## Direct Certification Corner

This article shares some problem solving methods to be used If there are  concerns about different results when using the various methods of certifying students in the Direct Certification system: Membership upload, Weekly download, and Student Search. An example is a student returns a “match” on the Membership upload, but does not appear on the same weekly download.

Here are some steps to follow to check for if you want to investigate further to understand why they show up as a match.

1.  If the student is new to your district, have they been moved to your school in the SSID system?

* Check column AO. If you have a message similar to this “AttndSchlInstID: 251 Doesn't match the ODE SchlInstID : 5058. DistStdntID: 281926 Doesn't match the ODE DistStndtID: 275509” This student will show up as match on the membership upload because you have fed his/her name into the system and it has found the student, but it does not show up on the download because the system does not know he/she is at your school.
* Look the student up in the student search feature. This will show the district/school that the student is affiliated with. If the student is showing up at another district, ask your registrar to update the student in the SSID system.

2.  Is the student extended by another student?

* You can search your student information system for a matching address or guardian
* Check the student search feature

3.  A student shows up on your list, but is not in the student search feature

* Check the “initial cert date” in column AP. Ensure that the date is for this school year. If not, they may not be categorically eligible this year. While in the student search feature change the drop-down and see if the student shows up for the previous year. If they show up for the previous school year and not for this school year, they are no longer eligible.

Keep in mind. Some fields that are used to match on are fuzzy matches. A fuzzy match means that the field is close, such as Jose and Joseph. It is possible to have two students in the state of Oregon with the same birthdate and a first and last name that is close, but not your student. Certain fields are required for the template to upload correctly, but remember, the more fields you fill in, the more accurate your results. Even though guardian, last 4 of the Social Security and phone number are not required, these are fields that are used to find matches. You can view the Match Code Legend while in the Student Search feature.

If you have students that you do not believe should be a match contact Kathy Duncan at Kathy.r.duncan@state.or.us or your assigned Child Nutrition Specialist for additional assistance.