exit Code. Unless otherwise specified, use CEDS. 01821 – Transfer from a public school in the same local education agency 01822 – Transfer from a public school in a different local education agency in the same state 01823 – Transfer from a public school in a different state 01824 – Transfer from a private, non-religiously- affiliated school in the same local education agency 01825 – Transfer from a private, non-religiously- affiliated school in a different local education agency in the same state 01826 – Transfer from a private, non-religiously- affiliated school in a different state 01827 – Transfer from a private, religiously-affiliated school in the same local education

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
				agency 01828 – Transfer from a private, religiously-affiliated school in a different local education agency in the same state 01829 – Transfer from a private, religiously-affiliated school in a different state 01830 – Transfer from a school outside of the country 01831 – Transfer from an institution 01832 – Transfer from a charter school 01833 – Transfer from home schooling 01835 – Re-entry from the same school with no interruption of schooling 01836 – Re-entry after a voluntary withdrawal 01837 – Re-entry after an involuntary withdrawal 01838 – Original entry into a United States school 01839 – Original entry into a United States school from a foreign country with no interruption in schooling 01840 – Original entry into a United States school from a foreign country with an interruption in schooling 09999 – Other This field is new in File Format 3.0
Entry/Exit Verified Flag	Yes/No	Varchar(1)	No	Provides the status of the enrollment event. Can be in one of the following codes: 1 – Verified 2 – Unverified 3 – Calendar 4 – Delete Entry/Exit Date, Entry/Exit Type, are required if this field is provided. This field is new in File Format 3.0

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Hire Date	Yes/No	datetime	No	The year, month and day on which a person was hired for a position, or consecutive positions within the same organization and job classification. Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd This field is new in File Format 3.0
Annual Salary	Yes/No	Numeric (10.2)	No	The contractual salary of a person. This field is new in File Format 3.0
Job Classification	Yes/No	Varchar(25)	No	A general job classification that describes staff that performs duties requiring a high degree of knowledge and skills generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an education therapy field. State-defined Job Classification Code. Unless otherwise specified, use CEDS. 04723 - Athletic coach 04724 - Behavioral management specialist 04725 - Counselor 04726 - Curriculum specialist 04727 - Education diagnostician 04728 - Librarian/media consultant 04729 - Remedial specialist 04730 - Student activity advisor/non-athletic coach 04731 - Student teacher 04732 - Teacher 04733 - Teacher trainer 04734 - Teaching intern 04735 - Resource teacher 09999 - Other This field is new in File Format 3.0

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Job Assignment Primary	Yes/No	Varchar(100)	No	The titles of employment, official status, or rank of education staff. A job assignment code that describes the specific primary assignment for the person. State-defined Job Assignment Code. Unless otherwise specified, use CEDS (modified). 001 – Administrative Support Staff 002 – Administrators 003 – All Other Support Staff 004 – Behavioral Specialists 005 – Early Learning Assistant Teachers 006 – Early Learning Teachers 007 – Elementary Teachers 008 – Family Service Workers 009 – Health Specialists 010– Home Visitors 011– Instructional Coordinators 012 – Kindergarten Teachers 013 – Librarians/Media Specialists 014 – Library/Media Support Staff 015 – Mental Health Specialists 016– Nutrition Specialists 017– Paraprofessionals 018– Part C Early Interventionists 019 – Part C Service Coordinators 020 – School Counselors 021 – Secondary Teachers 022 – Social Workers 023 – Special Education Teachers 024 – Special Needs Specialists 025 – Student Support Services Staff 026 – Ungraded Teachers This field is new in File Format 3.0
Job Assignment Secondary	Yes/No	VarChar(100)	No	The titles of employment, official status, or rank of education staff. A job assignment code that describes the specific secondary assignment for the person. State-defined Job Assignment Code. Unless otherwise specified, use CEDS (modified). 001 – Administrative Support Staff 002 – Administrators 003 – All Other Support Staff 004 – Behavioral Specialists 005 – Early Learning Assistant Teachers 006 – Early Learning Teachers

