

**Ryan Sullivan - [SSID\_A-LS] Final work to prepare for Annual SSID Maintenance Certification**

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**From:** Nancy Sullivan <nsullivan@CSIS.K12.CA.US>  
**To:** <SSID\_A-LS@LISTSERV.CSIS.K12.CA.US>  
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**Subject:** [SSID\_A-LS] Final work to prepare for Annual SSID Maintenance Certification

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Good morning!

This is our final email in the series of emails to help you successfully complete the Annual SSID Maintenance submission. We hope the emails have been helpful to you. For those who have certified your data, thanks from all of the CSIS staff! We appreciate your work on this submission. For those who have not yet certified, as you know, Friday, December 12 is the deadline for certification. See below for instructions on your next steps.

For those who have submitted and posted data for all of your schools and students:

1. Generate your Annual SSID Maintenance reports no later than December 3. For detailed instructions as to how to generate these reports, refer to the *SSID Maintenance Quick Reference Guide* posted at <http://www.csis.k12.ca.us/library/statewide-identifier/SSID-Maintenance-Quick-Reference-Guide-v-1-3-20080907.pdf>
2. Once you generate your reports, begin resolving any errors, not reported students, and concurrently enrolled students that appear on the Server Validation Error Report and the Census Summary Report as well as reconciling the enrollment, graduate, dropout, and NCLB category counts on the Enrollment Summary Report. Remember that your counts of not reported students and concurrent enrollments must be at zero before you will be able to certify your data. You also need to be sure your enrollment, graduate, dropout, and NCLB category counts are accurate before you certify. Have the appropriate school site and district staff sign off that the data are correct. CSIS encourages you to have zero dropouts re-enrolled when you certify. However, you can certify your data if all other counts are accurate, and continue to work on reducing your anomalies including dropouts re-enrolled after the certification deadline.
3. Certify your data by clicking on the "Certify" button. Do this no later than December 12.

If you need assistance with the submission, please:

1. Register for one or more Q&A sessions by visiting <http://www.csis.k12.ca.us/e-learning/ssid-registration/default.asp>
2. Review the Q&A documents posted at <http://www.csis.k12.ca.us/library/statewide-identifier/si-documents.asp>

For Those Who Have Not Yet Begun the Submission

You are at extremely high risk of not completing your submission by the deadline. Download a copy of the *SSID Maintenance Quick Reference Guide* posted at <http://www.csis.k12.ca.us/library/statewide-identifier/SSID-Maintenance-Quick-Reference-Guide-v-1-3-20080907.pdf>

TODAY and begin your submission as soon as possible. If you need assistance, please:

1. Register for one or more Q&A sessions by visiting <http://www.csis.k12.ca.us/e-learning/ssid-registration/default.asp>
2. Review the Q&A documents posted at <http://www.csis.k12.ca.us/library/statewide-identifier/si-documents.asp>
3. Submit and post data for all of your schools and all of your students within the next couple of days.
4. Resolve any errors in this data and investigate warning messages so that your data are correct and complete.
5. Once you have submitted and posted data for all of your schools, generate your Annual SSID Maintenance

reports.

6. Once you generate your reports, begin resolving any errors, not reported students, and concurrently enrolled students that appear on the Server Validation Error Report and the Census Summary Report as well as reconciling the enrollment, graduate, dropout, and NCLB category counts on the Enrollment Summary Report. Remember that your counts of not reported students and concurrent enrollments must be at zero before you will be able to certify your data. Have the appropriate school site and district staff sign off that the data are correct. This work takes time, so submit your data as soon as possible so you can run your Annual SSID Maintenance reports and resolve any outstanding issues prior to the December 12 deadline. CSIS encourages you to have zero dropouts re-enrolled when you certify. However, you can certify your data if all other counts are accurate and continue to work on reducing your anomalies including dropouts re-enrolled after the certification deadline.

7. Certify your data by clicking on the "Certify" button. Do this no later than December 12.

If you have questions or need assistance, please contact CSIS Support at [support@csis.k12.ca.us](mailto:support@csis.k12.ca.us) or 916-325-9210.

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