SSID Name Validation Rules

Purpose

LEAs should use this document to ensure that student last names, first names and middle names are input into the SSID system consistently across LEAs. Having consistently formatted names across LEAs will reduce the amount of time spent troubleshooting SSID reconciliation.

Names should come from a legal document (birth certificate, court document, marriage certificate), and the full legal name should be used to the extent possible. If any name value is longer than the field length it is entered into, the value will be truncated.

Valid Characters

Valid characters for names are:

A-Z, a-z, - (hyphen), ' (apostrophe) and space characters (between names, with leading or trailing spaces trimmed).

Last Name

The last name field must contain only valid characters and must be 30 characters or less in length.

- The last name cannot be blank.
- If the student's legal last name is explicitly defined and contains more than one name separated by a space, enter those names, but do not hyphenate unless hyphens are present.
- If the student's legal last name has a suffix listed after it, the suffix must be included in this field after the last name.

First Name

The first name field must contain only valid characters and must be 20 characters or less in length.

- The first name cannot be blank.
- If the student's legal first name is explicitly defined and contains more than one name separated by a space, enter those names, but do not hyphenate unless hyphens are present.

Middle Name

The middle name field must contain only valid characters and must be 20 characters or less in length.

- The middle name may be blank if the student has no middle name.

Multiple Names, Non-designated First Middle Last Name Guidelines

If the legal document does not explicitly define first, middle, and last name and has multiple names in one name field, the maximum possible name data should be included using the following guidelines:

- All non-space characters from the left end of the certificate name string up to the first space, moving to the right, is the first name. Note that legally stated hyphens do not count as spaces.

- All non-space characters from the right end of the certificate name string up to the first space, moving to the left, is the last name. Note that legally stated hyphens do not count as spaces. This is not a totally blind rule. If the last name has an obvious space in it (i.e. Von Tripp), include both parts of the last name. If there is no birth certificate the student or parent will report the name this way. When a suffix is present, include the suffix, but do not include the first space to its left as an exclusion of the last name (i.e. Von Tripp Jr), where Von Tripp is still the last name).

- Everything between the first space from the left and the first space from the right, is the middle name.

Example:

A fictitious student's birth certificate shows the name 'Eva Maria Gonzales-Espinosa San Marco'.

SSID First Name (up to 20 characters): 'Eva'
SSID Middle Name(s) (up to 20 characters): 'Maria Gonzales-Espin'
SSID Last Name (up to 30 characters): 'San Marco'

Name data exceeding a name field length is truncated.

Examples

The below table has a list of examples. All invalid characters must be removed. Only legal names should be entered into the system. Nicknames should not be used. Preferred names should not be used. Numeric suffixes should be entered as Roman Numerals.

Legal Document Specified Name	Nick Name/ Preferred Name/ "Goes By"	Use for SSID First Name	Use for SSID Middle Name	Use for SSID Last Name	Notes
FIRST NAME					
Roxanne	Roxanne	Roxanne			
David James	DJ	David James			David James is the full legal first name.
Annamarie	Anna	Annamarie			
A	A	A			
CJ	CJ	CJ			
MIDDLE NAME					
James	Jim		James		
Cherylyn	Cheryl		Cherylyn		
Marcus George	Marcus		Marcus George		Use entire legal name.
Samuel	Sam		Samuel		
LAST NAME					
De Los Santos	De Los Santos			De Los Santos	
Jones 3rd	Jones			Jones III	Numeric suffixes should be entered as Roman Numerals
Muñoz	Muñoz			Munoz	Special characters not supported
Gütz	Gütz			Gutz	Special characters not supported
Perea Ponce	Ponce			Perea Ponce	Use entire legal last name
Van Hooten	Van Hooten			Van Hooten	Two-part last name
Smith Jr	Smith			Smith Jr	If the legal last name includes a suffix, the suffix should be included after the last name
MULTIPLE NAMES, NON-DESIGNATED FIRST, MIDDLE, LAST NAMES					
Juanita Carlita Perea Ponce	Carlita Ponce	Juanita	Carlita Perea	Ponce	
Allison Rose Jones Sorensen	Allison Jones	Allison	Rose Jones	Sorensen	