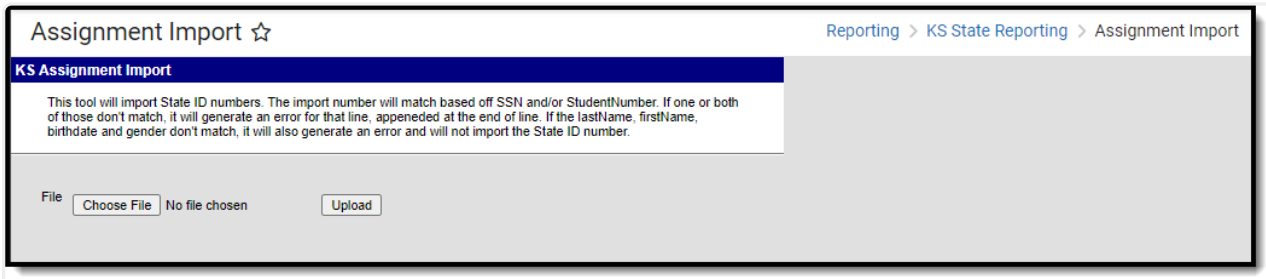
# Assignment Import (Kansas)

Last Modified on 12/14/2025 8:45 pm CST

Report Logic | Assignment Import Report Layout

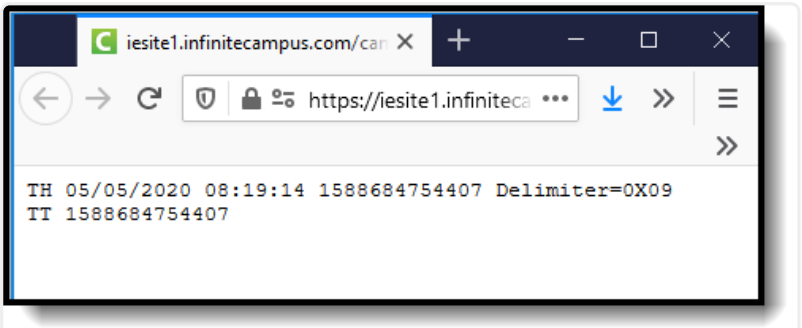
Tool Search: Assignment Import

The KS Assignment Import file is used to import State Identification numbers assigned to students by the state.



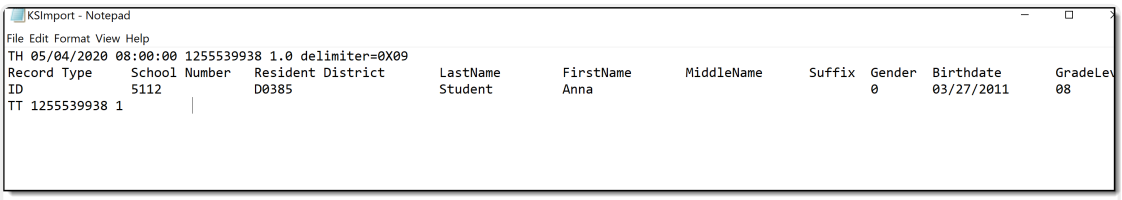

*Assignment Import Editor*

Once uploaded, a new browser window displays that includes the header and trailer record of what was imported. **It does NOT include a list of student data that was imported** .




*Assignment Import Example*

A file to import might look like the image below. Only files in *.txt format can be imported.




*Assignment Import File Example Layout*

# Report Logic

This import matches the Student number to generate the report. If it does not find a match, the

State ID number is not imported.

