

# Maine Staff Demographic Import

Last Modified on 10/22/2022 9:46 am CDT

[Logic and Validations](#) | [Import Layout](#)

This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition)

**PATH:** *Census > Census Tools > Import Wizard > Staff Demographic Import Type*

The Staff Demographic Import includes people who have a District Employment record that exists within the report's effective date.

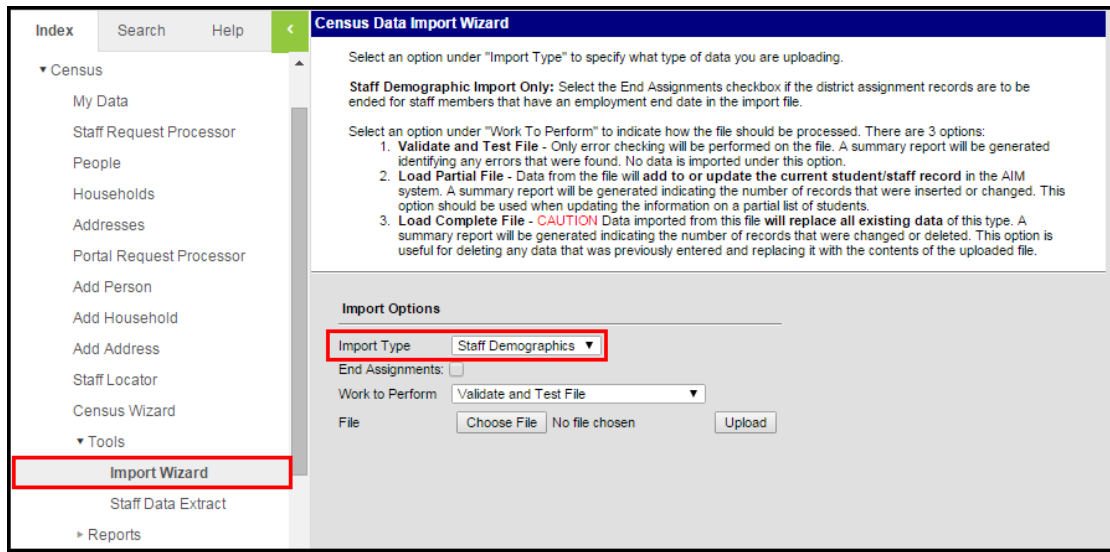


Image 1: Staff Demographic Import

## Logic and Validations

The following defines the logic and validations used in the Staff Demographic Import:

- Each line in the import represents a single staff person for the district.
- A blank **Staff State ID** will trigger the system to being the process of finding an existing ID or creating a new ID.
- If the District Start Date matches the Start Date of a district employment record, the district employment record will be updated with the District End Date and District Exit Reason.
  - If **District End Date** is NOT NULL, the **End Date** field will be populated for all district employment records for the staff in the identified SAUID and produce a warning indicating the district employment record was ended.
  - If **District End Date** is NOT NULL, the End Date field will be populated for all district assignment records for the staff in the identified SAUID and produce a warning indicating that all district assignment records were ended.
- If the **District Start Date** falls within one district employment record and does not match a district employment record **Start Date**, the record will be rejected and an error will be products indicating only one district employment record is allowed per district per staff. The user is instruction to end the existing employment record before creating a new one.
- If the race fields of American Indian Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander and White are N, an error will be returned stating 'No racial group is selected. Please indicate all racial groups.'

# Import Layout

The following table lists the data elements included in the layout.

See the [Demographics](#) page for more information.

For Race/Ethnicity fields, the following situations will cause an error upon importing:

- If field isn't populated
- If entry is not a valid option.

