CALPADS SSID Import

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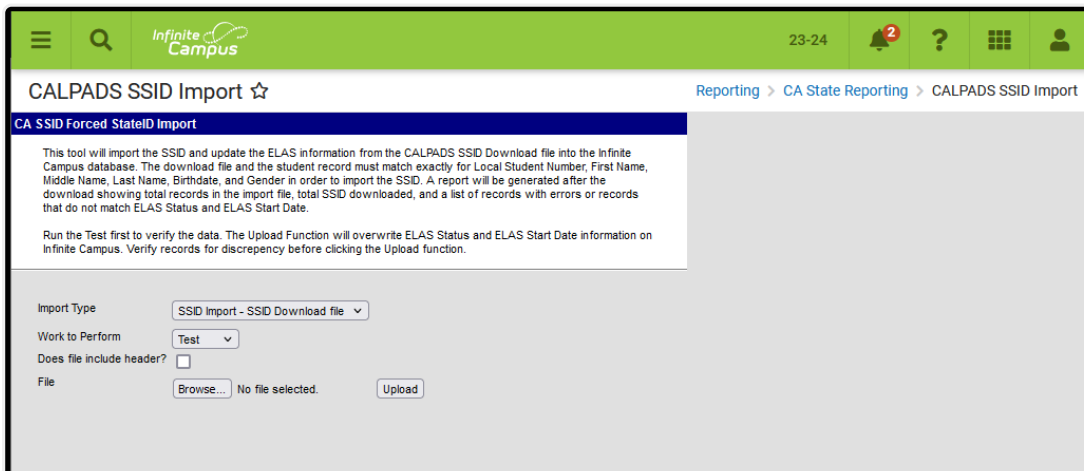
SB1453 requires local education agencies and charter schools to assign and maintain Student State Identifiers (SSIDs). This identifier is required on all individual student data submissions.

The following Import Types can be selected (one at a time) for import:

- **SSID Import** - **SSID Download File**. This option imports existing student identifiers to Campus.
- **SSID Import - Request File**. This option allows districts to request student identifiers from CALPADS for those students who do not have one.
- **ELA Import**. This option imports student program information related to LEP and ELA.

The identifier assignment and maintenance processes are the responsibility of CALPADS. Information regarding SSID assignment should be directed there. See the following sites for more information:

- CALPADS Organization - https://documentation.calpads.org
- California Department of Education - https://www.cde.ca.gov/ds/sp/cl/

CALPADS SSID Import

Read - Generate all available report types.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

Import Requirements

When the SSID Download file is selected for importing, each record is compared to existing student data to determine when there is an acceptable match between the student data in the SSID download record and the existing student data in the database.

When the SSID Request file is selected, each record is compared to existing student data to determine when there is an acceptable match between the student data in the SSID Request record and the existing student data in the database. When there are any mismatches in the SSID Student Data that result in a fatal error, the SSID is not imported and the fatal error reports. When there are mismatches that result in a warning, the SSID is imported and the warning reports.

Basic Workflow for SSID Requests

1. User submits a Student Enrollment (SENR) file in .txt or .csv format to CALPADS with **blank SSIDs** through the SSID search tool.
2. A match is performed against specific demographic criteria in the SENR against those same demographic criteria in the ODS.
3. Once the match is performed, a downloadable file (.csv format) is returned with the following:
   - User-submitted criteria used for matching.
   - When no matches were found, submitted criteria is returned with a Result Category of No Match.
   - When full or partial matches were found:
     - Submitted criteria is returned with associated Single or Multiple matches along with the match score.
     - Additional demographic criteria to import into the SIS - English Language Acquisition Status Code and Start Date, parent/guardian information, most recent enrollment information.
4. Users then use the selection field to determine which of these SSIDs to import into the SIS before sending up SENR through the file submission process.

Matching Criteria

Scoring is based on the matching of these submitted student record fields:

- Legal and alias names
- Gender
- Date of birth
- Birth Country
- Birth State

Matching is done using both the legal and alias names, in addtion to the other demographic elements, with the legal names taking higher precedence. This name sequencing is:

1. Perfect match to legal names or alias names
2. Alias names to legal or alias names

Perfect matches maximize the match schore, variations reduce the match score.