# Assignment Import Report Layout

Report Header | Report Layout | Report Trailer

## Report Header

| Data Element | Description | Type, Format and Length |
|---|---|---|
| **Record Type** | Reports the state defined record type. Always reports a value of TH. | Alphabetic, 2 characters |
| **Extract Date** | Indicates the date the file was generated. | Date field, 10 characters MM/DD/YYYY |
| **Extract Time** | Indicates the time the file was generated. | Time field, 10 characters HH:MM:SS |
| **Transmission ID** | Lists an arbitrary number that must match the Transmission ID in the Report Trailer record. | Numeric, 10 digits |
| **Version** | Always reports a value of 1.0. | Numeric, 2 digits |
| **Delimiter Character** | Reports a value of 0X09. | Alphanumeric, 25 characters. |

## Report Layout

| Data Element | Description | Location |
|---|---|---|
| **Record Type** | Reports the state defined record type. This field always reports a value of ID.<br><br>*Alphanumeric, 4 characters* | Not dynamically stored |
| **AYP School** | Indicates the student's AYP School.<br><br>*Alphanumeric, 4 characters* | School Information > School Editor > State School Number<br><br>School.number |
| **Resident District** | Lists the student's home district.<br><br>*Alphanumeric, 5 characters* | District Information > District Information > State District Number<br><br>Enrollment.residentdistrict |

| Data Element | Description | Location |
|---|---|---|
| **Last Name** | Indicates the student's last name.<br><br>*Alphanumeric, 60 characters* | Demographics > Person Information > Last Name<br><br>Identity.lastName |
| **First Name** | Indicates the student's first name.<br><br>*Alphanumeric, 60 characters* | Demographics > Person Information > First Name<br><br>Identity.firstName |
| **Middle Name** | Indicates the students middle name.<br><br>*Alphanumeric, 60 characters* | Demographics > Person Information > Middle Name<br><br>Identity.middleName |
| **Suffix** | Indicates the suffix for the student, if applicable.<br><br>*Alphanumeric, 10 characters* | Demographics > Person Information > Suffix<br><br>Identity.suffix |
| **Gender** | Indicates the student's gender. Reports a value of 0 (zero) for female and 1 for male.<br><br>*Numeric, 1 digits* | Demographics > Person Information > Gender<br><br>Identity.gender |
| **Birth Date** | Lists the student's birth date.<br><br>*Date Field,10 digits (MM/DD/YYYY)* | Demographics > Person Information > Birth Date<br><br>Identity.birthDate |
| **Grade** | Indicates the student's grade level.<br><br>*Alphanumeric, 2 characters* | Enrollments > Grade<br><br>Enrollments.grade |
| **Student Identifier** | Reports the student's identifier as assigned by the district.<br><br>*Alphanumeric, 20 characters* | Demographics > Person Identifiers > Local Student Number<br><br>Person. localStudentNumber |
| **Social Security Number** | Reports the student's social security number.<br><br>*Alphanumeric, 9 characters* | Demographics > Person Information > Soc Sec Num<br><br>Person.socialSecurityNumber |
| **Race** | Lists the student's race/ethnicity.<br><br>*Alphanumeric, 1 character* | Demographics > Person Information > Race/Ethnicity<br><br>Identity.raceEthnicity |

| Data Element | Description | Location |
|---|---|---|
| **State Student Identifier** | Indicates the student's identifier as assigned by the state.<br><br>*Numeric, 10 digits* | Demographics > Person Identifiers > Student State ID<br><br>Person.studentStateID |
| **District Number** | Lists the district number for the district the student attends.<br><br>*Alphanumeric, 5 characters* | District Information > District Editor > District Detail > State District Number<br><br>District.number |
| **Year** | Lists the current school year.<br><br>*Numeric, 4 digits* | Calendar Infomation > Calendar > Year<br><br>Calendar.endDate |

# Report Trailer

| Data Element | Description | Type, Format and Length |
|---|---|---|
| **Record Type** | Reports the state defined record type. Always reports a value of TT. | Alphabetic, 2 characters |
| **Transmission ID** | Lists an arbitrary number that must match the Transmission ID in the Report Trailer record. | Numeric, 10 digits |
| **Number of Records** | Lists the count of the total number of records included in the import, including the Header and Trailer records. | Numeric, 10 digits |