



"We help children learn."

Massachusetts Department of

Education

Assigning State Assigned Student Identifiers (SASIDs) to Massachusetts' Public School Students

Table of Contents

Background.....	2
Single Student Registration.....	2
Personalized Security Portal	3
SSR Options.....	3
Lookup Student by SASID	4
Lookup Student by Identifying Information	6
Update Student Record	7
Apply For SASID	8
411.....	9
Multiple Student Registration.....	10
Age Range.....	10
MSR Error Messages	11
Notes	12
File Format.....	12
Publish Manager	13

Background

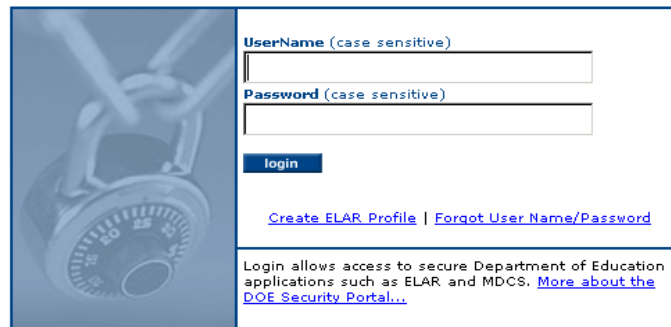
The Student Information Management System (SIMS) requires each student to have a SASID, a unique number assigned by the Massachusetts Department of Education that will remain with a student throughout his or her preK-12 public education. SASIDs can be assigned two ways: using Single Student Registration (SSR) or Multiple Student Registration (MSR). SSR is used for a small number of students while MSR is used for larger groups of students. Regardless of which application you use, SASIDs will be posted to a different application called Publish Manager. This guide will assist you in assigning SASIDs using SSR and MSR and retrieving the SASIDs from Publish Manager.

Single Student Registration

This application will allow a district to verify an existing SASID, lookup a student's SASID, update student information and assign a SASID to an individual student not already in the system. In order to access the SSR, you must be assigned the role of Single Student Registration within the Directory Administration application. If you are not the District Administrator for your district, please contact that person so that the role can be assigned to you. For assistance with assigning roles in Directory Administration please refer to the "User Guide for Directory Administrators" document located here: http://www.doe.mass.edu/infoservices/data/diradmin/da_guide.pdf.

Once you have been assigned the security role, you will have access to the SSR application. To find this application, you will need to go to the DOE Security Portal at www4.doe.mass.edu. When the DOE Security Portal page appears, enter your username and password, which was assigned in Directory Administration, into the login box. Then *click* the Login button to continue.

DOE Security Portal



UserName (case sensitive)

Password (case sensitive)

[login](#)

[Create ELAR Profile](#) | [Forgot User Name/Password](#)

Login allows access to secure Department of Education applications such as ELAR and MDCS. [More about the DOE Security Portal...](#)

This will take you to the Welcome Page. The Welcome Page indicates the last successful and unsuccessful login using your username and password. *Click* the Continue button to proceed.

Welcome



Login Successful
Welcome Maureen Lovetti!

Last successful login:
10-15-2003 10:30:10 AM EDT

Last unsuccessful login:
10-02-2003 01:03:30 PM EDT

[continue](#)

Personalized Security Portal

You will see your own personalized Security Portal listing the applications to which you have access. If you are a Single Student Registration user, you will only have access to the SSR. If you are a District Administrator and an SSR user, you will have access to both the Single Student Registration and the Directory Administration applications.

Applications

- [Directory Administration](#)
- [Directory Profiles](#)
- [MDCS](#)
- [MDCS Report Manager](#)
- [MDCS Window Manager](#)
- [Multiple Student Registration](#)
- [DOE Contact Information](#)
- [Publish Manager](#)
- [ELAR Welcome Page](#)
- [Tech Plan](#)
- [Drop Box Central](#)
- [School Safety and Discipline](#)
- [Report Card](#)
- [SIMS Update](#)
- [School Attending Children](#)
- [Drop Box Creation Tool](#)
- [SIMS Update \(Oct. - Offline\)](#)
- [District School Staff Report](#)
- [Div. Occupational Safety Forms](#)
- [Single Student Reg. New 04-05](#)

To access the SSR, **click** on the Single Student Reg. New 04-05 link and this will take you to the application.

