Indiana Department of Education
Dr. Katie Jenner, Secretary of Education

ED- ID: Policy and Overview of the Identities System

Ed-ID

This guide provides information and policies regarding the state's new portal for managing staff and student identities.

Introduction

The Indiana Department of Education (IDOE) is excited to announce Ed-ID, a new system for generating IDs for students and educators. The Ed-ID system will issue an education ID to students in a variety of education settings, including early childhood, pre-K, and K-12. Ed-ID will also provide IDs to educators from early childhood settings through secondary settings.

This new approach will allow more versatility for the generation and use of IDs across a variety of state agencies involved in student learning, will increase the quality and accuracy of the IDs, and improve the management of these IDs through a centralized service.

Assignment and consistent use of these data identifiers is the foundation for successful sharing of data between the state and schools, reducing complicated or duplicative matching processes when conducting longitudinal data analysis.

Ed-ID now allows for automation through a school corporation's student information system (SIS) via an Application Programming Interface (API), or accessed via the Ed-ID portal. Additionally, this policy is intended to govern all other state users' access to Ed-IDs. This could include, for example, the INKids program, the early childhood integrated data system under development at the Family and Social Services Administration (FSSA), or similar state systems.

Ed-ID for Students

The new Ed-ID portal will assign a unique, nine-digit ID for a student. The ID will be assigned randomly rather than being assigned by the school, which utilized the next available number for that school. Also known as the student test number (STN), the Ed-ID serves as a unique identifier for a child or student throughout their educational

experience in Indiana. The Ed-ID for students is the mechanism used to provide a unique identifier for state and federal reporting as outlined in IC 20-19-3-9.4.

Ed-ID for Staff

The new Ed-ID portal will assign a unique, eight-digit ID for staff members. The ID will be assigned randomly. Also known as the school personnel number (SPN), this Ed-ID serves as a unique identifier for teachers, educators, and other provider staff members serving children through their professional career in Indiana. Indiana licensed staff already have and will continue to obtain/maintain their Ed-ID for staff via the Licensing Verification and Information System (LVIS).

When an Ed-ID is used:

- Identifies all students and staff for state and federal reporting.
- Used as a unique identifier in data shares with other state agencies.
- Used as a unique identifier with assessment vendors.
- Identifies staff for the purposes of state licensing.
- Can be used as unique identifiers in a local entity's own systems.
- Additional uses permitted or required by state or federal law.

Restrictions on the use of Ed-IDs

Privacy rules (such as FERPA) and information security practices regarding student and staff records apply to Ed-IDs. Restrictions on the usage of STNs and SPNs include (but are not limited to):

- Ed-IDs should not be created for individuals who do not meet the definitions of student or staff member (for example, a parent of a child).
- Ed-IDs can only be used as an identifier for those purposes authorized or permitted by state and federal law.
- Ed-IDs should only be shared with staff that need them to fulfill their official duties, whether they are employed by local, state, or third-party contractors (such as assessment vendors).

How to Access Ed-ID

IDOE's LINK Portal is the web-based "front door" to Ed-ID. Education organizations must be set up to use the state of Indiana single sign on (SSO) to access this portal. Local or state administrators will need to then designate users that have access to this portal. More information regarding LINK setup can be found here.

[Login directly to Ed-ID here](#).
Most persons who require access to Ed-ID already have the appropriate role setup.

In addition to making Ed-ID available to Security Coordinators, and Data Administrators, LEA Administrators, School Administrators and those with the Data Viewer permission will also have access to the report via the Ed-ID tile. Please contact your organization's Security Coordinator if you believe that you should have access to Ed-ID and do not.

Application Programming Interface (API) Access

SIS and other state agency systems can connect through the Identities API to the Identities system. This is the preferred connection, especially for bulk requests. Access and permissions to local systems are determined by the local administrators. SIS access to the Identities API is governed by the rules for the Data Exchange program, outlined [here](#).

