Update:

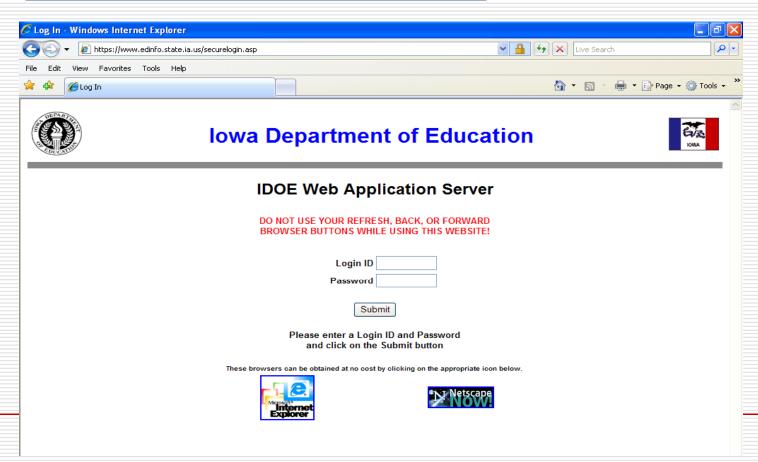
State IDs

Accessing the State ID application

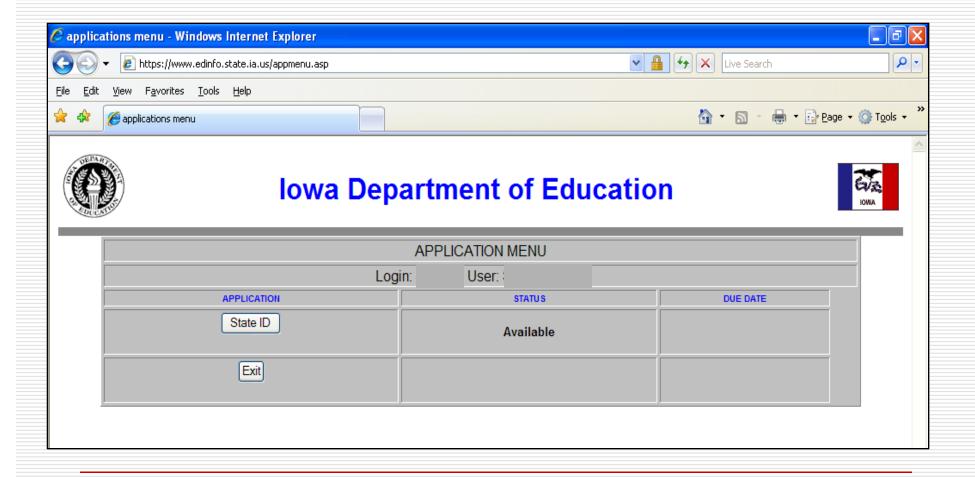
- Obtain your own login and password
 DO NOT use someone else's access.
- http://www.iowa.gov/educate/index. php?option=com_content&task=view &id=1&Itemid=1264 scroll to bottom of the page to locate the State ID policy statement and assurance statement. Complete page 9 only.

Logging into State ID

www.edinfo.state.ia.us



Accessing the State ID application



State ID menu



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| | | | | | v. 5.0.1 | | |
|---|---------------------------------|--|---------------------------------|-------------|----------------------|--|--|
| State ID Home | O Home Current Login: Location: | | | | | | |
| MENU | Submission Tv | Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results | | | | | |
| Upload Batch File Enter Individual Student Student Search | From: 04/15/2007 To: 04/14/2008 | | | | | | |
| Batch Search Extract & Download Batch Exit Application | Find Batch: Search | | | | | | |
| Upload Date Batch Info | | Status | Record Count | Next Action | | | |
| | 04/14/2008 | Batch Info | ID Assigned. | 1 | Download State ID | | |
| | 11/15/2007 | Batch Info | Near Matches / Duplicates Found | 2 | Resolve Near Matches | | |
| 09/17/2007 Batch Info | | Batch Info | ID Assigned. 1 | | Download State ID | | |
| | 09/05/2007 | Batch Info | ID Assigned. | 1 | Download State ID | | |
| | 08/29/2007 | Batch Info | IDs Assigned | 239 | Download State ID | | |
| | Displaying 1 to | 5 of 5 | | | First Prev Next Las | | |

Updating the database

- Many students in the State ID database have not been updated as recently as two years ago.
- While this was not a primary concern four years ago, it is now a growing concern.
- If a student's name has changed or date of birth is in error, the student may not be found and identified as eligible for Free Lunch.

