



Personalized education starts at eScholar.



# Louisiana Secure ID

## Training for End Users

*A copy of this presentation is located on LDOE INSIGHT under Shared Documents in folder Training and Guidance Documents/2018 September Collaborations*

# Louisiana Secure ID End User Training: Agenda

- Introduction and Brief Policy Review
- Louisiana Secure ID Overview
- Matching Process Overview
- ID Assignment
- Near Match Resolution
- System Tools
- Support and Resources

# Act 837 Overview

## What does the law say?

- Act 837 required the Department to create a unique statewide student identifier system by May 1, 2015.
- Each LEA must have assigned a Louisiana Secure ID to all students enrolled in public elementary or secondary schools by June 1, 2015.

## What does this mean for the Department and LEAs?

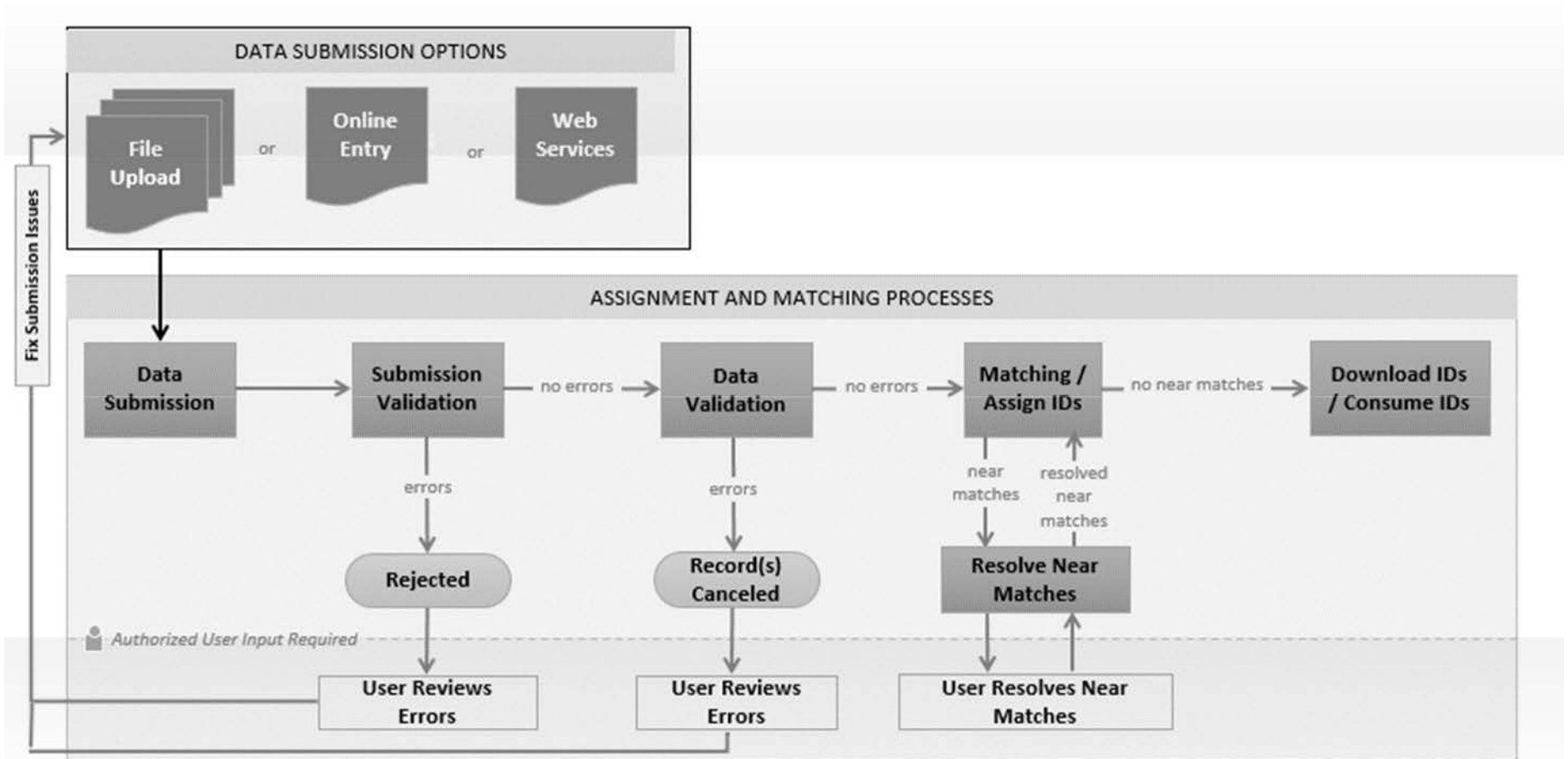
- After June 1, 2015 any data sharing between the Department and LEAs must utilize unique student identifiers in place of social security numbers.
- LEAs assumed a new area of responsibility for assigning and maintaining unique student identifiers.

**Louisiana Secure ID  
ID Assignment and Matching Process  
Overview**

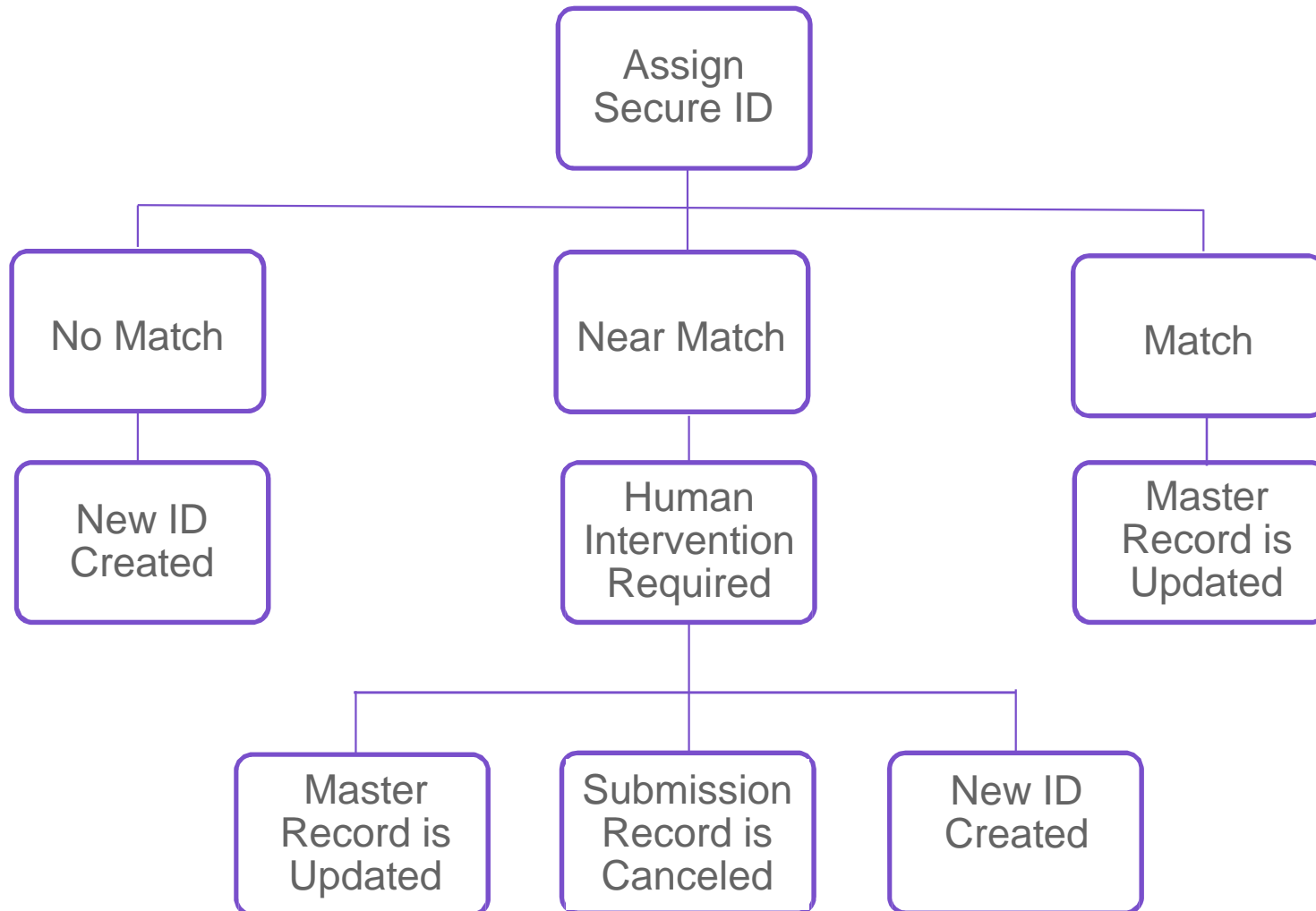
# What Does Louisiana Secure ID do?

- Creates and assigns new IDs for students who do not have one.
- Finds an existing ID for students who already have one.
- “Assigns” a new or existing ID to a student record in an output file, so it can be consumed by data other systems.

# ID Assignment Process: Overview



# Assign Secure ID: Possible Outcomes



# **ID Assignment Process: Green Light Path**



# Access the Application

## Louisiana SecureID

UNIQUE ID HOME

Login

### LOGIN TO YOUR ACCOUNT

Enter a valid Login ID/Password to continue

Login ID:

Password:

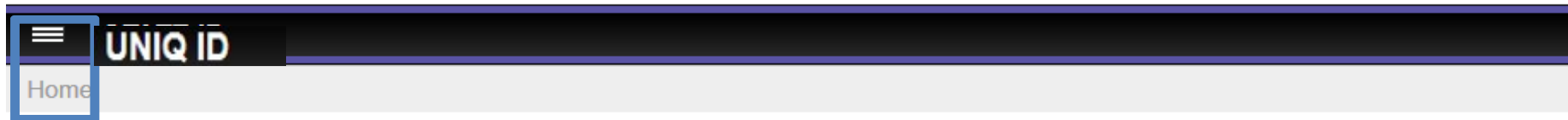
CLEAR

LOGIN

- URL: <https://LouisianaSecureID.eScholar.com>
- Recommended Browsers:
  - IE11, Google Chrome, Firefox
- Supply login ID and password.
- Do not request that browser save your login information.

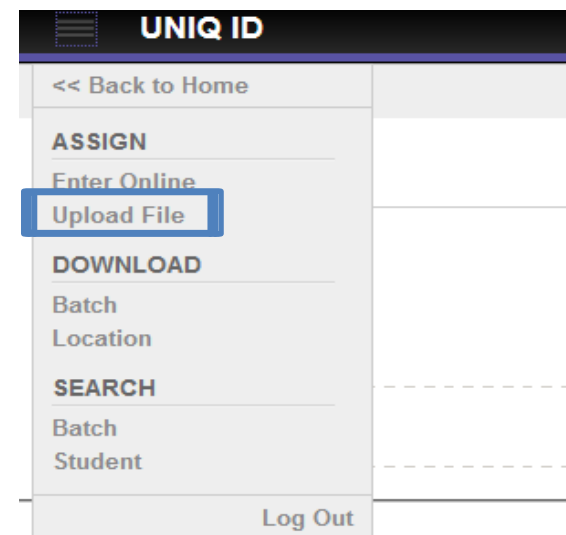
# UID Home Page and Upload Batch File

## Louisiana SecureID User Training



Use the menu icon to expose the drop down menu.

Select Upload File from the menu.

