

# PA Secure ID Extract

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**Search Terms:** PAsecure ID

The PA Secure ID Extract provides student demographic information to the State Department of Education in order for students to be assigned a state identification number.

PAsecureID Extract

## Report Logic

This extract returns all students who have an active enrollment record and a Local Student Number but do not have a State Student ID Number (PAsecureID). It can also be generated for students who do have a State Student Number, if needed (remove the checkbox on the report editor for Students w/o stateIDs).

## Report Editor

| Field                 | Description   |
|-----------------------|---|
| <b>Effective Date</b> | Indicates which enrollments are reviewed for inclusion on the report. The field populates with the current date, but can be modified by typing a new date in mmddyy format or using the calendar icon to select a date. |

| Field                              | Description  |
|------------------------------------|--|
| <b>Students w/o State IDs</b>      | When marked, only students who do not have a State ID are returned in the extract. When not marked, all students who have an State ID and who do not have a State ID are returned in the extract.  |
| <b>Report Protected Identities</b> | When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.  |
| <b>Format</b>                      | The extract can be generated in HTML, CSV, XML or State Format (csv with header and footer).<br>Use the State Format when submitting the extract to the state. Use the other formats for review prior to submitting the file to the state. |
| <b>Calendar Selection</b>          | Indicates from which calendar data is returned. At least one calendar needs to be selected in order to generate the report.  |

## Generate the Report

1. Enter the desired **Effective Date**.
2. Determine if **Students without IDs** should be included in the report (leave the checkbox marked) or if all students with and without IDs (remove the checkmark) should be included in the report.
3. If desired, mark the **Report Protected Identities** checkbox.
4. Select the desired **Format** from the dropdown list.
5. Select the desired **Calendar(s)** to include in the report.
6. Click the **Generate Report** button. The report displays in the desired format.

|    | A  | B    | C         | D          | E       | F | G           | H | I          | J   | K      | L | M | N | O         | P    | Q |
|----|----|------|-----------|------------|---------|---|-------------|---|------------|-----|--------|---|---|---|-----------|------|---|
| 1  | TH |      |           | 4196374159 |         | 1 | Delimiter=, |   |            |     |        |   |   |   |           |      |   |
| 2  | ID | 2004 | 123456789 | STUDENT    | ADAM    | N |             | F | 11/24/2009 | K5F | 123456 |   | 3 |   | 123456789 | 2016 |   |
| 3  | ID | 2004 | 123456789 | STUDENT    | BETHANY | S |             | M | 9/4/2009   | K5F | 234567 |   | 1 |   | 123456789 | 2016 |   |
| 4  | ID | 2004 | 123456789 | STUDENT    | CALVIN  | I | Jr.         | F | 8/2/2010   | K5F | 345678 |   | 3 |   | 123456789 | 2016 |   |
| 5  | ID | 2004 | 123456789 | STUDENT    | DEMI    | O |             | M | 5/19/2010  | K5F | 456789 |   | 5 |   | 123456789 | 2016 |   |
| 6  | ID | 2004 | 123456789 | STUDENT    | EVERETT | H |             | M | 4/15/2010  | K5F | 567890 |   | 5 |   | 123456789 | 2016 |   |
| 7  | ID | 2004 | 123456789 | STUDENT    | FIONA   |   |             | M | 7/29/2010  | K5F | 678901 |   | 4 |   | 123456789 | 2016 |   |
| 8  | ID | 2004 | 123456789 | STUDENT    |         | G |             | M | 12/10/2009 | K5F | 789012 |   | 5 |   | 123456789 | 2016 |   |
| 9  |    |      |           |            |         |   |             |   |            |     |        |   |   |   |           |      |   |
| 10 |    |      |           |            |         |   |             |   |            |     |        |   |   |   |           |      |   |

PA SecureID Extract - State Format

| PA SecureID Header Records:1 |             |             |                |         |             |
|------------------------------|-------------|-------------|----------------|---------|-------------|
| RecordType                   | ExtractDate | ExtractTime | TransmissionID | Version | delimiter = |
| TH                           | 05/25/2016  | 10:53:39    | 4191619724     | 1.0     | Delimiter=, |

  

| PA SecureID Detail Records:81 |              |                  |          |           |            |        |        |             |       |           |     |               |         |                |      |
|-------------------------------|--------------|------------------|----------|-----------|------------|--------|--------|-------------|-------|-----------|-----|---------------|---------|----------------|------|
| RecordType                    | SchoolNumber | ResidentDistrict | LastName | FirstName | MiddleName | Suffix | Gender | DateOfBirth | Grade | STUDENTID | SSN | RaceEthnicity | StateID | DistrictNumber | Year |
| ID                            | 2004         | 123456789        | STUDENT  | ADAM      | N          |        | F      | 11/24/2009  | K5F   | 123456    |     | 3             |         | 123456789      | 2016 |
| ID                            | 2004         | 123456789        | STUDENT  | BETHANY   | S          |        | M      | 09/04/2009  | K5F   | 234567    |     | 1             |         | 123456789      | 2016 |
| ID                            | 2004         | 123456789        | STUDENT  | CALVIN    | I          | Jr.    | F      | 08/02/2010  | K5F   | 345678    |     | 3             |         | 123456789      | 2016 |
| ID                            | 2004         | 123456789        | STUDENT  | DEMI      | O          |        | M      | 05/19/2010  | K5F   |           |     | 5             |         | 123456789      | 2016 |
| ID                            | 2004         | 123456789        | STUDENT  | EVERETT   | H          |        | M      | 04/15/2010  | K5F   | 567890    |     | 5             |         | 123456789      | 2016 |
| ID                            | 2004         | 123456789        | STUDENT  | FIONA     |            |        | M      | 07/29/2010  | K5F   | 678901    |     | 4             |         | 123456789      | 2016 |
| ID                            | 2004         | 123456789        | STUDENT  |           | G          |        | M      | 12/10/2009  | K5F   | 789012    |     | 5             |         | 123456789      | 2016 |

