



# ID Change



# Table of Contents

**ID Change** ..... 1



# ID Change

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.

**Registration > Utilities > ID Change**

## Update data:

You must be logged on to the current year.

<b>Current Student ID</b>	Type the student ID that needs to be changed. Or, click <b>Directory</b> to select the student from the <a href="#">Directory</a> .
---------------------------	---

Click **Retrieve**.

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

Click **Check Student ID** to retrieve the student.

<b>New/Hist ID Info</b>	The student's prior year demographic data is displayed. Verify that you retrieved the same student from the prior year.
-------------------------	---

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.



## Back Cover