

# Introduction to: The District Student ID Module



**STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

# District Student ID Module

- **District Student ID Module**

This module will be used for:

- Viewing District Student ID History
- Searching District Student ID's
- Entering New District Student ID's
- Changing Existing District Student ID's
- Deleting District Student ID's
- Updating Student Master



# District Student ID Module

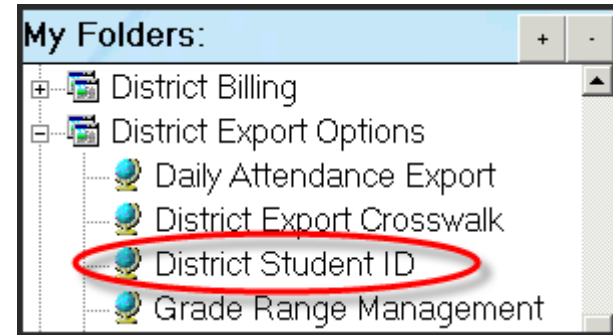
- Using This Module

## Getting Started

Double click **My Modules** > Double Click

**District Export Options** >

Click **District Student ID**



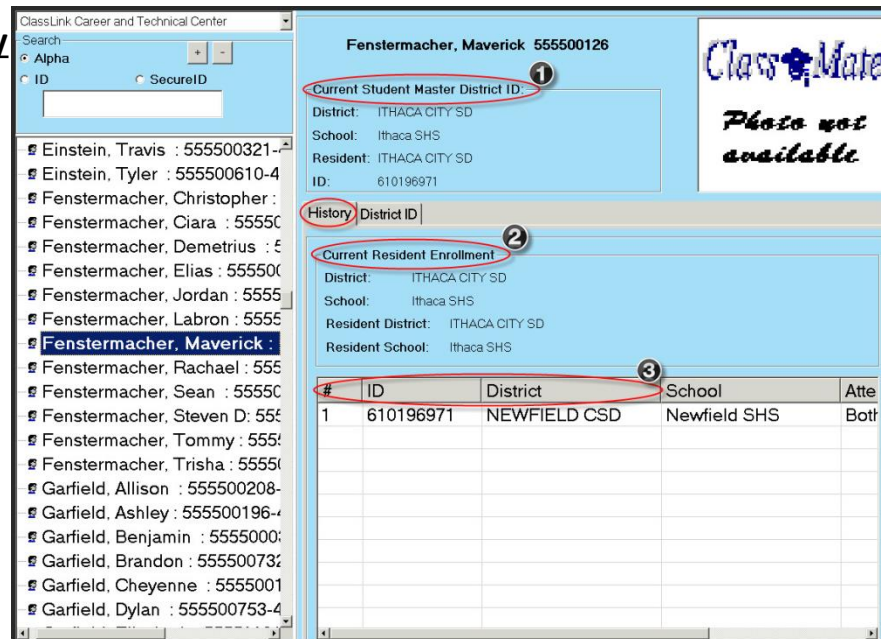
## Default View: The District Student ID History

Click any student in the list of students.

History Tab will be selected by default.

Right side of screen will show:

1. Info currently in Student Master
2. Current Resident Enrollment
3. Grid with all District Student ID's



ClassLink Career and Technical Center

Search: Alpha

ID
  SecureID

#	ID	District	School	Atte
1	610196971	NEWFIELD CSD	Newfield SHS	Bot



# District Student ID Module

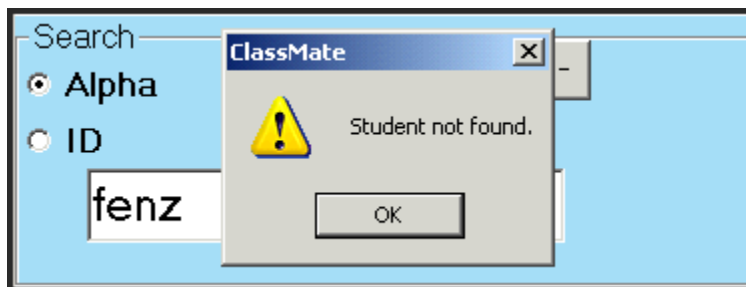
- Searching District Student ID's

Students may be searched three ways, by placing the radio button to match the desired search criteria:

- **Alpha:** Alphabetic by Last Name
- **ID:** ClassMate Student ID
- **SecureID:** Student's SecureID

