AZELLA - Creating Unique 11-Digit SSID Number for Private School Students Testing through a Public-School District

To populate the **SSID** field in PearsonAccess[next] for those students who are enrolled in a private school in your public-school district, you will need to create a unique **11-digit SSID** number for each student.

If the student has a public school SSID from being previously enrolled in an Arizona public school, you may use this SSID and add leading zeros to create an 11-digit SSID. (00012345678)

If a unique SSID was created for a student at a private school in previous AZELLA test administrations, continue to use that unique SSID and add leading zeros so that the new unique SSID has a total of 11-digits.

- Do not use an SSID number that was previously assigned to another student.
- PearsonAccess[next] will not allow you to upload a student without filling in the SSID field.
- PearsonAccess[next] will not allow you to upload two or more students that have the same SSID number.

Follow these steps to create unique **11-digit** SSID numbers:
1) Use **the private school's school entity code** (as is listed in PearsonAccess[next])
2) Add additional digits – this could be the school's student identification number or digits created by you. Each student at the same private school must have different digits.
3) Each student must end up with a unique **11-digit** SSID number.

Private School Student	Private School's Entity Number as shown in PearsonAccess [next]	PLUS (+)	Unique Student Number	Equals (=)	11-Digit Unique SSID to be entered in PearsonAccess [next]
Student 1	008888	+	12345	=	00888812345
Student 2	099999	+	00011	=	09999900011
Student 3	999999	+	00101	=	99999900101