

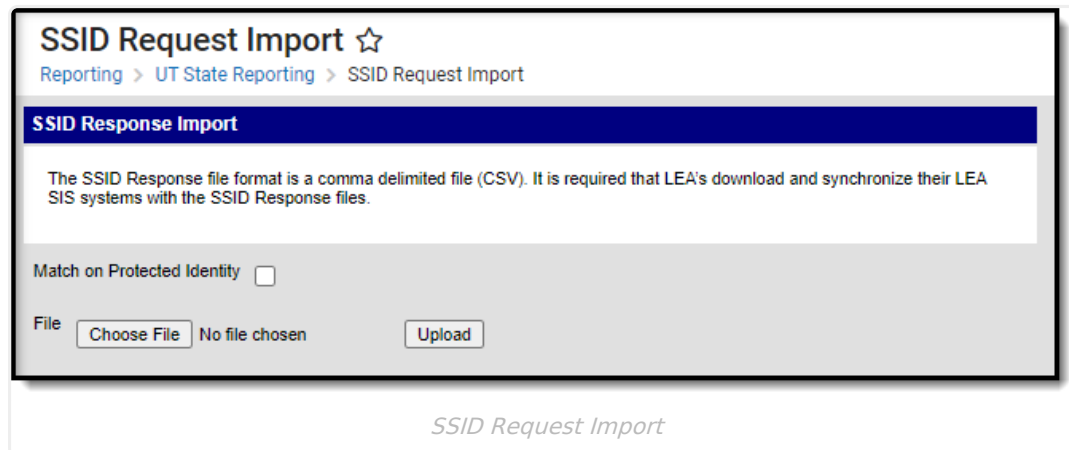
# SSID Request Import (Utah)

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Tool Search: SSID Request Import

The SSID Request Import allows districts to import student identifier information from the State.



The screenshot shows the 'SSID Request Import' tool interface. At the top, there's a title 'SSID Request Import' with a star icon. Below it, a breadcrumb trail reads 'Reporting > UT State Reporting > SSID Request Import'. A blue header bar contains the text 'SSID Response Import'. Below this, a message states: 'The SSID Response file format is a comma delimited file (CSV). It is required that LEA's download and synchronize their LEA SIS systems with the SSID Response files.' There is a checkbox labeled 'Match on Protected Identity' which is currently unchecked. At the bottom, there is a file selection area with the label 'File', a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. The entire interface is framed within a light gray border with the text 'SSID Request Import' at the bottom center.

## Importing Logic

- Updates the Student State ID for each student in the file.
- Matches on Last Name, First Name, Local Student Number (LEA Student Number)
- When **Match on Protected Identity** is checked on the extract editor, logic compares the Protected Identity Information > Last Name and First Name when one exists for a student, in addition to the student's Local Student Number.
- The imported file must be in CSV format.
- When a student cannot be matched from the import file, a line number and validation/error message is provided.
- When more than one student is matched in Infinite Campus from the Import file, a line number and validation/error message is provided and the tool does not update the student information.

## Importing the File

1. Mark the **Match on Protected Identity** checkbox to have logic compare the Protected Identity Information > Last Name and First Name when one exists for a student, in addition to the student's Local Student Number. This checkbox is optional.
2. Click **Choose File** and select the file from your local hard drive or network.
3. Once the file is selected, the file name should appear on the import editor. Click **Upload**. A report will appear indicating any errors or issues encountered.

## Report Data Elements

This is the upload format that will be imported in CSV format:

Seq	Data Element Label	Business Rules	Data Source GUI Path	Format
1	<b>File Line Number</b>	File Line Number	Returns the value from the Request file.	8, Numeric
2	<b>SSID</b>	Updates the student's State Student Identifier	Updates from the imported file: Census > People > Demographics > Person Identifiers > Student State ID	10, Numeric
3	<b>School Year</b>	The reporting school year – Such as "2005"	Reports the calendar End Year.	4, Numeric
4	<b>Last Name</b>	The reporting student's last name.	Returns the value from the Request file.	100, Alpha
5	<b>First Name</b>	The reporting student's first name.	Returns the value from the Request file.	100, Alpha
6	<b>Middle Name</b>	The reporting student's middle name.	Returns the value from the Request file.	100, Alpha
7	<b>Birth Date</b>	Minimum age is 0, maximum age is 24	Returns the value from the Request file.	10, MM/DD/YYYY
8	<b>Gender</b>	Gender	Returns the value from the Request file.	M, F
9	<b>LEA Number</b>	LEA number	Returns the value from the Request file.	3, Alphanumeric
10	<b>School Number</b>	LEA School Number	Returns the value from the Request file.	4, Alphanumeric
11	<b>LEA Student Number</b>	LEA defined	Returns the value from the Request file.	10, Alphanumeric
12	<b>Request Type</b>	Indicates the Request Type: <ul style="list-style-type: none"> <li>• N-New</li> <li>• R-Retrieve</li> <li>• V-Verify</li> <li>• U-Update</li> </ul>	Returns the value from the Request file.	N, R, U, V

Seq	Data Element Label	Business Rules	Data Source GUI Path	Format
13	Row Status	Row Process Status	Code provided by the State indicating either blank (no error), E (error), P (posted) or X (cancelled).	2
14	Error Code	Row Error Code	Code provided by the State.	4, Numeric
15	Error Description	Row Error Description	Description provided by the State.	255, Alpha/Numeric
16	Process Date & Time	Date and time that the SSID was posted or canceled in the SSID system	Date and time provided by the State.	YYYY/MM/DD hh:mm:ss