MEPID Extract (Massachusetts)
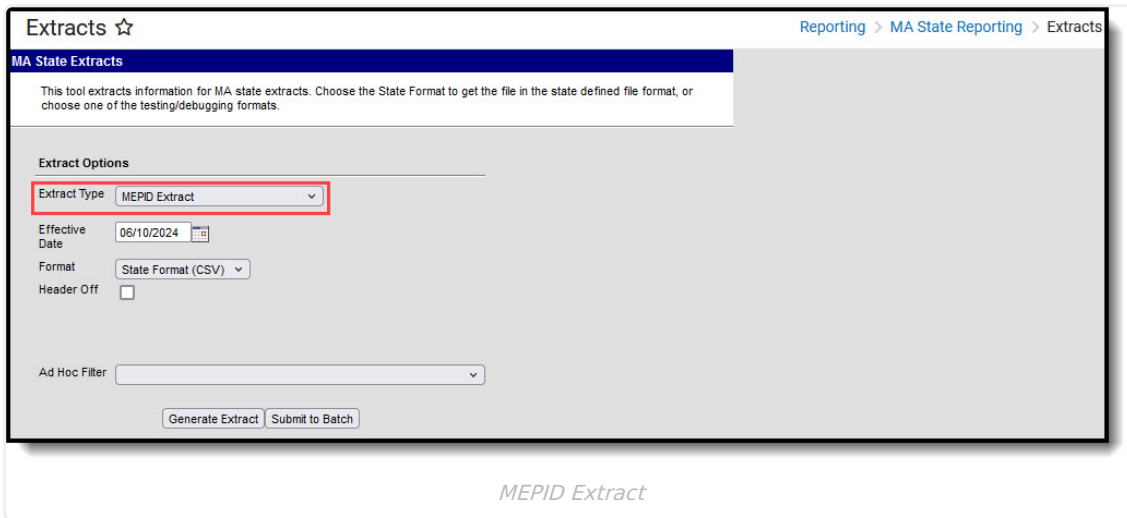
Last Modified on 10/21/2024 8:21 am CDT

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Tool Search: Extracts

The MEPID Extract is used to pull educators who do not have a MEPID, stored in the Staff State ID field of Demographics.

MEPID Extract

Report Logic

This extract reports for all staff where the Staff State ID is blank, a district employment record exists with a start date on or before the Effective Date, and there is no end date for the district employment record or the end date is after the Effective Date.

Generating the MEPID Extract

1. Select *MEPID Extract* as the **Extract Type**.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
3. Select the **Format** in which the report should generate. Use *State Format (CSV)* for submission to the state and *HTML* for data review and verification.
4. Optional: Mark **Header Off** to remove the header from the extract.
5. Select an **Ad hoc Filter** to limit records reported.
6. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a SIMS report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Report Example

MEPID Extract Example - State Format (CSV)

MEPID Extract Example - HTML Format

Extract Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
First Name	The legal first name of the individual.	Alphanumeric, 30 characters	Identity.firstName	Demographics > First Name
Middle Name	The legal middle name of the individual.	Alphanumeric, 30 characters	Identity.middleName	Demographics > Middle Name
Last Name	The legal last name of the individual.	Alphanumeric, 30 characters	Identity.lastName	Demographics > Last Name
Date of Birth	The date on which the individual was born.	Date, 10 characters MM/DD/YYYY	Identity.birthDate	Demographics > Birth Date
Gender	Identification of the individual as male or female. Logic reports a Gender value as	Alphanumeric, 1 character M, F, or N	Identity.gender	Demographics > Gender

Element	Description	Type, Format, and Length	Campus Database	Campus Interface

	follows:
	1. Report "F" when a non-binary flag does not exist and Gender (Census > People > Demographics > Gender) = Female.
	2. Report "M" when a non-binary flag does not exist and Gender (Census > People > Demographics > Gender) = Male.
	3. Report "N" when Gender = N: Non Binary.
	4. Report "N" when the staff member is assigned a Flag on the Flags tab (Student Information > General > Flags), where the following are true:
	   1. Start Date of flag is on or before extract Effective Date.
	   2. End Date of flag is after extract Effective Date or is Null.
	   3. The flag must have a Code of			

Element	Description "GndrNB" (Program Admin > Flags >	Type, Format, and Length	Campus Database	Campus Interface
	Flags Detail > Code). 4. The flag must have State Reported checked.			
License/Certification Number	The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license.	Alphanumeric, 20 characters	Employment. licenseNumber	District Employment > Employment Information > License Number
Local Employee Number	The number used by the local district to identify an employee.	Alphanumeric, 20 characters	Employment. employmentID	Demographics > Local Staff Number