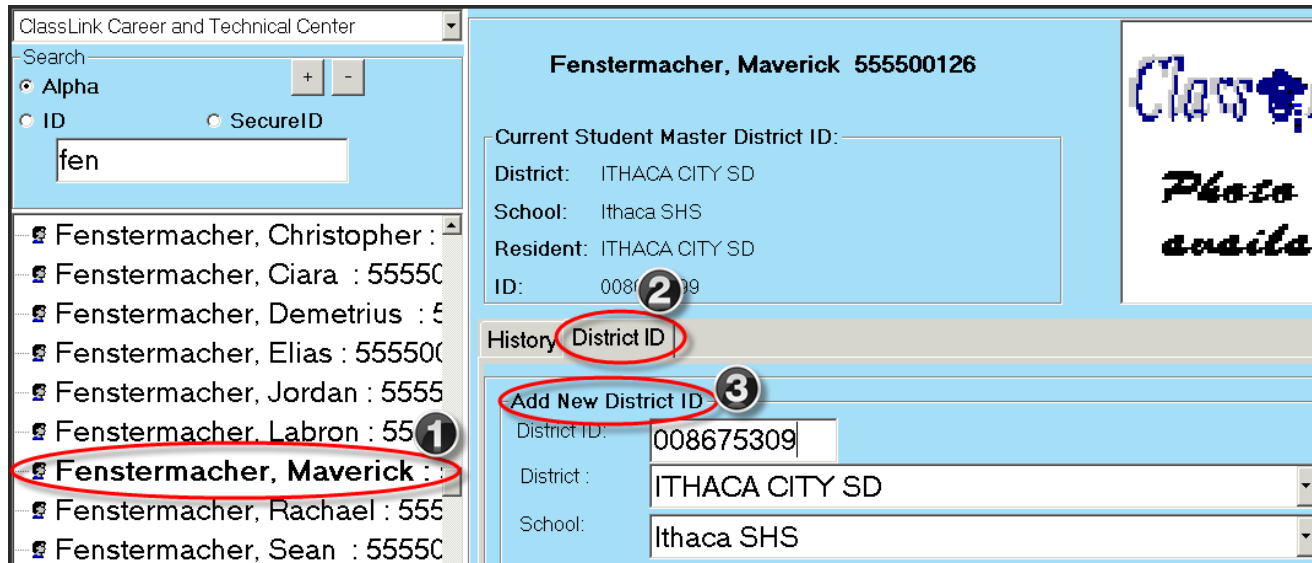
As you type each letter or number, the student who most closely matches what you have typed will be highlighted.

If no student matches the name or number you have typed you will get a Student Not Found message:



# District Student ID Module

- Entering a New District Student ID



ClassLink Career and Technical Center

Search

Alpha  ID  SecureID

fen

Fenstermacher, Christopher :  
 Fenstermacher, Ciara : 55550  
 Fenstermacher, Demetrius : 5  
 Fenstermacher, Elias : 55550  
 Fenstermacher, Jordan : 5555  
 Fenstermacher, Labron : 5555 **1**  
**Fenstermacher, Maverick : 555500126**  
 Fenstermacher, Rachael : 555  
 Fenstermacher, Sean : 55550

**Fenstermacher, Maverick 555500126**

Current Student Master District ID:  
 District: ITHACA CITY SD  
 School: Ithaca SHS  
 Resident: ITHACA CITY SD  
 ID: 008675309 **2**

ClassLink  
 Photo available

History **District ID**

**Add New District ID** **3**

District ID: 008675309  
 District: ITHACA CITY SD  
 School: Ithaca SHS

When a student changes districts, you will update the student's District Student ID with this module. This is done after you have updated Student Scheduling with the new Attending, Resident and Funding District information.