PA SecureID Extract - HTML Format

|   | A          | B            | C                | D              | E         | F           | G      | H      | I           | J     | K         | L   | M             | N       | O              | P              |
|---|------------|--------------|------------------|----------------|-----------|-------------|--------|--------|-------------|-------|-----------|-----|---------------|---------|----------------|----------------|
| 1 | RecordType | ExtractDate  | ExtractTime      | TransmissionID | Version   | delimiter = |        |        |             |       |           |     |               |         |                |                |
| 2 | TH         | 5/25/2016    | 12:18:25         | 4196705648     | 1         | Delimiter=  |        |        |             |       |           |     |               |         |                |                |
| 3 | RecordType | SchoolNumber | ResidentDistrict | LastName       | FirstName | MiddleName  | Suffix | Gender | DateOfBirth | Grade | StudentID | SSN | RaceEthnicity | StateID | DistrictNumber | Year           |
| 4 | ID         | 2004         | 123456789        | STUDENT        | ADAM      | N           |        | F      | 11/24/2009  | KSF   | 123456    |     |               | 3       |                | 123456789 2016 |
| 5 | ID         | 2004         | 123456789        | STUDENT        | BETHANY   | S           |        | M      | 9/4/2009    | KSF   | 234567    |     |               | 1       |                | 123456789 2016 |
| 6 | ID         | 2004         | 123456789        | STUDENT        | CALVIN    | I           | Jr.    | F      | 8/2/2010    | KSF   | 345678    |     |               | 3       |                | 123456789 2016 |
| 7 | ID         | 2004         | 123456789        | STUDENT        | DEMI      | O           |        | M      | 5/19/2010   | KSF   | 456789    |     |               | 5       |                | 123456789 2016 |
| 8 | ID         | 2004         | 123456789        | STUDENT        | EVERETT   | H           |        | M      | 4/15/2010   | KSF   | 567890    |     |               | 5       |                | 123456789 2016 |
| 9 | ID         | 2004         | 123456789        | STUDENT        | FIONA     |             |        | M      | 7/29/2010   | KSF   | 678901    |     |               | 4       |                | 123456789 2016 |

PA SecureID Extract - CSV Format

## Report Layout

| Data Element                     | Description                                 | Type, Format and Length              | Campus Database | Campus Interface |
|----------------------------------|---|--------------------------------------|-----------------|------------------|
| <b>Header Record Information</b> |   |                                      |                 |                  |
| <b>Record Type</b>               | Always reports a value of TH.               | Alphanumeric, 2 characters           | N/A             | N/A              |
| <b>Extract Date</b>              | Reports the date the extract was generated. | Date field, 10 characters DD/MM/YYYY | N/A             | N/A              |
| <b>Extract Time</b>              | Reports the time the extract was generated. | Time field, 8 characters HH:MM:SS    | N/A             | N/A              |
| <b>Transmission ID</b>           | Reports an arbitrary number.                | Numeric, 10 digits                   | N/A             | N/A              |
| <b>Version</b>                   | Always reports a value of 1.0.              | Numeric, 2 digits                    | N/A             | N/A              |
| <b>Delimiter=</b>                | Always reports a value of "Delimiter=."     | Alphanumeric, 9 characters           | N/A             | N/A              |
| <b>Extract Information</b>       |   |                                      |                 |                  |
| <b>Record Type</b>               | Always reports a value of ID.               | Alphabetic, 2 characters             | N/A             | N/A              |

| Data Element             | Description   | Type, Format and Length | Campus Database | Campus Interface   |
|--------------------------|---|-------------------------|-----------------|--|
| <b>School Number</b>     | <p>Reports the PDE 4-digit code of the school where the student is enrolled.</p> <p>This value reports from the Alt School Number field. If that field is not populated, the State School Number reports.</p> <p>When the student is not currently enrolled in a school, a value of 9999 reports.</p> | Numeric, 4 digits       | School.number   | <p>System Administration &gt; Resources &gt; School &gt; Alt School Number</p> <p>System Administration &gt; Resources &gt; School &gt; School Detail &gt; State School Number</p> |
| <b>Resident District</b> | <p>Reports the PDE 9-digit AUN code of the LEA fiscally responsible for the student.</p>  | Numeric, 9 digits       | District.number | <p>System Administration &gt; District Information &gt; District Detail &gt; State District Number</p>   |

