

# Unique Staff Identifier Extract (Oregon)

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

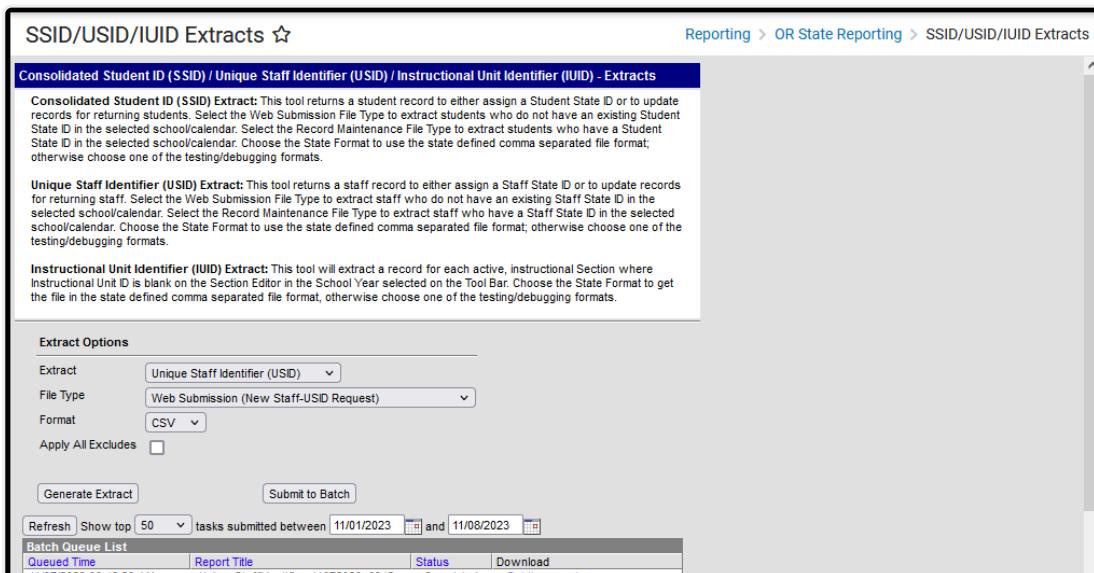
[Report Logic](#) | [Report Editor](#) | [Generate the Report](#) | [Report Layout](#)

Tool Search: SSID/USID/IUID Extracts

The Unique Staff Identifier (USID) File provides a way to request a Unique Staff Identifiers (SSID) for staff who have never had a USID record assigned to them by the state of Oregon. This file generates for the entire district for the School Year in the Campus toolbar.

This is a two-fold process:

1. Generate the Unique Staff Identifier Extract to find the staff who DO NOT already have USIDs. This is then sent to the state to request the IDs.
2. Once the USIDs have been assigned, use the [Unique Staff Identifier Import](#) to assign the USIDs to the staff.



**Read** - Access and generate the Consolidated SSID/USID/IUID Extracts.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Report Logic

A record reports for each unique staff person where the Staff State ID is blank AND where the staff person has at least ONE active [District Employment](#) record at the time of report generation for the School Year selected in the Campus toolbar.

## Report Editor

Field	Description
<b>Extract</b>	Indicates which report is being generated. For this instance, choose <b>Unique Staff Identifier (USID)</b> .
<b>File Type</b>	Determines which students report in the extract. <ul style="list-style-type: none"> <li>Choose <b>Web Submission (New Staff - USID Request)</b> for staff who DO NOT have an existing USID.</li> <li>Choose <b>Record Maintenance (Returning Students - Update Information)</b> for students who DO have an existing SSID.</li> </ul>
<b>Format</b>	Indicates how the report generates. Options include CSV (state format), XML, and HTML
<b>Apply All Excludes</b>	When marked, staff who are marked as one of the following are included in the report: <ul style="list-style-type: none"> <li>Exclude is marked on the District Assignment record.</li> <li>Calendar is marked as Exclude.</li> </ul> When NOT marked, staff marked as Exclude are NOT included in the report.
<b>Report Generation</b>	To generate the report immediately, use the <b>Generate Extract</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. <p>Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the <a href="#">Batch Queue</a> article for more information.</p>

## Generate the Report

1. Select **Unique Staff Identifier (USID)** from the Extract dropdown list.
2. Select the desired **Format**.
3. Select the desired **File Type**.
4. Mark the **Apply All Excludes** checkbox to include enrollments, grade levels and calendars that are marked as State Exclude in the report.
5. Click the **Generate Extract** button to display the results of the report immediately, or click the **Submit to Batch** button to choose when the report generates.