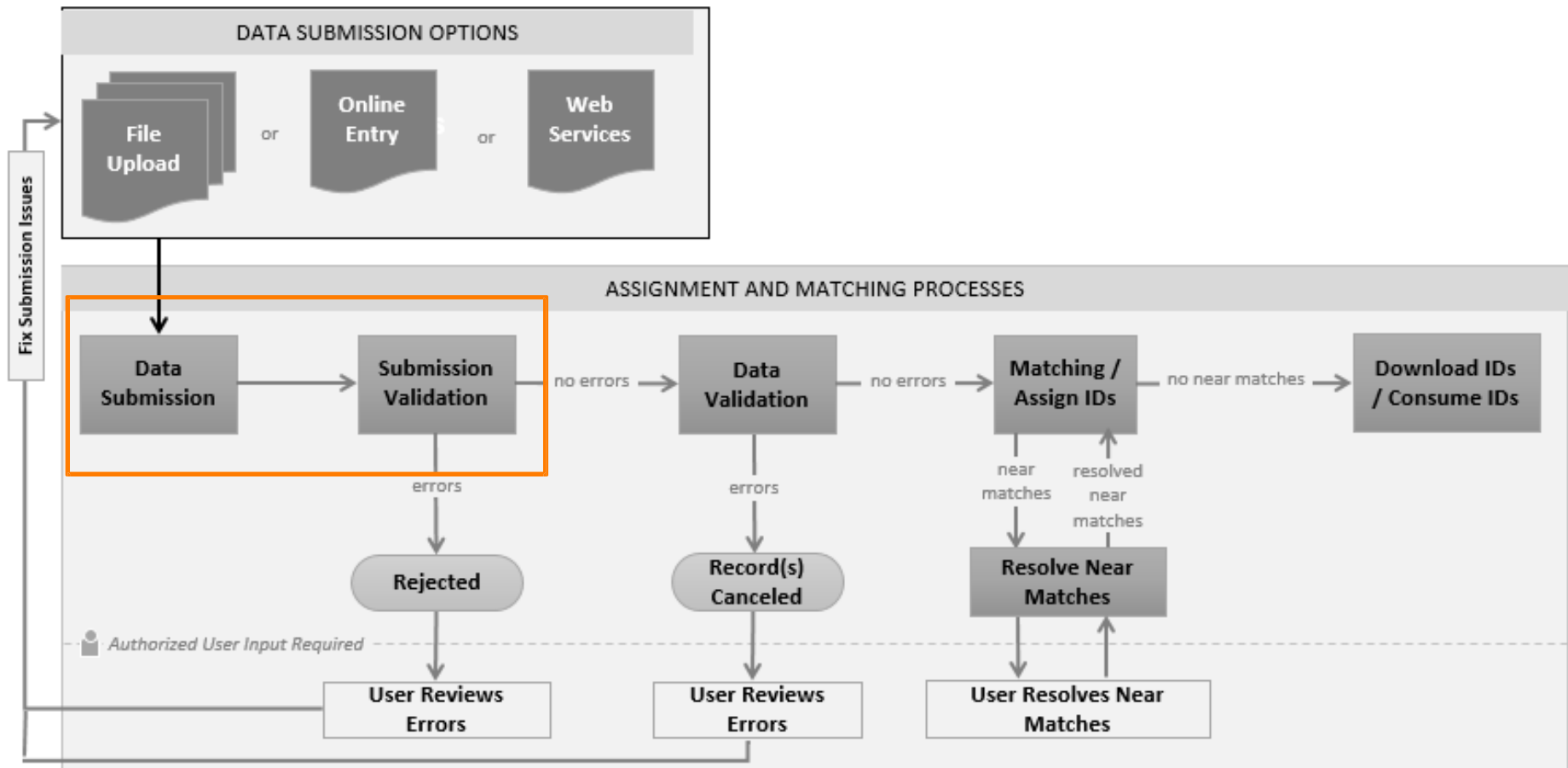


# Basic and Advanced Upload

The screenshot shows a web interface for uploading files. At the top left, there is a menu icon and the text 'UNIQ ID'. At the top right, it says 'JohnSmith, Acadia Parish'. Below this is a header bar with 'Upload file' and a question mark icon. The main area has two tabs: 'BASIC' (selected) and 'ADVANCED'. Below the tabs, there is a label 'File to Upload \*:' followed by a text input field containing 'Choose File' and a blue 'BROWSE' button. A dashed horizontal line separates this from the bottom section, which contains a blue 'UPLOAD' button and a note '(\*) Required' on the left.

- The Louisiana default upload type is Basic and requires a header and trailer record.

# ID Assignment Process



# File Validation

- System performs a review of the format & layout for the submitted batch file.
- The submitted batch file is compared to the Student Batch File **v3.0** required format.
- The results of the validation are either *File Upload Failure* or *File Upload Success*.
- Files that fail file validation are rejected by the system and will need to be resubmitted by the user after the errors have been corrected.
- Filenames can contain upper/lower case alphanumeric characters, periods, underscores or hyphens.
- No spaces or special characters.

# File Validation: Basic Format

- Header Record: TH
- Detail Record: ID
- Trailer Record: TT
  - \*\*no empty spaces or data after last trailer column\*\*

```
File Edit Format View Help
TH 04/06/2015 09:04:59 1234567890 2.1 delimiter=0X2C source=SIS qualifier= batch_indicator=D
ID,001001,,Adams,Michelle,Ann,,F,03/15/2001,08,975758454,,NNNYNN,,001,2015,,20510,GUID,12 Main St,New Orleans,LA,70112,,,,
ID,001001,,Agile,Sophie,Ann,,F,05/10/2002,07,798575,,NNNNNY,,001,2015,,58176,GUID,20 Main St,New Orleans,LA,70112,,,,
ID,001001,,Roberts,Hunter,John,,M,11/25/1998,08,998475,,NNNNNY,,001,2015,,45608,GUID,50 State St,Baton Rouge,LA,70801,,,,
ID,001014,,Johnson,Jack,Matt,,M,05/05/2006,03,847575,,NNNNNY,,001,2015,,49105,GUID,10 State St,Baton Rouge,LA,70801,,,,
ID,001014,,Johnson,Jacob,Michael,,M,10/02/2005,03,23413241,,NNNNNY,,001,2015,,87240,GUID,10 State St,Baton Rouge,LA,70801,
ID,001020,,Adams,Mary,Eileen,,F,09/17/2005,02,6243644,,NNNYNN,,001,2015,,5685,GUID,,,,,,,,,,,,
ID,001021,,wild,Johny,,III,M,03/26/2000,09,1432144,,NNNYNN,,001,2015,,91746,GUID,,,,,,,,,,,,
ID,001700,,Bay,Frank,,M,03/31/2011,20,13213333,,NNNNNY,,001,2015,,10720,GUID,,,,,,,,,,,,
TT 1234567890 10
```

## File Format v3.0 Fields: Detail Record

Louisiana Secure ID Field Name	Required?
Record Type	Y
School/Site Code	Y
Residing Parish	N
Last Name	Y
First Name	Y
Middle Name	N
Name Suffix	N
Gender	Y
Date of Birth	Y
Grade Placement	Y
Student Local ID Number	Y
Social Security Number	N
Race/ethnicity	Y
Unique ID	N
LEA Code	Y
Ending School Session Year	Y
Alternate Last Name	N
Alternate ID	N
Alternate Source	N
Street Address (Physical)	N
City (Physical)	N
State	N
Zip Code (Physical)	N
Parental Consent Flag	N

- eScholar File format 3.0 stores addresses in a better format as well as allows for the collection of additional fields not collected in the 2.1 format. In addition, version 3.0 allows for a match score to be added to each record when resolving near matches. LEAs will be able to see how strong the match rate (0-100) for each student in a near match situation.
- This is a partial list of fields available in the detail record, full list is available on the INSIGHT portal.
- Note that only a subset of these fields are required.
- SSN is not required (see special notes on next slide).
- Alternate Last Name field should be used for student's previous last name.

# SSN: Special Notes

- SSN is not required but:
  - It should be sent for all students with parental consent so that they can be processed by LOSFA.
  - It's used for matching enrollments to SNAP recipients.
  - Not having SSN can impact direct certification matches for free lunch and economically disadvantaged percentages.



# Data Validation

UNIQ ID				JohnSmith, Acadia Parish
Upload File - Validate Data - Batch 150				
UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
04/14/2015 17:57	150	Data Validation is in progress.	In Progress	<a href="#">BACK TO HOME</a>

- Batch passed file validation and has been assigned an individual Batch ID.
- The data validation step is set to automatically proceed if the file passed file validation.
- The status indicates that data validation is in progress.
- **UID screens do not refresh automatically**, so returning to the home page will update the status.
- Never use **REFRESH, BACK** or **FORWARD** browser buttons.

# Access Batch Information

UNIQ ID JohnSmith, Acadia Parish

Home ?

FILTER

LEA CODE:  SCHOOL/SITE CODE:  BATCH NUMBER:

SUBMISSION TYPE:  PROCESSING STAGE:  FROM:  TO:  SORT:

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
04/14/2015 16:44	File	<a href="#">202</a>	001	LEA	SIS	Data Validation Complete. Ready to Assign Uniq IDs	1 of 1	<input type="button" value="ASSIGN UNIQ ID"/>

Access detailed batch information by drilling into the batch number in the batch info column on any screen.

# Batch Information

Batch Information: **Batch 202**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

READY TO ASSIGN IDS

Batch Information: **Batch 51662**

Ready to Assign IDs

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

PROCESSING STAGE

DATE

Upload Completed

01/29/2018 11:59:17 AM

Validation Started

Batch Information: **Batch 51662**

Validation Completed

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

Batch Information

BATCH NUMBER

51662

SUBMISSION TYPE

File

BATCH STATUS

CANCELED

LEA CODE

SEA

SCHOOL/SITE CODE

LEA

EXTRACT DATE

01/29/2018

EXTRACT FILE

3\_0.txt

TRANSMISSION ID

9893596362

CREATION USER ID

ALakkakula

CREATION DATE

01/29/2018

TOTAL RECORDS

5

RECORD DELIMITER

0X2C

HEADER DELIMITER

0x20

FILE VERSION

3.0

SOURCE SYSTEM

SIS

The Batch Info provides information about the Batch:

- Batch Statistics
- Processing Info
- Download Info
- General Info

USER ID

No download in

# Assign Unique ID

UNIQ ID John Smith, Acadia Parish

Home ?

FILTER

LEA CODE:  SCHOOL/SITE CODE:  BATCH NUMBER:

SUBMISSION TYPE:  PROCESSING STAGE:  FROM:  TO:  SORT:  [FILTER RESULTS](#)

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
04/14/2015 15:41	File	197	001	LEA	SIS	Data Validation Complete. Ready to Assign Uniq IDs	9 of 9	<a href="#">ASSIGN UNIQ ID</a>

- The status indicates that data validation is complete.
- The next action is Assign Uniq ID.

# ID Assignment in Progress

UNIQ ID <span style="float: right;">JohnSmith, Acadia Parish</span>				
Upload File - Assign IDs - Batch 198				
UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
04/14/2015 15:50	198	ID Assignment is in progress.	In Progress	<a href="#">BACK TO HOME</a>

System indicates that ID Assignment is in progress.

# Download Unique ID

UNIQ ID JohnSmith, Acadia Parish

Home ?

