Data Pipeline EDIS/RITS Import (Colorado)
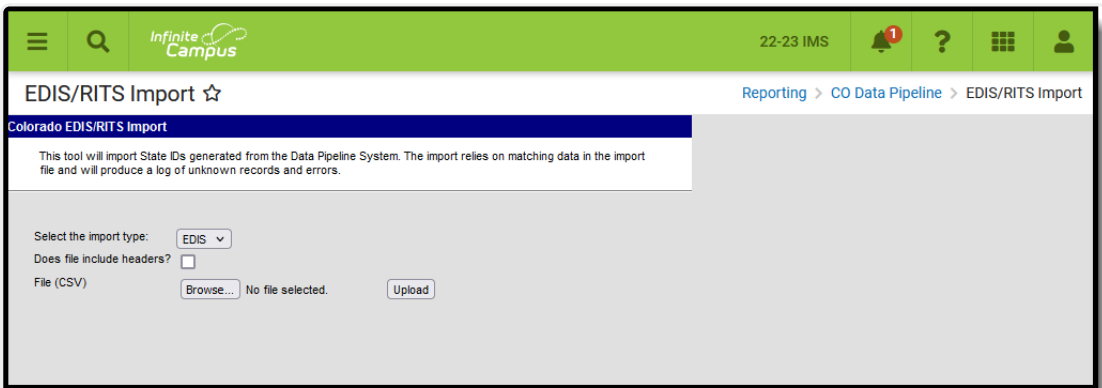
Last Modified on 03/11/2024 8:44 am CDT

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Tool Search: EDIS/RITS Import

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

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 Tool Rights 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 ID History 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 ID History 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 Identities tool and/or the Demographics 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.

Gender and Legal Gender Assignment

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.
3. 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 ID History 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.

RITS Import Results Summary

EDIS Import Results Summary

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/RITS Import Format

EDIS Import

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 *Numeric 9 digits*	Demographics > Person Information > Soc Sec Number Identities > Person Information > Soc Sec Number Identity.SSN

Data Element	Description	Location
District Code	Code assigned to the reporting district. This field must be populated and must match the Reporting District. *Numeric, 4 digits*	District Information > District Info > State District Number District.Number
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*	Demographics > Person Information > Last Name Demographics > Person Information > Last Name Identity.lastName
First Name	Educator's first name *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Demographics > Person Information > First Name Identity.firstName
Middle Name	Educator's middle name *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Demographics > Person Information > Middle Name Identity.middleName
Birth Date	Educator's birth date *Date field, 8 characters (MMDDYYYY)*	Demographics > Person Information > Birth Date Demographics > Person Information > Birth Date Identity.birthDate

Data Element	Description	Location
Gender	Educator's gender *Numeric, 2 digits (Female = 01, Male = 02, Non-Binary = 03)*	Demographics > Person Information > Gender Demographics > Person Information > Gender Identity.gender

RITS Import

Data Element	Description	Location
SASID	State-assigned Student number *Numeric, 10 digits*	Demographics > Person Identifiers > State ID Number Person.stateID
District Code	Code assigned to the reporting district *Numeric, 4 digits*	District Information > District Info > State District Number District.Number
School Code	Code assigned to the reporting school *Numeric, 4 digits*	School Information > School Editor > School Detail > School Number School.Number
LASID	Local studentID number *Numeric, 10 digits*	Demographics > Person Identifiers > Student Number Person.studentID
Last Name	Student's last name *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name Demographics > Person Information > Last Name Identity.lastName
Suffix	Student's suffix *Alphanumeric, 3 characters*	Census > People > Demographics > Person Information > Suffix Demographics > Person Information > Suffix Identity.suffix

Data Element	Description	Location
First Name	Student's first name *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Demographics > Person Information > First Name Identity.firstName
Middle Name	Student's middle name *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Demographics > Person Information> Middle Name Identity.middleName
Birth Date	Student's birth date *Date field, 8 characters (MMDDYYYY)*	Demographics > Person Information > Birth Date Demographics > Person Information > Birth Date Identity.birthDate
Grade	Student's current grade level *Numeric, 3 digits*	Enrollments > General Enrollment Information > Grade Grade Level Setup > Grade Level Editor > Kindergarten Code Enrollment.grade