

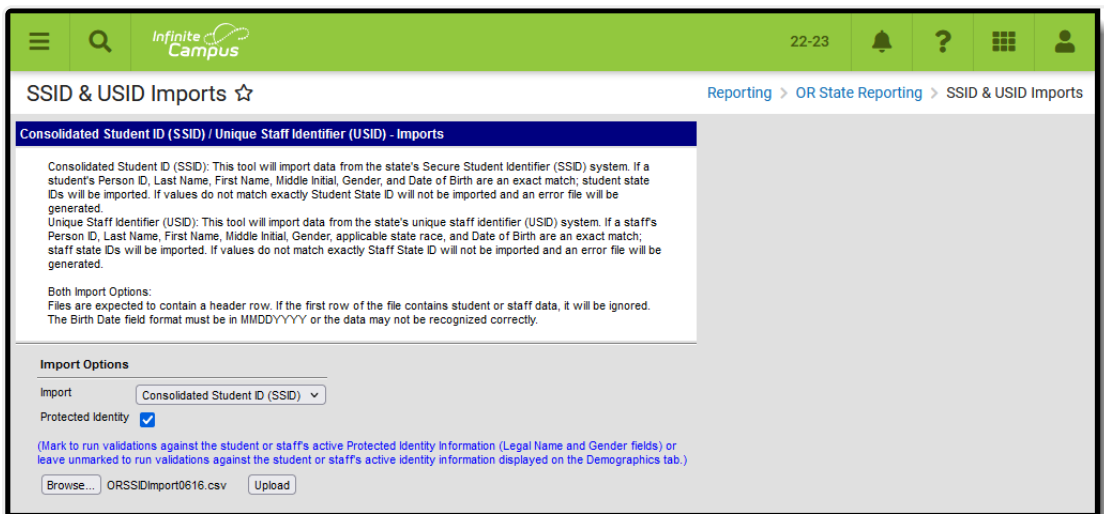
Consolidated Student ID (SSID) Import (Oregon)

Last Modified on 03/11/2024 8:47 am CDT

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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.

Results:
 File Name: ORSSIDImport0616.csv
 Processing Started Time: Fri Jun 16 14:17:49 CDT 2023.
 Processing Finished Time: Fri Jun 16 14:17:50 CDT 2023.
 Total Time To Process File: 1.393 seconds.

0 Records Inserted.
 6 Records No Changes.

Error Count:21

Error Detail:

Line Number	Error Message	Content
2	Missing required data in field 'ChkDigitStdntID', column 1. Field is required.	123456,1,25,1,25
2	Bad data length in field 'ChkDigitStdntID', column 1. Field can be at most 10 characters and must be at least 0 characters. Value was null	123456,1,25,1,25
2	Bad data in field 'BirthDttxt', column 15. The specified value is not valid for the field 'BirthDttxt'. The expected format for this date field is: MM/dd/yyyy. The valid range for this date field is 01/01/1900 through 06/06/2075. value was 1312007	123456,1,25,1,25
2	No student found with PersonID: 123456	null,123456,1,25,
3	Missing required data in field 'ChkDigitStdntID', column 1. Field is required.	234567,1,25,1,25
3	Bad data length in field 'ChkDigitStdntID', column 1. Field can be at most 10 characters and must be at least 0 characters. Value was null	234567,1,25,1,25
3	No student found with PersonID: 234567	null,234567,1,25,

Consolidated SSID Import Results

See the [Consolidated SSID Report Layout](#) for the fields that are imported.

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