Maine Staff Demographic Import
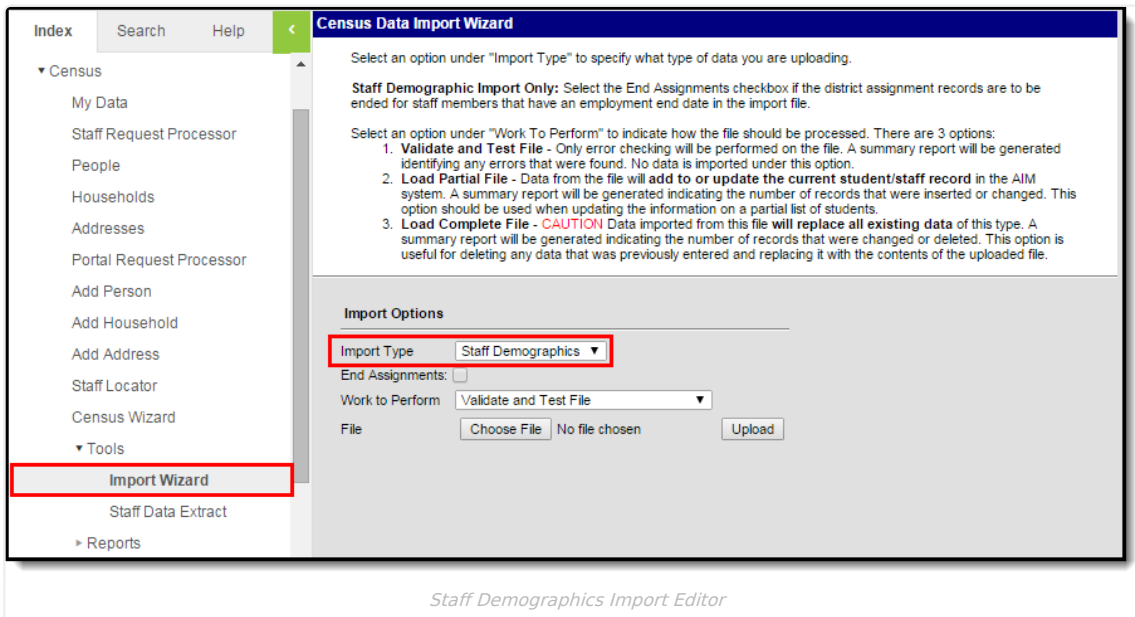
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[Logic and Validations](#) | [Import Layout](#)

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.

Staff Demographics Import Editor

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 being 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 products indicating only one district employment record is allowed per district per staff. The user is instruction 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	Identification number of the school district. The following situations will cause an error upon importing: - If field is not populated - If entry is not a valid SAUID	Numeric, 4 digits	district.districtID	System Administration : Resources > District Information > State District Number
Staff State ID	Staff person's state-assigned identification number. The following situations will cause an error upon importing: - If value does not match a StaffStateID already in the system.		person.stateStaffID	Census > People Demographics > Person Identifiers
Local Staff Number	Staff person's district-assigned staff number.	Numeric, 10 digits	person.staffNumber	Census > People Demographics > Person Identifiers

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
SSN	Staff person's Social Security number The following situations will cause an error upon importing: • 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	Staff person's legal last name The following situations will cause an error upon importing: • 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	Staff person's legal first name The following situations will cause an error upon importing: • 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	Staff person's legal middle name The following situations will cause an error upon importing: • 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 Interfac
Suffix Code	Indication staff person's name contains a generational indicator (Jr., Sr., etc.) Valid options are (can be in upper or lowercase): • II • III • IV • JR • SR • V The following situations will cause an error upon importing: • If entry is not a valid option	Alphanumeric, 3 characters	identity.suffix	Census > Peopl Demographics > Person Informat > Suffix
Gender	Staff person's gender. Valid options are M or F, in upper or lowercase. The following situations will cause an error upon importing: • If field is not populated • If entry is not a valid option	Alphanumeric, 1 character M or F	identity.gender	Census > Peopl Demographics > Person Informat > Gender

