

Data Pipeline EDIS/RITS Import (Colorado)

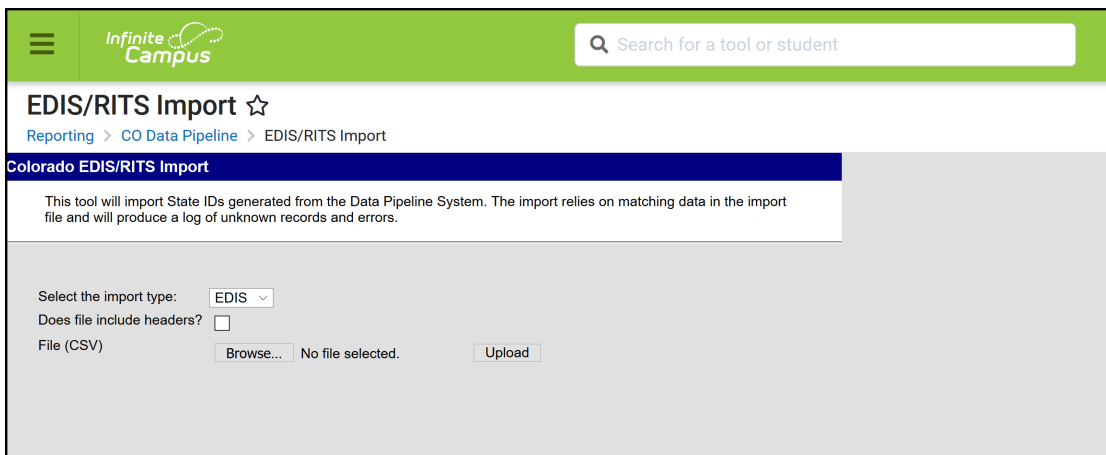
Last Modified on 10/22/2022 10:15 am CDT

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The EDIS/RITS Import tool allows districts to import student State IDs and Staff State IDs into Campus.



EDIS/RITS Import Tool

Report Logic

EDIS Logic

Staff State IDs import when ALL of the following matching criteria is met:

- District Code matches the State District Number ([District Information](#)).
- LAEDID matches the Local Staff Number ([Demographics](#)).
- Last Name matches the current identity Last Name ([Demographics](#)).
- First Name matches the current identity First Name ([Demographics](#)).
- Gender matches the current identity Gender ([Demographics](#)).

If the Staff State ID is not null and all matching criteria is met, data is overwritten when importing. This data is archived on the [ID History Tab](#) for reference.

Data is NOT imported:

- If any of the matching criteria is not met. This information is included as an error on the

Result Report.

- If there is more than one match. This information is included as an error on the Result Report.

RITS Logic

Student State IDs import as long as the matching criteria is met.

- District Code matches the State District Number ([District Information](#))
- LASID matches the Local Student Number ([Demographics](#))
- Last Name matches the current identity Last Name ([Demographics](#))
- First Name matches the current identity First Name ([Demographics](#))
- Gender matches the current identity Birth Date ([Demographics](#))

If the Student State ID is not null and all matching criteria is met, data is overwritten when importing. This data is archived on the [ID History Tab](#) for reference.

Data is NOT imported:

- If any of the matching criteria is not met. This information is included as an error on the Result Report.
- If there is more than one match. This information is included as an error on the Result Report.

EDIS/RITS Import Editor

The following fields are available for selection on the import tool.

| Field | Description |
|--|--|
| Select the Import Type | Selection indicates what type of file is imported, either the RITS (students) or EDIS (staff). |
| Does this file include headers? | When marked, indicates the imported file has header rows. |
| File | Use the Browse icon to locate the CSV file to import. |

Using the Import Tool

1. **Select the import type** from the dropdown list.
2. If the file includes header rows, mark the **Does this file include headers?** checkbox.
3. Click the **Browse** button to locate the file to upload. Once located, click the **Open** button on the File Upload window.
4. Click the **Upload** button on the editor to import the information. The import occurs. If any information in the file cannot be imported, that information displays on the Result Report.

The [ID History](#) tab is updated to display the name of the person who performed the import.

