

# MOSIS State ID System

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Office of Data System Management  
September 2015



# Agenda

- ❑ Purpose of MOSIS ID System
- ❑ MOSIS ID Access
- ❑ Logging into ID System
- ❑ ID Menu Options
- ❑ ID Layout/Template
- ❑ Student Search
- ❑ Entering Students
- ❑ Resolving Near Matches
- ❑ Questions

# Purpose

- MOSIS is a student-level record system that contains a randomly generated state identification number for every student receiving service in the public schools.
  - MOSIS IDs can be assigned for grades PK-12.
  - The MOSIS ID then follows the student throughout their education.
  - It is NOT used to associate a student with any entity and does not imply any type of ownership.

# MOSIS ID Access

- ❑ Request access through your District's User Manager.
- ❑ If the District's User Manager is unable to grant access, submit the Web Systems User ID Request form to the Department.  
[http://dese.mo.gov/sites/default/files/dac\\_forms/MO5002377.pdf](http://dese.mo.gov/sites/default/files/dac_forms/MO5002377.pdf)
- ❑ Security Pin Codes are required for granting access to MOSIS.
  - They were initially provided to Superintendents when MOSIS began in 2005.
  - If needed, contact [dsm@dese.mo.gov](mailto:dsm@dese.mo.gov)

# Logging into MOSIS

- ❑ <http://www.dese.mo.gov>
- ❑ Log into Web Applications

The screenshot shows the homepage of the Missouri Department of Elementary & Secondary Education (DESE). The URL is [dese.mo.gov](http://dese.mo.gov). The page features the DESE logo, a navigation menu with links for Home, About, Administrators, Educators, Parents & Students, Adults & Community, and School Data. A prominent banner advertises a "New Listserv for Teachers in Missouri Public Schools" with a "SIGN UP TODAY" call to action. Below the banner, there are sections for "Administrative Memos", "Educator Certification", and "Web Applications" (the latter is circled in green). A "News" section is also visible, listing recent updates.

The screenshot shows the "DESE Web Log In" page. The URL is <https://apps.dese.mo.gov/weblogin/login.aspx>. The page features the DESE logo and a "DESE Secured Web Application Logon" heading. An "IMPORTANT NOTICE" section states: "Food and Nutrition Services - USER MANAGERS - The Food and Nutrition Services application are only allowed one Authorized Representative." Below this, there are two main login options: "If you already have a User Name, enter it below. Click [LogIn]" and "If you do not have a user name and password, Click [Register]". The first option includes a "User Name:" field with the text "username", a "Password:" field with asterisks, and a "LogIn" button. A green arrow points to the "LogIn" button. The second option includes a "Register" button. At the bottom, there is a "Forgot Username/Password?" link and a "Privacy Statement" link. The footer contains the slogan "Missouri public schools: the best choice...the best results!"

# Logging into MOSIS

- ❑ Choose MOSIS: ID Assignment



## ▼ User Applications

### ▼ DESE Web Applications

- Annual Report of the County Clerk to the State Board of Education
- ARRA
- Data Collection
- Educator Certification System
- ePeGS
- Missouri Comprehensive Data System (MCDS)
- **MOSIS: ID Assignment**
- Nonpublic Registration Form
- School Finance
- User Manager

### ▼ Report

- Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.

### ▼ User Information

- Change Password
- Edit User Profile
- Edit Security Question/Answer
- Logon/Logoff

