Arizona Ed-Fi - Update Former Student to Staff Member

Last Modified on 10/22/2022 10:11 am CDT
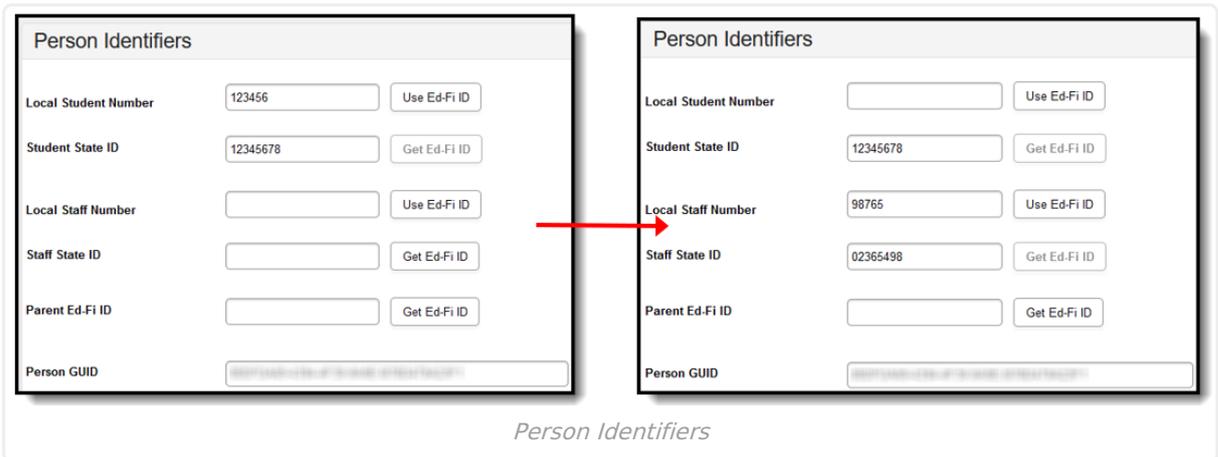
Classic View: Census > People

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.

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.

Identity Information