



PEIMS EDIT+ User Technical Documentation

PID Error Descriptions

Note: Please contact EDIT+ Customer Support at editplus@tea.state.tx.us (or 512-463-9229) with any questions you may have about this document.

Overview

The Person Identification Database (PID) system is used to manage and store identifying information on individuals (staff and students) who are reported to TEA through PEIMS. EDIT+ provides an automatic process for demographic data coming in through PEIMS to be verified and updated with the statewide PID. The EDIT+ PID process generates PID discrepancy errors when a record cannot be processed because doing so could result in PID records that are incomplete, duplicate, or conflicting.

The PID process generates two types of reports showing PID discrepancy error codes and descriptions:

- PID Discrepancy Reports
- Gender/Ethnicity Discrepancy Reports

This document contains descriptions of PID discrepancy error messages as well as suggestions on how to correct PID errors.

PID Discrepancy Reports

Demographic records (040 and 043 for Staff, 100 and 101 for Student data) are matched against PID on all three major demographic fields: First name, Last name and Date of Birth. Staff and students who do not meet this criteria are listed on a PID Discrepancy Report.

The reports for Fall, Summer, and Extended Year collections are similar, but have slightly different titles based upon the input record types used to match against PID.

Fall

Staff

PIDP0502/PIDF0502 Statement of Professional Discrepancies
 PIDP0503/PIDF0503 Statement of Paraprofessional Discrepancies
 PIDP0504/PIDF0504 Statement of Auxiliary Discrepancies
 PIDP0505/PIDF0505 Statement of Professional Name Mismatch Discrepancies
 PIDP0506/PIDF0506 Statement of Paraprofessional Name Mismatch Discrepancies
 PIDP0507/PIDF0507 Statement of Auxiliary Name Mismatch Discrepancies

Student

PIDP0401/PIDF0401 Statement of Enrollment Discrepancies
 PIDP0402/PIDF0402 Statement of Dropout/Leaver Discrepancies
 PIDP0403/PIDF0403 Statement of Graduate Discrepancies
 PIDP0404/PIDF0404 Statement of Not Enrolled on PEIMS October Snapshot Date Discrepancies
 PIDP0405/PIDF0405 Statement of Enrollment Name Mismatch Discrepancies
 PIDP0406/PIDF0406 Statement of Dropout/Leaver Name Mismatch Discrepancies
 PIDP0407/PIDF0407 Statement of Graduate Name Mismatch Discrepancies
 PIDP0408/PIDF0408 Statement of Not Enrolled on PEIMS October Snapshot Date Name Mismatch Discrepancies

Summer

PIDP0200/PIDF0200 Statement of Attendance Discrepancies

Extended Year

PIDP0200/PIDF0200 Statement of Extended Year Discrepancies

For guidance on how to correct a PID discrepancy error, see the descriptions below in PID Error Message Explanations.

Ethnicity/Gender Discrepancy Reports

This report is produced when there is a mismatch between a district's submitted record and what appears on the PID. This report shows records where the *only* discrepancy is with the ethnicity or gender. Any person identified on this report does not generate a PID error, but is reported to help in the effort to clean up PID.

Fall

PIDP0409/PIDF0409 – Statement of Student Ethnicity/Gender Discrepancies

PIDP0508/PIDF0508 – Statement of Staff Ethnicity/Gender Discrepancies

Summer

PIDP0409/PIDF0409 – Statement of Student Ethnicity/Gender Discrepancies

Extended Year

PIDP0409/PIDF0409 – Statement of Student Ethnicity/Gender Discrepancies

Resolving Ethnicity/Gender Discrepancies

To correct an ethnicity/gender mismatch, first determine if the error is in PID or in the district data.

- If the error is in the district data, correct the data on the next submission.
- If the error is in PID, set the demographic revision confirmation code on the 101 record to '1' for the next submission and the PID value is changed to the district value.

