

**New York State  
Student Information Repository System  
(SIRS)**

**New York State  
Student Identification System  
(NYSSIS)  
USERS GUIDE**

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**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Information and Reporting Services  
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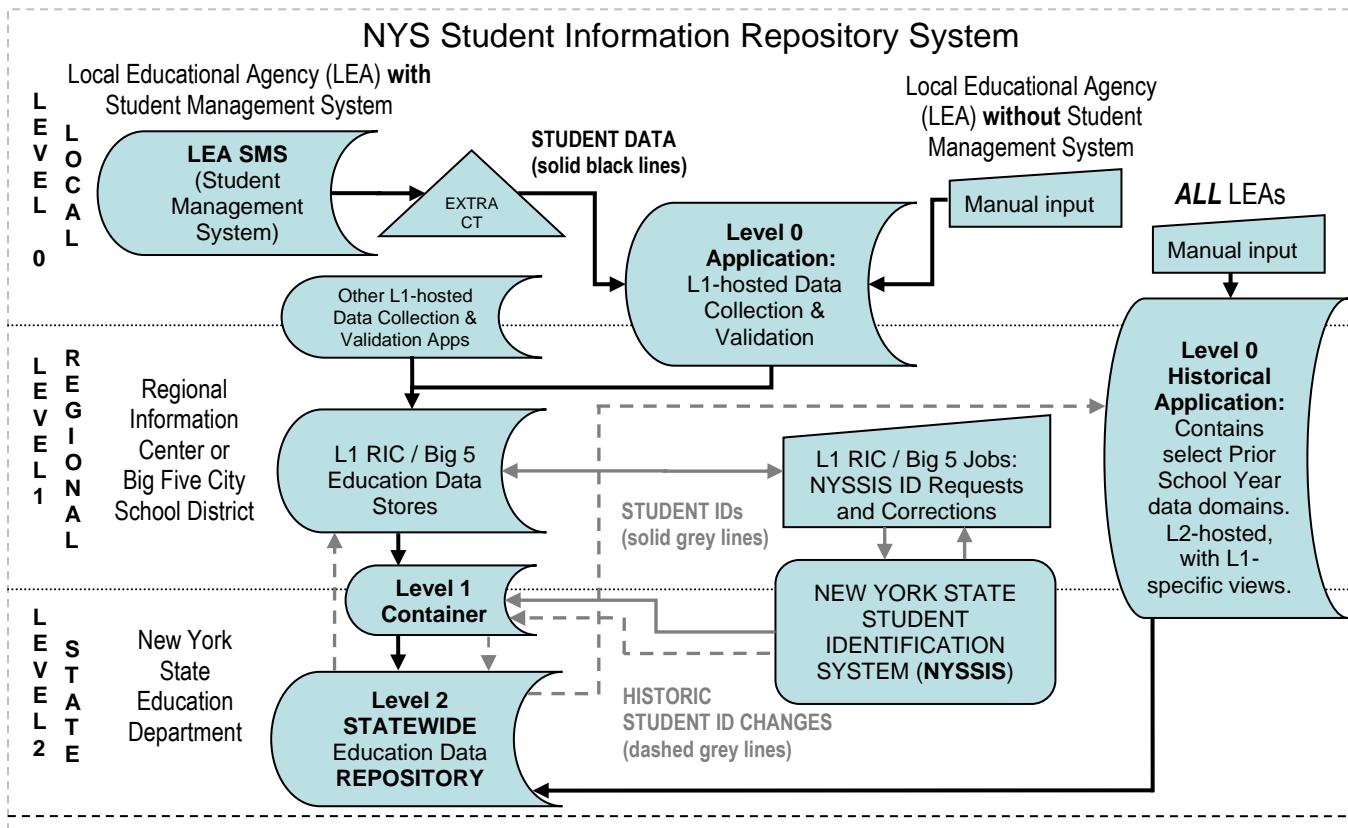
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# Introduction

The New York State Student Identification System (NYSSIS) is a key element of the New York State Student Information Repository System (SIRS). The New York State Education Department (NYSED) initially developed NYSSIS to assign a stable, unique student identifier to every pre-kindergarten through grade 12 ("P-12") student in New York State. Unique identifiers enhance student data reporting by ensuring that important educational records are associated with the correct students as students transfer between local educational agencies (LEAs), thus helping to improve overall data quality. In SIRS, each student record is uniquely identified with a 10-digit NYSSIS number, generally assigned when the student first enters a New York State public school, charter school or participating nonpublic school.

The purpose of SIRS is to provide a single source for standardized individual student records and other education-related data (course, attendance, teacher/staff, etc.) for analyses at the local, regional, and State levels, to improve student and teacher performance and to meet State and federal accountability requirements. As the reporting requirements for SIRS expand to include post-secondary education, so the function of a unique NYSSIS ID expands to accommodate longitudinal reporting beyond the P-12 grades. This document provides an overview of SIRS, contains template definitions of (and validation rules for) the data elements and records collected in order to assist vendors of information systems and LEAs in creating data files for submission, and includes tutorial-style walk-throughs of the NYSSIS application interface features and functions.

## Levels of the SIRS



## Level 0

**Level 0** is a term that, generically, refers to the concept of the most "Local" (beginning) level of data, and comes from the computer science convention of starting a count at zero before proceeding to one. In the context of SIRS data flow, **Level 0** implies "origin", and so refers to the authoritative source of data: Local Educational Agencies (LEAs). The label "Level 0" is also frequently used as a shorthand to refer to the name of the "Level 0

Application", a web-based data collection and validation system hosted by most of the twelve Regional Information Centers (RICs) and some Big 5 City School Districts (more about the Level 0 Application below).

There are multiple data collection points within SIRS. The primary points are local student management systems (SMSs) used by the State's LEAs. Students' demographic, enrollment and program data are typically collected in these local SMSs. LEAs may also use additional systems to collect specialized data; these SMSs may be the primary source for special education, free and reduced price lunch, and so on. Test scoring units within RICs or Big 5 City School Districts (CSDs) may also collect assessment data in separate SMSs. LEAs that have no SMS may still move data to SIRS by entering information directly into the "Level 0 Application" hosted by their regional "Level 1" (L1, or Regional) Data Center (more about Level 1 below).

In general, to support State reporting requirements, extracts (formatted sets of data) must be generated from local SMSs, then sent to an L1 Data Center. The L1 may then format some data to conform to standard State-mandated template specifications. Resultant data sets are then stored in the "Level 2" (L2, or Statewide) data warehouse, or SIRS, where some elements may undergo additional validation, calculations and/or aggregations (dependent on State and Federal business rules that must be supported). Data are then pushed by NYSED back to L1s and LEAs as various reports or other data extracts via systems designed for distinct business needs.

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

**The "Level 0 Application"** is a web-based application hosted by most RICs and select Big 5 CSDs (NYC has its own system that performs the same essential functions). The L0 Application allows LEAs to collect and verify current school year data, validating data against NYSED formatting and business rules. Data can be imported or entered directly into the L0 Application, using only the Local ID. The L0 Application's primary function is to provide data validation, but also provides a way to enter data for LEAs with no formal SMS. Once verified, data may be exported from the L0 Application in a standardized format that can be loaded directly into an L1 repository. The L0 Application may also collect additional local/regional data not required by the State (or not otherwise collected in a local SMS) but may be used by the L1 for local/regional value-added reporting services.