Instructions and Information for Students

- An Ed-ID for students or STN is to be assigned to a student once and remain with the student throughout their educational experience.
- Newly enrolled students:
    - Always perform a lookup for new students (includes pre-K and kindergarten students).
- Report student records when:
    - new students are enrolling and may not have an Ed-ID assigned.
    - changes or updates are needed to the existing student record.
- Report the student's legal name as it appears on the birth certificate, court documents, or a similar legal document that serves as proof of identity for enrollment.
- Report the student's race as provided on the Collecting Racial and Ethnic Data form.
- Report the student's sex.
- Report the student's date of birth (DOB).
- Report the student's language as provided on the student's original [English Home Language Survey](#) (HLS) or [Spanish HLS](#).
- An Ed-ID must exist in order to provide student enrollment via Data Exchange.

Instructions and Information for Staff

- Licensed educators should obtain and maintain their Ed-IDs, or SPNs, via LVIS.
- An Ed-ID, or SPN, must first exist in order to provide staff information via Data Exchange.
- Staff who have LVIS accounts, and need update/change approvals, will have change(s) approved by the IDOE Licensure team.

Matching Functions

The following steps explain the basic business rules around locating, creating, and updating an Ed-ID. In many cases these steps will be automated, and users should refer to the user guide or local administrator for rules for their particular system. A best practice is for a local user to always use the lookup/search function before requesting a new ID be created. IDOE has established the following definitions that apply to these processes:

- No match – any unique ID scoring less than 90% against the search query (name, DOB, etc.) entered by the user.

- Potential match – any unique ID scoring more than 90% against the search query entered by the user.

Look up/Search

- When a local user needs to look up a unique ID, they can use their system (as defined by their SIS or the Ed-ID portal) to compare the name and DOB of their individual to the state's master list of unique IDs.

- The system will return any potential match(es), the user should record or select the appropriate STN or SPN if one already exists for the individual in question.

Student Lookup Guidance

- **Newly enrolled students:** *Always* perform a lookup for new students (includes pre-K and kindergarten students).
- If an Ed-ID for the student already exists, use this existing STN.
- A student lookup **does not require** all demographic information to be entered in order to find a student. Portions of the last and first name may be used.
- Check all documentation provided for the student for name changes, adoptions, or an incorrect DOB to ensure a new STN is not created.
- Search functionality with Ed-ID operates on a 'sounds like' and will return multiple records when potential matches exist. Allowing schools to see possible matches where a name is misspelled or DOB is incorrect. This **does not** mean data should be updated to make a match but provides potential matches.

Creation of new Ed-ID

- When it is determined that an STN or SPN does not exist for a student or staff member, the local user will request an STN or SPN be created either via the Ed-ID portal or through the SIS, as defined by the SIS vendor.

- The system will compare against the state database to ensure there is no existing unique ID. If no matches are found, the system will randomly generate a new STN or SPN and return it to the local user either via the Ed-ID portal or through the SIS, as defined by the SIS vendor.

- If there are several potential matches, the request will be electronically routed to the appropriate Identities Approver at IDOE, FSSA, or other state agency for human review. The Identities Approver may reach out to the local user by email or phone for additional information or documentation.

Maintaining an Ed-ID

When a local user identifies an incorrect name or a change of name, incorrect DOB, or adoption, they should submit a change request through the Ed-ID portal or through the SIS, as defined by the SIS vendor. The request will be electronically routed to the appropriate Identities Approver at IDOE, FSSA, or other state agency for human review. The Identities Approver may reach out to the local user by email or phone for additional information or documentation.

- Updating or adding middle names and selecting other demographic information does not require a change request.

Process for Changing a Student's non-English Language Code to English (211)

When seeking to change a student's non-English language code to English, a school must do the following things:
- Review the HLS Amendment Guidance and Form.
- Complete the HLS Amendment Form and fax to IDOE along with student's the original HLS.
- Contact the IDOE English Learner team at englishlearners@doe.in.gov with any questions.