PID Error Message Explanations

W1000005 - DATA LOAD ERROR

Unable to load record due to invalid record type for collection. File contains record types for a different collection than the current collection.

W1020010 - INVALID BIRTH DATE

This discrepancy occurs when the birth date is not a valid birth date. Identify the invalid birth date and update the record.

W1020025 - INVALID SSN - 1st character not valid

This discrepancy occurs when the social security number is not valid for the first position. Currently, the valid characters for the first position of the social security number are '0, 1, 2, 3, 4, 5, 6, 7, T, G, S, or U.' Identify the invalid SSN and update the record.

W1020027 - INVALID SSN - 4th and 5th characters must <> 00 when 1st char equals 0, 1, 2, 3, 4, 5, 6, or 7

This discrepancy occurs when the social security number is not valid for the fourth and fifth positions. Currently, the valid characters for the fourth and fifth position of the social security number must not equal '00' when the first character equals one of these values: 0, 1, 2, 3, 4, 5, 6, or 7. Identify the invalid SSN and update the record.

W1020028 - INVALID SSN - 6th thru 9th characters must <> 0000 when 1st char equals 0, 1, 2, 3, 4, 5, 6, or 7

This discrepancy occurs when the social security number is not valid for the sixth thru the ninth positions. Currently, the valid characters for the sixth thru the ninth position of the social security number must not equal '0000' when the first character equals one of these values: 0, 1, 2, 3, 4, 5, 6, or 7. Identify the invalid SSN and update the record.

W1020029 - INVALID SSN - 2nd thru 9th characters must be numeric

This discrepancy occurs when the social security number is not valid for the second thru the ninth positions. Currently, the valid characters for the second thru the ninth position of the social security number must be numeric only. Identify the invalid SSN and update the record.

W9100001 - REQUIRED FIELD(S) MISSING - SSN, FIRST NAME, LAST NAME OR DATE OF BIRTH

This occurs when one or more of the required fields for a complete PID match is missing. These required fields are: SSN, FIRST-NAME, LAST-NAME and DATE-OF-BIRTH. Identify which required field is missing and update the record.

W9100002 - INVALID DEMOGRAPHIC REVISION CODE

This discrepancy occurs when the demographic revision code as entered on the 043 or 101 record is not valid. Currently, the only valid revision codes are '0', '1' or blank. For staff data, change the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE in column 25 of the 043 record to one of the valid values and resubmit. For student data, change the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE in column 52 of the 101 record to one of the valid values and resubmit.

W9100011 - ERROR ON ADD -- SSN/ALT-ID DID NOT MATCH BUT DEMOGRAPHICS MATCHED

This discrepancy occurs when the student's SSN or Alternate ID number is not found in PID. When an attempt is made to add the student's information to PID, the student's FIRST-NAME, LAST-NAME and DATE-OF-BIRTH are found on the PID database under a different ID number. The district's data and PID data are printed on the report and a row of asterisks appears underneath the SSN/ALT-ID numbers to highlight the discrepancy.

Resolving the Discrepancy

One of the following strategies should resolve the discrepancy:

- If the ID number in the district data is incorrect, the district may need to correct the student's ID number on their current submission.
- If the ID number in PID is incorrect, then a 105 record should be inserted into the district's data for that student before resubmitting.
- In the unusual situation where two different students in the state have exactly the same FIRST-NAME, LAST-NAME and DATE-OF-BIRTH, the district needs to submit a written request to their ESC PEIMS Coordinator to perform a 'Special Add' for the student. See the instructions on the final page of this document for requesting Special Adds.
- If the district finds the SSN in PID for their student was changed to a temporary Alternate ID beginning with 'T', then the district should determine the student's correct Student ID or assign an Alternate ID number to the student. A 105 record should be inserted in the data to correct PID and eliminate the discrepancy.
- If the PID record with matching demographics is the same student, but the SSN/ALT-ID does not begin with a 'T', then the district's PEIMS data should be changed to the correct STUDENT-ID.

