

CALPADS SSID Import [.2132 - .2231]

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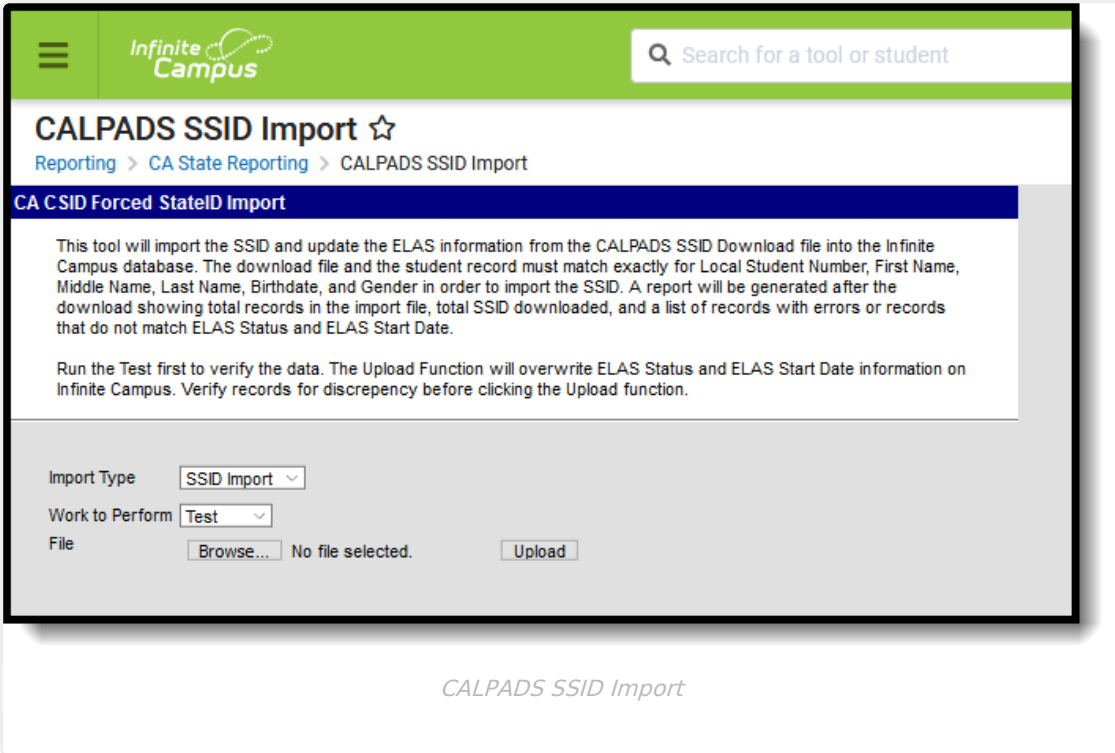
SB1453 requires local education agencies and charter schools to assign and maintain Student State Identifiers (SSIDs). This identifier is required on all individual student data submissions.

The SSID Import Wizard imports data from CALPADS through the [SSID Extract](#) and matches local student numbers in the import file. **Note that the extract needed to obtain SSIDs for students is NOT available in Campus.**

The identifier assignment and maintenance processes are the responsibility of CALPADS. Information regarding SSID assignment should be directed there. See the following sites for more information:

- CALPADS Organization - <https://documentation.calpads.org>
- California Department of Education - <https://www.cde.ca.gov/ds/sp/cl/>

Two Import Types can be uploaded (one at a time) - **SSID Import**, which imports student identifiers, and the **ELA Import**, which imports student program information related to LEP and ELA.



Import Requirements

When the SSID Download file is selected for importing, each record is compared to existing student data to determine if there is an acceptable match between the student data in the SSID download record and the existing student data in the database.

Overwriting Logic

When a file is uploaded, the following fields are overwritten:

Field	Overwriting Logic
ELA Status Code	<p>The ELA Status Code on the file overwrites the Program Status Code on the student's LEP record.</p> <ul style="list-style-type: none"> • IFEP in the file overwrites the LEP Program Status Code to Not LEP. • EL in the file overwrites the LEP Program Status Code to LEP. • RFEP in the file overwrites the LEP Program Status Code to Exited LEP. • TVD in the file overwrites the LEP Program Status Code to Pending, and an ELA Start Date is inserted into the TBD Date on the student's EL record. • The EL Program Status is updated to EO.
ELA Start Date	Overwrites the Identified Date field in LEP.

Field	Overwriting Logic
ELAS Status and/or ELAS Start Date	If there is no existing LEP data for the student, but the ELAS Status and ELAS Start Date fields exist in the file, that information is added to the LEP record.
ELAS Status of EO	The ELAS Start Date is imported to the EL Identified Date field.
Primary Language	The Primary Language in the file overwrites the assigned language on the Home Primary Language field.