What this means to your district

- ☐ If a paid student charges 10 meals and the money is not collected, the district has lost \$15.80.
- □ If a direct certified student charges 10 meals and is later identified for free lunch, the district has lost \$24.70.
- The district is out the paid meal price and the paid reimbursement which is nearly \$1 per meal.

06-07 example from Food and Nutrition

When names or dates of birth are not correct:

- Students are not identified for Free Lunch through Direct Certification.
- New IDs are created by AEA's and districts resulting in more than one ID per student.
- Community Colleges cannot find matches.

Recommendation:

- □ Update all IDs once a year.
- Batch Files can be run quickly for the entire district and/or building.
- Near matches will only occur for students with changes in a name field or date of birth.

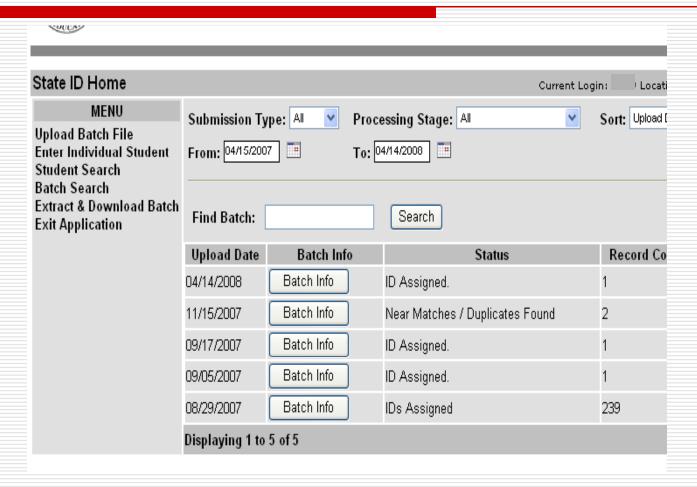
Create batch file in your student information system.

- Seek assistance from your technology person within your district.
 - JMC look under EASIER, Export . . .
 - Most other software, look under State Reports
 - Feel free to contact your vendor for assistance.
 - Most of the time, an EASIER consultant can help you create your extract.

Uploading a batch file:

- Create batch file in your student information system.
- Upload file to the State ID application.
- Browse, find file, select it, Open, and Upload.
- Validate Data (filter results/refresh browser)
- Fix Errors.
- Assign IDs (filter results/refresh browser)
- Download only if new IDs were assigned.

Upload Batch File



Browse, Find File, Select File, Open, Upload.



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| | Upload Batch File | |
|--------------------------|-------------------|----------|
| Current Login: Location: | | State ID |
| | | |
| File to Upload: | Browse Upload | |

For assistance email Mary Linnenbrink or call (515) 725-2107 or email Carla Schimelfenig or call (515) 281-3111



Validate Data to begin the process



Iowa Department of Education



Upload Batch File

Current Login: | Location: |

Upload Date Batch Info Status Record Count Next Action

04/14/2008 Batch Info File Uploaded. Begin Validation Stage 21 Validate Data

For assistance

email Mary Linnenbrink or call (515) 725-2107 or email Carla Schimelfenig or call (515) 281-3111



Click State ID Home or refresh your browser.



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Validate Data

Current Login: Location: 1

State ID Home

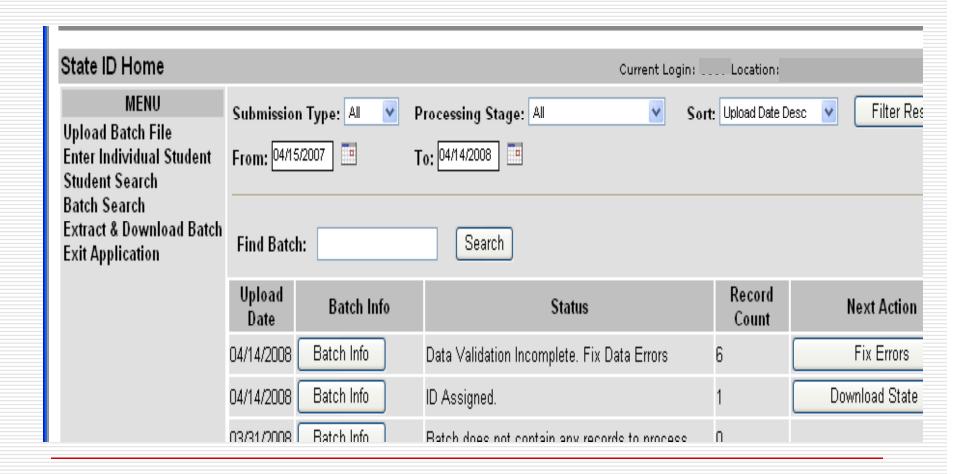
| Upload Date | Batch Info | Status | Record Count | Next Action | |
|-------------|------------|---------------------------------|--------------|-----------------------------|--|
| 04/14/2008 | Batch Info | Data Validation is in progress. | In Progress | Check for completion later. | |

