Indiana Ed-Fi IDs

Last Modified on 08/26/2026 2:25 pm CDT

Prerequisites

- Ed-Fi functionality must be enabled via the Enable Ed-Fi System Preference.
- Ed-Fi must be configured by a system administrator via the Ed-Fi Configuration tool.

Students / Staff: Indiana assigns unique Ed-Fi IDs for students and staff. These unique IDs are populated into the Student State ID and Staff State ID fields, respectively. If Ed-Fi functionality is enabled on your version of Campus, the Use Ed-Fi ID button is available next to each Person Identifier to copy the Ed-Fi ID into the other fields (if desired).

Parents: Indiana does not assign unique Ed-Fi IDs for parents. However, a unique ID must be populated to send parent information to the state. If districts leave the Parent Ed-Fi ID field blank, a default value of (4 digit District ID) + (Person ID) is populated into the field and sent. Districts can also populate this field with a different unique value if they do not want to use the default value.

Users must have **Read**, **Write**, and **Add** tool rights to the following for the ability to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID:

Demographics - Ed-Fi Configuration - Ed-Fi Locator - Ed-Fi Tools

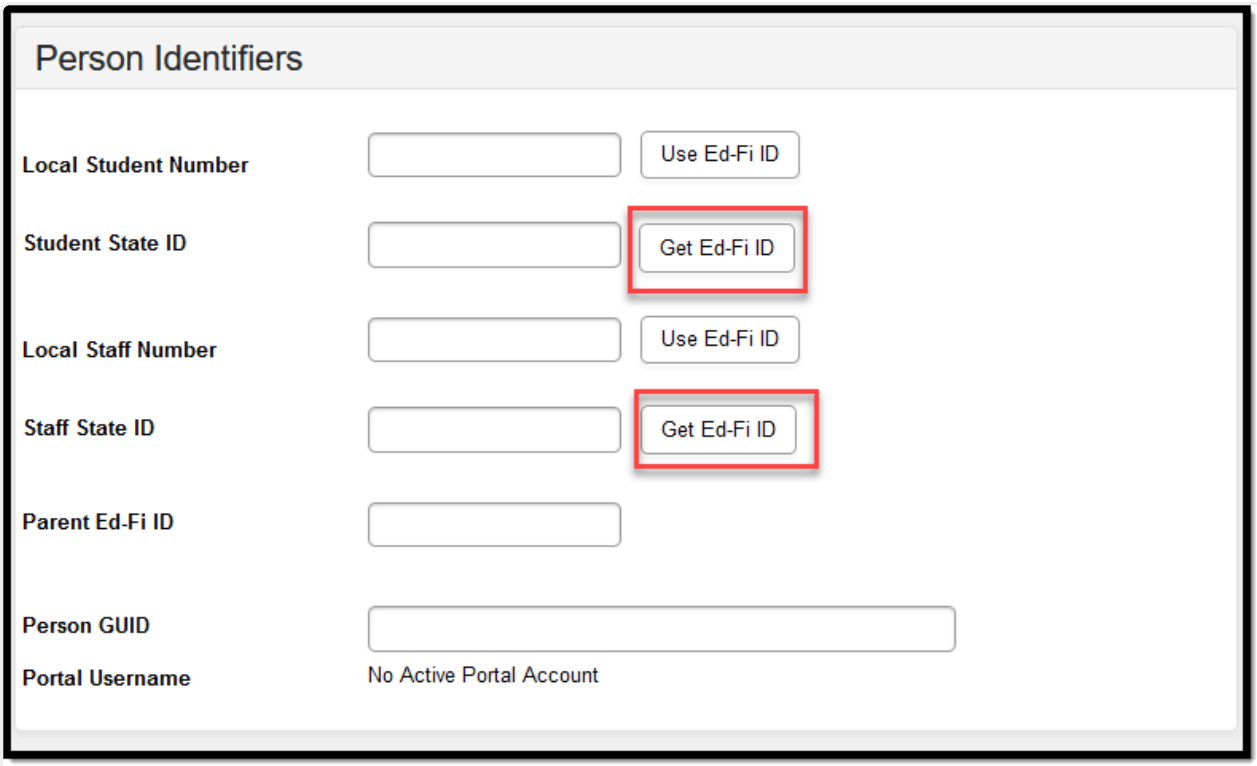
Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator; however, access to the Error Log and Resync tool may be granted to other users, depending on their role within the district.