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
				007 – Elementary Teachers 008 – Family Service Workers 009 – Health Specialists 010– Home Visitors 011– Instructional Coordinators 012 – Kindergarten Teachers 013 – Librarians/Media Specialists 014 – Library/Media Support Staff 015 – Mental Health Specialists 016 – Nutrition Specialists 017– Paraprofessionals 018– Part C Early Interventionists 019 – Part C Service Coordinators 020 – School Counselors 021 – Secondary Teachers 022 – Social Workers 023 – Special Education Teachers 024 – Special Needs Specialists 025 – Student Support Services Staff 026 – Ungraded Teachers If Job Assignment Secondary is provided, then Job Assignment Primary is required. This field is new in File Format 3.0
Job Assignment Tertiary	Yes/No	VarChar(100)	No	The titles of employment, official status, or rank of education staff. A job assignment code that describes the specific tertiary assignment for the person. State-defined Job Assignment Code. Unless otherwise specified, use CEDS (modified). 001 – Administrative Support Staff 002 – Administrators 003 – All Other Support Staff 004 – Behavioral Specialists 005 – Early Learning Assistant Teachers 006 – Early Learning Teachers 007 – Elementary Teachers 008 – Family Service Workers 009 – Health Specialists 010– Home Visitors 011– Instructional Coordinators 012 – Kindergarten Teachers 013 – Librarians/Media Specialists 014 – Library/Media Support Staff 015 – Mental Health Specialists 016 – Nutrition Specialists 017– Paraprofessionals

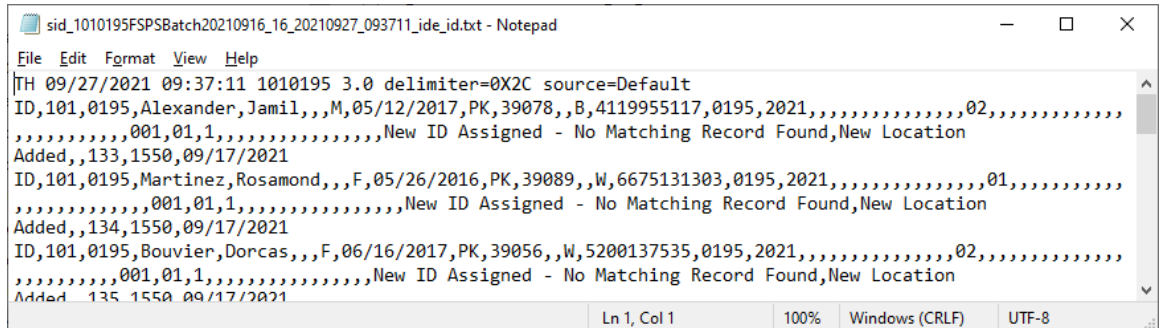
Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
				018– Part C Early Interventionists 019 – Part C Service Coordinators 020 – School Counselors 021 – Secondary Teachers 022 – Social Workers 023 – Special Education Teachers 024 – Special Needs Specialists 025 – Student Support Services Staff 026 – Ungraded Teachers If Job Assignment Secondary is provided, then Job Assignment Primary is required. This field is new in File Format 3.0
Location Comment	Yes/No	VarChar(100)	No	This field is used to capture comments on input for a single location
Active Location Count	No	Numeric(4,0)	No	This field is the internal number of current active locations for the ID Record Type and is provided as a number count in the output file. This field should be blank on input. Any values on input will be ignored. This field is new in File Format 3.0
Source Refresh Date	No	datetime	No	This field is used to capture the Student Information Source Refresh Date Can be in one of the following formats: • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd This field is new in File Format 3.0
Match Score	No	VarChar(3)	No	This field is used to provide the Match Score in the Assignment Near Match extract only. This field should be blank on input. Any values on input will be ignored. This field is new in File Format 3.0
ID Record Status	No	VarChar(255)	No	This field is the internal transaction status result for the record and is provided in the output file. This field should be blank on input. Any values on input will be ignored. This field moved placement in File Format 3.0

Field Name	Required	System - Data type	Used for Matching	Notes/Format Details
Location Status	No	VarChar(255)	No	This field is the internal transaction status result for the Location record and is provided in the output file. This field should be blank on input. Any values on input will be ignored. This field is new in File Format 3.0
Event Status	No	VarChar(255)	No	This field is the internal transaction status result for the Enrollment Event record and is provided in the output file. This field should be blank on input. Any values on input will be ignored. This field is new in File Format 3.0
Record Reference Number	No	VarChar(12)	No	This field is the internal transaction identifier for the record as part of the output file. This field should be blank on input. Any values on input will be ignored. This field moved placement in File Format 3.0
Last Updated User ID	No	VarChar(50)	No	This field is provided in the output file. This field should be blank on input. Any values on input will be ignored. This field moved placement in File Format 3.0
Record Update Date	No	VarChar(10)	No	This field is the last update for the record and is provided in the output file. This field should be blank on input. Any values on input will be ignored. This field moved placement in File Format 3.0

