

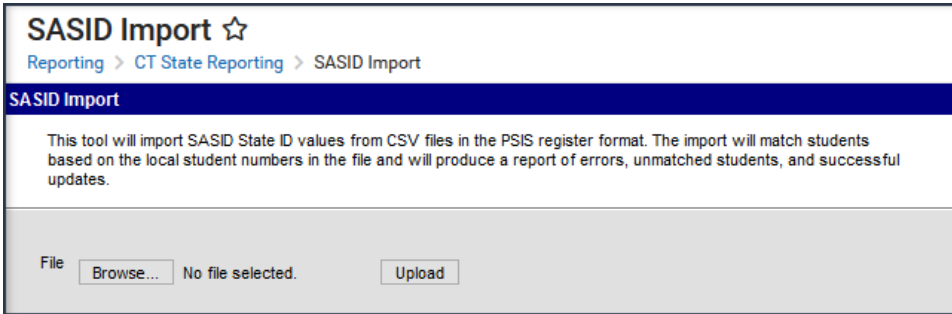
SASID Import (Connecticut)

Last Modified on 06/12/2024 4:39 pm CDT

[Importing a File](#) | [Upload Layout](#)

Tool Search: SASID Import

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

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 | Identifies the type of record: <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. If the Facility Code Override field is blank, this column is created by combining the following fields: State District Number + State School Number + Institution Code 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 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 |

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|---|--|---------------------------|----------------------------|---|
| 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 |

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|--|---|-----------------------------|-----------------------|--|
| 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 |

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|---------------------------------------|---|-----------------------------|--------------------|---|
| 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 | <p>This field always reports blank.</p> | Alphanumeric, 35 characters | N/A | N/A |

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

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

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| 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. This field always reports blank for the <i>Register</i> report type.</p> | <p>Date field, 8 characters MMDDYYYY</p> | <p>Enrollment.endDate</p> | <p>Student Information > General > Enrollments > enrollment Editor > End Date</p> |
| 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. 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. This field always reports blank for the <i>Unregister</i> report type.</p> | <p>Date field, 8 characters MMDDYYYY</p> | <p>Enrollment.startDate</p> | <p>Scheduling & Courses > Calendar Setup > Calendar Information > Start Date OR Student Information > General > Enrollments > enrollment Editor > Start Date</p> |

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| 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 |