**The "Level 0 Historical Application"** (L0H or L0Hist) is a web-based application hosted by most RICs and select Big 5 CSDs (NYC has its own system that performs the same essential functions). The L0H Application allows LEAs to correct select historic-only school year data (i.e., prior to the current school year), but only one record at a time may be changed. NYSSIS IDs may not be changed through L0H, only through the NYSSIS Application. Once NYSSIS IDs are changed in the NYSSIS application, these must then be pushed to L2 through the next L2 weekend data refresh cycle before these changes appear in L0H schemas for historical updates.

## **Level 1**

**Level 1** (L1) is a term referring to "Regional" and L1 Data Centers are usually repositories implemented and operated by a RIC or Big 5 City School District. All charter schools, participating nonpublic schools and public school districts (except Big 5 CSDs) *must* participate in a RIC-operated L1 repository. (Buffalo, Rochester and Syracuse CSDs contract with RICs; NYC has its own L1 operation; eScholar® serves as Yonkers' L1.) Each L1 repository includes, at a minimum, all data elements defined in the SIRS Manual (located on the NYSED Information & Reporting Services (IRS) Web here: <http://www.p12.nysed.gov/irs/sirs/home.html>).

Data is loaded into L1 repositories using data templates and load "plans" (automated procedures) provided by eScholar® and the Level 2 (L2) data warehouse unit. L1 repositories may include additional data elements, not required by NYSED, that may be used for local data analysis and reporting (in addition to State reporting), as well as supporting pre-printing answer sheets for scanning services. Some demographic data elements not used in SIRS are used in NYSSIS to help create the unique student IDs that are stored and maintained by L1s. Data in the L1 repository will be available only to users with a legitimate educational interest.

## **Level 2**

**Level 2** (L2) is a term referring to "Statewide" and the L2 student information repository system (SIRS) is the statewide data warehouse where all Pre-K to grade 12 school data from Level 1 (L1) is aggregated. L2 provides standardized formatting and outcome measures for statewide data analysis and reporting. L2 holds demographic,

enrollment, program, assessment and other types of student data records for all NYS public school, charter school and participating nonpublic students. It also holds student-course linkages, evaluation and other records for teachers and professional non-teaching staff. L2 provides educators and policy makers with a resource for data-driven decisions to improve curriculum and instruction. NYSSIS IDs are stored with each student record at L2 and are critical to maintaining a longitudinal history of a given student across his or her years within NYS education systems. Data in the L2 repository are available only to users with a legitimate educational interest and appropriate credentials.

Data in SIRS are accessed through the following:

- **Verification reports**, in the Level 2 Reporting (L2RPT) environment. More information about L2RPT is available at: <http://www.p12.nysed.gov/irs/level2reports/home.html>
- **New York State Report Cards**, available at: <https://reportcards.nysed.gov>
- **Individual Student Reports** for NYS Testing Program (NYSTP) assessments in grades 3–8 English language arts and mathematics; NYS English as a Second Language Achievement Test (NYSESLAT), and NYS Alternate Assessments (NYSAA) are available through L2RPT.
- **Guided Analysis reports** and the **NYS Parent Web Site** are no longer available, but teacher and administrator resources and data used to drive instruction are available at: <http://www.engageny.org>

## What Is NYSSIS?

The New York State Student Identification System (NYSSIS) assigns a Unique Statewide Identifier (ID) to students in NYS public school districts, charter schools and participating nonpublic schools. NYSSIS enables these local educational agencies (LEAs) to obtain new NYSSIS IDs for students who do not have existing State IDs or to retrieve NYSSIS IDs that may have been previously assigned to students when enrolled elsewhere in NYS. IDs assigned by NYSSIS are used by Level 1 (L1) regional Data Centers to report LEAs' student-level data to the Level 2 (L2) statewide Student Information Repository System (SIRS). While not presently required by NYSED, the NYSSIS ID may be stored in an LEA's local student management system (SMS), where it can also be used by the LEA to obtain information from or provide information to other LEAs when students transfer.

## How NYSSIS Works

1. **Student data are loaded from the LEA's student management system to the L1 data warehouse:**  
LEAs extract student data (including first and last names, date of birth, location, etc.) with Local IDs from the local SMS and load these into the Level 0 Application (or equivalent) for error-checking and other validation. When data have been validated, the LEA "locks" the data in the L0/equivalent Application, indicating to the L1 host Data Center that these data are ready to be pulled into the L1 data warehouse.
2. **Student records are checked for NYSSIS IDs:**  
L1 data operators run load plans to compare student records from their current year Student table (containing demographics paired with location and Local IDs) against their Stud\_Ident table (which additionally stores NYSSIS IDs, and is partitioned by School Year) to determine if the student is already stored with a known NYSSIS ID, or is previously unknown and requires a NYSSIS ID.
  - a. If a student already has a NYSSIS ID, the NYSSIS ID is attached and the record is loaded to the Level 1 Container (L1C) for submission to the Level 2 statewide repository (SIRS), and a copy of the record is sent to NYSSIS for updates to demographics (see below).
  - b. If a student has no NYSSIS ID, the record is included in a request file to be submitted to the NYSSIS Application for near-matching (assignment to an existing NYSSIS ID if the student has or had an ID elsewhere in the State system) or new ID assignment (see below).
3. **Student Identification Datasets are extracted and loaded into NYSSIS:**  
L1s extract a set of up to 25 student data elements, referred to as the "Student Identification Dataset" from the L1 data warehouse and submit them to the NYSSIS Application in a "request file". Some elements are required and others are optional, but more elements generally means better ID-matching capability. Request files are submitted using Secure File Transfer Protocol (SFTP), ensuring the data transfer is confidential. (Detailed tables of Student Identification Dataset elements and validation rules appear later in this manual.)
4. **NYSSIS ID matching/assignment occurs, and new demographic updates are stored:**  
A request file, as noted above, may have some records that need a NYSSIS ID assignment, and others

that already contain a pre-loaded NYSSIS ID.

- a. Records that are submitted with a pre-loaded NYSSIS ID are checked against records in the NYSSIS database that already have that NYSSIS ID in the current school year. If there is a match with an existing record (with the same Local ID, location and current school year), the records are compared for changes to any of the correlating data elements (name, guardian, address, etc.). All updates from latest records are stored in the "NYSSIS Synch" database, located in the "Level 1 Container" (L1C), a staging area from which L2 statewide warehouse data operators can then pull updated data into SIRS. (The NYSSIS Synch table reflects the latest demographic data elements supplied by the authoritative source – LEAs – and used by NYSSIS and L1s for near-matching resolution. It is also used by L2 to update IDs in L2 and L0 Historical.)
- b. When an ID needs to be assigned, NYSSIS checks its database to determine whether the Student Identification set matches any records already in the database.
  - i. If no match is found, an ID is created and added to the end of a "response file" containing newly assigned NYSSIS IDs to be returned to the originating L1.
  - ii. If a match is found, the ID previously assigned to the student is added to the end of a "response file" containing newly assigned NYSSIS IDs to be returned to the originating L1.
  - iii. In some cases, it is not possible to determine within an acceptable degree of certainty that submitted data match existing records in the database. These cases are called "Near Matches" and NYSSIS places these records in a "Hold Queue" for staff members of the LEA to review. The LEA is notified automatically that new records are in their Hold Queue, and an authorized user must log in to NYSSIS and determine whether the data match an already-assigned ID or the student requires a new ID.

