Staff Evaluation Import (Massachusetts)

Last Modified on 12/14/2025 8:45 pm CST

[Importing a File](#) | [Validations/Errors](#) | [Upload Layout](#)

Tool Search: Staff Evaluation Import

The Staff Evaluation Import allows you to mass import staff evaluation data and avoid the need to enter this data for each individual staff member.

Staff Evaluation Import Editor

Importing a File

1. Click **Choose File** to select a file to be imported. **The file MUST match the column order defined in the Upload Layout table below and cannot include any additional columns.**
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many records were successfully imported and any errors which occurred based on incorrect or null data.

Validations/Errors

If data cannot be uploaded properly, the import file generates an error report describing why each record could not be uploaded. Expand the table below to view each possible validation/error.

▸ Click here to expand...

Validations/Errors

Type	Name	Description	Condition
Validation	Incorrect File type (Use CSV)	Indicates to user to upload only CSV file	user uploads file type that is not CSV
Error	No matching PersonID	Indicate rows and PersonID's in the file that do not match personID's in DB	Column 1 (PersonID) does not match anything in the database
Error	End Year Null	Indicate rows and PersonID's in the file where no end year was imported	Column 7 (EndYear) is null

Type	Name	Description	Condition
Error	Evaluation Date Null	Indicate rows and PersonID's in the file where no evaluation date was imported	Column 8 (EvaluationDate) is null
Error	Invalid format of Evaluation Date	Indicate rows and PersonID's in the file where the evaluation date has an invalid format	Column 8 (EvaluationDate) has an invalid format
Error	Invalid value of EvaluationCycleName	Indicate rows and PersonID's in the file where the evaluation cycle name has an invalid value	Column 9 (EvaluationCycleName) has an invalid value
Error	Invalid value of SR28DistrictLevelProfTeacher	Indicate rows and PersonID's in the file where the SR28 district level prof teacher has an invalid value	Column 10 (SR28DistrictLevelProfTeacher) has an invalid value
Error	Invalid value of SR29OverallEvalScore	Indicate rows and PersonID's in the file where the SR29 overall eval score has an invalid value	Column 11 (SR29OverallEvalScore) has an invalid value
Error	Invalid value of SR30Standard1Eval	Indicate rows and PersonID's in the file where the SR30 standard 1 eval has an invalid value	Column 12 (SR30Standard1Eval) has an invalid value
Error	Invalid value of SR31Standard2Eval	Indicate rows and PersonID's in the file where the SR31 standard 2 eval has an invalid value	Column 13 (SR31Standard2Eval) has an invalid value
Error	Invalid value of SR32Standard3Eval	Indicate rows and PersonID's in the file where the SR32 standard 3 eval has an invalid value	Column 14 (SR32Standard3Eval) has an invalid value

Type	Name	Description	Condition
Error	Invalid value of SR33Standard4Eval	Indicate rows and PersonID's in the file where the SR33 standard 4 eval has an invalid value	Column 15 (SR33Standard4Eval) has an invalid value
Error	No active district emloyment for PersonID	Indicate rows and PersonID's in the file that do not have an active district employment record	No active district employment record exists
Error	No primary district assignment for PersonID	Indicate rows and PersonID's in the file that do not have a primary district assignment	No primary district assignment exists

Upload Layout

Below is the layout the CSV **must** follow along with a description for each field and where imported data will appear and be stored within Infinite Campus.

Example Staff Eval CSV File Template: Staff Eval Import Template.csv 📎

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
1	PersonID	Internal DB identifier Value must match for import to occur, else error	internal identifier (Demographics) Person.personID	Numeric
2	StaffStateID	Indicates the staff's MEPID as given by state.	Demographics > Staff State ID Person.staffStateID	Alphanumeric
3	LocalStaffID	Indicates the staff's local ID as given by district.	Demographics > Local Staff Number Person.staffNumber	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
4	LastName	Indicates the staff member's last name.	Demographics > Last Name Identity.lastName	Alphanumeric
5	MiddleName	Indicates the staff member's middle name.	Demographics > Middle Name Identity.middleName	Alphanumeric
6	FirstName	Indicates staff first name	Demographics > First Name Identity.firstName	Alphanumeric
7	EndYear	Indicates the end year of the evaluation range. Import to Year field If an evaluation already exists for the given year/person ID combination, update all the fields in the evaluation with the values in the import file. If null, receive error	Staff Eval > Year StaffEval.endYear	Number
8	EvaluationDate	Indicates date of the evaluation. Import to Evaluation Date field If null, receive error If invalid format (MM/DD/YYYY), receive error	Staff Eval > Evaluation Date StaffEval.evaluationDate	Date - MM/DD/YYYY

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
9	EvaluationCycleName	Indicates name of the evaluation cycle. Import to Evaluation Cycle field If value does not match an available value, receive error	Staff Eval > Evaluation Cycle Name StaffEval.evaluationCycleName	Alphanumeric
10	SR28DistrictLevelProfTeacher	Indicates if a staff member is a district level professional teacher or not. Import to SR28 District Level Prof. Teacher field If the value does not match an available value, receive error. Blank/null values will not generate an error.	Staff Eval > SR28 District Level Prof. Teacher StaffEval.professionalTeacher	Alphanumeric
11	SR29OverallEvalScore	Indicates the overall score for the evaluation. Import to SR29 Overall Eval Score field If the value does not match an available value, receive error. Blank/null values will not generate an error.	Staff Eval > SR29 Overall Eval Score StaffEval.holisticScore	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
12	SR30Standard1Eval	Indicates the evaluation score for the first standard in the evaluation. Import to SR30 Standard 1 Eval field If the value does not match an available value, receive error. Blank/null values will not generate an error.	Staff Eval > SR30 Standard 1 Eval StaffEval.evaluationPart1Score	Alphanumeric
13	SR31Standard2Eval	Indicates the evaluation score for the second standard in the evaluation. Import to SR31 Standard 2 Eval field If the value does not match an available value, receive error. Blank/null values will not generate an error.	Staff Eval > SR31 Standard 2 Eval StaffEval.evaluationPart2Score	Alphanumeric

#	Data Element Label	Description and Logic	UI Location and Database Field	Format
14	SR32Standard3Eval	Indicates the evaluation score for the third standard in the evaluation. Import to SR32 Standard 3 Eval field If the value does not match an available value, receive error. Blank/null values will not generate an error.	Staff Eval > SR32 Standard 3 Eval StaffEval.evaluationPart3Score	Alphanumeric
15	SR33Standard4Eval	Indicates the evaluation score for the fourth standard in the evaluation. Import to SR33 Standard 4 Eval field If the value does not match an available value, receive error. Blank/null values will not generate an error.	Staff Eval > SR33 Standard 4 Eval StaffEval.evaluationPart4Score	Alphanumeric
16	EvalRecommendation	Indicates the evaluation recommendation. Import to Eval Recommendation field	Staff Eval > Eval Recommendation StaffEval.evaluation RecommendationCode	Alphanumeric