

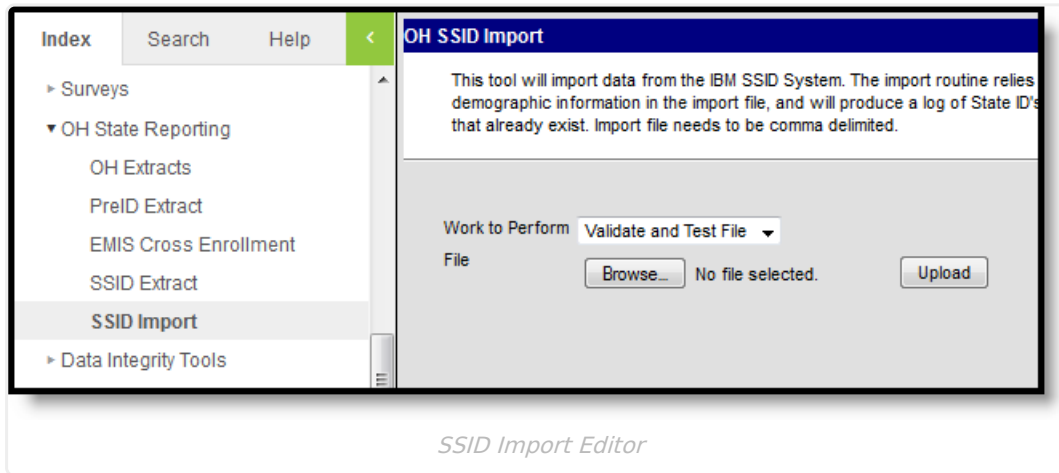
# SSID Import (Ohio)

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Tool Search: SSID Import

The SSID Import is used to import student data files from the state department of education into Campus.



## Report Logic

Import logic functions as follows:

- Records are matched beginning with the **Vendor ID** field, then **Student Name** (first and last), **DoB**, **Gender** and **Ethnicity**.
- If no SSID exists at the district level, the SSID from the import file is added.
- If an SSID does exist at the district level but does not match the SSID, the existing SSID is replaced with the SSID in the import file, the student is added to the warning list and a new ID History record will be created for the student.
- If a partial match exists or no match exists, the student is added to the error list.

## Importing a File

1. Select an option in **Work to Perform**. Options are:
  - *Validate and Test File*: Generates the report with results but does not import data to the database.
  - *Load File*: Generates the report and imports data to the database.
2. Click **Browse** to select a file to be imported.
3. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many new State IDs were added and how many State IDs were changed.

## Errors and Warnings

If any data cannot be uploaded properly, the import file will generate an error report describing each issue.

The error report will be coming with a count of Warnings and Errors. **Warnings** indicate an SSID was changed as a result of the import. **Errors** indicate a student is missing an SSID in both locations.

## Extract Layout

Element Name	Description & Format	Campus Location
<b>SID</b>	The unique identification number assigned a student by the Department of Education.  <i>Alphanumeric, 9 characters</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>First Name</b>	The student's legal first name.  <i>Alphanumeric 30 characters</i>	Census > People > Person Identifiers > First Name  Identity.firstName
<b>Last Name</b>	The student's legal last name  <i>Alphanumeric 30 characters</i>	Census > People > Person Identifiers > Last Name  Identity.lastName
<b>DoB</b>	The date on which the individual being reported was born.  <i>YYYYMMDD, 8 characters</i>	Census > People > Person Identifiers > Birth Date  Identity.birthDate
<b>Gender</b>	The student's Gender. Reports M for Male, F for Female.  <i>Alphanumeric 1 character</i>	Census > People > Person Identifiers > Gender  Identity.Gender
<b>SSN</b>	The social security number of the student.  <i>Numeric, 9 digits</i>	Census > People > Demographics > SSN  Identity.ssn
<b>Mothers Maiden Name</b>	The maiden name of the student's mother. Currently reports as blank	N/A

