A QUICK GUIDE TO LOCATING A UPN USING GIAP

DAISI

USE THESE INSTRUCTIONS TO SEARCH GET INFORMATION ABOUT PUPILS WHEN YOU NEED TO LOCATE A PERMENANT UPN.

Log into DfE Sign In

Select Get Information About Pupils from your list of services

Services

A list of services you have access to is displayed below. To access a service, please select the required link.

Collect
Get Information About Schools
Get information about pupils
Information Exchange
Key to Success (LAs)
School to School

Get information about pupils: system consent

- I confirm that I have read and understood the terms and conditions for the use of the GIAP system
- I confirm that I will use the GIAP system solely for the purposes stated within the GIAP terms and conditions
- I understand that all my actions within the GIAP system are logged and can be retrieved by DfE
- I confirm that I will only use the non-UPN advanced search for pupils who have either joined, or are going to join my local authority / multi-academy trust / establishment. I understand that all such searches are logged

For full terms of use, please use the link in the footer below.

☑ I confirm that I have read and understood the conditions under which I can search for pupil data

Next

Tick to confirm the Terms and Conditions of the service, and click the 'Next' button

On the next screen, Click Continue

Search the NPD with UPNs only

Search

Enter single, or multiple UPNs on separate lines.

Search

Search again

Search without UPN

Data release timetable

The data listed below has been added to the system. More data will be added throughout the course of this private beta phase.

- Autumn census (2019-20)
- Spring census (2019-20)
- Key stage 2 data
- Pupil premium data

Summer census (19-20) was not collected and is not present on the system

Metadata files are available to download.

Click the link to search without UPNs

Search

Enter a first name and/or
surname

Enter the first OR last name of the
pupil, and click search

Search

Scroll through the pupils to locate the UPN for the one that matches your Forename,
Surname DOB and gender.

First name/Surname	UPN	Date of birth	Gender
☐		26/07/2012	M
☐		12/11/1998	M
☐		26/01/1996	M
☐		16/09/1997	M
☐		02/04/1999	M

*You will have a list of pupil
names and UPNs here,*

*We have blanked them out
for data protection*

Update your MIS

If you get a message to say there are too many results

**Your search has returned too many results. Showing the top 100 results. Filter your
search to find the pupil you are looking for.**

Filter my search
+ Surname
+ Middle name
+ First name
− Date of birth

Day   Month

Year

OK

+ Gender

You can use the filters on the left of the screen, to
narrow down the search results – we recommend
using the rest of the pupils name so the forename
or surname that you didn't use earlier, or the Date
of Birth

If no results are found

First name/Surname	UPN	Date of birth	Gender

No Pupils found

In your MIS, issue a new permenant UPN.