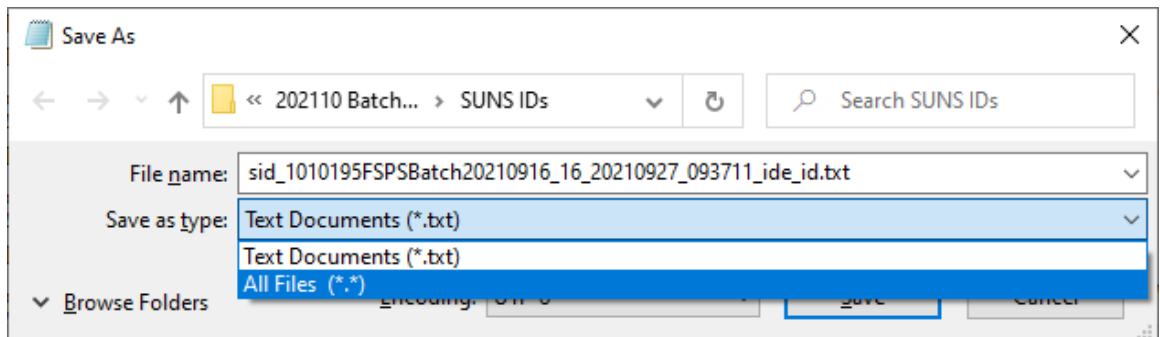
Appendix F – Reversing the Batch Creation Process

The SUNS ID file downloads as a .txt file which is not the most readable format for this type of data. Reversing the Batch Creation process, a user can turn it back into an Excel workbook with headers.

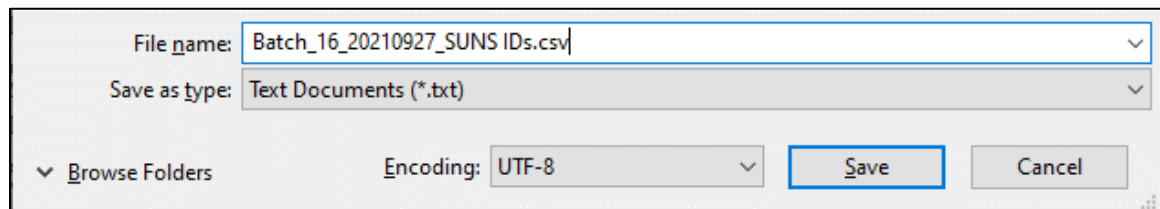
1. To turn it back into a CSV file –
 - a. Open the .txt results file from the SUNS application



- b. Click File > Save As
 - c. Change to All files

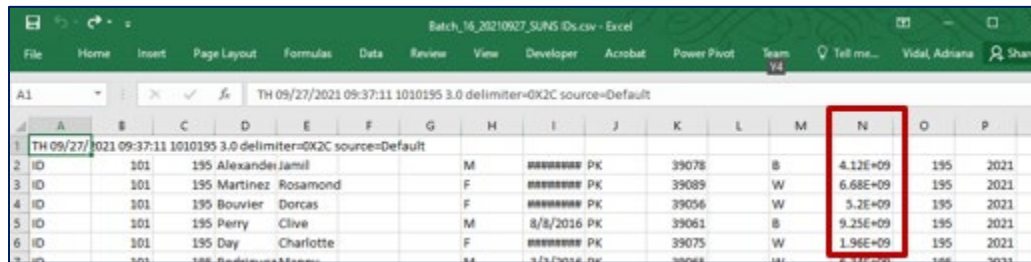


- d. Add .csv to the end of the file name. This would be a good time to rename the file.



- e. Click Save
2. Once the file has been turned into a CSV file, a user can do one of two things to make the file more readable.