Merging Ed-IDs

When a local user identifies that an individual is associated with two unique IDs, they should submit a merge request through the Ed-ID portal or through the SIS, as defined by the SIS vendor. The request will be electronically routed to the appropriate Identities Approver at IDOE, FSSA, or other state agency for human review. The Identities Approver may reach out to the local user by email or phone for additional information or documentation.

Special circumstances:

- Individuals in protective custody: STNs and SPNs may be suppressed for children or staff when necessary for protection. While these cases are rare, please complete a support ticket for these instances and an IDOE state reporting representative will assist.
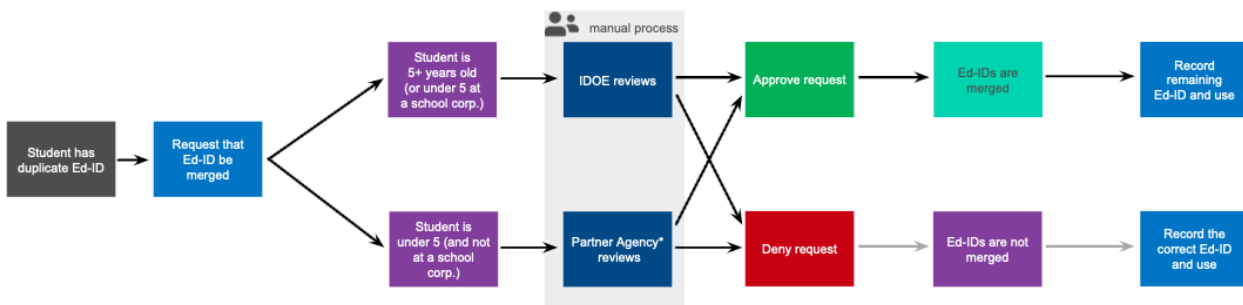- Deceased individuals: STNs and SPNs will be marked as inactive.
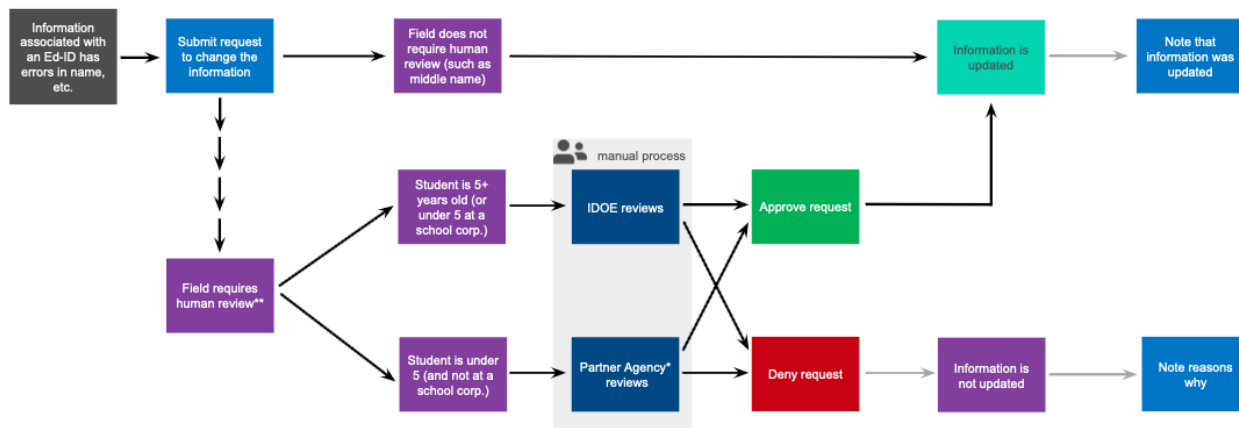
Workflows

