

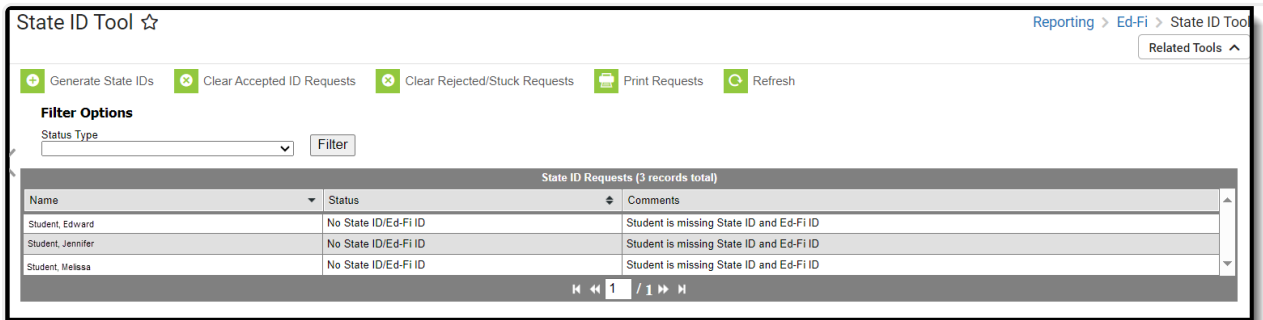
Ed-Fi State ID Tool (Arizona)

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

[Prerequisites](#) | [State ID Tool Editor](#) | [Generate State IDs](#) | [Review ID Requests](#) | [Print ID Requests](#)

Tool Search: State ID Tool

The State ID Tool allows users to search for and request new Ed-Fi IDs that are placed in the Student State ID field. The State ID Tool can also be used to print a list of ID requests.



The screenshot shows the 'State ID Tool' interface. At the top, there are navigation links: 'Reporting > Ed-Fi > State ID Tool' and a 'Related Tools' dropdown. Below this is a row of action buttons: 'Generate State IDs', 'Clear Accepted ID Requests', 'Clear Rejected/Stuck Requests', 'Print Requests', and 'Refresh'. A 'Filter Options' section includes a 'Status Type' dropdown and a 'Filter' button. The main area displays a table titled 'State ID Requests (3 records total)' with columns for Name, Status, and Comments. The table contains three rows of data, all with a status of 'No State ID/Ed-Fi ID' and a comment stating 'Student is missing State ID and Ed-Fi ID'. At the bottom of the table, there are pagination controls showing '1 / 1'.

State ID Tool

Read - Access the State ID tool, print requests, and refresh data.

Write - Generate state IDs, clear IDs, reject IDs, print requests and refresh data.

Add - N/A

Delete - N/A

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

Prerequisites

The following must be done PRIOR to using this tool:

- Ed-Fi functionality must be enabled via the [Enable Ed-Fi System Preference](#).
- In order to properly use Ed-Fi tools, proper values must be established within the [Ed-Fi Configuration tool](#). This ensures Campus is communicating with Ed-Fi and successfully sending data to their servers.
- Ed-Fi IDs should be assigned to users via the Demographics tool.