Warning Messages

Warning messages (noted in bold) generate when:

- There is something on the student's LEP record but no data for the same student in the file.
- **ELA Status does not match** - ELA Status on the file does not match LEP Program.
- **ELA Start Date does not match** - ELA Start Date on the file does not match LEP Identified Date.
- **Home Language does not match** - Home Primary Language on the file does not match the assigned Home Primary Language.

Test the Import

The Test function is required before updating SSIDs and ELAs. It compares the uploaded file against existing Campus information, and prints a list of the mismatches.

- The student's ELA Status Code is compared to the Program Status on the LEP tab.
- If the data for these fields do not match, a warning message generates that includes the matching data elements and these two status codes.

The warning message displays any errors in the data match and the data that is overwritten by the upload.

SSID Import and ELA Status, ELA Start Date, and Home Primary Language Import are not dependent on each other.

If the student already has the appropriate SSID Import and the ELA Information needs to be updated, the upload imports or replaces data for the ELA Start Date, ELA Status and Home Primary Language.

1. Select the **Import Type** from the dropdown list.
2. Select the **Test** option from the **Work to Perform** dropdown list.
3. Click the **Browse** button to locate the file containing student IDs. **Note that the file needs to be in *.txt format.**

4. Follow the instructions on the screen for selection of the file.
5. Click the **Upload** button to run the upload process on the selected file.

A Results file displays, indicating any issues found with the file. Make the necessary edits prior to uploading the data.

Results	
File Name: SIS79646.txt	
Record Count: 5	
Import Count: 0	
Error Count: 0	
Error Detail:	
Line	Error Message
1	StateID being imported already exists for localStudentID (91116303). Data File: 3361724 3331071 12345 9111 Kevin M 19971208 20140901 13 IFEP 20131010 99 20140101
1	WARNING: Campus LEP Date ("2013-10-05") DOES NOT match LEP Date on ISSID Import File for localStudentID ("91116303"). Data File: 3361724 3331071 12345 9111 Kevin M 19971208 20140901 13 IFEP 20131010 99 20140101
2	StateID being imported already exists for localStudentID (91116316). Data File: 3361724 3331071 12345 9111 Tab F 19980125 20140901 13 RFEP 20131010 99 20140101
3	StateID being imported already exists for localStudentID (91116374). Data File: 3361724 3331071 12345 9111 Antwon D M 19971023 20140901 13 EL 20131015 99 20140101
4	StateID being imported already exists for localStudentID (91116500). Data File:

SSID Test Import Results

Use the Import

1. Select the **Import Type** from the dropdown list.
2. Select the **Update** option from the **Work to Perform** dropdown list.
3. Click the **Browse** button to locate the file containing student IDs. **Note that the file needs to be in *.txt format.**
4. Follow the instructions on the screen for selection of the file.
5. Click the **Upload** button to run the upload process on the selected file.

The Layout information lists the fields that are imported and the logic that describes the comparisons and expected output if there is not an acceptable match. If there are any mismatches that result in a fatal error, the SSID does not import and the fatal error is reported. If there are mismatches in a warning, the SSID is imported and the warning is reported.

An upload report generates after matching.

Results

File Name: CA_SSIDIMPORT_Test2.txt

Record Count: 1

Import Count: 0

Error Count: 1

Error Detail:

Line	Error Message
1	StateID (4455667788) being imported cannot overwrite current stateID ('123456789). Data File: 3375176 0113100 123456789 1234567 Student Anna May F 19971002 20140813 KN 20140728

SSID Import Results

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female, X: Non-binary. This is done on the [Identities](#) tool and/or the [Demographics](#) tool.

CALPADS Extracts use the Legal Gender field included in the Protected Identity Information to report student and staff identity information.

To record a gender of X: Non-binary, on the Identities tool:

1. Assign the **Gender of X: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** of M: Male, F: Female, or X: Non-binary.
3. Save the record when finished.

