

# MOSIS State ID – Correct Date of Birth

If your district is the current district listed under ‘Local/Enrollment Information’, reference Example 1.

If your district is NOT listed as the current district under ‘Local/Enrollment Information’, reference Example 2.

Student Search - Individual Student Information		963-039-7226	
<b>AMBER CASTLEMAN</b>			
GENDER: FEMALE    DATE OF BIRTH: 01/01/2001    LOCAL ID: 1234    PERSON TYPES: Student		LAST UPDATED: 01/18/2017 10:20    CREATED: 01/18/2017 10:19	
<a href="#">MASTER RECORD</a> <a href="#">HISTORY</a> <a href="#">ASSOCIATED RETIRED IDs</a>		<a href="#">ADD NOTE</a>	
GENERAL INFORMATION		BATCH INFORMATION	
FIRST NAME	AMBER	LAST BATCH #	623757
MIDDLE NAME		LAST UPDATED	01/18/2017 10:20
LAST NAME	CASTLEMAN	UPDATE REFERENCE #	19529326
SUFFIX		INPUT TYPE	Online
GENDER	FEMALE	CREATED BY	MPruitt-500500
DATE OF BIRTH	01/01/2001	EMAIL ADDRESS - CREATED BY	
ETHNICITY/RACE	WHITE, NOT OF HISPANIC ORIGIN	CREATED	01/18/2017 10:19
STATE ID	963-039-7226	STATUS	Student Found and History Created During Match Resolution Stage
		COMMENTS	
LOCATION / ENROLLMENT INFORMATION			
GRADE	PK		
SCHOOL	0000 DEPARTMENT OF ELEM AND SEC ED		
DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED		
RES DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED		
SCHOOL YEAR	2017		
LOCAL ID	1234		
LAST UPDATED	01/18/2017 10:20		

## Example 1 – Current District

If your district is the current district listed under ‘Local/Enrollment Information’ the ‘Edit Student’ button will be active.

Student Search - Individual Student Information ?

**AMBER CASTLEMAN** 963-039-7226

GENDER: FEMALE    DATE OF BIRTH: 01/01/2001    LOCAL ID: 1234    PERSON TYPES: Student    LAST UPDATED: 01/18/2017 10:20    CREATED: 01/18/2017 10:19

**MASTER RECORD**    HISTORY    ASSOCIATED RETIRED IDs ADD NOTE

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GENERAL INFORMATION

FIRST NAME	AMBER
MIDDLE NAME	
LAST NAME	CASTLEMAN
SUFFIX	
GENDER	FEMALE
DATE OF BIRTH	01/01/2001
ETHNICITY/RACE	WHITE, NOT OF HISPANIC ORIGIN
STATE ID	963-039-7226

BATCH INFORMATION

LAST BATCH #	623757
LAST UPDATED	01/18/2017 10:20
UPDATE REFERENCE #	19529326
INPUT TYPE	Online
CREATED BY	MPruitt-500500
EMAIL ADDRESS - CREATED BY	
CREATED	01/18/2017 10:19
STATUS	Student Found and History Created During Match Resolution Stage
COMMENTS	

LOCATION / ENROLLMENT INFORMATION

GRADE	PK
SCHOOL	0000 DEPARTMENT OF ELEM AND SEC ED
DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED
RES DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED
SCHOOL YEAR	2017
LOCAL ID	1234
LAST UPDATED	01/18/2017 10:20
CREATED	05/12/2011 12:16

BACK TO SEARCH RESULTS
EDIT STUDENT

Select the ‘Edit Student’ button and enter the students DOB, then choose ‘Update Student Record’.

GENERAL INFORMATION

FIRST NAME *	AMBER
MIDDLE NAME	
LAST NAME *	CASTLEMAN
SUFFIX	
GENDER *	FEMALE <input type="checkbox"/>
DATE OF BIRTH *	01 / 01 / 2001
ETHNICITY/RACE *	WHITE, NOT OF HISPANIC ORIGIN <input type="checkbox"/>
STATE ID	963-039-7226

LOCATION / ENROLLMENT INFORMATION

GRADE: *	PK <input type="checkbox"/>
SCHOOL: *	0000 DEPARTMENT OF ELEM AND SEC ED
DISTRICT: *	500500 DEPARTMENT OF ELEM AND SEC ED
RES DISTRICT *	500500
SCHOOL YEAR *	2017
LOCAL ID *	1234

(\*) Required

BACK TO STUDENT INFORMATION
UPDATE STUDENT RECORD

## Example 2 - Not Current District

If your district is not the current district listed under 'Local/Enrollment Information', the 'Edit Student' button will be inactive.

STATE ID MPruitt-500, DELLA LAMB ELEM.