For assistance

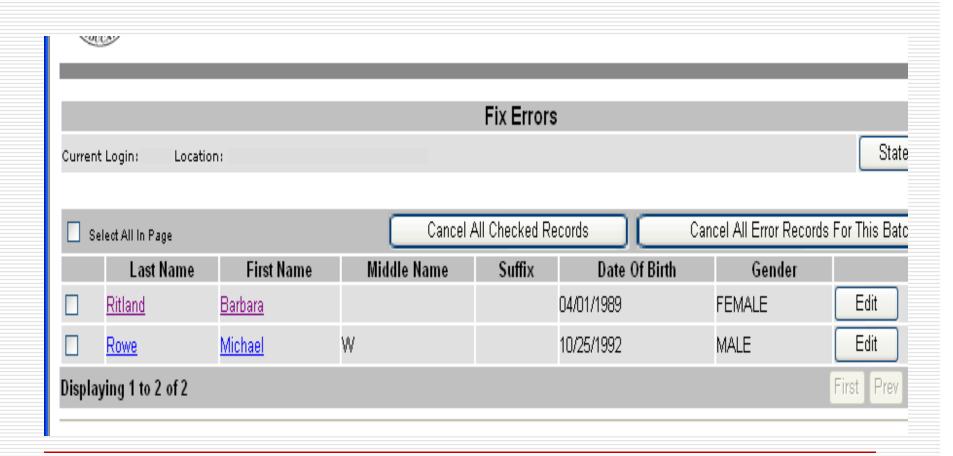
email Mary Linnenbrink or call (515) 725-2107 or email Carla Schimelfenig or call (515) 281-3111