Result Summary Report

The Results Summary Report displays AFTER the import has completed. It lists the number of State IDs added, changed and already existing. A total error count also displays and then a list of the students or staff who had errors in their data and were not imported.

| | | |
|---------------------------------|-------------------------------|---|
| Results: | | |
| 0 State IDs added. | | |
| 7 State IDs changed. | | |
| 1229 State IDs already existed. | | |
| Error Count:1343 | | |
| Error Detail: | | |
| Student position | Error Message | Content |
| 1 | State ID already exists | State ID: 123456789 /District Code: 140/LASID:12345 /Last Name:Student/First Name: Anna/Birth Date: 1012001/Gender: |
| 2 | State ID is missing on import | State ID: /District Code: 140/LASID: 23456 /Last Name:Student/First Name: Richard/Birth Date: 6021998/Gender: |
| 3 | State ID already exists | State ID: 345678901 /District Code: 140/LASID: 23456 /Last Name: Student/First Name: Dean/Birth Date: 11251994/Gender: |
| 4 | State ID already exists | State ID: 456789012 /District Code: 140/LASID: 34567 /Last Name: Student/First Name: Eva/Birth Date: 3031996/Gender: |
| 5 | State ID already exists | State ID: 567890123 /District Code: 140/LASID: 45678 /Last Name: Student/First Name:Fiona /Birth Date: 3081997/Gender: |
| 6 | State ID already exists | State ID: 678901234 /District Code: 140/LASID: 56789 /Last Name: Student/First Name: Gretta/Birth Date: 4291998/Gender: |
| 7 | State ID already exists | State ID: 789012345 /District Code: 140/LASID: 67890/Last Name: Student/First Name: Noah/Birth Date: 8291998/Gender: |
| 8 | State ID already exists | State ID: 890123456 /District Code: 140/LASID:78901 /Last Name: Student/First Name:Tyrone/Birth Date: 11271997/Gender: |
| 9 | State ID already exists | State ID: 901234567 /District Code: 140/LASID: 89012 /Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender: |

RITS Import Results Summary

| | | |
|------------------------------------|-------------------------------------|--|
| Results: | | |
| 0 Staff State IDs added. | | |
| 0 Staff State IDs changed. | | |
| 0 Staff State IDs already existed. | | |
| Error Count:1350 | | |
| Error Detail: | | |
| Staff position | Error Message | Content |
| 1 | No match found | Staff State ID: 987654321 /District Code: 5224/LAEDID:12345 /Last Name:Staff/First Name: Anna/Birth Date: /Gender: 120 |
| 2 | Staff State ID is missing on import | Staff State ID: /District Code: 5224/LAEDID: 23456 /Last Name: Staff/First Name: Richard/Birth Date: /Gender: 90 |
| 3 | No match found | Staff State ID: 765432109 /District Code: 5224/LAEDID: 34567 /Last Name: Staff /First Name: Zelda/Birth Date: /Gender: 120 |
| 4 | No match found | Staff State ID: 8765432109 /District Code: 5224/LAEDID: 45678 /Last Name: Staff /First Name: Yetta/Birth Date: /Gender: 110 |
| 5 | No match found | Staff State ID: 654321098 /District Code: 5224/LAEDID: 56789 /Last Name: Staff /First Name: Xavier /Birth Date: /Gender: 100 |
| 6 | No match found | Staff State ID: 543210987 /District Code: 5224/LAEDID: 67890 /Last Name: Staff /First Name: Wyatt/Birth Date: /Gender: 90 |
| 7 | No match found | Staff State ID: 432109876 /District Code: 5224/LAEDID: 78901/Last Name: Staff /First Name: Victor/Birth Date: /Gender: 90 |
| 8 | No match found | Staff State ID: 321098765 /District Code: 5224/LAEDID: 89012 /Last Name: Staff /First Name: Ulysses/Birth Date: /Gender: 100 |

EDIS Import Results Summary

The Result Summary for EDIS does not include the Grade Level or Active/Inactive fields. Only the matching criteria available to aid in identifying the record is included in the report.

