

New State ID Import (Maine)

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The New State ID Import tool is used to write new State Student IDs assigned by MEDOE to the database.

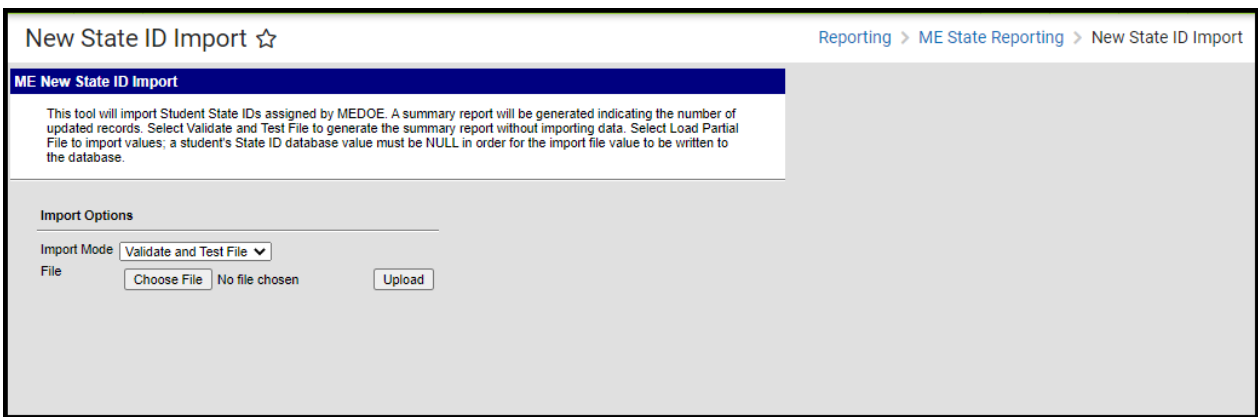


Image 1: Maine New State ID Import

Import Logic

The following logic is used when importing data:

- A student's SAUID, Last Name, First Name, Gender, and Birthdate must all match existing data.
 - If multiple students match SAUID, Last Name, First Name, Gender, and Birthdate data, and Student Number and Middle Name match or are null, an error will report.
- If there is a value for School Student ID it must match existing data.
- If there is a value for Middle Name it must match existing data.
- A student must have no value entered for State Student ID in order for a value to be written to the database.
- The file to be imported must exist in either CSV or TXT format.
- The file to be imported must contain 11 columns.

The Import will only write a State ID value to the database for student(s) who do not have a State ID.

A Summary Report is provided upon Upload.

Importing Data

1. Select the **Import Mode**:

- **Validate and Test File** - Selecting this option will test the file for any importing errors and generate a summary report of data. No data is imported into Campus.
 - **Load Partial File** - Selecting this option will import Student State IDs for students who have null Student State ID values in Campus.
2. Click the **Browse...** button.
 3. Browse and select the import file.
 4. Click the **Upload** button. A summary report will appear in a separate window.

Import File Data Elements

The import will accept and import the following data elements:

Element	Description	Type, Format and Length	Campus Database and UI Location
Row Number	Filler field. This field is not imported or used to match.	N/A	N/A
SAUID	This SAUID must match the value for the State District Number associated with the student's enrollment record.	Numeric, 1-4 digits	District.number System Administration > Resources > District Info > State District Number
School Student ID	This School Student ID must match the value for the Local Student Number associated with the student's enrollment record.	Numeric, 10 digits	Person.studentNumber Census > People > Demographics > Person Identifiers > Local Student Number
Last Name	This Last Name must match the value for the Legal Last Name associated with the student's Identity record. If Legal Last Name is null, this value must match the student's Last Name on the student's Identity record.	Alpha, 50 characters	Identity.lastName Identity.legalLastName Census > People > Identities > Identity Information > Last Name Census > People > Identities > Protected Identity Information > Legal Last Name

Element	Description	Type, Format and Length	Campus Database and UI Location
First Name	This First Name must match the value for the Legal First Name associated with the student's Identity record. If Legal First Name is null, this value must match the student's First Name on the student's Identity record.	Alpha, 50 characters	Identity.firstName Identity.legalFirstName Census > People > Identities > Identity Information > First Name Census > People > Identities > Protected Identity Information > Legal First Name
Middle Name	This Middle Name must match the value for the Legal Middle Name associated with the student's Identity record. If Legal Middle Name is null, this value must match the student's Middle Name on the student's Identity record.	Alpha, 50 characters	Identity.middleName Identity.legalMiddleName Census > People > Identities > Identity Information > Middle Name Census > People > Identities > Protected Identity Information > Legal Middle Name
Gender	If Legal First Name is not NULL on the student's active Identity record, match on Identity Legal Gender and report student's Legal Gender Else, match on Identity Gender 1. If Identity Gender = 'X' , report 'NotSelected'	1 character	Identity.gender Identity.legalGender Census > People > Identities > Identity Information > Gender Census > People > Identities > Protected Identity Information > Legal Gender
BirthDate	This Birth Date must match the Birth Date on the student's Identity record.	Datefield YYYYMMDD	Identity.birthDate Census > People > Identities > Identity Information > Birth Date
Grade	The student's grade. This field is not imported or used to match.	Alpha, 2 characters Numeric, 2 digits	N/A

Element	Description	Type, Format and Length	Campus Database and UI Location
State Student ID	The identification number of the student assigned and maintained by the state. If all Import Logic passes, this value will be written to the database.	Numeric, 9 digits	Person.stateID Census > Demographics > Student State ID
Resolved Name	Student Formatted Name value found in MDOE for "EXACT MATCH" and "MATCH" Status types. This field is not imported or used to match.	N/A	N/A
Start Status	The reason the student started school. This field does not currently import data.	N/A	N/A
Status	The status returned by MEDOE. This field is not imported or used to match.	N/A	N/A
Message	The message returned by MEDOE. This field is not imported or used to match.	N/A	N/A