

**SASID Assignment – Frequently Asked Questions**

**Please Ensure Your Data is “Clean”**

| Items to Watch Out For   | Example of an Invalid and Valid Entry |   |
|--|---------------------------------------|---|
|  | Invalid                               | Valid   |
| <b>Make sure the name fields contain only one name.</b>                | First Name = Michael (Mike)           | First Name = Michael                          |
|  | Last Name = Smith (Jones)             | Last Name = Smith                             |
|  | FirstName = C. Susan                  | First Name = Christina<br>Middle Name = Susan |
|  | M. (G)                                | M.  |
| <b>Make sure the suffix field is a separate field.</b>                 | Last Name = Smith, Jr.                | Last Name = Smith<br>Suffix = Jr.             |
| <b>Ensure the suffix field does not have values that are not names</b> | ‘-‘                                   | Empty field is okay                           |
| <b>Make sure the data of birth is in the format mm/dd/yyyy</b>         | 7/6/97                                | 7/6/1997                                      |
| <b>Ensure that all Race fields are complete</b>                        | Empty field                           | Valid value (e.g. ‘2’)                        |
| <b>Make sure all dates of birth are complete</b>                       | Empty field                           | 5/3/1992                                      |

**Please Ensure Your File is Formatted Correctly**

| Items to Watch Out For   |
|--|
| <b>The fields should be separated by commas.</b>   |
| <b>Make sure you delete the header record from your file. The file should only contain the comma delimited data.</b>   |
| <b>If your local student id contains leading zeros, then ensure the comma delimited file contains leading zeros.</b>   |
| <b>Note: For Excel Users: If you open a comma delimited file in excel by clicking on “File -&gt; Open” any field with leading zeros will be lost. To keep the leading zeros, start with a blank worksheet in excel and use the “Data -&gt; Import External Data -&gt; Import Data” function to import the data. When you get to step three of the excel wizard, make sure the column format for the given column is set to “Text”.</b> |
| <b>For MMS:2000 users, export your data as an excel file not as an ASCII file.</b>   |

## Additional Frequently Asked Questions

- *My SASID submission had errors in it, what must I do?*  
At this time we are not allowing the data fields to be edited once you have submitted them. Therefore, if your file has errors, you must correct the errors and resubmit the file.
- *What if my student's legal name is "J.P."?*  
We can not accept periods in the first name, so please enter the name as "J P" with no periods (note, you do not need to include the quotes).
- *My student's middle name has an apostrophe in it, what should I do?*  
Apostrophes as well as hyphens and spaces are valid for the name fields. Additionally, a period is valid for middle name if you only maintain the initial for the middle name. We ask that in the future, however, you begin to collect the legal middle name.

- *In the submission work queue my file has a status of "Verified". What are the valid statuses?*

|                          |   |
|--------------------------|---|
| Uploading...             | The file is currently being uploaded to the NHDoE   |
| Upload Failed            | We were unable to receive your file, please try resubmitting. If it still does not work, please contact the help desk.  |
| Pending Verification     | The file was received by the NHDoE and is in queue awaiting validation to ensure the data is accurate.  |
| Verifying...             | The file was received by the NHDoE and the system is currently validating the file to ensure the data is accurate.  |
| Verified with Errors     | The system found errors with the data during verification. Please click on "view details" to see the errors that were identified. Please correct and resubmit the file. |
| Pending SASID Assignment | The file did not contain any errors and is in queue awaiting assignment of SASIDs. Check back later to see results of assignment.                                       |
| SASIDs Assigned          | The file is complete and SASIDs have been assigned. If duplicates were found, you must review and resolve the duplicates.   |

## Reminders...

- Review the data dictionary to understand what data must be submitted  
<https://my.doe.nh.gov/datadictionary/collections.aspx>
- Email questions to [i4see.Help@nh.gov](mailto:i4see.Help@nh.gov)
- Or call Mike Cote @ #271-2775