**5. Response Files are built and created in NYSSIS:**

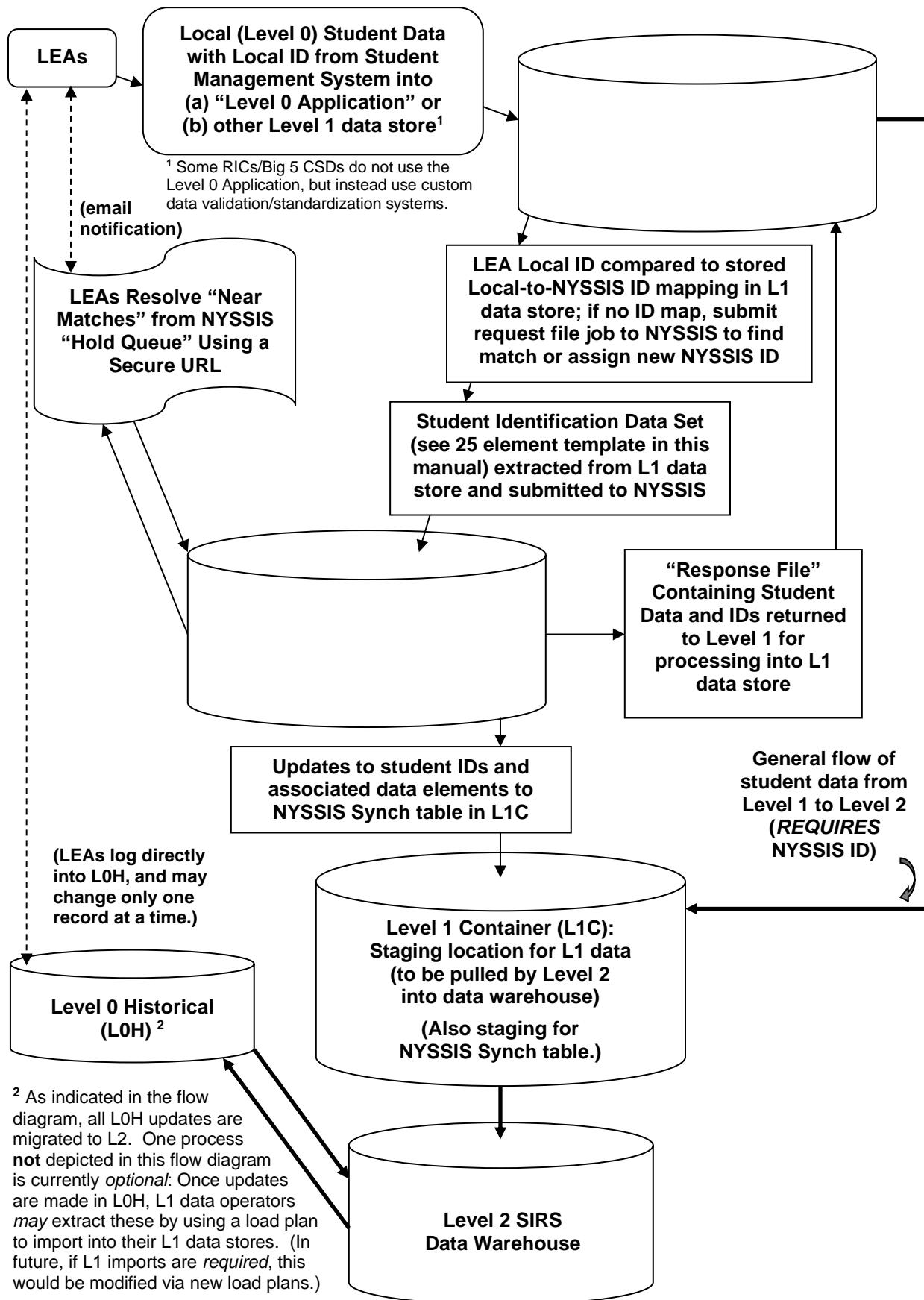
As noted above, NYSSIS accumulates all newly assigned records, adding them to an ongoing open Response File. Generally, the main response file type is a "QA" file for LEAs, built with resolved Hold Queue records. (There is also a "UA" response file, for L1s only, built with records resolved through the L1 unlinking/linking process.) A response file remains open until an authorized user requests the Response File by clicking the Generate File(s) command. When the Generate File(s) button is clicked, a response file of all accumulated records is generated and made available for download from the NYSSIS application.

**6. Response Files with NYSSIS IDs are pulled into the L1 data warehouse:**

L1s retrieve NYSSIS response files and load them in the L1 regional data warehouse, again using encrypted SFTP transfer. Student IDs are ultimately loaded with other student demographic data (and other data domain templates such as enrollment, program and assessment data) into the L1C, ready for L2 data operators to pull data into SIRS.

**A pictorial diagram of the data flow from Level 0 through Level 1 to Level 2 is depicted on the following page.**

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



# Obtaining a Student ID Using NYSSIS

## ***Loading Student Data to the SIRS Data Warehouse***

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

### ***Basic Student Identification data set required by NYSSIS***

The Student Identification set is a set of 25 data elements that enables NYSSIS to uniquely identify a student. Of these 25 data elements, the following are required:

- Local Student ID,
- Student's First Name,
- Student's Last Name,
- Student's Date of Birth,

...for processing an ID request in NYSSIS.

If one or more of these required fields are blank, the record is rejected by NYSSIS:

- BEDS code of responsibility,
- Building BEDS code of enrollment,
- School Year,
- (Local Student ID),
- (Student's First Name),
- (Student's Last Name),
- Grade Level,
- (Student's Date of Birth),
- Gender Description, and
- Race/Ethnicity Description

NYSSIS also rejects any student record that has an invalid Basic Educational Data System (BEDS) code for the LEA that is responsible for the student (i.e., the **District of Responsibility**) or the BEDS Code for the school building in which the student receives services (i.e., the **Building of Enrollment**). The more complete the data set submitted, the greater the likelihood that a correct match to an existing ID or an accurate determination of a new ID will be made.