State ID Tool Editor

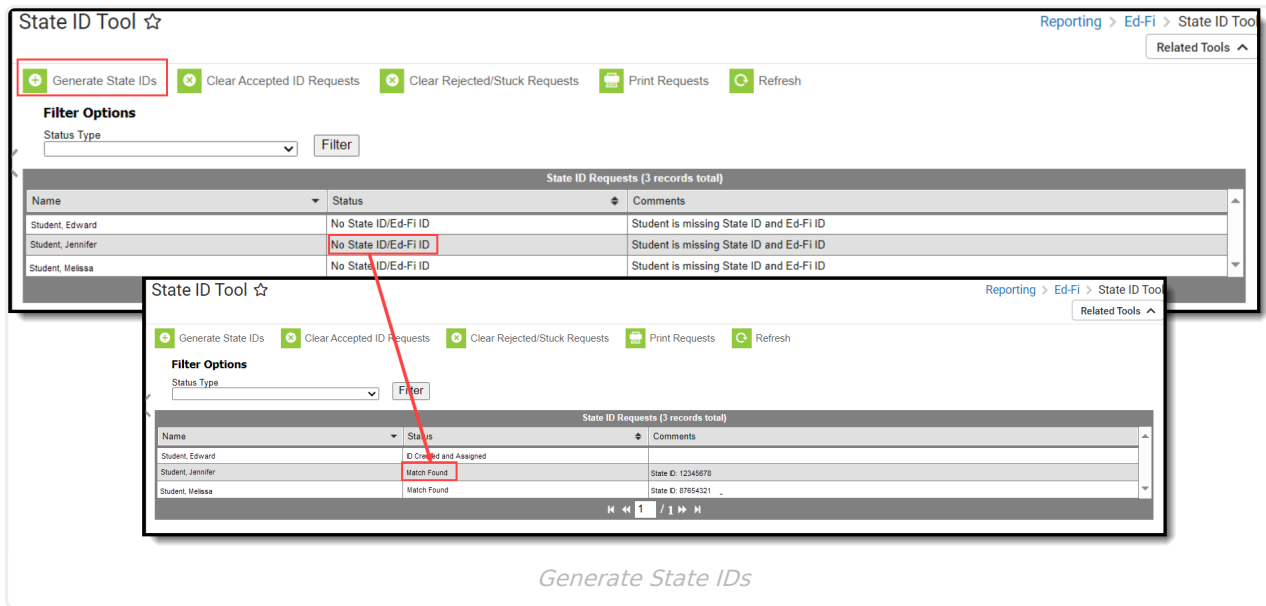
| Field | Description |
|---------------------------|--|
| Generate State IDs | Allows the user to generate State IDs for individuals. |

| Field | Description |
|------------------------------------|---|
| Clear Accepted ID Requests | Clears any requests from the State ID Requests Editor that have been accepted. |
| Clear Rejected ID Requests | Clears any requests from the State ID Requests Editor that have been rejected. |
| Print Requests | Allows the user to print the requests displayed in the State ID Requests Editor. |
| Refresh | Refreshes the results in the State ID Requests Editor. |
| Filter Options: Status Type | Allows the user to filter the State ID Requests Editor by Status Type. |
| Name | Displays the name of the individual for which the requests was made. |
| Status | Indicates the Status of the request. Options include the following: <ul style="list-style-type: none"> • No State ID / Ed-Fi ID • Match Found • ID Created and Assigned • Requires Resolution • Rejected • Create Request • Pending |
| Comments | Indicates any comments given to the request. Options include: <ul style="list-style-type: none"> • Displays StateID: UniqueID when a match is found • Displays the reason for rejection when the request has been rejected. • A Review button displays when the request needs user review. The user can review information about the request by pressing this button. The user can assign an Ed-Fi ID from this location. • Displays blank when the request is pending. • Displays Student Missing State ID and Ed-Fi ID when a State ID or Ed-Fi ID does not exist for the individual. |

Generate State IDs

The State ID Requests Editor displays students who do not have an Ed-Fi ID or Student State ID but do have an enrollment in the active year that is not excluded. A student may be excluded when they are marked as State Exclude on their Enrollment, associated with a Grade Level that is excluded, associated with a Calendar that is excluded, or associated with a School that is excluded. This list can be filtered by using the Status Type dropdown under Filter Options.

Click **Generate State IDs** to assign IDs. When done processing, the screen refreshes and those individuals who weren't assigned state IDs now have them. Their status is now ID Created and Assigned.



State ID Tool ☆

Reporting > Ed-Fi > State ID Tool

Related Tools ^

Generate State IDs Clear Accepted ID Requests Clear Rejected/Stuck Requests Print Requests Refresh

Filter Options

Status Type Filter

State ID Requests (3 records total)

| Name | Status | Comments |
|-------------------|----------------------|--|
| Student, Edward | No State ID/Ed-Fi ID | Student is missing State ID and Ed-Fi ID |
| Student, Jennifer | No State ID/Ed-Fi ID | Student is missing State ID and Ed-Fi ID |
| Student, Melissa | No State ID/Ed-Fi ID | Student is missing State ID and Ed-Fi ID |

