

**Single Student Registration (SSR)**

**User Guide**

March 2025

Version 1.0

Contents

[Verify a SASID or Student Identifying Information 2](#_Toc192555464)

[Lookup a Student by SASID 2](#_Toc192555465)

[Lookup a Student by Identifying Information 2](#_Toc192555466)

[Apply for SASID 3](#_Toc192555467)

[Update a Student's Record 3](#_Toc192555468)

[How to Contact Help at the DESE 4](#_Toc192555469)

## Verify a SASID or Student Identifying Information

Before a SASID can be assigned to a student, the Department's database must be searched to ensure that the student has not already been assigned a unique ID.

## Lookup a Student by SASID

If you have a SASID for a student but are not sure if it is the correct number:

1. Enter the student's SASID in the text box in the "Lookup Student by SASID" section.
2. Click the "Next" button in the "Lookup Student by SASID" section.

*Match.* If a student has the SASID you entered, the student’s identifying information is displayed in a “Student Record” section below the Lookup section.

*No Match.* If the SASID is not found, the message “No Student was found matching the information” is displayed.

## Lookup a Student by Identifying Information

If you want to assign a SASID for a student who does not have a SASID (you can also use these steps to find an existing SASID for a student):

1. Enter the First Name, Middle Name, Last Name, Date of Birth, and Gender in "Lookup Student by Identifying Information" section.
2. Click the "Next" button in the "Lookup Student by Identifying Information" section

*Match.*If the data you entered matches a student with a SASID, the student's identifying information is displayed in a "Student Record" section below the Lookup section.

*No Match.*If the data you entered does not match a student with a SASID, the message "No student was found matching the information" is displayed along with an "Apply for SASID" link that will allow you to apply for a SASID for this student.

*Things to Remember*

* If a student does not have a middle name enter "NMN" in Middle Name text box.
* Use the date format shown.
* All five fields must be filled in.
* Check how the student spells their name. Determine if abbreviations may have been used, such as Ft. or St., or if there could be spaces within one of their names, such as LaGrange vs. La Grange.

## Apply for SASID

If the information you entered in the Lookup section does not match a student's record, an "Apply for SASID" link is displayed to allow you to apply for a SASID for this student.

If the information you entered does match a student's record, the "Student Record" section includes an "Apply for SASID" link, in case you believe that the student found is not the student you entered, even though there is an exact match.

1. Click the "Apply for SASID" link. The "Apply for SASID" page is displayed. Several fields are filled with the information you have already entered.
2. Enter their City of Birth in the City of Birth field.
3. Select the students' current town of residence from the Current Town of Residence dropdown list.
4. Enter the student's LASID.
5. Click the "Submit" button.

*Success.*The student is assigned a SASID. The new SASID is displayed along with the student's identifying information.

*Conflict.*If the information provided possibly matches student data elements already on file at the Department of Elementary and Secondary Education, a case is generated at the ESE to resolve any potential conflicts.

## Update a Student's Record

You can update the student's first name, middle name, last name, date of birth or gender.

1. Verify the students’ information.
2. In the "Student Record" section below the Lookup section, click the "Update Student Record" link. The "Update Student Record" page is displayed. The instructions for updating the information are located toward the bottom of the page. Scroll down, if necessary.

## How to Contact Help at the DESE

 Please click on the [link](https://www.doe.mass.edu/infoservices/data/fts.html) here to contact support at DESE.