



State ID Uniform Data Entry Procedures

Note: Although these Uniform Data Entry Procedures were written to address issues brought to light with the introduction of the use of data for the Tuition In Billing Program, these procedures are to implemented for all data in IMS.

When

The state ID for a student is different between IMS and the district's student information system. The district should:

- Contact the DE to resolve the state ID issue.

Note: The state IDs are downloaded from the state locator system into IMS. The state ID field in IMS is a read-only field.

Example(s)

In IMS, the ID is 2xxxxxxxxx and in the district's student information system the ID is 3yyyyyyyyyy.

**If an AEA believes there is a reason to diverge
from this Uniform Data Entry Procedure,
please contact the DE before instituting any changes.**