Identity Information

PersonID 25745

***Last Name** ***First Name** **Middle Name** **Suffix**

***Gender** **Pronouns**

***Birth Date (Age: 13)** **Soc Sec Number (Show)**

Protected Identity Information

Legal Last Name **Legal First Name** **Legal Middle Name** **Legal Suffix**

Legal Gender

Race/Ethnicity [\(Edit\)](#)

No Image Available

Gender and Legal Gender Assignment

SSID Import Layout

Data Element	Description and Logic	Location
Reporting LEA	State District Number. Not used for import validation. <i>Numeric, 7 digits</i>	N/A School.stateNumber
School of Attendance	School number for the reporting school. Not used for import validation. <i>Numeric, 7 digits</i>	N/A School.number
SSID	Student's State ID. This number is imported if the field is currently empty and an acceptable match is made on the First Name, Middle Name, Last Name, Birth Date and Gender fields. <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State ID Person.stateID

Data Element	Description and Logic	Location
Local Student ID	<p>Student's Local ID.</p> <p>This is the first field that is used to find a match. If there is no match, an indication of no student number displays.</p> <p><i>Numeric, 15 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > Student Number</p> <p>Person.studentNumber</p>
Student Legal Last Name	<p>Student's legal last name.</p> <p>This is used to create a match for import. A mis-match between this element and the Last Name in the database is a fatal error.</p> <p>If the Legal Last Name field is populated on the earlier identity, information reports from that field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census > People > Demographics > Person Information > Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal Last Name</p> <p>Identity.legalLastName</p>
Student Legal First Name	<p>Student's legal first name.</p> <p>If the Legal First Name field is populated on the earlier identity, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the First Name in the database is a fatal error.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census > People > Demographics > Person Information > First Name</p> <p>Identity.firstName</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>

Data Element	Description and Logic	Location
<p>Student Legal Middle Name</p>	<p>Student’s legal middle name.</p> <p>If the Legal middle Name field is populated on the earlier identity, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the Middle Name in the database is a warning. It is not a warning if the import record and the database both have a null/blank value.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census > People > Demographics > Person Information > Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal Middle Name</p> <p>Identity.legalMiddleName</p>
<p>Student Gender Code</p>	<p>Student’s gender.</p> <p>If the Legal Gender field is populated, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the Gender in the database is a fatal error.</p> <p>See the Non-Binary Gender Reporting section for additional information.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Census > People > Demographics > Person Information > Gender</p> <p>Identity.gender</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal Gender</p> <p>Identity.legalGender</p>
<p>Student Birth Date</p>	<p>Day, month and year student was born.</p> <p>This data is used to create a match for import. A mis-match between this element and the Birthdate in the database is a fatal error.</p> <p><i>Date field (CCYYMMDD or MM/DD/CCYY)</i></p>	<p>Census > People > Demographics > Person Information > Date of Birth</p> <p>Identity.birthDate</p>

Data Element	Description and Logic	Location
School Start Date	Date student started school. Not used for import validation. <i>Date field, 8 characters (CCYYMMDD)</i>	N/A Enrollment.startDate
Grade Level Code	Student's state grade level. Not used for import validation. <i>Alphanumeric, 2 characters</i>	N/A Enrollment.grade
ELA Status Code	The most recent English Language Acquisition Status Code. Not used for import validation. <i>Numeric, 4 digits</i>	N/A Enrollment.englishProficiency
ELA Start Date	Start date for a specific EL status. Not used for import validation. <i>Date field, 8 characters (CCYYMMDD)</i>	N/A Enrollment.englishProficiencyDate
Primary Language	The language the student first learned and most often speaks at home. Not used for import validation. <i>Numeric, 2 characters</i>	N/A Identity.homePrimaryLanguage
Date SSID Created	Date the state ID number was created. Not used for import validation. <i>Date field, 8 characters (CCYYMMDD)</i>	N/A Person.stateID
Student with Disabilities Indicator	Indicates the student does (Y) or does not (N) have disabilities. Not used for import validation. <i>Alphanumeric, 1 character (Y or N)</i>	N/A

Data Element	Description and Logic	Location
Earliest Enrollment Start Date K-12	<p>Reports the earliest enrollment start date from SENR in ODS.</p> <p>Not used for import validation.</p> <p>Numeric, 8 fields (YYYY-YYYY)</p>	<p>N/A</p>

ELA Import Layout

Data Element	Description and Logic	Location
Reporting LEA	<p>State District Number.</p> <p>Not used for import validation.</p> <p><i>Numeric, 7 digits</i></p>	<p>N/A</p> <p>School.stateNumber</p>
School of Attendance	<p>School number for the reporting school.</p> <p>Not used for import validation.</p> <p><i>Numeric, 7 digits</i></p>	<p>N/A</p> <p>School.number</p>
SSID	<p>Student's State ID.</p> <p>This number imports if the field is currently empty and an acceptable match is made on the First Name, Middle Name, Last Name, Birth Date and Gender fields.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > State ID</p> <p>Person.stateID</p>
Local Student ID	<p>Student's Local ID.</p> <p>This is the first field that is used to find a match. If there is no match, an indication of no student number displays.</p> <p><i>Numeric, 15 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > Student Number</p> <p>Person.studentNumber</p>