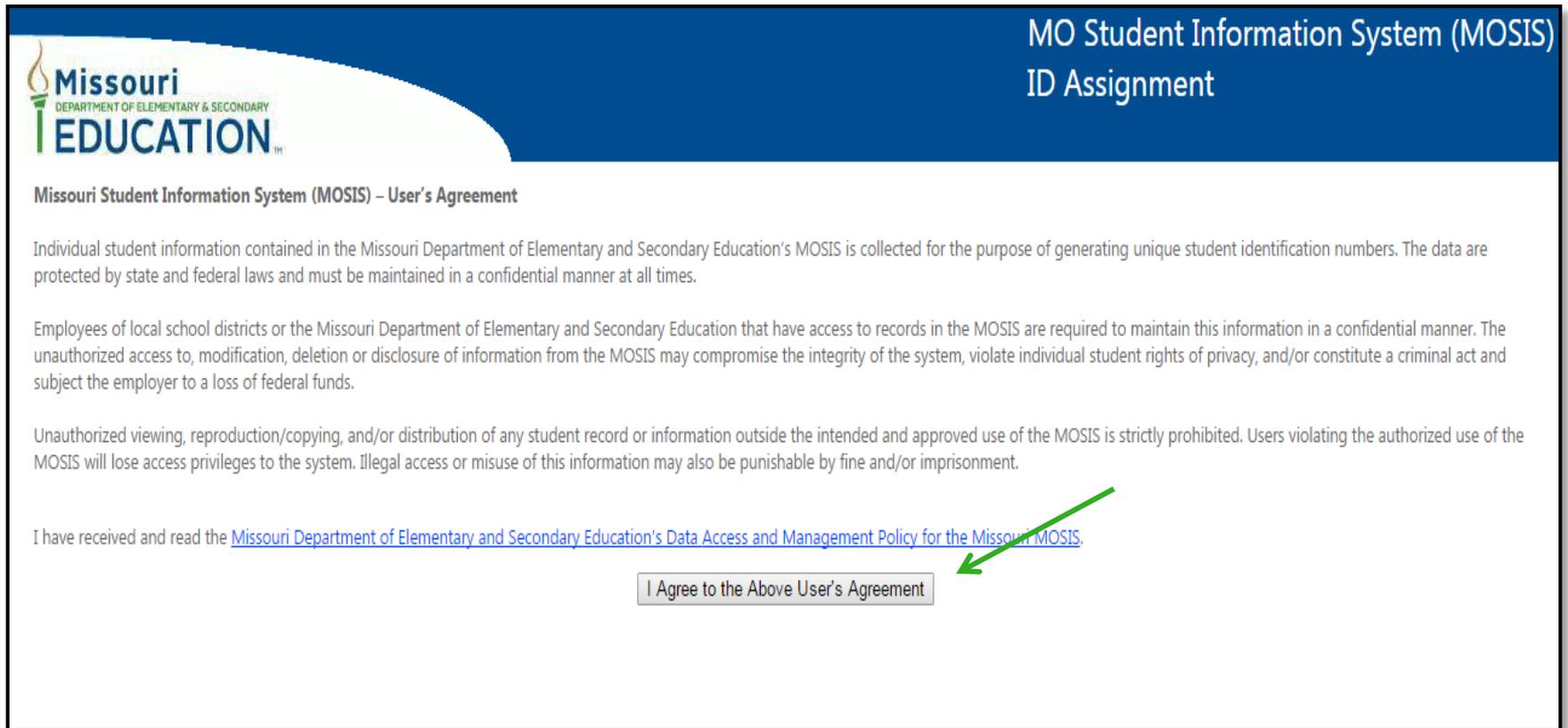
Email: [webapphelp@dese.mo.gov](mailto:webapphelp@dese.mo.gov)

Current User: Chudson3

"Missouri public schools: the best choice...the best results!"

# User's Agreement

❑ Click: "I Agree to the Above User's Agreement"



The screenshot shows the Missouri Department of Elementary and Secondary Education logo on the left and the title "MO Student Information System (MOSIS) ID Assignment" on the right. Below the logo is the heading "Missouri Student Information System (MOSIS) – User's Agreement". The main content consists of three paragraphs of text regarding data protection and system usage. At the bottom, there is a blue hyperlink for the data access policy and a button labeled "I Agree to the Above User's Agreement". A green arrow points from the bottom right towards the button.

**Missouri**  
DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION**™

MO Student Information System (MOSIS)  
ID Assignment

**Missouri Student Information System (MOSIS) – User's Agreement**

Individual student information contained in the Missouri Department of Elementary and Secondary Education's MOSIS is collected for the purpose of generating unique student identification numbers. The data are protected by state and federal laws and must be maintained in a confidential manner at all times.

Employees of local school districts or the Missouri Department of Elementary and Secondary Education that have access to records in the MOSIS are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information from the MOSIS may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use of the MOSIS is strictly prohibited. Users violating the authorized use of the MOSIS will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

I have received and read the [Missouri Department of Elementary and Secondary Education's Data Access and Management Policy for the Missouri MOSIS](#).