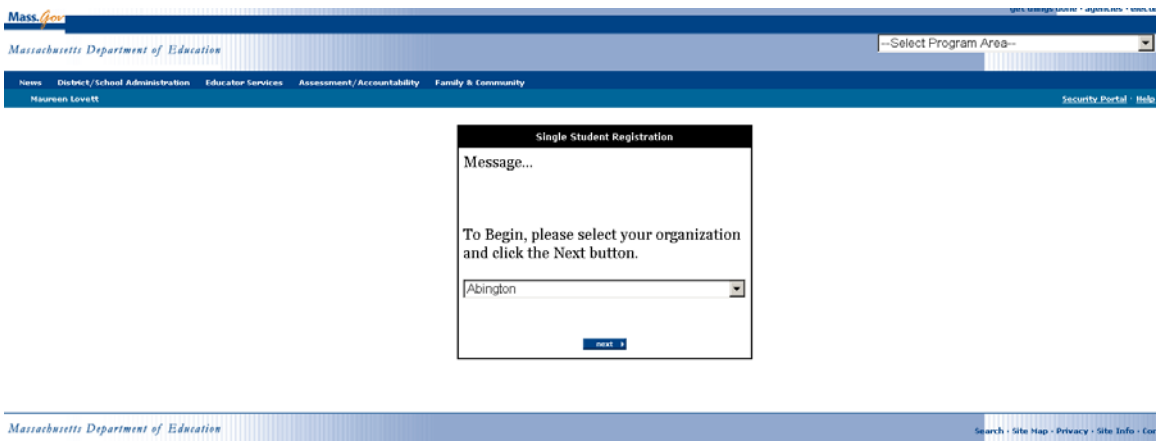
SSR Options

The first page of SSR is a screen where you select your district or school. If you are assigned the SSR role for more than one district or school, each district or school will be listed in the drop down menu. Otherwise, it will default to the one district or school for which you have the SSR role.

This application will give you several options to work with SASIDs. The first option, Look up Student by SASID allows you to verify an already assigned SASID. When a new student enrolls in your district

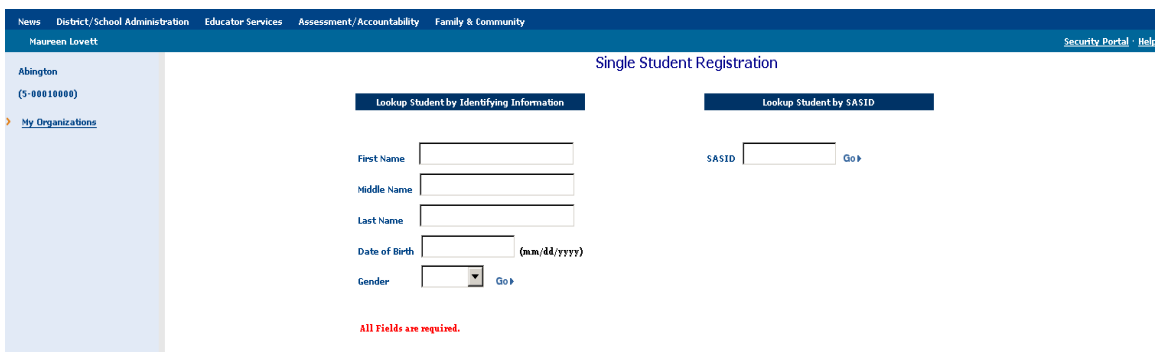
with a SASID, you may want to verify the student’s identifying information and the 10-digit SASID. The second option, Lookup Student by Identifying Information offers two features. First, you can lookup a student that you believe already has a SASID but you do not have the actual number. Second, you can request a SASID for a student that is not found in the database after looking the student up by their identifying information. The third option is to Update a student’s identifying information if it has changed since the SASID was originally assigned.

To begin, please select your district/school from the drop down menu and then **click** the NEXT button.



Lookup Student by SASID

Lookup Student by SASID allows you to verify an already assigned SASID. When a new student enrolls in your district with a current SASID you may want to verify the student’s identifying information and the 10-digit SASID. To verify a SASID enter the 10-digit number in the box and **click** Go.



Matching Student

If there is a match of the student in the system, the student information is displayed for verification. If it is the correct student, **click** To Print Student if you would like to print the SASID. When you are ready to look up the next student **click** the Lookup Student link in the left margin.

Single Student Registration

Lookup Student by Identifying Information	Lookup Student by SASID
First Name <input type="text"/>	SASID <input type="text" value="1098856518"/> Go ▶
Middle Name <input type="text"/>	
Last Name <input type="text"/>	
Date of Birth <input type="text"/> (mm/dd/yyyy)	
Gender <input type="text"/> Go ▶	

All Fields are required.