FILTER

LEA CODE:  SCHOOL/SITE CODE:  BATCH NUMBER:

SUBMISSION TYPE:  PROCESSING STAGE:  FROM:  TO:  SORT:  [FILTER RESULTS](#)

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
04/14/2015 15:58	File	199	001	LEA	SIS	ID(s) Assigned.	1 of 1	<a href="#">DOWNLOAD UNIQ ID</a>

- The status is ID(s) Assigned, which means the process is complete.
- The next action is Download Uniq ID.

# Download File

UNIQ ID		John Smith, Acadia Parish		
Download ID - Batch 199				
UPLOAD DATE	BATCH INFO	STATUS	RECORD COUNT	NEXT ACTION
04/14/2015 15:58	199	File Extract Complete.	1	<a href="#">DOWNLOAD</a>

User can extract records from this batch with the download button.

# Download Louisiana Secure ID: New ID Assigned

```
File Edit Format View Help
|TH 04/06/2015 16:31:07 1234567890 2.1 delimiter=0X2C source=SIS
ID,001001,,Adams,Michelle,Ann,,F,03/15/2001,08,975758454,,NNNYNN 4829541865,001,2015,,20510,GUID,12 Main St,New C
ID,001001,,Agile,Sophie,Ann,,F,05/10/2002,07,798575,,NNNNNY,2769125311,001,2015,,58176,GUID,20 Main St,New Orlear
ID,001001,,Roberts,Hunter,John,,M,11/25/1998,08,998475,,NNNNNY,7383743792,001,2015,,45608,GUID,50 State St,Baton
ID,001014,,Johnson,Jack,Matt,,M,05/05/2006,03,847575,,NNNNNY,9688599484,001,2015,,49105,GUID,10 State St,Baton R
ID,001014,,Johnson,Jacob,Michael,,M,10/02/2005,03,23413241,,NNNNNY,6547334139,001,2015,,87240,GUID,10 State St,Ba
ID,001020,,Adams,Mary,Eileen,,F,09/17/2005,02,6243644,,NNNYNN,5357579164,001,2015,,5685,GUID,,,,,,New ID Assig
ID,001021,,Wild,Johnny,,III,M,03/26/2000,09,1432144,,NNNYNN,8176637858,001,2015,,91746,GUID,,,,,,New ID Assig
ID,001700,,Bay,Frank,,M,03/31/2011,20,13213333,,NNNNNY,9627649988,001,2015,,10720,GUID,,,,,,New ID Assigned
TT 1234567890 10
```

- Newly assigned 10 digit ID for each record is visible.
- Status is “New ID Assigned”.
- This file can be used to update person record information in the local source system.



## Download Louisiana Secure ID: Match Found

```
D,12 Main St,New Orleans,LA,70112,,,,Student Found but No Change in Data -  
Main St,New Orleans,LA,70112,,,,Student Found but No Change in Data - Exac  
50 State St,Baton Rouge,LA,70801,,,,Student Found but No Change in Data -  
State St,Baton Rouge,LA,70801,,,,Student Found but No Change in Data - Ex  
UID,10 State St,Baton Rouge,LA,70801,,,,Student Found but No Change in Dat  
,,,,Student Found but No Change in Data - Exact Match,91,,,,,04/06/2015  
Student Found but No Change in Data - Exact Match,92,,,,,04/06/2015  
Student Found but No Change in Data - Exact Match,93,,,,,04/06/2015
```

- The output file contains each of the submitted IDs with a status and the Louisiana Secure ID.
- In this example, the Status indicates that these records returned as *Student Found but no Change in Data – Exact Match*.

# LEA Downloading and Retrieving IDs

## Download by Batch

- From the menu, select Download, then Batch
- Records retrieved by Download by Batch will return all of the student records with IDs that were assigned in a given batch.

## Download by Location

- From the menu, select Download, then Location
- Records can be downloaded by location/agency for currently enrolled students.

# Enter Online Option

UNIQUE ID HOME ALakkakula, Department of Education

Enter Online - Data Entry ?

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GENERAL INFORMATION

FIRST NAME *	
MIDDLE NAME	
LAST NAME *	
ALT LAST NAME	
SUFFIX	▼
GENDER *	▼
DATE OF BIRTH *	mm ▼ / dd ▼ / yyyy ▼
RACE/ETHNICITY	▼
SSN	- - - - -
SUBMISSION PURPOSE	▼

ADDRESS INFORMATION

ADDRESS 1	
ADDRESS 2	
CITY	
STATE	▼
ZIP	

CUSTOMER DEFINED FIELDS

PARENTAL CONSENT FLAG	▼
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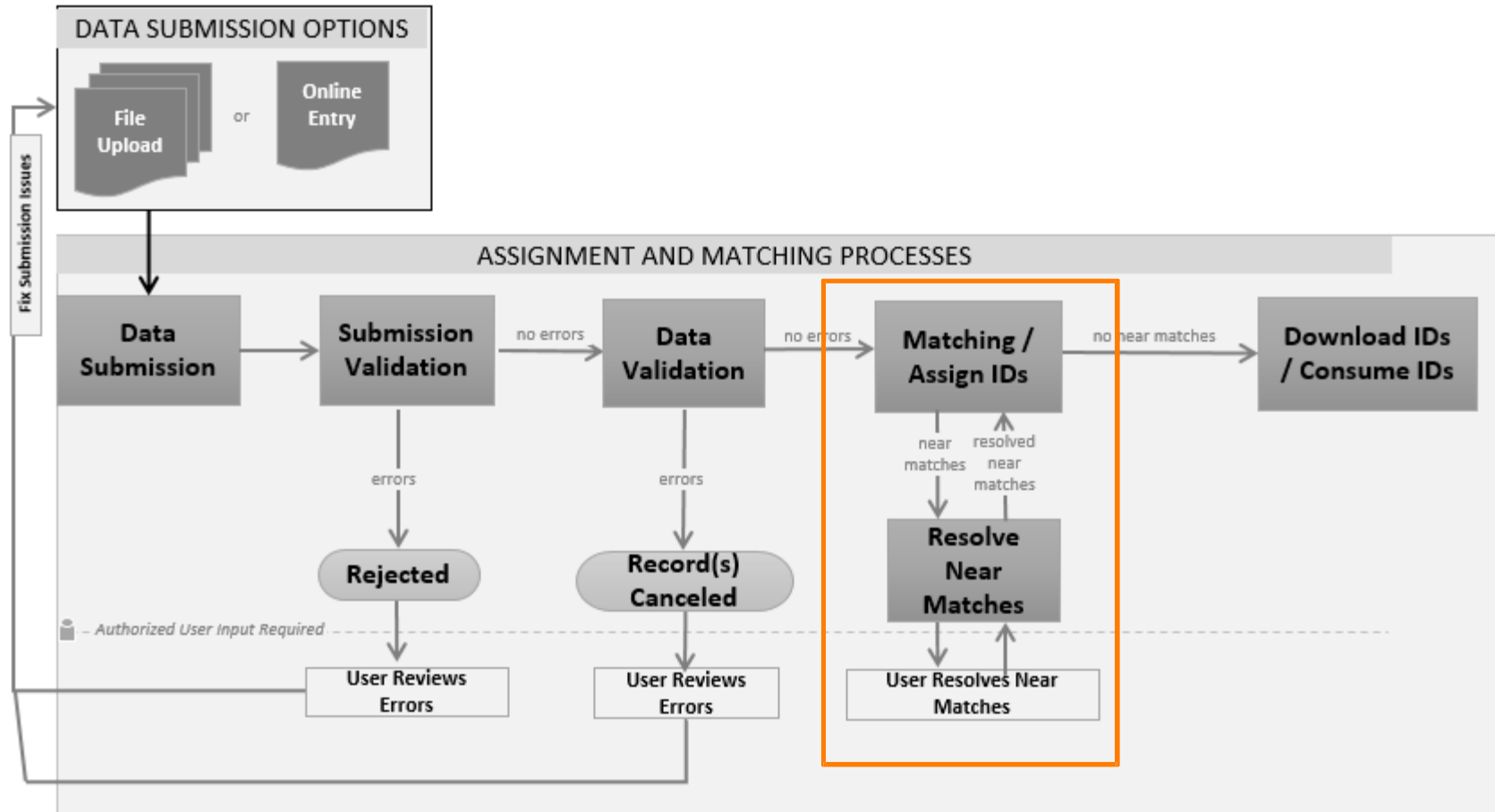
LOCATION / ENROLLMENT INFORMATION

PERSON TYPE	Student ▼
GRADE PLACEMENT: *	▼
SCHOOL/SITE CODE: *	
LEA CODE *	SEA
RESIDING PARISH CODE	SEA
ENDING SCHOOL SESSION YEAR *	2018
LOCATION ACTIVE FLAG	Active ▼
LOCAL ID *	
SOURCE SYSTEM *	SIS ▼
ALTERNATE ID	
ALTERNATE SOURCE	▼

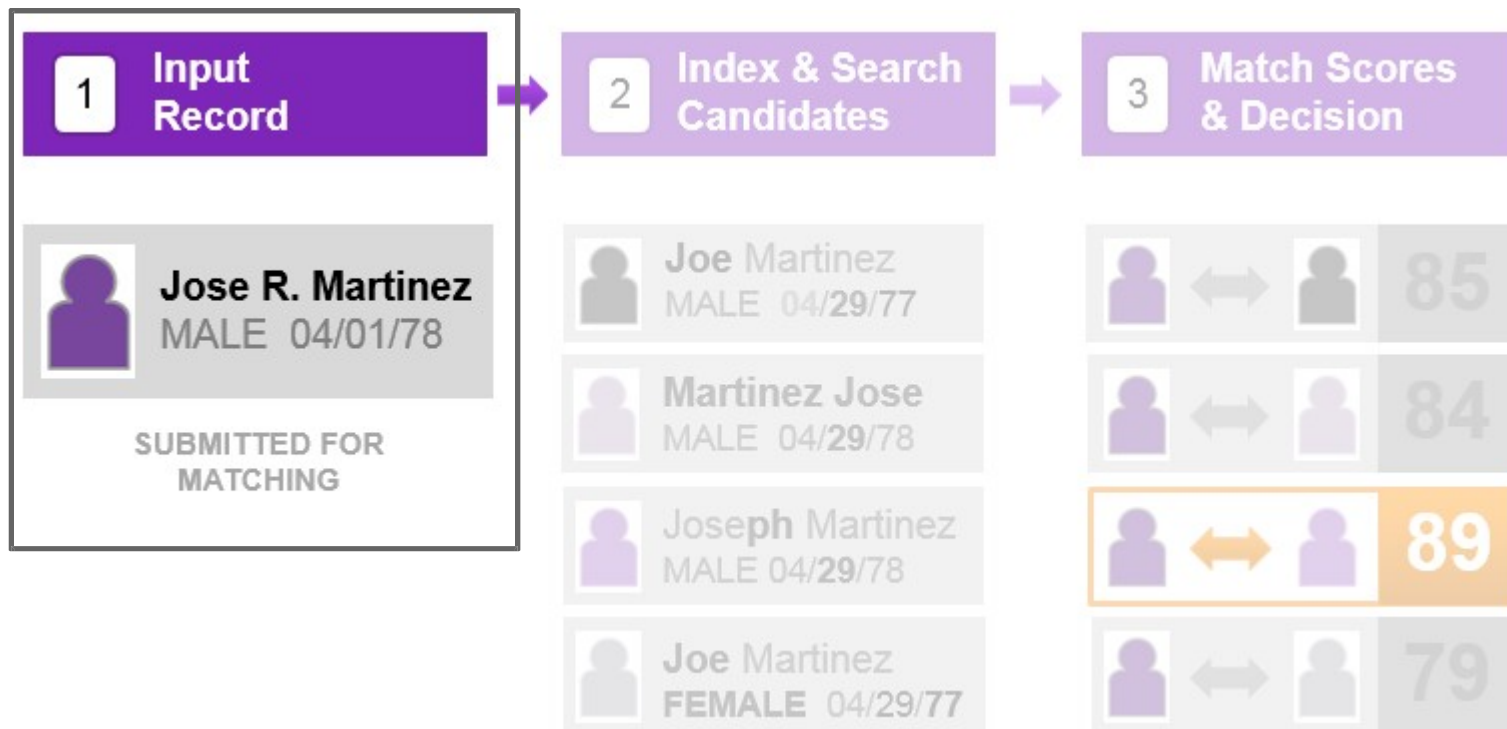
Individual student records can be entered online.

