

Maine Staff Demographic Import

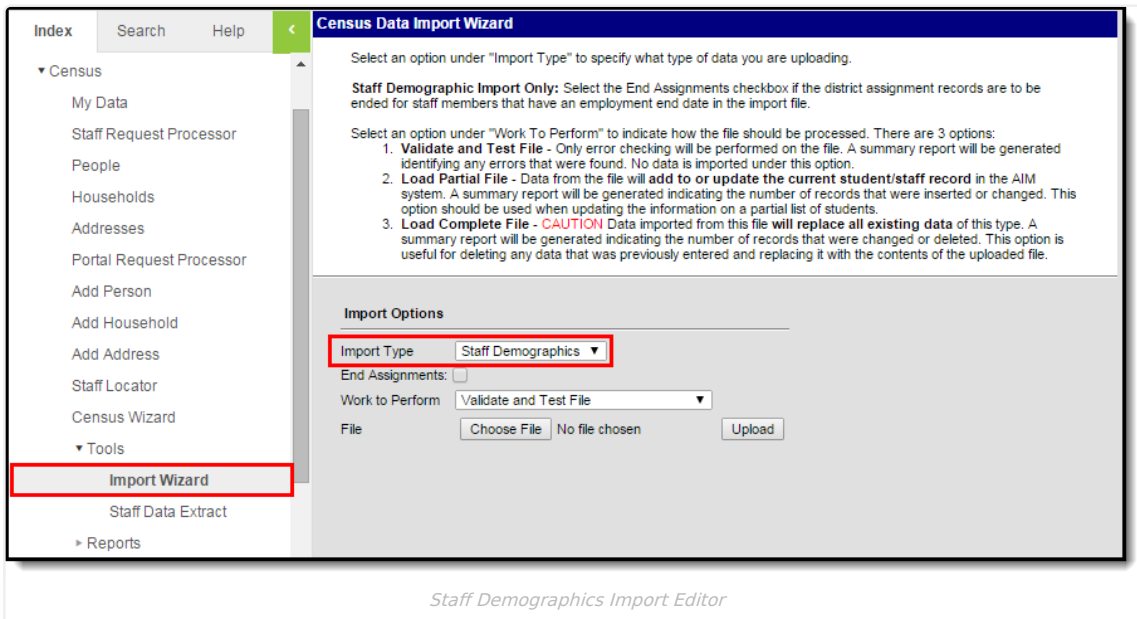
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Tool Search: Staff Demographic Import Type

This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

The Staff Demographic Import includes people who have a District Employment record that exists within the report's effective date.



Logic and Validations

The following defines the logic and validations used in the Staff Demographic Import:

- Each line in the import represents a single staff person for the district.
- A blank **Staff State ID** will trigger the system to begin the process of finding an existing ID or creating a new ID.
- If the District Start Date matches the Start Date of a district employment record, the district employment record will be updated with the District End Date and District Exit Reason.
 - If **District End Date** is NOT NULL, the **End Date** field will be populated for all district employment records for the staff in the identified SAUID and produce a warning indicating the district employment record was ended.
 - If **District End Date** is NOT NULL, the End Date field will be populated for all district assignment records for the staff in the identified SAUID and produce a warning indicating that all district assignment records were ended.
- If the **District Start Date** falls within one district employment record and does not match a district employment record **Start Date**, the record will be rejected and an error will be produced indicating only one district employment record is allowed per district per staff. The user is instructed to end the existing employment record before creating a new one.
- If the race fields of American Indian Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander and White are N, an error will be returned stating 'No racial group is selected. Please indicate all racial groups.'

Import Layout

The following table lists the data elements included in the layout.

See the [Demographics](#) page for more information.

For Race/Ethnicity fields, the following situations will cause an error upon importing:

- If field isn't populated
- If entry is not a valid option.

The following are valid options for race/ethnicity fields:

- A
- B
- C
- H
- I

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
SAUID	<p>Identification number of the school district.</p> <div style="background-color: #fff9c4; padding: 5px;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid SAUID </div>	Numeric, 4 digits	district.districtID	System Administration > Resources > District Information > State District Number
Staff State ID	<p>Staff person's state-assigned identification number.</p> <div style="background-color: #fff9c4; padding: 5px;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If value does not match a StaffStateID already in the system. </div>		person.stateStaffID	Census > People Demographics > Person Identification
Local Staff Number	Staff person's district-assigned staff number.	Numeric, 10 digits	person.staffNumber	Census > People Demographics > Person Identification

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
SSN	<p>Staff person's Social Security number</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not 9 digits 	Numeric, 9 digits	identity.SSN	Census > People Demographics > Person Information > Social Security Number
Last Name	<p>Staff person's legal last name</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is longer than 40 characters 	Alphanumeric, 40 characters	identity.lastName	Census > People Demographics > Person Information > Last Name
First Name	<p>Staff person's legal first name</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is longer than 35 characters 	Alphanumeric, 35 characters	identity.firstName	Census > People Demographics > Person Information > First Name
Middle Name	<p>Staff person's legal middle name</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If entry is longer than 30 characters 	Alphanumeric, 30 characters	identity.middleName	Census > People Demographics > Person Information > Middle Name

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Suffix Code	<p>Indication staff person's name contains a generational indicator (Jr., Sr., etc.)</p> <p>Valid options are (can be in upper or lowercase):</p> <ul style="list-style-type: none"> • II • III • IV • JR • SR • V <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;"> <p>The following situations will cause an error upon importing:</p> </div> <ul style="list-style-type: none"> • If entry is not a valid option 	Alphanumeric, 3 characters	identity.suffix	Census > People Demographics > Person Information > Suffix
Gender	<p>Staff person's gender. Valid options are M or F, in upper or lowercase.</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin: 10px 0;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid option </div>	Alphanumeric, 1 character M or F	identity.gender	Census > People Demographics > Person Information > Gender