I Agree to the Above User's Agreement

# Menu Options

- Upload Batch File
- Enter Individual Student
- Student Search
- Batch Search
- Extract & Download Batch
- Download By Location
- Exit Application

The screenshot shows the MOSIS -- Student ID application interface. At the top left is a logo of a person with arms raised. The header text reads "MOSIS -- Student ID". Below the header is a navigation menu with the following items: "State ID Home", "Upload Batch File", "Enter Individual Student", "Student Search", "Batch Search", "Extract & Download Batch", "Download By Location", and "Exit Application". The main content area displays the current login information: "Current Login: CHUDSON3-500500 Location: 500500 - DEPARTMENT OF ELEM AND SEC ED". Below this, there are several search and filter options: "Submission Type: All", "Processing Stage: All", "Sort: Upload Date Desc", and a "Filter Results" button. There are also date pickers for "From: 08/15/2015" and "To: 09/14/2015". A "District" dropdown menu is set to "DEPARTMENT OF ELEM AND SEC ED [500500]", and a "School:" text input field is empty. At the bottom, there is a "Find Batch:" text input field and a "Search" button.

# ID Layout/Template

## File Layouts 2015-2016

Home » Data System Management » Core Data/MOSIS

There are six standard cycles in which districts submit data to Core Data and MOSIS. MOSIS does collect data outside of these cycles for such things as Assessment Precode. Below you will find the file layout, business rules, and Excel template for each data collection file submitted in MOSIS. The file layout contains the fields and format in which data must be submitted to the Department. The business rules contain the rules that are ran against the data submitted once uploaded through the MOSIS Data Collection system. The Excel templates are available to input data into for reporting to the Department if not necessary through a district's local records system. Here are the [instructions](#)  for using the templates for MOSIS Data Collection.

### Quick Links

- [SRM Deployment Excel File \(posted 8/05/2015\)](#) 
- [MOSIS ID User Guide](#)
- [Core/Data MOSIS Reference Manual](#)
- [Prior Year Layouts](#)
- [Code Sets](#)

### MOSIS ID Batch File Layout

School Year	File	File Layout	Template	Sample File
2015-2016	MOSIS ID Batch	<a href="#">PDF</a> 	<a href="#">EXCEL</a> 	<a href="#">TXT</a> 

# ID Layout

Field Name	Required	Notes/Format Details
Record Type	Yes	Always 'ID'.
Code	Yes	School Code (4 digit DESE assigned code) where the student is currently enrolled. School must be located in the district that the submitting user has set as his/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.
Resident District Code	Yes	DESE 6 digit County District Code for the district of residence. For example a K-8 Resident II student attending high school in a different district would have Resident District Code populated with xxxxxx and the "Current District Code" (listed below) populated with yyyyyy representing the district of enrollment.
Legal Last Name	Yes	
Legal First Name	Yes	
Legal Middle Name	No	
Legal Name Suffix	No	
Gender	Yes	Pre-defined Gender Code. – M = (Male) F = (Female)
Date of Birth	Yes	Must have a 'mm/dd/yyyy' format.
Current Grade Level	Yes	Pre-defined Grade Level Code. ( K, PK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12)

# ID Layout

Field Name	Required	Notes/Format Details
Local Student ID	Yes	ID used in the local Student Information System to uniquely identify the student. The primary purpose of this field is to provide a mechanism to import student data from the Uniq-ID System back into the local Student Information System. In addition, this field is used in a limited capacity to match student records within the Uniq-ID System.
Social Security Number	No	xxx-xx-xxxx
Race / Ethnicity	Yes	Pre-defined Race / Ethnic code. -- A = (Asian) B = (Black) H = (Hispanic) I = (Indian) W = (White)
State ID	No	Can be null if the student has not yet been assigned a State ID via the Uniq-ID System. Once a student has been given a State ID, all subsequent submissions for that student should include this value.
Current District Code	Yes	DESE 6 digit County District Code where the student is currently enrolled. District must be the same as the district that the submitting user has set as his/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.
Current School Year	Yes	Must have a 'yyyy' format.