EDIS/RITS Import Format

EDIS Import

| Data Element | Description | Location |
|--------------|--|--|
| EDID | State-assigned State ID Number <i>Numeric, 8 digits</i> | Census > People > Demographics > Staff State ID Person.staffStateID |

| Data Element | Description | Location |
|----------------------|---|---|
| SSN | Educator's Social Security number <i>Numeric 9 digits</i> | Census > People > Demographics > Person Information > Soc Sec Number Census > People > Identities > Person Information > Soc Sec Number Identity.SSN |
| District Code | Code assigned to the reporting district. This field must be populated and must match the Reporting District. <i>Numeric, 4 digits</i> | System Administration > Resources > District Information > District Info > State District Number District.Number |
| LAEDID | Local staff ID number <i>Numeric, 10 digits</i> | Census > People > Demographics > Person Identifiers > Local Staff Number Person.staffID |
| Last Name | Educator's last name <i>Alphanumeric, 30 characters</i> | Census > People > Demographics > Person Information > Last Name Census > Identities > Demographics > Person Information > Last Name Identity.lastName |
| First Name | Educator's first name <i>Alphanumeric, 30 characters</i> | Census > People > Demographics > Person Information > First Name Census > Identities > Demographics > Person Information > First Name Identity.firstName |
| Middle Name | Educator's middle name <i>Alphanumeric, 30 characters</i> | Census > People > Demographics > Person Information > Middle Name Census > Identities > Demographics > Person Information > Middle Name Identity.middleName |

| Data Element | Description | Location |
|-------------------|--|--|
| Birth Date | Educator's birth date <i>Date field, 8 characters (MMDDYYYY)</i> | Census > People > Demographics > Person Information > Birth Date Census > Identities > Demographics > Person Information > Birth Date Identity.birthDate |
| Gender | Educator's gender <i>Numeric, 2 digits (Female = 01, Male = 02)</i> | Census > People > Demographics > Person Information > Gender Census > Identities > Demographics > Person Information > Gender Identity.gender |

RITS Import

| Data Element | Description | Location |
|----------------------|---|---|
| SASID | State-assigned Student number <i>Numeric, 10 digits</i> | Census > People > Demographics > Person Identifiers > State ID Number Person.stateID |
| District Code | Code assigned to the reporting district <i>Numeric, 4 digits</i> | System Administration > Resources > District Information > District Info > State District Number District.Number |
| School Code | Code assigned to the reporting school <i>Numeric, 4 digits</i> | System Administration > Resources > School > School Editor > School Detail > School Number School.Number |
| LASID | Local studentID number <i>Numeric, 10 digits</i> | Census > People > Demographics > Person Identifiers > Student Number Person.studentID |

| Data Element | Description | Location |
|--------------------|--|--|
| Last Name | Student's last name <i>Alphanumeric, 30 characters</i> | Census > People > Demographics > Person Information > Last Name Census > People > Identities > Demographics > Person Information > Last Name Identity.lastName |
| Suffix | Student's suffix <i>Alphanumeric, 3 characters</i> | Census > People > Demographics > Person Information > Suffix Census > People > Identities > Demographics > Person Information > Suffix Identity.suffix |
| First Name | Student's first name <i>Alphanumeric, 30 characters</i> | Census > People > Demographics > Person Information > First Name Census > Identities > Demographics > Person Information > First Name Identity.firstName |
| Middle Name | Student's middle name <i>Alphanumeric, 30 characters</i> | Census > People > Demographics > Person Information > Middle Name Census > Identities > Demographics > Person Information > Middle Name Identity.middleName |
| Birth Date | Student's birth date <i>Date field, 8 characters (MMDDYYYY)</i> | Census > People > Demographics > Person Information > Birth Date Census > Identities > Demographics > Person Information > Birth Date Identity.birthDate |

| Data Element | Description | Location |
|--------------|---|---|
| Grade | Student's current grade level <i>Numeric, 3 digits</i> | Student Information > General > Enrollments > General Enrollment Information > Grade System Administration > Calendar > Calendar > Grade Levels Tab > Grade Level Editor > Kindergarten Code Enrollment.grade |