

SASID Import (Connecticut)

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This tool imports SASID State ID values from CSV files in the PSIS register format. The import will match students based on the local student numbers in the file and will produce a report of errors, unmatched students, and successful updates.

SASID Import 

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File

SASID Import

Importing a File

1. Click **Browse** to select a file to be imported.
2. Once a file is chosen, click **Upload** to import the file.

Upload Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Record Type	<p>Identifies the type of record:</p> <ul style="list-style-type: none"> • Register reports R • Change & Summer Roll-up reports C • Unregister reports U 	Alphanumeric, 1 character	N/A	N/A
State Assigned Student ID (SASID)	The Student State ID for the student being reported.	Alphanumeric, 10 characters	Person.stateID	Census > People > Demographics > Student State ID

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Reporting District	Three-digit code for the district of attendance.	Alphanumeric, 3 characters	District.number	School & District Settings > District > District Information > District Info > State District Number
Reporting District Entry Date	The date at which the student first entered a school and began membership in your district. If a student has re-entered your district, it reflects the date of re-entry.	Date field, 8 characters MMDDYYYY	Enrollment.startDate	Scheduling & Courses > Calendar Setup > Calendar Information > Start Date OR Student Information > General > Enrollments > enrollment Editor > Start Date
Resident Town	The three digit code for the town of fiscal responsibility. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 3 characters	CustomStudent.value	Student Information > General > Enrollments > State Reporting > Resident Town

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Facility Code 1	<p>Seven-digit code of the school attended by the student.</p> <p>If the Facility Code Override field is blank, this column is created by combining the following fields:</p> <ul style="list-style-type: none"> State District Number + State School Number + Institution Code <p>This field always reports blank for the <i>Unregister</i> report type.</p>	Alphanumeric, 7 characters	CustomStudent.value	<p>Student Information > General > Enrollments > State Reporting Fields > Facility Code Override OR</p> <p>School & District Settings > District > District Information > State District Number</p> <p>School & District Settings > Schools > School Information > School Editor > School Detail > State School Number</p> <p>School & District Settings > Schools > School Information > School Editor > School Detail > Institution code</p>

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Facility Code 2	Seven-digit code of the school attended by the student. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 7 characters	CustomStudent.value	Student Information > General > Enrollments > State Reporting Fields > Facility Code 2
Legal Last Name	The student's legal last name. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 35 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Legal First Name	The student's legal first name. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 20 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Legal Middle Name	The student's legal middle name. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name
Generation Suffix	The student's generation suffix. For example, Jr, Sr, I, II, III, IV, V, or VI. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 4 characters	Identity.suffix	Census > People > Demographics > Person Information > Suffix
Date of Birth	The student's date of birth.	Date field, 8 characters MMDDYYYY	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Hispanic or Latino	Determines whether a person identifies as Hispanic or Latino. This field reports Y or N . This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 1 character	Identity.hispanicEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity > Hispanic/Latino
American Indian or Alaska Native	Determines whether a person identifies as American Indian or Alaska Native. This field reports Y or N . This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 1 character	RaceEthnicity.code	Census > People > Demographics > Person Information > Race/Ethnicity > American Indian or Alaska Native
Asian	Determines whether a person identifies as Asian. This field reports Y or N . This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 1 character	RaceEthnicity.code	Census > People > Demographics > Person Information > Race/Ethnicity > Asian
Black or African American	Determines whether a person identifies as Black or African American. This field reports Y or N . This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 1 character	RaceEthnicity.code	Census > People > Demographics > Person Information > Race/Ethnicity > Black or African American

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Native Hawaiian or Other Pacific Islander	Determines whether a person identifies as Native Hawaiian or Other Pacific Islander. This field reports Y or N . This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 1 character	RaceEthnicity.code	Census > People > Demographics > Person Information > Race/Ethnicity > Native Hawaiian or Other Pacific Islander
White	Determines whether a person identifies as White. This field reports Y or N . This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 1 character	RaceEthnicity.code	Census > People > Demographics > Person Information > Race/Ethnicity > White
Gender Code	The student's gender. This field reports M or F . This field always reports blank for the <i>Unregister</i> and the <i>Change & Summer Roll-Up</i> report types.	Alphanumeric, 1 character	Identity.gender	Census > People > Identities > Current Identity > Gender
Grade Code	The student's grade level. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 2 characters	GradeLevel.stateGrade	Scheduling & Courses > Calendar Setup > Grade Level Setup > State Grade Level
District Student ID	The student's district assigned ID. This field always reports blank for the <i>Unregister</i> report type.	Alphanumeric, 20 characters	Person.studentNumber	Census > People > Demographics > Person Identifiers > Local Student Number

