

# SSID Batch File Upload Process

## WebEx Training

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# What is the SSID Batch File Upload?

- **A system that allows Student ID Maintainers to generate a file through their Student Information System (SIS) to upload and validate multiple students at a time.**
- **A system that allows districts to add a number of new students to their SIS and synchronize with the SSID system without requiring dual entry.**

# What does the Batch File Upload do?

- **Students identified as New Students with no errors will be added to the Student ID Validation System.**
- **Student ID conflicts can be reviewed and resolved by linking to the Student ID Validation System.**
- **Allows districts to create a SSID batch file for new students only or all students each time.**
- **This doesn't replace manual SSID entry, but is an alternate method.**

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## Home

Hello Roxann Neu your role for this system is DataAdmin

### Overview

Student ID Upload System is a secure MDE website where allowed users can upload a file of Student ID data for validation.

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# Student ID Upload Validation System

## Upload File Page

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MDE > Student ID Upload

Signed in as: RoxannNeu  
Log Out

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### Upload Student ID File for Validation

#### Instructions

Upload a file in a format specified, please see file upload formats [here](#).

Click the Browse button to find the file you will be uploading, and then click the Upload File button to upload your file.

Please note that this may take a few minutes depending upon the size of the file being uploaded.

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# Student ID Upload Validation System Upload Confirmation Page

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You have successfully uploaded a file for validation

### Upload Confirmation Detail

File Name: SampleSSIDUploadFileFrom1999E-025501.TXT

Date: 05-13-2014 08:39:18

User: RoxannNeu

Processing of the upload will take a couple minutes. Please click on the Upload Status button below to see the result.

[Upload Status](#)



# Student ID Upload Validation System

## Upload Status Page

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### Upload Status [Refresh](#)

When file processing is complete the "View Records" link will be displayed in the Actions column.

File Name	Status	Uploaded Date ▾	Processed Date	Actions
SampleSSIDUploadFileFrom1999E-025501_jumbled.TXT	File Parsing Complete	05-13-2014 08:45:59		
SampleSSIDUploadFileFrom1999E-025501.TXT	Student Id Validations Complete	05-13-2014 08:39:18	05-13-2014 08:39:41	<a href="#">View Records</a>

\*Uploaded files are expired each evening, review your results today.

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## Student ID Upload Validation - STAGING

### Upload Status

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When file processing is complete the 'View Records' link will be displayed in the Actions column.

File Name	Status	Uploaded Date ▼	Processed Date	Actions
Batch upload practice csv file.txt	Unknown File Format	05-13-2014 09:47:30	05-13-2014 09:47:40	



# Student ID Upload Validation System Upload Status Page

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### Upload Status [Refresh](#)

When file processing is complete the 'View Records' link will be displayed in the Actions column.

File Name	Status	Uploaded Date ▼	Processed Date	Actions
SampleSSIDUploadFileFrom1999E-025501.TXT	Student Id Validations Complete	05-13-2014 08:39:18	05-13-2014 08:39:41	<a href="#">View Records</a>

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Error: records weren't loaded for this file.

es.dat	Student Id Validations Complete	02-14-2014 07:08	02-14-2014 07:08	<a href="#">View Records</a>
	Failed System Error	02-13-2014 13:50	02-13-2014 16:32	

# Student ID Upload Validation System Records Page

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Records List from file: SampleSSIDUploadFileFrom1999E-025501.TXT uploaded on 2014-05-13 08:39:18.643.

Student Id Validation Code Filter:

Total Records based on filter: 109

Row # ▲	State	Student Id	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Student Id Validation Code*
1			M	B	S		F	19850530	0
2			C	R	M		F	19890828	3004 <a href="#">View in Student ID GUI</a>
3							F	19891217	3002 Student ID added to State ID System
4							F	19891009	3005 <a href="#">View in Student ID GUI</a>
5							F	19900831	3002 Student ID added to State ID System
6							F	19860726	0
7			H	T	J		M	19880425	0
8			D	J	K		M	19920112	0
9			H	B	R		M	19850908	0
10			C	D	C		M	19900610	3004 <a href="#">View in Student ID GUI</a>
11			R	J	T		M	19900308	3005 <a href="#">View in Student ID GUI</a>
12			H	A	J		F	19860426	0
13			B	A	J		F	19871201	0
14			C	A	J		F	19830906	0
15			M	A	R		F	19920909	0
16			K	A	A		F	19841007	0
17			G	A	Z		F	19890420	0
18			J	A	M		F	19800903	0
19			V	A	C		F	19850502	0
20			M	A	R		F	19881124	0

Link to launch the Student ID System to lookup this specific student record for further validation review.

\*Hover over validation code number to view an explanation.

1 2 3 4 5 6 Next

# Shortcuts to Error Messages

## Student ID Upload Validation - STAGING

Records List from file: SampleSSIDUploadFileFrom1999E-025501 jumbled.TXT uploaded on 2014-05-13 08:45:59.127.

Student Id Validation Code Filter:

Show All Records...

Show All Records...

Total Records based on filter: 12

Row # ▲ State Student Id

1  
2  
3  
4

- 0 - No validation errors, match.
- 1501 - Gender is invalid. Must be either M or F.
- 1601 - Birth date invalid. Must be specified as YYYYMMDD.
- 3000 - Student match based on matching rules, but ID is different.
- 3003 - Student may already exist with a different ID based on initials, birth date and gender.
- 3004 - Student may already exist with a different ID based on exact match with last name and first name.
- 3005 - Student may already exist with a different ID based on similar sounding names, a range of birth dates and gender.
- 3006 - This ID is already assigned to a different student.
- 9997 - Duplicate State Student Id within file, all duplicate records skipped.

