# Philadelphia SIS: Documenting a Student's State ID in the Charter Module

Guidelines

Charter schools are responsible for maintaining demographic information for enrolled students within Infinite Campus, the District's Student Information System (SIS). While many students will already have a State ID associated with their Local Student ID in SIS, this information will need to be entered manually for new students who do not already exist in SIS, as well as students who exist in SIS but may not have been assigned a State ID before enrolling in your school.

Charter staff will follow the existing process of searching for a student within the Charter Module, and then clicking "Add New Student'' to create a new student when an existing match is not found. They will be required to complete Student Demographic and Parent/Guardian Demographic information when adding a New Student to the SIS. The Student Demographic section will include a new field titled Student State ID.
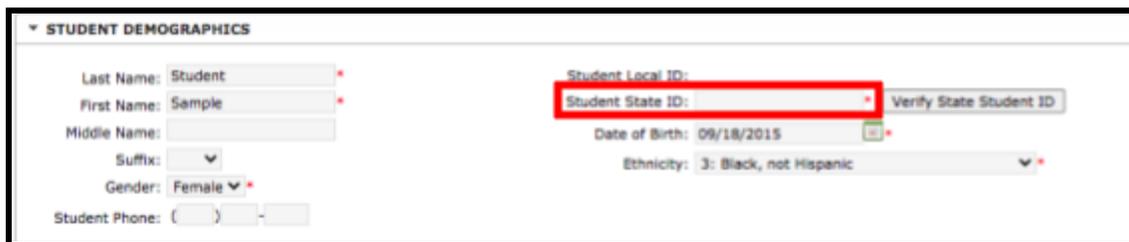
When creating a new student, the Student State ID field will be editable. This field will also be editable for any student that exists within Infinite Campus but does not have a Student State ID associated with their Local Student ID in SIS. **This field must be completed in order to save/update changes to the Student Demographics via the "Edit Student Information" section of the Charter Module**. If a student does not have a Student State ID documented in their Student Demographics and a user attempts to save changes to their information, a warning will display that says "State ID must not be blank."
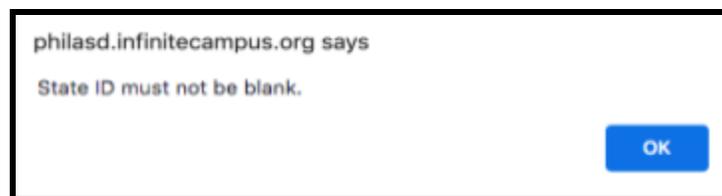
Documenting a Student ID in the Charter Module

To obtain a student's State ID for a student who does not already have a State ID associated with them in SIS, the charter school must engage in the PASecure Process to identify the student's State ID. Once the State ID has been confirmed via the PASecure application, the student can be created in SIS, and the State ID information can be entered on the student's record via the Student Demographics section.

1. When completing the Student Demographic information for a new student, enter the 10-digit State ID in the Student State ID field.
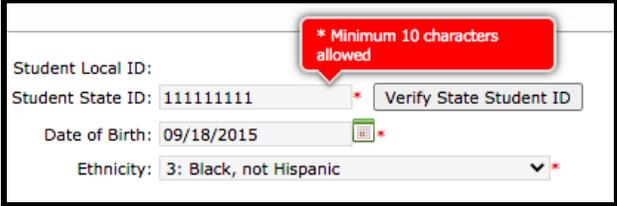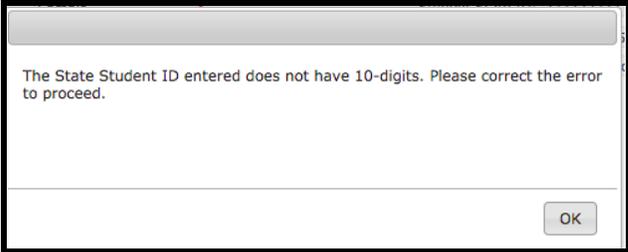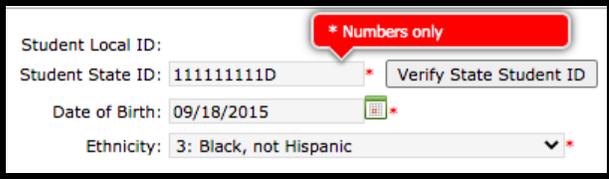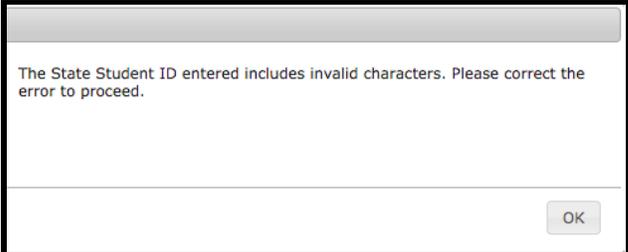

