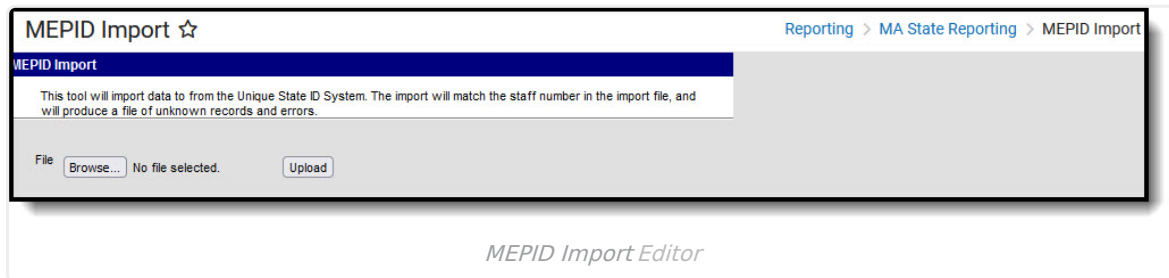# MEPID Import (Massachusetts)

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

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Tool Search: MEPID Import

The MEPID Import is used to import files from the state for educators who do not have MEPIDs, stored in the Staff State ID field of [Demographics](#).

MEPID Import Editor

Importing a File

1. Click **Browse** to select a file to be imported.
2. Once a file is chosen, click **Upload** to import the file. A report generates indicating how many staff members have unknown or errors in their records.

Errors and Warnings

If data cannot be uploaded properly, the import file generates an error report describing each record that could not be uploaded.

Errors occur when one of the following is true:

- The file name was not found.
- The import file does not contain the necessary information.
- There is not a matching Staff Number, License Number, First Name, Last Name, and/or MEPID.

Upload Layout

Expected Element Name	Description	Type, Format, and Length	Campus Database	Campus Interface
MEPID	The Massachusetts Education Personnel Identification number.	Alphanumeric, 30 characters	Person.stateID	Demographics > Staff State ID

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Expected Element Name	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

Expected Element Name	Description	Type, Format, and Length	Campus Database	Campus Interface
Gender	Identification of the individual as male, female, or non-binary. • If Gender = N in the import file, logic checks for a flag where Code = "GndrNB" (Program Admin > Flags > Flags Detail > Code) and State Reported = checked (Program Admin > Flags > Flags Detail > State Reported).	Alphanumeric, 1 character M, F, or N	Identity.gender	Demographics > Gender Flags > Flags Detail > Code Flags > Flags Detail > State Reported
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 > License Number

Expected Element Name	Description	Type, Format, and Length	Campus Database	Campus Interface
Local Employee Number	The number used by the local district to identify an employee.	Alphanumeric, 20 characters	Employment. employmentID	Demographics > Local Staff Number