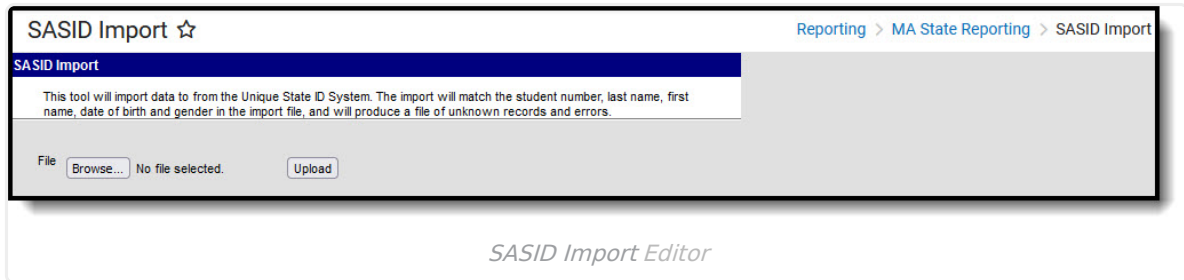# SASID Import (Massachusetts)

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

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Tool Search: SASID Import

The SASID Import is used to import newly assigned SASIDs to students accounts.

SASID Import Editor

Importing a File

1. Click **Browse** to select a file to be imported.
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many State IDs were changed.

Errors and Warnings

If data cannot be uploaded properly, the import file generates an error report describing why each record could not be uploaded.

Errors occur when one of the following is true:

- The file name was not found.
- If the import file does not contain the necessary information.
- If there is not a matching LASID, First Name, Last Name, and/or SASID.

Upload Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
LASID	The locally assigned student identification number.	Alphanumeric, 5 characters	Enrollment. localStudentNumber	> Demographics Student Number

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
First Name	The student's first name.	Alphanumeric, 50 characters	Identity.firstName	> Demographics > First Name
Middle Name	The student's middle name.	Alphanumeric, 50 characters	Identity.middleName	> Demographics > Middle Name
Last Name	The student's last name.	Alphanumeric, 50 characters	Identity.lastName	Demographics > Last Name
Suffix	The student's suffix.	Alphanumeric, 2 characters	Identity.suffix	Demographics > Suffix
Date of Birth	The student's birth date.	Date, 10 characters MM/DD/YYYY	Identity.birthDate	Demographics > Birth Date
City of Birth	The student's city of birth.	Alphanumeric, 50 characters	Identity.birthCity	Demographics > Town of Birth
Gender	The student's gender. • If Gender = N in the import file, logic checks for a flag where Code = "GndrNB" (Program Admin > Flags > Flags Detail > Code) and State Reported = checked (Program Admin > Flags > Flags Detail > State Reported).	Alphanumeric, 1 character	Identity.gender	Demographics > Gender
Town of Residence	The student's town of residence.	Alphanumeric, 10 characters	Enrollment. fiscalTown	Enrollments > State Reporting Fields > City/Town of Residence

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
SASID	The state assigned student identification number.	Alphanumeric, 16 characters	Person.stateID	Demographics > State ID