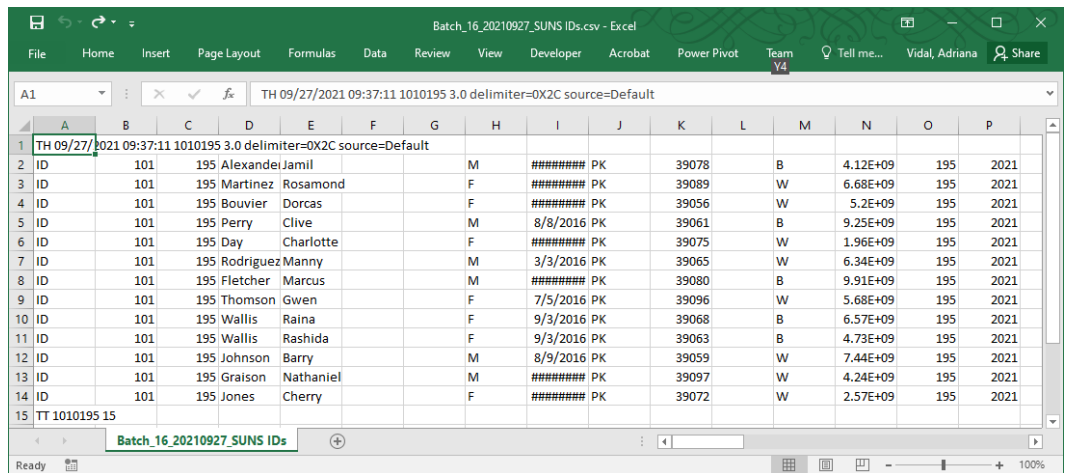
- a. Copy the SUNS number column from the CSV file and drop it in the original Excel file that was created if it was saved. Formatting will be off if the column is not wide enough.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	TH 09/27/2021	09:37:11	1010195	3.0	delimiter=0X2C	source=Default										
2	ID	101	195	Alexander	Jamil			M	*****	PK	39078		B	4.12E+09	195	2021
3	ID	101	195	Martinez	Rosamond			F	*****	PK	39089		W	6.68E+09	195	2021
4	ID	101	195	Bouvier	Dorcas			F	*****	PK	39056		W	5.2E+09	195	2021
5	ID	101	195	Perry	Clive			M	8/8/2016	PK	39061		B	9.25E+09	195	2021
6	ID	101	195	Day	Charlotte			F	*****	PK	39075		W	1.96E+09	195	2021

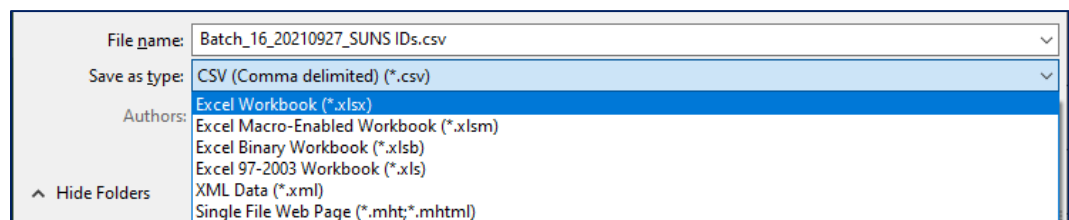
or

- b. Turn the .CSV file back into a .XLSX file
 - i. Open the .csv file that was just created



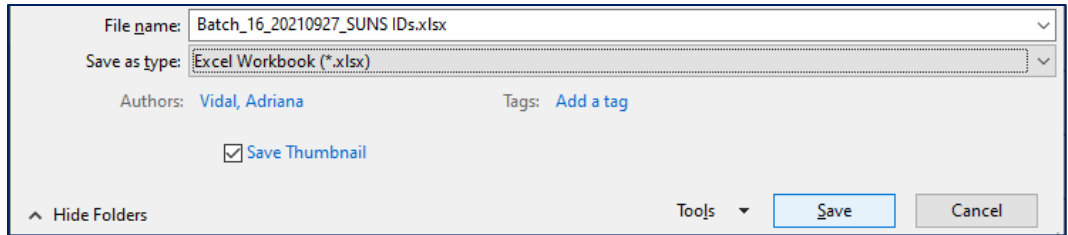
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	TH 09/27/2021	09:37:11	1010195	3.0	delimiter=0X2C	source=Default										
2	ID	101	195	Alexander	Jamil			M	*****	PK	39078		B	4.12E+09	195	2021
3	ID	101	195	Martinez	Rosamond			F	*****	PK	39089		W	6.68E+09	195	2021
4	ID	101	195	Bouvier	Dorcas			F	*****	PK	39056		W	5.2E+09	195	2021
5	ID	101	195	Perry	Clive			M	8/8/2016	PK	39061		B	9.25E+09	195	2021
6	ID	101	195	Day	Charlotte			F	*****	PK	39075		W	1.96E+09	195	2021
7	ID	101	195	Rodriguez	Manny			M	3/3/2016	PK	39065		W	6.34E+09	195	2021
8	ID	101	195	Fletcher	Marcus			M	*****	PK	39080		B	9.91E+09	195	2021
9	ID	101	195	Thomson	Gwen			F	7/5/2016	PK	39096		W	5.68E+09	195	2021
10	ID	101	195	Wallis	Raina			F	9/3/2016	PK	39068		B	6.57E+09	195	2021
11	ID	101	195	Wallis	Rashida			F	9/3/2016	PK	39063		B	4.73E+09	195	2021
12	ID	101	195	Johnson	Barry			M	8/9/2016	PK	39059		W	7.44E+09	195	2021
13	ID	101	195	Graison	Nathaniel			M	*****	PK	39097		W	4.24E+09	195	2021
14	ID	101	195	Jones	Cherry			F	*****	PK	39072		W	2.57E+09	195	2021
15	TT	1010195	15													