Overwrite Logic

When a file is uploaded, the following fields are overwritten:

Field	Overwriting Logic
ELA Status Code	The ELA Status Code on the file overwrites the Program Status Code on the student's LEP record. • **IFEP** in the file overwrites the LEP Program Status Code to **Not LEP**. • **EL** in the file overwrites the LEP Program Status Code to **LEP.** • **RFEP** in the file overwrites the LEP Program Status Code to **Exited LEP**. • **TVD** in the file overwrites the LEP Program Status Code to **Pending**, and an ELA Start Date is inserted into the TBD Date on the student's EL record. • The EL Program Status is updated to **EO**.
ELA Start Date	Overwrites the Identified Date field in LEP.
ELAS Status and/or ELAS Start Date	When there is no existing LEP data for the student, but the ELAS Status and ELAS Start Date fields exist in the file, that information is added to the LEP record.
ELAS Status of EO	The ELAS Start Date is imported to the EL Identified Date field.
Primary Language	The Primary Language in the file overwrites the assigned language on the Home Primary Language field.

Warning Messages

Warning messages (noted in bold) generate when:

- There is something on the student's LEP record but no data for the same student in the file.
- **ELA Status does not match** - ELA Status on the file does not match LEP Program.
- **ELA Start Date does not match** - ELA Start Date on the file does not match LEP Identified Date.
- **Home Language does not match** - Home Primary Language on the file does not match the assigned Home Primary Language.

Test the Import

The Test function is required before updating SSIDs and ELAs. It compares the uploaded file

against existing Campus information and prints a list of the mismatches.

- The student's ELA Status Code is compared to the Program Status on the EL tool.
- When the data for these fields do not match, a warning message generates that includes the matching data elements and these two status codes.

The warning message displays any errors in the data match and the data that is overwritten by the upload.

SSID Import and ELA Status, ELA Start Date, and Home Primary Language Import are not dependent on each other.

When the student already has the appropriate SSID Import and the ELA Information needs to be updated, the upload imports or replaces data for the ELA Start Date, ELA Status and Home Primary Language.

1. Select the **Import Type** from the dropdown list.
2. Select the **Test** option from the **Work to Perform** dropdown list.
3. Click the **Browse** button to locate the file containing student IDs. **Note that the file needs to be in *.txt format.**
4. Follow the instructions on the screen for selection of the file.
5. Click the **Upload** button to run the upload process on the selected file.

A Results file displays indicating any issues found with the file. Make the necessary edits prior to uploading the data.

Results

File Name: SIS79646.txt
Record Count: 5
Import Count: 0
Error Count: 0

Error Detail:

Line	Error Message
1	StateID being imported already exists for localStudentID (91116303).
	Data File:
	3361724|3331071|12345 |9111|	|Kevin| |M|19971208|20140901|13|IFEP|20131010|99|20140101|
1	WARNING: Campus LEP Date ('2013-10-05') DOES NOT match LEP Date on ISSID Import File for localStudentID ('91116303').
	Data File:
	3361724|3331071|12345 |9111|	|Kevin| |M|19971208|20140901|13|IFEP|20131010|99|20140101|
2	StateID being imported already exists for localStudentID (91116316).
	Data File:
	3361724|3331071|12345 |9111|	|Tab ||F|19980125|20140901|13|RFEP|20131010|99|20140101|
3	StateID being imported already exists for localStudentID (91116374).
	Data File:
	3361724|3331071|12345 |9111|	|Antwon|D|M|19971023|20140901|13|EL|20131015|99|20140101|
4	StateID being imported already exists for localStudentID (91116500).
	Data File:

SSID Test Import Results

Use the Import

After running the test and verifying the import is accurate, use the full import process.

1. Select the **Import Type** from the dropdown list.
2. Select the **Update** option from the **Work to Perform** dropdown list.
3. Click the **Browse** button to locate the file containing student IDs. **Note that the file needs to be in *.txt format.**
4. Follow the instructions on the screen for selection of the file.
5. Click the **Upload** button to run the upload process on the selected file.

An upload report generates after matching.

Results

File Name: CA_SSIDIMPORT_Test2.txt
Record Count: 1
Import Count: 0
Error Count: 1

Error Detail:

Line	Error Message
1	StateID (4455667788) being imported cannot overwrite current stateID ('123456789). *Data File:* 3375176|0113100|123456789 |1234567 |Student|Anna|May |F|19971002|20140813|KN|||20140728|

SSID Import Results

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female, X: Non-binary. This is done on the Identities tool and/or the Demographics tool.

> CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student and staff identity information.

To record a gender of X: Non-binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** of M: Male, F: Female, or X: Non-binary.
3. Save the record when finished.

Gender and Legal Gender Assignment

File Layouts

SSID Import - Download File Layout | SSID Import - Request File Layout | ELA Import Layout

The File Layouts lists the fields that are imported and the logic that describes the comparisons and expected output when there is not an acceptable match.

- When there are any mismatches that result in a fatal error, the SSID does not import and the fatal error is reported.
- When there are mismatches in a warning, the SSID is imported and the warning is reported.