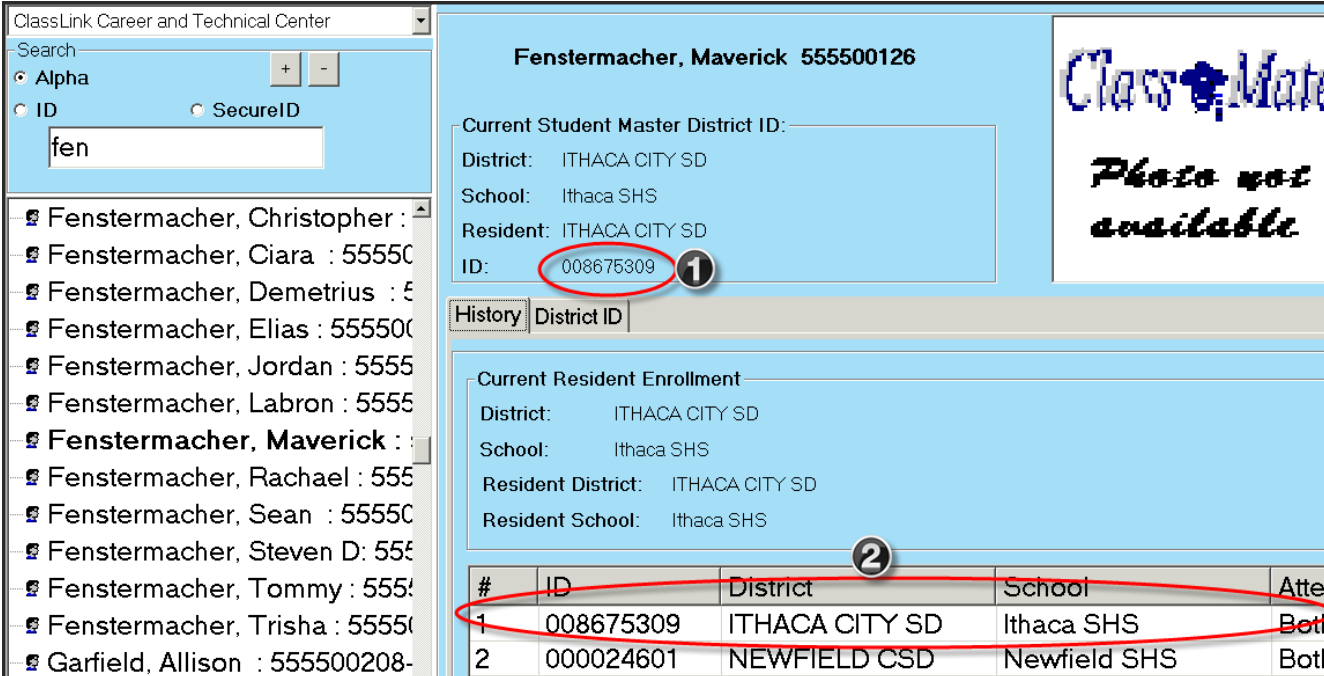
Follow these steps to create and update the new District Student ID:

1. Click the student on the list on the left of the screen.
2. Select the District ID Tab.
3. Under "Add New District ID", enter the new District Student ID and select the new District and School.
4. Click the Disk icon to save and update. (not shown)



# District Student ID Module

## Entering a New District Student ID, continued.



ClassLink Career and Technical Center

Search

Alpha + -

ID SecureID

fen

Fenstermacher, Christopher :  
 Fenstermacher, Ciara : 55550  
 Fenstermacher, Demetrius : 5  
 Fenstermacher, Elias : 555500  
 Fenstermacher, Jordan : 5555  
 Fenstermacher, Labron : 5555  
**Fenstermacher, Maverick : :**  
 Fenstermacher, Rachael : 555  
 Fenstermacher, Sean : 55550  
 Fenstermacher, Steven D: 555  
 Fenstermacher, Tommy : 555  
 Fenstermacher, Trisha : 55550  
 Garfield, Allison : 555500208-

**Fenstermacher, Maverick 555500126**

ClassMate  
 Photo not available

Current Student Master District ID:  
 District: ITHACA CITY SD  
 School: Ithaca SHS  
 Resident: ITHACA CITY SD  
 ID: 008675309 ①

History District ID

Current Resident Enrollment

District: ITHACA CITY SD  
 School: Ithaca SHS  
 Resident District: ITHACA CITY SD  
 Resident School: Ithaca SHS

#	ID	District	School	Atte
1	008675309	ITHACA CITY SD	Ithaca SHS	Both
2	000024601	NEWFIELD CSD	Newfield SHS	Both

After saving:

