



---

# SSID for Adult Students



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# Why are we doing this?

52523(f) Students enrolled in adult education programs, courses, and classes shall be assigned a statewide student identifier consistent with the identifiers assigned to pupils in K–12 education programs, if the student is not already identified by a social security number in the data system of the adult school or other local educational agency providing the adult education programs, courses, or classes. Adult schools shall share the assigned identifiers with the California Community Colleges for inclusion in the student data system.



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# Purpose

- To increase reportable outcomes for adult students who transition from adult education programs to credit bearing postsecondary programs.



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# Total System

- ALL K–12 Adult programs regardless of funding source.



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# Who is involved?

- K–12 adult programs
  - CALPADS Administrators
  - CASAS
  - Adult Education Site Office Staff
- Students in CASAS (TOPS Pro) without SSIDs and social security numbers
- Student Information Systems
- CDE
  - CALPADS office
  - Adult Education



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# When does this start?

- Officially July 1, 2019
- What is happening now?
  - CDE is conducting a one-time match with CASAS data to identify any students with existing SSIDs
  - CASAS will load in SSIDs to TOPS Pro and then provide LEAs with any remaining students who do not have SSIDs or SSNs
  - LEAs should work with the CALPADS Administrators to obtain SSIDs



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# CASAS File Format

- Student Legal Last Name
- Student Legal First Name
- Student Legal Middle Name
- Student Birth Date
- Gender
- CASAS Agency ID
- CASAS Local Student ID
- Native Language



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# One Time Process (1)

- If an SSID is not found, the LEA (CALPADS Administrator) should request an SSID by:
  - Enrolling the student using Enrollment Status Code of 20 (Secondary Enrollment) in the LEA's Adult Education Center/Program (AEC should have a county-district-school code).
  - Assigning the student in a grade level of AD (Adult).
  - Exiting the student in the same record, using the enrollment date as the exit date and student Exit Category Code 170 – SecEnrlExit.





**TONY THURMOND**  
State Superintendent  
of Public Instruction

# One-Time Process (2)

- Uploading the SSID to the LEA's adult education information system.
- LEAs should then return the extract received from CASAS back to them with the SSIDs.

**NOTE:** LEAs may begin searching for/requesting SSIDs for adult students at any time, and do not have to wait for the file from CASAS to begin the process.



TONY THURMOND  
State Superintendent  
of Public Instruction

# Ongoing Process (1)

- LEAs must create a local process to obtain SSIDs for adult students as they enroll in an Adult Education Program (AEP)
  - Considerations:
    - Adult education system administrators could be provided view only CALPADS accounts to perform a student search to obtain SSIDs upon enrollment OR
    - Periodic files could be provided by the AEP to CALPADS Administrators for newly enrolled students in AEPs that need SSIDs



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# Ongoing Process (2)

- Beginning in the Fall of 2019–20, a new enrollment status of 50 (Non-ADA Enrollment Status) will be available to use instead of enrollment status 20