

#### Data Pipeline EDIS/RITS Import (Colorado)

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Tool Search: EDIS/RITS Import

Th*e* EDIS/RITS Import tool allows districts to import student State IDs and Staff State IDs into Campus.

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Colorado EDIS/R This tool will file and will g Select the imp Does file inclu File (CSV)	(RITS In ill import Il produc	Instate Ds generated from the Data Pipeline System. The import relies on matching data in the import et a log of unknown records and errors.         De:       EDIS ▼         aders?					
_		EDIS/RITS Import					

Read - Access and generate Data Pipeline EDIS/RITS Import. Write - N/A Add - N/A Delete - N/A

For more information about Tool Rights and how they function, see the <u>Tool Rights</u> article.

# **Report Logic**

#### **EDIS Logic**

Staff State IDs import when ALL of the following matching criteria is met:

- District Code matches the State District Number (District Information).
- LAEDID matches the Local Staff Number (Demographics).
- Last Name matches the current identity Last Name (Demographics).
- First Name matches the current identity First Name (Demographics).
- Gender matches the current identity Gender (Demographics).

When the Staff State ID is not null and all matching criteria is met, data is overwritten when



importing. This data is archived on the <u>ID History</u> for reference.

Data is NOT imported:

- When any of the matching criteria is not met. This information is included as an error on the Result Report.
- When there is more than one match. This information is included as an error on the Result Report.

#### **RITS Logic**

Student State IDs import as long as the matching criteria is met.

- District Code matches the State District Number (District Information)
- LASID matches the Local Student Number (Demographics)
- Last Name matches the current identity Last Name (Demographics)
- First Name matches the current identity First Name (Demographics)
- Gender matches the current identity Gender (Demographics)

When the Student State ID is not null and all matching criteria is met, data is overwritten when importing. This data is archived on the <u>ID History</u> for reference.

Data is NOT imported:

- When any of the matching criteria is not met. This information is included as an error on the Result Report.
- When there is more than one match. This information is included as an error on the Result Report.

#### **Non-Binary Gender Reporting**

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the <u>Identities</u> tool and/or the <u>Demographics</u> tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

- 1. Assign the Gender of N: Non-Binary in the standard identify fields.
- 2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
- 3. Save the record when finished.

Identities ය					Census > People >	Identiti
Student, Luka A D	OB: 04/16/2006 24				Related	Tools 🗸
Save						
Identity Inform	ation					
PersonID 12	20648					
*Last Name *F	irst Name	Middle Name	Suffix			
Student	uka	Andrea	•			
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N: Nonbinary 🔻	•			No Image Available		
*Birth Date (Age: 17) S	oc Sec Number					
04/16/2006 🛗						
Protected Ide	entity Information	1				
Legal Last Name L	egal First Name	Legal Middle Name	Legal Suffix			
Student L	uka		•			
Legal Gender						
Female 🔻						

### **EDIS/RITS Import Editor**

The following fields are available for selection on the import tool.

Field	Description
Select the Import Type	Selection indicates what type of file is imported, either the RITS (students) or EDIS (staff).
Does this file include headers?	When marked, indicates the imported file has header rows.
File	Use the Browse icon to locate the CSV file to import.

#### **Using the Import Tool**

- 1. Select the import type from the dropdown list.
- 2. When the file includes header rows, mark the **Does this file include headers?** checkbox.
- Click the Browse button to locate the file to upload. Once located, click the Open button on the File Upload window.
- 4. Click the **Upload** button on the editor to import the information. The import occurs. When any information in the file cannot be imported, that information displays on the Result Report.

The <u>ID History</u> updates to display the name of the person who performed the import.

#### **Result Summary Report**

The Results Summary Report displays AFTER the import has completed. It lists the number of State IDs added, changed and already existing. A total error count also displays and then a list of the students or staff who had errors in their data and were not imported.