Use extreme caution when assigning **Delete** tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record. See the Tool Rights article for more information about Tool Rights and how they function.

Assign an Ed-Fi ID

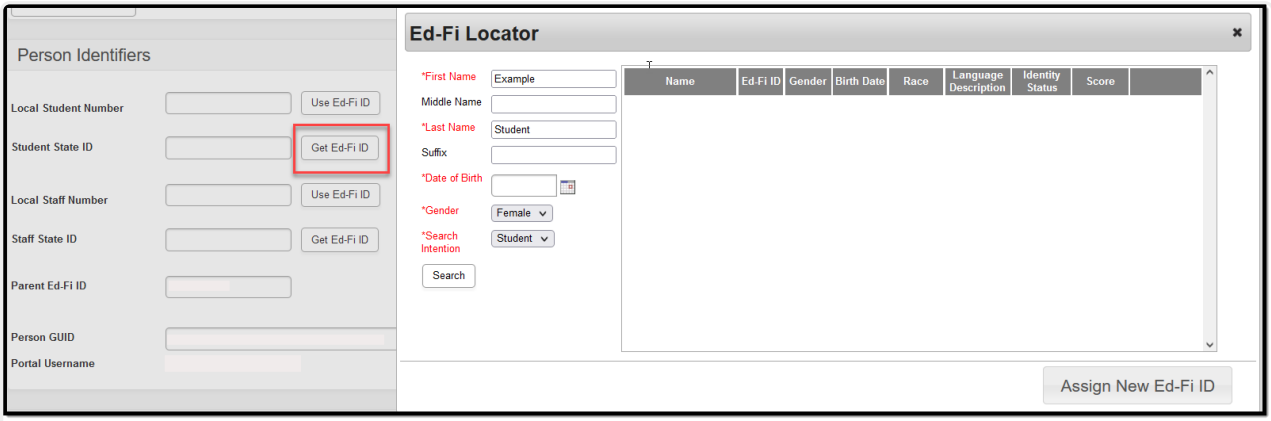
Tool Search: Demographics

Select the **Get Ed-Fi ID** button to assign an Ed-Fi ID to a student or staff member. The **Get Ed-Fi ID** button is inactive if an Ed-Fi ID already exists for the individual.



Person Identifiers Editor

The **Ed-Fi Locator** will display.



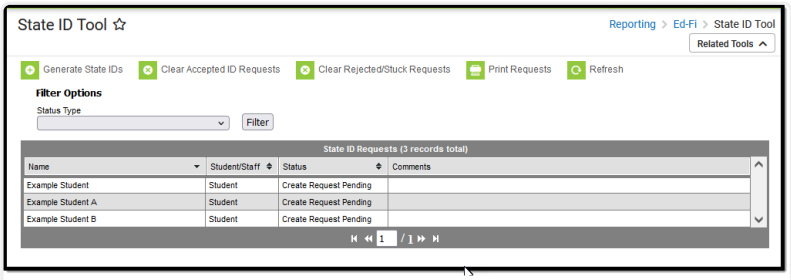
Ed-Fi Locator

Enter the person's information. Fields in red are required. The information autofills if it already exists on the person's Demographics page. Entering additional identifying information is not required but is highly encouraged.

Ed-Fi ID Locator Editor

Search Criteria Fields	Description
First Name	First name of the individual being searched.
Middle Name	Middle name of the individual being searched.

Search Criteria Fields	Description
Last Name	Last name of the individual being searched.
Suffix	The generational assignment part of the name (i.e., Jr, III) by which the individual being searched is referred.
Birth Date	Birth date of the individual being searched.
Gender	Gender of the individual being searched.
Search Intention	Intent of the search. • Student • Staff
Search Results Fields	**Description**
Name	Name of the individual returned in the search results.
Ed-Fi ID	Ed-Fi ID of the individual that was returned in the search results.
Gender	The gender of the individual returned in the search results.
Birth Date	The birthdate of the individual was returned in the search results.
Race	The race of the individual returned in the search results.
Language Description	The gender of the individual returned in the search results.
Identity Status	The identity status of the individual is returned in the search results.
Score	Indicates the quality of the match between the search criteria entered and the results within the Ed-Fi database. The higher the Score, the more similar the match to the search query. Only the Last Name, First Name, Gender, and Birth Date fields determine the matching score.
Use this Person	Once the correct person has been identified, click the Use This Person button to populate the Student State ID or Staff State ID (depending on the Search Intention) field within Campus.