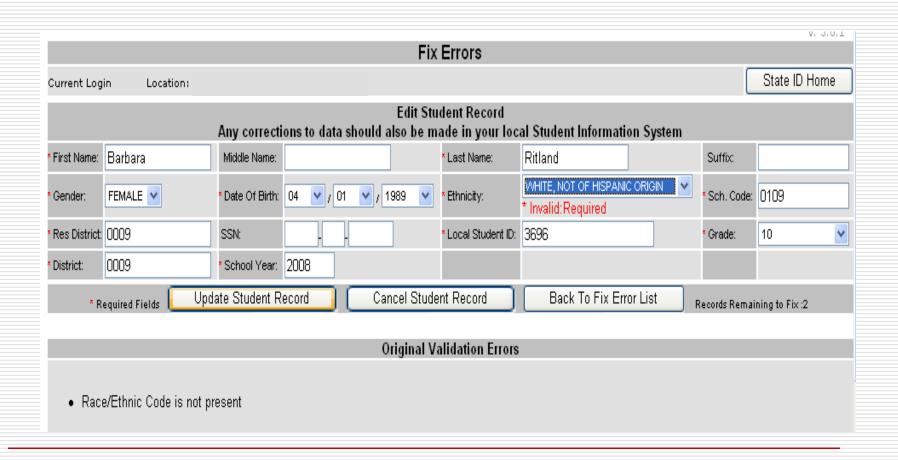
Fix Errors



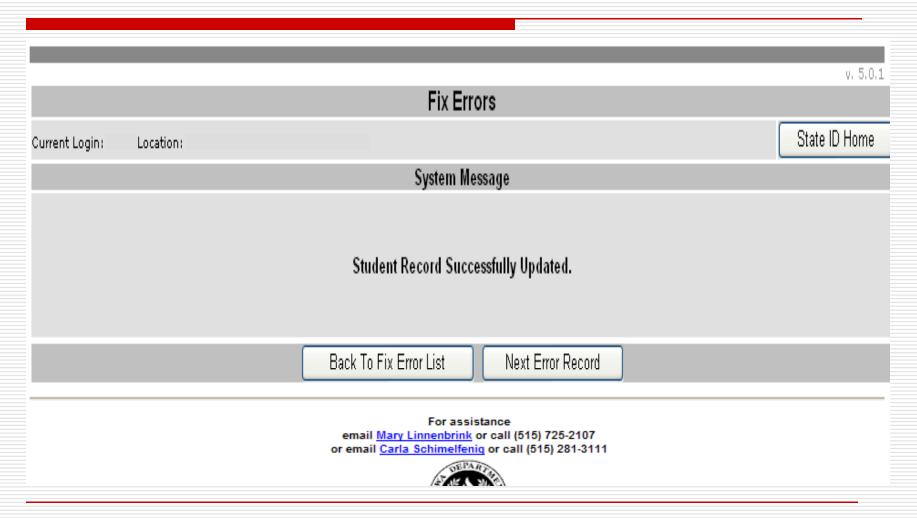
Select a student to fix



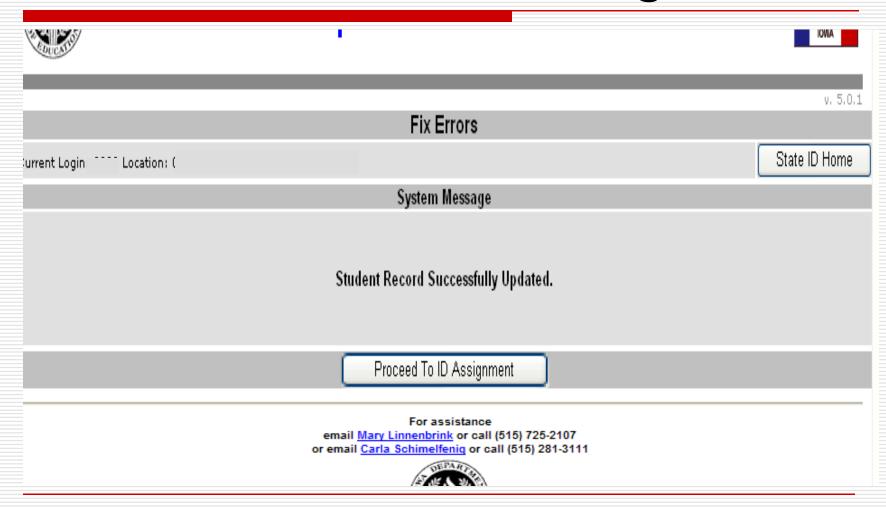
Correct data error and click Update Student Record



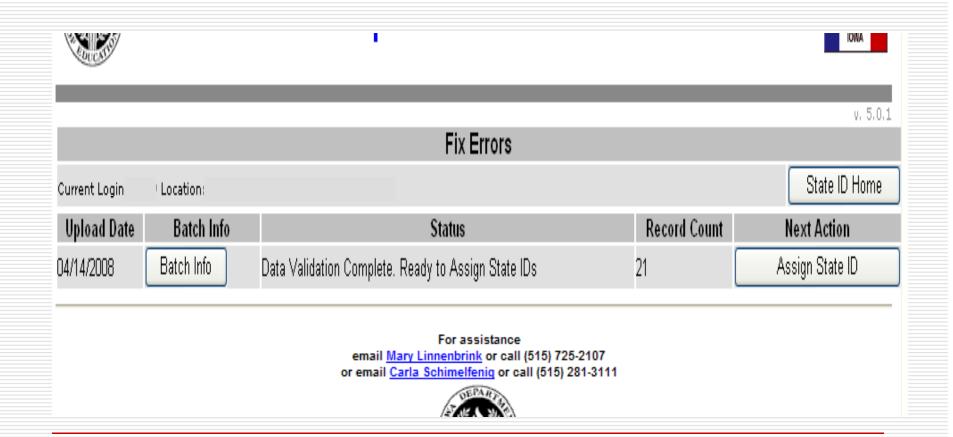
Click Next Error Record until all errors are corrected.



