

School ID Data Quality Check

School ID Data Entry Guidance

Youth participant's Miami-Dade County Public School ID number must be entered.

This is a 7-digit number assigned by the school system to each child/youth enrolled in the school system.

This number is unique and never changes for a student, even if they transfer schools and can be found on a student's school ID card, user email account, report card, or portal login.

If the participant attends a private school, does not have a MDCPS student ID number, or the information is missing, only enter a 9.

Data Quality Check Instructions

Please use this link to access the [School ID Quality Checks](#).

The link above will display a specific grid format that facilitates checking school ids.

- ✓ The grid will display all youth. Filter by the Program Name to identify youth in a specific program.
- ✓ The grid will group school Ids to identify common ids to update quickly. Any school Id number with a number other than 1 in parenthesis should be reviewed.
- ✓ Click on the arrow to open the list displaying all numbers in the group to check.
- ✓ Please check all entries that: do not have a 7-digit number, show blank school Ids, and include letters.
- ✓ Sort and re-sort by the School Id column to easily identify those that need attention.

The screenshot displays the SAMIS 'SCHOOL ID CHECK' interface. At the top, there are navigation tabs for Agencies, Programs, Cases, PARTICIPANTS, Fiscal, Positions, Reports, Import, Admin, and Options. Below the tabs, there is a search bar and a 'Views' dropdown. The main area contains a grid with the following columns: Schoolid, Program Name, Case Code, Client Last Name, Participant ID, and Client First Name. A red box highlights the 'Program Name' column, and a green arrow points to it with the text 'Enter program name'. Another green arrow points to a dropdown arrow in the 'Schoolid' column with the text 'Click arrow to display all numbers identified'. The grid shows several rows of data, including a row with 'z99 (1)' and a row with 'ZD112612 (1)'. The interface also includes a search bar, a 'Views' dropdown, and a 'Records per page' selector.

Videos are available for [guidance navigating grids](#).