# Matching Process and Near Match Resolution

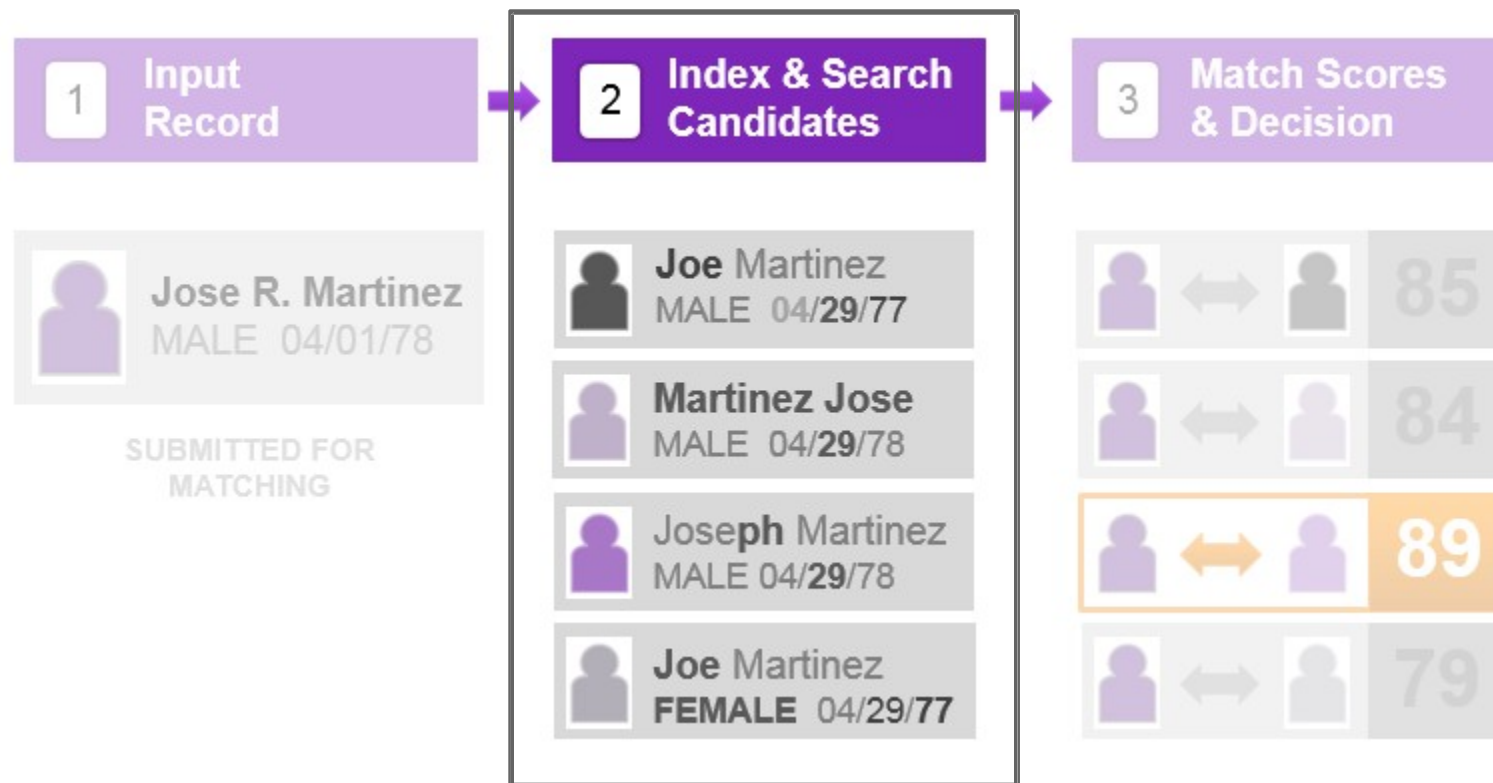
# ID Assignment Process



# Matching Process: Input Record

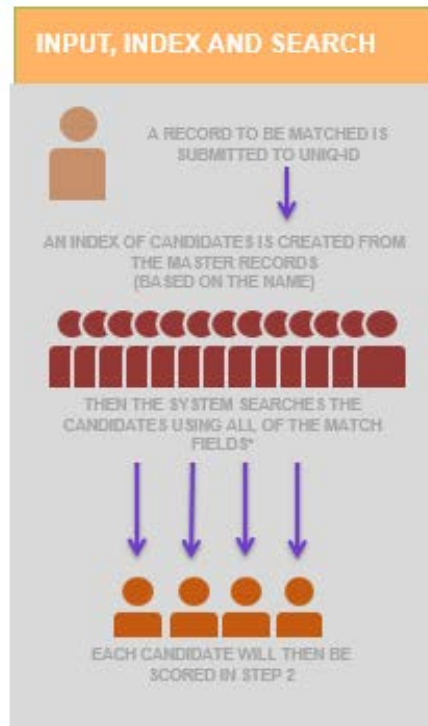


# Matching Process: Index and Search Candidates



- System searches master repository.
- Generates an Index of data based upon combinations of the name.

# Matching Process: Matching Information



## ***MATCHING INFORMATION\****

***Last Name: High Weight, Required***

***First Name: High Weight, Required***

***Middle Name: High Weight***

***Birth Date: Medium Weight, Required***

***Gender: Low Weight, Required***

***Social Security: Medium/Low Weight***

***Alternate Last Name: Part of name***

- Last name, first name, birth date, gender are required fields for matching.
- Middle name, SSN, alternate last name will be used if provided (use this for student's previous last name).



# Matching Process: Examples of Exceptions

## EXAMPLES OF EXCEPTIONS

*Errors in spelling: Tomas instead of Thomas*

*Nicknames: Bill or William*

*Mixed usage: John Thomas or Thomas John*

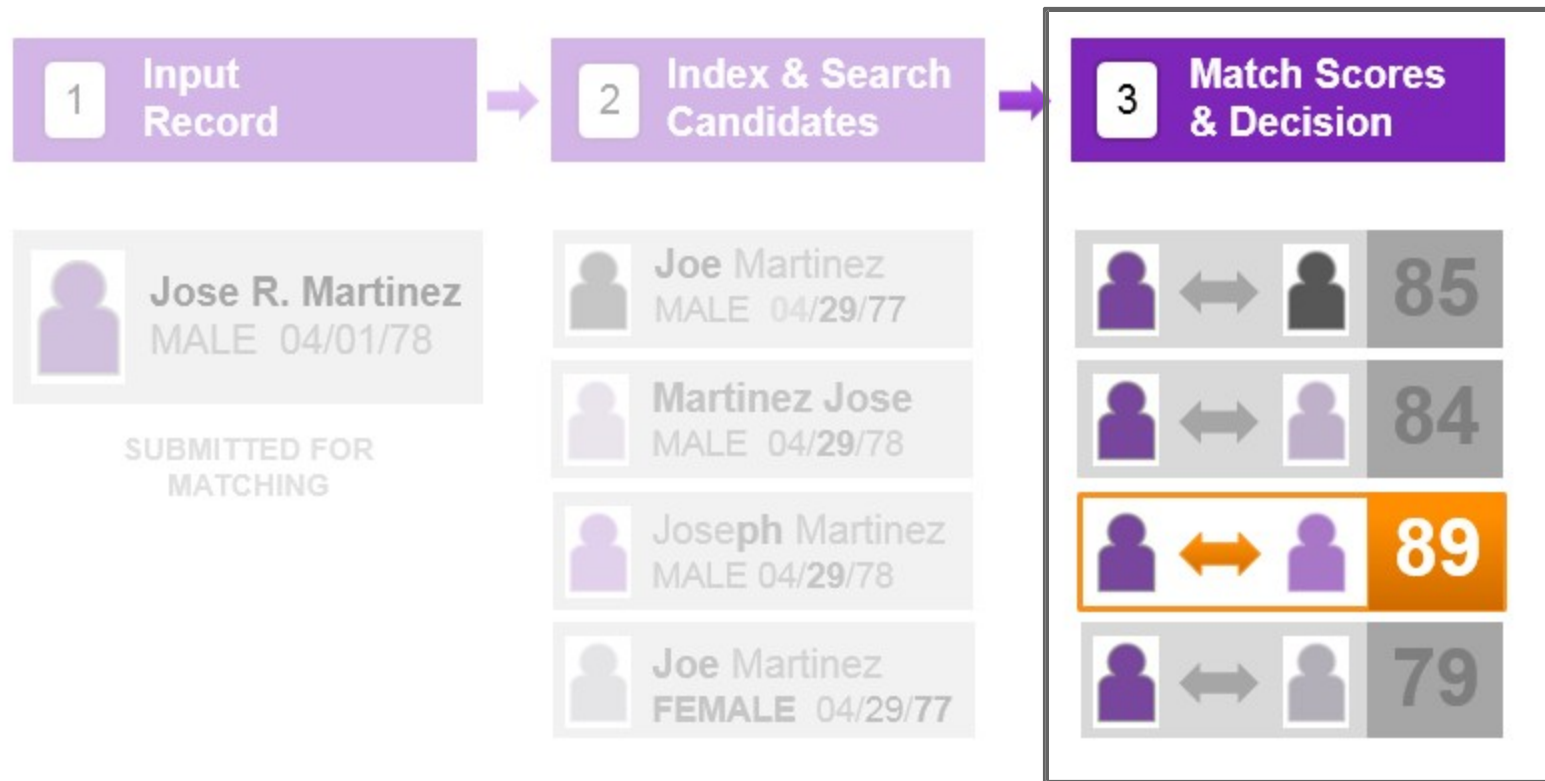
*Multi-part names: Anderson-Lott or Lott*

