

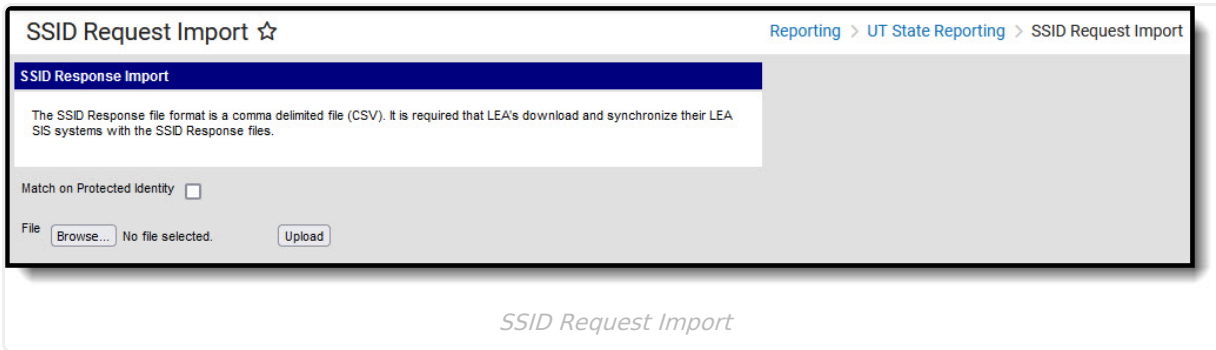
SSID Request Import (Utah)

Last Modified on 06/05/2024 10:11 am CDT

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



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: <ul style="list-style-type: none"> • 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