**Tables on the following two pages show:**

- the **Student Identification Dataset** elements used by NYSSIS
- the **Student Identification Dataset** validation rules

## NYSSIS Student Identification Dataset

NYSSIS File Fields	Type	Size	Format	Description
District of Responsibility BEDS Code**	Char	12	#####	12-digit BEDS code assigned by NYSED to district.
Building of Enrollment BEDS Code**	Char	12	#####	12-digit BEDS code assigned by NYSED to specific building.
School Year**	Date	10	YYYY-06-30	Closing date of school year.
Student Local ID (School/District ID)*	Char	9	#####	<i>ID assigned by LOCAL student information system (or L1 host). Will map to NYSSIS ID in both L2/SIRS and L1/regional warehouses.</i>
Student's Last Name*	Char	25		Student's Last Name
Student's First Name*	Char	25		Student's First Name
Student's Middle Initial	Char	1		Student's Middle Initial
First Date of Entry into Grade 9	Date	10	YYYY-MM-DD	Actual date student entered grade 9. Grades Pre-K to 8, do NOT project date (leave blank).
Grade Level**	Char	7		See <b>NYS Student Information Repository System (SIRS) Manual:</b> <a href="http://www.p12.nysed.gov/irs/sirs/home.html">http://www.p12.nysed.gov/irs/sirs/home.html</a>
Date of Birth*	Date	10	YYYY-MM-DD	<b>Date of student's birth, derived from official source as dictated by district policy.</b>
Gender Description**	Char	6	Male, Female	
Home Language Description	Char	40		See <b>NYS Student Information Repository System (SIRS) Manual:</b> <a href="http://www.p12.nysed.gov/irs/sirs/home.html">http://www.p12.nysed.gov/irs/sirs/home.html</a>
Race/Ethnicity Description**	Char	40		See <b>NYS Student Information Repository System (SIRS) Manual:</b> <a href="http://www.p12.nysed.gov/irs/sirs/home.html">http://www.p12.nysed.gov/irs/sirs/home.html</a>
Immunization Date for First Polio Vaccination	Date	10	YYYY-MM-DD	Date of FIRST immunization (IPV or OPV). Use 1st day of month if day not indicated.
Student's Address Line 1	Char	30		Home Address.
Student's Address Line 2	Char	30		Additional line for home address, if needed.
Student's Address City	Char	25		Home address city.
Student's Address State Code	Char	2		Home address state abbreviation.
Student's Address Zip Code	Char	10	##### or #####-####	Home address zip code.
Student's Guardian Name One	Char	40	FirstName LastName	Full name of primary guardian
Student's Guardian Name Two	Char	40	FirstName LastName	Full name of secondary guardian
Phone at Primary Residence	Char	12	###-###-###	Phone number at student's primary residence.
Student's Place of Birth	Char	50	City State/Province/ Region/Country	See <b>NYS Student Information Repository System (SIRS) Manual:</b> <a href="http://www.p12.nysed.gov/irs/sirs/home.html">http://www.p12.nysed.gov/irs/sirs/home.html</a>
Enrollment Code	Char	4	####	Enrollment ENTRY code.
Correction NYSSIS ID	Char	10	#####	When NYSSIS ID is known (for records being sent up with corrections to other fields).

\* Required fields needed for record(s) to be accepted into NYSSIS (cannot be NULL).

\*\* Additional fields that may cause record(s) to be rejected by NYSSIS for having invalid values.

(See next page for validation rules.)

## NYSSIS Student Identification Dataset Validation Rules

List of requirements/specs for preceding data set.

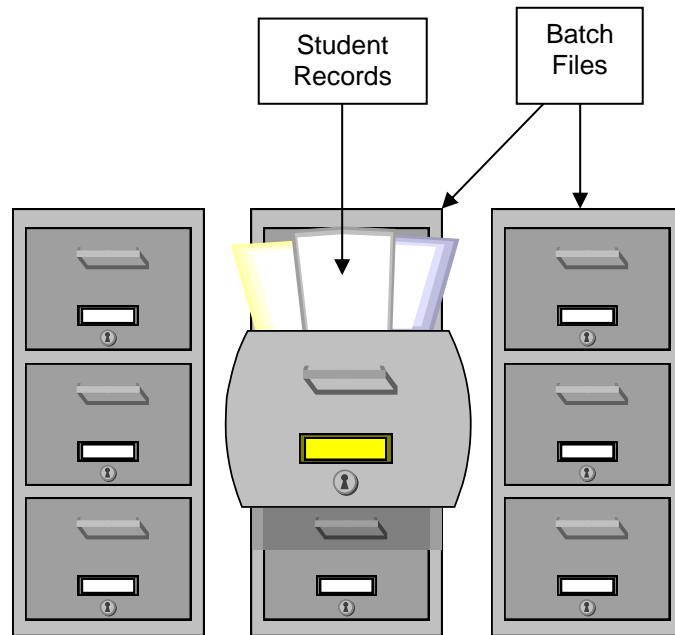
### Provider:

- “LEA” if L1 pulls this from LEA-supplied data
- “L1” if L1 populates from own (or secondary) source.

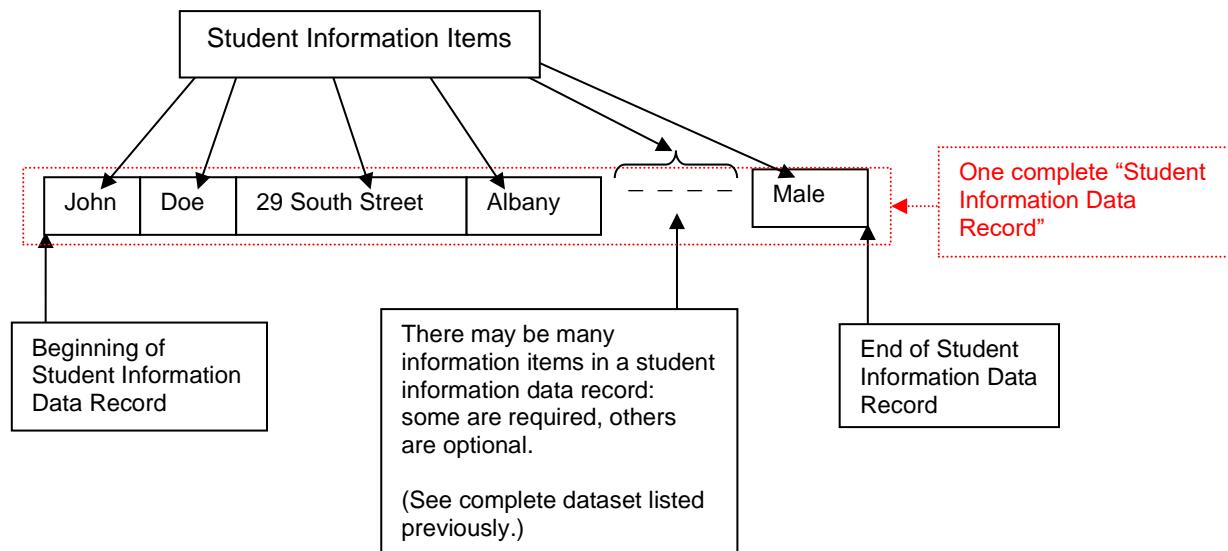
NYSSIS File Fields	Provider	Validation rules
District of Responsibility BEDS Code**	L1	?
Building of Enrollment BEDS Code**	L1	?
School Year**	?	Closing date of school year must end with ‘-06-30’.
Student Local ID (School/District ID)*	LEA	L1 left-pads with zeroes to build to 9 digits.
Student's Last Name*	LEA	Letters A through Z and normal name punctuations.
Student's First Name*	LEA	Letters A through Z and normal name punctuations.
Student's Middle Initial	LEA	Single character, only A through Z.
First Date of Entry into Grade 9	LEA	
Grade Level**	?	
Date of Birth*	LEA	
Gender Description**	LEA	
Home Language Description	LEA	?
Race/Ethnicity Description**	LEA	?
Immunization Date for First Polio Vaccination	LEA	?
Student's Address Line 1	LEA	
Student's Address Line 2	LEA	If Address Line 2 is populated, Address Line 1 must NOT be null.
Student's Address City	LEA	
Student's Address State Code	LEA	
Student's Address Zip Code	LEA	Zip code can be either the standard five digits, or ten characters (five digits, a dash, then four digits)
Student's Guardian Name One	LEA	Full name of primary guardian
Student's Guardian Name Two	LEA	Full name of second guardian
Phone at Primary Residence	LEA	Phone number at student's primary residence
Student's Place of Birth	LEA	See <i>NYS Student Information Repository System (SIRS) Manual</i> : <a href="http://www.p12.nysed.gov/irs/sirs/home.html">http://www.p12.nysed.gov/irs/sirs/home.html</a>
Enrollment Code	?	
Correction NYSSIS ID	L1	