*Uncommon Names: Leniency on misspellings*

*Punctuation: Removes punctuation*

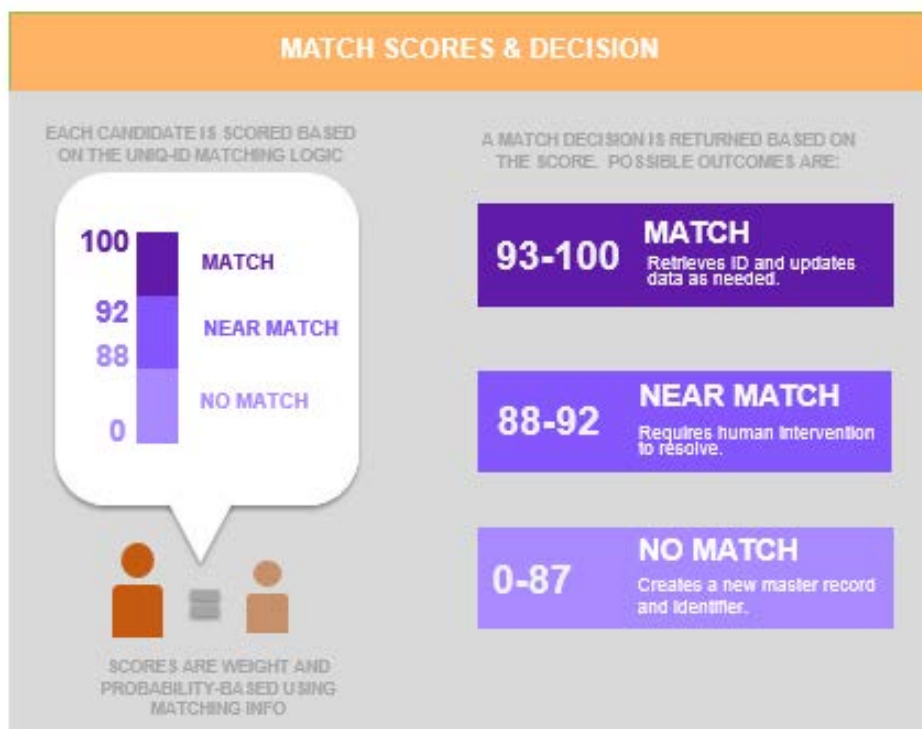
- Matching engine accounts for exceptions.
- This is only a partial list.
- Matching engine employs 300 different algorithms to catch exceptions.

# Matching Process: Match Scores and Decision



Based upon the search results, the system generates a Match Score.

# Matching Process: Match Decision Factors



## FACTORS ON DECISION

**Thresholds (88-92):** Provides fewest false positives, false negatives, and human errors.

**SSN Rule:** Forces a Near Match when a No Match is found but the SSNs are the same.

**Twins Rule:** Forces a Near Match when a Match is found and district information is the same but the local ID is different

**Multiple Matches:** Forces a Near Match when multiple records match the input record

- Match decision determined by comparing match score to thresholds.
- Special rules can force a near match.

# Match Decision: Match

**Input Record:**

Jose Martinez  
Male 10/12/2001

**Master Record:**

Jose Martinez  
Male 10/23/2001  
*Match Score = 96*



- If the system finds a Match it assigns the ID of the matching student to the input record.
- If demographics are different between the input record and the master record, and the input record comes from an authoritative source, the information contained in the input record updates the master record.
- Previous Master record gets moved to the ID history.

# Match Decision: No Match

**Input Record:**

Jose Martinez  
Male 10/12/2001

**No Match**



**Master Record:**

Christopher M. Swanson  
Male 10/12/2001  
*Match Score = 65*

**No Match**



- If the system finds no matching student it will assign a new Secure ID to the submission record.
- These records do not need to be reviewed.

# Match Decision: Near Match

## Input Record:

Jose Tommy Martinez  
Male 10/12/2000

Near Match



## Master Record:

Joe Thomas Martinez  
Male 10/12/2004  
*Match Score = 91*


Near Match




- System can not determine whether or not these students are the same.
- Near matches require human intervention to resolve.

# Multiple Matches


Submission  
Record  **John Tom Henderson**  
**Male 10/12/2000**


MATCH  John T Henderson  
Male 10/21/2000  
*Match Score = 96*

MATCH  John Thomas Henderson  
Male 10/12/2001  
*Match Score = 94*

If two or more potential matches are found above the lower threshold, the system forces a near match.

# SSN Rule: Same SSNs


Submission  
Record  John Tom Henderson  
SSN: 333-44-8899

MATCH  Tom Smith  
SSN: 333-44-8899

If no match is found but the SSN submitted is the same as an existing record, the system forces a near match.




# SSN Rule: Different SSNs


Submission  
Record  John Tom Henderson  
SSN: 333-44-8899

MATCH  John Tom Henderson  
SSN: 332-44-5555

If match is found but the SSN submitted is different from an existing record, the system forces a near match.

# Twins Rule

Submission Record  **John Tom Henderson**  
**Male 10/12/2000**  
**District: 001 Local**  
**ID: ABCDEF**

MATCH  John Thomas Henderson  
Male 10/12/2000  
District 001  
Local ID: UVWXYZ  
*Match Score = 94*

If the submission record is a match to a master record, and the district is the same, but the local ID is different, then the system forces a near match.

# Resolve Near Matches

The screenshot shows the UNIQ ID system interface. At the top, there is a navigation bar with a hamburger menu icon, the text "UNIQ ID", and the user name "John Smith, Acadia Parish". Below the navigation bar is a "Home" link and a question mark icon. The main content area features a "FILTER" panel with several input fields and dropdown menus. The filter panel includes fields for "LEA CODE", "SCHOOL/SITE CODE", "BATCH NUMBER", "SUBMISSION TYPE" (set to "All"), "PROCESSING STAGE" (set to "All"), "FROM" (set to "03/07/2015"), "TO" (set to "04/07/2015"), and "SORT" (set to "Upload Date Desc"). A "FILTER RESULTS" button is located at the bottom right of the filter panel. Below the filter panel is a table with the following columns: "UPLOAD DATE", "SUBMISSION TYPE", "BATCH INFO", "LEA CODE", "SCHOOL/SITE CODE", "SOURCE SYSTEM", "STATUS", "RECORD COUNT", and "NEXT ACTION". The table contains one row of data: "04/07/2015 11:39", "File", "55", "001", "LEA", "SIS", "Near Matches / Duplicates Found", "3 of 4", and "RESOLVE NEAR MATCHES". The "STATUS" cell is highlighted with a black border.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
04/07/2015 11:39	File	55	001	LEA	SIS	Near Matches / Duplicates Found	3 of 4	RESOLVE NEAR MATCHES

- The Status of Batch 55 indicates there are Near Matches/Duplicates Found.
- The Next Action is Resolve Near Matches.
- Human intervention required for near match resolution.

# List of Near Matches

UNIQ ID John Smith, Acadia Parish

Near Match - Batch 55 ?

FILTER

LAST NAME  FILTER RESULTS

Select All On Page

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	RESIDING PARISH CODE	LOCAL ID	NEXT ACTION
<input type="checkbox"/> Agile	Sophia	A			05/10/2002	FEMALE	001	001001		798575	<input type="button" value="REVIEW AND SELECT"/>
<input type="checkbox"/> Johnson	Jacob	Michael			11/02/2005	FEMALE	001	001014		23413241	<input type="button" value="REVIEW AND SELECT"/>
<input type="checkbox"/> Johnson	John	M			05/05/2006	MALE	001	001014		847575	<input type="button" value="REVIEW AND SELECT"/>

Displaying 1 - 3 of 3 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

- There are three instances of a near match in this batch.
- Review and Select allows users to drill down into the comparison details for each near match.

# Initial Near Match Comparison

UNIQ ID JohnSmith, Acadia Parish

Resolve Near Matches / Duplicates - **Batch 55** ?

---

STUDENT RECORD TO REVIEW AND SELECT

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID
Agile	Sophia	A			05/10/2002	FEMALE	001	001001	798575

---

NEAR MATCHES / DUPLICATES FOUND

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID	MATCH PROBABILITY
<input checked="" type="radio"/> Agile	Sophie	Ann			05/10/2002	FEMALE	001	001001	798575	91 [NEAR MATCH]

CANCEL RECORD SELECT ANOTHER RECORD CREATE NEW ID ASSIGN SELECTED

- *Student Record to Review* and the *Near Match Found* are displayed.
- Actions are: Assign Selected, Create New ID, Cancel Record or Select Another Record.
- Student record name is a drill down to the detailed comparison screen.

# Compare Student Information

UNIQ ID

Near Match - **Compare** - Batch 55

**91**  
MATCH SCORE

**Sophia A Agile** (SUBMISSION)  
GENDER: FEMALE    DATE OF BIRTH: 05/10/2002    LOCAL ID: 798575    SSN: Not Present

vs

**Sophie Ann Agile** (#2769125311)  
GENDER: FEMALE    DATE OF BIRTH: 05/10/2002    LOCAL ID: 798575    SSN: Not Present

## COMPARE RECORDS

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

FIELDS	SUBMISSION RECORD	MASTER RECORD (STATE ID: 2769125311)
FIRST NAME	Sophia	Sophie
LAST NAME	Agile	Agile
MIDDLE NAME	A	Ann

The match score and the primary student information from both the master record and the submission record are displayed.

# Compare Student Information

## COMPARE RECORDS

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

FIELDS	SUBMISSION RECORD	MASTER RECORD (STATE ID: 2769125311)
FIRST NAME	Sophia	Sophie
LAST NAME	Agile	Agile
MIDDLE NAME	A	Ann
SUFFIX		
ALT LAST NAME		
DATE OF BIRTH	05/10/2002	05/10/2002
GENDER	FEMALE	FEMALE
SSN	Not Present	Not Present
ETHNICITY		
RACE/ETHNICITY	Non-Hispanic (HI7), White (WH7)	Non-Hispanic (HI7), White (WH7)
RACE 2		
RACE 3		
RACE 4		
RACE 5		
LEA CODE	001 Acadia Parish	001 Acadia Parish
SCHOOL/SITE CODE	001001 Armstrong Middle School	001001 Armstrong Middle School
RESIDING PARISH CODE		
GRADE PLACEMENT	Seventh	Seventh
ENDING SCHOOL SESSION YEAR	2015	2015
SOURCE SYSTEM	SIS	SIS
LOCAL ID	798575	798575
STATE ID		2769125311

Fields that are different between submission record and master record are highlighted in yellow.

# Make a Match Decision

STATE ID		2769125311
ALTERNATE ID	58176	58176
ALTERNATE SOURCE	GUID	GUID
STREET ADDRESS PHYSICAL	20 Main St	20 Main St
CITY PHYSICAL	New Orleans	New Orleans
STATE	LA	LA
ZIP CODE PHYSICAL	70112	70112
PARENTAL CONSENT FLAG		
CDF6		
CDF7		
CDF8		
SERIAL #	98	79
CREATED	04/07/2015	04/06/2015
LAST UPDATED	04/07/2015	04/06/2015
COMMENTS	CONFIRMED	
MATCH NOTES		

RETURN TO LIST

CANCEL SUBMISSION

CREATE NEW ID

ASSIGN SELECTED

- User decides whether or not these two records are a match.
- If no match, then Create New ID.
- If match, then Assign Selected.
- Can also cancel submission or return to list of near matches.



# Match Decision: Assign Selected

UNIQ ID John Smith, Acadia Parish

Resolve Near Matches / Duplicates - **Batch 55** ?

ID successfully assigned - A match was found. [ State ID: 276-912-5311 ]

STUDENT RECORD RESOLVED

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	LOCAL ID	STATE ID
Agile	Sophia	A			05/10/2002	FEMALE	001	001001	798575	2769125311

[SELECT ANOTHER RECORD](#)

- Secure ID from the master record has been assigned to the submission record.
- Select another record to continue resolving near matches.

