

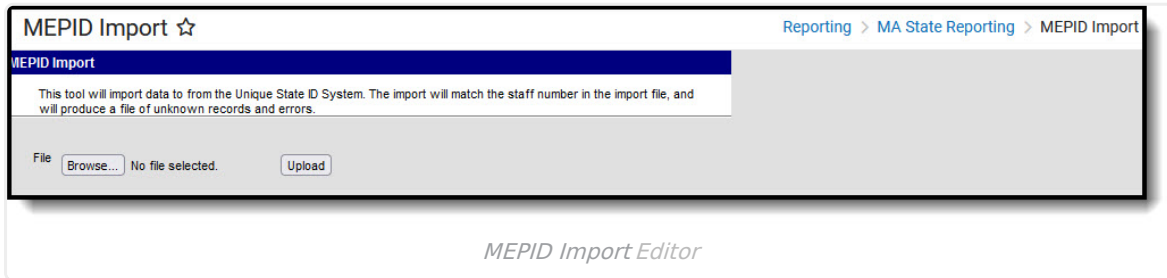
# MEPID Import (Massachusetts)

Last Modified on 10/21/2024 8:21 am CDT

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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
<b>MEPID</b>	The Massachusetts Education Personnel Identification number.	Alphanumeric, 30 characters	Person.stateID	Demographics > Staff State ID

Expected Element Name	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

Expected Element Name	Description	Type, Format, and Length	Campus Database	Campus Interface
<b>Gender</b>	<p>Identification of the individual as male, female, or non-binary.</p> <ul style="list-style-type: none"> <li>If Gender = N in the import file, logic checks for a flag where Code = "GndrNB" (Program Admin &gt; Flags &gt; Flags Detail &gt; Code) and State Reported = checked (Program Admin &gt; Flags &gt; Flags Detail &gt; State Reported).</li> </ul>	<p>Alphanumeric, 1 character</p> <p>M, F, or N</p>	Identity.gender	<p>Demographics &gt; Gender</p> <p>Flags &gt; Flags Detail &gt; Code</p> <p>Flags &gt; Flags Detail &gt; State Reported</p>
<b>License/Certification Number</b>	<p>The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license.</p>	<p>Alphanumeric, 20 characters</p>	Employment.licenseNumber	<p>District Employment &gt; License Number</p>

Expected Element Name	Description	Type, Format, and Length	Campus Database	Campus Interface
<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

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