

Adviser PersonID Extract

Last Modified on 05/02/2025 9:17 am CDT

Tool Search: Adviser PersonID Extract

The Adviser PersonID Extract exports student data to upload to the Adviser SSID system.

| Adviser PersonID Extra This tool will export studer detailed records needed a | ID EXTECT 12 | SID system. Choose the options provided to get the de the file the state will require for this function. |
|---|---------------------------------|---|
| Extract Options | | Select Calendars |
| Effective Date [Display Metadata Rows Students w/o stateIDs Format (Generate | 08/24/2022 | Which calendar(s) would you like to include in the report? |
| Refresh Show top 50 | v) tasks submitted between 08/1 | 7/2022 and 08/24/2022 |
| Batch Queue List | Report Title | Status Deveload |
| | Advisor Darra | alD Extract Editor |

Report Logic

Students must have an enrollment in the selected calendar(s).



Students do not report when:

- Their enrollment is marked as State Exclude.
- Their enrollment is marked as No Show.
- Their enrollment is inactive as of the Effective Date entered on the Extract Editor.

Only one record reports for each unique personID and Enrollment, regardless of Enrollment type.

Report Editor

The following defines the options available on the Extract Editor.

| Option | Description |
|-----------------------------|---|
| Effective Date | Date the report uses to pull student data based on active enrollment records and other related information. This field defaults to the current date. |
| Students w/o stateIDs | When marked, students who do not have State IDs are included in the report. |
| Display Metadata Rows | When marked, the metadata rows display at the beginning and end of the report. |
| Format | Determines how the report is generated. Options are State Format (Tab Delimited), CSV, and HTML. |
| Calendar Selection | Selection indicates from which school calendar of enrollment information is pulled. Calendars can be selected by the Active Year, School, or Year. If a Year and/or School is selected in the Campus toolbar, that calendar is automatically selected. |
| Generate Report | Use the Generate Report button to display results of the report in the selected format. The report displays in the selected format. |
| Submit to Batch | The Submit to Batch option can be selected to generate the extract at a later date and time. |

Generate the Report

- 1. Enter the **Effective Date** in *mmddyy* format or select a date using the calendar icon.
- 2. If desired, mark the **Students w/o stateIDs** checkbox.
- 3. If desired, mark the **Display Metadata Rows** checkbox.
- 4. Choose a Calendar from the Select Calendar options.
- 5. Select a format in the **Format** dropdown. Options include State Format (Tab Delimited), CSV, and HTML.
- 6. Click **Generate Report** or **Submit to Batch**. The report displays in a separate window in the selected format.

| ignment He cordType | ader Records:1 | -tTime Transmission | D Version Character | | | | | | | | | | |
|----------------------------|-------------------|---------------------------|---------------------------|----------------|--------------------|---------------------|--------------------|---------------------|------------------|------------|---------------|--------------------|------------------------|
| I 0 | 8/12/2021 13:33: | 58 1628793238 | 2.0 Delimiter=0X09 | | | | | | | | | | |
| viser Person rsonUnique | ID Detail Records | :656 me PersonLastName | PersonMiddleName PersonNa | meSuffix Gende | r PersonDateOfBirt | th PersonSchoolYear | PersonDistrictCode | DistrictOfResidence | PersonSchoolCode | GradeLevel | PersonLocalID | preferredFirstName | preferredLa |
| 10647022 | Test | test | | М | 02/01/2003 | 20202021 | 34-0015-000 | 34-0015-000 | 34-0015-001 | 11 | 140270004 | The | The observation of the |

| тн | 08/12/2 | 021 | 13:38:22 | 1628793502 | 2.0 | Delimit | er=0X09 | | | | | | | |
|---------|---------|------|----------|------------|---------|---------|----------|-------------|-------------|-------------|----|-----------|--------------|---------------------|
| 4219647 | 023 | Test | test | м | 02/01/2 | 2003 | 20202021 | 34-0015-000 | 34-0015-000 | 34-0015-001 | 11 | 140270004 | Birdi | 10-1011-0080-11020- |

State Format (Tab Delimited)

| RecordType | ExtractDate | ExtractTime | TransmissionID | Version | Character | | | | | | | | | |
|---------------|-----------------|----------------|------------------|------------------|--------------|-------------------|------------------|--------------------|---------------------|------------------|------------|---------------|--------------------|-------------------|
| TH | 8/12/2021 | 13:39:56 | 1628793596 | 1 | 2 Delimiter= | 0X09 | | | | | | | | |
| PersonUniquel | PersonFirstName | PersonLastName | PersonMiddleName | PersonNameSuffix | Gender | PersonDateOfBirth | PersonSchoolYear | PersonDistrictCode | DistrictOfResidence | PersonSchoolCode | GradeLevel | PersonLocalID | preferredFirstName | preferredLastName |
| 4219647023 | Test | test | | | M | 2/1/2003 | 20202021 | 34-0015-000 | 34-0015-000 | 34-0015-001 | 11 | 140270004 | | |

CSV Format

Report Layout

Header Record (Only displays when the Display Metadata Rows checkbox checkbox is marked.)