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Birth Date	<p>Staff person's date of birth</p> <div style="background-color: #fff9c4; padding: 5px;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not in valid date format • If birth date makes person 16 or younger or 100 or older </div>	Date field, 10 characters YYYY-MM-DD	identity.birthDate	Census > People Demographics > Person Information > Birth Date
HispanicLatino	Indication staff person is of Hispanic/Latino descent.	Alphanumeric, 1 characters Y or N	identity.hispanicEthnicity	Census > People Demographics > Person Information > Race/Ethnicity > Is the individual Hispanic/Latino?
AmericanIndianAlaskaNative	Indicates staff person is of American Indian or Alaska Native descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > People Demographics > Person Information > Race/Ethnicity > American Indian Alaska Native
Asian	Indicates staff person is of Asian descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > People Demographics > Person Information > Race/Ethnicity > Asian
BlackAfricanAmerican	Indicates staff person is of Black or African American descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > People Demographics > Person Information > Race/Ethnicity > Black or African American
Native HawaiianPacificIslander	Indicates staff person is of Native Hawaiian or Pacific Islander descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > People Demographics > Person Information > Race/Ethnicity > Native Hawaiian Other Pacific Islander
White	Indicates staff person is of White (Caucasian) descent.	Alphanumeric, 1 characters Y or N	raceEthnicity.code	Census > People Demographics > Person Information > Race/Ethnicity > White

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Determination	Selection of Race Ethnicity Determination option.	Numeric, 2 digits	identity.race EthnicityDetermination	Census > People Demographics > Person Information > Race/Ethnicity: Race/Ethnicity Determination
Address Line 1	Staff person's address (street number, street, tag, direction). <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is longer than 100 characters </div>	Alphanumeric, 100 characters	contacts.line1	Census > Address > Address Information
Address Line 2	Staff person's address (apartment number, P.O. Box) <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is longer than 100 characters </div>	Alphanumeric, 100 characters	contacts.line2	Census > Address > Address Information
City	Location of staff person's housing <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is longer than 24 characters </div>	Alphanumeric, 24 characters	contacts.city	Census > Address > Address Information : City

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
State	<p>State in which staff person resides</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid code <p>See the State/Province Codes list on the Maine Department of Education site for a list of valid entries.</p>	Alphanumeric 2 characters	contacts.State	Census > Address > Address Info : State
Zip Code	<p>Assigned code to the address of where staff person resides.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not 5 or 9 digits 	Numeric, 9 digits	contacts.zip	Census > Address > Address Info : Zip
Home Phone	<p>Staff person's home phone number</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated 	Numeric, 10 digits	contacts.homephone	Census > Households > Household Info Phone
Work Phone	<p>Staff person's work phone number</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid entry 	Numeric, 10 digits	contacts.workphone	Census > People Demographics > Personal Contact Information > Work Phone

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Email Address	Staff person's email address This field cannot be more than 100 characters and must contain the @ symbol.	Alphanumeric, 100 characters	contacts.email	Census > People Demographics > Personal Contact Information > E
District Start Date	Staff person's most recent start date of employment <div style="background-color: #fff9c4; padding: 5px;"> The following situations will cause an error upon importing: <ul style="list-style-type: none"> • If field is not populated • If field is not in proper Date format </div>	Date field, 10 characters YYYY-MM-DD	employment.startDate	Census > People District Employment > Employment Information > S Date
District End Date	Staff person's most recent district employment end date <div style="background-color: #fff9c4; padding: 5px;"> The following situations will cause an error upon importing: <ul style="list-style-type: none"> • If field is not in proper Date format </div>	Date field, 10 characters YYYY-MM-DD	employment.endDate	Census > People District Employment > Employment Information > E Date

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
District Exit Reason Code	<p>Staff person's reason for ending employment on the most recent district employment end. This is required entry if District End Date is populated.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If District Exit Reason Code is null and District End Date is not null • If District Exit Reason Code is not null and District End Date is null • If not a valid code 	Numeric, 2 digits	employment.exitReason	Census > People > District Employment > Employment Information > Exit Reason
Years Public Ed	<p>Indicates the staff person's total years of service in public education</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not numeric • If entry is longer than 9 digits 	Numeric, 9 digits	employmentbackground.publicEducation	Census > People > Demographics > Background > Years Certified/Author Experience > Public Education

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Years Private Ed	<p>Indicates the staff person's total years of service in private education.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not numeric • If entry is longer than 9 digits 	Numeric, 9 digits	employmentbackground.privateEducation	Census > People Demographics > Background > Years Certified/Author Experience > Private
Years Voc CTE	<p>Indicates the staff person's total years of service in vocational/continuing education.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not numeric • If entry is longer than 9 digits 	Numeric, 9 digits	employmentbackground.publicEducation	Census > People Demographics > Background > Years Certified/Author Experience > Private
Last Year State	<p>Notes the state in which the staff person was employed in the previous year.</p> <p>See list of State or Province Codes on the Maine Department of Education site for a list of valid options.</p> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> • If field is not a valid state code 	Alphanumeric, 2 characters	employmentbackground.lastYearState	Census > People Demographics > Background > Years Certified/Author Experience > Last Year State

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Last Year Title	<p>Notes the staff person's title in the previous school year.</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The following situations will cause an error upon importing:</p> <ul style="list-style-type: none"> If Last Year Title is null and Last Year State is not null If Last Year Title is not null and Last Year State is null If entry is not a valid code </div>	Alphanumeric, 10 characters	employmentbackground. lastYearTitle	Census > People Demographics > Background > Years Certified/Author Experience > Last Year Title