State ID Tool ☆

Reporting > Ed-Fi > State ID Tool

Related Tools ^

Generate State IDs Clear Accepted ID Requests Clear Rejected/Stuck Requests Print Requests Refresh

Filter Options

Status Type Filter

State ID Requests (3 records total)

| Name | Status | Comments |
|-------------------|-------------------------|--------------------|
| Student, Edward | ID Created and Assigned | |
| Student, Jennifer | Match Found | State ID: 12345678 |
| Student, Melissa | Match Found | State ID: 87654321 |

Generate State IDs

When students have a status of **No Search Results** after the **Generate State IDs** step, create Ed-Fi IDs using the **Create** button. Once created, click **Clear Rejected/Stuck Requests** to remove all **No Search Results** from the table.

Review ID Requests

Requests with a status of **Requires Resolution** need to be reviewed before the Ed-Fi ID can be generated. A review occurs when the user has multiple potential matching identities or when their single potential matching identities is not similar enough to the search criteria. A single match needs a score of 95% or higher to be automatically used. Users can review potential matching identities or assign a new Ed-Fi ID.

The **Use This Person** button can be used to select the identity that receives the new ID.

When you cannot locate the person within the State ID Request Review results, assign the person a new Ed-Fi ID by selecting the **Assign New Ed-Fi ID** button. Once the request has been accepted, a message indicates that the new request was successfully been sent to the Arizona Department of Education.

State ID Tool ☆ Reporting > Ed-Fi > State ID Tool

[Generate State IDs](#)
[Clear Accepted ID Requests](#)
[Clear Rejected/Stuck Requests](#)
[Print Requests](#)

Filter Options
 Status Type: [Filter](#)

| Name | Status | Comments |
|-------------------|---------------------|------------------------|
| Student, Edward | Requires Resolution | Review |
| Student, Jennifer | Match Found | State ID: 12345678 |
| Student, Melissa | Match Found | State ID: 87654321 |

State ID Requests (3 records total)

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State ID Request Review

Name: Student, Edward
 Gender: Male
 Ed-Fi ID: 54323728
 Birth Date: 06/05/2016
 Score: 100

[Use This Person](#)

Name: Student, Edward
 Gender: Male
 Ed-Fi ID: 78461612
 Birth Date: 06/05/2016
 Score: 100

[Use This Person](#)

Name: Student, Edward
 Gender: Male
 Ed-Fi ID: 73514598
 Birth Date: 06/05/2016
 Score: 100

[Assign New Ed-Fi ID](#)

State ID Request Review

Clear ID Requests

Clear Accepted ID Requests allows users to clear all State ID requests that have been accepted and have a status of MID Created and Assigned or Match Found. The **Clear Rejected ID Requests** allows users to remove all State ID Requests that have been rejected.

State ID Tool ☆ Reporting > Ed-Fi > State ID Tool

[Generate State IDs](#)
[Clear Accepted ID Requests](#)
[Clear Rejected/Stuck Requests](#)
[Print Requests](#)
[Refresh](#)

Filter Options
 Status Type: [Filter](#)

| Name | Status | Comments |
|-------------------|-------------------------|--------------------|
| Student, Edward | ID Created and Assigned | |
| Student, Jennifer | Match Found | State ID: 12345678 |
| Student, Melissa | Match Found | State ID: 87654321 |

State ID Requests (3 records total)

1 / 1

Clear ID Requests

Print ID Requests

Use **Print Requests** to print a list of requests that have been made.

State ID Tool ☆ Reporting > Ed-Fi > State ID Tool

[Generate State IDs](#)
[Clear Accepted ID Requests](#)
[Clear Rejected/Stuck Requests](#)
[Print Requests](#)
[Refresh](#)

Filter Options
 Status Type: [Filter](#)

State ID Requests Report

Generated on 10/09/2023 04:04:11 PM

| Name | Status | Comments |
|-------------------|-------------------------|--------------------|
| Student, Edward | ID Created and Assigned | State ID: 12345678 |
| Student, Jennifer | Match Found | State ID: 87654321 |
| Student, Melissa | Match Found | State ID: 87654321 |

Print Requests