Results:		
0 State I 7 State I	Ds added. Ds chanved	
1229 Sta	ate IDs already existed.	
Error Count:1	343	
Fron Dotail:		
Student positio	m Error Message Content	
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3 4	State ID already exists State ID: 345578901 /District Code: 140/LASID: 234567 /Last Name: Student/First Name: Dean/Birth Date: 11251934/Gender: State ID already exists State ID: 345578001 /District Code: 140/LASID: 34557 /Last Name: Student/First Name: Dean/Birth Date: 31096//Cender:	
5	State ID already exists State ID: 567890123 /District Code: 140/LASID: 45678 /Last Name: Student/First NameFiona /Birth Date: 3081997/Gender: State ID already exists State ID: 567890123 //District Code: 140/LASID: 45678 /Last Name: Student/First NameFiona /Birth Date: 3081997/Gender:	
7	otate ib aready exists otate ib. or oso 1254 / bistilet odde. 146/2/01b. cor os / cast marrie. Student (Flist Marrie, Gretta/Dirth Date, 4231350/Gender.	
	State ID already exists State ID: 789012345 / District Code: 140/LASID: 67890/Last Name: Student/First Name: Noah/Birth Date: 8291998/Gender:	
3	State ID already exists       State ID: 789012345       /District Code: 140/LASID: 67890/Last Name: Student/First Name: Noah/Dirth Date: 8291998/Gender: State ID already exists         State ID already exists       State ID: 890123456       /District Code: 140/LASID: 78901 / Last Name: Student/First Name: Tyrone/Birth Date: 11271997/Gender: State ID: 90123456         State ID already exists       State ID: 90123456       /District Code: 140/LASID: 89012       /Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender: State ID: 901234567         RITS Import Results Summary	
8 9 Results: 0 Staff S	State ID already exists       State ID: 789012345       /District Code: 140/LASID: 7890/Last Name: Student/First Name: NoAh/Birth Date: 8291998/Gender: State ID: 800123456         State ID already exists       State ID: 800123456       /District Code: 140/LASID: 7890/Last Name: Student/First Name: Tyron/Birth Date: 11271997/Gender: State ID: 901234567         State ID already exists       State ID: 901234567       /District Code: 140/LASID: 89012       /Last Name: Student/First Name: Bud//Birth Date: 9261996/Gender: State ID: 901234567         RITS Import Results       Summary         tate IDs added.	
8 9 Results: 0 Staff S 0 Staff S	State ID already exists       State ID: 789012345       District Code: 140/LASID: 7890/Last Name: Student/First Name: Noah/Birth Date: 8291998/Gender: State ID: 80012345         State ID already exists       State ID: 80012345       District Code: 140/LASID: 7890/Last Name: Student/First Name: Tyron/Birth Date: 11271997/Gender: State ID: 80012345         State ID already exists       State ID: 901234567       /District Code: 140/LASID: 89012       /Last Name: Student/First Name: Bud /Birth Date: 9261996/Gender: State ID: 901234567         State ID: 80012345       Marcine Code: 140/LASID: 89012       /Last Name: Student/First Name: Bud /Birth Date: 9261996/Gender: State ID: 901234567         RITS Import Results       Summary         tate IDs added.       tate ID: schanged.	
8 9 <b>Results:</b> 0 Staff S 0 Staff S 0 Staff S	State ID already exists       State ID: 789012345 / District Code: 140/LASID: 7890/Last Name: Student/First Name: Noah/Dirth Date: 8291998/Gender:         State ID: already exists       State ID: 80012345 / District Code: 140/LASID: 8001/Last Name: Student/First Name: Noah/Dirth Date: 1821998/Gender:         State ID: already exists       State ID: 9012345 / District Code: 140/LASID: 80012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         State ID: 90123456 / / District Code: 140/LASID: 80012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         RITS Import Results Summary         tate IDs added.         tate IDs changed.         tate ID: salready existed.	
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8 9 Results: 0 Staff S 0 Staff S 0 Staff S 0 Staff S Error Count:1 Error Detail:	State ID already exists       State ID: 789012345 / District Code: 140/LASID: 7890/Last Name: Student/First Name: Noah/Dirth Date: 8291998/Gender:         State ID already exists       State ID: 98012345 / District Code: 140/LASID: 8901/Last Name: Student/First Name: Trone/Birth Date: 1221998/Gender:         State ID: already exists       State ID: 90123456 // District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         State ID: 90123456 // District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         State ID: 90123456 // District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         RITS Import Results Summary         tate IDs added.         tate IDs already existed.         350	
8 9 Results: 0 Staff S 0 Staff S 0 Staff S Error Count: 1 Error Detail: Staff position	State ID already exists       State ID: r89012345 / District Code: 140/LASID: 8909/Last Name: Student/First Name: Noah/Dirth Date: 8291998/Gender:         State ID already exists       State ID: 98012345 / District Code: 140/LASID: 8901/Last Name: Student/First Name: Trone/Firth Date: 1221998//Gender:         State ID already exists       State ID: 90123456 / District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         State ID: 90123456 / District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         RITS Import Results Summary         tate IDs added.         tate IDs already existed.         350         Error Message       Content         Vo match found       State ID: 997654321 / District Code: 5224/LAEDID: 12345 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120	
8 9 <b>Results:</b> 0 Staff S 0 Staff S 0 Staff S Error Count: 1 Error Detail: Staff position 1 2	State ID already exists       State ID: r89012345 / District Code: 140/LASID: 8909/Last Name: Student/First Name: Noah/Dirth Date: 8291998/Gender:         State ID already exists       State ID: 98012345 / District Code: 140/LASID: 8901/Last Name: Student/First Name: Trone/Firth Date: 1221998/Gender:         State ID already exists       State ID: 90123456 // District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         State ID: 90123456 // District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:         RITS Import Results Summary         tate IDs added.         tate IDs already existed.         350         Error Message       Content         Vo match found       Staff State ID: 997654321 / District Code: 5224/LAEDID: 12345 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 997654321 / District Code: 5224/LAEDID: 12345 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 997654321 / District Code: 5224/LAEDID: 12345 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 997654321 / District Code: 5224/LAEDID: 12345 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 997654321 / District Code: 5224/LAEDID: 23456 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 907654321 / District Code: 5224/LAEDID: 23456 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120	
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8 9 <b>Results:</b> 0 Staff S 0 Staff S 0 Staff S <b>Error Count:</b> 1 Error Detail: Staff position 1 2 3 4 6	State ID already exists       State ID: r89012345 / District Code: 140/LASID: 8909/Last Name: Student/First Name: Noah/Dirth Date: 3291998/Gender:         State ID already exists       State ID: 98012345 / District Code: 140/LASID: 8901/Last Name: Student/First Name: Trone/Firth Date: 1221998/Gender:         State ID already exists       State ID: 90123456 // District Code: 140/LASID: 89012 / Last Name: Student/First Name: Bud/Birth Date: 1221998/Gender:         RITS Import Results Summary       RITS Import Results Summary         Atte ID: sadded.       Itate ID: sadded.         Itate ID: already existe       Stafe State ID: 123457 / District Code: 140/LASID: 89012 / Last Name: Stafe/First Name: Name/First Name: Stafe/First Name: Anna/Birth Date: /Gender: 120         Stafe State ID: 997654321 / District Code: 5224/LAEDID: 12345 / Last Name: Stafe/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 997654321 / District Code: 5224/LAEDID: 123457 / Last Name: Stafe/First Name: Anna/Birth Date: /Gender: 120         Staff State ID: 997654321 / District Code: 5224/LAEDID: 123457 / Last Name: Stafe/First Name: Anna/Birth Date: /Gender: 120         Vo match found       Staff State ID: 997654321 / District Code: 5224/LAEDID: 24567 / Last Name: Stafe/First Name: Stafe/First Name: Yeade/Birth Date: /Gender: 120         Vo match found       Staff State ID: 997654321 / District Code: 5224/LAEDID: 24567 / La	

