

# UniqueID Import

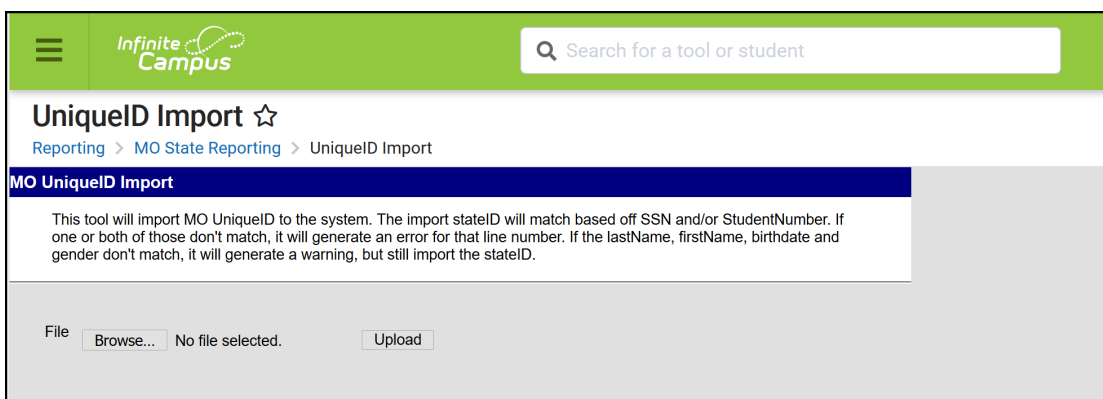
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The UniqueID Import takes the newly assigned student IDs provided by MOSIS and imports them into Campus. Data matches on the student's Social Security number and/or Student Number. If one or both of these do not match, an error generates. If the last name, first name, birth date and gender do not match, a warning generates but the state ID still imports.



*UniqueID Import*

## Import a File

1. Click the **Browse** button. Follow the instruction on the screen for locating and uploading the file from its locally stored location.
2. Select the appropriate file and click the **Open** button. The file name appears next to the **Choose File** button.
3. Click the **Upload** button. Data imports into Infinite Campus within the fields described in the Unique ID Import Layout table below.

## Import Layout

Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Record Type</b>	Returns a value of ID.	Alphabetic, 2 characters	Data not stored	Data not stored

Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>School Number</b>	Reports the student's Attending School. If there is no attending school indicated for the student, reports the State School Number.	Numeric, 4 digits	Enrollment.attendingSchool School. stateSchoolNumber	Student Information > General > Enrollments > State Reporting Fields > Attending School System Administration > Resources > School > State School Number
<b>Resident District</b>	Reports the student's Residing District. If there is no residing district indicated for the student, reports the State District Number.	Numeric, 6 digits	Enrollment.residentDistrict District.number	Student Information > General > Enrollments > State Reporting Fields > Residing District System Administration > Resources > District Info > State District Number
<b>Last Name</b>	Reports the student's last name.	Alphanumeric, 50 characters	Identity.lastName	Census > People > Identities > Last Name
<b>First Name</b>	Reports the student's first name.	Alphanumeric, 50 characters	Identity.firstName	Census > People > Identities > First Name

Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Middle Name</b>	Reports the student's middle name.	Alphanumeric, 50 characters	Identity.middleName	Census > People > Identities > Middle Name
<b>Suffix</b>	Reports any generational indicator for the student.	Alphanumeric, 10 characters	Identity.suffix	Census > People > Identities > Suffix
<b>Gender</b>	Reports the student's gender,	Alphanumeric, 1 character M or F	Identity.gender	Census > People > Identities > Gender
<b>Date of Birth</b>	Reports the student's birth date.	Date field, 10 characters MM/DD/YY	Identity.birthDate	Census > People > Identities > Birth Date
<b>Grade</b>	Reports the student's grade level of enrollment.	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollment > General Enrollment Information > Grade
<b>Student ID</b>	Reports the student's locally assigned student number.	Numeric, 20 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Local Student Number

Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>SSN</b>	Reports the student's Social Security number. If this field is blank on the receiving file, the field is ignored. If a student has an existing value for this field in Campus, the import does not fail.	Alphanumeric, 11 characters XXX-XX-XXXX	Identity.ssn	Census > People > Demographics > Person Information > Soc Sec Num
<b>Race Ethnicity</b>	Reports the student's race/ethnicity.	Numeric, 1 digit	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
<b>State ID</b>	Reports the student's state-assigned identifier.	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > Student State ID
<b>District Number</b>	Reports the district number.	Numeric, 6 digits	District.number	System Administration > Resources > District Information > State District Number
<b>Year</b>	Reports the end year of the calendar being reported.	Numeric, 4 digits YYYY	Calendar.year	System Administration > Calendar > School Year > End Year