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Last Name as it appears in SIS	<p>This is different from the Legal Last Name in that the student's last name may have changed for multiple reasons since their birth certificate and this is the name that is currently in use in the SIS.</p> <p>This field always reports blank for the <i>Unregister</i> report type.</p>	Alphanumeric, 35 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Town of Birth	<p>The city in which the student was born or comparable unit if born outside of the U.S.</p> <p>This field always reports blank for the <i>Change & Summer Rollup</i> and <i>Unregister</i> report types.</p>	Alphanumeric, 50 characters	Identity.birthCity	Census > People > Identities > Birth City
Mother's Maiden Name	This field always reports blank.	Alphanumeric, 35 characters	N/A	N/A

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Polio Vaccination Date	<p>The date of the student's first Polio vaccine.</p> <p>This field always reports blank for the <i>Change & Summer Rollup</i> and <i>Unregister</i> report types.</p>	Date field, 8 characters MMDDYYYY	VaccineShot.date	Student Information > Health > Immunizations > Polio [IPV, OPV] > Shots Student Information > Health > Immunizations > Polio [OPV] > Shots Student Information > Health > Immunizations > Polio [IPV] > Shots
Secondary ID	This field always reports blank.	Alphanumeric, 9 characters	N/A	N/A
Reporting District Exit Date	<p>The date the student's membership in the district stopped.</p> <p>This field always reports blank for the <i>Register</i> and <i>Change & Summer Roll-Up</i> report types.</p>	Date field, 8 characters MMDDYYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date
Exit Type	<p>This field reports the Exit Type from the enrollment if the Facility Code 1 is changing; e.g. the student is transferring to another facility in the same district.</p> <p>This field always reports blank for the <i>Register</i> report type.</p>	Alphanumeric, 2 characters	Enrollment.endStatus	Student Information > General > Enrollments > Exit Type

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Exit Status	<p>The student's exit status.</p> <p>This field always reports blank for the <i>Register</i> and <i>Change & Summer Roll-Up</i> report types.</p>	Alphanumeric, 2 characters	Enrollment.dropoutCode	Student Information > General > Enrollments > Exit Status
Number of Days of Membership	<p>The total number of instructional days a student has been enrolled for the current school year. This is a calculated field.</p> <p>This field always reports blank for the <i>Register</i> report type.</p>	Alphanumeric, 3 characters	N/A	N/A
Number of Days in Attendance	<p>The total number of instructional days a student has been present for the current school year. This is a calculated field.</p> <p>This field always reports blank for the <i>Register</i> report type.</p>	Alphanumeric, 3 characters	N/A	N/A

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Facility/Grade Exit Date	<p>The date the student left the previous school/grade. The "previous" school is defined as the Facility Code 1 school of record before the change or unregister is processed. This is the Facility Code 1 school the student is leaving.</p> <p>This field always reports blank for the <i>Register</i> report type.</p>	Date field, 8 characters MMDDYYYY	Enrollment.endDate	Student Information > General > Enrollments > enrollment Editor > End Date
Facility/Grade Entry Date	<p>The date the student entered the new school and/or grade. The "new" school is defined as the Facility Code 1 which the student will be attending after the register or change is processed.</p> <p>The "new" grade is defined as the grade which the student will be in after the register or change is processed. This field is ignored in the unregister process.</p> <p>This field always reports blank for the <i>Unregister</i> report type.</p>	Date field, 8 characters MMDDYYYY	Enrollment.startDate	Scheduling & Courses > Calendar Setup > Calendar Information > Start Date OR Student Information > General > Enrollments > enrollment Editor > Start Date

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
Nexus District	This field is conditional for special education students for all collections. The nexus district is the district that has the legal responsibility to identify, educate, and pay for a special education student under the Individuals with Disabilities Education Act.	Alphanumeric, 3 characters	EnrollmentCT.nexusDistrict	Student Information > General > Enrollments > State Reporting > Nexus District
Nexus District Exit Date	The date that the Nexus District ceased being fiscally responsible for the special education costs for the student. This field always reports blank for the <i>Register</i> report type.	Date field, 8 characters MMDDYYYY	Enrollment.spedExitDate, Enrollment.endDate	Student Information > General > Enrollments > Special Ed Fields
Nexus District Entry Date	The date that the Nexus District became fiscally responsible for the special education costs for the student. The date in Registration that the parent signed the IEP for initial Consent for Special Education Placement (ED626). If a parent requested delayed entry into school for children ages 3, 4 or 5, the first day of school reports.	Date field, 8 characters MMDDYYYY	CustomStudent.value	Student Information > General > Enrollments > State Reporting Fields > Nexus District Entry Date
End of Record Marker	Reports X for all report types.	Alphanumeric, 1 character	N/A	N/A