# ID Template

mosisid-batchfile-template-updated02122

Home Insert Page Layout Formulas **Data** Review View Developer Add-Ins Acrobat

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Val

A1 RecordType

	A	B	C	D	E	F	G	H	I
1	RecordType	CurrentSchoolCode	ResidentDistrictCode	LegalLastName	LegalFirstName	LegalMiddleName	LegalNameSuffix	Gender	DateofBirth
2	ID	1050	500500	Jones	Sue			F	05/05/2010
3									
4									
5									

J	K	L	M	N	O	P
CurrentGradeLevel	LocalStudentID	SocialSecurityNumber	RaceEthnicity	StateID	CurrentDistrictCode	CurrentSchoolYear
K	123456		M		500500	2016

# Student Search

- Simple Search
  - **First Name**
  - Middle Name
  - **Last Name**
  - Date of Birth

The screenshot shows the MOSIS -- Student ID search interface. At the top left is the Missouri state logo and the text "MOSIS -- Student ID". The main heading is "Search Individual Student" with a help icon. Below this, the current login and location are displayed: "Current Login: CHUDSON3-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED", along with a "State ID Home" button. There are four search tabs: "Simple Search" (selected), "Advanced Search", "State ID Search", and "Alternate ID Search". The search form includes fields for "First Name", "Middle Name", "Last Name", and "Suffix", each with an asterisk indicating it is required. The "Date Of Birth" field uses a dropdown menu for month (mm), day (dd), and year (yyyy). At the bottom of the form are "Search History" and "Required Fields" checkboxes, and "Search" and "Clear" buttons. The footer contains the text "MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)".

# Student Search

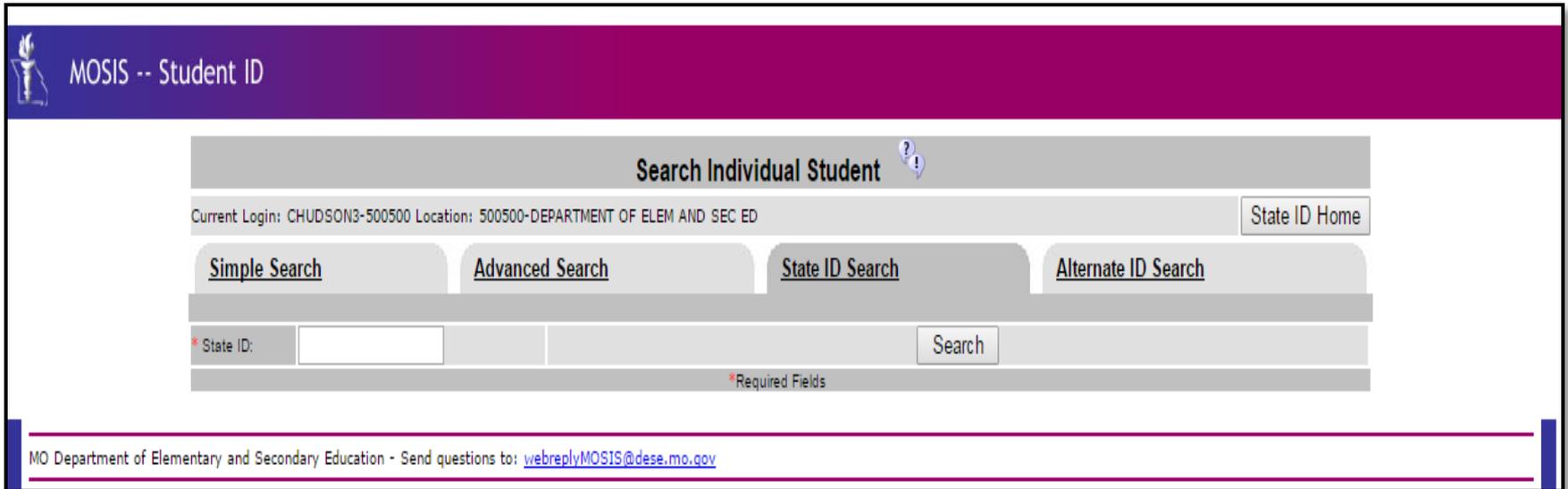
## ❑ Advanced Search

- **First Name**
- Middle Name
- **Last Name**
- Gender
- DOB
- Ethnicity/Race
- Grade
- School
- District
- Res District
- Local ID