- ii. Click File > Save As and pick a folder for the file.
- iii. Change to Save as Type to Excel Workbook (*.xlsx); .xlsx is automatically added to the end of the file name.



File name:	Batch_16_20210927_SUNS IDs.csv
Save as type:	Excel Workbook (*.xlsx)
Authors:	

- iv. Click Save.



- v. Open the .xlsx file and delete the Header and Trailer rows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	TH 09/27/2021 09:37:11	1010195	3.0	delimiter=0X2C	source=Default											
2	ID	101	195	Alexander	Jamil			M	5/12/2017	PK	39078		B	4.12E+09	195	2021
3	ID	101	195	Martinez	Rosamond			F	5/26/2016	PK	39089		W	6.68E+09	195	2021
4	ID	101	195	Bouvier	Dorcas			F	6/16/2017	PK	39056		W	5.2E+09	195	2021
5	ID	101	195	Perry	Clive			M	8/8/2016	PK	39061		B	9.25E+09	195	2021
6	ID	101	195	Day	Charlotte			F	12/12/2019	PK	39075		W	1.96E+09	195	2021
7	ID	101	195	Rodriguez	Manny			M	3/3/2016	PK	39065		W	6.34E+09	195	2021
8	ID	101	195	Fletcher	Marcus			M	2/18/2016	PK	39080		B	9.91E+09	195	2021
9	ID	101	195	Thomson	Gwen			F	7/5/2016	PK	39096		W	5.68E+09	195	2021
10	ID	101	195	Wallis	Raina			F	9/3/2016	PK	39068		B	6.57E+09	195	2021
11	ID	101	195	Wallis	Rashida			F	9/3/2016	PK	39063		B	4.73E+09	195	2021
12	ID	101	195	Johnson	Barry			M	8/9/2016	PK	39059		W	7.44E+09	195	2021
13	ID	101	195	Graison	Nathaniel			M	6/17/2016	PK	39097		W	4.24E+09	195	2021
14	ID	101	195	Jones	Cherry			F	11/15/2016	PK	39072		W	2.57E+09	195	2021
15	TT	1010195	15													

1	ID	101	195	Alexander	Jamil			M	5/12/2017	PK	39078		B	4.12E+09	195	2021
2	ID	101	195	Martinez	Rosamond			F	5/26/2016	PK	39089		W	6.68E+09	195	2021
3	ID	101	195	Bouvier	Dorcas			F	6/16/2017	PK	39056		W	5.2E+09	195	2021
4	ID	101	195	Perry	Clive			M	8/8/2016	PK	39061		B	9.25E+09	195	2021
5	ID	101	195	Day	Charlotte			F	12/12/2019	PK	39075		W	1.96E+09	195	2021
6	ID	101	195	Rodriguez	Manny			M	3/3/2016	PK	39065		W	6.34E+09	195	2021
7	ID	101	195	Fletcher	Marcus			M	2/18/2016	PK	39080		B	9.91E+09	195	2021
8	ID	101	195	Thomson	Gwen			F	7/5/2016	PK	39096		W	5.68E+09	195	2021
9	ID	101	195	Wallis	Raina			F	9/3/2016	PK	39068		B	6.57E+09	195	2021
10	ID	101	195	Wallis	Rashida			F	9/3/2016	PK	39063		B	4.73E+09	195	2021
11	ID	101	195	Johnson	Barry			M	8/9/2016	PK	39059		W	7.44E+09	195	2021
12	ID	101	195	Graison	Nathaniel			M	6/17/2016	PK	39097		W	4.24E+09	195	2021
13	ID	101	195	Jones	Cherry			F	11/15/2016	PK	39072		W	2.57E+09	195	2021

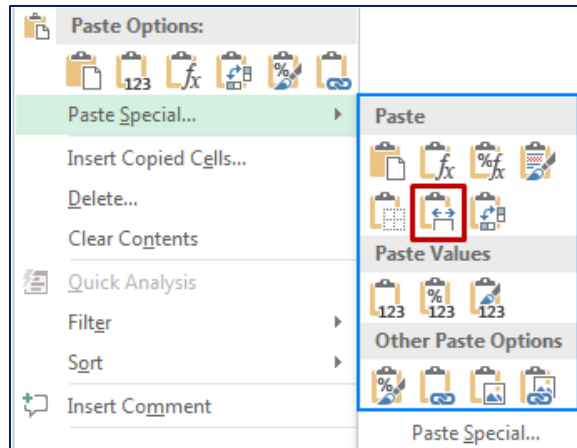
- vi. Insert three blank rows.