W9100012 - ERROR ON VERIFY -- SSN/ALT-ID MATCHED BUT DEMOGRAPHICS DID NOT MATCH

This discrepancy occurs when the student's SSN or Alternate ID Number matches PID, but the student's FIRST-NAME, LAST-NAME and DATE-OF-BIRTH do not match the information in PID.

NOTE: There is a special case that if the MIDDLE-NAME has a value, then the first character is checked against PID. The PID data is printed on the report underneath the district's data and a row of asterisks appear underneath the column(s) of demographic data with discrepancies.

Resolving the Discrepancy

To resolve the error, the district may need to correct their PEIMS data and resubmit. One of the following strategies should resolve the discrepancy:

- If the PID database contains information for the same student, but one of the Demographic fields (FIRST-NAME, LAST-NAME or DATE-OF-BIRTH) contains incorrect information, the problem should be fixed by adding a '1' in the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE column of the 101 record for that student. This allows the PID database to be updated with the correct demographic information.
- If the PID database contains information for the same student but *more than one* of the demographic fields (FIRST-NAME, LAST-NAME or DATE-OF-BIRTH) contains incorrect information, then the district must provide written documentation to their ESC PEIMS Coordinator in order to make the necessary demographic changes to PID. Special instructions appear below.
- If the PID database contains information for a different student, the district must provide written documentation to their ESC PEIMS Coordinator, including a copy of the student's Social Security card, in order to make the necessary changes to PID.

W9100014 - ERROR ON VERIFY -- SSN MATCHED BUT NOT DEMOG; ALSO DEMOG MATCHED BUT NOT SSN

Sometimes a student is reported who matches two different PID records. The student's SSN or Alternate ID number matches a record on the PID database, but the student's FIRST-NAME, LAST-NAME and DATE-OF-BIRTH do not match the information contained on that PID record. Another person was found in PID with a different SSN or Alternate ID number and the demographics match exactly. Data for both persons found in PID are printed on the report underneath the district's data and a row of asterisks appears underneath all the columns of ID numbers and demographics.

Resolving the Discrepancy

If the PID data containing matching demographics has an Alternate ID Number beginning with 'T', this means another district provided documentation to prove that the Student ID actually belonged to a different student. A manual update to PID is performed to assign a 'temporary' Alternate ID Number to the existing student in PID.

Note: Adding a 105 record or a 101-R code to the district data without changing the values reported for the student would continue to cause a PID discrepancy. In other words, trying to change the demographics on the first PID record would cause a conflict with the second PID record on the report. Vice-versa, attempting to change the SSN/ALT-ID on the second PID record would conflict with the first PID record that matched on ID number.

W9100017 - FIRST NAME MATCHES PID MIDDLE NAME; MIDDLE NAME MATCHES PID FIRST NAME

This discrepancy occurs on a separate report, as part of the three out of three matching criteria implemented for the 2000-2001 school year. This indicates that the last name and date of birth data is the same in PID; however, the first name does not match. Furthermore, the first name initial matches the PID middle name initial, and the middle name initial matches the first name initial in PID.

Resolving the Discrepancy

Either a change in PID would be required or the incoming first and middle name would need to be switched on the incoming record submitted by the district. For a student, the 100 and/or 101 records may need modifications to the data or a '1' in the DEMOGRAPHIC- REVISION-CONFIRMATION-CODE column. For staff, the 040 and/or 043 records may need modifications to the data or '1' in the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE column.

W9100030 - DEMOGRAPHICS CHG (101) -- DEMOGRAPHICS MATCHED ON DIFFERENT SSN/ALT-ID

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (101-R). When processed by PEIMS, the student's SSN or Alternate ID Number submitted by the district matches a record on the PID database. However, a different record in PID also contains a match on the demographics reported by the district. The demographic revision is not completed because a duplicate would occur.