The screenshot shows the MOSIS -- Student ID search interface. At the top, there is a purple header with the MOSIS logo and the text "MOSIS -- Student ID". Below the header is a grey bar with the title "Search Individual Student" and a help icon. Underneath, the current login and location information are displayed: "Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED". A "State ID Home" button is located on the right. Below this, there are four search tabs: "Simple Search", "Advanced Search" (which is selected), "State ID Search", and "Alternate ID Search". The main search area is divided into two columns of input fields. The left column includes: "First Name:" with a red asterisk and a text box; "Middle Name:" with a text box; "Last Name:" with a red asterisk and a text box; "Suffix:" with a text box; "Gender:" with a dropdown menu; "Date Of Birth:" with three dropdown menus for month (mm), day (dd), and year (yyyy); and "Ethnicity/Race:" with a dropdown menu. The right column includes: "Grade:" with a dropdown menu; "School:" with a text box; "District:" with a text box; "Res District:" with a text box; and "Local ID:" with a text box. At the bottom of the search area, there is a "Search History" checkbox, a "\*Required Fields" label, and "Search" and "Clear" buttons. The footer of the page contains the text: "MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)".

# Student Search

- ❑ State ID Search
  - State ID



The screenshot shows the MOSIS -- Student ID search interface. At the top left is the Missouri state logo. The header text reads "MOSIS -- Student ID". Below this is a search bar titled "Search Individual Student" with a help icon. The current login and location are displayed as "Current Login: CHUDSON3-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED". A "State ID Home" button is on the right. There are four search options: "Simple Search", "Advanced Search", "State ID Search", and "Alternate ID Search". The "State ID Search" option is selected. Below the search options is a form with a "State ID:" label, a text input field, and a "Search" button. A red asterisk indicates that the State ID field is required. At the bottom, there is a footer with the text "MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)".

MOSIS -- Student ID

**Search Individual Student** ?

Current Login: CHUDSON3-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED [State ID Home](#)

[Simple Search](#) [Advanced Search](#) [State ID Search](#) [Alternate ID Search](#)

\* State ID:

\* Required Fields

MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)

# Entering Students

- ❑ Enter Individual Student
  - Entering a new student
  - Changing a student's information
  
- ❑ Batch File
  - Upload a Batch
  - Batch Search

# Entering Students

- ❑ Enter Individual Student - enter one student at a time or enter an existing student's information to update their record.

 MOSIS -- Student ID

### Enter Individual Student

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED State ID Home

#### Student Data Entry

General Information	
First Name:*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>
Gender:*	<input type="text"/>
Date Of Birth:*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Ethnicity/Race:*	<input type="text"/>
SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>
State ID:	<input type="text"/>

Enrollment Information	
Grade:*	<input type="text"/>
School:*	<input type="text"/>
District:*	<input type="text"/>
Res District:*	<input type="text"/>
School Year:*	<input type="text"/>
Local ID:*	<input type="text"/>

**\* Required Fields**

MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)

# Entering Students

- Updating a record

 MOSIS -- Student ID

**Search Individual Student** 

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED [State ID Home](#)

Student Information: [State ID : 990-342-5589] Created: 08/01/2010 [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
SSN:	Not Present

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
Sch Yr:	2013
Local ID:	1234

Batch Information	
Last Batch #:	413211
Last Updated:	11/29/2012
Update Ref #:	<a href="#">13912368</a>

[Edit Student](#) [Back To Search Results](#)

History Information										
History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race(s)	SSN	District	School
<a href="#">08/01/2010</a>	castleman	amber			FEMALE	01/01/2001	WHITE, NOT OF HISPANIC ORIGIN	Not Present	500500	<a href="#">0000</a>
<a href="#">05/12/2011</a>	Castleman	Amber			FEMALE	01/01/2011	WHITE, NOT OF HISPANIC ORIGIN	Not Present	500500	<a href="#">0000</a>