One student was found matching the information entered. The current information in the system for the student is displayed below.

Student Record	
SASID:	1098856518
First Name:	MICKEY
Middle Name:	DONALD
Last Name:	MOUSE
Date of Birth:	01/01/1988 (mm/dd/yyyy)
Gender:	MALE
City of Birth:	ORLANDO
Last Town of Residence:	Malden
Last Enrolling Organization:	Boston University Charter (04250000-12)
▶ Update Student Record ▶ Apply for SASID ▶ To Print Student	

If the student displayed is not your student, go to the top of the page where you can reenter identifying information to look up the student again *click* or Apply for a SASID.

No Match

If there is no match of the student in the system, then the SASID supplied for the student may be incorrect or the identifying information is different. At this point you must look up the student by their identifying information. To return to the main page, *click* on the Lookup Student link in the left margin.

Single Student Registration

Lookup Student by Identifying Information	Lookup Student by SASID
First Name <input type="text"/>	SASID <input type="text" value="1234567891"/> Go ▶
Middle Name <input type="text"/>	<input type="text" value="Next"/>
Last Name <input type="text"/>	
Date of Birth <input type="text"/> (mm/dd/yyyy)	
Gender <input type="text"/> Go ▶	

All Fields are required.

No student record was found matching the information.

Lookup Student by Identifying Information

When a student enrolls in your district without a SASID and was previously enrolled in another Massachusetts school district, you will use the Lookup Student by Identifying Information to obtain his/her already assigned SASID. To begin, you must enter the student's name, date of birth and gender (hint: an asterisk indicates a required field). Then *click* Go.

Single Student Registration

Lookup Student by Identifying Information	Lookup Student by SASID
First Name <input type="text" value="Mickey"/>	SASID <input type="text"/> Go ▶
Middle Name <input type="text" value="Disney"/>	
Last Name <input type="text" value="Mouse"/>	
Date of Birth <input type="text" value="01/01/1988"/> (mm/dd/yyyy)	
Gender <input type="text" value="Male"/> Go ▶	

All Fields are required.

Student Identified

If there is a match of the student in the system, the student information is displayed for verification. If the student information displayed is correct *click* the **To Print Student** link. This link provides a display page of only the student information for easy printing. When finished, to look up another student click the **Lookup Student** link in the left margin.

Single Student Registration

Lookup Student by Identifying Information	Lookup Student by SASID
First Name <input type="text" value="Mickey"/>	SASID <input type="text"/> Go ▶
Middle Name <input type="text" value="Disney"/>	
Last Name <input type="text" value="Mouse"/>	
Date of Birth <input type="text" value="01/01/1988"/> (mm/dd/yyyy)	
Gender <input type="text" value="Male"/> Go ▶	

All Fields are required.

One student was found matching the information entered. The current information in the system for the student is displayed below.

Student Record	
SASID:	1098856518
First Name:	MICKEY
Middle Name:	Disney
Last Name:	MOUSE
Date of Birth:	01/01/1988 (mm/dd/yyyy)
Gender:	MALE
City of Birth:	ORLANDO
Last Town of Residence:	Malden
Last Enrolling Organization:	Abington (00010000-5)
> Update Student Record > Apply for SASID > To Print Student	

No Matching Student

If the student displayed is not the student you are searching for, go to the top of the screen and enter the student's information again. If there is no student match or an incorrect student displayed, you may have made a typographical error or the student may not exist within the system. If this is not the student even though correct information has been entered, you may *click* **Apply for SASID** link to apply for a SASID for the student.

Update Student Record

To update a student's first name, middle name, last name, date of birth or gender, you must first enter the SASID and *click* Go. The following screen will be displayed:


Update Student Record

Student Information....		
SASID:	1098856518	
First Name:	MICKEY	<input type="text" value="MICKEY"/>
Middle Name:	DONALD	<input type="text" value="Disney"/>
Last Name:	MOUSE	<input type="text" value="MOUSE"/>
Date of Birth:	01/01/1988	<input type="text" value="01/01/1988"/>
Gender:	MALE	<input type="text" value="Male"/> ▼
City of Birth:	ORLANDO	
Town of Residence:	Malden	
Enrolling Organization:	Boston University Charter (04250000- 12)	
Enrolling Organization's LASID:	M1	
Reason for Change:		<input type="text" value="Birth Certificate Change"/> ▼
if 'Other' please specify (Maximum 100 characters)		
<input type="text"/>		