1																
2																
3																
4																
5	ID	101	195	Alexander	Jamil			M	5/12/2017	PK	39078		B	4.12E+09	195	2021
6	ID	101	195	Martinez	Rosamond			F	5/26/2016	PK	39089		W	6.68E+09	195	2021
7	ID	101	195	Bouvier	Dorcas			F	6/16/2017	PK	39056		W	5.2E+09	195	2021
8	ID	101	195	Perry	Clive			M	8/8/2016	PK	39061		B	9.25E+09	195	2021

- vii. Open the Master Batch Template and highlight the header rows on the Details tab. Click Ctrl + C to Copy.

Master Batch Template.xlsx - Excel												
File Home Insert Page Layout Formulas Data Review View Developer Acrobat Power Pivot Team V4 Tell me... Vidal, Adriana Share												
B1												
Layout	matching	matching	matching if available	matching	matching	matching if available	matching	matching	matching if available	matching	matching	matching if available
Building (School)	Resident Location (Resident District)	Last Name	First Name	Middle Name	Name Suffix	Gender	Date of Birth	Grade	Local Person ID	Social Security No.	Race	
required	required	required	required			required M = Male F = Female	required MM/DD/YYYY	required EC Grade = PK	required		required W - white B - black A - asian I - native ame H - hawaiian, pacific islande	
3												

- viii. Go back to the download batch file. With a cursor on the 1 next to the top row, right click the mouse and select Paste Special > Keep Source Column Widths. This will insert the rows copied from the Master Batch Template file into the Excel file created and keep all the column widths. Now the SUNS numbers can be seen clearly.



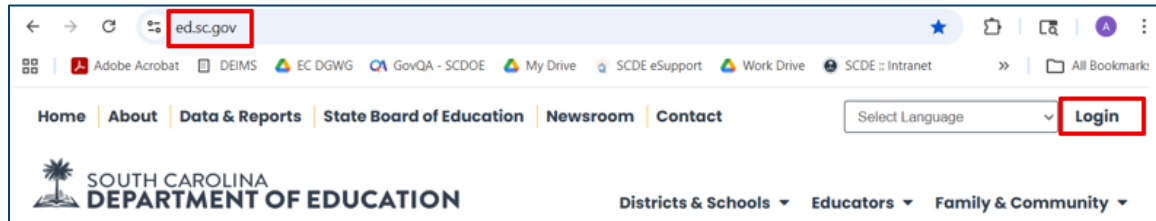
Batch_16_20210927_SUNS IDs.xlsx - Excel														
File Home Insert Page Layout Formulas Data Review View Developer Acrobat Power Pivot Team Tell me what you want to do... Vidal, Adriana Share														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Detail Record Layout			matching	matching	matching if available	matching	matching				matching if available			
Record Type	Building (School)	Resident Location (Resident District)	Last Name	First Name	Middle Name	Name Suffix	Gender	Date of Birth	Grade	Local Person ID	Social Security No.	Race	SUNS #	Loc (Dis)
required Type = ID	required	required	required	required			required M = Male F = Female	required MM/DD/YYYY	required EC Grade = PK	required		required W - white B - black A - asian I - native american H - hawaiian, pacific islander		required
ID	101	195	Alexander	Jamil			M	5/12/2017	PK	39078		B	4119955117	
ID	101	195	Martinez	Rosamond			F	5/26/2016	PK	39089		W	6675131303	
ID	101	195	Bouvier	Dorcas			F	6/16/2017	PK	39056		W	5200137535	

- ix. Save the file.