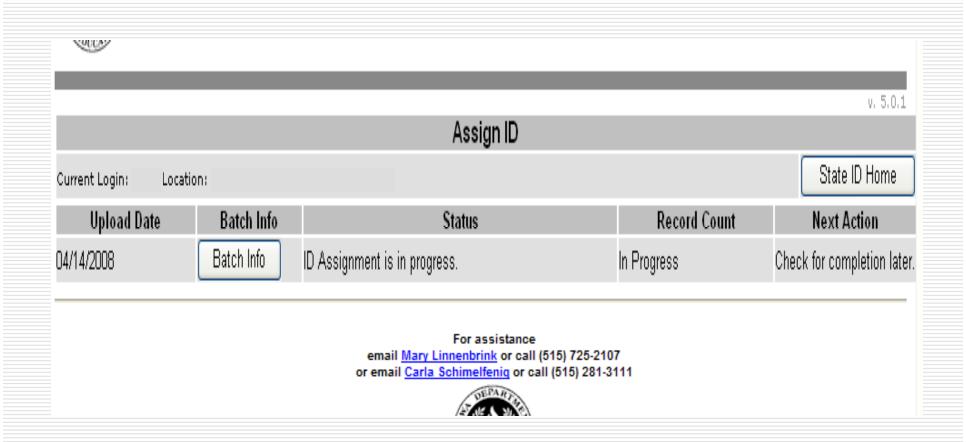
Click Proceed to ID Assignment



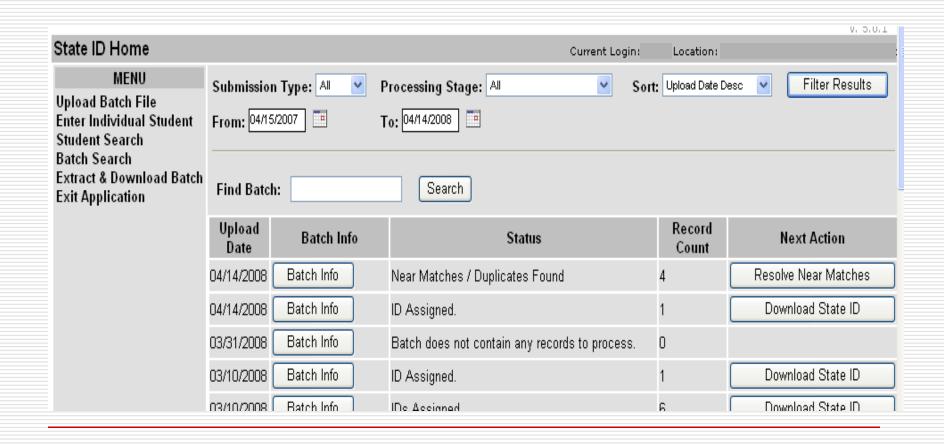
Click Assign State ID



Click State ID Home or refresh your browser.



