

# Registering a Student with Multiple Surnames

When registering a student transferring from another CT public school system it is highly recommended that you obtain the SASID from the student's prior district and use that number to register the student in PSIS.

When using the batch reporting option and registering a student with multiple surnames (and no SASID is including in the file), the "Possible Matches" section in Case Management may not return all possible options. This may become very evident in cases where the previous district only used one of the student's surnames, or any registration instance in PSIS did not include a middle name.

You should first try to obtain the student's SASID from the previous district. The SASID should be in the student's cumulative educational records. If you are unable to obtain the SASID from the previous school district for a student that has multiple surnames, it may be best to manually register the student. By doing so, you are able to search all variations of the student's name and choose the most appropriate match returned by all the searches.

1. Use the **Register Student** link from the left-hand navigation menu in PSIS Registration.
2. Click the **Search By Name** link in the search criteria box.

Use all possible combinations of the surname (including one part at a time), noting both the closeness of the DOB and name of the top matches of each search. After running all the variations, use the best of the appropriate matches you found, or if there was no good match create a new SASID for the student.

## Example:

Student First Name: Jane

Student Last Name: Doe-Deer

DOB: 01/01/2001

Alternate variations of the last name would be: Doe, Deer, and Deer-Doe.

[Search By SASID](#)
[Search By Name](#)

**Name:** Last

**DOB:**  (mm/dd/yyyy)

First

No Last

Middle

The "Possible Matches" section below will list a number of student records similar to the student you are trying to register. If you have determined that one of the results is the student you wish to register please click on "Select" next to the appropriate record.

Action	SASID	Last Name	First Name	Middle Name	DOB	Grade Code	Gender	Rep Dist	Exited	Exit Type	Score
Select		DOE	J		01	08	M		06/24/2015	02	086
Select		DOE			01	02	M		06/24/2009	06	086
Select		DOE			09	07	M		02/06/2015	03	085
Select		DOE			02	08	M		06/20/2016	02	085
Select		DOE	J	AD	01	03	M		09/03/2009	12	085
Select		DOE			09	KH	M		06/23/2008	02	085
Select		DOE			02	05	M		07/01/2013	26	085

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