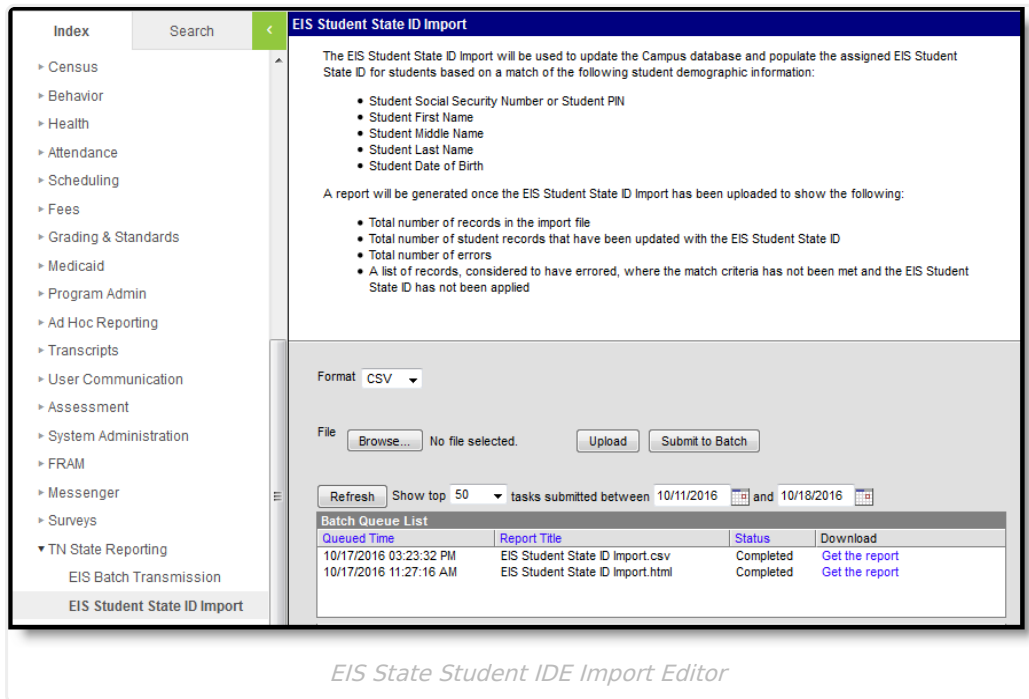# EIS Student State ID Import (Tennessee)

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The EIS State Student ID Import populates assigned EIS State Student IDs based on matching demographic information. EIS State Student IDs are required for student records to be processed in the EIS Batch Transmission.

EIS State Student IDE Import Editor

Using the Import

Using the EIS State Student ID Import is a three-step process that involves communicating between district and state entities. The process is as follows:

1. An EIS Batch Transmission, containing Student (040) records, is uploaded to the state.
2. If the Student (040) record includes any individuals who have a PIN but no EIS State Student ID, EIS issues an EIS State Student ID.
3. A district may request that the EIS State Student ID Import be generated as needed from EIS, which can then be uploaded to populate EIS State Student IDs.

Importing a File

1. Select the **Format** of the report generated after the import, *CSV* or *HTML.*
2. Click **Browse** to select a file in **CSV** format to be imported.
3. Once a file is chosen, click **Upload** to import the file or **Submit to Batch** to schedule when the import should be run. A report generates in the selected format indicating how many new

EIS State Student IDs were added and how many EIS State Student IDs were changed.

A record must have a Last Name and to be imported.

IDs are imported for students for whom the following fields match:

- Social Security Number or Student PIN (reformats if needed prior to checking for a match)
- First Name
- Middle Name
- Last Name
- Date of Birth (reformats if needed prior to checking for a match)

If these fields match but the EIS State Student IDs do not, that student record is included in the Import Results Report.

Note that the import only looks at the student's current identity record to identify matches.

Import Results Report

The Import Results Report includes the following information in the Summary:

- Total number of records in the import file, ignoring the first four rows of the CSV file.
- Total number of student records updated in Campus with a EIS State Student ID.
- Total number of records considered to be an error, indicating that the import failed to match the required fields.

The report also the includes the Error Detail, which is a list of records for which match requirements were not met and EIS State Student IDs were not imported. Errors records result in the following instances:

- Students whose existing EIS State Student ID in Campus does not match the import file.
- The student's EIS State Student ID in the import file matches Campus data but student demographic data does not.
- There was no matching record available in Campus and therefore no EIS State Student ID was imported.
- Any one of the required matching fields (PIN, First, Middle, or Last Name, or DOB) do not match.
- Campus includes multiple students records with the same PIN.

The report provides suspected matches to aid in reviewing errors, including Local Student IDs. Records in the report are sorted by School Number, then Local Student ID, then Last Name.

Upload Layout

Student records are imported from the **fifth** row of the file onward, to account for informational and header rows. Headers in the import must be named as shown in the first column of this table.

Required Import Element Name	Description & Format	Campus Location
STUDENT_KEY	The student's unique, state-assigned ID number. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
STUDENT_PIN	The student's Personal Identification Number in EIS. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student PIN Person.additionalID
FIRST_NAME	The first 15 characters of the student's legal first name. *Alphanumeric, 15 characters*	Census > People > Identities > Current Identity > First Name Identity.firstName
MIDDLE_NAME	The first 15 characters of the student's legal middle name. *Alphanumeric, 15 characters*	Census > People > Identities > Current Identity > Middle Name Identity.middleName
LAST_NAME	The first 25 characters of the student's legal last name. *Alphanumeric, 25 characters*	Census > People > Identities > Current Identity > Last Name Identity.lastName
DATE_OF_BIRTH	The date on which the student was born. *Numeric, 8 digits*	Census > People > Identities > Current Identity > Birth Date Identity.birthDate
GENDER	Identification of the student as male or female. *Alphanumeric, M or F*	Census > People > Identities > Current Identity > Gender Identity.gender
ETHNIC_ORIGIN	The ethnicity of the student. This field is current ignored. *Alphanumeric, 1 character*	N/A

Required Import Element Name	Description & Format	Campus Location
SCHOOL_NO	The identification of the number of the school where the student currently attends as recorded in EIS. *Numeric, 4 digits*	System Administration > Resources > School > State School Number School.number