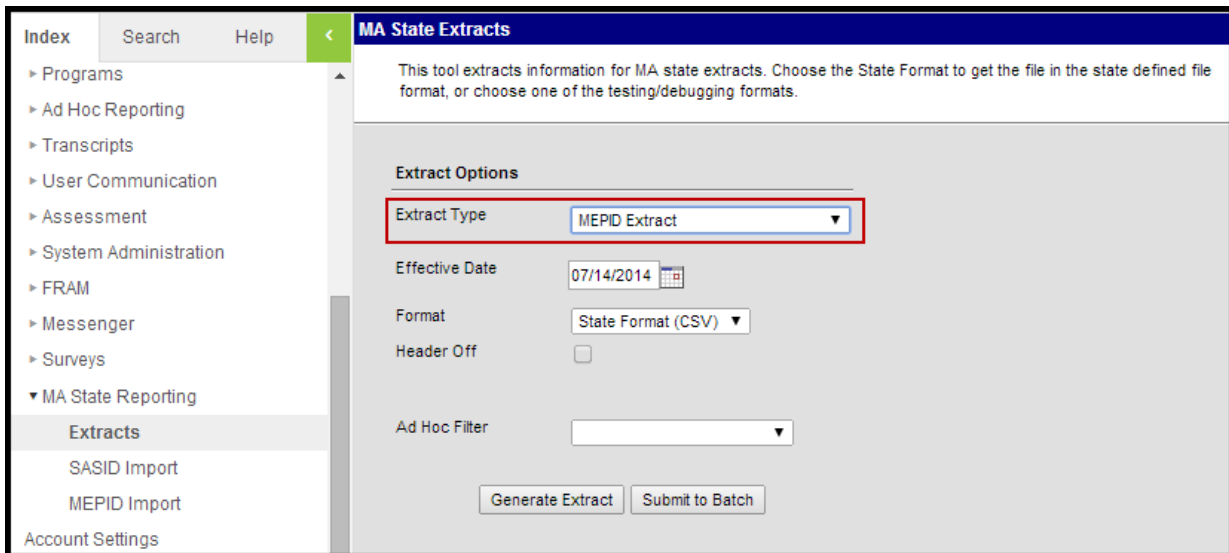# MEPID Extract (Massachusetts)

Last Modified on 10/22/2022 10:24 am CDT

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PATH: *MA State Reporting > Extracts > Extract Type > MEPID Extract*

The MEPID Extract is used to pull educators who do not have a MEPID, stored in the Staff State ID field of [Demographics](#).

MEPID Extract Editor

Report Logic

This extract reports for all staff where the Staff State ID is blank, a district employment record exists with a start date on or before the Effective Date, and there is no end date for the district employment record or the end date is after the Effective Date.

Generating the MEPID Extract

1. Select *MEPID Extract* as the **Extract Type**.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
3. Select the **Format** in which the report should generate. Use *State Format (CSV)* for submission to the state and *HTML* for data review and verification.
4. Optional: Mark **Header Off** to remove the header from the extract.
5. Select an **Ad hoc Filter** to limit records reported.
6. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

> Users have the option of submitting a SIMS report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Report Example

MEPID Extract Example - State Format (CSV)

MEPID Extract Example - HTML Format

Extract Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
First Name	The legal first name of the individual.	Alphanumeric, 30 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Middle Name	The legal middle name of the individual.	Alphanumeric, 30 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Last Name	The legal last name of the individual.	Alphanumeric, 30 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Date of Birth	The date on which the individual was born.	Date, 10 characters MM/DD/YYYY	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date
Gender	Identification of the individual as male or female. Logic reports a Gender value as follows: 1. Report "F" when a non-binary flag does not exist and Gender (Census > People > Demographics > Gender) = Female. 2. Report "M" when a non-binary flag does not exist and Gender (Census > People > Demographics > Gender) = Male. 3. Report "N" when Gender = N: Non Binary. 4. Report "N" when the staff member is assigned a Flag on the Flags tab (Student	Alphanumeric, 1 character M, F, or N	Identity.gender	Census > People > Demographics > Person Information > Gender

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
	Information > General > Flags), where the following are true: 1. Start Date of flag is on or before extract Effective Date. 2. End Date of flag is after extract Effective Date or is Null. 3. The flag must have a Code of "GndrNB" (Program Admin > Flags > Flags Detail > Code). 4. The flag must have State Reported checked.			
License/Certification Number	The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license.	Alphanumeric, 20 characters	Employment. licenseNumber	Census > People > District Employment > Employment Information > License Number

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Local Employee Number	The number used by the local district to identify an employee.	Alphanumeric, 20 characters	Employment. employmentID	Census > People > Demographics > Person Identifiers > Local Staff Number