



ID Change

Table of Contents

ID Change 1

ID Change

Registration > Utilities > ID Change

The utility is used when a student enters the district and it is determined that the student has prior year records under a different student ID. The utility allows you to change the student's current ID to the prior year ID.

Update data:

You must be logged on to the current year.

Field	Description
Current Student ID	Type the student ID that needs to be changed. Or, click Directory to select the student from the Directory .

Click **Retrieve**.

Current ID Info	The student's current year demographic data is displayed. Verify that the correct student was retrieved.
New/Hist Student ID	Type the student ID from the prior year record.

3. In the New/Hist Student ID field, type the student ID from the prior year record, and then click Check Student ID to retrieve the student.

The student's demographic data is displayed under New/Hist ID info. Verify that you retrieved the same student from the prior year.

4. If the social security numbers for the current and prior year records are different, select the social security number you want to use for the current year student. For example, select the check box under Current ID info to move the social security number from the prior year record to the current year record.

5. Click Execute to process the student ID change.



Back Cover