## Submitting the NYSSIS Student Identification Dataset

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

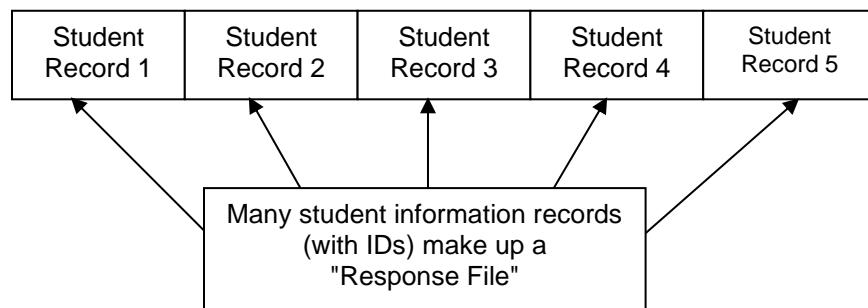


A student identification data record is a collection of data items that identify a student (e.g., Student's First Name, Student's Last Name, Student's Address Line 1, School Year, etc.). The following is a pictorial view of a student information data record:



## ***Creating "Response Files"***

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



Over time, many student information records (e.g., Student Record 1 above) may be sent to NYSSIS. This often occurs when students move from school to school or district to district, but also may occur when updates to student information (corrections to typos in names, changes in guardian, etc.) are sent to NYSSIS. Student records collected over the years are never deleted from the NYSSIS database. Therefore many student information records, even per school year, may be associated with a particular NYSSIS ID.

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

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

## ***NYSSIS ID Matching Process***

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

1. If no match is found, an ID is created and added to the end of the record.
2. If a match is found, the ID already assigned to the student is added to the end of the record.
3. If NYSSIS cannot determine if the data submitted matches an existing record in the database, the record (called a "Near Match") is placed in a "Hold Queue."

```
graph LR; A[John Doe 29 South Street Albany] --- B[Male [NYSSIS ID]]
```

## ***Resolving Near Matches in the Hold Queue***

A Near Match record is made up of the newly submitted student record and one or more records that are already in the NYSSIS that contain many similar elements but not enough to determine if the records are for the same student. The newly submitted record only nearly matches the records already in the NYSSIS. As such, the newly submitted record is placed in a Hold Queue with the records from the NYSSIS it nearly matches. Authorized LEA

personnel must then review and resolve these Near Matches by determining if the student record should be matched with an existing NYSSIS ID or issued a new NYSSIS ID.

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

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

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

## ***How to request a NYSSIS User Account***

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

The primary purpose for accessing NYSSIS is to resolve Near Matches. This work may be performed as appropriate by RIC, Big 5 CSD and/or LEA personnel. In addition, certain administrative activities may be performed by RIC and Big 5 CSD NYSSIS Authorized Contacts.

### **For School District (LEA) Users**

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

### **For Non-Public and Charter LEAs Users**

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

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

# NYSSIS User Interface Walk-Through

## Logging in to NYSSIS

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

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

NYSED.gov

Business Portal | FAQ's

Welcome

Click "Log On"

Reset Password | Log On | Forgot your password?

**The NYSED Application Business Portal**

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

**Public Interest**

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

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

**Other Applications**

You may be required to sign in to access these applications

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

[Privacy Policy](#)

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

The image shows the NYSED.gov Sign In screen. At the top, the NYSED logo is displayed. Below it, the word "Sign In" is in a blue bar. To the right of the bar are "OK" and "Cancel" buttons. A decorative graphic of a book and a key is centered on the page. The main text "Sign In" is in blue, followed by the instruction "Enter your Single Sign-On user name and password to sign in." Below this are two input fields: "User Name" and "Password", both outlined in green. A green arrow points from a callout box labeled "1 Enter User Name and Password" to the "User Name" field. Another green arrow points from a callout box labeled "2 Click 'OK'" to the "OK" button. At the bottom of the page, a blue bar contains the warning: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution."

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

The image shows the NYSED.gov Sign In screen again, but this time it displays an error message. A red box highlights the text "Error: Authentication failed. Please try again." Below the error message, the "Sign In" heading and "Enter your Single Sign-On user name and password to sign in." instruction are visible. The "User Name" and "Password" input fields are present but appear to be empty or redacted. The "OK" and "Cancel" buttons are at the bottom right. The bottom blue bar contains the same warning as the successful login screen.

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

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

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



The NYSED Application Business Portal

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

**My Applications**

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

[Click here to enter NYSSIS](#)

[Click Here](#)

New York State Student Identification System (NYSSIS)

**Public Interest**

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

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

**Other Applications**

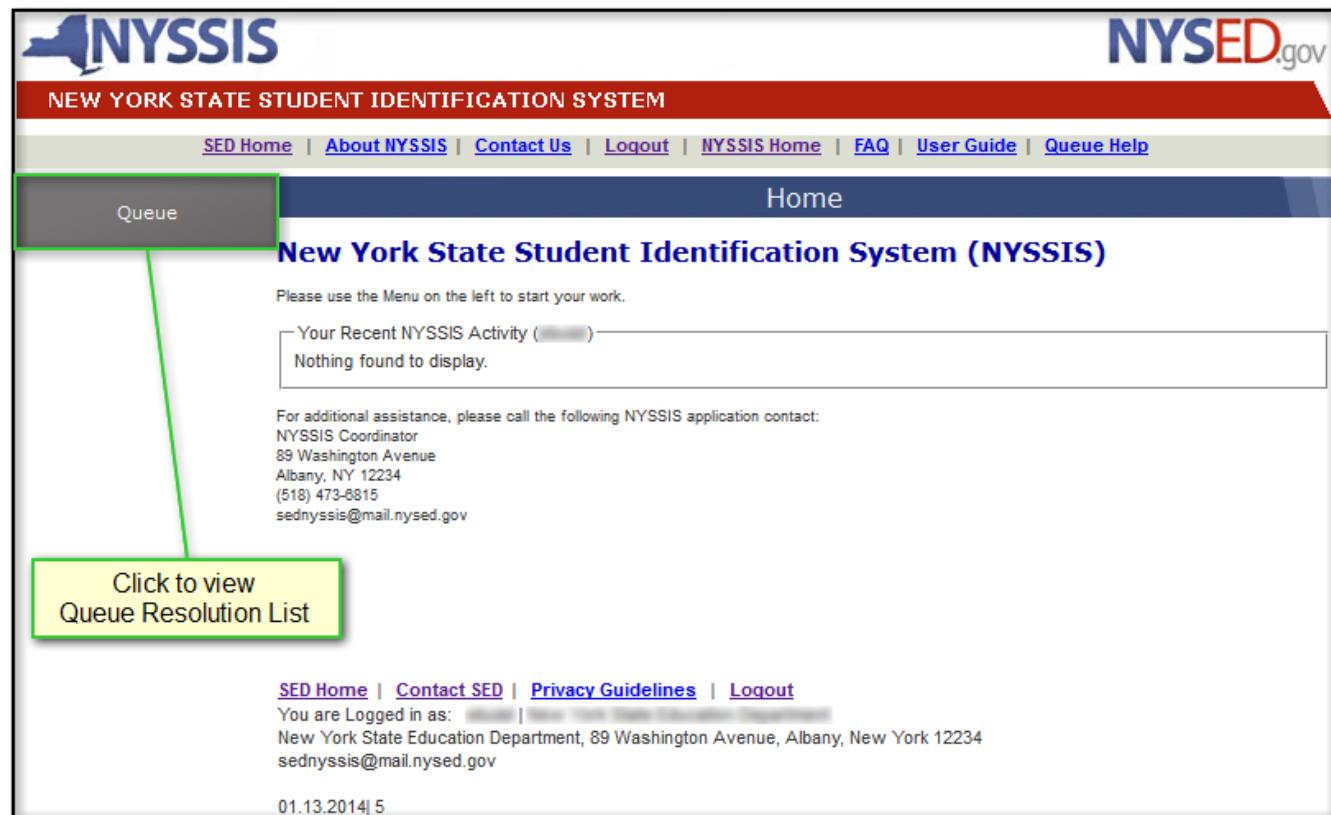
You may be required to sign in to access these applications

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

[Privacy Policy](#)

## Accessing the Queue Resolution List

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



The screenshot shows the NYSSIS Home Page. At the top, there is a navigation bar with links: SED Home, About NYSSIS, Contact Us, Logout, NYSSIS Home, FAQ, User Guide, and Queue Help. A green callout box with a black border and a green arrow points to the 'Queue' button in the top left corner of the main content area. The main content area has a blue header bar with the text 'Home' and 'New York State Student Identification System (NYSSIS)'. Below this, a message says 'Please use the Menu on the left to start your work.' A box labeled 'Your Recent NYSSIS Activity' shows the message 'Nothing found to display.' Below this, contact information is provided: 'For additional assistance, please call the following NYSSIS application contact: NYSSIS Coordinator, 89 Washington Avenue, Albany, NY 12234, (518) 473-6815, sednyssis@mail.nysed.gov'. At the bottom of the page, there is a footer with links: SED Home, Contact SED, Privacy Guidelines, and Logout. It also shows the user is logged in as [REDACTED] | [REDACTED] and provides the address: New York State Education Department, 89 Washington Avenue, Albany, New York 12234, sednyssis@mail.nysed.gov. The date 01.13.2014| 5 is also present.

## Queue Resolution List

The **Queue Resolution List** displays unresolved student records that the system could not automatically match to an existing NYSSIS ID. To see if there are **Near Match Candidates** for an unresolved student record, click its “Candidates” link:

Click on column headings to sort list

Queue Resolution List

4 items found, displaying all items.1

Local Id	First Name	Last Name	Date of Birth	Guardians	Grade	Building	Created By	Actions
003908009	Lori	Garcia	1998-02-20	Barbara Garcia	11th			<a href="#">Candidates Detail</a>
009700837	Eric	Green	1998-11-26	Harold Green	11th			<a href="#">Candidates Detail</a>
005098984	Ryan	Thompson	1996-10-10	Brenda Thompson	12th			<a href="#">Candidates Detail</a>
000603124	Anne	Wood	1999-05-10	Evelyn Wood	10th			<a href="#">Candidates Detail</a>

Export options:  CSV |  Excel

Each row contains an unmatched student record

Click "Candidates" to view possible matches

Click "Detail" to see more information

[SED Home](#) | [Contact SED](#) | [Privacy Guidelines](#) | [Logout](#)  
You are Logged in as: [redacted] |  
New York State Education Department, 89 Washington Avenue, Albany, New York 12234  
sednyssis@mail.nysesd.gov

01.13.2014| 1

## Queue Near Match Candidates - Scenario 1

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

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

If you are confident that this student is not already in the NYSSIS database, click the "New Student" button to assign this unresolved record a new NYSSIS ID and enter it into the NYSSIS database:



NYSSIS

NYSED.gov

NEW YORK STATE STUDENT IDENTIFICATION SYSTEM

[SED Home](#) | [About NYSSIS](#) | [Contact Us](#) | [Logout](#) | [NYSSIS Home](#) | [FAQ](#) | [User Guide](#) | [Queue Help](#)

Queue	Queue Near Match Candidates	
	Name (Last, First Mi): Green, Eric	Guardians: Harold Green
	Date of Birth: 1998-11-26	Place of Birth:
	Address & Phone: 9697 Oak Place Cumberland NY 14505	District Information: [REDACTED]
	Local ID: 009700837	Gender: Male
	School Year & Grade: 2013-06-30, 11th	Grade Nine Entry: 2011-09-01
	Race/Ethnicity & Language Spoken at Home: White English	Date of Vaccination:
	Record Submission Date: [REDACTED]	

**Zero candidates found - why?**

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

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

[New Student](#) [Return to Queue List](#)

[SED Home](#) | [Contact SED](#) | [Privacy Guidelines](#) | [Logout](#)

You are Logged in as: [REDACTED] |  
New York State Education Department, 89 Washington Avenue, Albany, New York 12234  
sednyssis@mail.nysed.gov

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## Queue Near Match Candidates - Scenario 2

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

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

NYSSIS NEW YORK STATE STUDENT IDENTIFICATION SYSTEM

Queue Near Match Candidates

Name (Last, First Mi): Garcia, Lori  
Guardians: Barbara Garcia

Date of Birth: 1998-02-20  
Place of Birth: USA

Address & Phone: 4381 Hickory Way  
Hartland NY 11980  
District Information: [redacted]

Local ID: 003908009  
Gender: Female

School Year & Grade: 2013-06-30, 8th  
Grade Nine Entry: 2013-09-01

Race/Ethnicity & Language Spoken at Home: Hispanic or Latino English  
Date of Vaccination: [redacted]

Record Submission Date: [redacted]

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

NYSSIS ID	First Name	Last Name	Birth Date	Gender	Action
3872917470 98%	Lori	Garcia	1998-02-20	Female	<b>Compare</b>

**New Student** **Return to Queue List**

NYSSIS ID: 3872917470 | First Name: Lori | Last Name: Garcia | Birth Date: 1998-02-20 | Gender: Female | Action: Compare

Logged in as: [redacted] | State Education Department, 89 Washington Avenue, Albany, New York 12234  
s@mail.nysed.gov

Click "New Student" if no candidates match

Click "Compare" to see how candidate matches your unresolved record

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## Queue Compare to Specific Candidate

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

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

NYSSIS

NEW YORK STATE STUDENT SYSTEM

SED Home | About NYSSIS | Contact Us | Logout | NYSSIS Home | FAQ | User Guide | Queue Help