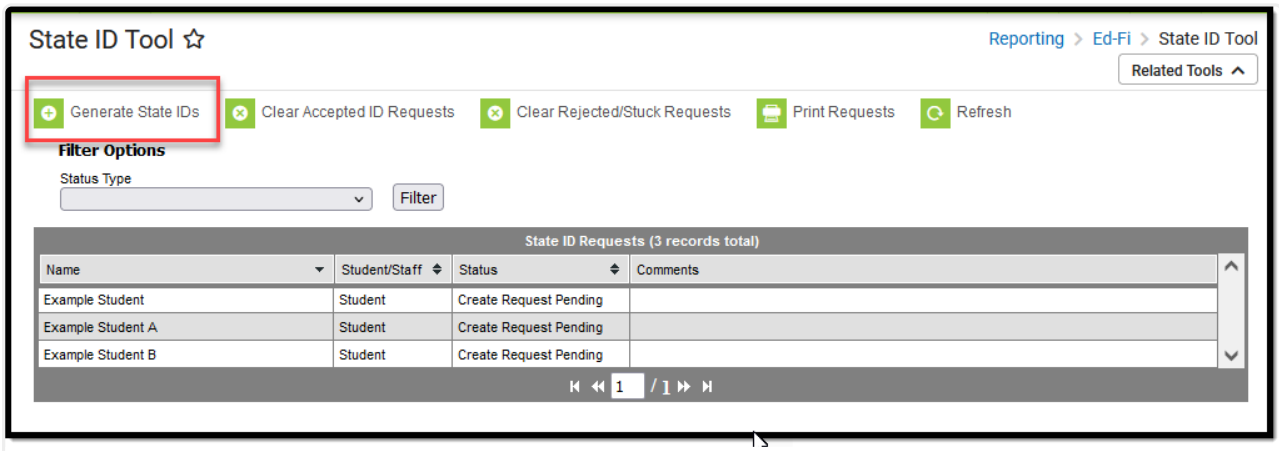
Search Criteria Fields	Description
Assign Ed-Fi ID	Used to assign a new Ed-Fi ID to the person if you cannot locate the person within the search results. Depending on the similarity scores of the results of the initial search query, this request is sent to the state for manual review. This can take up to 2-3 business days. If you selected the **Assign New Ed-Fi ID** button and are waiting for a manual review, you can find the details of your request in the State ID Tool. This tool displays all of your Ed-Fi ID creation requests and their status with the state. The status of each request is refreshed every hour.  *State ID Tool* If your request was submitted, it will display the "Create Request Pending" status. If accepted, the "Accepted" Status with the Ed-Fi ID will be displayed in the Comments. If rejected, the "Rejected" Status with the reason for the rejection will be displayed in the Comments. You can select the **Clear Accepted ID Requests** button to automatically paste the accepted Ed-Fi IDs into the Student State ID (for Student Ed-Fi ID requests) or the Staff State ID (for Staff Ed-Fi ID requests). This also removes these rows from the State ID Tool queue. You can select the **Clear Rejected/Stuck Requests** button to clear out any requests from the queue once you have read the rejection reason(s) in the Comments.

Student Batch Method

Tool Search: State ID Tool

Use the **Generate State IDs** button on the **State ID Tool** to search and generate student state IDs for all students who do not currently have a Student State ID.

Click here to expand...



State ID Tool (Indiana)

Review

A Review button displays when:

- A single returned result has a Score below 95.
- More than one potential identity is returned.

No Match Found

When no match is found, create and return a new Ed-Fi ID for the student. This Ed-Fi ID will automatically enter the student's Student State ID field. This only affects students enrolled in the active-year school who are not excluded.

Excluded Students

- Students marked as / related to any of the following are omitted:
  - No Show
  - Enrollment State Exclude
  - Grade Level Exclude
  - Calendar Exclude
  - School Exclude
- Students with a pre-existing pending request are omitted.
- Students with an existing create request for Staff ID or Student ID are omitted.
  - The button to generate a Student ID becomes functional after the Staff ID has been processed and cleared from the queue.