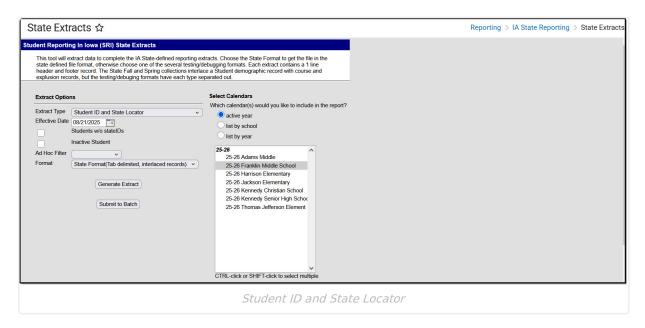


Student ID and State Locator Report (lowa)

Last Modified on 09/22/2025 10:03 am CDT

Generating the Extract | Header Layout | Report Layout | Trailer Layout



Generating the Extract

- 1. Select the **Extract Type** to be generated, in this case, *Student ID and State Locator Report*.
- 2. Enter an **Effective Date** in *mmddyyyy* format or click the calendar icon and select a date to pull data as of the date entered.
- If desired, mark the checkboxes to include Students without State IDs and/or Inactive Students.
- 4. Select an Ad hoc Filter to limit the students in the report to those included in the filter.
- Select the **Format** in which the report should be generated. CSV, XML, and HTML formats can be used for data review and verification, and the State Format should be used when submitting data to the state.
- 6. Indicate which **Calendar(s)** should be included in the report.
- 7. Click **Generate Extract** to generate the report in the designated format.

Header Layout

Element	Description	Logic
RecordID	Transmission header.	Reports as TH.
	Alphanumeric, 2 characters	



Element	Description	Logic	
Extract Date	Date the file was created. Date, 10 characters (MM/DD/YYYY)	The format is MM/DD/YYYY.	
Extract Time	Time the file was created. Time, 8 characters (HH:MM:SS)	The format is HH:MM:SS.	
TransmissionID	Number assigned by the sending student information system to identify a transmission. Alphanumeric, 10 characters	This number should be unique within a single installation.	
FileVersion	State ID and Profect Easier header record indicating the file format version. Alphanumeric, 10 characters	Valid options include: • 3.0: State ID File • 2009: Project Easier File	
Delimiter	State ID and Profect Easier header record indicating the delimiter used.	Reports as "delimiter=0x09."	
Source Code	Source system that extracted the submission data. Alphanumeric, 25 characters	Source=StudentInfo	

Report Layout

Element Name	Description	Location	
RecodID	Field always reports ID. Alphanumeric, 2 characters	Not dynamically stored.	
SchoolNumber	Four-digit code assigned to each school building by the lowa Department of Education. Alphanumeric, 4 characters	School Information > State School Number School.number	



ResidentDistrict	State-assigned code of the district where the parents, custodial parent, or guardian resides. Alphanumeric, 4 characters	Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict	
Legal Last Name	Student's legal last name. If Legal Last Name is null, reports the Last Name. Alphanumeric, 60 characters	Demographics > Person Information > Legal Last Name Identity.lastName	
Legal First Name	Student's legal first name. If Legal First Name is null, reports the First Name. Alphanumeric, 60 characters	Demographics > Person Information > Legal First Name Identity.firstName	
Legal Middle Name	Student's legal middle name. If Legal Middle Name is null, reports the Middle Name. Alphanumeric, 60 characters	Demographics > Person Information > Legal Middle Name Identity.middleName	
Legal Suffix	Suffix such as Jr., I, II, of the student. If Legal Suffix is null, reports the Suffix. Alphanumeric, 10 characters	Demographics > Person Information > Legal Suffix Identity.suffix	
Gender	Student's gender. Alphanumeric, 1 character	Demographics > Person Information > Gender Identity.gender	
Birth Date	Student's birth date. Date field: MM/DD/YYYY	Demographics > Person Information > Birth Date Identity.birthDate	
Grade Level	Student's grade level. Alphanumeric, 2 characters	Enrollments > General Enrollment Information > Grade Enrollment.grade	
Local Student ID	Student's local student identification number assigned by the district. Alphanumeric, 20 characters	Demographics > Person Identifiers > Student Number Enrollment.localStudentNumber	



Social Security Number	Student's social security number. Numeric, 9 digits	Demographics > Person Information > Soc Sec Number Identity.ssn	
Race/Ethnicity State ID	Student's race/ethnicity. Alphanumeric, 1 character	Demographics > Person Information > Race Ethnicity Wizard Identity.raceEthnicity	
State Student ID	State-assigned student identification number. Numeric, 10 digits	Demographics > Person Identifiers > State ID Person.stateID	
Attending District	State-assigned ID of the district where the student is counted for attendance purposes.	District Information > State District Number	
	Alphanumeric, 4 characters	Enrollment.servingDistrict	
Current School Year	Fiscal year. Numeric, 4 digits	Calendar > School Years > End Year Calendar.name	
Fields 17-54	Fields 17-54 are blank	N/A	
Submission Purpose	Reserved for future use. For now, all submission purpose codes should be 001. Numeric, 3 digits	N/A	
Person Type	Code indicating the person is an early childhood participant, a student, staff, or workforce member. • 01 - Early Childhood • 02 - Student • 03 - Staff • 04 - Workforce Numeric, 2 digits		



Active/Inactive Indicator	Status related to a person's enrollment in the academic institution. • 0 - Inactive • 1 - Active Numeric, 1 digit	
Fields 58-78	Fields 58-78 are blank	N/A

Trailer Layout

Element	Description	Type, Format, and Length	Logic
RecordID	Record ID.	Alphanumeric, 2 characters	Reports as TT.
TransmissionID	Number assigned by the sending student information system to identify a transmission.	Alphanumeric, 10 characters	Must match the transmission ID in the Transmission Header.
Number of Records	Total number of records in the transmission, including the Header and Trailer records.	Alphanumeric, 10 characters	Record total.