

Assignment of Unique Child Identifier for Children with no SSID

In order to upload children into the Early Learning Assessment – Ready for Kindergarten Online System, each child is required to have a unique identification number. As a result, children who are participating in an Ohio Department of Education (ODE) funded program and/or children who participate in publicly funded child care, through the Ohio Department of Job and Family Services (ODJFS), will use the Statewide Student Identifier (SSID) number assigned to them. Programs with a Provider Agreement with ODJFS can view a child’s assigned SSID on the “Statewide Student Identifier (SSID) Provider Report”, found on the CCIDS Provider Portal.

In order to participate in the Early Learning Assessment, children that are not in a publicly funded program must have a unique identifier assigned to them by the program in which they are enrolled. The following outlines the process that programs will use to assign a child a unique identifier.

1. First two letters of the child’s first name
2. First letter of the child’s middle name
3. First three letters of the child’s last name
4. Date of Birth (MMDDYY) – *do not use a hyphen or backslash*
5. Gender of the child (M/F)
6. If a child is a twin/multiple with the same first five elements being the same, add a number at the end of the ID, based on the birth order

Example 1: Name: Matthew Andrew Smith
 DOB: October 10, 2013

Unique ID: MAASMI101013M

Example 2: Twin 1 (born first) - Name: Matthew Andrew Smith
 Twin 2 (second born) - Name: Mark Anthony Smith
 DOB: October 3, 2012

Unique ID for Matthew: MAASMI100312M1

Unique ID for Mark: MAASMI100312M2

Assignment Notes:

1. Use the child’s legal name when creating the unique ID. *Example: Child’s legal name is Patricia but the family calls the child Tricia. The first two letters of the unique ID will be PA.*
2. Use the first three letters of a hyphenated last name. *Example: Child’s last name is Henry-Miller. The letters used for the last name portion of the unique identifier will be HEN.*
3. If a child does not have a middle name, use “X” instead of a middle initial. *Example: Child’s given name is Myra Brown. Unique ID will begin with MYXBRO.*
4. If a child only has two letters in their last name, use “X” as the last letter for last name portion of the unique identifier. *Example: Child’s name is Steven Alan Xu. Unique ID will begin with STAXUX.*
5. If a child only has one letter in their first name, use “X” as the last letter for first name portion of the unique identifier. *Example: Child’s name is J. Ray Smith. Unique ID will begin with JXRSMI.*
6. The system is not case sensitive, so either capital or lower case letters can be used.