Queue

Record From Your School

Existing NYSSIS ID 3872917470

	Queue Compare to Specific Candidate						
	Record From Your School						
Local ID:	003908009	728935271	058338076	003908009	824998488	058338076	003908009
Name:	Lori Garcia	Lori Garcia M	Lori Garcia M	Lorie Garcia	Lorie Garcia	Lori Garcia M	Lorie Garcia
DOB:	1998-02-20	1998-02-20	1998-02-20	1998-02-20	1998-02-20	1998-02-20	1998-02-20
School Year:	2012-13	2005-06	2009-10	2012-13	2012-13	2012-13	2012-13
Grade:	8TH	2ND	6TH	8TH	8TH	8TH	8TH
Race/Ethnicity:	HISPANIC OR LATINO	HISPANIC OR LATINO	WHITE	HISPANIC OR LATINO	HISPANIC OR LATINO	HISPANIC OR LATINO	HISPANIC OR LATINO
Language Spoken at Home:	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
Place of Birth:	USA	US	UNITED STATES OF AMERICA	USA			USA
Guardians:	BARBARA GARCIA	BARBARA CLARK	BARBARA E GARCIA	BARBARA GARCIA	BARBARA CLARK	BARBARA CLARK	BARBARA GARCIA
9th Entry:	09/01/2013		09/01/2013	07/11/2013	07/11/2013	07/11/2013	09/01/2013
Gender:	FEMALE	FEMALE	FEMALE	FEMALE	FEMALE	FEMALE	FEMALE
Address:	4381 HICKORY WAY HARTLAND NY 11666	5019 GROVE BLVD HIGHLAND NY 11666	4381 HICKORY WAY APT 5 HARTLAND NY 11980	4381 HICKORY WAY HARTLAND NY 11980	4381 HICKORY WAY APT 5 HARTLAND NY 11980	4381 HICKORY WAY APT 5 HARTLAND NY 11980	4381 HICKORY WAY HARTLAND NY 11980
Phone #:	515-555-0194	515-555-5460		515-555-0194		515-555-0194	515-555-0194
District:							
Building:							
Submitted By:							
History:							

Confirm Match | Return

SED Home | Contact SED | Privacy Guidelines | Logout

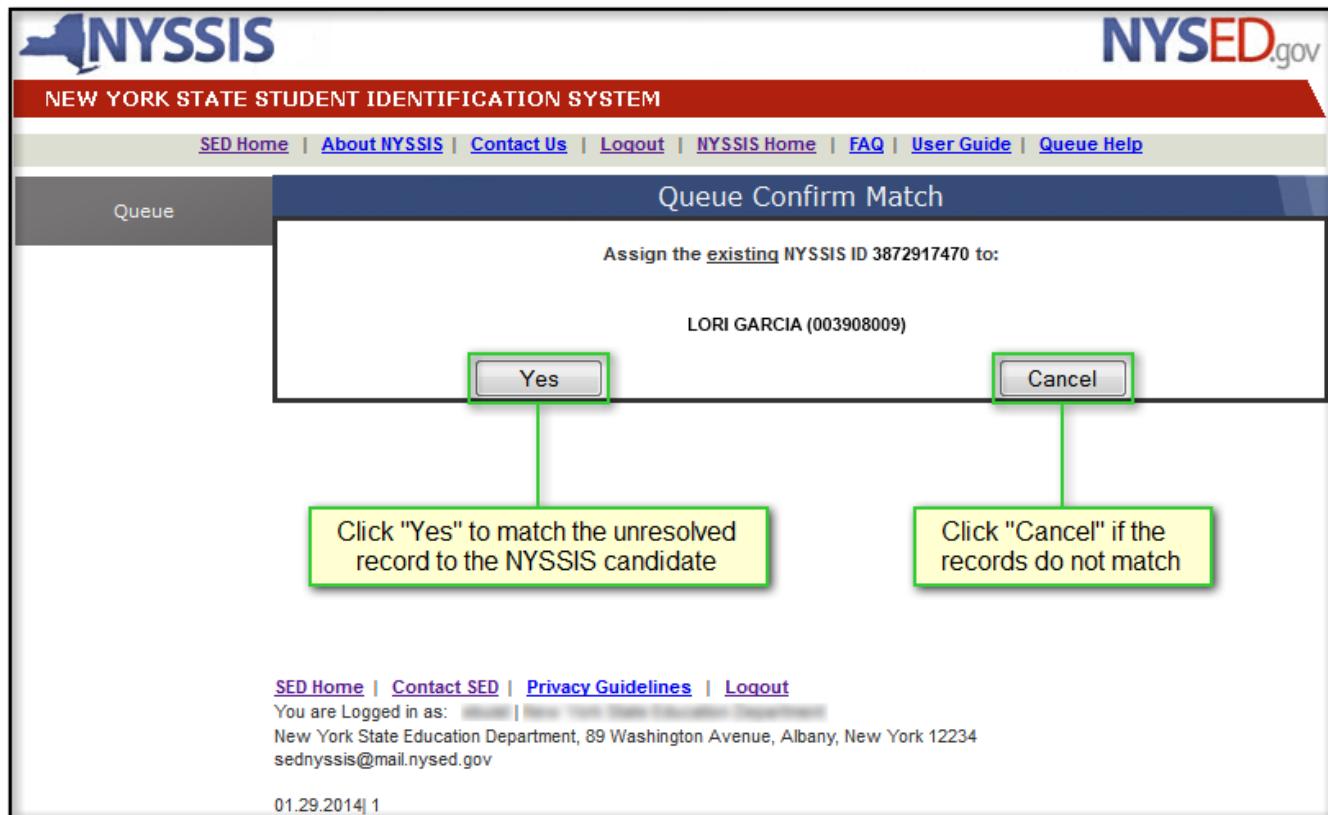
Click "Confirm Match" to link the unresolved record to the existing candidate

Click "Return" if the existing candidate does not match the unresolved record

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## Queue Confirm Match

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



NYSSIS  
NEW YORK STATE STUDENT IDENTIFICATION SYSTEM

SED Home | About NYSSIS | Contact Us | Logout | NYSSIS Home | FAQ | User Guide | Queue Help

Queue

Queue Confirm Match

Assign the existing NYSSIS ID 3872917470 to:

LORI GARCIA (003908009)

