**Common ODE Consolidated Student Collection Errors**

**How do I change a Last Name, or a Gender, or a Birth date in a SSID record?**

Legal Last Name, Gender and Birth Date are the three mandatory of the five Matching fields that the system uses to make sure that one student’s record doesn’t overwrite another student’s record. To make a change to one of these fields, you must use one of the two remaining Matching fields… SSN or District Student ID…

Open the SSID record in Record Maintenance, Edit

Add a District Student ID. ( any number is fine )

Save the record

Change the Last Name, or a Gender, or a Birth date (only one!)

Save the record

(Optional, but recommended)

Remove the District Student ID

Save the record.

**How do I fix the error "Student ID match, at least 3 demographics do not. The Student ID (State ID) matches but any three of DOB, SSN, LastName, DistrictID, or Gender must also match"?**

Legal Last Name, Gender, Birth Date, District Student ID and SSN are the five Matching fields that the system uses to make sure that one student’s record doesn’t overwrite another student’s record. Legal Last Name, Gender, Birth Date are the only required fields, so those fields are the ones to check first. For District Student ID and SSN, blanks do not match.

Open a second browser so that you can compare the detail error record against the SSID record (SSID Record Maintenance… Edit.

If the SSID record shows a totally different student, you will need to find the correct SSID for the student you are trying to submit, or create a new SSID record for that student, then use that number in the SSID field of your Error record.

Check the Legal Last Name field carefully. They must match exactly, with the exception of Upper-case/lower case. “Smith” does not match “Smith-Jones”, which does not match “Smith Jones”

Check the Gender

Check the Birthdate.

If any of these fields need to be changed in the SSID record, you’ll need to refer to the instructions above, “How do I change a Last Name, or a Gender, or a Birth date in a SSID record?”, to do so. Then, once the SSID record is correct and matches the Error record, you can just click Save in the Error to send it through again.

**How do I fix the error "Student ID does not match. There is no match to the Student ID (State ID) supplied for this student"?**

The SSID number in the Error record is not in the SSID system. Go to SSID Record Maintenance to search for the student by name.
If you can’t find a SSID record for your student, go to SSID Web Submission to create a new SSID record.

When you get the correct SSID record for your student, use that number in the SSID field in your Error record and click Save to send it through again.

**How do I correct the error: "SSID merged to another. The student with the SSID has been merged (unduplicated) to another student SSID."**

A student was assigned two SSIDs at some point which was later discovered and the two SSIDs were merged. Your Error record has the merged (End-dated) SSID in the SSID field.

In a second browser, look up both SSIDs in SSID, Review History to make sure that the merge was correct (not twins, or similar students). If the merge shouldn’t have happened, contact the ODE Helpdesk so that we can unmerge them.

If the merge was OK, change the SSID number in your Error record to the other SSID number and click Save to send the record through again.

**How do I fix the error: "Student ID matches on outdated student. The SSID record for submitted Student ID (SSID) has not been updated since last July 1st"?**

The ODE System looks to see if the SSID record has an Activity Date in the current school year. The School district needs to go in and open and Save, even if there are no changes. This will change the Activity Date and make that SSID record “Current”.

Normally, a student's SSID would be changed to reflect the student moving up a grade. If the student repeats a grade, the system still thinks the SSID should be advanced.

**How do I fix the error: "** **High School Entry School Year - 9th Grade Mismatch High School Entry School Year must match the current value in SSID or the current 9th grade Entry Year must be 0000 for a new value."?**

The ODE System checks the submitted record to see if the Enrolled Grade is 9 to 12.

If the grade is 9, 10, 11 or 12, then the system checks to see if an SSID record already exists for that student.

If there is an existing SSID record for the student then the HS Entry School Year in the submitted field must match the HS Entry School Year in the existing SSID record.

If the HS Entry School Year in the existing SSID is wrong and needs to be corrected, you will need to request that the HS Entry School Year be over-ridden. You will find the instructions to request the change on page 3 of the following document:

<http://www.ode.state.or.us/wma/data/schoolanddistrict/students/docs/cohorthsentryyr_02262010.pdf>