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.

Videos are available for guidance navigating grids.