Update ▶

Modify the information that needs to be updated and select the Reason for Change. Once the information is entered, the screen will display the old record and the updated record:

Update Student Record

Student Information....		
	Old Record	Updated Record
SASID:	1098856518	1098856518
First Name:	MICKEY	MICKEY
Middle Name:	DONALD	Disney 
Last Name:	MOUSE	MOUSE
Date of Birth:	01/01/1988	01/01/1988
Gender:	MALE	MALE
City of Birth:	ORLANDO	ORLANDO
Town of Residence:	Malden	Malden
Enrolling Organization:	Boston University Charter (04250000-12)	Abington (00010000-5)
Enrolling Organization's LASID:	M1	M1

This page can be printed by pressing the "print" button on your browser.

Apply For SASID

In order to apply for a SASID using the SSR, you must start at the first page and enter the student's name, date of birth and gender and then **click Go**. Once the system does not find a match or finds a student that is not the student you are searching for, **click Apply for SASID**.

The system will then take the information you have already entered and populate that student's information on the next screen. The city of birth, current town of residence and enrolling district's LASID must be filled in as well. Next, **click Submit** at the bottom of the screen.

Apply for SASID

Student Information	
First Name	<input type="text" value="Minnie"/>
Middle Name	<input type="text" value="Disney"/>
Last Name	<input type="text" value="MOUSE"/>
Date of Birth	<input type="text" value="01/01/1987"/> (mm/dd/yyyy)
Gender	<input type="text" value="Female"/>
City of Birth	<input type="text" value="Orlando"/>
Current Town of Residence	<input type="text" value="Abington"/>
Enrolling Public Organization	<input type="text" value="Abington"/>
Enrolling Public Organization's LASID	<input type="text" value="456"/>

All Fields are required.

At this point, the system again will verify all the information that you have entered. If the student has a SASID assigned, then the system will display the newly assigned SASID along with the information that you entered on the student. To print this information, *click* on the print button on your browser's tool bar. If you have other students to apply for SASIDs, *click* the **Lookup Student** link to continue the process.

Apply for SASID

SASID Assigned.

A SASID has been assigned based on the Student information displayed on the right.

SASID 1057852618

Please keep this SASID with the student's information in your organization's records.

First Name:	Minnie
Middle Name:	Disney
Last Name:	MOUSE
Date of Birth (mm/dd/yyyy):	01/01/1987
Gender:	Female
City of Birth:	Orlando
Town of Residence:	Abington
Enrolling Organization:	Abington
LASID:	456

This page can be printed by pressing the "print" button on your browser.

411

In the event that the student's information creates a conflict with an already existing student in the system or in fact the student has been submitted twice, the system will post back to you a "411". This indicates that the student has created a conflict and a Department of Education staff member will contact you to resolve the case. Once the case is resolved, the SASID will be posted to the Publish Manager web site.

Apply for SASID

Possible Duplication of Registration Information.

It is possible that the student whose information is entered on the right may already have a SASID in the system. A new SASID cannot be assigned until a representative of DOE resolves the case that was generated. The representative may contact you for help in resolving this issue.

SASIDs are generated on daily basis and will be posted in Publish Manager. Please check Publish Manager periodically.

SASID 411

First Name:	MINNIE
Middle Name:	W
Last Name:	MOUSE
Date of Birth (mm/dd/yyyy):	05/15/1990
Gender:	Female
City of Birth:	Orlando
Town of Residence:	Out of State
Enrolling Organization:	
LASID:	234

This page can be printed by pressing the "print" button on your browser.

Multiple Student Registration

MSR is an application that allows you to submit more than one student for whom you need a SASID. You need the role of MDCS User to access this application. Log in to the Security Portal the same way you did for SSR but *click* Multiple Student Registration.

Click on “Multiple Student Registration.” You will see a screen like this:

Massachusetts Department of Education
Student Information Management System

Multiple Student Registration

Wed Oct 15 11:47:00 EDT 2003

Home | Security Portal | Privacy Policy | Help | Logout

Welcome to MSR

The MSR application lets you transmit one or more files to the Department of Education to assign SASIDs to your students.

Each file must contain the eight "core" data elements.
You can submit as many files as you need, one file at a time.

Each file must be formatted according to the Department's "Data Standards Handbook" in order to pass validation and be submitted to the Department's database.

Organization

Select your organization from the drop-down list and click Next.

