ID Change

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This utility changes the student's current ID to the prior year ID. 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.</WRAP> ====Update data:==== You must be logged on to the current year.
^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.

|
Click Check Student ID **to retrieve the student.**
^New/Hist ID Info|

The student's prior year demographic data is displayed. Verify that you retrieved the same student from the prior year.

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If the social security numbers (**SSN** fields) 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 use the social security number from the prior year record for the current year record.

Click Execute**. The student ID is changed.

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