Resolving the Discrepancy

To fix the error, first check the STUDENT-ID and demographics on the district input data. One of the following strategies should resolve the discrepancy:

- If the discrepancy cannot be corrected there, then check the PID report to determine if the two records on the PID both refer to the same student being reported by the district. This situation would occur if the student was previously reported to PEIMS with incorrect demographics and the correct SSN/ALT-ID and later reported with the correct demographics and an incorrect or obsolete SSN/ALT-ID. The only way to resolve this situation is to submit a special request in writing to the ESC PEIMS Coordinator to update the demographics on the PID record that contains the correct SSN/ALT-ID. There is no way to delete the PID record with the incorrect SSN/ALT-ID.
- If the PID record with a matching SSN/ALT-ID is a different person who is using the student's SSN/ALT-ID in error, and the PID record with matching demographics contains an incorrect or obsolete SSN/ALT-ID, then the district must submit a special request in writing to the ESC PEIMS Coordinator to free up the SSN/ALT-ID in PID and to manually update the SSN/ALT-ID in PID for the record with matching demographics. The district must provide a copy of the PID discrepancy report and a copy of the student's Social Security card to verify that the other person should not be using the same SSN.
- If the PID record with duplicate demographics is a different person who has the same FIRST-NAME, LAST-NAME and DATE-OF-BIRTH, then a special request should be made in writing to the ESC PEIMS Coordinator to allow the update to be performed manually. The replacement of demographics on one PID record that creates a duplicate of demographics on another PID record may not occur automatically through a district's PEIMS submission. The district must request a 'Special Add' through their ESC PEIMS Coordinator.

W9100031 - ERROR ON DEMOGRAPHICS CHANGE (101) -- SSN/ALT-ID DID NOT MATCH

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (101-R). When processed by PEIMS, the student's SSN or Alternate ID Number submitted by the district does not match any record on the PID database. Since the demographic data is not expected to match when the district submits a student with a 101-R code, the database is not checked for matching demographics.

Resolving the Discrepancy

To fix the error, the district should correct the student's SSN or Alternate ID Number, if the student was previously reported. For a new student, remove the 101-R code in order to add the student to PID.

W9100032 - SSN/ALT-ID CHANGE (105) DID NOT MATCH PREVIOUS SSN OR NEW SSN

This discrepancy occurs when a student's PEIMS data is submitted with a Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID does *not* match any record on the PID database. In addition, the student's STUDENT-ID Number does not match any record on the PID database. The second comparison is made because of the possibility that the district previously submitted the same 105 record and the PID database has already been updated with the new ID number. Since this discrepancy occurs when the district's data does not match PID, the report contains only one line of student information from the district's current data submission.

Resolving the Discrepancy

Both of the ID numbers on the 105 record should be checked and corrected if necessary. If the STUDENT-ID is found to be correct, removal of the 105 record would allow the student to be added to PID.

W9100033 - SSN/ALT-ID CHG (105) MATCHED PREVIOUS SSN BUT DEMOG DID NOT MATCH

This discrepancy occurs when a student's PEIMS data is submitted with a Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record does match a record on the PID database. However, the FIRST-NAME, LAST-NAME and/or DATE-OF-BIRTH on that matching record do not correspond to the demographic information contained in the PEIMS submission. Asterisks highlight the demographic information causing a discrepancy.

Resolving the Discrepancy

One of the following strategies should resolve the discrepancy:

- If the PEIMS data needs to be corrected, then the 100 and/or 101 records also need modifications.
- If the PID database contains incorrect information, one of the following strategies should resolve the discrepancy:
 - ▶ If the PID database contains information for the same student but one of the demographic fields (FIRST-NAME, LAST-NAME or DATE-OF-BIRTH) contains incorrect information, the problem could be fixed by adding a '1' in the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE column of the 101 record for that student. This allows the PID database to be updated with the correct demographic information.
 - ▶ However, if the PID database contains information for the same student but more than one of the demographic fields (FIRST-NAME, LAST-NAME or DATE-OF-BIRTH) contains incorrect information, the district needs to request a manual update to PID through the ESC PEIMS Coordinator in order to make the necessary demographic changes to PID.
 - ▶ If the PID database contains information for a different student, the district must provide written documentation to their ESC PEIMS Coordinator, including a copy of the student's Social Security card in order to make the necessary changes to PID.