The following are valid options for race/ethnicity fields:

- A
- B
- C
- H
- I

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>SAUID</b>	Identification number of the school district. <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">             The following situations will cause an error upon importing:             <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid SAUID</li> </ul> </div>	Numeric, 4 digits	district.districtID	System Administration Resources > District Inform > State District Number
<b>Staff State ID</b>	Staff person's state-assigned identification number. <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">             The following situations will cause an error upon importing:             <ul style="list-style-type: none"> <li>• If value does not match a StaffStateID already in the system.</li> </ul> </div>		person.stateStaffID	Census > Peo Demographics Person Identif
<b>Local Staff Number</b>	Staff person's district-assigned staff number.	Numeric, 10 digits	person.staffNumber	Census > Peo Demographics Person Identif

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>SSN</b>	<p>Staff person's Social Security number</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not 9 digits</li> </ul>	Numeric, 9 digits	identity.SSN	Census > Peo Demographics Person Inform > Social Secu Number
<b>Last Name</b>	<p>Staff person's legal last name</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is longer than 40 characters</li> </ul>	Alphanumeric, 40 characters	identity.lastName	Census > Peo Demographics Person Inform > Last Name
<b>First Name</b>	<p>Staff person's legal first name</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is longer than 35 characters</li> </ul>	Alphanumeric, 35 characters	identity.firstName	Census > Peo Demographics Person Inform > First Name
<b>Middle Name</b>	<p>Staff person's legal middle name</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If entry is longer than 30 characters</li> </ul>	Alphanumeric, 30 characters	identity.middleName	Census > Peo Demographics Person Inform > Middle Nam

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>Suffix Code</b>	<p>Indication staff person's name contains a generational indicator (Jr., Sr., etc.)</p> <p>Valid options are (can be in upper or lowercase):</p> <ul style="list-style-type: none"> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• JR</li> <li>• SR</li> <li>• V</li> </ul> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;"> <p>The following situations will cause an error upon importing:</p> </div> <ul style="list-style-type: none"> <li>• If entry is not a valid option</li> </ul>	Alphanumeric, 3 characters	identity.suffix	Census > Peo Demographics Person Inform > Suffix
<b>Gender</b>	<p>Staff person's gender. Valid options are M or F, in upper or lowercase.</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid option</li> </ul> </div>	Alphanumeric, 1 character M or F	identity.gender	Census > Peo Demographics Person Inform > Gender

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>Birth Date</b>	<p>Staff person's date of birth</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not in valid date format</li> <li>• If birth date makes person 16 or younger or 100 or older</li> </ul> </div>	Date field, 10 characters YYYY-MM-DD	identity.birthDate	Census > Peo Demographics Person Inform > Birth Date
<b>HispanicLatino</b>	Indication staff person is of Hispanic/Latino descent.	Alphanumeric, 1 characters Y or N	identity.hispanicEthnicity	Census > Peo Demographics Person Inform > Race/Ethnic Is the individu Hispanic/Latin
<b>AmericanIndianAlaskaNative</b>	Indicates staff person is of American Indian or Alaska Native descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > Peo Demographics Person Inform > Race/Ethnic American Indi Alaska Native
<b>Asian</b>	Indicates staff person is of Asian descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > Peo Demographics Person Inform > Race/Ethnic Asian
<b>BlackAfricanAmerican</b>	Indicates staff person is of Black or African American descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > Peo Demographics Person Inform > Race/Ethnic >Black or Afri American
<b>Native HawaiianPacificIslander</b>	Indicates staff person is of Native Hawaiian or Pacific Islander descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > Peo Demographics Person Inform > Race/Ethnic Native Hawaii Other Pacific Islander
<b>White</b>	Indicates staff person is of White (Caucasian) descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > Peo Demographics Person Inform > Race/Ethnic White

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>Determination</b>	Selection of Race Ethnicity Determination option.	Numeric, 2 digits	identity.race EthnicityDetermination	Census > Peo Demographics Person Inform > Race/Ethnic Race/Ethnicity Determinator
<b>Address Line 1</b>	Staff person's address (street number, street, tag, direction).  <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is longer than 100 characters</li> </ul> </div>	Alphanumeric, 100 characters	contacts.line1	Census > Add > Address Infi
<b>Address Line 2</b>	Staff person's address (apartment number, P.O. Box)  <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is longer than 100 characters</li> </ul> </div>	Alphanumeric, 100 characters	contacts.line2	Census > Add > Address Infi
<b>City</b>	Location of staff person's housing  <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is longer than 24 characters</li> </ul> </div>	Alphanumeric, 24 characters	contacts.city	Census > Add > Address Infi City