# Entering Students

- Upload Batch – use a downloaded file from your local records system or the MOSIS ID Batch File Template to upload one or multiple students

MOSIS -- Student ID

**Upload Batch File** ?!

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED State ID Home

Basic **Advanced**

Template: eScholar Uniq-ID® v1.0

File to Upload:  Browse... →

Delimiter: TAB →

Qualifier:

Source System:

Ignore First Row:  Yes  No →

Multiple agency file:

Upload →

MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)

# Processing a Batch

- Upload a batch file
- Validate data
- Assign IDs
- Resolve Near Matches
- Download IDs

# Entering Students

- ❑ Batch Search – same process as a batch upload except no ID assignment occurs, the system searches for students and returns any existing MOSIS IDs.

The screenshot shows the MOSIS -- Student ID Batch Search interface. At the top, there is a purple header with the MOSIS logo and the text "MOSIS -- Student ID". Below this is a grey header with the title "Batch Search" and a help icon. The main content area includes a status bar with "Current Login: CHUDSON3-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED" and a "State ID Home" button. There are two buttons: "Upload Batch File" and "Extract & Download Batch". Below these are date pickers for "From: 08/15/2015" and "To: 09/14/2015", a "Processing Stage: All" dropdown menu, and a "Filter Results" button. A table displays search results with columns for Date, Batch Info, Status, Number Of Records, and Next Action. The table contains two rows of data. At the bottom of the table area, it says "Displaying 1 to 2 of 2" and has navigation buttons for "First", "Prev", "Next", and "Last".

MOSIS -- Student ID

### Batch Search

Current Login: CHUDSON3-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED [State ID Home](#)

[Upload Batch File](#) [Extract & Download Batch](#)

From: 08/15/2015 To: 09/14/2015 Processing Stage: All [Filter Results](#)

Date	Batch Info	Status	Number Of Records	Next Action
09/10/2015	557630	Download Search results	30	<a href="#">Download</a>
09/02/2015	555810	Download Search results	181	<a href="#">Download</a>

Displaying 1 to 2 of 2 [First](#) [Prev](#) [Next](#) [Last](#)

MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@dese.mo.gov](mailto:webreplyMOSIS@dese.mo.gov)

# What is a Near Match?

- ❑ When attempting to upload a batch, or enter an individual student, if no exact match is found, you will receive a button labeled Resolve Near Matches.
- ❑ The system is not able to determine an exact match and the ID Assignment process cannot proceed until the Near Match is resolved.
- ❑ This process is crucial. If near matches are not resolved correctly, duplicate MOSIS IDs can be created.

# How to Resolve a Near Match

1. If one or more near matches are encountered, the Next Action column will display a "Resolve Near Matches" button.

Assign ID				
Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED				State ID Home
Upload Date	Batch Info	Status	Number of Records	Next Action
08/26/2015	118308	Near Matches / Duplicates Found Click <a href="#">here</a> to download records.	1	Resolve Near Matches

# How to Resolve a Near Match

2. Review the Resolve Near Matches screen and choose "Review and Select." You may also choose the hyperlinked name to view additional details.

**Resolve Near Matches / Duplicates** 

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED State ID Home

Select All On Page Cancel All Checked Records Cancel All Near Match Records For This Batch

Last Name:  Filter Results

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Res District	Local ID	
<input type="checkbox"/> <a href="#">Castleman</a>	<a href="#">Amber</a>			01/09/2008	FEMALE	500500	0000	500500	1234	<a href="#">Review and Select</a>

Displaying 1 to 1 of 1 First Prev Next Last

# How to Resolve a Near Match

3. The top section displays the student's information you submitted. The bottom section displays the students found existing in the ID system that are potential matches.

**Resolve Near Matches / Duplicates** 

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC EDState ID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Local ID
Castleman	Amber			01/09/2008	FEMALE	500500	0000	1234

Assign SelectedCreate New IDCancel RecordSelect Another Record

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Local ID	Match Probability
<input type="radio"/>	<a href="#">Castleman</a>	<a href="#">Amber</a>			01/10/2008	FEMALE	001090	<a href="#">0000</a>	123456	92 [NEAR MATCH]
<input type="radio"/>	<a href="#">Castleman</a>	<a href="#">Amber</a>			01/01/2008	FEMALE	500500	<a href="#">0000</a>	1234	92 [NEAR MATCH]

# How to Resolve a Near Match

3. The top section displays the student's information you submitted. The bottom section displays the students found existing in the ID system that are potential matches.