# ID Successfully Assigned

UNIQ ID				JohnSmith, Acadia Parish
Resolve Near Matches / Duplicates - Batch 55				?
UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
04/07/2015 11:39	55	ID(s) Assigned.	4	<a href="#">DOWNLOAD UNIQ ID</a>

- The status indicates that all IDs have been assigned and are ready to be downloaded.
- All the near matches must be resolved or canceled before the batch moves automatically to assign unique IDs.

# Exact Match

- A student with a Louisiana Secure ID may be submitted to the system during a batch upload.
- The system is set to check for an exact match of the Secure ID, Last Name, First Name and Birth Date.
- If the data matches exactly, the student will skip the matching engine entirely and be returned in the results with the existing Secure ID.
- The Secure ID can then be downloaded in the Batch Download.

# Near Match Decision Best Practices

- Use demographics found on a birth certificate as the most trusted source before creating a student record and sending the record for ID assignment.
- Compare all the data provided in the side by side comparison, not just the required fields.
- Speak with school staff who know the student(s) involved in the near match.
- When near matches happen across districts, and the LEA is unsure of which action to take, first contact the district where the student is currently enrolled to avoid creating duplicate ID's.

# Consequences of Erroneous Match Decisions

- Duplicate IDs
  - Sometimes created by selecting ‘Create New ID’ when the user should have selected ‘Assign Selected’.
- Shared IDs
  - Sometimes created by selecting ‘Assign Selected’ when the user should have selected ‘Create New ID’.

# Duplicate IDs

Duplicate IDs are created when a student is mistakenly assigned two or more Secure IDs.

Resolution: Retire ID and move data to history.



**John Tom Henderson**

**Secure ID: 1234**



**1234**



**1111**



**2222**



**3333**



**4444**



**5555**

# Shared IDs

A Shared ID occurs when two separate students are both using the same Secure ID.

Resolution: Separate IDs

**Jon Thomas Henderson**

**JT Henderson**



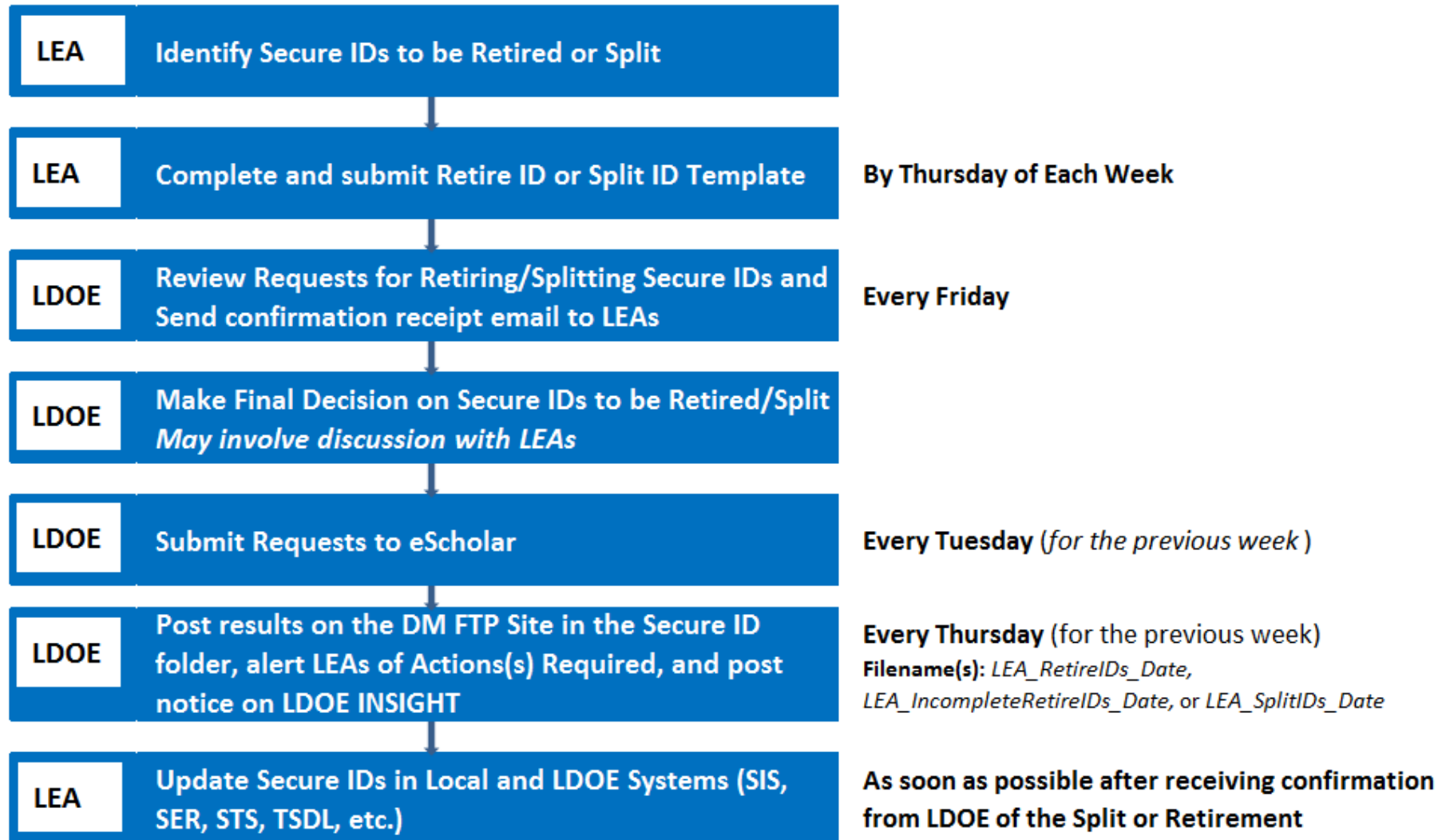
**Secure ID: 12345**

# Duplicate ID and Shared ID Resolutions

- To fix a duplicate or shared ID fill out appropriate form listed below and email the form to [systemsupport@la.gov](mailto:systemsupport@la.gov).
  - Retire ID request form
  - Split ID request form
- Forms are available on LDE's Insight portal



# Retire/Split ID Process Flow and Timeline



# ID Assignment Process: Common Issues

## File Validation Issues

- Rejection of a Student Batch File will occur if:
  - 1+ record types are missing.
  - 1+ fields have been omitted from a record.
  - The “Number of Records” field in the trailer record is incorrect.
  - Transmission ID in header and trailer records don’t match.
  - Maximum # of allowable detail record errors has been exceeded.

# 1+ Record Types are Missing

Either the Header, Detail or Trailer Record is missing.

– In the example below, the Trailer Record is missing.

TH	03/10/2004	09:38:04	N/A	2.1	delimiter=,				
ID,AAA,300000,Chavez, Kimberly,,M,06/26/1981,09,271167521415,,000001,,30	ID,AAA,300000,Melhus, Robinson,,F,11/29/1995,11,832736258694,,000100,,3	ID,AAA,300000,Thurston, Danny,,M,06/2/1988,PK,325538363787,,000001,,3000	ID,AAA,300000,Mackowiak, Robinson,,F,10/17/2002,02,369136958727,,000001,	ID,AAA,300000,Dumatrait, Burke,,F,12/1/1990,10,655572155778,,000100,,300	ID,AAA,300000,Upton, Billy,,F,02/3/1991,06,621148751631,,000001,,300000,	ID,AAA,300000,Ascanio, Chip,,F,01/25/1990,07,896735549122,,000001,,30000	ID,AAA,300000,Welleneyer, Josh,,M,05/13/1991,KG,629827242179,,000001,,30	ID,AAA,300000,Maddux, Brooke,,F,01/16/1986,PK,118683173845,,000001,,3000	ID,AAA,300000,Eckstein, Jamie,,M,04/22/1996,12,867343866227,,000001,,300
TT	N/A	12							

## One or More Field Types are Missing

```
File Edit Format View Help
TH 04/07/2015 09:03:59 1234567893 2.1 delimit
ID,001001,001,Classroom,Robert,H,,M,11/07/1897
ID,001,Learner,Sue,,,F,08/17/2006,03,567565,68
ID,001001,001,Teacher,John,R,,,07/21/2001,8,86
ID,001001,001,Punter,Ashley,M,,M,08/10/2003,07
ID,001020,001,Hall,Sam,L,,M,11/03/2005,02,,323
```

- If the entire field is missing in one or more rows the file will be rejected.
  - Site Code field is missing from the record of Sue Learner.

## Number of Records is Incorrect

```
TH      03/10/2004      09:38:04      N/A      2.1      delimiter=,      sou
ID,AAA,300000,Chávez,Kimberly,,,M,06/26/1981,09,271167521415,,000001,,30000
ID,AAA,300000,Melhuse,Robinson,,,F,11/29/1995,11,832736258694,,000100,,3000
ID,AAA,300000,Thurston,Danny,,,M,06/2/1988,PK,325538363787,,000001,,300000,
ID,AAA,300000,Mackowiak,Robinson,,,F,10/17/2002,02,369136958727,,000001,,30
ID,AAA,300000,Dumatrait,Burke,,,F,12/1/1990,10,655572155778,,000100,,300000
ID,AAA,300000,upton,Billy,,,F,02/3/1991,06,621148751631,,000001,,300000,201
ID,AAA,300000,Ascanio,Chip,,,F,01/25/1990,07,896735549122,,000001,,300000,2
ID,AAA,300000,wellemeyer,Josh,,,M,05/13/1991,KG,629827242179,,000001,,30000
ID,AAA,300000,Maddux,Brooke,,,F,01/16/1986,PK,118683173845,,000001,,300000,
ID,AAA,300000,Felstein,Jamie,,,M,04/22/1996,12,867343866227,,000001,,300000
TT      N/A      11
```

The “Number of Records” field in the Trailer Record is incorrect.

- This number should be the sum of all the records in the file, including the Header and Trailer Records.
- In the example, the count is off by one.

## Transmission ID Doesn't Match

The Transmission ID in the Header and Trailer Records needs to match.