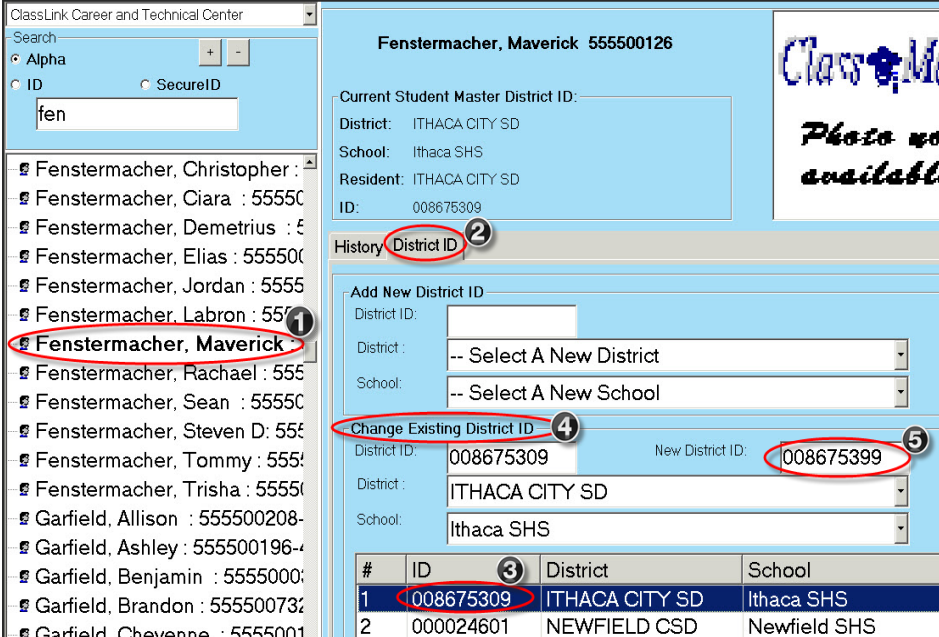
1. The new District Student ID information populates into the grid.
2. The Student Master will automatically be updated with the new District Student ID if the new district is the student's Resident district.

# District Student ID Module

## Changing an Existing District Student ID

If a student's District Student ID has changed or was entered incorrectly, the following steps will change an existing District Student ID:

1. Select the desired student.
2. Select the District ID tab.
3. On the grid, click the ID that needs to be changed.
4. The selected ID and District/School will populate in the Change Existing District ID section.
5. Type the correct District Student ID in the New District ID box in the Change Existing District ID section.
6. Click the Disk icon to save. (not shown)



ClassLink Career and Technical Center

Search: Alpha ID SecureID fen

Fenstermacher, Christopher :  
 Fenstermacher, Ciara : 55550  
 Fenstermacher, Demetrius : 5  
 Fenstermacher, Elias : 55550  
 Fenstermacher, Jordan : 5555  
 Fenstermacher, Labron : 557  
**Fenstermacher, Maverick**  
 Fenstermacher, Rachael : 555  
 Fenstermacher, Sean : 55550  
 Fenstermacher, Steven D : 555  
 Fenstermacher, Tommy : 555  
 Fenstermacher, Trisha : 5555  
 Garfield, Allison : 555500208-  
 Garfield, Ashley : 555500196-  
 Garfield, Benjamin : 55550000-  
 Garfield, Brandon : 555500732  
 Garfield, Cheyenne : 5555001

**Fenstermacher, Maverick 555500126**

Current Student Master District ID: \_\_\_\_\_  
 District: ITHACA CITY SD  
 School: Ithaca SHS  
 Resident: ITHACA CITY SD  
 ID: 008675309

History **District ID**

Add New District ID  
 District ID: \_\_\_\_\_  
 District: -- Select A New District  
 School: -- Select A New School

**Change Existing District ID**  
 District ID: 008675309 New District ID: 008675399  
 District: ITHACA CITY SD  
 School: Ithaca SHS

#	ID	District	School
1	008675309	ITHACA CITY SD	Ithaca SHS
2	000024601	NEWFIELD CSD	Newfield SHS



# District Student ID Module


## Changing an Existing District Student ID, continued.

After saving:

1. The grid updates with the new District ID.
2. The Student Master **does not update** with the new ID.

The Student Master District ID must be updated manually with the steps given on the next slide.