### Resolve Near Matches / Duplicates

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED State ID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Local ID
Castleman	Amber			01/09/2008	FEMALE	500500	0000	1234

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Local ID	Match Probability
<input type="radio"/>	<a href="#">Castleman</a>	<a href="#">Amber</a>			01/10/2008	FEMALE	001090	<a href="#">0000</a>	123456	92 [NEAR MATCH]
<input type="radio"/>	<a href="#">Castleman</a>	<a href="#">Amber</a>			01/01/2008	FEMALE	500500	<a href="#">0000</a>	1234	92 [NEAR MATCH]

- The purpose of the above screen is to decide if the student you submitted (top section) is the same as one of the matching students (bottom section) or if the student under review is a student without an existing State ID.
- Selecting each name in the bottom section will allow you to compare that individual record against the student's record you submitted in the top section.

# How to Resolve a Near Match

4. The “Compare Student Information” page displays all the fields for each record and highlights any differences.

Compare Student Information			
Current Login: ACASTEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED			State ID Home
	<b>Student Record being reviewed.</b>	<b>Master Student Record [ State ID: 614-380-4796 - 92.0 ]</b>	<a href="#">Add Note</a>
First Name:	Amber	Amber	
Last Name:	Castleman	Castleman	
Middle Name:			
Suffix:			
Date of Birth:	<b>01/09/2008</b>	<b>01/01/2008</b>	
Gender:	FEMALE	FEMALE	
SSN:	Not Present	Not Present	
Ethnicity/Race:	WHITE, NOT OF HISPANIC ORIGIN	WHITE, NOT OF HISPANIC ORIGIN	
District:	500500-DEPARTMENT OF ELEM AND SEC ED	500500-DEPARTMENT OF ELEM AND SEC ED	
School:	0000-DEPARTMENT OF ELEM AND SEC ED	0000-DEPARTMENT OF ELEM AND SEC ED	
Res District:	500500	500500	
Grade:	<b>02</b>	<b>PK</b>	
School Year:	<b>2016</b>	<b>2014</b>	
Local ID:	1234	1234	
State ID		<b>6143804796</b>	
Serial #	4626841	4626830	
Created:	08/26/2015	04/14/2011	
Last Updated	08/26/2015	03/21/2014	
Comments	1127029967; 6143804796;		
Match Notes			
Assign Selected		Create New ID	Cancel Record
		Return to List of Near Matches	

# How to Resolve a Near Match

- After reviewing each student record in the bottom section, you are now ready to make a decision. Choose "Return to List of Near Matches" on the comparison screen.

### Resolve Near Matches / Duplicates

Current Login: ACASTLEM-500500 Location: 500500-DEPARTMENT OF ELEM AND SEC ED State ID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Local ID
Castleman	Amber			01/09/2008	FEMALE	500500	0000	1234

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Local ID	Match Probability
<input type="radio"/>	<a href="#">Castleman</a>	<a href="#">Amber</a>			01/10/2008	FEMALE	001090	<a href="#">0000</a>	123456	92 [NEAR MATCH]
<input type="radio"/>	<a href="#">Castleman</a>	<a href="#">Amber</a>			01/01/2008	FEMALE	500500	<a href="#">0000</a>	1234	92 [NEAR MATCH]

# How to Resolve a Near Match

6. Decide how the near match will be resolved. Please review each option carefully to determine if it is your student so you know how to appropriately resolve the near match.
  - If you discover a duplicate MOSIS ID or are unsure how to resolve, please notify the Department at [coredata-mosis@dese.mo.gov](mailto:coredata-mosis@dese.mo.gov) before proceeding.

**Questions?**

# Contact Us

[www.dese.mo.gov](http://www.dese.mo.gov)

Email: [coredata-mosis@dese.mo.gov](mailto:coredata-mosis@dese.mo.gov)

Phone: 573-522-3207



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