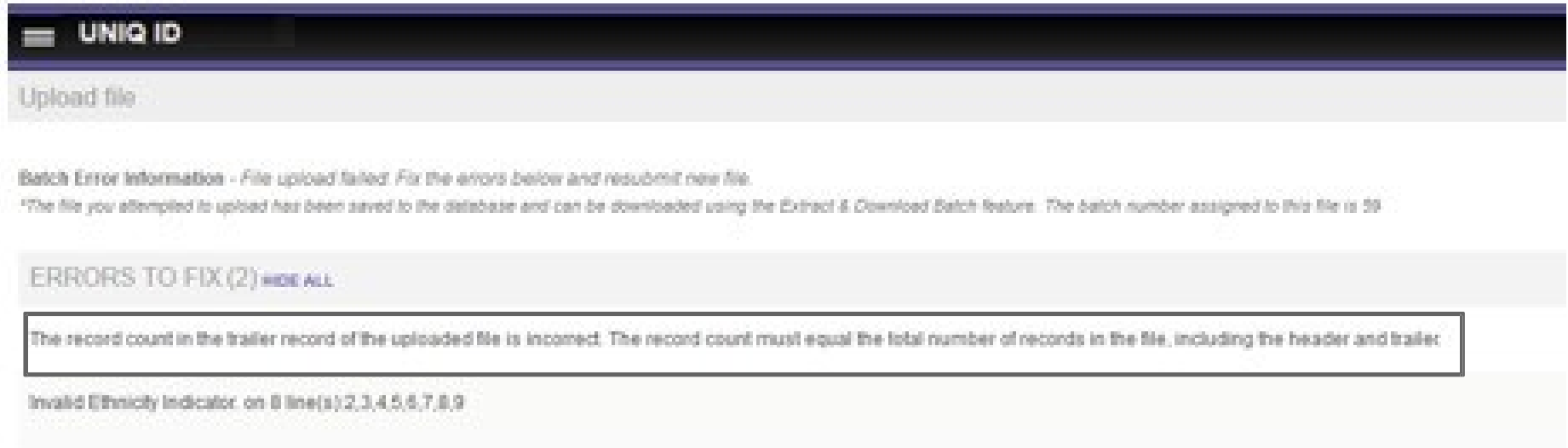
- In the file below, ID is 1234 in the Header and 88888 in the Trailer.

```
TH      03/10/2004      09:38:04      1234      2.1      delimiter
ID,AAA,300000,Chavez,Kimberly,..M,06/20/1991,09,271167521415,,000
ID,AAA,300000,Melhuse,Robinson,..F,11/29/1995,11,832736258694,,00
ID,AAA,300000,Thurston,Danny,..M,06/2/1988,PK,325538363787,,00000
ID,AAA,300000,Mackowiak,Robinson,..F,10/17/2002,02,369136958727,..
ID,AAA,300000,Dumatrait,Burke,..F,12/1/1990,10,655572155778,,0001
ID,AAA,300000,upton,Billy,..F,02/3/1991,06,621148751631,,000001,..
ID,AAA,300000,Ascanio,Chip,..F,01/25/1990,07,896735549122,,000001
ID,AAA,300000,wellemeyer,Josh,..M,05/13/1991,KG,629827242179,,000
ID,AAA,300000,Maddux,Brooke,..F,01/16/1986,PK,118683173845,,00000
ID,AAA,300000,Eckstein,Jamie,..M,04/22/1996,12,867343866227,,0000
TT      88888      12
```

# Error Threshold is Exceeded

- Error threshold limits the allowable number of detail record errors to 25.
- When the error threshold is reached, the entire batch fails.

# File Failed Upload Message

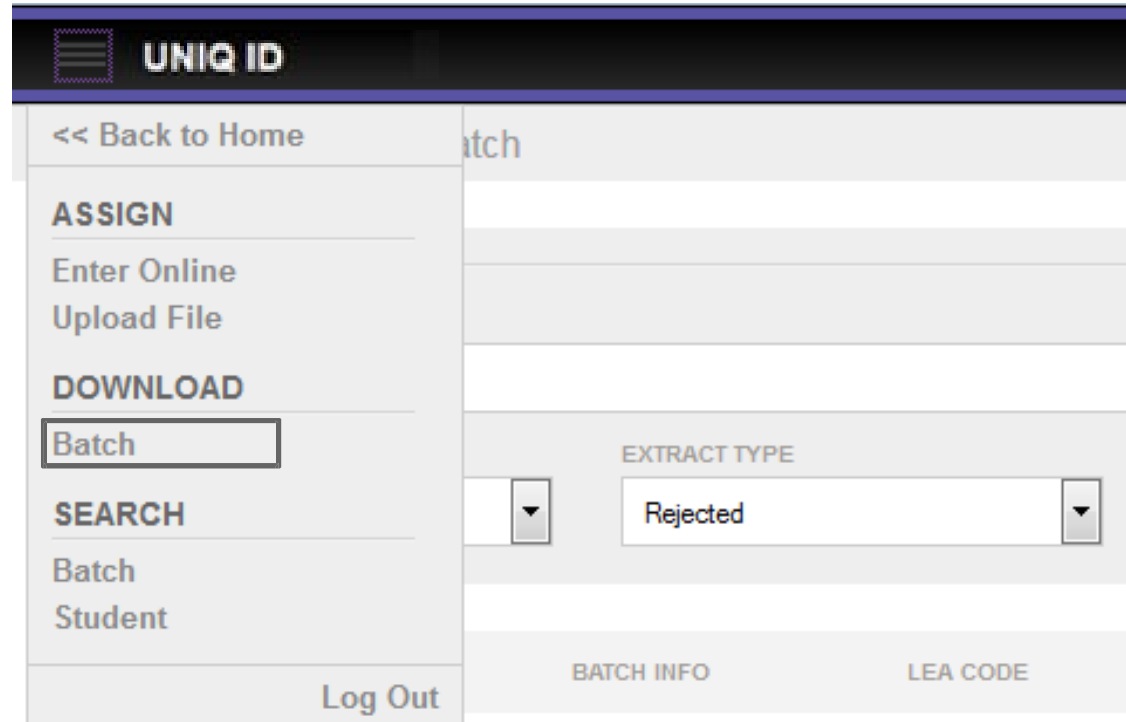


The screenshot shows a dark header bar with a hamburger menu icon and the text "UNIQ ID". Below this is a light gray bar with the text "Upload file". The main content area has a dark background with white text. It starts with "Batch Error Information - File upload failed. Fix the errors below and resubmit new file." followed by a note: "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 59". Below this is a section titled "ERRORS TO FIX (2) HIDE ALL". A white-bordered box contains the text: "The record count in the trailer record of the uploaded file is incorrect. The record count must equal the total number of records in the file, including the header and trailer:". Below the box, it says "Invalid Ethnicity Indicator on 8 line(s): 2,3,4,5,6,7,8,9".

- The status indicates the file failed upload because the record count in the uploaded file is incorrect.
- The status also indicates that the rejected file can be downloaded under the Extract & Download Batch feature.



# Download Batch



- Select the Batch link under the menu.
- Download batch is used to retrieve all Louisiana Secure IDs for the batch.

# Extract and Download Batch

UNIQ ID

Extract and Download Batch

FILTER

LEA CODE: [.....]

SCHOOL/SITE CODE: [.....]

SUBMISSION TYPE: All

EXTRACT TYPE: Rejected (dropdown menu open)

FROM: 03/07/2015

TO: 04/07/2015

SORT: Upload Date Desc

UPLOAD DATE	BATCH ID	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
04/07/2015 15:34	61		LEA	Rejected.	0	EXTR
04/07/2015 15:32	60	001	LEA	Rejected.	0	EXTR

- Rejected-Files rejected by the system due to file validation errors.
- Canceled-Records auto canceled by the system due to data validation errors.

# Extract Type Filter: Rejected

UNIQ ID JohnSmith, Acadia Parish

Extract and Download Batch ?

FILTER

LEA CODE

SCHOOL/SITE CODE

SUBMISSION TYPE

EXTRACT TYPE

FROM

TO

SORT

UPLOAD DATE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
04/07/2015 15:34	61	001	LEA	Rejected.	0	<input type="button" value="EXTRACT RECORDS"/> <input type="button" value="ADD TO DOWNLOAD CART"/>
04/07/2015 15:32	60	001	LEA	Rejected.	0	<input type="button" value="EXTRACT RECORDS"/> <input type="button" value="ADD TO DOWNLOAD CART"/>

- Under the Extract Type filter, select Rejected.
- This returns all the batches that failed file validation.

# Data Validation Issues

- Data Validation process checks to ensure:
  - Dates are correct
  - Codes are valid
  - Data is in the expected format
  - SSNs are valid

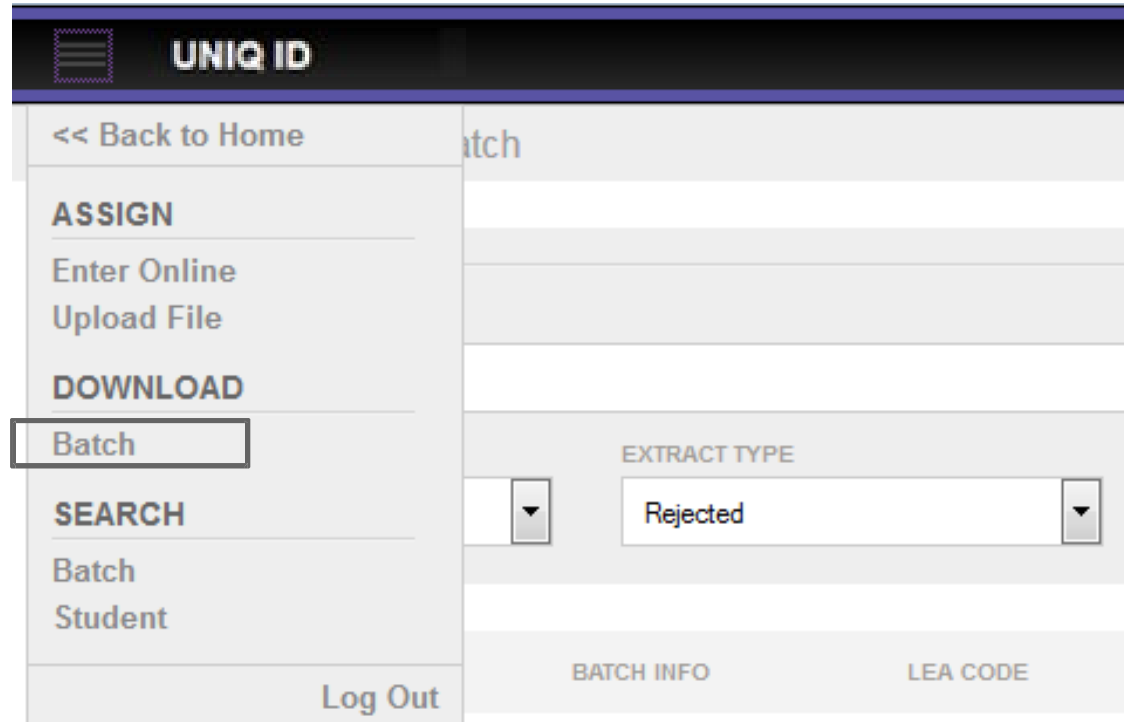
# Status: Data Validation Incomplete

The screenshot shows the UNIQ ID web application interface. At the top, there is a navigation bar with a hamburger menu icon, the text "UNIQ ID", and the user name "JohnSmith, Acadia Paris". Below the navigation bar is a "Home" link. The main content area features a "FILTER" section with several input fields: "LEA CODE" (with a dropdown arrow), "SCHOOL/SITE CODE", "BATCH NUMBER", "SUBMISSION TYPE" (set to "All"), "PROCESSING STAGE" (set to "Fix Errors"), "FROM" (set to "03/07/2015"), "TO" (set to "04/07/2015"), 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 CODE", "SCHOOL/SITE CODE", "SOURCE SYSTEM", "STATUS", "RECORD COUNT", and "NEXT ACTION". The table contains two rows of data. The first row has the following values: "04/07/2015 16:40", "File", "66", "001", "LEA", "SIS", "Data Validation Incomplete. Fix Data Errors", "8 of 8", and "FIX ERRORS". The second row has the following values: "04/07/2015 16:33", "File", "65", "001", "LEA", "SIS", "Data Validation Incomplete. Fix Data Errors", "8 of 8", and "FIX ERRORS". The "STATUS" column for both rows is highlighted with a black border.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA CODE	SCHOOL/SITE CODE	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
04/07/2015 16:40	File	66	001	LEA	SIS	Data Validation Incomplete. Fix Data Errors	8 of 8	FIX ERRORS
04/07/2015 16:33	File	65	001	LEA	SIS	Data Validation Incomplete. Fix Data Errors	8 of 8	FIX ERRORS

- The Status indicates that the data validation is incomplete due to data errors.
- The Next Action is not highlighted and this batch needs to be downloaded from Download Batch.