Amherst

Next →

Your district or school will appear in the selection box. If you have access to more than one district or school, choose the location for whom you are submitting files. It is important to remember how you log in to the portal because the SASIDs will be posted back to that organization. For instance, if you log in as a school, the files will be posted back to that school but if you log in as the district, the files will be posted back to the district.

Age Range

SASIDs can be assigned to students between the ages of 3 and 21 and there must be a minimum of 5 students in the file.

Massachusetts Department of Education
Student Information Management System

Multiple Student Registration

Wed Oct 15 12:10:46 EDT 2003

Home | Security Portal | Privacy Policy | Help | Logout

There must be a minimum of 5 records in the file.

The student birthdates must fall between 10/15/1981 and 10/15/2000

1. Click the Browse button to locate, on your computer or computer network, the file you want to transmit to the Department.
2. Select the file from the File Locator window. The filename will be displayed in the Browse text box.
3. Click the Submit button.

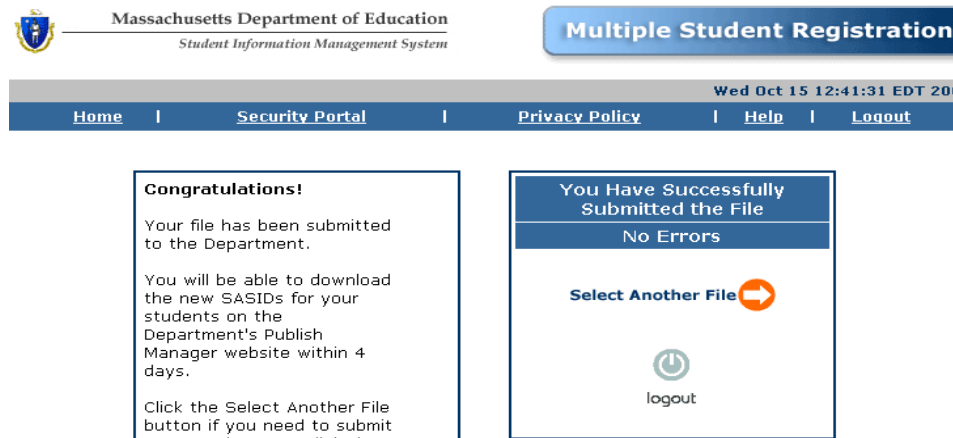
Submit a File

Browse...

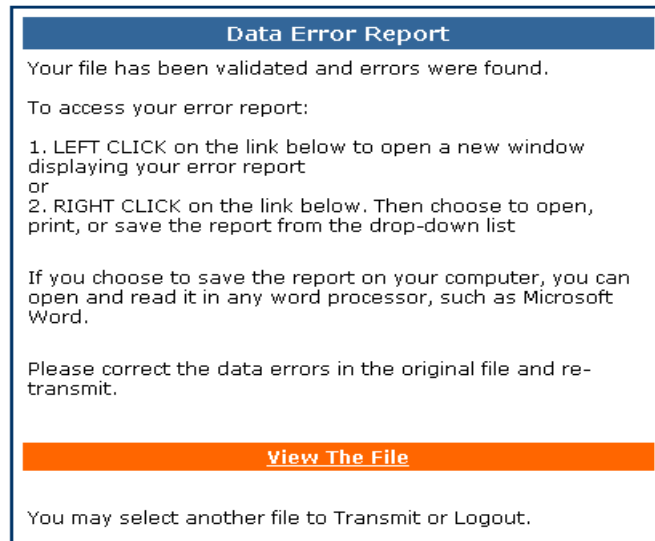
Submit →

Select Browse to search for the file you will be submitting. Once found, make sure the file name appears in the window and **click** on Submit.

If you have no errors, you will receive a successful submit screen. At this point, your file has been received by the Department and SASIDs will be assigned. In general, district files are processed nightly so your file should appear in Publish Manager the following day.



If your file contains errors, the screen will appear as follows:



Click on 'View the File' to view the errors or right-click "View the File" to save it to your computer.

MSR Error Messages

Invalid character – usually a comma in the name, a hyphen, the number zero instead of the letter O.

Date of Birth out of range – a student is either too young or too old.

No Header Information found in this file - file is missing the header

No Date Format Found in Header Information of this File – file is missing the header

No Gender Format Found in Header Information of this File; use M or F - file is missing the header
No Elements Header Found in Header Information of this File - file is missing the header
Too many elements – there is a comma in a field, usually the last name (Smith, Jr.) or the city of birth (Boston, Ma.)