Click "Yes" to match the unresolved record to the NYSSIS candidate

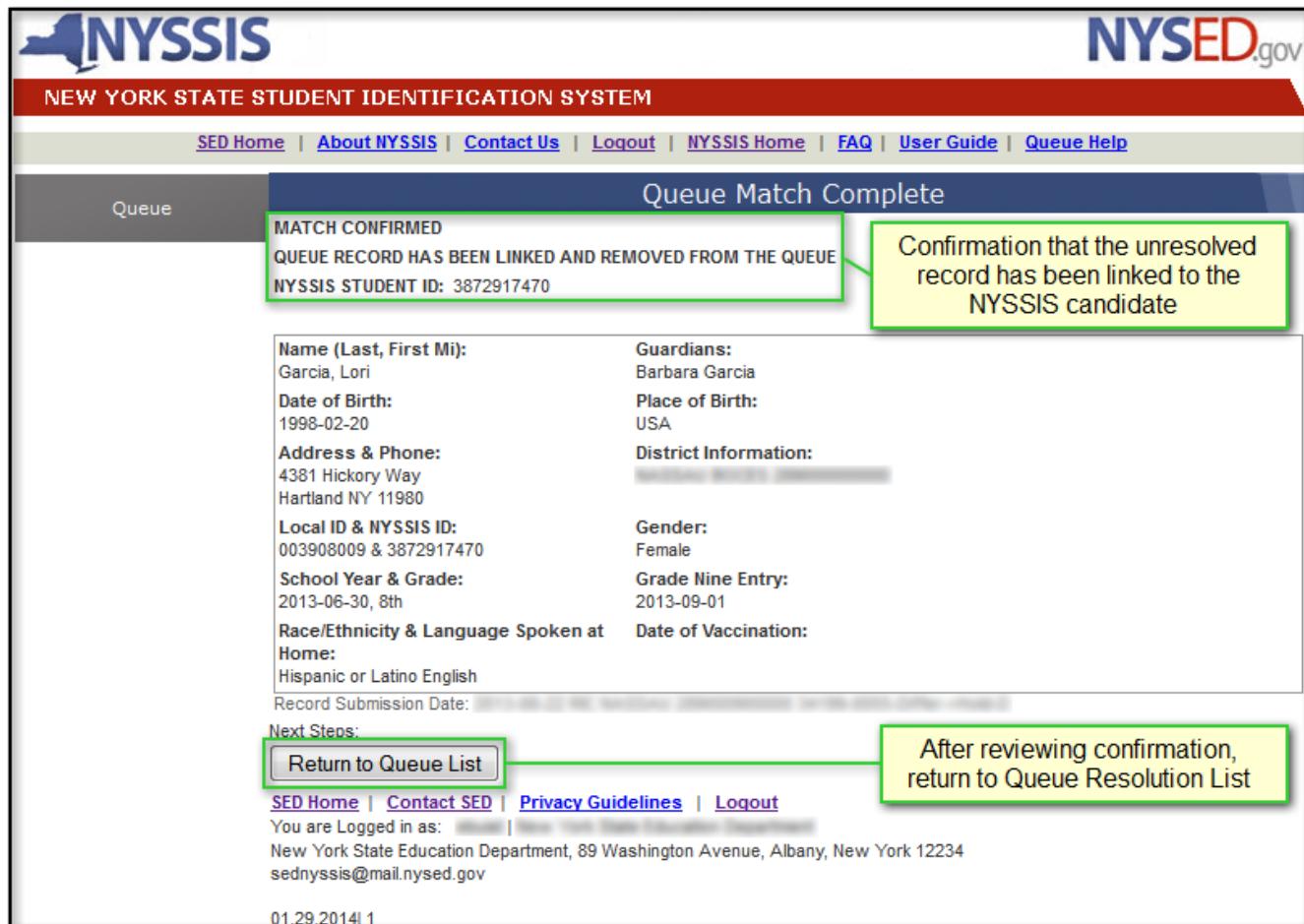
Click "Cancel" if the records do not match

[SED Home](#) | [Contact SED](#) | [Privacy Guidelines](#) | [Logout](#)  
You are Logged in as: [REDACTED] |  
New York State Education Department, 89 Washington Avenue, Albany, New York 12234  
sednyssis@mail.nysesd.gov

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## Queue Match Complete

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



**NYSSIS**  
NEW YORK STATE STUDENT IDENTIFICATION SYSTEM

SED Home | About NYSSIS | Contact Us | Logout | NYSSIS Home | FAQ | User Guide | Queue Help

Queue Match Complete

**MATCH CONFIRMED**  
QUEUE RECORD HAS BEEN LINKED AND REMOVED FROM THE QUEUE  
NYSSIS STUDENT ID: 3872917470

Name (Last, First Mi): Garcia, Lori  
Guardians: Barbara Garcia  
Date of Birth: 1998-02-20  
Place of Birth: USA  
Address & Phone: 4381 Hickory Way  
Hartland NY 11980  
District Information: [REDACTED]  
Local ID & NYSSIS ID: 003908009 & 3872917470  
Gender: Female  
School Year & Grade: 2013-06-30, 8th  
Grade Nine Entry: 2013-09-01  
Race/Ethnicity & Language Spoken at Home: Hispanic or Latino English  
Date of Vaccination: [REDACTED]  
Record Submission Date: [REDACTED]

Next Steps:  
**Return to Queue List**

After reviewing confirmation, return to Queue Resolution List

SED Home | Contact SED | Privacy Guidelines | Logout  
You are Logged in as: [REDACTED] | New York State Education Department, 89 Washington Avenue, Albany, New York 12234  
sednyssis@mail.nysesd.gov

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## Logging Out

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

The screenshot shows the NYSSIS Queue Empty page. At the top, there is a navigation bar with links: SED Home, About NYSSIS, Contact Us, Logout (which is highlighted with a green box and a callout), NYSSIS Home, FAQ, User Guide, and Queue Help. The main content area is titled "Queue Empty" and contains a message: "The queue for [REDACTED] is empty. Near Match Resolution is complete - no further action necessary. There is no need to call the NYSSIS help desk." Below this message is a table titled "Recent NYSSIS Activity for [REDACTED]". The table has columns: NYSSIS User, What, When, Student's Local ID, and Student's Last Name. The data in the table is as follows:

NYSSIS User	What	When	Student's Local ID	Student's Last Name
[REDACTED]	Matched to Nyssis ID : 3872917470	2014-02-03	003908009	GARCIA
[REDACTED]	[REDACTED]	2014-01-08	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	2013-08-21	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	2013-08-21	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	2013-08-21	[REDACTED]	[REDACTED]

At the bottom of the page, there is a footer with links: SED Home, Contact SED, Privacy Guidelines, and Logout. It also displays the user's login information: "You are Logged in as: [REDACTED] New York State Education Department, 89 Washington Avenue, Albany, New York 12234 sednyssis@mail.nysesd.gov". The date "01.29.2014| 1" is also shown. A green callout box points to the "Logout" link in the top navigation bar with the text "Click 'Logout' to exit the NYSSIS application". Another green callout box points to the "Logout" link in the footer with the text "Confirmation that all unresolved records have been assigned NYSSIS IDs".

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

The screenshot shows the NYSED Single Sign-On Server logging out screen. At the top, there is a logo for NYSED.gov. Below it, a blue bar says "Single Sign-On Server". In the center, there is an illustration of a computer monitor with a key and a lock. The text "Logging out. Please Wait" is displayed. A blue progress bar is shown below the text. At the bottom, a blue bar contains the text: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution." A green callout box points to the "Logging out. Please Wait" text with the text "When a blank Sign In screen reappears, you have successfully been logged out."

When a blank **Sign In** screen reappears, you have successfully been logged out.

## Appendix A

### ***SED NYSSIS application support contacts***

NYSSIS Email (tech support)	<a href="mailto:sednyssis@nysed.gov">sednyssis@nysed.gov</a>
Policy/business rule guidance	<a href="mailto:dataquest@nysed.gov">dataquest@nysed.gov</a>
Level 1 RIC/Big5 contacts	<a href="http://www.p12.nysed.gov/irs/sirs/ric-big5.html">http://www.p12.nysed.gov/irs/sirs/ric-big5.html</a>
NYSED Enterprise Help Desk	800-697-1323
NYSED Fax	518-474-2519