2. After entering the 10-digit State ID, click *Verify State Student ID*. **You must click this button in order to have the State ID recorded in the student's record.**
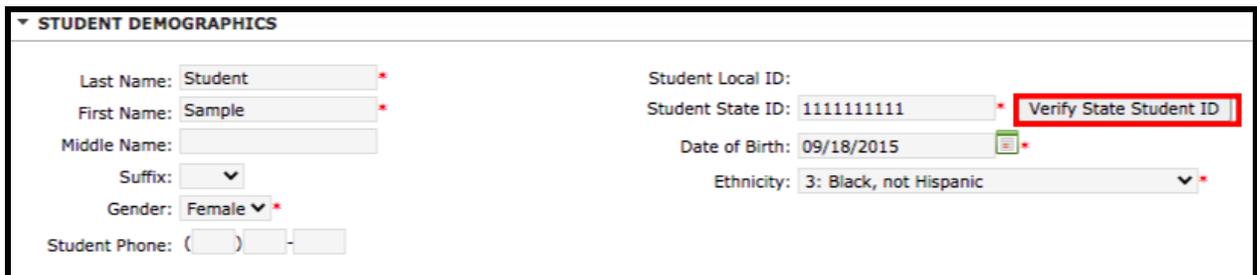
3. Users may encounter error messages when adding information to the Student State ID field if they have not entered the Student State ID correctly. The table on the following page outlines the issues, warning messages, error messages, and resolutions for these errors.

Issue	Warning/Error Message	Resolution
The ID entered is less than 10 digits.	*Warning before clicking "Verify State Student ID"* *Error after clicking "Verify State Student ID"*	Double check your entry against the information provided via PASecure and update to include the correct ten digit ID.
The ID entered contains non-numeric symbols, such as letters or punctuation marks.	*Warning before clicking "Verify State Student ID"* *Error after clicking "Verify State Student ID"*	Double check your entry against the information provided via PASecure and update to include the correct ten digit ID.
The ID entered is associated with another student in the system.	*Error after clicking "Verify State Student ID"*	Double check your entry against the information provided via PASecure and update to include the correct ten digit ID. **If your entry matches PASecure and you continue to receive this error, contact the SDP I.T. HelpDesk for support (HelpDesk@philasd.org)**
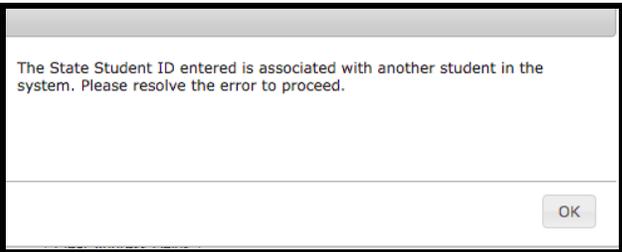
4. If the State ID that is entered is a valid, 10 digit ID that contains only numerals, and is not associated with another student in Infinite Campus, you will receive a State ID Verified notification after clicking *Verify State Student ID*.
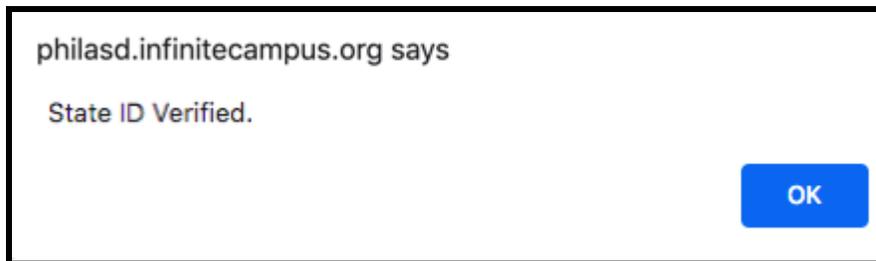

5. After verifying the student's State ID and ensuring all other required fields have been completed, click **Save** at the bottom of the screen.

Once a State ID has been recorded on the student's record in Infinite Campus, the State ID can no longer be modified by the charter school. In the event that an error was made in the entry of a State ID and a correction needs to be made, please contact the School District of Philadelphia's I.T. Help Desk for support (HelpDesk@philasd.org).

Identifying Existing Students with Missing State IDs

Generate the *Charter Data Extract*, which can be found in the **Index > Student Information > Reports > Charter Data Extract**. Then, click **Generate Report**. The report will download as an Excel document.

Click Cell E at the top of the report to highlight the column titled "State ID", and then click the Sort & Filter option in the top right corner of the screen.
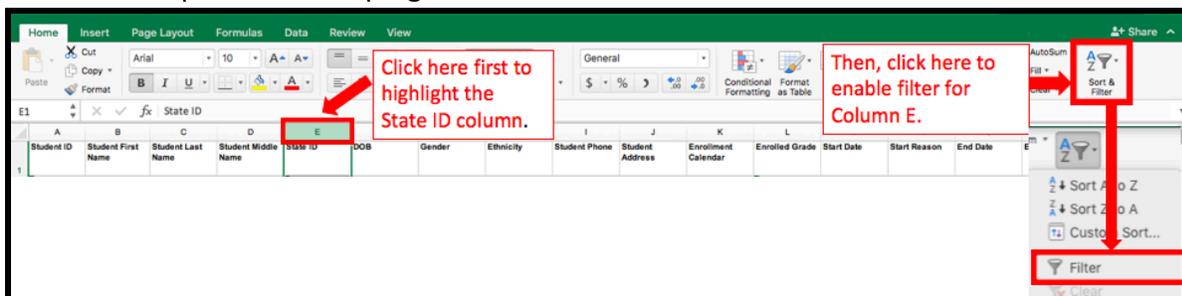
Click the arrow that appears in the corner of the State ID box to open the sort options for this column. Click the checkbox next to (Select All) to deselect all of the options. Then, scroll to the bottom of the State ID entries and click the checkbox next to (Blanks). Your results will now show enrolled students with missing State IDs.