

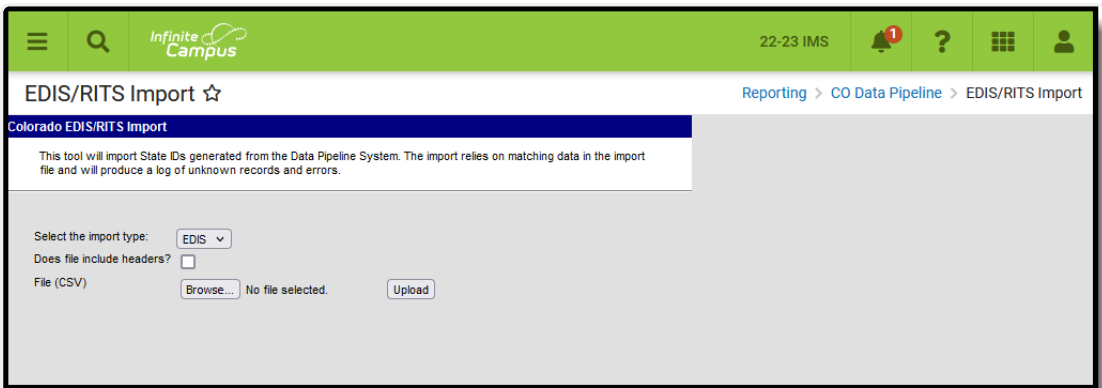
# Data Pipeline EDIS/RITS Import (Colorado)

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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
<b>Select the Import Type</b>	Selection indicates what type of file is imported, either the RITS (students) or EDIS (staff).
<b>Does this file include headers?</b>	When marked, indicates the imported file has header rows.
<b>File</b>	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.

**Results:**

0 State IDs added.  
 7 State IDs changed.  
 1229 State IDs already existed.

**Error Count:**1343

**Error Detail:**

Student position	Error Message	Content
1	State ID already exists	State ID: 123456789 /District Code: 140/LASID: 12345 /Last Name: Student/First Name: Anna/Birth Date: 1012001/Gender:
2	State ID is missing on import	State ID: /District Code: 140/LASID: 23456 /Last Name: Student/First Name: Richard/Birth Date: 6021998/Gender:
3	State ID already exists	State ID: 345678901 /District Code: 140/LASID: 23456 /Last Name: Student/First Name: Dean/Birth Date: 11251994/Gender:
4	State ID already exists	State ID: 456789012 /District Code: 140/LASID: 34567 /Last Name: Student/First Name: Eve/Birth Date: 3031996/Gender:
5	State ID already exists	State ID: 567890123 /District Code: 140/LASID: 45678 /Last Name: Student/First Name: Fiona /Birth Date: 3081997/Gender:
6	State ID already exists	State ID: 678901234 /District Code: 140/LASID: 56789 /Last Name: Student /First Name: Greta/Birth Date: 4291998/Gender:
7	State ID already exists	State ID: 789012345 /District Code: 140/LASID: 67890/Last Name: Student/First Name: Noah/Birth Date: 8291998/Gender:
8	State ID already exists	State ID: 890123456 /District Code: 140/LASID: 78901 /Last Name: Student/First Name: Tyrone/Birth Date: 11271997/Gender:
9	State ID already exists	State ID: 901234567 /District Code: 140/LASID: 89012 /Last Name: Student/First Name: Bud/Birth Date: 9261996/Gender:

*RITS Import Results Summary*

**Results:**

0 Staff State IDs added.  
 0 Staff State IDs changed.  
 0 Staff State IDs already existed.

**Error Count:**1350

**Error Detail:**

Staff position	Error Message	Content
1	No match found	Staff State ID: 987654321 /District Code: 5224/LAEDID: 12345 /Last Name: Staff/First Name: Anna/Birth Date: /Gender: 120
2	Staff State ID is missing on import	Staff State ID: /District Code: 5224/LAEDID: 23456 /Last Name: Staff/First Name: Richard/Birth Date: /Gender: 90
3	No match found	Staff State ID: 876543210 /District Code: 5224/LAEDID: 34567 /Last Name: Staff /First Name: Zelda/Birth Date: /Gender: 120
4	No match found	Staff State ID: 765432109 /District Code: 5224/LAEDID: 45678 /Last Name: Staff /First Name: Yetta/Birth Date: /Gender: 110
5	No match found	Staff State ID: 654321098 /District Code: 5224/LAEDID: 56789 /Last Name: Staff/First Name: Xavier /Birth Date: /Gender: 100
6	No match found	Staff State ID: 543210987 /District Code: 5224/LAEDID: 67890 /Last Name: Staff /First Name: Wyatt/Birth Date: /Gender: 90
7	No match found	Staff State ID: 432109876 /District Code: 5224/LAEDID: 78901/Last Name: Staff /First Name: Victor/Birth Date: /Gender: 90
8	No match found	Staff State ID: 321098765 /District Code: 5224/LAEDID: 89012 /Last Name: Staff /First Name: Ulysses/Birth Date: /Gender: 100

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

Data Element	Description	Location
<b>District Code</b>	<p>Code assigned to the reporting district.</p> <p>This field must be populated and must match the Reporting District.</p> <p><i>Numeric, 4 digits</i></p>	<p>District Information &gt; District Info &gt; State District Number</p> <p>District.Number</p>
<b>LAEDID</b>	<p>Local staff ID number</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Local Staff Number</p> <p>Person.staffID</p>
<b>Last Name</b>	<p>Educator's last name</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p>
<b>First Name</b>	<p>Educator's first name</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p>
<b>Middle Name</b>	<p>Educator's middle name</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; Middle Name</p> <p>Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p>
<b>Birth Date</b>	<p>Educator's birth date</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>

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

## RITS Import

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

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