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Birth Date	Staff person's date of birth The following situations will cause an error upon importing: • 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	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 Interfa
Determination	Selection of Race Ethnicity Determination option.	Numeric, 2 digits	identity.race EthnicityDetermination	Census > Peopl Demographics > Person Informat > Race/Ethnicity Race/Ethnicity Determination
Address Line 1	Staff person's address (street number, street, tag, direction). The following situations will cause an error upon importing: • If field is not populated • If entry is longer than 100 characters	Alphanumeric, 100 characters	contacts.line1	Census > Addre > Address Info
Address Line 2	Staff person's address (apartment number, P.O. Box) The following situations will cause an error upon importing: • If field is not populated • If entry is longer than 100 characters	Alphanumeric, 100 characters	contacts.line2	Census > Addre > Address Info
City	Location of staff person's housing The following situations will cause an error upon importing: • If field is not populated • If entry is longer than 24 characters	Alphanumeric, 24 characters	contacts.city	Census > Addre > Address Info : City

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfac
State	State in which staff person resides The following situations will cause an error upon importing: • If field is not populated • If entry is not a valid code See the State/Province Codes list on the Maine Department of Education site for a list of valid entries.	Alphanumeric 2 characters	contacts.State	Census > Addre > Address Info : State
Zip Code	Assigned code to the address of where staff person resides. The following situations will cause an error upon importing: • If field is not populated • If entry is not 5 or 9 digits	Numeric, 9 digits	contacts.zip	Census > Addre > Address Info : Zip
Home Phone	Staff person's home phone number The following situations will cause an error upon importing: • If field is not populated	Numeric, 10 digits	contacts.homephone	Census > Households > Household Info Phone
Work Phone	Staff person's work phone number The following situations will cause an error upon importing: • If field is not populated • If entry is not a valid entry	Numeric, 10 digits	contacts.workphone	Census > Peopl Demographics > Personal Contac Information > W Phone

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfac...
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 > Peopl Demographics > Personal Contac Information > E
District Start Date	Staff person's most recent start date of employment The following situations will cause an error upon importing: • If field is not populated • If field is not in proper Date format	Date field, 10 characters YYYY-MM-DD	employment.startDate	Census > Peopl District Employment > Employment Information > S Date
District End Date	Staff person's most recent district employment end date The following situations will cause an error upon importing: • If field is not in proper Date format	Date field, 10 characters YYYY-MM-DD	employment.endDate	Census > Peopl District Employment > Employment Information > E Date

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfac
District Exit Reason Code	Staff person's reason for ending employment on the most recent district employment end. This is required entry if District End Date is populated. The following situations will cause an error upon importing: • 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 > Peopl District Employment > Employment Information > E Reason
Years Public Ed	Indicates the staff person's total years of service in public education The following situations will cause an error upon importing: • If field is not numeric • If entry is longer than 9 digits	Numeric, 9 digits	employmentbackground. publicEducation	Census > Peopl Demographics > Background > Years Certified/Author Experience > Pu

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfac
Years Private Ed	Indicates the staff person's total years of service in private education. The following situations will cause an error upon importing: • If field is not numeric • If entry is longer than 9 digits	Numeric, 9 digits	employmentbackground. privateEducation	Census > Peopl Demographics > Background > Years Certified/Author Experience > Private
Years Voc CTE	Indicates the staff person's total years of service in vocational/continuing education. The following situations will cause an error upon importing: • If field is not numeric • If entry is longer than 9 digits	Numeric, 9 digits	employmentbackground. publicEducation	Census > Peopl Demographics > Background > Years Certified/Author Experience > Pu
Last Year State	Notes the state in which the staff person was employed in the previous year. See list of State or Province Codes on the Maine Department of Education site for a list of valid options. The following situations will cause an error upon importing: • If field is not a valid state code	Alphanumeric, 2 characters	employmentbackground. lastYearState	Census > Peopl Demographics > Background > Years Certified/Author Experience > La Year State

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Last Year Title	Notes the staff person's title in the previous school year. The following situations will cause an error upon importing: • 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	Alphanumeric, 10 characters	employmentbackground. lastYearTitle	Census > People Demographics > Background > Years Certified/Author Experience > La Year Title