

Arizona Ed-Fi - Update Former Student to Staff Member

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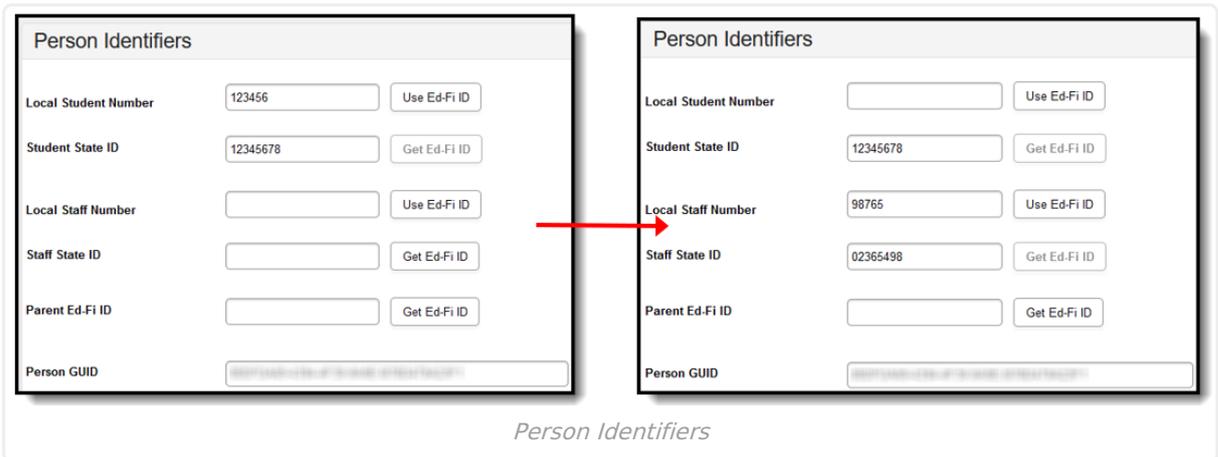
Classic View: Census > People

Search Terms: Census

If an individual that was a former student is becoming a staff member within the school district, the individual's Person Identifiers in Demographics need to be updated.

To do this:

1. Navigate to Census > People and search for the individual whose records you are going to update.
2. In the Person Identifiers editor on the Demographics tab, remove the Local Student Number.
3. Enter a Local Staff Number for the individual.
4. Create an Ed-Fi ID in the Staff State ID field for the individual.
5. Click Save.



The image displays two side-by-side screenshots of the 'Person Identifiers' form, illustrating the process of updating a former student to a staff member. A red arrow points from the 'Local Student Number' field in the left screenshot to the 'Local Staff Number' field in the right screenshot.

Field	Initial Value	Updated Value
Local Student Number	123456	(Empty)
Student State ID	12345678	12345678
Local Staff Number	(Empty)	98765
Staff State ID	(Empty)	02365498
Parent Ed-Fi ID	(Empty)	(Empty)
Person GUID	(Empty)	(Empty)

Person Identifiers

6. If the Date of Birth and Race/Ethnicity elements are not being reported by a district, navigate to the Identities tab and edit/remove the information entered in the Date of Birth and Race/Ethnicity fields.

Demographics | **Identities** | Households | Relationships

Save New Documents

Identities Editor

Identity	Current	Effective Date	Birth Date
ABC , Staff1	X	06/01/2017	12/11/1980

Identity Information

PersonID: 357538

*Last Name: ABC *First Name: Staff1 Middle Name:

*Gender: Female Birth Date (Age: 36): 12/11/1980 Soc. Sec Number: - -

Protected Identity Information

Race/Ethnicity (Edit)

Federal Designation: 2: American Indian or Alaska Native

Race(s): American Indian or Alaska Native

Hispanic/Latino: N: No

Race/Ethnicity Determination: 02: Self Identified

Birth Country:

Birth State:

Identity Information