| Data Element | Description | Type, Format and Length |
|--------------------|--|--|
| Record Type | Always returns TH. | Alphanumeric, 2 characters |
| Extract Date | Date the extract was generated. | Date field, 10 characters MM/DD/YYYY |
| Extract Time | Time the extract was generated. | Time field, 8 characters HH:MM:SS |
| Transmission ID | Identification number of the batch report. For multiple batches, the ID of the initial batch is returned. | Numeric, 10 characters |
| Version | Reports the version of the Adviser Person ID file format. | Numeric, 3 characters |
| Delimiter | Literal representation of the delimiter used in the detail records. For a comma delimiter, literal representation is "delimiter=," and the hex representation is 'delimiter=0X2C." | Alphanumeric, 25 characters |

Detail Record



| Element | Description | Campus Interface |
|--------------------|--|--|
| Person Unique ID | Reports the student's Ed-Fi ID. <i>Numeric, 9 digits</i> | Demographics > Ed-Fi ID person.edfiID |
| Person Last Name | Reports the student's Legal Last Name. If blank, reports the student's Last Name. <i>Alphanumeric, 50</i> <i>characters</i> | Demographics > Person Information > Last Name Identities > Identities Editor > Protected Identity Information > Legal Last Name Identity.lastName Identity.legalLastName |
| Person First Name | Reports the student's Legal First Name. If blank, reports the student's First Name. <i>Alphanumeric, 50</i> <i>characters</i> | Demographics > Person Information > First Name Identities > Identities Editor > Protected Identity Information > Legal First Name Identity.legalFirstName Identity.firstName |
| Person Middle Name | Reports the student's Legal Middle Name. If blank, reports blank. <i>Alphanumeric, 50</i> <i>characters</i> | Identities > Identities Editor > Protected Identity Information > Legal Middle Name Identity.legalMiddleName |
| Person Name Suffix | Reports the student's Legal Suffix. If blank, reports blank. <i>Alphanumeric, 4 characters</i> | Identities > Identities Editor > Protected Identity Information > Legal Suffix Identity.legalSuffix |
| Gender | Reports the student's Legal Gender. If blank, reports the student's Gender. Alphanumeric, 1 character M or F | Demographics > Person Information > Gender Identities > Identities Editor > Protected Identity Information > Legal Gender Identity.legalGender Identity.gender |



| Element | Description | Campus Interface |
|-----------------------|--|--|
| Person Date of Birth | Reports the student's Birth Date. <i>Date field, 10 characters</i> <i>MM/DD/YYYY</i> | Demographics > Person Information > Birth Date Identities > Identities Editor > Identity Information > Birth Date Identity.birthdate |
| Person School Year | Looks at the current school year, reports the start year and end year of current school year. <i>Numeric, start year and</i> <i>end year together:</i> <i>Ex: 20202021</i> | School Years > Start Year School Years > End Year SchoolYear.startYear SchoolYear.endYear |
| Person District Code | The district in which the student has a current, active, primary enrollment. Nine Digit Current District in which Student is Enrolled with hyphens (e.g., 99-9999- 000) (must have leading zero if applicable) | District Information > State District Number District.number |
| District Of Residence | Reports the code from the student's enrollment in the District Of Residence. <i>Nine digit current district in</i> <i>which the student lives in</i> <i>with</i> <i>hyphens (e.g., 99-9999- 000)</i> | Enrollments > State Reporting Fields > Home District Enrollment.residentDistrict |



| Element | Description | Campus Interface |
|--------------------|--|---|
| Person School Code | Reports the school code of the school that the student is currently attending. <i>Nine digit school building in which the student is</i> <i>enrolled with</i> <i>hyphens (e.g., 99-9999- 001)</i> | School Information > State School Number School.number |
| Grade Level | Reports the Grade Level entered on the student's active enrollment record. <i>Alphanumeric, 2 characters</i> | Enrollments > Enrollment Editor > General Enrollment Information > Grade GradeLevel.stateGrade Enrollment.grade |
| Person Local ID | Reports the student's Local Student Number. <i>Numeric, 15 digits</i> | Demographics > Person Identifiers > Local Student Number Person.studentNumber |
| preferredFirstName | If the legal first name does not match the first name, report the first name. If legal first name report does match the first name, then report null. <i>Alphanumeric, 50</i> <i>characters</i> | Identities > firstName identity.firstName |
| preferredLastName | If the legal last name does not match the last name, report the last name. If legal last name report does match the last name, then report null. <i>Alphanumeric, 50</i> <i>characters</i> | Identities > lastName identity.lastName |



| Element | Description | Campus Interface |
|---------------------|--|---|
| preferredMiddleName | When the legal middle name does not match the last name, reports the middle name. When the legal middle name report does match the middle name, then reports null. | Identities > ImiddleName identity.middleName |

Trailer Record (Only displays when the Display Metadata Rows checkbox is marked.)

| Element | Description | Type, Format, and Length |
|-----------------|--|----------------------------|
| Record Type | Always returns TT. | Alphanumeric, 2 characters |
| Transmission ID | Identification number of the batch report. For multiple batches, the ID of the initial batch is returned. | Numeric, 10 characters |
| Record | Indicates the number of records in the extract. | Alphanumeric |