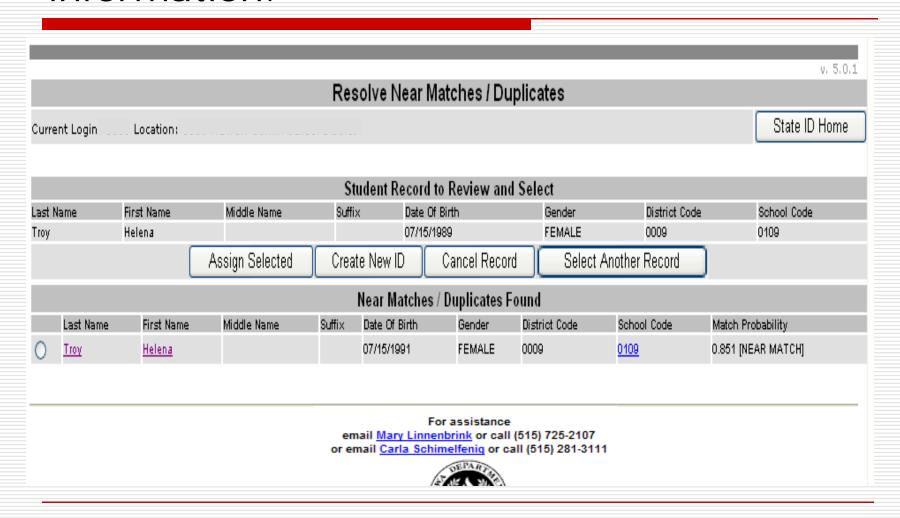
Resolve Near Matches



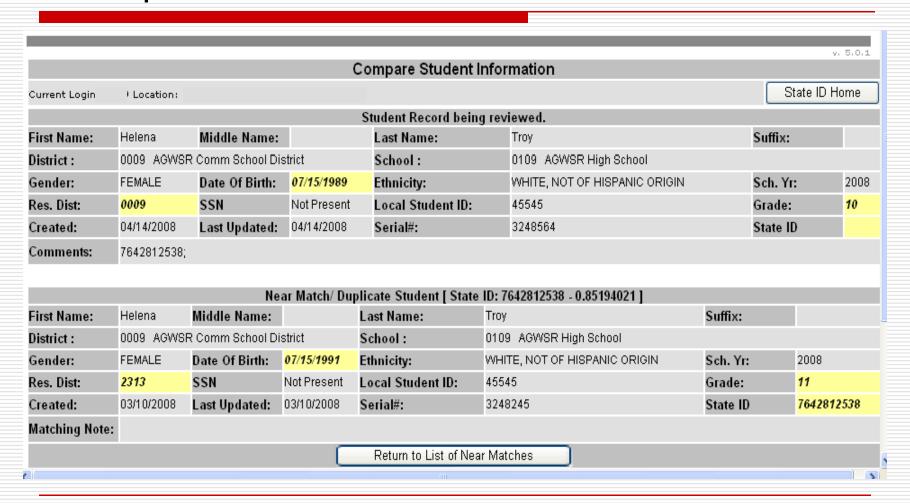
Select Student record to review



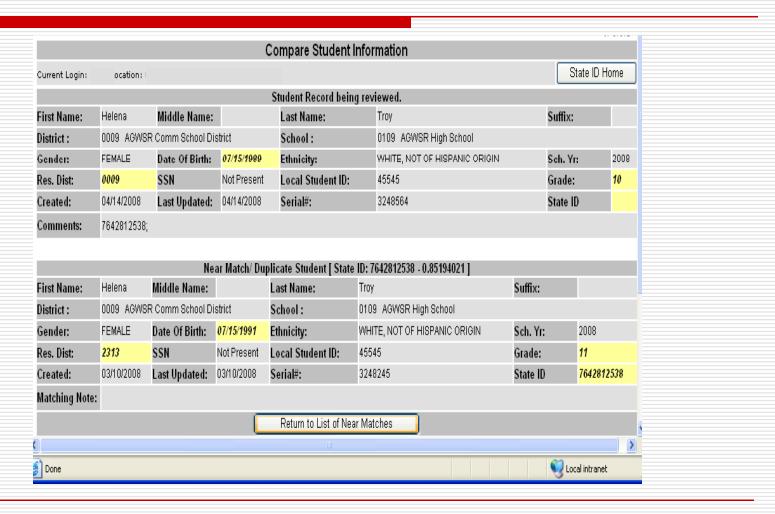
Decide: Assign selected, Create New ID, or Cancel Record. Click Name link for more information.



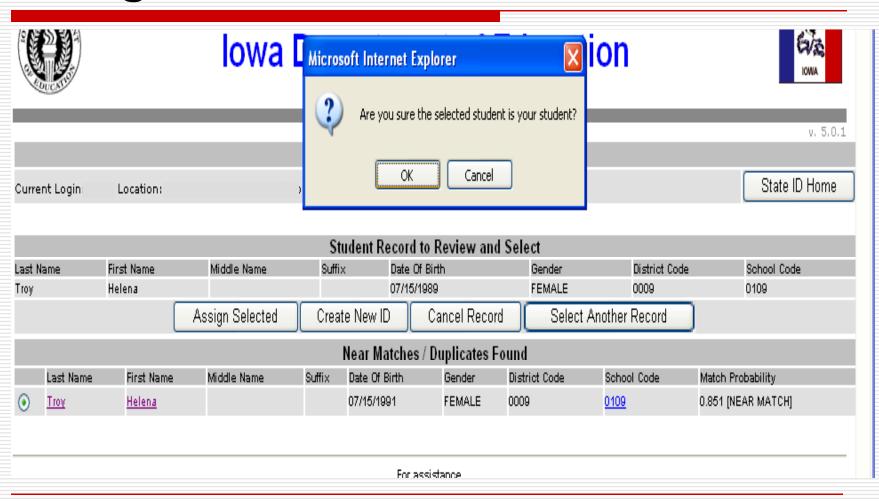
Review data presented: Incoming record is on top; database record is below.



