

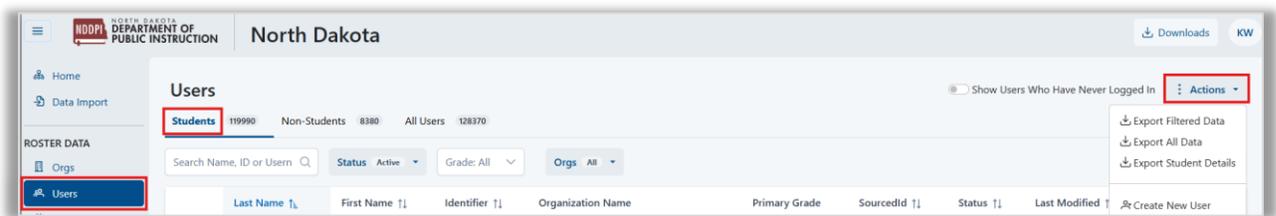
# State Student Identification Number (SSID)

Each student in North Dakota is assigned a unique State Student Identification Number (SSID). SSIDs are used across multiple systems at the state, district, and school levels. This guide highlights four different systems/platforms that use the assigned SSIDs and allow for SSIDs to be accessed and/or exported.

**Note:** Each system/platform has its own permission hierarchy. If you cannot complete the steps below for the noted system/platform, please try a different system/platform or contact someone at your district or school for assistance in producing an editable/shareable list.

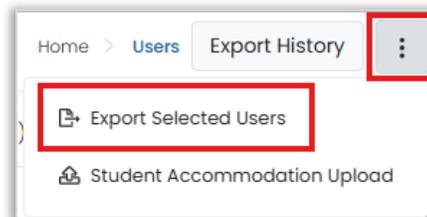
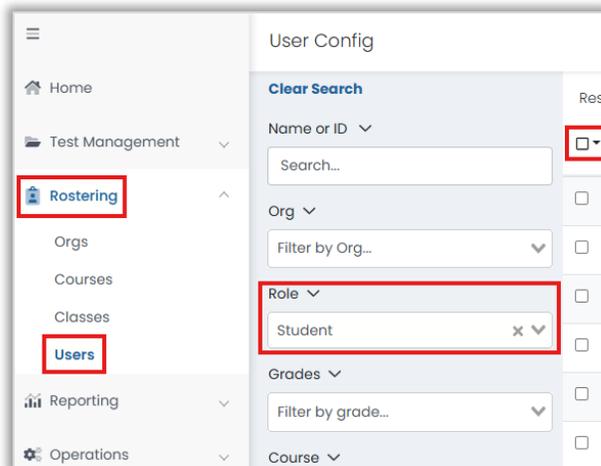
## 1. LaunchPad

- Navigate to “**Users**” from the left-hand menu and ensure “**Students**” is selected at the top.
- From here, select the “**Actions**” button in the upper-right corner and select the desired export option.
  - Tip:* Apply filters for specific grades or schools before exporting.



## 2. ADAM

- Similar to LaunchPad.
- Under “**Rostering**” in the left-hand menu, click on “**Users.**” Select “**Student**” in the Role filter.
- Check the box next to the left of “Last Name” to select all users.
- Click the vertical ellipsis in the top-right corner and select “**Export Selected Users.**”
  - Tip:* Apply filters for grades or schools before exporting.



### 3. STARS

- a. Under Reports, select “**Enrollment**” and select “**Select Report.**”
- b. From the left-hand menu under “**Tools**,” choose “**Export to CSV.**”
- c. In the “**Available Exports**” dropdown, select “**PupilData**” and click “**Export**” from the left-hand side under “**Functions.**”

**STARS**  
State Automated Reporting System

NDDPI NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

Enrollment 2025 - 2026

STARS Home ▶ Enrollment

**Export**

Student and Course information can be exported from STARS to a file. Select the export option from the list and then click the "Export" button on the left side of the page to export data.

Available Exports:  
PupilData

Selected Export Description:  
Imports and exports data for the permanent record and School Year Details sub sections for the Pupil Membership report

Sections  
District Student Filter  
Notification  
Plant Courses  
Title I Private & Local Neglected  
Graduation Rate  
Early Childhood

Tools  
State Student Search  
PowerSchool Waiting for State ID (PSSStateStudentSearch)  
Versions  
Import/Transfer  
Export to CSV

Functions  
Export

### 4. PowerSchool

- a. Select the desired group of students.
- b. In the “**Group Functions**” dropdown, select “**Custom Student List.**”
- c. Enter desired field names or use the “**Fields**” link to search/select desired fields.
- d. Enter column headings as needed, click “**Submit,**” then view, copy, or export the list.