Data Element	Description and Logic	Location
<p>Student Legal Last Name</p>	<p>Student’s legal last name.</p> <p>If the Legal Last Name field is populated on the earlier identity, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the Last Name in the database is a fatal error.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census > People > Demographics > Person Information > Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal Last Name</p> <p>Identity.legalLastName</p>
<p>Student Legal First Name</p>	<p>Student’s legal first name.</p> <p>If the Legal First Name field is populated on the earlier identity, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the First Name in the database is a fatal error.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census > People > Demographics > Person Information > First Name</p> <p>Identity.firstName</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>
<p>Student Legal Middle Name</p>	<p>Student’s legal middle name.</p> <p>If the Legal middle Name field is populated on the earlier identity, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the Middle Name in the database is a warning. It is not a warning if the import record and the database both have a null/blank value.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census > People > Demographics > Person Information > Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal Middle Name</p> <p>Identity.legalMiddleName</p>

Data Element	Description and Logic	Location
Student Gender Code	<p>Student's gender.</p> <p>If the Legal Gender field is populated, information reports from that field.</p> <p>This is used to create a match for import. A mis-match between this element and the Gender in the database is a fatal error.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Census > People > Demographics > Person Information > Gender</p> <p>Identity.gender</p> <hr/> <p>Census > People > Identities > Identity Information > Protected Identity Information > Legal Gender</p> <p>Identity.legalGender</p>
Student Birth Date	<p>Day, month and year student was born</p> <p>This data is used to create a match for import. A mismatch between this element and the Birthdate in the database is a fatal error.</p> <p><i>Date field (CCYYMMDD or MM/DD/CCYY)</i></p>	<p>Census > People > Demographics > Person Information</p> <p>Identity.birthDate</p>
School Start Date	<p>Date student started school.</p> <p>Not used for import validation.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	<p>N/A</p> <p>Enrollment.startDate</p>
Grade Level Code	<p>Student's state grade level.</p> <p>Not used for import validation.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>N/A</p> <p>Enrollment.grade</p>

Data Element	Description and Logic	Location
ELA Status Code	<p>The most recent English Language Acquisition Status Code.</p> <p>ELA Status Code matches on the Program Status Code on the LEP tab. If these do not match, a warning is provided that includes the student, local ID and SSID, along with the mismatched status codes.</p> <p>If the Status is EO and the Update EO option is selected in the Work to Perform field, the ELA Start Date is inserted into the EO-TBD Date; if a date already exists, it is NOT overwritten.</p> <p><i>Numeric, 4 digits</i></p>	<p>N/A</p> <p>Enrollment.englishProficiency</p>

Data Element	Description and Logic	Location
<p>ELA Start Date</p>	<p>Start date for a specific EL status.</p> <p>ELA Start Date matches on the Identified Date on the LEP tab. If these do not match, a warning is provided that includes the student, Local ID, and SSID as well as the two mismatched dates. The import still occurs even with this mismatch.</p> <p>Dates on the import file appear in the form of CCYYMMDD. This needs to be imported as MMDDCCYY.</p> <p>The Campus LEP Identified Date field is overwritten with the data in this field when Upload is selected.</p> <ul style="list-style-type: none"> • When the ELA Status Code = RFEP, the ELA Start Date matches with the Exit Date on EL record. If they do not match, a warning displays with the student information (Student, Local ID, SSID, ELA Start Date and Exit Date), but the import is allowed. The date imports to the Program End Date field on EL tool and the Identified Date populates the School Start Date field, if it's blank. • If Identified Date is not blank, don't overwrite it. <p><i>Date field, 8 characters (CCYYMMDD or MMDDCCYY)</i></p>	<p>N/A</p> <p>Enrollment.englishProficiencyDate</p>

Data Element	Description and Logic	Location
Primary Language	<p>The language the student first learned and most often speaks at home.</p> <p>Primary Language matches on Home Primary Language on the Demographics tab. If these do not match, a warning is provided that includes the student, local ID and SSID. The import still occurs even with this mismatch.</p> <p><i>Numeric, 2 characters</i></p>	<p>N/A</p> <p>Identity.homePrimaryLanguage</p>
Date SSID Created	<p>Date the state ID number was created.</p> <p>Not used for import validation.</p> <p><i>Date field, 8 characters (CCYYMMDD)</i></p>	<p>N/A</p> <p>Person.stateID</p>
Student with Disabilities Indicator	<p>Indicates the student does (Y) or does not (N) have disabilities.</p> <p>Not used for import validation.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>N/A</p>