

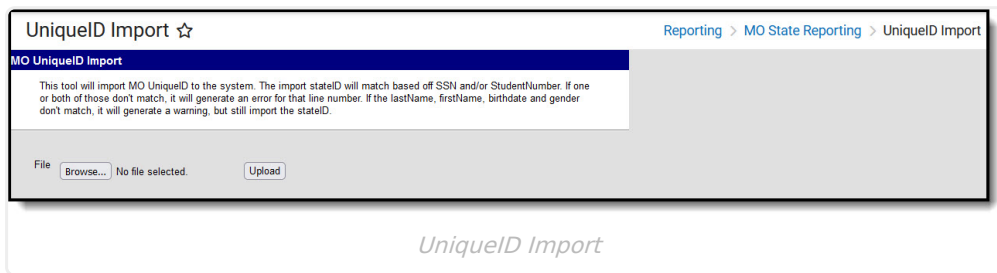
UniqueID Import

Last Modified on 10/21/2024 8:20 am CDT

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Tool Search: UniqueID Import

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.



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
Record Type	Returns a value of ID.	Alphabetic, 2 characters	Data not stored	Data not stored
School Number	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	Enrollments > State Reporting Fields > Attending School School Information > State School Number
Resident District	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	Enrollments > State Reporting Fields > Residing District District Information > State District Number
Last Name	Reports the student's last name.	Alphanumeric, 50 characters	Identity.lastName	Identities > Last Name
First Name	Reports the student's first name.	Alphanumeric, 50 characters	Identity.firstName	Identities > First Name
Middle Name	Reports the student's middle name.	Alphanumeric, 50 characters	Identity.middleName	Identities > Middle Name
Suffix	Reports any generational indicator for the student.	Alphanumeric, 10 characters	Identity.suffix	Identities > Suffix
Gender	Reports the student's gender,	Alphanumeric, 1 character M or F	Identity.gender	Identities > Gender

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Date of Birth	Reports the student's birth date.	Date field, 10 characters MM/DD/YY	Identity.birthDate	Identities > Birth Date
Grade	Reports the student's grade level of enrollment.	Numeric, 2 digits	Enrollment.grade	Enrollment > General Enrollment Information > Grade
Student ID	Reports the student's locally assigned student number.	Numeric, 20 digits	Person.studentNumber	Demographics > Person Identifiers > Local Student Number
SSN	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	Demographics > Person Information > Soc Sec Num
Race Ethnicity	Reports the student's race/ethnicity.	Numeric, 1 digit	Identity.raceEthnicity	Demographics > Person Information > Race/Ethnicity
State ID	Reports the student's state-assigned identifier.	Numeric, 10 digits	Person.stateID	Demographics > Person Identifiers > Student State ID
District Number	Reports the district number.	Numeric, 6 digits	District.number	District Information > State District Number

Element	Description	Type, Format and Length	Campus Database	Campus Interface
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Year	Reports the end year of the calendar being reported.	Numeric, 4 digits YYYY	Calendar.year	School Year Setup > End Year
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