

# FULLY NUMERIC EMIS IDs

- Districts are receiving Warnings for students who have fully numeric EMIS IDs
- Reason: These could be Social Security Numbers, and therefore ODEW will not publish those numbers in certain areas due to security concerns
- A couple years ago we discussed having districts update their EMIS IDs to have an alpha character at the beginning, A12312312
- Many districts did choose to make updates at that time, but many did not
- Updates can be made for an entire district at one time, however, it is best to wait until FY25S has closed (7/16/25)



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- First steps:
- Submit a ticket to update the EMIS IDs and provide the following info:
- District Code (separate ticket for each school)
- Provide the 'EMIS Seed' that you would like to start with, ex. 1 alpha character with 8 numeric values, C00012345. Lora will begin with this number and all students in the current school year will be updated sequentially.
- My understanding is that once these students are reported in the SCR and Period S, ODE will have a crosswalk that updates their EMIS ID so that all the data remains with the appropriate student.
- Once Lora completes the updates, she will provide you with the last EMIS ID used for a student.



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- After the Updates have been made by Lora:
- Navigate to StudentInformation > Management > School Administration > School Building Administration > School Demographics with the district in context.
- Click the Reset EMIS Seed radio button. This will blank out any values in the District EMIS Seed, Previous EMISId values and the EMIS Maximum Increment from Seed fields.
- Enter the last ID Lora assigned in the District EMIS Seed field and enter '1' in the EMIS Maximum Increment from Seed and click Save.
- Upon saving, the Previous EMIS Id field should populate with the last EMIS ID assigned by Lora.



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- When a student who left the district previously, but re-enrolls after the EMIS IDs have been updated, their EMIS ID can be updated to utilize the same updated standard as follows after they return (This step is not required, but the district may want to utilize it):
- Using Registration Wizard, re-enroll this student at the district that he had previously been withdrawn from. Accept the non-strict match.
- Once registration is complete, pull up the student and navigate to his FS record. As expected, he retained the EMIS ID he previously had at the district.
- Update his EMIS ID to the next number in sequential order and save his record. (check the Previous EMIS ID on the School Demographics screen at the district level)
- When a new student is then enrolled, the EMIS ID assigned will skip the one manually assigned to the returning student, and the Previous EMIS ID on the School Demographics screen will automatically update.
- There are also some steps that need to be taken with ODEW, and I believe one of those is backloading EMIS IDs into the SCR. But you would need to check with them on that item.