W9100034 - SSN/ALT-ID CHG (105) MATCHED NEW SSN BUT DEMOGRAPHICS DID NOT MATCH

This discrepancy occurs when a student's PEIMS data is submitted with a Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record does not match a record on the PID database. The PID is searched for a match on the new STUDENT-ID in case the 105 record was already processed on a previous submission and the update already occurred in PID. This comparison results in a match to PID on the new STUDENT-ID, but the FIRST-NAME, LAST-NAME and/or DATE-OF-BIRTH on the PID record do not match the demographic information contained in the PEIMS submission. The report contains asterisks under the particular demographic information causing the discrepancy condition.

Resolving the Discrepancy

The district should first determine whether the student's demographic information in the PEIMS submission or the PID information needs to be corrected. The 100 and/or 101 record may need modifications to the data or a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE may need to be set to '1'.

One of the following strategies should resolve the discrepancy:

- If the PID database contains information for the same student but one of the demographic fields (FIRST-NAME, LAST-NAME or DATE-OF-BIRTH) contains incorrect information, the problem could be fixed by adding a '1' in the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE column of the 101 record for that student. This allows the PID database to be updated with the correct demographic information.
- If the PID database contains information for the same student but more than one of the demographic fields (FIRST-NAME, LAST-NAME or DATE-OF-BIRTH) contains incorrect information, the district needs to make a written request to their ESC PEIMS Coordinator in order to make the necessary demographic changes to PID.
- If the PID database contains information for a different student using the same SSN, then the district must provide written documentation to their ESC PEIMS Coordinator, including a copy of the student's Social Security card in order to correct PID.

W9100035 - SSN/ALT-ID CHG (105) MATCHED PREVIOUS SSN AND DEMOG BUT NEW SSN IN USE

This discrepancy occurs when a student's PEIMS data is submitted with a Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record matches a record on the PID database and the FIRST-NAME, LAST-NAME and DATE-OF-BIRTH on the PID record also match the information contained in the PEIMS submission. However, when PEIMS attempts to perform the Student ID Number Change specified in the 105 record, PID is searched again for the new STUDENT-ID. If the STUDENT-ID on the district's PEIMS data also matches a record on the PID database, a discrepancy is reported because the PID database cannot be updated for two different students to have the same SSN/ALT-ID. The report highlights with asterisks the column containing duplicate SSN/ALT-ID numbers. Demographic information from the district data is printed and below that, PID information.

Resolving the Discrepancy

A possible cause of the problem may be that the same student actually has two different records with different SSN/ALT-ID numbers in PID. In this case, the district should first decide which SSN/ALT-ID is correct.

One of the following strategies should resolve the discrepancy:

- If the PID record having a match on PRIOR-STUDENT-ID is a different person, the solution to the problem is to remove the 105 record.
- If the PID record matching the new STUDENT-ID is a different person, it may be necessary to remove the 105 record and modify all of the student's PEIMS records to the PRIOR-STUDENT-ID.
- If the two PID records have slightly different demographics but are determined to be the same student, the easiest course of action is to remove the 105 record and change the PEIMS data to match one of the records in PID.
- If the PID record which matches the student's STUDENT-ID contains the name and birthdate of a different person but the Student ID belongs to the student reported by the district, a manual update to PID is required in order to process the district's data and match the student to PID. The district must provide written documentation to the ESC PEIMS Coordinator, including a copy of the student's Social Security card in order to make the necessary changes to PID.

