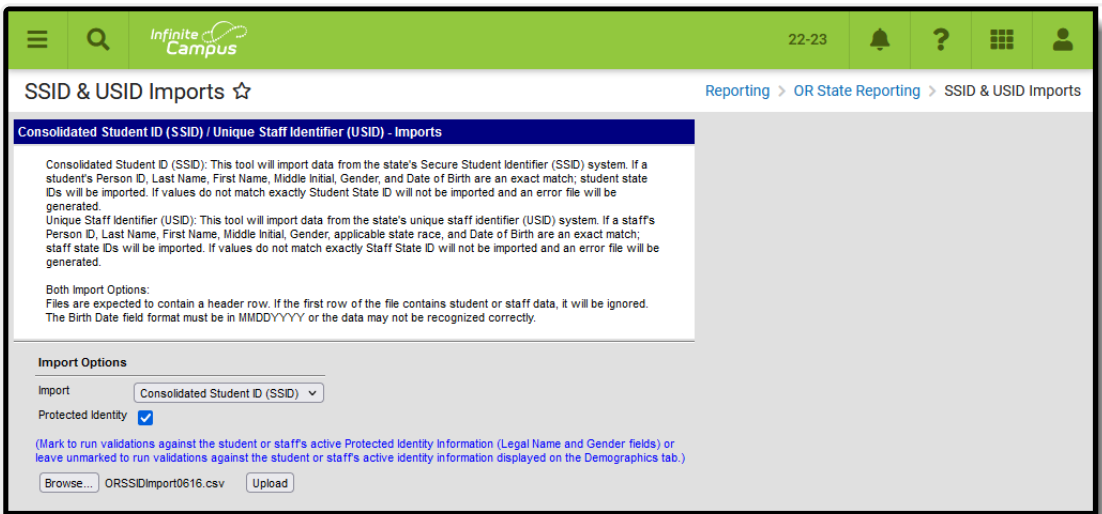# Consolidated Student ID (SSID) Import (Oregon)

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Tool Search: SSID and USID Imports

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The Consolidated Student ID File import allows the importing of Student State IDs. This file generates for the entire district for the School Year in the Campus toolbar. This requires a match on the student's Person ID, Name, Gender and Date of Birth.

Consolidated SSID Import

This is a two-fold process:

1. Generate the Consolidated Student ID Extract to find the students who need the SSID. This is then sent to the state.
2. Once the SSIDs have been assigned, use the Import to assign the SSIDs to the students.

Import Logic

When a match in the Import file is found with data that is an exact match for all required fields in Campus already, but that record already contains a state ID, **the new state ID IMPORTS and OVERWRITES the existing value**.

State IDs are NOT IMPORTED in the following situations:

- When a matching Person ID is not found.
- When a matching Birth Date is not found.
- When a matching First Name, Middle Initial, Last Name and Gender is not found (Protected

Identity Information is not marked on the Report Editor).

- When a matching Legal First Name, Legal Middle Initial, Legal Last Name and Legal Gender is not found (Protected Identity Information is marked on the Report Editor).
- When the import file is not found on the server.
- When the following fields are not populated:
  - Staff State ID
  - Person ID
  - First Name
  - Last Name
  - Gender
  - Birth Date

A header row is expected on the file. When the first row of the file contains student data, it is ignored.

Import Editor

Field	Description
Import	Indicates which file is being imported.
Protected Identity	When marked, validations are run against the Protected Identity Information fields (Legal Last Name, Legal First Name, Legal Gender fields). When not marked, the student's active identity information that displays on their Demographics record is used for validation.

Generate the Report

1. Select **Consolidated Student ID (SSID)** from the **Import** dropdown list.
2. Mark the **Protected Identity** checkbox to validate student information against the Legal Name and Gender fields.
3. **Browse** for the file to import. When found, click the **Upload** button.

A Results file displays with a list of errors or warnings that need to be reviewed. Also noted is the total number of records that were inserted and the total number of records that were changed.

Consolidated SSID Import Results

Import Validations

Condition	Result	Message
Campus contains a match on all required fields but already contains a state ID for the student.	**Data is imported.** The new state ID overwrites the existing value.	Student with Person ID (personID) overwrote existing stateID. Old stateID: (stateID).
Campus does not contain a matching Local Student Number OR Person ID.	**Data is NOT imported.**	No student found with Local Student Number or person ID.
Campus does not contain a matching birth date.	**Data is NOT imported.**	Student with Person ID does not match on birthdate. Local value: (MM/DD/YYY)
Campus does not contain a matching Legal First Name. This may occur when the Protected Identity checkbox is marked on the Import editor.	**Data is NOT imported.**	Student with person ID (personID) does not match on Legal First name. Local value: (legal first name)"
Campus does not contain a matching First Name.	**Data is NOT imported.**	Student with Person ID (personID) does not match on First name. Local value: (first name)
Campus does not contain a matching Legal Middle Initial. This may occur when the Protected Identity checkbox is marked on the Import editor.	**Data is NOT imported.**	Student with person ID (personID) does not match on Legal Middle initial. Local value: (Legal Middle name). A NULL in the import file with a NULL in campus is an acceptable match.
Campus does not contain a matching Middle Initial.	**Data is NOT imported.**	Student with person ID (personID) does not match on Middle initial. Local value: (Middle name). A NULL in the import file with a NULL in campus is an acceptable match.

Condition	Result	Message
Campus does not contain a matching Legal Last Name. This may occur when the Protected Identity checkbox is marked on the Import editor.	**Data is NOT imported.**	Student with person ID (personID) does not match on Legal Last Name. Local value: (Legal Last name).
Campus does not contain a matching Last Name.	**Data is NOT imported.**	Student with person ID (personID) does not match on Last Name. Local value: (Last name).
Campus does not contain a matching Legal Gender. This may occur when the Protected Identity checkbox is marked on the Import editor.	**Data is NOT imported.**	Student with person ID (personID) does not match on legal gender. Local value: (M:Male or F:Female or X:Non-Binary
Campus does not contain a matching Gender.	**Data is NOT imported.**	Student with Person ID (personID) does not match on gender. Local value: (M:Male or F:Female or X:Non-Binary.