Element Name	Description & Format	Campus Location
<b>Existing Student Code</b>	Indicates if the student is likely to already have an SSID. Reports as <b>Y</b> the Admission Reason field reports as 6, indicating that the student is enrolled in an Ohio public school. If Y reports, the record will not be updated. Otherwise reports as <b>N</b> .  <i>Alphanumeric, Y or N</i>	Student Information > General > Enrollments > State Reporting Fields > Entry Reason  Enrollment.entryReason
<b>IRN Current Building</b>	The School IRN where the student is currently enrolled.  <i>Numeric, 6 digits</i>	System Administration > Resources > School > School Editor > State School Number  School.number
<b>IRN Current District</b>	The District IRN where the student is currently enrolled.  <i>Numeric, 6 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Majority of Attendance IRN  Enrollment.attendanceIRN
<b>IRN Previous District</b>	The District IRN where the student was enrolled prior to transferring into the current district.  <i>Numeric, 6 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Admitted from IRN  Enrollment.admittedFromIRN
<b>IRN Original District</b>	The original district where the student was first enrolled. Currently reports as blank.	N/A
<b>Admission Reason</b>	The reason the district is requesting an SID to be issued for a newly enrolled student.  <i>Numeric, 1 digit</i>	Student Information > General > Enrollments > State Reporting Fields > Entry Reason  Enrollment.entryReason
<b>Native Language</b>	The person's first and primary language. This is often the language spoken at home.  <i>Alphanumeric 3 characters</i>	Student Information > General > Enrollments > State Reporting Fields > Native Language  Enrollment.language
<b>Ethnicity</b>	The Race/Ethnicity of the person being reported.  <i>Alphanumeric 1 character</i>	Census > People > Person Identifiers > Race/Ethnicity  Identity.raceEthnicity

Element Name	Description & Format	Campus Location
<b>Birth Place City</b>	The city the student was born in. <i>Alphanumeric 30 characters</i>	Census > People > Demographics > Birth Place City.  customPersonIdentity.birthCity
<b>Birth Place Zip</b>	The zip code of the student's place of birth. Currently reports as blank.	N/A
<b>Polio Immunization Date</b>	The date the student was vaccinated for Polio. Currently reports as blank.	N/A
<b>MMR Immunization Date</b>	The date the student was vaccinated for MMR. Currently reports as blank.	N/A
<b>DTaP Immunization Date</b>	The date the student was vaccinated for DTaP. Currently reports as blank.	N/A
<b>Middle Name</b>	The student's legal middle name. <i>Alphanumeric, 30 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Called Name</b>	The other name, such as a nickname, the student may be called. Currently reports as blank.	N/A
<b>Given Name</b>	The other given name of the student. Currently reports as blank.	N/A
<b>Mothers First Name</b>	The student's mother's first name. Currently reports as blank.	N/A
<b>Mothers Last Name</b>	The student's mother's last name. Currently reports as blank.	N/A
<b>Fathers First Name</b>	The student's father's first name. Currently reports as blank.	N/A
<b>Fathers Last Name</b>	The student's father's last name. Currently reports as blank.	N/A

Element Name	Description & Format	Campus Location
<b>Street Number</b>	The street number of the student's address. Currently reports as blank.	N/A
<b>Street Apt Char</b>	The apartment character of the student's address. Currently reports as blank.	N/A
<b>Street Name</b>	The name of the street of the student's address. Currently reports as blank.	N/A
<b>Street Type</b>	The type of street of the address, such as Street, Drive, Avenue, etc. Currently reports as blank.	N/A
<b>Full Address 1</b>	The full street address of the student. Currently reports as blank.	N/A
<b>Full Address 2</b>	The second line of the student's full street address. Currently reports as blank.	N/A
<b>City</b>	The city of the student's address. Currently reports as blank.	N/A
<b>State</b>	The state of the student's address. Currently reports as blank.	N/A
<b>Zip Code</b>	The zip code of the student's address. Currently reports as blank.	N/A
<b>County</b>	The county of the student's address. Currently reports as blank.	N/A
<b>Country</b>	The country of the student's address. Currently reports as blank.	N/A
<b>Home Phone</b>	The student's home phone number. Currently reports as blank.	N/A
<b>Other Phone</b>	An additional phone number at which the student can be reached. Currently reports as blank.	N/A
<b>Vendor ID</b>	The student's local identification number. <i>Numeric, 8 digits</i>	Census > People > Demographics > Person Identifiers > Student Number  Person.studentNumber