

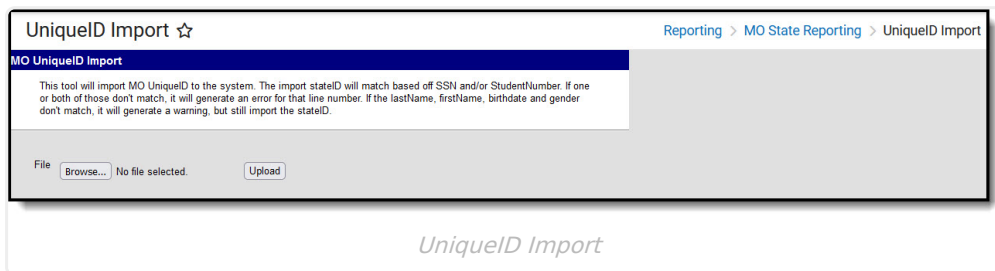
# UniqueID Import

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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.



The screenshot shows the 'UniqueID Import' tool interface. At the top, there is a breadcrumb trail: 'Reporting > MO State Reporting > UniqueID Import'. Below this, the title 'UniqueID Import ☆' is displayed. A blue header bar contains the text 'MO UniqueID Import'. A white box contains the following text: 'This tool will import MO UniqueID to the system. The import stateID will match based off SSN and/or StudentNumber. If one or both of those don't match, it will generate an error for that line number. If the lastName, firstName, birthdate and gender don't match, it will generate a warning, but still import the stateID.' Below this text, there is a 'File' section with a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. The entire interface is titled 'UniqueID Import' at the bottom.

## 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  |
| <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<br>stateSchoolNumber | Enrollments > State Reporting Fields > Attending School<br><br>School Information > 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<br>District.number  | Enrollments > State Reporting Fields > Residing District<br><br>District Information > State District Number |
| <b>Last Name</b>         | Reports the student's last name.  | Alphanumeric, 50 characters         | Identity.lastName                               | Identities > Last Name   |
| <b>First Name</b>        | Reports the student's first name.   | Alphanumeric, 50 characters         | Identity.firstName                              | Identities > First Name  |
| <b>Middle Name</b>       | Reports the student's middle name.  | Alphanumeric, 50 characters         | Identity.middleName                             | Identities > Middle Name   |
| <b>Suffix</b>            | Reports any generational indicator for the student.   | Alphanumeric, 10 characters         | Identity.suffix                                 | Identities > Suffix  |
| <b>Gender</b>            | Reports the student's gender,   | Alphanumeric, 1 character<br>M or F | Identity.gender                                 | Identities > Gender  |

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

| Element | Description | Type,<br>Format and<br>Length | Campus Database | Campus<br>Interface |
|---------|-------------|-------------------------------|-----------------|---------------------|
|---------|-------------|-------------------------------|-----------------|---------------------|

|             |  |                           |               |                              |
|-------------|--|---------------------------|---------------|------------------------------|
| <b>Year</b> | Reports the end year of the calendar being reported. | Numeric, 4 digits<br>YYYY | Calendar.year | School Year Setup > End Year |
|-------------|--|---------------------------|---------------|------------------------------|