SSID Import - Download File Layout

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Data Element	Description and Logic	Location
Reporting LEA	State District Number. *Numeric, 7 digits*	Not used for import validation.
School of Attendance	School number for the reporting school. *Numeric, 7 digits*	Not used for import validation.

Data Element	Description and Logic	Location
SSID	Student's State ID. This number is imported when the field is currently empty and an acceptable match is made on the First Name, Middle Name, Last Name, Birth Date and Gender fields. *Numeric, 10 digits*	Demographics > Person Identifiers > State ID Person.stateID
Local Student ID	Student's Local ID. This is the first field that is used to find a match. When there is no match, an indication of no student number displays. *Numeric, 15 digits*	Demographics > Person Identifiers > Student Number Person.studentNumber
Student Legal Last Name	Student's legal last name. This is used to create a match for import. A mis-match between this element and the Last Name in the database is a fatal error. When the Legal Last Name field is populated on the earlier identity, information reports from that field. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
Student Legal First Name	Student's legal first name. When the Legal First Name field is populated on the earlier identity, information reports from that field. This is used to create a match for import. A mis-match between this element and the First Name in the database is a fatal error. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName

Data Element	Description and Logic	Location
Student Legal Middle Name	Student's legal middle name. When the Legal middle Name field is populated on the earlier identity, information reports from that field. This is used to create a match for import. A mis-match between this element and the Middle Name in the database is a **warning**. It is not a warning when the import record and the database both have a null/blank value. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Student Gender Code	Student's gender. When the Legal Gender field is populated, information reports from that field. This is used to create a match for import. A mis-match between this element and the Gender in the database is a fatal error. See the Non-Binary Gender Reporting section for additional information. *Alphanumeric, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender
Student Birth Date	Day, month and year student was born. This data is used to create a match for import. A mis-match between this element and the Birthdate in the database is a fatal error. *Date field (CCYYMMDD or MM/DD/CCYY)*	Demographics > Person Information > Date of Birth Identity.birthDate

Data Element	Description and Logic	Location
School Start Date	Date student started school. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.
Grade Level Code	Student's state grade level. *Alphanumeric, 2 characters*	Not used for import validation.
ELA Status Code	The most recent English Language Acquisition Status Code. Not used for import validation. *Numeric, 4 digits*	English Learners (EL) > Program Status Lep.programStatus
ELA Start Date	Start date for a specific EL status. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.
Primary Language	The language the student first learned and most often speaks at home. *Numeric, 2 characters*	Not used for import validation.
Date SSID Created	Date the state ID number was created. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.
Student with Disabilities (SWD) Indicator	Indicates the student has a disability. *Alphanumeric, 1 character*	Not used for import validation.
Earliest Enrollment Start Date K-12	Reports the earliest enrollment start date of the student in grades K-12. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.
Student Initial US School Enrollment Date K-12	Reports the student's first enrollment start date in a US School. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.

Data Element	Description and Logic	Location
Date SENR Record posted to LEA	Indicates the date the SENR record was posted in CALPADS. *Date field, 8 characters (CCYYMMDD)*	N/A

SSID Import - Request File Layout

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Data Element	Description and Logic	Location
Submitted SENR Reporting LEA	State District Number. *Numeric, 7 digits*	Not used for import validation.
Submitted SENR School of Attendance	School number for the reporting school. *Numeric, 7 digits*	Not used for import validation.
Selection	This is a blank column that the user indicates on hard copy which SSID matches the incoming SENR.	Not used for import validation.
Submitted SINF Local ID	Student's State ID. This is the LEA assigned local identification identifier for the submitted student. This field is matched first in the import. When there is no match to the Local Student number, a statement of 'No student match to this Student Number' prints. When there is no Local Student Number in the import file, a statement of 'No Local Student Number in the file' prints. *Numeric, 10 digits*	Demographics > Person Identifiers > State ID Person.stateID

Data Element	Description and Logic	Location
Submitted SINF Student Legal Last Name	Student's legal last name. This is used to create a match for import. Legal Last Name is used when that field populated; when not populated, the Last Name is used. When both fields are populated, a match is found between the two fields. A mismatch between this element and the Last Name in the database is a fatal error. When the Legal Last Name field is populated on the earlier identity, information reports from that field. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName
Submitted SINF Student Legal First Name	Student's legal first name. This is used to create a match for import. Legal First Name is used when populated; when not populated, the First Name is used. A mismatch between this element and the First Name in the database is a fatal error. When the Legal First Name field is populated on the earlier identity, information reports from that field. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName

