

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  
Albany, New York 12234

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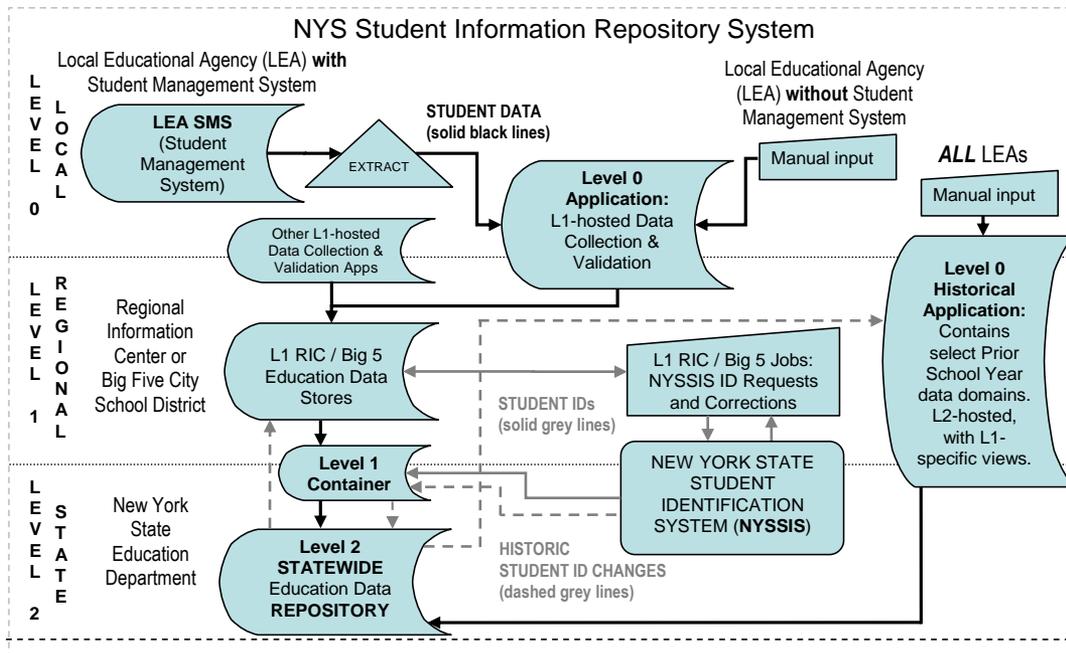
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## Introduction

The New York State Student Identification System (**NYSSIS**) is a key element of 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, improve data quality and ensure that important educational records are associated with the correct students as students transfer between local educational agencies (LEAs). In SIRS, each student record is uniquely identified with a 10-digit NYSSIS number, assigned when the student first enters a New York State public school, charter school or participating nonpublic school.

The purpose of the SIRS is to provide a single source for standardized individual student records and other education-related (course, attendance, teacher/staff, etc.) data for analysis 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 definitions of the data elements and templates for the data sets collected and is intended to assist vendors of information systems, as well as LEAs, in creating data files for submission.

## Levels of the SIRS



### Level 0

**Level 0** is a term generically referring to the concept of the most “Local” level of data, and comes from the computer science convention of starting a count at zero before proceeding to one. In the context of data flow, then, **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, and 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. In general, in order to support State reporting requirements, extracts must be generated from these local SMSs then sent to a "Level 1" (L1, regional) Data Center to be formatted to State-approved specifications in standard templates, which may then be stored in SIRS. LEAs that have no SMS may still move data to SIRS by entering information directly into the "Level 0 Application" hosted by their regional L1 Data Center (more about Level 1 below).

L1 regional and Level 2 (L2, statewide) 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 as SIRS continues to expand.

**The Level 0 Application** is a web-based application hosted by most RICs and select Big 5 CSDs. This application provides LEAs the ability to collect and verify their data, and validate those data against NYS data collection formatting and business rules. Data can be imported or entered directly into this system. This level's primary function is to provide data validation, as well as a place to enter data for LEAs without a student management system. It can also be used to collect additional local/regional data that may not be collected by the State or otherwise available in a local student management system. Verified data can be exported from Level 0 in a format that can be loaded directly into a Level 1 repository.