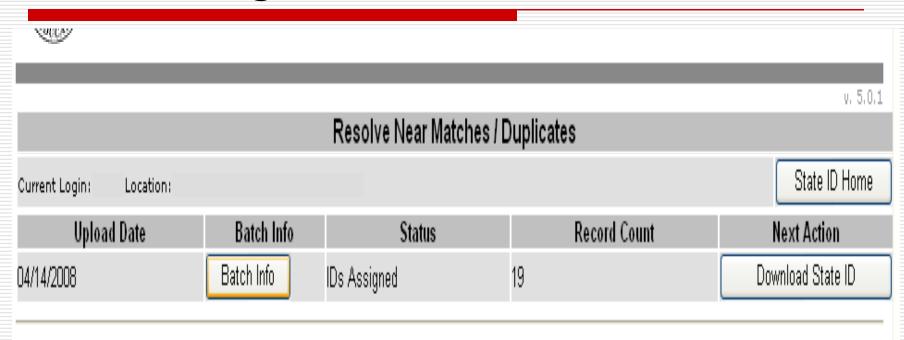
Compare yellow fields for differences. Select Return to List of Near Matches to resolve.



Assign Selected was chosen:



Check Batch Info to see if new IDs were assigned.



For assistance

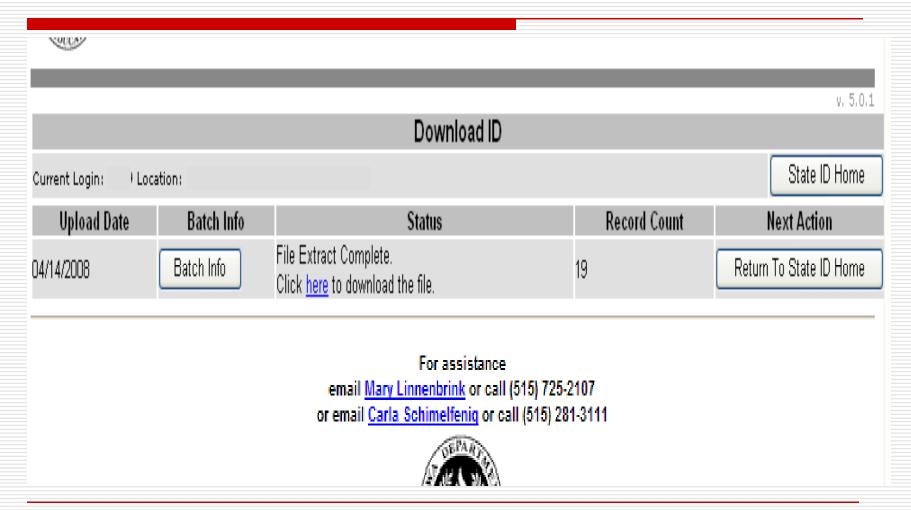
email Mary Linnenbrink or call (515) 725-2107 or email Carla Schimelfenig or call (515) 281-3111



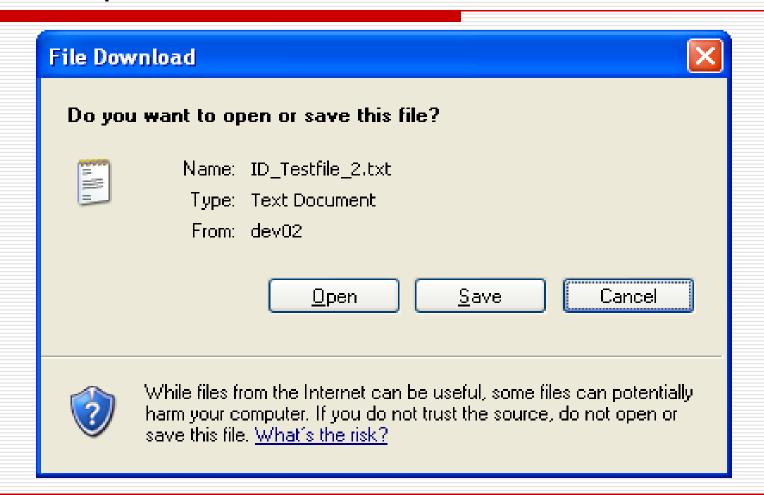
If new IDs were assigned, download the file.

| Batch Information : Batch 76155 | | | | | | | |
|---|-----------|--|--|--|--|--|--|
| | | | | | | | |
| Batch Statistics Processing Info Download Info Gen | eral Info | | | | | | |
| | | | | | | | |
| ID Assignment Complete | | | | | | | |
| Student Found and History Created During Match Resolution Stage | 2 | | | | | | |
| New ID Assigned - No Matching Record Found | 15 | | | | | | |
| Student Found and History Created During Assign ID Stage 2 | | | | | | | |
| | | | | | | | |
| Canceled | | | | | | | |
| Canceled During Match Resolution Stage 2 | | | | | | | |
| 3 | | | | | | | |
| | | | | | | | |
| Close Window | | | | | | | |

Click Download State ID. Click on the word here.



