

Student IDs and OST

What is a Student ID?

All students who are enrolled in a public school in DC (DCPS or DC charter school) have a unique ID number. This number is called a “**unique student identifier (USI)**” or “**Student ID.**”

Students who attend DCPS schools also have an additional ID number, which is called a “**local ID**” or “**ASPEN ID.**”

Why does the OST Office need student ID numbers?

The OST Office needs student ID numbers from grantees to ensure accurate tracking of youth participation across the District and to collaborate effectively with other education partners like OSSE, DCPS, and Charter Schools.

Student IDs allow the OST office to match program data with school records, ensuring consistent and reliable reporting on student outcomes. This data is essential for accountability, resource allocation, and advocacy on behalf of grantees including the impact your programs have on DC’s school-age youth. Ultimately, student IDs enhance data integrity and support the success of OST-funded programs.

Where could a student or family find the student’s ID?

A student’s ID number can be found in many locations, some of which are listed below. The image shows a sample DCPS report card, and the student ID is highlighted.

- Progress report or report card
- On a student’s ID card
- On a student’s Individualized Education Plan (IEP) or Section 504 Plan
- On a student’s school schedule
- May be used as a log in for a school-based device or for lunch
- On the ASPEN Parent Portal, PowerSchool Parent Portal, or another system a school uses to record attendance and grades
- On a student’s My School DC Lottery Application
- Call the student’s school and ask for their ID number

The image shows a sample DCPS report card for Jose Cruz Abberly, Student ID: 20020016. The student ID is highlighted in yellow. The report card includes attendance information, grades, and a teacher's name, Leah Hughes.

Attendance	Grades	Work Habits, personal and social skills
Days unexcused: 0 Total days absent: 0	Advanced Proficient Basic	4 4

Requesting Demographic Information Directly from a School

If you have signed FERPA consent from a student’s educational decision maker, you may request their student ID and other demographic information directly from their school. This will help to ensure accuracy in your student information and could reduce the amount of information you would have to request directly from a family or student directly.

If you have a point of contact at a school, this person may be able to provide this information to your organization or connect you with the school staff who can provide this information. A school's **registrar** or **enrollment team** would also be able to provide this information if you have signed FERPA consent for the student. Contact information for DCPS school enrollment teams can be found here: <https://enrolldcps.dc.gov/node/171>. For students who attend charter schools, contact their school to ask who this type of request should go to.

A sample email is below:
Good morning/afternoon,

I am reaching out to you on behalf of my organization XXXXX. We run an out-of-school program that serves some of the students who attend your school. Below, I have included a list of students who are registered for our program and a list of the information we would like for each student. I have attached to this email signed FERPA consent from each student's educational decision maker for your reference and records.

<i>List of Students in our Program with signed FERPA consent</i>	<i>Information our program needs for each student (grantee maylist information requested below beyond student ID number)</i>
<i>[list students here]</i>	<i>Student ID Date of Birth Address (including Ward) Grade Level Gender Ethnicity Race EL Status IEP/504 Status FARM Status At-Risk Status</i>

Please let me know if you have any questions about this request. If you are not the person who can fulfill this request, feel free to connect me with the staff at your school who would be able to send over this information.

Thank you for what you do for students!