The Result Summary for EDIS does not include the Grade Level or Active/Inactive fields. Only the matching criteria available to aid in identifying the record is included in the report.

## **EDIS Import Format**

All name fields (student names, guardian names, staff names) and Course Names can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.

Data Element	Description	Location
EDID	State-assigned State ID Number Numeric, 8 digits	Demographics > Staff State ID Person.staffStateID
SSN	Educator's Social Security number <i>Numeric 9 digits</i>	Identities > Identity Information > Soc Sec Number Identity.SSN



Data Element	Description	Location
District Code	Code assigned to the reporting district.	District Information > District Info > State District Number
	This field must be populated and must match the Reporting District.	District.Number
	Numeric, 4 digits	
LAEDID	Local staff ID number Numeric, 10 digits	Demographics > Person Identifiers > Local Staff Number Person.staffID
Last Name	Educator's last name Alphanumeric, 30 characters	Identities > Identity Information > Last Name Identity.lastName
First Name	Educator's first name Alphanumeric, 30 characters	Identities > Identity Information > First Name Identity.firstName
Middle Name	Educator's middle name <i>Alphanumeric, 30 characters</i>	Identities > Identity Information > Middle Name Identity.middleName
Birth Date	Educator's birth date Date field, 8 characters (MMDDYYYY)	Identities > Identity Information > Birth Date Identity.birthDate
Gender	Educator's gender Numeric, 2 digits (Female = 01, Male = 02, Non-Binary = 03)	Identities > Identity Information > Gender Identity.gender

# **RITS Import Format**

All name fields (student names, guardian names, staff names) and Course Names can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.



Data Element	Description	Location
SASID	State-assigned Student number <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > State ID Number Person.stateID
District Code	Code assigned to the reporting district <i>Numeric, 4 digits</i>	District Information > District Info > State District Number District.Number
School Code	Code assigned to the reporting school <i>Numeric, 4 digits</i>	School Information > School Editor > School Detail > School Number School.Number
LASID	Local studentID number <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > Student Number Person.studentID
Last Name	Student's last name <i>Alphanumeric, 30 characters</i>	Identities > Identity Information > Last Name Identity.lastName
Suffix	Student's suffix <i>Alphanumeric, 3 characters</i>	Identities > Identity Information > Suffix Identity.suffix
First Name	Student's first name <i>Alphanumeric, 30 characters</i>	Identity Information > Identity Information > First Name Identity.firstName
Middle Name	Student's middle name <i>Alphanumeric, 30 characters</i>	Identities > Identity Information > Middle Name Identity.middleName
Birth Date	Student's birth date Date field, 8 characters (MMDDYYYY)	Identities > Identity Information > Birth Date Identity.birthDate



Data Element	Description	Location
Grade	Student's current grade level Numeric, 3 digits	Enrollments > General Enrollment Information > Grade Grade Level Setup > Grade Level Editor > Kindergarten Code Enrollment.grade
Gender	Reports the student's gender for Female (01), Male (02), or Non- Binary (03). <i>Numeric, 2 digits</i>	Identities > Identity Information > Gender Identities.gender
Indicator	Indicates whether the student's enrollment is Active (reports a value of 0) or Inactive (reports a value of 1) in the selected calendar. When the End Date entered on the Enrollment record is after the current date, the student is considered active. When the End Date entered on the Enrollment record is before the current date, the student is considered inactive. <i>Numeric, 1 digit</i>	Enrollment > General > General Enrollment Information > End Date Enrollment.endDate