

EMIS Unique Identification Numbers for Institutions

In an EMIS all entities must have a unique identification number. In particular it is very important that all institutions (schools) have a unique identification number.

Normally a Ministry of Education will assign a unique identification number to an institution once it is registered and approved by government.

Unique identification numbers for institutions differ from unique institutions for individuals in that:

- 1) the attributes about institutions such as the geographical location do not often change
- 2) using a unique identification number to identify a specific institution does not generally raise any issues regarding privacy or security
- 3) there are far fewer institutions compared to individuals

As such we often refer to unique identification numbers for institutions as school codes.

While it is generally considered good practice to include some logic such as the geographical area, it can be an issue if this logic is further extended to level (primary / secondary) or ownership (public / private) especially when the status of the school changes. In this case the EMIS unique identification number for the institution will also need to change.

It is very common for institutions to change name and therefore including part of the institution name in the EMIS unique identification number for institutions is highly discouraged.

Therefore, it is recommended that:

- 1) EMIS unique identification number for institutions have some logic such as the geographical area in the number to make it easier for all stakeholders including staff, students and guardians.
- 2) The EMIS is able to keep a history of any changes in the unique identification number for institutions
- 3) The EMIS unique identification numbers for institutions short so that they can be memorised