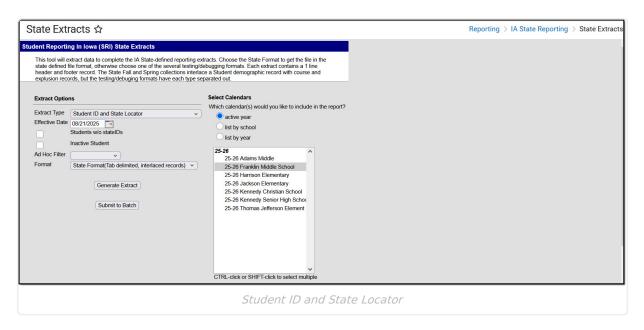# Student ID and State Locator Report (Iowa)

Last Modified on 08/21/2025 9:22 am CDT
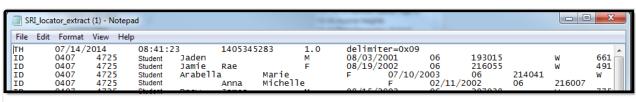
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Student ID and State Locator

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.
3. 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.
5. 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.

Report Examples

Student ID and State Locator Report Example - State Format (Tab delimited, interlaced records)

Student ID and State Locator Report Example - CSV Format

Student ID and State Locator Report Example - XML Format

Student ID and State Locator Report Example - HTML Format

Header Layout

Element	Description	Type, Format, and Length	Logic
RecordID	The transmission header.	Alphanumeric, 2 characters	Reports as TH.
Date	The date the file was created.	Date, 10 characters	The format is MM/DD/YYYY.
Time	The time the file was created.	Time, 8 characters.	The format is HH:MM:SS.
TransmissionID	The number assigned by the sending student information system to identify a transmission.	Alphanumeric, 10 characters	This number should be unique within a single installation.

Element	Description	Type, Format, and Length	Logic
FileVersion	The State ID and Profect Easier header record indicating the file version.	Alphanumeric, 4 characters	Valid options include: • 1.0: State ID File • 2009: Project Easier File
Delimiter	The State ID and Profect Easier header record indicating the delimiter used.	Alphanumeric, 14 characters	Reports as "delimiter=0x09."

Report Layout

Element Name	Description	Campus Location
RecodID	This field always reports ID. *Alphanumeric, 2 characters*	Not dynamically stored.
SchoolNumber	The four-digit code assigned to each school building by the Iowa Department of Education. *Alphanumeric, 4 characters*	System Administration > Resources > School > State School Number School.number
ResidentDistrict	The state assigned code of the district where the parents, custodial parent, or guardian resides. *Alphanumeric, 4 characters*	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict
Legal Last Name	The student's legal last name. If Legal Last Name is null, reports the Last Name. *Alphanumeric,60 characters*	Census > People > Demographics > Person Information > Legal Last Name Identity.lastName
Legal First Name	The student's legal first name. If Legal First Name is null, reports the First Name. *Alphanumeric, 60 characters*	Census > People > Demographics > Person Information > Legal First Name Identity.firstName

Legal Middle Name	The student's legal middle name. If Legal Middle Name is null, reports the Middle Name. *Alphanumeric, 60 characters*	Census > People > Demographics > Person Information > Legal Middle Name Identity.middleName
Legal Suffix	A suffix such as Jr., I, II, of the student. If Legal Suffix is null, reports the Suffix. *Alphanumeric, 10 characters*	Census > People > Demographics > Person Information > Legal Suffix Identity.suffix
Gender	The student's gender. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Gender Identity.gender
Birth Date	The student's birth date. *Date field: MM/DD/YYYY*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Grade Level	The student's grade level. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade
Local Student ID	The student's local student identification number assigned by the district. *Alphanumeric, 20 characters*	Census > People > Demographics > Person Identifiers > Student Number Enrollment.localStudentNumber
Social Security Number	The student's social security number. *Numeric, 9 digits*	Census > People > Demographics > Person Information > Soc Sec Number Identity.ssn
Race/Ethnicity State ID	The student's race/ethnicity. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race Ethnicity Wizard Identity.raceEthnicity
State Student ID	The state assigned student identification number. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID

Attending District	The state assigned ID of the district where the student is counted for attendance purposes. *Alphanumeric, 4 characters*	System Administration > Resources > District Info > State District Number Enrollment.servingDistrict
Current School Year	The fiscal year. *Numeric, 4 digits*	System Administration > Calendar > School Years > End Year Calendar.name

Trailer Layout

Element	Description	Type, Format, and Length	Logic
RecordID	The record ID.	Alphanumeric, 2 characters	Reports as TT.
TransmissionID	The 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	The total number of records in the transmission, including the Header and Trailer records.	Alphanumeric, 10 characters	Record total.