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>State</b>	<p>State in which staff person resides</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid code</li> </ul> <p>See the <a href="#">State/Province Codes</a> list on the Maine Department of Education site for a list of valid entries.</p>	Alphanumeric 2 characters	contacts.State	Census > Add > Address Info State
<b>Zip Code</b>	<p>Assigned code to the address of where staff person resides.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not 5 or 9 digits</li> </ul>	Numeric, 9 digits	contacts.zip	Census > Add > Address Info Zip
<b>Home Phone</b>	<p>Staff person's home phone number</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> </ul>	Numeric, 10 digits	contacts.homephone	Census > Households > Household Info Phone
<b>Work Phone</b>	<p>Staff person's work phone number</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid entry</li> </ul>	Numeric, 10 digits	contacts.workphone	Census > Peo Demographics Personal Cont Information > Phone

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>Email Address</b>	Staff person's email address This field cannot be more than 100 characters and must contain the @ symbol.	Alphanumeric, 100 characters	contacts.email	Census > Peo Demographics Personal Cont Information >
<b>District Start Date</b>	Staff person's most recent start date of employment  The following situations will cause an error upon importing: <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If field is not in proper Date format</li> </ul>	Date field, 10 characters  YYYY-MM-DD	employment.startDate	Census > Peo District Employment : Employment Information > Date
<b>District End Date</b>	Staff person's most recent district employment end date  The following situations will cause an error upon importing: <ul style="list-style-type: none"> <li>• If field is not in proper Date format</li> </ul>	Date field, 10 characters  YYYY-MM-DD	employment.endDate	Census > Peo District Employment : Employment Information > Date



Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>District Exit Reason Code</b>	<p>Staff person's reason for ending employment on the most recent district employment end. This is required entry if District End Date is populated.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If District Exit Reason Code is null and District End Date is not null</li> <li>• If District Exit Reason Code is not null and District End Date is null</li> <li>• If not a valid code</li> </ul>	Numeric, 2 digits	employment.exitReason	Census > Peo District Employment : Information > Reason
<b>Years Public Ed</b>	<p>Indicates the staff person's total years of service in public education</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not numeric</li> <li>• If entry is longer than 9 digits</li> </ul>	Numeric, 9 digits	employmentbackground.publicEducation	Census > Peo Demographics: Background > Years Certified/Auth Experience >
<b>Years Private Ed</b>	<p>Indicates the staff person's total years of service in private education.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not numeric</li> <li>• If entry is longer than 9 digits</li> </ul>	Numeric, 9 digits	employmentbackground.privateEducation	Census > Peo Demographics: Background > Years Certified/Auth Experience > Private

Data Element	Description	Format, Type and Length	Campus Database	Campus Interf
<b>Years Voc CTE</b>	<p>Indicates the staff person's total years of service in vocational/continuing education.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not numeric</li> <li>• If entry is longer than 9 digits</li> </ul>	Numeric, 9 digits	employmentbackground. publicEducation	Census > Peo Demographics Background > Years Certified/Auth Experience >
<b>Last Year State</b>	<p>Notes the state in which the staff person was employed in the previous year.</p> <p>See list of <a href="#">State or Province Codes</a> on the Maine Department of Education site for a list of valid options.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not a valid state code</li> </ul>	Alphanumeric, 2 characters	employmentbackground. lastYearState	Census > Peo Demographics Background > Years Certified/Auth Experience > Year State
<b>Last Year Title</b>	<p>Notes the staff person's title in the previous school year.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> <li>• If Last Year Title is null and Last Year State is not null</li> <li>• If Last Year Title is not null and Last Year State is null</li> <li>• If entry is not a valid code</li> </ul>	Alphanumeric, 10 characters	employmentbackground. lastYearTitle	Census > Peo Demographics Background > Years Certified/Auth Experience > Year Title