Appendix G - Creating a SUNS eServices Ticket

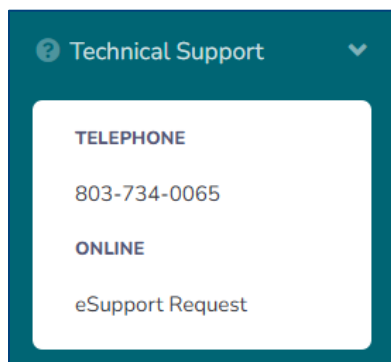
To create a SUNS eService ticket, users must first log in to the SCDE Member Center

1. Go to [the SCDE website](https://ed.sc.gov) and click Login on the right side of the top Navigation bar.

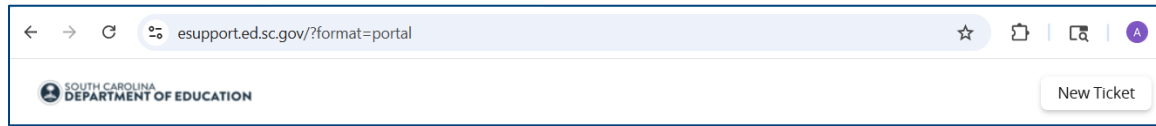


2. This opens the Application Web Portal Login page. Use the login information provided after training has been completed to log in to the Member Center.

- a. **Create an Account** - If login information hasn't been provided, click the Create It link next to "Don't have an account?" underneath the login fields
 - b. **Lost Password** – If the password provided is forgotten or lost, click the Reset It link next to "Forgot your password?"
3. Once logged in to the Member Center, click the dropdown arrow next to Technical Support in the left Navigation menu and select eSupport Request.



4. The SCDE eSupport Portal page will open. Click New Ticket at the top of the page.



NOTE: Some external users do not have access to the SCDE e-Support Portal page. If that is the case, email esupport@ed.sc.gov and put the following information in the email:

- Subject – SUNS Technical Support
- Description – Include a detailed description of the issue.
- Contact Information – include full name and a phone number in case Support needs to call.
- Attach any documentation, like a screenshot, that might help Support understand the issue.

5. Enter all the required fields. Required fields are in Red with an asterisk (*).

- a. Requestor (Email or Name)* - prefilled from login
- b. Subject* – a very brief description of the issue.
- c. Description – not required but always helpful. A more detailed description of the issue. There is the option to attach a file using the paperclip icon under the Description box.
- d. Category* – Select Applications
- e. Subcategory* – Select SUNS –Student Unique Numbering System
- f. CC – add additional email addresses if you need the ticket responses to go to additional people.
- g. Application Details* - the choices are Grant/Remove Access and Technical Support. Please note: Access to the SUNS application can only be granted if training has been completed and a certificate is on file.

6. Click the Create button at the bottom right side of the screen to submit the eSupport ticket.

← → ↻ esupport.ed.sc.gov/incidents/new.portal ☆ | 🔍 | A

 SOUTH CAROLINA
DEPARTMENT OF EDUCATION

 **New Ticket**

 Requester (Email or Name) *

 Subject *

 Description

 Aa



Category *

Subcategory *

CC

Application Details *

 Virtual Agent

Appendix H – SUNS Matching Logic

A. Matching Overview

During the matching process, the SUNS matching engine completes a three-step process:

1. searching / indexing;
2. scoring; and
3. producing a decision.

In the first step, the matching engine searches the master database and builds a highly compressed index. The highly compressed index is generated using the first name, last name, and middle name. Using a simplified phonetic representation, the system generates an index for each student being matched and utilizes processing rules, such as mixed usage, spelling errors, nicknames or multi-part, to find name combinations for the index. These algorithms with phonetic and spelling correction allow for variations in the data. For example, if the name Amelia Jenna Cathcart is passed to the matching engine, along with the other required fields, the index for this could include the following combinations:

Amelia Jenna Cathcart
Jen Amelia Cathcart
Amelia J Cathcart
Cathcart Amelia Jenna

This allows the search portion of the matching engine to account for the transposition of names, missing data, data errors and data variations. Because the system utilizes this index, rather than querying against the entire table for each piece of matching logic, the performance of the match is improved. Once the index is created, the matching engine proceeds to the scoring phase of the process and performs additional matching logic /algorithms on the index to find the matching scores.

When processing through the logic, the matching engine uses the name, birth date, social security number and gender for matching. Each field is assigned a weight that helps determine the final Match Score. The Field Weight Scores are as follows:

Field Weight	Score
Name (First Name, Middle Name, Suffix and Last Name)	High
Social Security Number	Medium *
Birth Date	Medium
Gender	Low

Based upon the weight and the probability of the match, the system assigns the Match Score.