USID Report Records:1507																		
ChkDigitStID	TSPCAccntID	EmplryInstID	EmplryStaffID	SSN	LNm	FNm	MI	BirthDtTxr	Gender	HispEthnicFg	AmerIndianAlaskaNtvRaceFg	AsianRaceFg	BlackRaceFg	WhiteRaceFg	PacIslanderRaceFg	USIDFill		
			101	0002	Staff	Adam	C	01011963	F	N	N	N	N	N	Y			
			122	0002	Staff	Brenda	C	01011963	F	N	N	N	N	N	Y			
			143	0002	Staff	Charles	C	01011963	F	N	N	N	N	N	Y			
			164	0002	Staff	Daphne	C	01011963	F	N	N	N	N	N	Y			
			185	0002	Staff	Elliott	C	01011963	F	N	N	N	N	N	Y			
			206	0002	Staff	Fiona	C	01011963	F	N	N	N	N	N	Y			

*Unique Staff ID Extract - HTML Format*

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
ChkDigitStfID	TSPCAccntID	EmplyrInstID	EmplyrStaffID	SSN	LnNm	FNm	MI	BirthDtTxt	Gndr	HispEthnicFg	AmerIndianAlsknNtvRaceFg	AsianRaceFg	BlackRaceFg	WhiteRaceFg	PacIslnrRaceFg	USIDFIII
1			101	1234	Staff	Adam	C	1011963	F	N	N	N	N	N	Y	
2			122	2345	Staff	Brenda	C	1011963	F	N	N	N	N	N	Y	
3			143	3456	Staff	Charles	C	1011963	F	N	N	N	N	N	Y	
4			164	4567	Staff	Daphne	C	1011963	F	N	N	N	N	N	Y	
5			185	5678	Staff	Elliot	C	1011963	F	N	N	N	N	N	Y	
6			206	6789	Staff	Fiona	C	1011963	F	N	N	N	N	N	Y	
7																
8																
9																

Unique Staff ID Extract - CSV Format

## Report Layout

Data Element	Description	Location
<b>Check Digit Staff Identifier</b>	<p>Lists the staff person's state-issued identification number.</p> <p>This field reports blank as the staff included do not have a State State ID.</p> <p><i>Numeric, 10 digits</i></p>	N/A
<b>TSPC Account ID</b>	<p>Lists the staff person's Teacher Standards and Practices Commission assigned account number.</p> <p>This field reports blank. Districts need to manually add this information to the file prior to the state submission. This data is not collected in Campus.</p> <p><i>Numeric, 10 digits</i></p>	N/A
<b>Employer Institution ID</b>	<p>Reports the ODE Institution Identification number for the district employing the staff person.</p> <p>This field reports blank. Districts need to manually add this information to the file prior to the state submission. This data is not collected in Campus.</p> <p><i>Numeric, 10 digits</i></p>	N/A
<b>Employer Staff ID</b>	<p>Reports the staff person's person ID.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics &gt; Person Information &gt; Person ID</p> <p>Person.personID</p>

Data Element	Description	Location
<b>SSN</b>	<p>Reports the last four digits of the staff person's Social Security number.</p> <p><i>Numeric, 4 digits</i></p>	<p>Demographics &gt; Person Information &gt; Soc Sec Number</p> <p>Person.SSN</p>
<b>Last Name</b>	<p>Reports the staff person's legal last name.</p> <p>When the Legal Last Name field is not populated, information reports from the Last Name field.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p> <p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p>
<b>First Name</b>	<p>Reports the staff person's legal first name.</p> <p>When the Legal First Name field is not populated, information reports from First Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p> <p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p>
<b>Middle Initial</b>	<p>Reports the staff person's legal middle initial.</p> <p>When the Legal Middle Name field is not populated, information reports from the Middle Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p> <p>Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p>

Data Element	Description	Location
<b>Birth Date</b>	<p>Reports the staff person's date of birth.</p> <p><i>Date field, 8 digits (MMDDYYYY)</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Gender Code</b>	<p>Reports the staff person's Legal Gender as either Male (M), Female (F) or Non-Binary (X).</p> <p>When the Legal Gender field is not populated, information reports from the Gender field.</p> <p>When the Legal Gender or Gender fields are not populated, reports a value of X.</p> <p><i>Alphanumeric, 1 character (M, F, X)</i></p>	<p>Identities &gt; Identity Information &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p> <p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.Gender</p>
<b>Hispanic/Latino Ethnicity Flag</b>	<p>An indication of whether a staff person identifies as having a Hispanic ethnicity.</p> <ul style="list-style-type: none"> <li>Reports a value of Y when <i>Is the individual Hispanic/Latino?</i> is set to Yes.</li> <li>Reports a value of N when <i>Is the individual Hispanic/Latino?</i> is set to No or is not populated.</li> </ul> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Is the individual Hispanic/Latino?</p> <p>Identity.hispanicEthnicity</p>
<b>American Indian/Alaskan Native Flag</b>	<p>Reports a value of Y when the American Indian or Alaskan Native checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; American Indian or Alaska Native</p> <p>Identity.raceEthnicity</p>
<b>Asian Race Flag</b>	<p>Reports a value of Y when the Asian checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Asian</p> <p>Identity.raceEthnicity</p>

Data Element	Description	Location
<b>Black Race Flag</b>	<p>Reports a value of Y when the Black/African American checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Black or African American</p> <p>Identity.raceEthnicity</p>
<b>White Race Flag</b>	<p>Reports a value of Y when the White checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; White</p> <p>Identity.raceEthnicity</p>
<b>Native Hawaiian/Other Pacific Islander Race Flag</b>	<p>Reports a value of Y when the Native Hawaiian or Other Pacific Islander checkbox is marked.</p> <p>Reports a value of N when it is not marked.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Demographics &gt; Person Information &gt; Race/Ethnicity &gt; Native Hawaiian or Other Pacific Islander</p> <p>Identity.raceEthnicity</p>
<b>USID Filler</b>	N/A	N/A