**Fenstermacher, Maverick 555500126**

  
*Photo not available*

Current Student Master District ID:

District: ITHACA CITY SD

School: Ithaca SHS

Resident: ITHACA CITY SD

ID: 008675309 2

---

History | District ID

Current Resident Enrollment

District: ITHACA CITY SD

School: Ithaca SHS

Resident District: ITHACA CITY SD

Resident School: Ithaca SHS

#	ID	District	School	Atte
1	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">008675399</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	ITHACA CITY SD	Ithaca SHS	Bot
2	000024601	NEWFIELD CSD	Newfield SHS	Bot





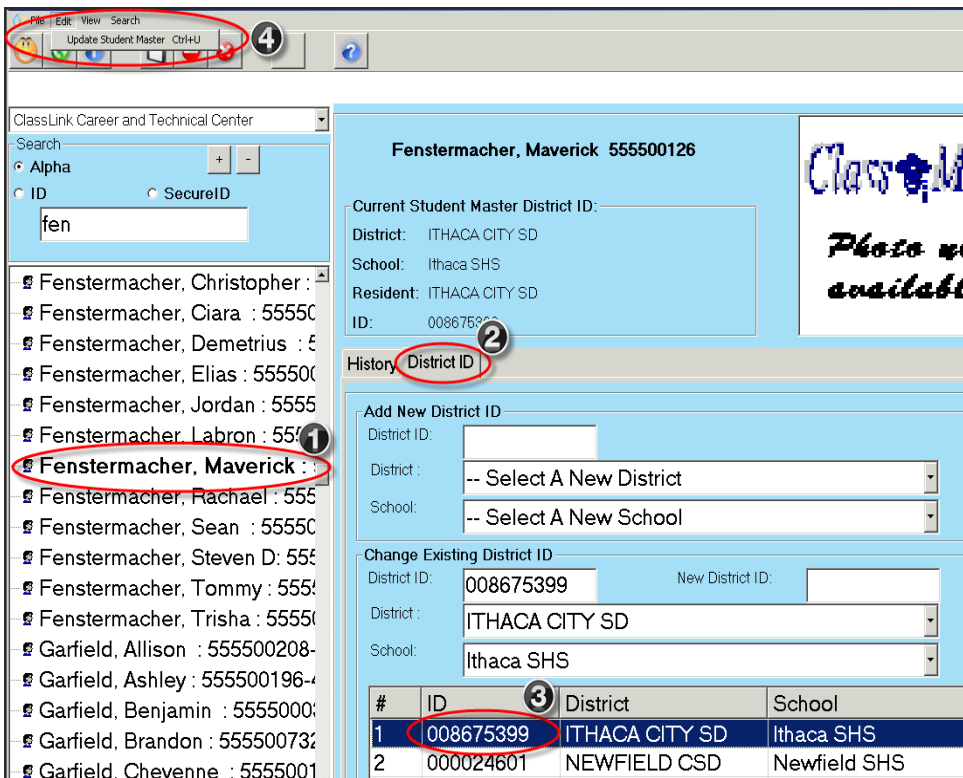
# District Student ID Module

## Updating Student Master

If it is necessary for any reason to manually update the Student Master, perform the following steps:

1. Select the desired student.
2. Click the District ID tab.
3. Click the District ID desired on the grid.
4. Click the Edit menu, and choose “Update Student Master” – or press CTRL-U.

The student master information will be updated.



ClassLink Career and Technical Center

Search: Alpha

fen

SecureID

Fenstermacher, Christopher : 555500126

Fenstermacher, Ciara : 555500126

Fenstermacher, Demetrius : 555500126

Fenstermacher, Elias : 555500126

Fenstermacher, Jordan : 555500126

Fenstermacher, Labron : 555500126

**Fenstermacher, Maverick : 555500126**

Fenstermacher, Rachael : 555500126

Fenstermacher, Sean : 555500126

Fenstermacher, Steven D : 555500126

Fenstermacher, Tommy : 555500126

Fenstermacher, Trisha : 555500126

Garfield, Allison : 555500208-

Garfield, Ashley : 555500196-

Garfield, Benjamin : 55550000-

Garfield, Brandon : 55550073-

Garfield, Chevenne : 5555001

**Fenstermacher, Maverick 555500126**

Current Student Master District ID: 008675399

District: ITHACA CITY SD

School: Ithaca SHS

Resident: ITHACA CITY SD

ID: 008675399

History: District ID

Add New District ID

District ID: [ ]

District: -- Select A New District

School: -- Select A New School

Change Existing District ID

District ID: 008675399 New District ID: [ ]

District: ITHACA CITY SD

School: Ithaca SHS

#	ID	District	School
1	<b>008675399</b>	ITHACA CITY SD	Ithaca SHS
2	000024601	NEWFIELD CSD	Newfield SHS



# District Student ID Module

## Deleting a District Student ID

Occasionally it may be necessary to delete a District Student ID.

