

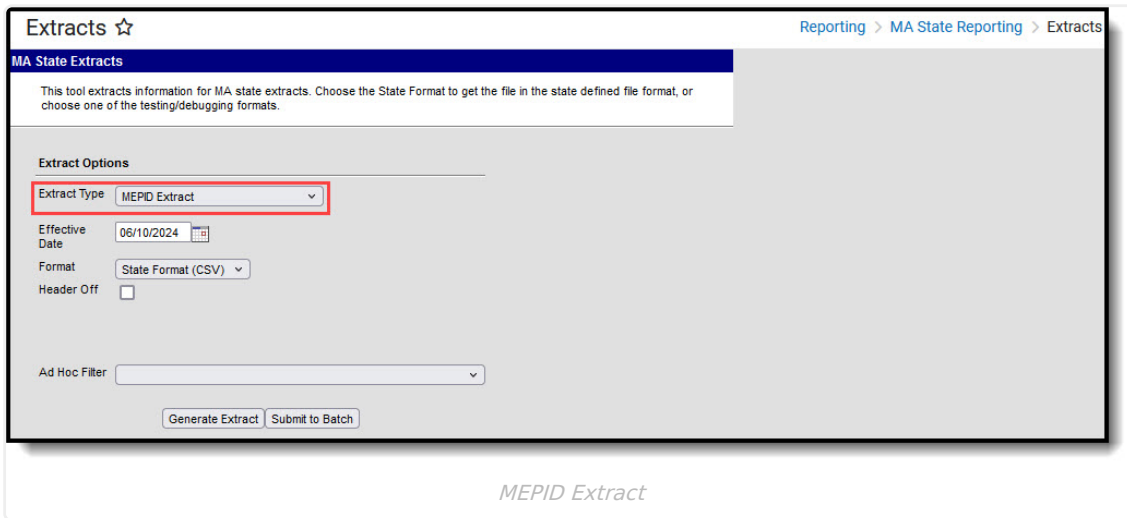
# MEPID Extract (Massachusetts)

Last Modified on 06/10/2024 10:58 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](#).



The screenshot shows the 'Extracts' tool interface for 'MA State Extracts'. The 'Extract Type' dropdown is highlighted with a red box and set to 'MEPID Extract'. Other fields include 'Effective Date' (06/10/2024), 'Format' (State Format (CSV)), 'Header Off' (unchecked), and 'Ad Hoc Filter' (empty). Buttons for 'Generate Extract' and 'Submit to Batch' are visible at the bottom.

## 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 *mmdyyy* 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

	A	B	C	D	E	F	G	H
1	EPIMS	MEPID_AS	440000					
2	System		STAFF		M	0	1234	
3	ASHLEY		STAFF		F	0	12345	
4	MICHAEL		STAFF	2/10/1967	M	0	23456	
5	ADAM		STAFF	7/23/1975	M	0	34567	
6	ANA	ADELICIA	STAFF	3/30/1979	F	0	45678	
7	ANN		STAFF		F	0	56789	

MEPID Extract Example - State Format (CSV)

MEPID Report Header Records:1

RecordType	RecordName	DistrictNumber
EPIMS	MEPID_ASSIGN	00440000

MEPID Report Records:38

First Name	Middle Name	Last Name	Date of Birth	Gender	License / Certification Number	Local Employee Number
BOB		STAFF		M	00	01234
ASHLEY		STAFF		F	00	12345
MICHAEL		STAFF	02/10/1967	M	00	23456
ADAM		STAFF	07/23/1975	M	00	34567
ANA	ADELICIA	STAFF	03/30/1979	F	00	45678
ANN		STAFF		F	00	56789

MEPID Extract Example - HTML Format

# Extract Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
<b>First Name</b>	The legal first name of the individual.	Alphanumeric, 30 characters	Identity.firstName	Demographics > First Name
<b>Middle Name</b>	The legal middle name of the individual.	Alphanumeric, 30 characters	Identity.middleName	Demographics > Middle Name
<b>Last Name</b>	The legal last name of the individual.	Alphanumeric, 30 characters	Identity.lastName	Demographics > Last Name
<b>Date of Birth</b>	The date on which the individual was born.	Date, 10 characters MM/DD/YYYY	Identity.birthDate	Demographics > Birth Date
<b>Gender</b>	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	follows: <b>Description</b> 1. Report "F" when a non-binary flag	<b>Type, Format, and Length</b>	<b>Campus Database</b>	<b>Campus Interface</b>
	<p>does not exist and Gender (Census &gt; People &gt; Demographics &gt; Gender) = Female.</p> <p>2. Report "M" when a non-binary flag does not exist and Gender (Census &gt; People &gt; Demographics &gt; Gender) = Male.</p> <p>3. Report "N" when Gender = N: Non Binary.</p> <p>4. Report "N" when the staff member is assigned a Flag on the Flags tab (Student Information &gt; General &gt; Flags), where the following are true:</p> <ol style="list-style-type: none"> <li>1. Start Date of flag is on or before extract Effective Date.</li> <li>2. End Date of flag is after extract Effective Date or is Null.</li> <li>3. The flag must have a Code of</li> </ol>			

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.			
<b>License/Certification Number</b>	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
<b>Local Employee Number</b>	The number used by the local district to identify an employee.	Alphanumeric, 20 characters	Employment. employmentID	Demographics > Local Staff Number