Data Element	Description and Logic	Location
Submitted SINF Student Legal Middle Name	Student's legal middle name. When the Legal Middle Name field is populated on the earlier identity, information reports from that field. This is used to create a match for import. Legal Middle Name is used when populated; when not populated, the Middle Name is used. A mismatch between this element and the Middle Name in the database is a **warning**. It is not a warning when the import record and the database both have a null/blank value. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Result SINF SSID	Student's State ID. The SSID that is returned for a potential match relating to the most recent SENR record. This number imports into the State ID field WHEN the field is empty and when an acceptable match is made on the First Name, Middle Name, Birth Date and Gender. *Numeric, 10 digits*	Demographics > Person Identifiers > State ID Person.stateID
Result SENR SSID Create Date	Match result SSID Create Date.	Not used for import validation.

Data Element	Description and Logic	Location
Result Category	The category that describes the result of the candidate match. This is used to determine which records to import. • No Match results are ignored. • Any records with Single Match or a single Multiple Match per start that are grater than or equal to the value entered are imported. Values: No Match, Single Match, Multiple Match	N/A
Result Match Percentage Score	The score representing the percentage of demographic criteria that matched to the submitted student demographic criteria. When the Result Category is Multiple Match, this field can include a decimal.	N/A
Submitted SENR Student Gender Code	Student's gender. When the Legal Gender field is populated, information reports from that field. This is used to create a match for import. Legal Gender is used when populated; when not populated, Gender is used. A mismatch between this element and the Gender in the database is a fatal error. See the Non-Binary Gender Reporting section for additional information. *Alphanumeric, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender

Data Element	Description and Logic	Location
Submitted SINF Student Birth Date	Day, month and year student was born. This data is used to create a match for import. A mismatch between this element and the Birthdate in the database is a fatal error. *Date field (CCYYMMDD or MM/DD/CCYY)*	Demographics > Person Information > Date of Birth Identity.birthDate
Submitted SINF Birth Country	Abbreviation of the country in which the student was born.	Not used for import validation.
Submitted SINF Birth State	Abbreviation of the state or province in which the student was born.	Not used for import validation.
Submitted SENR Grade Level	Student's most recent grade level.	Not used for import validation.
Result SINF Reporting LEA Name	The Reporting LEA for the student's most recent enrollment.	Not used for import validation.
Result SINF School of Attendance	The School of Attendance for the student's most recent enrollment	Not used for import validation.
Result SENR Reporting LEA County District Code	The Reporting LEA county-district code for the student's most recent enrollment.	Not used for import validation.
Result SENR School of Attendance School Code	The School of Attendance school code for the student's most recent enrollment.	Not used for import validation.
Result SENR Enrollment Start Date	The student's most recent enrollment start date.	Not used for import validation.
Result SENR Enrollment End Date	The student's exit date on most recent enrollment.	Not used for import validation.
Result SINF Student Legal Last Name	The student's legal last/surname.	Not used for import validation.

Data Element	Description and Logic	Location
Result SINF Student Legal First Name	The student's legal first name.	Not used for import validation.
Result SINF Student Legal Middle Name	The student's legal middle name.	Not used for import validation.
Result SINF Student Alias Last Name	The student's alias last name.	Not used for import validation.
Result SINF Student Alias First Name	Match result student's alias first name.	Not used for import validation.
Result SINF Gender	The student's gender.	Not used for import validation.
Result SINF Birth Date	The student's birth date.	Not used for import validation.
Result SELA ELAS Code	The student's most recent ELAS Code.	Not used for import validation.
Result SELA ELAS Start Date	The ELAS Start Date associated with the student's most recent ELAS Code.	Not used for import validation.
Result SELA Primary Language	The student's Primary language.	Not used for import validation.
Result SINF Parent/ Guardian 1 First Name	The student's parent/guardian 1 First Name.	Not used for import validation.
Result SINF Parent/ Guardian 1 Last Name	The student's Parent/Guardian 1 Last Name.	Not used for import validation.
Result SINF Parent/ Guardian 2 First Name	The student's Parent/Guardian 2 First Name.	Not used for import validation.
Result SINF Parent/ Guardian 2 Last Name	The student's Parent/Guardian 2 Last Name.	Not used for import validation.

