

UniqueID Import

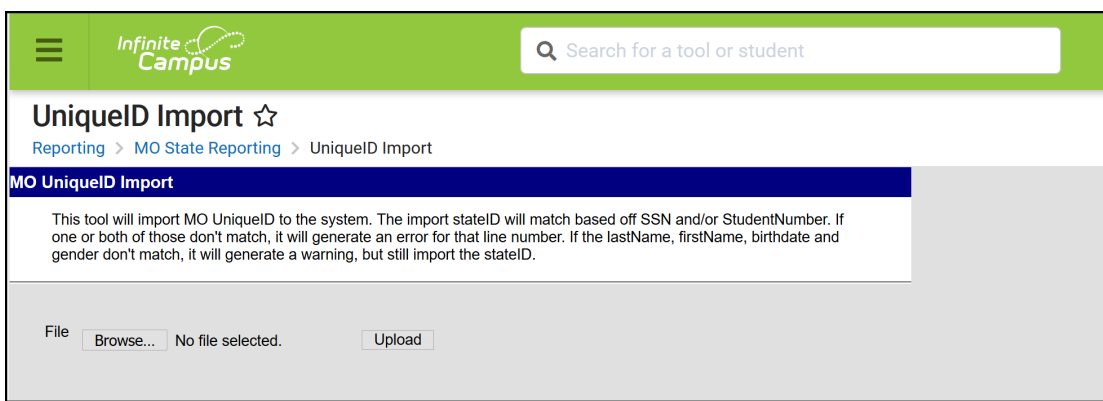
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The UniqueID Import takes the newly assigned student IDs provided by MOSIS and imports them into Campus. Data matches on the student's Social Security number and/or Student Number. If one or both of these do not match, an error generates. If the last name, first name, birth date and gender do not match, a warning generates but the state ID still imports.



UniqueID Import

Import a File

1. Click the **Browse** button. Follow the instruction on the screen for locating and uploading the file from its locally stored location.
2. Select the appropriate file and click the **Open** button. The file name appears next to the **Choose File** button.
3. Click the **Upload** button. Data imports into Infinite Campus within the fields described in the Unique ID Import Layout table below.

Import Layout

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	Returns a value of ID.	Alphabetic, 2 characters	Data not stored	Data not stored

Element	Description	Type, Format and Length	Campus Database	Campus Interface
School Number	Reports the student's Attending School. If there is no attending school indicated for the student, reports the State School Number.	Numeric, 4 digits	Enrollment.attendingSchool School. stateSchoolNumber	Student Information > General > Enrollments > State Reporting Fields > Attending School System Administration > Resources > School > State School Number
Resident District	Reports the student's Residing District. If there is no residing district indicated for the student, reports the State District Number.	Numeric, 6 digits	Enrollment.residentDistrict District.number	Student Information > General > Enrollments > State Reporting Fields > Residing District System Administration > Resources > District Info > State District Number
Last Name	Reports the student's last name.	Alphanumeric, 50 characters	Identity.lastName	Census > People > Identities > Last Name
First Name	Reports the student's first name.	Alphanumeric, 50 characters	Identity.firstName	Census > People > Identities > First Name

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Middle Name	Reports the student's middle name.	Alphanumeric, 50 characters	Identity.middleName	Census > People > Identities > Middle Name
Suffix	Reports any generational indicator for the student.	Alphanumeric, 10 characters	Identity.suffix	Census > People > Identities > Suffix
Gender	Reports the student's gender,	Alphanumeric, 1 character M or F	Identity.gender	Census > People > Identities > Gender
Date of Birth	Reports the student's birth date.	Date field, 10 characters MM/DD/YY	Identity.birthDate	Census > People > Identities > Birth Date
Grade	Reports the student's grade level of enrollment.	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollment > General Enrollment Information > Grade
Student ID	Reports the student's locally assigned student number.	Numeric, 20 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Local Student Number

Element	Description	Type, Format and Length	Campus Database	Campus Interface
SSN	Reports the student's Social Security number. If this field is blank on the receiving file, the field is ignored. If a student has an existing value for this field in Campus, the import does not fail.	Alphanumeric, 11 characters XXX-XX-XXXX	Identity.ssn	Census > People > Demographics > Person Information > Soc Sec Num
Race Ethnicity	Reports the student's race/ethnicity.	Numeric, 1 digit	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
State ID	Reports the student's state-assigned identifier.	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > Student State ID
District Number	Reports the district number.	Numeric, 6 digits	District.number	System Administration > Resources > District Information > State District Number
Year	Reports the end year of the calendar being reported.	Numeric, 4 digits YYYY	Calendar.year	System Administration > Calendar > School Year > End Year