

# Unique Identifier Audit System (UIAS) SIRS-701



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## Overview

**UIAS** (Unique Identifier Audit System) is a reporting tool used by the NYS Education Department (NYSED) to distribute select audit reports to Local Education Agencies (LEAs) such as public school districts, charter schools, non-public schools and other qualified agents participating in the NYS Student Information Repository System (or SIRS, aka the Statewide student data warehouse).

The UIAS SIRS-701 audit report relies on tracking a student's unique NYS identifier (the NYS Student Identification System ID, or NYSSIS ID) across enrollment locations throughout the State. UIAS SIRS-701 reports are intended to alert LEAs to specific scenarios in which students' enrollment records may be inappropriately aligned with the expected business rules for those enrollment cases.

## Categories Overview

There are currently four broad categories of UIAS use cases:

1. **Disappearing Students:** A district reported this student with an open enrollment record in the previous school year (without an exit code/exit date) and then the student was NOT reported as enrolled at the same school in the current school year.
2. **False Dropouts:** A district reported this student as a dropout, but he/she enrolled at another school district.
3. **False Transfers:** A district reported that this student transferred to a new location (i.e. another public or nonpublic with documentation) but the student was not reported to have been enrolled elsewhere by the other district.
4. **Simultaneous Enrollments:** A student is enrolled with a 0011 enrollment record in more than one district at the same time.

## What Can Be Done

**Disappearing Students** – Check to see what happened to this student:

- If he/she left your school over the summer, for example, enter/exit the student appropriately in the current school year.
- If the student is actively enrolled in the current school year, make sure he/she has a demographic and enrollment record in the current year.
- If you just uploaded your data at the beginning of the year, this student may be awaiting a NYSSIS ID link

**False Dropouts** – Check to see if this student did drop out of your school:

- If your student DID enroll in another school, change your dropout code to a transfer code.

- If you are CERTAIN the student did NOT re-enroll in another school and did drop out, please send us an email at [SIRSHHELP@btboces.org](mailto:SIRSHHELP@btboces.org) with this student's LOCAL ID and name. This may be a NYSSIS issue where two students are attached to the same NYSSIS ID.

**False Transfers** – Check to see if this student did or did not transfer from your school:

- If you reported a secondary student with a code such as 170 (transferred to another public school), and the child in fact did NOT enroll at another high school, you need to change your transfer code to a dropout code.
- If you reported that this student transferred to another school, and the child came back to your school, make sure you enter them back into your school with the appropriate records. You may also delete the transfer code if it was reported in error and make sure the student is showing the appropriate open enrollment record.
- If you are CERTAIN the student did NOT leave your school, and has been actively enrolled at your school with no mobility, please send us an email at [SIRSHHELP@btboces.org](mailto:SIRSHHELP@btboces.org) with the student's LOCAL ID and name. This may be a NYSSIS issue where two students are attached to the same NYSSIS ID. Or the student may have 2 NYSSIS IDs.

**Simultaneous Enrollments** – Check to see if the student is still enrolled in your district or if they left:

- If the student is not still enrolled and left your district, find out the date of transfer and report the exit date and exit enrollment code.
- If the student is new to your district, and you have a demographic and enrollment record for this student, there may have been a few days of overlap (i.e. the former school reporting a transfer date the same day your district reported an entry date).
- If this is your student and you know he/she NEVER left your school, and he/she did not enter from another school. If he/she has been actively enrolled for years, for example, send us an email at [SIRSHHELP@btboces.org](mailto:SIRSHHELP@btboces.org) with the student's LOCAL ID and name. This may be a NYSSIS issue where two students are attached to the same NYSSIS ID.