| Data Element      | Description   | Type, Format and Length     | Campus Database                               | Campus Interface  |
|-------------------|---|-----------------------------|---|---|
| <b>Last Name</b>  | <p>Reports the legal last name of the student, if populated, and the Report Protected Identities checkbox is marked on the Extract editor.</p> <p>If the Legal Last Name field is not populated, reports from the Last Name field.</p>    | Alphanumeric, 60 characters | Identity.legalLastName<br>Identity.lastName   | <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Census &gt; People &gt; Demographics &gt; Last Name</p>   |
| <b>First Name</b> | <p>Reports the legal first name of the student, if populated, and the Report Protected Identities checkbox is marked on the Extract editor.</p> <p>If the Legal First Name field is not populated, reports from the First Name field.</p> | Alphanumeric, 60 characters | Identity.legalFirstName<br>Identity.firstName | <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal First Name</p> <p>Census &gt; People &gt; Demographics &gt; First Name</p> |

| Data Element       | Description   | Type, Format and Length     | Campus Database                                 | Campus Interface  |
|--------------------|---|-----------------------------|---|---|
| <b>Middle Name</b> | <p>Reports the legal middle name of the student, if populated, and the Report Protected Identities checkbox is marked on the Extract editor</p> <p>If the Legal Middle Name field is not populated, reports from the Middle Name field.</p>   | Alphanumeric, 60 characters | Identity.legalMiddleName<br>Identity.middleName | <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Census &gt; People &gt; Demographics &gt; Middle Name</p> |
| <b>Suffix</b>      | <p>The additional identifier of the student's name, such as Jr, Sr, etc.</p> <p>If the Legal Suffix field is populated and the Report Protected Identities checkbox is marked on the Extract editor, information reports from that field.</p> | Alphanumeric, 10 characters | Identity.legalSuffix<br>Identity.suffix         | <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Suffix</p> <p>Census &gt; People &gt; Demographics &gt; Suffix</p>           |

| Data Element         | Description   | Type, Format and Length                 | Campus Database                         | Campus Interface  |
|----------------------|---|---|---|---|
| <b>Gender</b>        | <p>The student's gender.</p> <p>If the Legal Gender field is populated and the Report Protected Identities checkbox is marked on the Extract editor, information reports from that field.</p> | Alphanumeric, 1 character<br>M or F     | Identity.legalGender<br>Identity.gender | <p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Gender</p> <p>Census &gt; People &gt; Demographics &gt; Gender</p> |
| <b>Date of Birth</b> | The student's date of birth.  | Date field, 10 characters<br>MM/DD/YYYY | Identity.birthDate                      | Census > People > Demographics > Birth Date   |
| <b>Grade Level</b>   | The student's grade level of enrollment.  | Alphanumeric, 3 characters              | Enrollment.grade                        | Student Information > General > Enrollments > General Enrollment Information > Grade  |
| <b>Student ID</b>    | The student's local student number.   | Numeric, 10 characters                  | Person.studentNumber                    | Census > People > Demographics > Person Identifiers > Student Number  |
| <b>SSN</b>           | The student's Social Security number.   | Numeric, 11 digits<br>XXX-XX-XXXX       | Identity.SSN                            | Census > People > Demographics > SSN  |

| Data Element           | Description  | Type, Format and Length | Campus Database                             | Campus Interface   |
|------------------------|--|-------------------------|---|--|
| <b>Race Ethnicity</b>  | The student's indication of race.<br>1 = American Indian/ Alaskan Native<br>2 = Asian/Pacific Islander<br>3 = Black (Non-Hispanic)<br>4 = Hispanic<br>5 = White (Non-Hispanic)<br>6 = Multi-Racial | Numeric, 1 character    | Identity.race                               | Census > People > Demographics > Race/Ethnicity  |
| <b>State ID</b>        | The student's state-assigned identification number.  | Numeric, 10 digits      | Person.stateID                              | Census > People > Demographics > Person Identifiers > Student State ID   |
| <b>District Number</b> | Reports the PDE 9-digit AUN code of the LEA educating the student.   | Numeric, 9 digits       | Enrollment.residentDistrict District.number | Student Information > General > Enrollments > State Reporting Fields > Resident District<br><br>System Administration > Resources > District > State District Code |
| <b>Year</b>            | Reports the end year of the selected school year in the Campus toolbar.  | Numeric, 4 digits       | Calendar.endYear                            | System Administration > Calendar > Calendar > End Year   |



| Data Element                      | Description   | Type, Format and Length    | Campus Database | Campus Interface |
|-----------------------------------|---|----------------------------|-----------------|------------------|
| <b>Trailer Record Information</b> |   |                            |                 |                  |
| <b>Record Type</b>                | Always reports a value of TT.                                     | Alphanumeric, 2 characters | N/A             | N/A              |
| <b>Transmission ID</b>            | Reports the same arbitrary number as reported in the header file. | Numeric, 10 digits         | N/A             | N/A              |
| <b>Records</b>                    | Reports the total number of records included in the file.         | Numeric, 4 digits          | N/A             | N/A              |