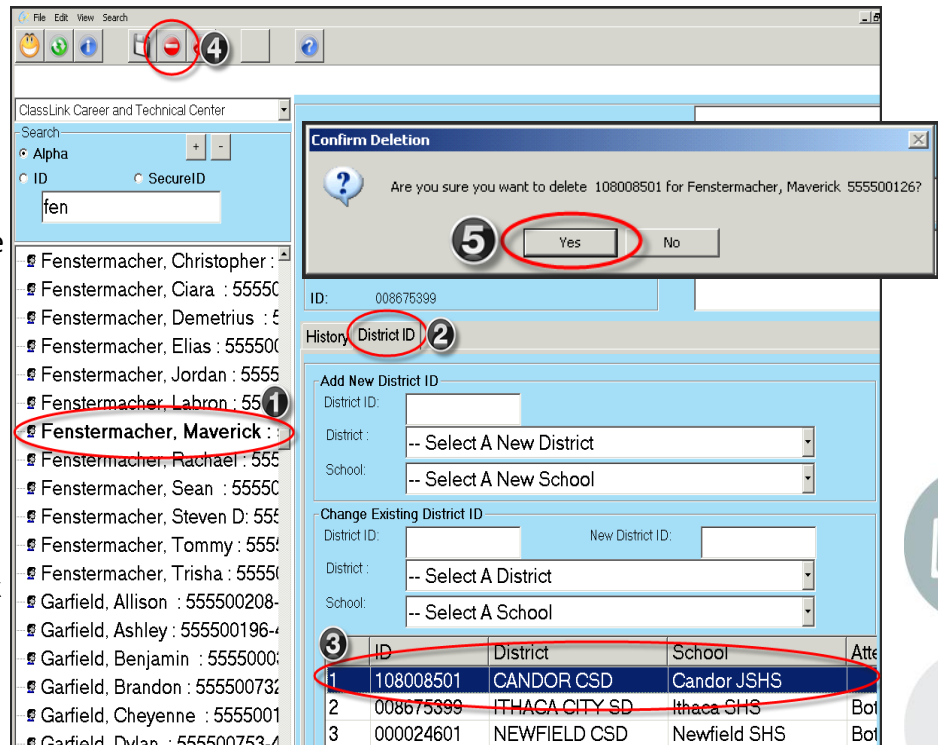
This would generally be to correct an error.

For state reporting purposes, you should NOT delete previous District Student ID. For state reporting, District Student ID history is required.

1. Select the desired student.
2. Click the District ID tab.
3. Click the District Student ID to be deleted on the grid.
4. Click the Delete icon on the top row.
5. You will be prompted to confirm deletion, click “Yes” to confirm or “No” to cancel deletion.

The desired record will be deleted.

Follow the steps in “Entering a New District Student ID” to create a new record if necessary.



The screenshot shows the District Student ID Module interface. A student record for Fenstermacher, Maverick is selected in a grid. The 'District ID' tab is active, and the 'Delete' icon is circled with a '4'. A 'Confirm Deletion' dialog box is open, asking for confirmation to delete the record, with the 'Yes' button circled with a '5'.

ID	District	School	Atte
1	108008501	CANDOR CSD	Candor JSHS
2	008675399	ITHACA CITY SD	Ithaca SHS
3	000024601	NEWFIELD CSD	Newfield SHS

# District Student ID Module

## The “Attend / Resident” Column

This column in the grid indicates whether the district in that row is the Attending or Resident district of the student.

“Both” will appear if it is both.

If a student has participated in a district/school change, under Attend/Resident, more than one district will be shown as Both.

District	School	Attend/Resident
ITHACA CITY SD	Ithaca SHS	Both
NEWFIELD CSD	Newfield SHS	Both

In this example screenshot, the student began the year enrolled in his program as attending and residing in the Newfield district.

He then moved to the Ithaca district and his district was changed Student Scheduling to the Newfield district.

He now has an Ithaca district schedule and a Newfield district schedule in Student Scheduling, however Ithaca is his current District/School.

See the Quick Reference Guide on Student Scheduling for more information.



# ClassMate

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Questions? Contact us!

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*855-984-1228*

*support.classmate.net*