W9100036 - SSN/DEMOG CHG (105+101) DID NOT MATCH PREVIOUS SSN OR NEW SSN

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (101-R) and Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record does not match any record on the PID database. PID is checked for a match on the STUDENT-ID in case the 105 record was already processed on a previous submission. The student's new STUDENT-ID on the 105 record does not match the PID database. Since this discrepancy occurs when the district's data does not match PID, the report contains only one line of student information from the district's current data submission.

Resolving the Discrepancy

Both of the student's ID numbers should be checked for mistakes. If the PRIOR-STUDENT-ID or the STUDENT-ID was typed incorrectly, the data should be edited and resubmitted. Otherwise, the district needs to remove the 105 record and the DEMOGRAPHIC-REVISION-CONFIRMATION-CODE in order for the student to be added to PID.

W9100037 - SSN/DEMOG CHG (105+101) MATCHED NEW SSN BUT DEMOGRAPHICS DID NOT MATCH

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (101-R) and Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record does not match any record on the PID database. PID is searched for a match on the new STUDENT-ID in case the 105 record was already processed in a previous submission and the update already occurred. This comparison results in a match to PID on the new STUDENT-ID, but the FIRST-NAME, and LAST-NAME and/or DATE-OF-BIRTH on the PID record does not match the PEIMS submission. The report highlights the particular demographic information causing the discrepancy.

Resolving the Discrepancy

The district must first determine if the person in PID with a match on STUDENT-ID is the same person as the reported student.

One of the following strategies should resolve the discrepancy:

- If PID already contains data for the same student and PID already has the correct STUDENT-ID, then the 105 record should be removed from the district's submission for that student. This solution works if no more than one of the demographics differ (FIRST-NAME, LAST-NAME, or DATE-OF-BIRTH). However, if PID contains data for a different person who is incorrectly using the same Student ID, a manual update to PID would eliminate the PID discrepancy.
- If the PID database contains a different student who is using the same Student ID which belongs to the student reported by the district, or if the PID contains the same student but more than one of the three major demographics are different, the district needs to make a written request to their ESC PEIMS Coordinator. To change another student's Student ID in PID, a copy of the student's Social Security Card is required.

W9100038 - SSN/DEMOG CHG (105+101) MATCHED PREVIOUS SSN BUT NEW SSN IN USE

This discrepancy occurs when a student's PEIMS data has both a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (101-R) and Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record matches a record on the PID database. However, when PEIMS attempts to perform the Student ID Number Change specified in the 105 record, PID is searched again for STUDENT-ID. If the STUDENT-ID on the district's data matches a record on the PID database, a discrepancy is reported because the PID database cannot be updated so that two different students have the same SSN/ALT-ID. The report contains asterisks in the SSN/ALT-ID column containing duplicates for the student's new ID number. The demographic information from the district's submission is printed and below that, the information for both matching records from PID.

Resolving the Discrepancy

One possible cause of the problem may be this student actually has two different records with two different SSN/ALT-ID numbers in PID. In this case, the district should first decide which SSN/ALT-ID is correct.

One of the following strategies should resolve the discrepancy:

- If the PID record which matches the student's PRIOR-STUDENT-ID on the 105 record is correct, the solution is to remove the 105 record and modify all of the student's PEIMS records to match the correct STUDENT-ID.
- If the PID record which matches the student's PRIOR-STUDENT-ID is a different person but the PID record which matches the student's STUDENT-ID has slightly different demographics and is determined to be the same student, the solution is to remove the 105 record because the PRIOR-STUDENT-ID is already in use.
- If the PID record, which matches the student's PRIOR-STUDENT-ID is a different person and the PID record which matches on STUDENT-ID contains the name and birthdate of a different person, but the Student ID belongs to the student reported by the district, a manual update to PID is required before the district's data may be processed.
- If a different student in PID is using the Student ID that belongs to the student reported by the district, the district must provide written documentation to their ESC PEIMS Coordinator, including a copy of the student's Social Security card to make the necessary changes to PID.