Student Search - Individual Student Information

**AMBER M CASTLEMAN** 963-039-7226  
GENDER: FEMALE DATE OF BIRTH: 01/01/2001 LOCAL ID: 69467641 PERSON TYPES: Student LAST UPDATED: 01/25/2017 11:36 CREATED: 01/25/2017 11:31

[MASTER RECORD](#) [HISTORY](#) [ASSOCIATED RETIRED IDs](#) [ADD NOTE](#)

GENERAL INFORMATION

FIRST NAME	AMBER
MIDDLE NAME	M
LAST NAME	CASTLEMAN
SUFFIX	
GENDER	FEMALE
DATE OF BIRTH	01/01/2001
ETHNICITY/RACE	WHITE, NOT OF HISPANIC ORIGIN
STATE ID	963-039-7226

BATCH INFORMATION

LAST BATCH #	624759
LAST UPDATED	01/25/2017 11:36
UPDATE REFERENCE #	19561342
INPUT TYPE	Batch
CREATED BY	MPruitt-500500
EMAIL ADDRESS - CREATED BY	
CREATED	01/25/2017 11:31
STATUS	Student Found and History Created During Assign ID Stage
COMMENTS	

LOCATION / ENROLLMENT INFORMATION

GRADE	10
SCHOOL	0000 DEPARTMENT OF ELEM AND SEC ED
DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED
RES DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED
SCHOOL YEAR	2017
LOCAL ID	69467641
LAST UPDATED	01/25/2017 11:36
CREATED	05/12/2011 12:16

[BACK TO SEARCH RESULT](#) [EDIT STUDENT](#)

To activate the 'Edit Student' button, select the 'Enter Online' option in the Menu drop down.

**STATE ID**

<< Back to Home

<b>ASSIGN</b>	<b>MANAGE SYSTEM</b>	<b>MORE</b>
<b>Enter Online</b>	Batch Manager	Change District
Upload File	Review All Batches	Current Users
<b>DOWNLOAD</b>	Rule Manager	List Downloads
Batch	Schedule Manager	Reports
Location	Security Manager	Search Input Record
<b>SEARCH</b>	Sync Manager	
Batch	System Properties	
Student	View System Summary	
	<b>MANAGE IDs</b>	
	Duplicate Queue	
	Retire An ID	
	Review Duplicate ID	
	Review Shared ID	
	Separate Shared IDs	

Log Out

Enter the student's information including the current DOB that is shown in the MOSIS record.

Enter your districts information in the 'Local/Enrollment Information' section and select 'Assign State ID'. By doing this, you are activating the 'Edit Student' button.

Enter Online - Data Entry

GENERAL INFORMATION		LOCATION / ENROLLMENT INFORMATION	
FIRST NAME *	Amber	GRADE: *	PK
MIDDLE NAME		SCHOOL: *	0000
LAST NAME *	Castleman	DISTRICT *	500500
SUFFIX		RES DISTRICT *	500500
GENDER *	FEMALE	SCHOOL YEAR *	2017
DATE OF BIRTH *	01 / 01 / 2001	LOCAL ID *	1234
ETHNICITY/RACE *	WHITE, NOT OF HISPANIC ORIGIN		
STATE ID	9630397226		

(\*) Required

CLEAR ASSIGN STATE ID

Search for the student using the existing MOSIS State ID.

Select 'ID Search', enter the students MOSIS ID, and select search. Select either the Last Name or First Name of the student.

Student Search - Individual Student

BASIC SEARCH   ADVANCED SEARCH   **ID SEARCH**

ID:\*

ID Type:\*  State ID    Alias ID

Source:

(\*) Required

 

SEARCH RESULTS

STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT	SCHOOL	RACE(S)	MATCH PROBABILITY
963-039-7226	<b>CASTLEMAN</b>	AMBER			01/01/2001	FEMALE	500500	0000	WHITE, NOT OF HISPANIC ORIGIN	

The 'Edit Student' button will now be active. Edit the students DOB and select 'Update student Record' as shown in Example 1 above.

Student Search - Individual Student Information

**AMBER CASTLEMAN**   963-039-7226

GENDER: FEMALE   DATE OF BIRTH: 01/01/2001   LOCAL ID: 1234   PERSON TYPES: Student   LAST UPDATED: 01/18/2017 10:20   CREATED: 01/18/2017 10:19

[MASTER RECORD](#)   [HISTORY](#)   [ASSOCIATED RETIRED IDs](#)   [ADD NOTE](#)

GENERAL INFORMATION

FIRST NAME	AMBER
MIDDLE NAME	
LAST NAME	CASTLEMAN
SUFFIX	
GENDER	FEMALE
DATE OF BIRTH	01/01/2001
ETHNICITY/RACE	WHITE, NOT OF HISPANIC ORIGIN
STATE ID	963-039-7226

BATCH INFORMATION

LAST BATCH #	623757
LAST UPDATED	01/18/2017 10:20
UPDATE REFERENCE #	19529326
INPUT TYPE	Online
CREATED BY	MPruitt-500500
EMAIL ADDRESS - CREATED BY	
CREATED	01/18/2017 10:19
STATUS	Student Found and History Created During Match Resolution Stage
COMMENTS	

LOCATION / ENROLLMENT INFORMATION

GRADE	PK
SCHOOL	0000 DEPARTMENT OF ELEM AND SEC ED
DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED
RES DISTRICT	500500 DEPARTMENT OF ELEM AND SEC ED
SCHOOL YEAR	2017
LOCAL ID	1234
LAST UPDATED	01/18/2017 10:20
CREATED	05/12/2011 12:16