



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.

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.
-------------------------	---

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