### **Level 1**

**Level 1** is a term referring to "Regional" and Level 1 data centers are usually repositories implemented and operated by a RIC or a Big 5 City School District. All charter schools and school districts except the Big 5 must participate in a Level 1 repository operated by a RIC. Each Level 1 repository includes, at a minimum, all the data elements defined in the SIRS Manual located on the NYSED Information & Reporting Services Web here: <http://www.p12.nysed.gov/irs/sirs/home.html> (available in PDF and MS Word).

Data is loaded into Level 1 repositories using data templates and load procedures provided by eScholar® and the Level 2 data warehouse unit. Users of the Level 1 repositories may include additional data elements to meet local or regional needs. The data collected at this level is used for local data analysis and reporting and State reporting, as well as pre-printing answer sheets for scanning services. In addition, the demographic data elements are used in NYSSIS to create unique student IDs, which are stored and maintained at this level. Finally, the Level 1 repositories will be used by LEAs to prepare data for submission to the Level 2 repository. Data in the Level 1 repository will be available only to users with a legitimate educational interest.

### **Level 2**

The **Level 2** repository is a single statewide data warehouse, where all K-12 school data from Level 1 is aggregated. Level 2 provides for statewide data analysis and reporting. This level holds records for all students and provides educators and policy makers with a resource for data-driven decisions to improve curriculum and instruction. Level 2 records include student names and unique identifiers, assigned by the NYSSIS. Data in the Level 2 repository will be available only to users with a legitimate educational interest.

Data in SIRS is accessed through the following:

- **Verification reports** are now available 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** are available at: <https://reportcards.nysed.gov>
- **Individual Student Reports** for the New York State Testing Program (NYSTP) assessments in grades 3–8 English language arts and mathematics, the New York State English as a Second Language Achievement Test (NYSESLAT), and New York State Alternate Assessments (NYSAA) are available in the L2RPT environment.

- **Guided Analysis reports** and the **New York State Parent Web Site** are no longer available. Resources for teachers and administrators are currently available, and data used to drive instruction will be available, at: <http://www.engageny.org>

## What Is NYSSIS?

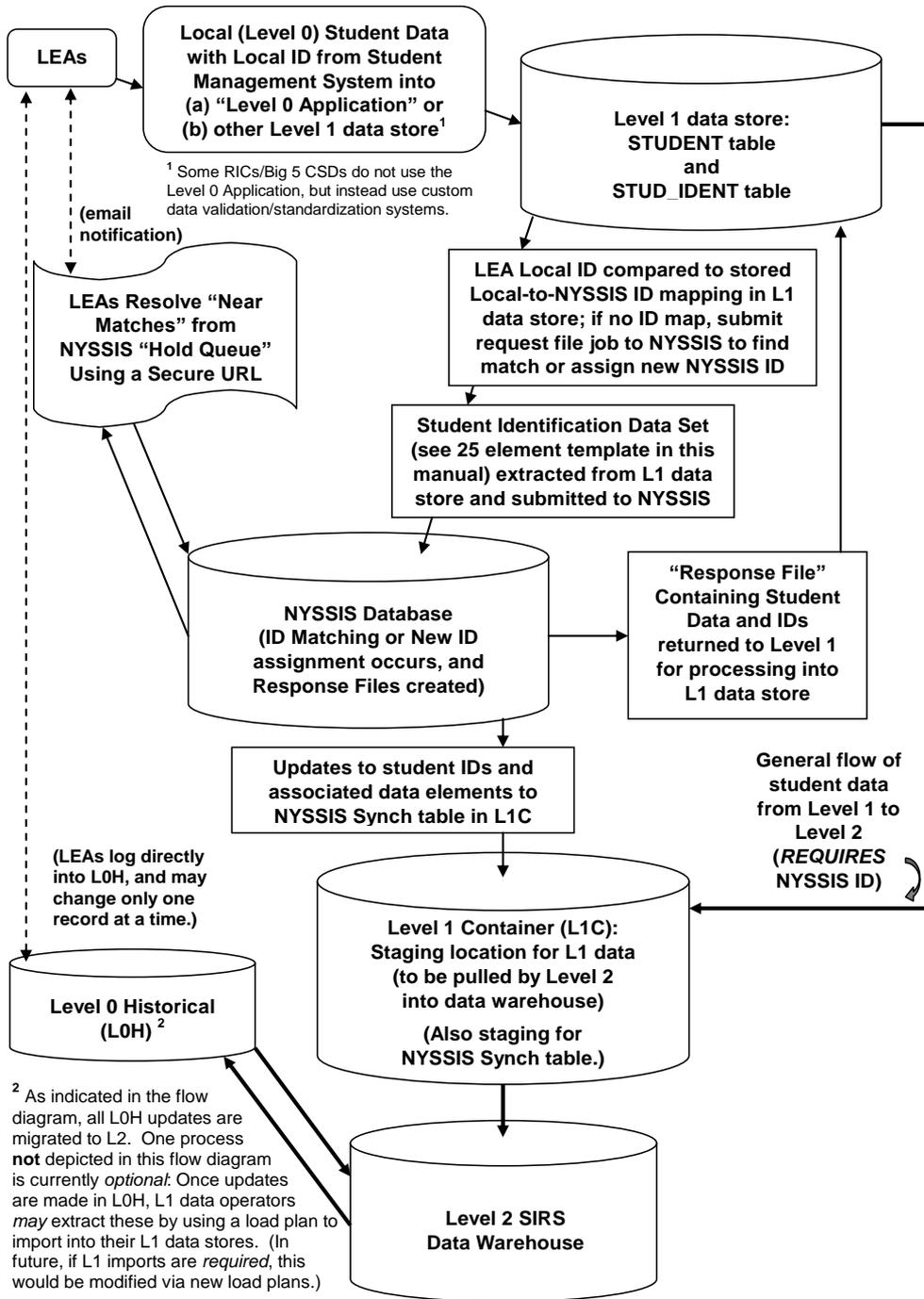
The New York State Student Identification System (NYSSIS) is an electronic information system that assigns a Unique Statewide Identifier (ID) to students in New York State public schools, including charter schools. NYSSIS enables these local educational agencies (LEAs) to obtain new IDs for students who do not have an existing one and to retrieve IDs that have been previously assigned to students. The ID assigned by NYSSIS will be used by LEAs to report student-level data to the Student Information Repository System (SIRS). The ID can also be used by LEAs to obtain information from or provide information to other LEAs when a student transfers into or out of an LEA.

