

Direct Certification Best Practices Webinar

July 2019

Use this worksheet to follow along with the webinar.



Definitions:

Search _____:

- State Student ID (SSID), formerly known as SAIS ID
- Standard Format (first name, last name, date of birth)
- Social Security Number (SSN)
- Case Number

Search _____:

- State Match
- File Upload
- Individual Student Lookup

Best practices for schools that report to AzEDS

- At the beginning of the program year, the Student Information System (SIS) has not sent information to AzEDS so there is no data when you try to run State Match. Until the information has been uploaded, it is best to use _____ using SSID.
- Use the _____ rather than the Search History to view your search results.
- To get the most out of the Comprehensive Match Report, it is best to search students using one search type. If you search students using more than one search type, they will be on different reports.
- Once your SIS and AzEDS start communicating, you won't need to conduct State Match. The system will continue to search students that are a "No Match" and newly enrolled students will be searched automatically.
- The District ID does not always populate in AzEDS, so if you use a District ID and not the SSID in your point of sale (POS) system, this method may not be best for you (see below).

Best practices for schools that do not report to AzEDS or do not use State Student ID in POS software

- Will use a different search type for the Comprehensive Match Report. That search type is _____.
- Use File Upload as your search method and add a 4th column to the file for the District ID or other identifier.

- In the Search Results, the District ID will be under the column titled “_____.”
- Students that are a “No Match” will be searched _____.
- If you search students more than once using different identifiers but they have the same first name, last name and date of birth, a “Y” will populate in the column titled “_____.”
- It is recommended to contact your POS software company and see if they can start using SSID.

Upcoming Enhancements

July 15th – Partial match algorithm percentage:

- With this enhancement, partial matches that reach a certain algorithm percentage will be an _____ match.

August – Partial matching in Comprehensive Match Report:

- With this enhancement, you will no longer need to go to the Search History to designate partial matches—you will be able to do them in the Comprehensive Match Report.
- For schools that report to AzEDS, you can then do everything in the Comprehensive Match Report.
 - Exception: for preschool students or other students that participate in NSLP but are not in AzEDS, you will still need to search students using use the _____ search type.

Coming soon – Improvement to case number searches

- If you do a case number search and you receive an automated match, the system currently has no way of identifying who that case number belongs to. A solution is coming, but in the meantime, you may want to keep a log of the case numbers you’ve searched with another identifier, such as a name or SSID, so if you get automated matches you have a way to search who that case number belongs to.

Summary

- Check your results weekly, or sign up to receive automated matching emails and review results promptly.
- Use the Comprehensive Match Report.
- Use one search type consistently throughout the year so that matches will accumulate to one Comprehensive Match Report.