# Download Batch



Select the Batch link under the menu.

# Extract Type Filter: Canceled Records

The screenshot shows the 'UNIQ ID' interface for 'Acadia Parish'. The 'Extract and Download Batch' section includes a filter area with the following fields:

- LEA CODE: Acadia Parish [001]
- SUBMISSION TYPE: All (dropdown menu is open, showing 'Canceled' selected)
- FROM: 03/07/2015
- TO: 04/07/2015
- SORT: Upload Date Desc
- FILTER RESULTS button

The main table displays the following data:

UPLOAD DATE	BATCH	SCHOOL/SITE CODE	STATUS	RECORD COUNT	NEXT ACTION
04/07/2015 16:40	66	LEA	Errors To Fix	8	EXTRACT RECORDS, ADD TO DOWNLOAD CART
04/07/2015 16:33	65	LEA	Errors To Fix	8	EXTRACT RECORDS, ADD TO DOWNLOAD CART

- Louisiana Secure ID is set to automatically cancel records with errors.
- Under the Extract Type filter, select Canceled.

# Data Validation – Sample File

```
sid_RedLight-Data2-1 - Notepad
File Edit Format View Help
TH 05/07/2015 17:50:08 1234567893 2.1 delimiter=0X2C source=SIS
ID,001020,001,Hall,Sam,L,,M,11/03/2005,02,,323-22-3333,Asian,,001,2015,,12385,Legacy,32
Fifth St,Baton Rouge,LA,70801,,,,,Canceled During Fix Errors
Stage,21230.....04/28/2015,Race/EthnicityEthnicity is not valid(Asian);Alternate source is
invalid(Legacy);
TT 1234567893 3
```

- This sample files contains se
- Invalid Race/Ethnicity
- Invalid Alternate Source

LOCATION ACTIVE FLAG	Active
LOCAL ID *	
SOURCE SYSTEM *	SIS
ALTERNATE ID	
ALTERNATE SOURCE	SIS SER OneAppID LegacyID SCH TDR SCS



# Data Validation: Sample File

```
File Edit Format View Help
TH 04/07/2015 16:58:50 1234567890 2 1 delimiter=0x2C source=SIS
ID,001001,,Adams,Michelle,Ann,,girl,03/15/2001,08,975758454,,NNN
ID,001001,,Agile,Sophie,Ann,,F,05/10/2002,07,798575,,NNNNNY,,001
ID,001001,,Roberts,Hunter,John,,M,11/25/1998,08,998475,,NNNNNY,,
ID,001014,,Johnson,Jack,Matt,,M,05/05/2006,03,847575,,NNNNNY,,00
ID,001014,,Johnson,Jacob,Michael,,M,10/02/2005,03,23413241,,NNNN
ID,001020,,Adams,Mary,Eileen,,F,09/17/2005,02,6243644,,NNNYNN,,0
ID,001021,,wild,Johnny,,III,M,03/26/2000,09,1432144,,NNNYNN,,001,
ID,001700,,Bay,Frank,,M,03/31/2011,20,13213333,,NNNNNY,,001,201
TT 1234567890 10
```

This sample file contains invalid code for gender.


# Data Validation: Error Message

```
Errors,119,,,,,2015-04-07 16:40:25.447,Gender is not valid(Girl):SSN is not present;  
120,,,,,2015-04-07 16:40:25.477,SSN is not present;  
ors,121,,,,,2015-04-07 16:40:25.523,SSN is not present;  
s,122,,,,,2015-04-07 16:40:25.587,SSN is not present;  
Errors,123,,,,,2015-04-07 16:40:25.603,SSN is not present;  
5.617,SSN is not present;  
633,SSN is not present;  
,SSN is not present;
```

Explanation for data validation failure is listed in the status column of the file format (to the far right in the extracted file).

# Louisiana Secure ID System Tools

# Student Search Overview

 **UNIQ ID** JohnSmith, Acadia Parish

Student Search - Individual Student ?

**BASIC SEARCH**   [ADVANCED SEARCH](#)   [ID SEARCH](#)

First Name:\*

Middle Name:

Last Name:\*

Suffix:  ▼

Date Of Birth:  ▼ /  ▼ /  ▼

---

(\*) Required

Student search allows users to search for students using demographic information.

# Student Search Results

SEARCH RESULTS

STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	ETHNICITY INDICATOR	RACE(S)	SSN	MATCH PROBABILITY
482-954-1869	Adams	Michelle	Ann		03/15/2001	FEMALE	001	001001		Non-Hispanic (HI7), Black (BL7)	Not Present	77
351-382-5149	Adams	Ann	M		03/15/2000	FEMALE	001	001001		Non-Hispanic (HI7), Black (BL7)	Not Present	73

- The system returns potential matches according to the search parameters.
- Each record is returned with a Match Probability score.
- The student names link to the detailed student records.



# ID Search

Student Search - Individual Student ?

BASIC SEARCH   ADVANCED SEARCH   ID SEARCH

ID:\*

ID Type:\*  State ID    SSN    Alias ID

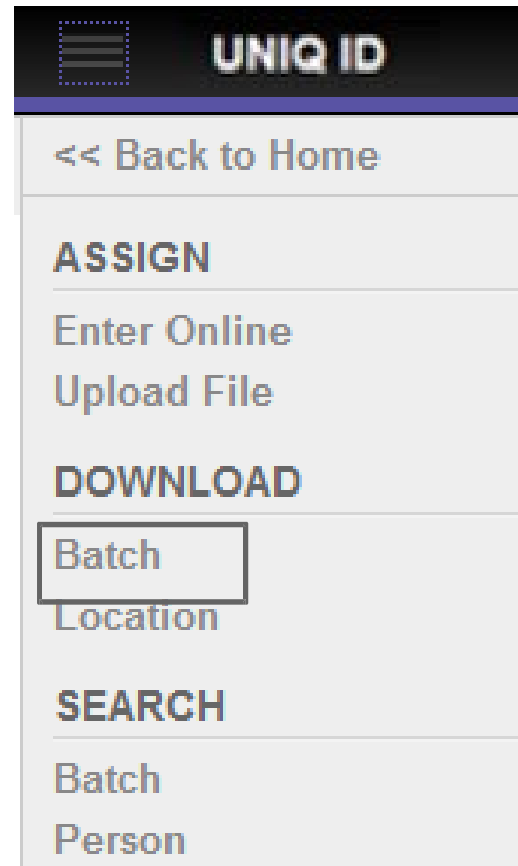
Source:

(\*) Required

- The ID Search allows the user to search for a student by Secure ID, Social Security Number or Alternative ID (Local ID).
- The user may also search for a student record by any ID associated with the Master Record from a specific source system.

# Download by Batch

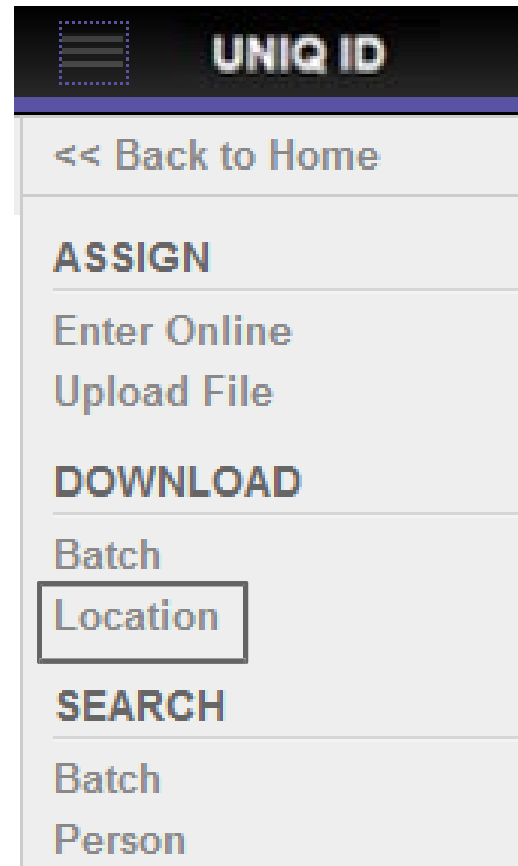
- Under Download
- Select Batch
- This will download all IDs that were submitted in the batch.





# Download by Location

- Under Download
- Select Location
- This will download all IDs for currently enrolled students for a specific location



# Download By Location

UNIQUE ID Virtual School

Download - Location ?

FILTER

SEARCH BY CODE OR NAME

**SEARCH**

DISTRICT	SCHOOL	SCHOOL NAME	NEXT ACTION
100510000		School 001	<b>DOWNLOAD</b>
100510000	7744	School 002	<b>DOWNLOAD</b>
101000000		School 003	<b>DOWNLOAD</b>
101000000	9999	School 004	<b>DOWNLOAD</b>
101260303		School 005	<b>DOWNLOAD</b>

- Download by Location allows a user to download Secure IDs for each location the user has the rights to access.
- This will return IDs for currently enrolled students

# ADD NOTE

- Can Add/View Note for a LASID is very useful to update students who have complete demographic information change.

LAST UPDATED: 02/25/2016 13:32 ID CREATED: 01/26/2016 16:48

ADD NOTE VIEW NOTE

Add Student Note

GENERAL NOTE (UNIQUE ID: [REDACTED])

NOTE TEXT\*

(maximum length 255 characters)

(\*) Required

BACK

SAVE

# VIEW NOTES

View Notes

ADMIN NOTES

GENERAL NOTES

ELIZABETH DONNERBERG (UNIQUE ID: [REDACTED])

CREATION USER ID	CREATION DATE	NOTE TEXT	NOTE TYPE
ALakkakula	01/22/2018 10:17	Legal Name change	General

CLOSE WINDOW

# Support and Resources

# Who To Contact For Support

- **LDOE**

[Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)

[systemsupport@la.gov](mailto:systemsupport@la.gov)

[Brandy.Gros@la.gov](mailto:Brandy.Gros@la.gov)

- Uniq-ID and Direct Match
- Separate a Shared LASID
- Retire a Duplicate LASID
- User Access questions
- Role based questions

- **eScholar Support**

[LouisianaSecureID@escholar.com](mailto:LouisianaSecureID@escholar.com)

- Software bugs
- FTP/Credential folders
- File Format and Upload questions
- System settings and configurations
- Requests for utilizing web services

# District Security Coordinator

- Contact your district's security coordinator to:
  - Request access for new users.
  - Change your login/password
- If you are a District Security Coordinator contact [Wen.Fan@la.gov](mailto:Wen.Fan@la.gov) or [LDEData@la.gov](mailto:LDEData@la.gov) at LDE to get your credentials.

# eScholar U

- A web based eScholar Uniq-ID Training Course for new users is available.
- The course walks through basic tasks like uploading files and resolving near matches
- LDOE and eScholar will set up the user access and once a student registers the course will be available for 30 days.
- LDOE is charged per user, so we ask that you limit to new users only.



eScholar U®

Catalog



Louisiana Secure ID Training for End Users

Louisiana  
SecureID

Modules

Here is the course outline:



1. Louisiana Secure ID Training  
Louisiana Secure ID Training

 eScholar





Q&A