W9100039 - SSN/DEMOG CHG (105+101) DEMOGRAPHICS MATCHED ON DIFFERENT SSN/ALT-ID

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC REVISION-CONFIRMATION-CODE (101-R) and also with a Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record matches a record on the PID database. Before the changes to PID are performed, PID is searched again for new STUDENT-ID and for duplicate demographics. If the new STUDENT-ID on the district's PEIMS data is not found on the PID database but a record is found with the same FIRST-NAME, LAST-NAME and DATE-OF-BIRTH, a discrepancy is reported because the PID database cannot use a 101-R demographic revision to create two different records having the same demographics.

Resolving the Discrepancy

One of the following strategies should resolve the discrepancy:

- If the student's LAST-NAME, FIRST-NAME or DATE-OF-BIRTH has been reported incorrectly, it should be changed on the district's data so that it no longer conflicts with another person in PID. The corrected data can be resubmitted and PID is updated.
- If the record in PID that matches PRIOR-STUDENT-ID is a different person but the record in PID matches on demographics is the same person, the district's data needs to be corrected in two ways. The 105 record should be removed so that the conflict on PRIOR-STUDENT-ID is resolved. Then the STUDENT-ID for all the student's PEIMS records should be changed to match the STUDENT-ID in PID.
- If the record in PID that matches PRIOR-STUDENT-ID is the same person and the record in PID that matches on demographics is the same person, then the student has two records in PID.
- If the PRIOR-STUDENT-ID is no longer the correct STUDENT-ID and the STUDENT-ID on the second line of PID data is incorrect also, the 105 record should be modified so that PRIOR-STUDENT-ID matches the second line of PID data. This allows the district's data to be Consistent with the correct demographics in PID.

W9100042 - DEMOGRAPHIC CHG (101) SSN/ALT-ID MATCHED BUT 2 OUT OF 3 DEMOG MUST MATCH

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE of 1. When processed by PEIMS, the student's SSN or Alternate ID Number submitted by the district matches the PID database but more than one of the three major demographics (FIRST-NAME, LAST-NAME and DATE-OF-BIRTH) are different. The demographic revision cannot be completed. A complete replacement of PID demographics with a different person could occur.

Resolving the Discrepancy

First check the STUDENT-ID and demographics on the district input data to determine if they need to be corrected. If so, one of the following strategies should resolve the discrepancy:

- If the discrepancy cannot be corrected there, the district should determine if the PID record with a match on STUDENT-ID is a different person or the same person.
- If the PID record with a match on STUDENT-ID is the same person but more than one of the three major demographics is incorrect in PID, the update must still be performed manually. The replacement of two or more of these values (FIRST-NAME, LAST-NAME and DATE-OF-BIRTH) requires a written request to make the necessary changes to the PID database.
- If a different student in PID is using the Student ID that belongs to the student reported by the district, the district must provide written documentation to their ESC PEIMS Coordinator, including a copy of the student's Social Security card, in order to make the necessary changes to PID.

W9100043 - SSN/DEMOG CHG (105+101) MATCHED PREVIOUS SSN; 2 OUT OF 3 DEMOG DID NOT MATCH

This discrepancy occurs when a student's PEIMS data is submitted with a DEMOGRAPHIC-REVISION-CONFIRMATION-CODE (101-R) and Student ID Number Change (105) record. When processed by PEIMS, the student's PRIOR-STUDENT-ID on the 105 record matches a record on the PID database. Before the changes to PID are performed, PID is searched again for new STUDENT-ID and for duplicate demographics. If the STUDENT-ID on the district's PEIMS data is not found on the PID database and no PID record is found with the same FIRST-NAME, LAST-NAME and DATE-OF-BIRTH, but the PID record with a match on PRIOR-STUDENT-ID has two or more major demographics different, then a discrepancy occurs.