Notes

1. If a student's name, date of birth or gender has changed, do not apply for another SASID. Use Single Student Registration – Update function to change the student's information.
2. If you have applied for a SASID and received a 411, DO NOT APPLY AGAIN. The DOE generally resolves 411s within a week but if you are under a time constraint, certainly call or email the DOE and let them know the 411 needs to be resolved sooner. Please check Publish Manager for the SASID.
3. It is highly recommended that you not apply for SASIDs for incoming students until the student has physically appeared for the school year. Students move around the state quite often so if you apply for a SASID for an incoming kindergartner, for example, and the student moves before the first day of school, you will cause the next district to get a 411 when they apply for a SASID.

File Format

When all the data element fields are populated, the file will need to be saved as a comma separated value (CSV) file or text (TXT) file. SIMS compliant software already possesses this capability. If non-SIMS compliant software is being used, check with the software vendor to be sure that the package can produce a CSV file in the correct format with quotes enclosing the data. An example of a record in CSV format follows:

“122”, “John”, “James”, “Doe”, “09/30/1990”, “Saint Louis”, “M”, “149”

The file must also contain a header that identifies the data elements in the order in which they are being submitted and the gender and date of birth format. For example, the header below is from district 001, the data elements are being submitted in the order of the Handbook, the date format is D10 and male and female are 01 and 02 respectively.

```
DOEHEADER,DISTRICT = 0001  
DOEHEADER,ELEMENTS = DOE001, DOE003, DOE004, DOE005, DOE006, DOE008, DOE009, DOE014  
DOEHEADER,DATE FORMAT = D10  
DOEHEADER,GENDER FORMAT, 01=Male, 02=Female
```

This header is from school 00490115, the elements are in the order of the Handbook, and they use gender codes M and F:

```
DOEHEADER,SCHOOL = 00490115  
DOEHEADER,ELEMENTS = DOE001, DOE003, DOE004, DOE005, DOE006, DOE008, DOE009, DOE014  
DOEHEADER,DATE FORMAT = D10  
DOEHEADER,GENDER FORMAT, M=Male, F=Female
```

The header must be immediately above the first student:

```
DOEHEADER,DISTRICT = 0001  
DOEHEADER,ELEMENTS = DOE001, DOE003, DOE004, DOE005, DOE006, DOE008, DOE009, DOE014  
DOEHEADER,DATE FORMAT = D10  
DOEHEADER,GENDER FORMAT, 01=Male, 02=Female
```

“122”, “John”, “James”, “Doe”, “09/30/1990”, “Saint Louis”, “M”, “149”

Publish Manager

Publish Manager is the application used by the Department to ‘publish’ the SASIDs for districts to retrieve and import. Files remain in Publish Manager for the entire school year so that they may be accessed at any time.

In order to access Publish Manager, you must have been assigned the role of Publish Manager in Directory Administration. Once you have the role, log in to the Security Portal and select “Publish Manager” from the list of applications on your portal.

Once you select your district/school and click the Next button, you will see this screen though it will be specific to your district:

Massachusetts Department of Education
Student Information Management System

Student Information Management System
Publish Manager

Thu Oct 16 14:55:58 EDT 2003

[Home](#) | [Security Portal](#) | [Privacy Policy](#) | [Logout](#)

Organization : Lynn(5-01630000)

To download a file, right-click (PC) or option-click (Mac) on the file name

File(s) Transmitted by Organization	Transmission	% Complete
misssasid.txt		100.0 %
SSR_MARY_J_WALSH.csv		100.0 %
SSR_SHEILA_M_ASTUCCIO.csv		100.0 %

Any file containing SSR and a name (such as SSR_Mary Walsh) means that person accessed SSR to assign a SASID. The files are listed in the order in which they were received at the DOE so the first file listed would be for some time near the beginning of the school year while the most recent file will be at the bottom. Any other file means that file was sent via MSR. All MSR files will be posted in the same way they were submitted so you will see the header and students.

% complete means the percentage of students in the file who were assigned a SASID. In this example, 100% is shown so all students were assigned a SASID. Anything less than 100% means that a conflict was created and the student was assigned a 411. 411 is assigned whenever a student’s characteristics either match another student within the database or the student’s characteristics are close to the characteristics of another student and the unique identity is questionable.

To save the file to your computer, right-click on the file name and choose Save. To import the SASIDs to your student software system, check with your particular vendor for the import instructions. To view the file, click on the file name and it will open in your particular browser.