

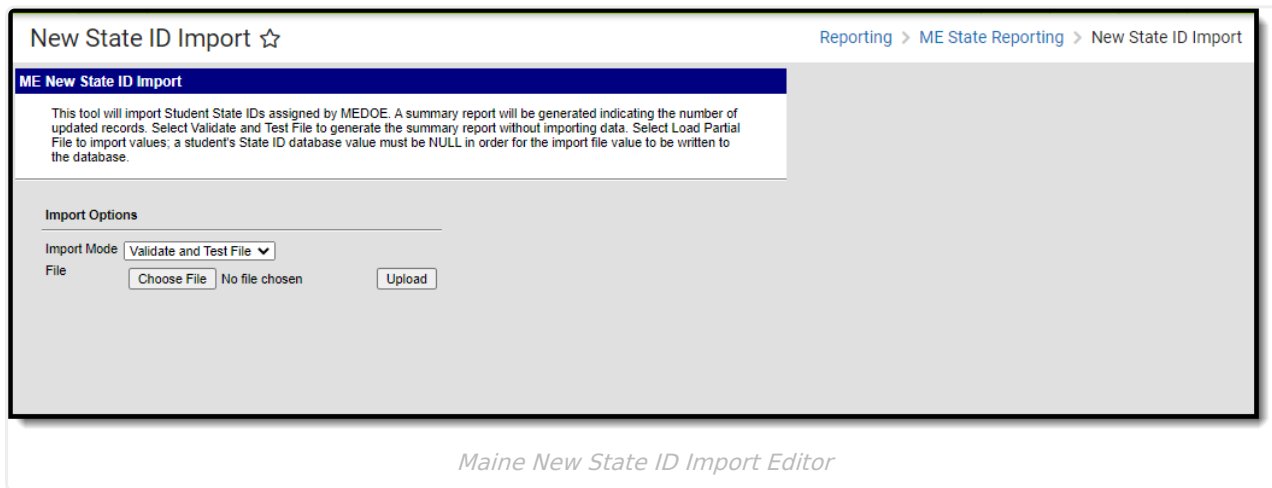
# New State ID Import (Maine)

Last Modified on 12/14/2025 8:45 pm CST

[Import Logic](#) | [Importing Data](#) | [Import File Data Elements](#)

Tool Search: New State ID Import

The New State ID Import tool is used to write new State Student IDs assigned by MEDOE to the database.



The screenshot shows the 'New State ID Import' tool interface. At the top, there is a breadcrumb trail: 'Reporting > ME State Reporting > New State ID Import'. Below this is a header bar with the title 'ME New State ID Import'. A text box explains the tool's purpose: 'This tool will import Student State IDs assigned by MEDOE. A summary report will be generated indicating the number of updated records. Select Validate and Test File to generate the summary report without importing data. Select Load Partial File to import values; a student's State ID database value must be NULL in order for the import file value to be written to the database.' Below this is the 'Import Options' section, which includes an 'Import Mode' dropdown menu set to 'Validate and Test File'. Underneath, there is a 'File' section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. At the bottom of the interface, the text 'Maine New State ID Import Editor' is displayed.

## Import Logic

The following logic is used when importing data:

- A student's SAUID, Last Name, First Name, Gender, and Birthdate must all match existing data.
  - If multiple students match SAUID, Last Name, First Name, Gender, and Birthdate data, and Student Number and Middle Name match or are null, an error will report.
- If there is a value for School Student ID it must match existing data.
- If there is a value for Middle Name it must match existing data.
- A student must have no value entered for State Student ID in order for a value to be written to the database.
- The file to be imported must exist in either CSV or TXT format.
- The file to be imported must contain 11 columns.

The Import will only write a State ID value to the database for student(s) who do not have a State ID.

A Summary Report is provided upon Upload.

## Importing Data

1. Select the **Import Mode**:
  - **Validate and Test File** - Selecting this option will test the file for any importing errors and generate a summary report of data. No data is imported into Campus.
  - **Load Partial File** - Selecting this option will import Student State IDs for students who have null Student State ID values in Campus.
2. Click the **Browse...** button.
3. Browse and select the import file.
4. Click the **Upload** button. A summary report will appear in a separate window.

## Import File Data Elements

The import will accept and import the following data elements:

Element	Description	Type, Format and Length	Campus Database and UI Location
<b>Row Number</b>	Filler field. This field is not imported or used to match.	N/A	N/A
<b>SAUID</b>	This SAUID must match the value for the State District Number associated with the student's enrollment record.	Numeric, 1-4 digits	District.number  School & District Settings > > District Information > State District Number
<b>School Student ID</b>	This School Student ID must match the value for the Local Student Number associated with the student's enrollment record.	Numeric, 10 digits	Person.studentNumber  Census > People > Demographics > Person Identifiers > Local Student Number
<b>Last Name</b>	This Last Name must match the value for the Legal Last Name associated with the student's Identity record. If Legal Last Name is null, this value must match the student's Last Name on the student's Identity record.	Alpha, 50 characters	Identity.lastName Identity.legalLastName  Census > People > Identities > Identity Information > Last Name  Census > People > Identities > Protected Identity Information > Legal Last Name

Element	Description	Type, Format and Length	Campus Database and UI Location
<b>First Name</b>	This First Name must match the value for the Legal First Name associated with the student's Identity record. If Legal First Name is null, this value must match the student's First Name on the student's Identity record.	Alpha, 50 characters	Identity.firstName Identity.legalFirstName  Census > People > Identities > Identity Information > First Name  Census > People > Identities > Protected Identity Information > Legal First Name
<b>Middle Name</b>	This Middle Name must match the value for the Legal Middle Name associated with the student's Identity record. If Legal Middle Name is null, this value must match the student's Middle Name on the student's Identity record.	Alpha, 50 characters	Identity.middleName Identity.legalMiddleName  Census > People > Identities > Identity Information > Middle Name  Census > People > Identities > Protected Identity Information > Legal Middle Name
<b>Gender</b>	If Legal First Name is not NULL on the student's active Identity record, match on Identity Legal Gender and report student's Legal Gender  Else, match on Identity Gender 1. If Identity Gender = 'X' , report 'NotSelected'	1 character	Identity.gender Identity.legalGender  Census > People > Identities > Identity Information > Gender  Census > People > Identities > Protected Identity Information > Legal Gender
<b>BirthDate</b>	This Birth Date must match the Birth Date on the student's Identity record.	Datefield YYYYMMDD	Identity.birthDate  Census > People > Identities > Identity Information > Birth Date
<b>Grade</b>	The student's grade. This field is not imported or used to match.	Alpha, 2 characters Numeric, 2 digits	N/A

Element	Description	Type, Format and Length	Campus Database and UI Location
<b>State Student ID</b>	The identification number of the student assigned and maintained by the state. If all Import Logic passes, this value will be written to the database.	Numeric, 9 digits	Person.stateID  Census > Demographics > Student State ID
<b>Resolved Name</b>	Student Formatted Name value found in MDOE for “EXACT MATCH” and “MATCH” Status types. This field is not imported or used to match.	N/A	N/A
<b>Status</b>	The status returned by MEDOE. This field is not imported or used to match.	N/A	N/A
<b>Message</b>	The message returned by MEDOE. This field is not imported or used to match.	N/A	N/A