Resolving the Discrepancy

One of the following strategies should resolve the discrepancy:

- If two or more major demographics are different, the district needs to determine if the record in PID is the same person or a different person.
- If PID data reflects the same person, but more than one major demographic value is incorrect, the update to PID must be performed manually. The replacement of two or more of these values (FIRST-NAME, LAST-NAME and DATE-OF-BIRTH) requires a written request to the ESC PEIMS Coordinator in order to make the necessary changes to the PID database.
- If PID data contains a different person, the update needs to be performed manually. Since PID cannot be updated so that two different persons have the same SSN/Alternate ID, the district must provide documentation in order to change PID data for a different person. A special request should be made in writing to the ESC PEIMS Coordinator to allow the update to be performed manually. The district must provide written documentation to their ESC PEIMS Coordinator, including a copy of the student's Social Security card, in order to make the necessary changes to PID.
- If the district's PEIMS data have been reported incorrectly, the student's PEIMS records should be corrected and resubmitted.

W9100044 – THIS PID RECORD IS NOT AVAILABLE FOR UPDATE

This discrepancy occurs when an attempt is made (via batch or online) to update a PID record within the update constraint period. The same error message is returned if an attempt is made to update a newly created PID record within the update constraint period.

Resolving the Discrepancy

Currently, PID record updates made via PEIMS data files (batch) or PID Maintenance (online) can only be made to a specific PID record every 14 days. The requestor must wait until 14 complete days have elapsed before making further update(s) to the record.

SPECIAL INSTRUCTIONS FOR REQUESTING MANUAL UPDATES TO PID

If discrepancies between the district's data and information on the PID database cannot be resolved by corrections to the district's PEIMS submission or by addition of 101-R codes or 105 records, then a request to update PID should be forwarded to the PEIMS Coordinator at the Regional Service Center. If the discrepancy involves two different students using the same Social Security Number, ***the request must include acceptable documentation that clearly identifies the student whose record needs correction.*** A copy of the student's Social Security card is required in order to change the information in PID for another student who is incorrectly using the SSN shown on the Social Security card. A copy of the PID Error Report and an attached SSN card allows PID to be manually corrected so the student's data can be matched to PID with the correct Social Security Number as his STUDENT-ID.

Manual corrections to PID involving a student's demographic information such as changes to two or more major demographic factors, can be accomplished by submitting a copy of the PID Error Report with a handwritten notation indicating modifications needed on the student's demographic data. A 'Special Add' is a procedure that can resolve the discrepancy when two different students have the same FIRST-NAME, LAST-NAME and DATE-OF-BIRTH. The PID system does not automatically add a second student to PID with the same demographics. Special Adds can be handled manually if a copy of the PID Error Report is provided which shows the discrepancy between two students with the same FIRST-NAME, LAST-NAME and DATE-OF-BIRTH. Write the words 'Special Add' beside the PID discrepancy to request the Special Add. ***The request must also include acceptable documentation that clearly identifies the student whose record needs correction.***

A discrepancy occurs when two students in a district are added to PID with each other's SSN. For example, a brother and sister may have each other's SSN on file. Whenever two students need their SSN or Alternate ID Number switched, copies of the Social Security cards should be provided to document the corrections to an SSN for student data in PID. Also, send copies of the PID Error Reports showing the discrepancy between district demographic data and PID data for those students. In summary, a copy of the PID Error Report is the minimum documentation required for requesting a manual update of the PID database. ***All requests must include acceptable documentation that clearly identifies the student whose record needs correction.*** Clear indication (e.g., handwritten note, checkmark, etc.) alongside the correct information provides helpful instruction to the staff responsible for updating the PID database. If a discrepancy involves two students using the same Social Security Number, a copy of the Social Security card is needed to document correct ownership of the Social Security Number. The PID can then be changed to free up the SSN and add the student to the PID database with the correct SSN.