## How NYSSIS Works

1. **Student Data Loaded into the SIRS Data Warehouse:** Regional Information Center (RIC) and Big 5 City District technical personnel load student demographic data from an LEA's student management system into the SIRS data warehouse.
2. **Student Identification Set Loaded into NYSSIS:** RICs/Big 5 extract a particular set of 23 of these student data items, referred to as the "Student Identification" set from the SIRS data warehouse and load them into the NYSSIS database. These processes are done using a File Transfer Protocol (FTP), which ensures that the data transfer is secure and confidential.
3. **NYSSIS ID Matching Process Occurs:** NYSSIS checks the database to determine whether the Student Identification set matches any records already in the database.
  - a. If no match is found, an ID is created and added to the end of the student information data record.
  - b. If a match is found, the ID already assigned to the student is added to the end of the student information data record.
  - c. In some cases, it is not possible to determine if the data submitted matches an existing record in the database. These cases are called "Near Matches." In these cases, NYSSIS places the data in a "Hold Queue" and staff members from the LEA must log on to NYSSIS and determine if the data matches a student previously assigned an ID or if the data represents a student who requires a new ID.
4. **Response Files Created:** NYSSIS creates "Response Files," which are files that contain student data plus the student's ID.
5. **Response Files Placed into SIRS Data Warehouse:** RICS/Big 5 retrieve the response files and place them in the SIRS data warehouse, again using a secure and confidential FTP transfer process.

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 elements dataset used by NYSSIS
- the Student Identification set validation rules

**Comment [MJH1]:** Do we need to explicitly distinguish what elements are required from the LEA (i.e., by a L1), and what elements are required from L1s (i.e., by NYSED)?

**Comment [PL2]:** I added all fields that can cause an error for a record to be rejected. The error would only be seen by the SED and the site. I do not know what the minimum number of fields required by a L1 from a LEA. Do the load plans handle mapping to the SIRS values for each field for submissions to go to NYSSIS?