Data Element	Description and Logic	Location
Result SINF Residential Address Line 1	The student's residential address line 1.	Not used for import validation.
Result SINF Residental Address Line 2	The student's residential address line 2.	Not used for import validation.
Result SINF Residential Address City Name	The student's residential address city.	Not used for import validation.
Result SINF Residental Address ZIP Code	The student's residential address zip.	Not used for import validation.
Result SINF Mailing Address Line 1	The student's mailing address line 1.	Not used for import validation.
Result SINF Mailing Address Line 2	The student's mailing address line 2.	Not used for import validation.
Result SINF Mailing Address City Name	The student's mailing address city name.	Not used for import validation.
Result SINF Mailing Address State Province Code	The student's mailing address state.	Not used for import validation.
Result SINF Mailing Address ZIP Code	The student's mailing address zip.	Not used for import validation.
Result SENR Grade Level	The student's most recent Grade Level.	Not used for import validation.
Resilt SINF Birth State	The student's most recent Birth State.	Not used for import validation.
Result SINF Birth City	The student's most recent Birth City.	Not used for import validation.

ELA Import Layout

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Data Element	Description and Logic	Location
Reporting LEA	State District Number. *Numeric, 7 digits*	Not used for import validation.
School of Attendance	School number for the reporting school. *Numeric, 7 digits*	Not used for import validation.
SSID	Student's State ID. This number imports when the field is currently empty and an acceptable match is made on the First Name, Middle Name, Last Name, Birth Date and Gender fields. *Numeric, 10 digits*	Demographics > Person Identifiers > State ID Person.stateID
Local Student ID	Student's Local ID. This is the first field that is used to find a match. When there is no match, an indication of no student number displays. *Numeric, 15 digits*	Demographics > Person Identifiers > Student Number Person.studentNumber
Student Legal Last Name	Student's legal last name. When the Legal Last Name field is populated on the earlier identity, information reports from that field. This is used to create a match for import. A mismatch between this element and the Last Name in the database is a fatal error. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName

Data Element	Description and Logic	Location
Student Legal First Name	Student's legal first name. When the Legal First Name field is populated on the earlier identity, information reports from that field. This is used to create a match for import. A mismatch between this element and the First Name in the database is a fatal error. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName --- Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName
Student Legal Middle Name	Student's legal middle name. When the Legal middle Name field is populated on the earlier identity, information reports from that field. This is used to create a match for import. A mismatch between this element and the Middle Name in the database is a **warning**. It is not a warning when the import record and the database both have a null/blank value. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Student Gender Code	Student's gender. When the Legal Gender field is populated, information reports from that field. This is used to create a match for import. A mismatch between this element and the Gender in the database is a fatal error. *Alphanumeric, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender

Data Element	Description and Logic	Location
Student Birth Date	Day, month and year student was born This data is used to create a match for import. A mismatch between this element and the Birthdate in the database is a fatal error. *Date field (CCYYMMDD or MM/DD/CCYY)*	Demographics > Person Information Identity.birthDate
School Start Date	Date student started school. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.
Grade Level Code	Student's state grade level. *Alphanumeric, 2 characters*	Not used for import validation.
ELA Status Code	The most recent English Language Acquisition Status Code. ELA Status Code matches on the Program Status Code on the EL tool. When these do not match, a warning is provided that includes the student, local ID and SSID, along with the mismatched status codes. When the Status is EO and the Update EO option is selected in the Work to Perform field, the ELA Start Date is inserted into the EO-TBD Date; when a date already exists, it is NOT overwritten. *Numeric, 4 digits*	Enrollment.englishProficiency

Data Element	Description and Logic	Location
ELA Start Date	Start date for a specific EL status. ELA Start Date matches on the Identified Date on the EL tool. When these do not match, a warning is provided that includes the student, Local ID, and SSID as well as the two mismatched dates. The import still occurs even with this mismatch. Dates on the import file appear in the form of CCYYMMDD. This needs to be imported as MMDDCCYY. The Campus LEP Identified Date field is overwritten with the data in this field when Upload is selected. - When the ELA Status Code = RFEP, the ELA Start Date matches with the Exit Date on EL record. When they do not match, a warning displays with the student information (Student, Local ID, SSID, ELA Start Date and Exit Date), but the import is allowed. The date imports to the Program End Date field on EL tool and the Identified Date populates the School Start Date field when it is blank. - When the Identified Date is not blank, it is not overwritten. *Date field, 8 characters (CCYYMMDD or MMDDCCYY)*	English Learners (EL) > Identitifed Date Enrollment.englishProficiencyDate

Data Element	Description and Logic	Location
Primary Language	The language the student first learned and most often speaks at home. Primary Language matches on Home Primary Language on the Demographics tool. When these do not match, a warning is provided that includes the student, local ID and SSID. The import still occurs even with this mismatch. *Numeric, 2 characters*	Identities > Identity Information > Home Primary Language Identity.homePrimaryLanguage
Date SSID Created	Date the state ID number was created. *Date field, 8 characters (CCYYMMDD)*	Not used for import validation.