Find/Create an Ed-ID
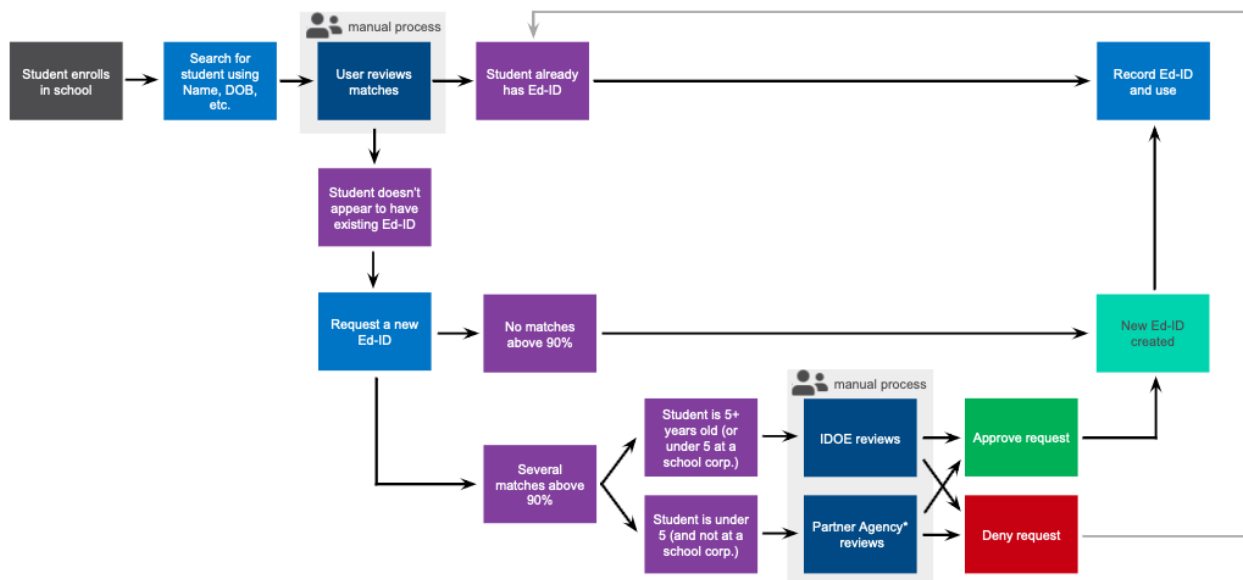
*Partner agency means the agency that passed on or created the request. For example, FSSA could review for children in a child care setting.

Merge an Ed-ID

*Partner agency means the agency that passed on or created the request. For example, FSSA could review for children in a child care setting.

Management of an Ed-ID

*Partner agency means the agency that passed on or created the request. For example, FSSA could review for children in a child care setting.
**Most fields will not require human review. The fields requiring human review are generally those that would not be expected to change frequently, for example, a date-of-birth was discovered to be incorrect.

State agency division of duties:

- Development and maintenance of the core Ed-ID system rests with IDOE.
- For student IDs (STNs) requiring human review:
  - IDOE will resolve requests for children ages five and above.
  - Requests related to children between the ages of three and five will be resolved by IDOE when the request originates with a school corporation, otherwise they will be resolved by FSSA.
  - FSSA will resolve requests for children from birth and under three years of age when the request originates from FSSA.
- For Ed-IDs (SPNs) requiring human review, IDOE will resolve all requests related to licensed educators.
- IDOE will provide training and troubleshooting support to school corporations.
- FSSA will provide training and troubleshooting support to child-care providers, out-of-school learning programs, and early intervention service providers.

References
- Request Help - This is the IDOE ticketing system link where you can submit issues and concerns.

Data Exchange Resources
Collecting Racial and Ethnic Data

Collecting Racial and Ethnic Data - Spanish Version
Determining Race and Ethnicity
FERPA Allowable use of STN with Student Names
Home Language Survey Form
Home Language Survey Form - Spanish Version