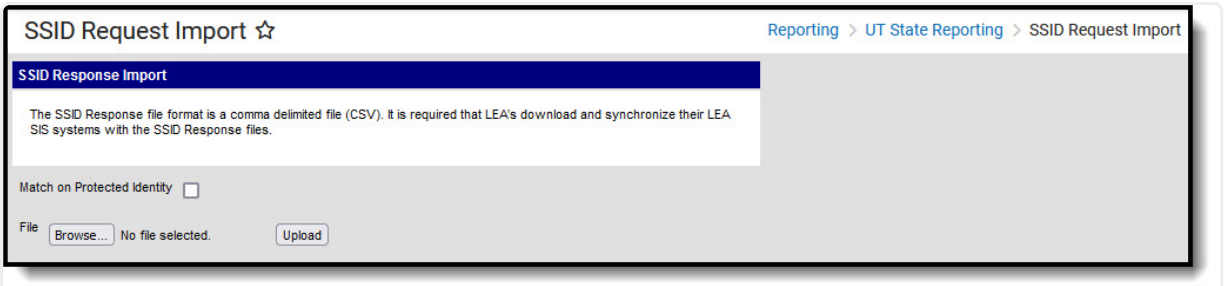
SSID Request Import (Utah)

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Importing Logic | Importing the File

Tool Search: SSID Request Import

The SSID Request Import allows districts to import student identifier information from the State.



SSID Request Import

Importing Logic

- Updates the Student State ID for each student in the file.
- Matches on Last Name, First Name, Local Student Number (LEA Student Number)
- When **Match on Protected Identity** is checked on the extract editor, logic compares the Protected Identity Information > Last Name and First Name when one exists for a student, in addition to the student's Local Student Number.
- The imported file must be in CSV format.
- When a student cannot be matched from the import file, a line number and validation/error message is provided.
- When more than one student is matched in Infinite Campus from the Import file, a line number and validation/error message is provided and the tool does not update the student information.

Importing the File

1. Mark the **Match on Protected Identity** checkbox to have logic compare the Protected Identity Information > Last Name and First Name when one exists for a student, in addition to the student's Local Student Number. This checkbox is optional.
2. Click **Choose File** and select the file from your local hard drive or network.
3. Once the file is selected, the file name should appear on the import editor. Click **Upload**. A report will appear indicating any errors or issues encountered.

Report Data Elements

This is the upload format that will be imported in CSV format:

Seq	Data Element Label	Business Rules	Data Source GUI Path	Format
1	**File Line Number**	File Line Number	Returns the value from the Request file.	8, Numeric
2	**SSID**	Updates the student's State Student Identifier	Updates from the imported file: Demographics > Student State ID	10, Numeric
3	**School Year**	The reporting school year – Such as "2005"	Reports the calendar End Year.	4, Numeric
4	**Last Name**	The reporting student's last name.	Returns the value from the Request file.	100, Alpha
5	**First Name**	The reporting student's first name.	Returns the value from the Request file.	100, Alpha
6	**Middle Name**	The reporting student's middle name.	Returns the value from the Request file.	100, Alpha
7	**Birth Date**	Minimum age is 0, maximum age is 24	Returns the value from the Request file.	10, MM/DD/YYYY
8	**Gender**	Gender	Returns the value from the Request file.	M, F
9	**LEA Number**	LEA number	Returns the value from the Request file.	3, Alphanumeric
10	**School Number**	LEA School Number	Returns the value from the Request file.	4, Alphanumeric
11	**LEA Student Number**	LEA defined	Returns the value from the Request file.	10, Alphanumeric
12	**Request Type**	Indicates the Request Type: • N-New • R-Retrieve • V-Verify • U-Update	Returns the value from the Request file.	N, R, U, V
13	**Row Status**	Row Process Status	Code provided by the State indicating either blank (no error), E (error), P (posted) or X (cancelled).	2

Seq	Data Element Label	Business Rules	Data Source GUI Path	Format
14	**Error Code**	Row Error Code	Code provided by the State.	4, Numeric
15	**Error Description**	Row Error Description	Description provided by the State.	255, Alpha/Numeric
16	**Process Date & Time**	Date and time that the SSID was posted or canceled in the SSID system	Date and time provided by the State.	YYYY/MM/DD hh:mm:ss