On a PC, Save the file. On a Mac, the downloader will download the file to your desktop.



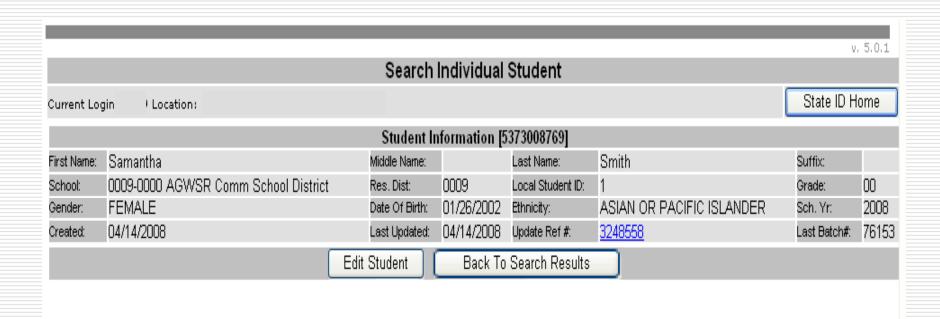
Edit Student Feature

□ If the student has your district number and the same building number as your access level, you can Edit the student's information through Student Search.

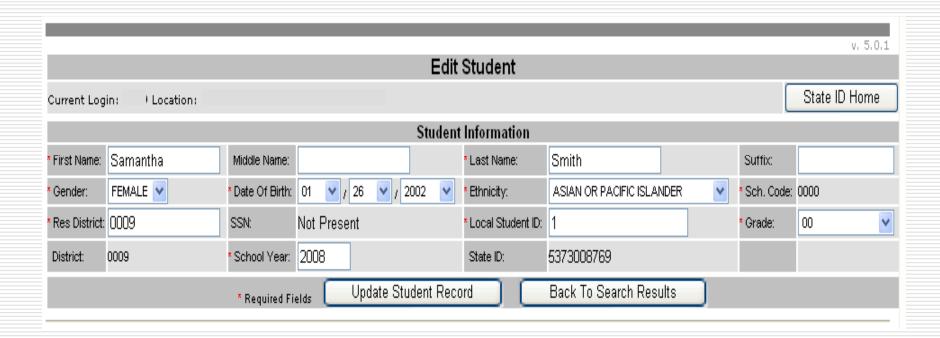
| | | | | | v. 5.0.1 |
|--------------------------------|----------------------|-----------------|-------------------|--|---------------|
| | | Search Ir | ndividual Student | | |
| Current Login: | Location: | | | | State ID Home |
| Simple Sea | Advanced Search | State ID Search | | | |
| * First Name: | | Middle Name: | * Last Name: | | Suffix: |
| Date Of Birth: | mm 🕶 / dd 🕶 / yyyy 💌 | | | | |
| * Required Fields Search Clear | | | | | |
| | | | | | |
| For assistance | | | | | |
| | | | | | |

| v. 5.0.1 | | | | | | | |
|---|------------|--------------|--------|---------------|--------|---------------|-------------|
| Search Individual Student | | | | | | | |
| Current Login: Location: State ID H | | | | | | State ID Home | |
| Simple Search Advanced Search State ID Search | | | | | | | |
| | | | | | | | |
| * First Name: Sama | ntha | Middle Name: | | * Last Name: | Smith | Suffix: | |
| Date Of Birth: 01 🕶 / 26 🕶 / 2002 💌 | | | | | | | |
| * Required Fields Search Clear | | | | | | | |
| | | | | | | | |
| Search Results | | | | | | | |
| Last Name | First Name | Middle Name | Suffix | Date Of Birth | Gender | Match | Probability |
| Smith | Samantha | | 0 | 01/26/2002 | FEMALE | 0.963 [MATCH] | |
| | | | | | | - | |

Click Edit Student



Change name fields, date of birth, gender, resident district



Return to State ID Home and Exit the application.