**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	#####	ID assigned by LOCAL student information system (or L1 host). Will map to NYSSIS ID in both L2/SIRS and L1/regional warehouses.
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 NYS Student Information Repository System (SIRS) Manual: <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	Date of student's birth, derived from official source as dictated by district policy.
Gender Description**	Char	6	Male, Female	
Home Language Description	Char	40		See NYS Student Information Repository System (SIRS) Manual: <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 NYS Student Information Repository System (SIRS) Manual: <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 NYS Student Information Repository System (SIRS) Manual: <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**	L1	
Date of Birth*	LEA	
Gender Description**		
Home Language Description		?
Race/Ethnicity Description**		?
Immunization Date for First Polio Vaccination		?
Student’s Address Line 1		
Student’s Address Line 2		If Address Line 2 is populated, Address Line 1 must NOT be null.
Student’s Address City		
Student’s Address State Code		
Student’s Address Zip Code		Zip code can be either the standard five digits, or ten characters (five digits, a dash, then four digits)
Student’s Guardian Name One		Full name of primary guardian
Student’s Guardian Name Two		Full name of second guardian
Phone at Primary Residence		Phone number at student’s primary residence
Student’s Place of Birth		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		

**Comment [mjh3]:** NYSSIS ITS: validation

**Comment [mjh4]:** NYSSIS ITS: validation

**Comment [mjh5]:** NYSSIS ITS: Define (list

**Comment [mjh6]:** NYSSIS ITS: Define (list

**Comment [mjh7]:** Is this validated against table of currently approved SIRS descriptors

**Comment [mjh8]:** NYSSIS ITS: validation

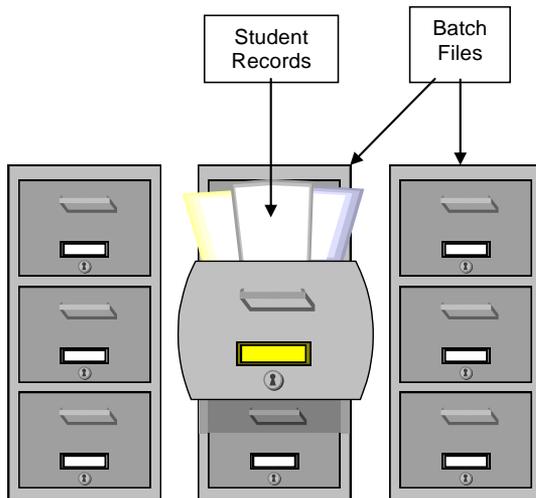
**Comment [mjh9]:** NYSSIS ITS: validation

**Comment [MJH10]:** Note/footnote where “rules” are posted (i.e., non-standard characters, other restrictions)

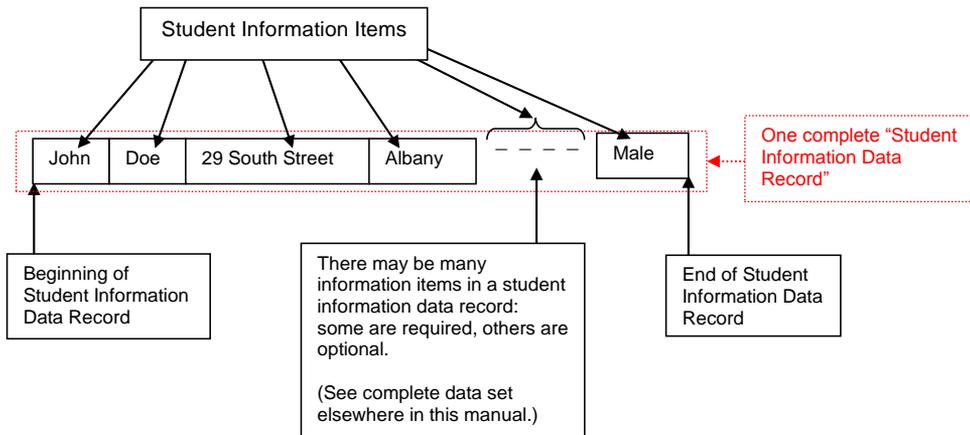
**Comment [MJH11]:** Note/footnote where “rules” are posted (i.e., non-standard characters, other restrictions)

