

Each school in the province has a username and password for the Student Records Website. The same username and password is used for the Student ID Registry. There is a direct link from the Student Records Website to the Registry.

Each student registered in the Nova Scotia public school system requires a NS Provincial Unique Student Number (USI). This number is stored and/or generated from the student ID Registry. Students previously registered in Nova Scotia will have a USI.

Always search for a student before committing a new ID number to the Registry.

Do not use the date of birth for the initial search. The date of birth could be wrong on either your registration sheet or on the Registry.

If you can't find the student, try searching on partial last names and birthdates using the wildcard.

Searching the Registry

Figure A

The (@) key can be used in the search as a wild card, click on the @ to see how it works

Sort by First Name

Legal Last Name	Legal First Name	USI	Birthdate (YYYYMMDD)
john@	AI@		

Search Again Apply Main Logout

Please enter search criteria

Click on the radio button to select the resulting sort order.

When you log onto the registry site, select **Search**. The **Search** screen will allow you to search for the student by last name, first name, USI number and birth date.

For example, using the wild card to search for Alex Johnston. (figure A) returns all last names that start with john: Johnston, Johnstones, Johns, etc. and all the first names that start with AI.

Once the search criteria has been entered you can select how you want the data sorted, click on the radio button next to one of the fields (figure A).

NOTE: If one or more students by the name of Alex Johnstone have the same birth date, and no middle name, it is possible to select the wrong student; **Middle names are important.**

Once you have determined which student is registering, click **ACCEPT**.

The student is then updated with your school code. See figure B below.

Updated 1 students of the possible 1 from the last screen.

Figure B

Action	USI	School	Date	Legal Lastname	Legal Firstname	Legal Middle Name	Gender	Birthdate (YYYYMMDD)	Description	Exists
o	3000-1-0003		2001-08-17 00:00	Johnston		Rose	F	1990-08-17		Yes

Logout Go [back to PSM](#)

Buttons: Download Batch, Download School, Add More, Search Again, Clear, Main

Annotations: Student's USI, Your School, The initial creation date of the number, Name of student, DOB

If you are adding more than ten students, which is a full screen, commit the first batch of students then click on the **ADD MORE** button, you will get a new blank screen, add as many students as you need, commit each screen when full.

When you have all your students entered, click on **DOWNLOAD BATCH** and the Registry will create a text file. Save the text file to your desktop.

PowerSchool will have an import function that will import the student's USI, name, gender and date of birth.

Searching Using @

The search character (@) can be used as a wildcard. It is recommended the (@) key be used when doing any search.

For example: You may have a student with the name *John Doe-Smith*.

- Always confirm with the Guardian or student if they attended a school in NS at any time in the past.
- **Search** with a last name of *Doe@*.
- The **Search** will return all names of *John Doe* and *Doe* followed by other possibilities, including *-Smith*.
- @ can be used in place of letters anywhere in the name and can be used more than once. *i.e.* *Doe@J@hn*.
- The wild card (@) is useful if you think the student's last name may contain a hyphen. When the (@) is used in front of a surname as the wildcard, it will find all hyphenated names containing the name searched.

If you are certain the student, at one time, attended a Nova Scotia School and a USI was not found, please fill out the web form located at the bottom of the Search Results Page. The help desk will do a more extensive search and contact you with the results.

Adding Students to the Registry

You can add a student only when you are certain they are not in the registry.

- From the main menu: click on **ADD**.
- Enter the required information.

Figure C

Entering students for academic year

Legal Lastname	Legal Firstname	Legal Middle Name	Description (if duplicate)	Gender	Birthdate (YYYYMMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter the full legal name, gender and birth date of the student and click on **VERIFY** at the bottom of this screen.
- The registry will search the database for a unique record.
- If it is unique, you will see a red screen displaying the information you just entered.
- Check **ADD**.
- Click **Commit**.
- The student will be assigned a unique ID number.

A red and a blue screen (figure D) means the Registry has found a student with the same last name, first name, birth date and/or gender. Even if the middle name is different or missing, the user must decide if this is a different student or the same student.

- Click **ACCEPT** if this is your student or click **ADD** if this is a new student.
- Add a **Description only** if you have found a student with an identical name, birth date and gender. Indicate the difference between students if a duplicate is found.

Example, both students would have different parental names.

- Click on **Commit**.

STUDENT ID REGISTRY

<https://stats.ednet.ns.ca/sir/>

Figure D

Action	USI	School	Date	Legal Lastname	Legal Firstname	Legal Middle Name	Gender	Birthdate (YYYYMMDD)	Description	Exists
<input type="checkbox"/> Accept	3101486649	ALICE STREET	20100421 14:09:20	test	test	testing	M	19990909		Yes
<input checked="" type="checkbox"/> Add	N/A		20100421	test	test	non testing	M	19990909 Sep 09, 1999	Mother's name is Alice.	No

If any of the above students are duplicates and you do NOT add or accept one of them, they will NOT be added/updated to the registry