

#### Introduction

This is a Guide to resolving records in SID Management to prevent the duplication of SID Numbers The Unresolved page allows users to view records with or without SID Numbers that could not be uniquely identified by NJ SMART. NJ SMART Users can view, export, and resolve records displayed in Unresolved by following these steps:

#### Resolving an Unresolved Record in SID Management

1. Navigate to SID Management in the NJ SMART Portal.



2. Access the Unresolved page within SID Management by selecting either of the Unresolved links.

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History       Record Submission         All Records	Add		
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#### What to do if an Unresolved record is Inactive?

In a case where a record is both **Unresolved** and **Inactive**, and both records are from the **same district**, the record will first need to be **reactivated** before it can be resolved.

- Resubmit the student's record into SID Management as active.
  - You should update your SIS system and then submit a Partial File upload of the student's active record in NJ SMART. The new, active record will over-write the older, inactive record.
  - Make sure to use the same Local Identification Number (LID) and State Identification Number (SID) when resubmitting the record into SID Management.
    - Be sure to leave the fields required for inactivating a record, such as Student Exit Withdrawal code, blank at this time.
- Once resubmitted, the record should have an active status, allowing for the record to be resolved. Follow the remaining steps in this document to review how to resolve an Unresolved record.
- After being resolved, the record can be inactivated by the LEA.

In a case where a record is both **Unresolved** and **Inactive**, and both records are from two **different districts**, Request Association must be selected.

- Please follow the instructions below for 3a.
- 1. View any records that may be listed as Unresolved. This can be done by clicking anywhere on the student's record.

All Student Unresolved Records						Export as	Export as CSV Export as Excel		
LOCAL ID	STATE ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	GENDER	DISTRICT STATUS	SID STATUS	OWNING DISTRICT
000141	3658951468	Erefbbu	Doncib	Abpffo	20070201	F	A	Unresolved	2514≠
000141	3658951468	Erefbbu	Doncib	Abpffo	20070201	F	A	Unresolved	4015≠

2. You will now see your LEA's record, along with the potential matching record(s) listed at the bottom of the page. Carefully review each potential matching record by clicking on its highlighted State ID.

	Potentia	l Match	es							
- 1	STATE ID	LOCAL ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	GENDER	DISTRICT STATUS	OWNING DISTRICT	MATCH STRENGTH
l	<u>3658951468</u>	000141	EREFBBU	DONCIB	ABPFFO	20070201	F	А	2514	Very Strong



This will now list both your LEA's record as well as the potential matching record in greater detail. At this point, each record within the "Potential Matches" will need to be reviewed against the "Student Details".

Unresolved Student Comparison - L	ocal ID #000141	
Alerts: 3 -		
Student Details		
Cancel ZEdit Request Association Request New SID Delete		
Local Identification Number	State Identification Number	First Name
000141		Erefbbu
Middle Name	Last Name	Generation Code Suffix
Doncib	Abpffo	
Cander	Date of Birth	City of Birth
F	20070201	Elaajaah
Potential Matching Student		
Local Identification Number	State Identification Number	First Name
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Middle Name	L act Name	Constation Code Suffix
Doncib	Abpfo	
Gender	Date of Birth	City of Birth
F	20070201	Elaajaah
State of Birth	Country of Birth	Ethnicity
FL	2330	N
Race American Indian	Race Asian	Race Black
N	IV	
Race Pacific	Race White	District Status
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Student Details		
Cancel /Edit Request Association Request New SID Delete		
Local Identification Number	State Identification Number	First Name
000141		Erefbbu
Middle Name	Last Name	Generation Code Suffix
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Gender	Date of Birth	City of Birth
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State of Birth	Country of Birth	Ethnicity
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Race Pacific	Race White	District Status
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Student Details		
Cancel SEdit Request Association Request New SID	Delete	
Local Identification Number	State Identification Number	First Name
000141		Erefbbu
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Doncib	Abpffo	
Gender	Date of Birth	City of Birth
F	20070201	Elaajaah
State of Birth	Country of Birth	Ethnicity
FL	2330	N
Race American Indian	Race Asian	Race Black
N	N	N
Potential Matching Student		
Potential Matching Student	State Identification Number	First Name
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Potential Matching Student Local Identification Number 000141 Middle Name Doncib	State Identification Number 3658951468 Last Name Abpffo	First Name Erefbbu Generation Code Suffix
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Potential Matching Student Local Identification Number 000141 Middle Name Doncib Gender F State of Birth FL Race American Indian N	Last Name Last Name Date of Birth Country of Birth Casa Race Asian N	First Name Erefbbu Generation Code Suffix City of Birth Elaajaah Ethnicity N Race Black N
Potential Matching Student Local Identification Number 000141 Middle Name Doncib Gender F State of Birth FL Race American Indian N Bace Pacific	State Identification Number           3659951468           Last Name           Abpffo           Date of Birth           20070201           Country of Birth           2330           Race Asian           N           Base White	First Name Erefbbu Generation Code Suffix City of Birth Elaajaah Ethnicity N Race Black N

Please note that your LEA's record will always appear **on top**, and the potential matching record will always appear **on the bottom** when viewing the Student Comparison page listed in Step #5.

3. Once carefully reviewed, the LEA must make the following determination: Do both records represent a) the same exact student or b) different students?



a. If it is determined to be the **same exact** student, the LEA should click on "Request Association". From here the LEA can enter in optional comments for the association, but this is not required. Once complete, please click on the Submit button to begin the record association process.



Request SID Association	4
You have requested a SID to be associated to this student record. Click the submit button to complete.	Comments (optional)

Requesting association will allow NJ SMART to make the connection between the old and new record, informing the system that these two records are for the same individual and can be combined. The LEA should be **fully confident** in this step prior to proceeding with the request for association.

b. If it is determined to be **different** students, the LEA should click on "Request New SID". Please note that a special warning box will appear with the following message:

training.njsmart.org says
WARNING: A student should only have one unique SID assigned to accurately track the longitudinal history of the student. Requesting a new SID should only be done if the student is new to a NJ school district or if the student is a completely different student than the Unresolved matching record.
OK Cancel

- Please pay special attention to this message as a student should only ever have <u>one</u> SID Number assigned to them. The generation of a new SID Number for a student who has already been assigned one in the past will lead to significant issues moving forward. SID Numbers are used for many different purposes by both NJ SMART as well as the NJDOE such as Enrollment history, Assessments, Growth Scores, Graduation Cohorts, and Demographics information.
- The LEA should be **fully confident** prior to proceeding with the request for a new SID Number that the student in question does not yet have a SID Number assigned.



#### Proactive strategies and best practices for reducing Unresolved Records:

- Reach out to the LEA of the potential matching record. Let the LEA know you are trying to report a student in your LEA and have noticed a potential matching record listed by the LEA you are contacting. Ask the LEA about this student to help verify that your student was at one point reported by the LEA in question.
  - As a reminder, NJ SMART provides a <u>POC (Point of Contact) list</u> for Student and Staff level contacts for each LEA. If your LEA ever needs to reach out but are unsure on who to contact, the POC List is an excellent resource to help guide the LEA in the right direction.
- Make sure any Student Information System (SIS) used by the LEA is in sync with SID Management. Especially for brand new students, once NJ SMART assigns a SID Number to a student, work to ensure that this SID Number is properly recorded within the SIS to prevent a future upload which may cause the record to fall into Unresolved status.
- If there is *any question* on an Unresolved record, please contact the NJ SMART Help Desk with your concerns by calling (800) 254-0295 or e-mailing <u>NJSMART@pcgus.com</u>.