### 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).

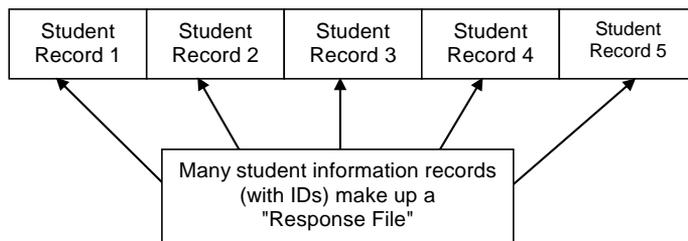


A student identification data record is a collection of data items that identify a student (e.g., Student's First Name, Student's Last Name, Student's Address Line 1, School Year, etc.). The following is a pictorial view of a student information data record:



### 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.

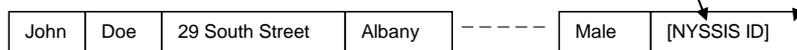
When a student information record is submitted to NYSSIS and the NYSSIS matching engine determines it matches an existing NYSSIS ID, that existing ID is assigned to the student information record. At the same time the student information record is associated with that existing NYSSIS ID in the database.

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."

### 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, Big5 and LEA personnel. In addition, certain administrative activities may be performed by RIC and Big5 NYSSIS Authorized Contacts.

For School District (LEA) Users

1. 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

1. 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.nysed.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.nysed.gov> in the addresses 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 | Reset Password | **Log On**

Click "Log On"

Welcome

[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](#)
- [SEDFREF 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](#)

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

The screenshot shows the NYSED.gov Sign In page. At the top left is the NYSED.gov logo. Below it is a blue header bar with the text "Sign In". To the right of the header are "OK" and "Cancel" buttons. Below the header is a graphic of a key and a lock. The main heading is "Sign In" 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". A green box highlights these two fields, with a callout box containing the number "1" and the text "Enter User Name and Password". To the right of the input fields is another "OK" and "Cancel" button. A second callout box containing the number "2" and the text "Click 'OK'" points to this second "OK" button. At the bottom of the page, there is a disclaimer: "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 screenshot shows the NYSED.gov Sign In page after an unsuccessful login. The layout is identical to the previous screenshot, but with an error message displayed. The error message is "Error: Authentication failed. Please try again." and is enclosed in a red rectangular box. The "User Name" and "Password" input fields are now empty. The "OK" and "Cancel" buttons are still present at the top right and bottom right of the form area. The disclaimer at the bottom remains the same: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution."

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:

**NYSED.gov**

Business Portal | **FAQ's** | Reset Password | Log Off

Welcome [Forgot your password?](#)

### 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**

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- [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 left is the NYSSIS logo, and at the top right is the NYSED.gov logo. Below the logos is a red banner with the text "NEW YORK STATE STUDENT IDENTIFICATION SYSTEM". Underneath the banner is a navigation bar with links: [SED Home](#), [About NYSSIS](#), [Contact Us](#), [Logout](#), [NYSSIS Home](#), [FAQ](#), [User Guide](#), and [Queue Help](#). Below the navigation bar is a dark blue header with the word "Home" on the right. On the left side of the page, there is a grey button labeled "Queue" with a green box around it and a green line pointing to a yellow box at the bottom left that says "Click to view Queue Resolution List". The main content area has the title "New York State Student Identification System (NYSSIS)" and a sub-header "Home". Below the title, it says "Please use the Menu on the left to start your work." There is a section for "Your Recent NYSSIS Activity" with a search bar and the text "Nothing found to display." Below that, it provides contact information for the NYSSIS Coordinator: "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 are links for [SED Home](#), [Contact SED](#), [Privacy Guidelines](#), and [Logout](#). It also shows the user is logged in as "sednyssis@mail.nysed.gov" and provides the address "New York State Education Department, 89 Washington Avenue, Albany, New York 12234" and the email "sednyssis@mail.nysed.gov". The date "01.13.2014 | 5" is displayed at the very bottom.

## 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:

The screenshot shows the NYSSIS Queue Resolution List interface. At the top, there are logos for NYSSIS and NYSED.gov, and a navigation bar with links: SED Home, About NYSSIS, Contact Us, Logout, NYSSIS Home, FAQ, User Guide, and Queue Help. The main heading is "Queue Resolution List" with a sub-heading "4 items found, displaying all items. 1". Below this is a table with the following columns: Local ID, First Name, Last Name, Date of Birth, Guardians, Grade, Building, Created By, and Actions. The table contains four rows of student records. Each row has a "Candidates" link and a "Detail" link in the Actions column. Below the table are "Export options" for CSV and Excel. At the bottom, there are links for SED Home, Contact SED, Privacy Guidelines, and Logout, along with login information and the date 01.13.2014 | 1.

