**MESA Collection of the CASSID**

This unique identifier is becoming the default tracking method for student databases across California, and will become the linchpin for collecting and sharing data across these various databases. It will allow us to gather data which we might not collect, and analyze data in ways which will inform our decisions as an organization and allow us to ultimately serve our students better.

This year will be a “soft requirement”, meaning the system will not require you to enter the number in the field, but we are asking that you collect the number anyway as a matter of procedure. The collection of the CASSID will begin as a REQUIRED Field on July 1st, 2015 when our student and advisor accounts are set to expire. However, we are asking that all of you begin collecting the number this year to prepare for the transition.

We will also be using the CA SSID as the security method for students to annually enroll into MESA (for those centers that allow your students to use the online system). Our current method of online enrollment does not require it, but it will be required beginning July 1st, 2015.

Also at that time, for students that do not have a CA SSID in the system and are being enrolled in the current year, the system will prompt you to enter one when you approve the student has submitted their PAF.

***We are recommending that center Advisors collect this data directly from their school administration. Advisors can provide a list of students with Name and DOB to the school to request it, however, some schools may have their own policies and procedures for getting the number.***

Many students may not be aware of this number, *however we will have a line on the paper Enrollment Application, so please confirm with the student that the number is the correct one.* We want to ensure that the numbers being entered into the system are accurate for each student, therefore, self reported numbers can be problematic as students may misprint a digit, leave one out, or confuse the number with their School Student ID (currently, the “School Student ID” is a line on the paper Enrollment Application, but may be removed if the CA SSID proves sufficient for our all of our MESA Staff and Advisors).

**Frequently Asked Questions**

***How many digits is the CA SSID?***

The number is 10-digits. Only numbers.

***How do we get the numbers?***

We are recommending staff or advisors go into the MESA database, pull a list of students based on School, and provide this to the school administrators. You may want to find out from your administrators what fields they need to do their matching. Typically it should be First Name, Last Name and Date of Birth.

***How do we input the data into the system once we get it?***

Do a search for the student in the system. On the Right side of the Results screen select the Action “Edit”. Under the Student Name, use the drop down box to go to “Page 2. Record Information”. CA SSID is the top line of the page.

***Will students be able to enter their own CA SSID into the system?***

Yes, they will (if you allow your students online access). However, we are recommending that this initially be done by the Advisor to ensure the number is entered accurately.

***If we use Paper Enrollment Applications, is there a line for CA SSID?***

Yes, we have updated the Enrollment Application online to reflect the collection of the number. Some of you may use your own Enrollment Application. Please be sure to update your document accordingly. You can find the updated Enrollment Application form in the Staff page on the website:

ABOUT THE CASSID:

CA Statewide Student Identifier (SSID)

An SSID is a unique, non-personally-identifiable number linked to a given individual student within the California public K–12 educational system. SSIDs are used to maintain data on individual students, such as linking students to statewide assessment scores and tracking students in and out of schools and LEAs in order to determine more accurate dropout and graduation rates.

All public California K–12 local educational agencies (LEAs), including charter schools, are required to obtain SSIDs through the California Longitudinal Pupil Achievement Data System (CALPADS) for students in kindergarten through grade 12. These agencies should maintain the SSIDs in their local systems as well as in CALPADS.

Maintaining SSIDs includes providing updates to changes in students’ enrollment statuses, and it includes the submission of enrollment and exit data to CALPADS. LEA staff can find more information about SSIDs in the *Statewide Student Identifier (SSID) and Enrollment Procedure*s document, which is located on the [CALPADS System Documentation Web page](http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp).