Adviser PersonID Extract

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[Report Logic](#) | [Report Editor](#) | [Generate the Report](#) | [Report Layout](#)

Tool Search: Adviser PersonID Extract

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

Adviser PersonID 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.

HTML Format

State Format (Tab Delimited)

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. *Numeric, 9 digits*	Demographics > Ed-Fi ID person.edfiID
Person Last Name	Reports the student's Legal Last Name. If blank, reports the student's Last Name. *Alphanumeric, 50 characters*	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. *Alphanumeric, 50 characters*	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. *Alphanumeric, 50 characters*	Identities > Identities Editor > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Person Name Suffix	Reports the student's Legal Suffix. If blank, reports blank. *Alphanumeric, 4 characters*	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. *Date field, 10 characters MM/DD/YYYY*	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. *Numeric, start year and end year together:* *Ex: 20202021*	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. *Nine digit current district in which the student lives in with* *hyphens (e.g., 99-9999-000)*	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. *Nine digit school building in which the student is enrolled with hyphens (e.g., 99-9999-001)*	School Information > State School Number School.number
Grade Level	Reports the Grade Level entered on the student's active enrollment record. *Alphanumeric, 2 characters*	Enrollments > Enrollment Editor > General Enrollment Information > Grade GradeLevel.stateGrade Enrollment.grade
Person Local ID	Reports the student's Local Student Number. *Numeric, 15 digits*	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. *Alphanumeric, 50 characters*	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. *Alphanumeric, 50 characters*	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. *Alphanumeric, 50 characters*	Identities > lmiddleName 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