B. Matching Outcomes

Once the matching engine has analyzed the incoming record, it returns the Match Score as described above. This score is always between 0 and 100. In addition to the matching processing logic, additional configuration and/or business rules may be applied to the data to determine the matching outcome. This includes the Near Match Threshold settings in the System Properties, Twins Rule, and Social Security Number Rules. For more details about these items, please refer to the Match Configuration & Rules section below. Based upon the Match Score, Near Match Thresholds, and other business rules, the SUNS application generates one of three matching outcome decisions: Match, Near Match, or No Match.

Match

A record will be classified as a Match if the Match Score is above the Upper Near Match Threshold. In this case, the system will compare the input record to the master record to determine if updates to the data are required. If the data is different, the system will update the master record with the new information and move the old master record to history.

Near Match

A record will be classified as a Near Match if the Match Score is above the Lower Threshold and below the Upper the Threshold, the Twins Rule and Social Security Number Rule apply, or multiple matches/near matches are found for the same record.

No Match

A record will be classified as a No Match if the Match Score is below the Lower Threshold.

C. Matching Fields

First Name

First Name is a ***required*** field and has a High weighting as part of the Name.

Examples of business rules for this field:

- First Names match/differ
- Nicknames/Abbreviations
- Middle Name is included in the First Name field
- Last Name and First Name are transposed
- First Name spelling variations (e.g, Christine vs. Christina)
- Multi-part names
- Spelling errors (e.g. John vs Jonh)
- Uncommon name leniency

Last Name

Last Name is a required field and has a High weighting as part of the Name.

Examples of business rules for this field:

- Last Names match/differ
- Suffix is included in the Last Name field
- Last Names that sound the same but are spelled differently
- Last Name and First Name are transposed
- Last Name overlap (e.g., Peters vs. Peterson)
- Multi-part names
- Uncommon name leniency

Alternate Last Name

Alternate Last Name is an optional field and has a High weighting as part of the Name. It is passed to the matching engine as a Last Name.

Examples of business rules for this field:

- Last Names match/differ
- Suffix is included in the Last Name field
- Last Names that sound the same but are spelled differently
- Last Name and First Name are transposed
- Last Name overlap (e.g., Peters vs. Peterson)
- Multi-part names
- Uncommon name leniency

Middle Name

Middle Name is an optional field and is part of the Name.

Examples of business rules for this field:

- Middle Names match/differ
- Nicknames/Abbreviations
- Middle initial (John Thomas Smith vs. John T Smith)
- First Name is included in the Middle Name field
- Middle Names spelling variations
- Multi-part names

Suffix

Suffix is an optional field and is part of the Name.

Examples of business rules for this field:

- Suffixes match/differ.
- Last Name and Suffix are transposed
- Variations (II or I I)

Social Security Number

Social Security Number (SSN) is an optional field and should have a Medium/Low weighting. The SUNS application is configured to not store SSNs so they are not used for matching.

Examples of business rules for this field:

- Social Security Numbers match/differ.
- Social Security Numbers are close.
- If the Social Security Number is provided, the system assigns a Medium weight, but if it is not provided it has a Low weight.

Gender

Gender is a required field and has a Low weighting.

Examples of business rules for this field:

- Genders match/differ.

Date of Birth

Date of Birth is a required field and has a Medium weighting.

Examples of business rules for this field:

- Dates of Birth match/differ.
- Two-part date matches. When two out of the three elements (month, day, year) are the same, it increases the match probability

D. Matching Rules

Twins Rule

Conditions:

- The decision outcome has to be a Match.
- The School Districts must be the same.
- Local Student IDs (identifier for the School District) must be different.

Action:

- Ignores match decision.
- Transforms the match pair into a Near Match.

Multiple Matches

Conditions:

Two matches or near matches exist for the incoming record.

Action:

- Ignores match decision.
- Transforms the match group into a Near Match.

Back to Back Matches

Conditions:

- Two records with the same last name, first name and date of birth as another record in the same file.
- The decision outcome is a No Match.

Action:

- Ignores match decision.
- Transforms the match group into a Near Match.

Exact Match Rule

If a State ID is submitted with the record, the system passes the record through the Exact Match Rule. The process is as follows:

- The application compares the submitted State ID to existing valid State IDs.
- If the State ID is valid, the application compares the fields configured in the Exact Match Rule.
- If there are any differences in those fields, the application will send the record through the normal match process and will produce near matches.
- If there are no differences in those fields, the application bypasses the matching engine and will update the master record.

If the State ID is not passed or there was no Exact Match, all information is passed to the Match Engine (First Name, Last Name, Middle Name, Suffix, Gender, SSN and Birth Date).