Click on column headings to sort list

Each row contains an unmatched student record

Click "Candidates" to view possible matches

Click "Detail" to see more information

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</a> <a href="#">Detail</a>
009700837	Eric	Green	1998-11-26	Harold Green	11th			<a href="#">Candidates</a> <a href="#">Detail</a>
005098984	Ryan	Thompson	1996-10-10	Brenda Thompson	12th			<a href="#">Candidates</a> <a href="#">Detail</a>
000603124	Anne	Wood	1999-05-10	Evelyn Wood	10th			<a href="#">Candidates</a> <a href="#">Detail</a>

Export options: [CSV](#) [Excel](#)

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## 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:

Comment [EB12]: Appropriate wording?

**NYSSIS** **NYSED.gov**

**NEW YORK STATE STUDENT IDENTIFICATION SYSTEM**

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**Queue** **Queue Near Match Candidates**

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

**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 KDFH 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.

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

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You are Logged in as:   | [View Your Profile Information](#)

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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.

The screenshot shows the NYSSIS interface for 'Queue Near Match Candidates'. It displays a student record for Lori Garcia, born 1998-02-20, with a 98% match probability. Below the record is a table of near matches and buttons for 'New Student' and 'Compare'. Callouts provide instructions: 'Probability that candidate is a match' points to the 98% value; 'Click "New Student" if no candidates match' points to the 'New Student' button; and 'Click "Compare" to see how candidate matches your unresolved record' points to the 'Compare' button.

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

## 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.

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### Queue Compare to Specific Candidate

Record From Your School: Existing NYSSIS ID 3872917470

Local ID:	003908009	728935271	058338076	003908009	824998488	058338076	003908009
Name:	Lori Garcia	Lori Garcia M	Lori Garcia M	Lori Garcia	Lori Garcia	Lori Garcia M	Lori 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	09/01/2013
Gender:	FEMALE	FEMALE	FEMALE	FEMALE	FEMALE	FEMALE	FEMALE
Address:	4381 HICKORY WAY HARTLAND NY 11980	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:							

**Differences between unresolved record and candidate record are highlighted in yellow**

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

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

## 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".

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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

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01.29.2014 | 1

## 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.

The screenshot shows the NYSSIS 'Queue Match Complete' page. At the top, there are logos for NYSSIS and NYSED.gov, and a navigation bar with links like 'SED Home', 'About NYSSIS', 'Contact Us', 'Logout', 'NYSSIS Home', 'FAQ', 'User Guide', and 'Queue Help'. The main heading is 'Queue Match Complete'. Below this, a message states: 'MATCH CONFIRMED. QUEUE RECORD HAS BEEN LINKED AND REMOVED FROM THE QUEUE. NYSSIS STUDENT ID: 3872917470'. A callout box points to this message, stating: 'Confirmation that the unresolved record has been linked to the NYSSIS candidate'. Below the message is a detailed student profile for Lori Garcia, including her date of birth (1998-02-20), address (4381 Hickory Way, Hartland NY 11980), local ID (003908009) and NYSSIS ID (3872917470), school year (2013-06-30, 8th), and race/ethnicity (Hispanic or Latino English). A 'Next Steps' section contains a button labeled 'Return to Queue List', which is highlighted by a callout box stating: 'After reviewing confirmation, return to Queue Resolution List'. At the bottom, there are links for 'SED Home', 'Contact SED', 'Privacy Guidelines', and 'Logout', along with login information and the date '01.29.2014 1'.

## 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:

Click "Logout" to exit the NYSSIS application

Queue Empty

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.

NYSSIS User	What	When	Student's Local ID	Student's Last Name
jessica	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]

Confirmation that all unresolved records have been assigned NYSSIS IDs

SED Home | Contact SED | Privacy Guidelines | Logout

You are Logged in as: [redacted] | [redacted]

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

Single Sign-On Server

Logging out. Please Wait

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

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