Total Records based on filter: 124

Row # ▲	State Student Id	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Student Id Validation Code*
1		M	B	S		F	05301980	1601
2		O	R	M		F	19890828	3000
3		Al	E	L		F		

Birth date invalid. Must be specified as YYYYMMDD.

Hover over the error code to get the description:

# Student ID Validation System

Student -> Validate

Validate Criteria

Asterisk (\*) indicates a required field

\* Last Name   
\* First Name   
\* Gender   
\* Birth Date  MM/dd/yyyy format. e.g 12/31/1994  
\* State Student ID

Student ID fields are prepopulated

Middle Name   
Suffix

# Updating Records

- **Files that are uploaded will expire after 24 hours**
- **The validation errors recorded when the file is uploaded reflect at the point of time that the file was uploaded. Data will be obsolete by the next day**

# Student ID Upload Validation System

## Active File Uploads Page

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### Upload Status [Refresh](#)

When file processing is complete the 'View Records' link will be displayed in the Actions column.

No active file uploads found

[Review Expired File Uploads](#) ←

\*Uploaded files are expired each evening, review your results today.

# Student ID Upload Validation System

## Expired File Uploads Page

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Expired Upload Status will show the files uploaded to the Student ID File Upload system and have since been expired.

### Expired File Uploads

File Name	Status	Uploaded Date ▾	Processed Date	Expired Date
SSID Batch Load Lou Anne's File.prn	<a href="#">Expired</a>	05-05-2014 08:00:14	05-05-2014 08:00:29	05-06-2014 04:00:01
B Student File Early Learning.txt	<a href="#">Expired</a>	04-16-2014 07:42:16	04-16-2014 07:42:28	04-17-2014 04:00:01
B Student File Early Learning.xsd	<a href="#">Expired</a>	04-16-2014 07:41:31	04-16-2014 07:41:40	04-17-2014 04:00:01
B Student File Early Learning.txt	<a href="#">Expired</a>	04-16-2014 07:39:11	04-16-2014 07:39:28	04-17-2014 04:00:01

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# Student ID Upload Validation System

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#### Fixed File Format

Student ID Upload System fixed file format. This format is equivalent to the MARSSWES fields.

The total length of each row in the file should be exactly 153 characters.

Each record in the file is expected to have unique student information, records with duplicate state student id's will be skipped and not validated.

Field	Format	Definition	Sample
STU-NUM	PIC 9(13)	State Student Id	0535123456789
SEX-GEN	PIC X(1)	Gender	M
BTH-DAT	PIC 9(8)	Birth Date (YYYYMMDD)	20100425
*LST-NAM	PIC X(40)	Student Last Name	Smith
*FST-NAM	PIC X(40)	Student First Name	John
*MID-NAM	PIC X(40)	Student Middle Name	Henry
SUFFIX	PIC X(5)	Name Suffix	II
DST-NUM	PIC 9(4)	District Number	0535
DST-TYE	PIC 9(2)	District Type	01

#### Comma Separated File Format

Student ID Upload System will also accept a comma separated file format.

The comma separated format expects to have the same nine fields in the same order as the fixed file format above.

The numeric fields, birth date formatting and the max field sizes defined above are also required.

Each record in the file is expected to have unique student information, records with duplicate state student id's will be skipped and not validated.

\*Please double check and ensure the name fields are in the order indicated last, first and then middle.

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## Student ID Error Codes Page

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### Student Id Validation Codes List

Code ▲	Description
0	No validation errors, match.
1000	State Student Id not specified and is required.
1001	State Student Id Invalid, must be a non-zero integer value > 0001000000000.
1003	State Student Id Invalid, or in reserved number range of 55550000000000.
1100	Last Name not specified and is required.
1101	Last Name contains invalid characters or starts with a blank character.
1102	Last Name contains too many characters, 40 maximum allowed.
1200	First Name not specified and is required.
1201	First Name contains invalid characters or starts with a blank character.
1202	First Name contains too many characters, 40 maximum allowed.
1301	Middle Name contains invalid characters or starts with a blank character.
1302	Middle Name contains too many characters, 40 maximum allowed.
1401	Suffix contains invalid characters or starts with a blank character.
1402	Suffix contains too many characters, 4 maximum allowed.
1403	Suffix value embedded in name field, place suffix in suffix field only.
1500	Gender not specified and is required.
1501	Gender is invalid. Must be either M or F.
1600	Birth date not specified and is required.
1601	Birth date invalid. Must be specified as YYYYMMDD.
1602	Birth date not in range.
3000	Student match based on matching rules, but ID is different.
3001	More than one ID found using matching rules.
3002	Student appears to be new to the ID System. There were no matches using matching rules.
3003	Student may already exist with a different ID based on initials, birth date and gender.
3004	Student may already exist with a different ID based on exact match with last name and first name.
3005	Student may already exist with a different ID based on similar sounding names, a range of birth dates and gender.
3006	This ID is already assigned to a different student.
9995	A field in record is invalid, likely an invalid size. Please review your data file for this record as it will be skipped.
9996	Number of fields in record is invalid.
9997	Duplicate State Student Id within file, all duplicate records skipped.
9998	User not authorized for District on record.
9999	Data Record Length Invalid.

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**Report Problem**

## Report Problem

If you experience any problems with the use of this application, or if you see any errors in the data presented, please let us know. Thank you.

Fields with an "\*" are required

User Id: RoxannNeu

\* Your Name:

We may need to contact you for further information.

\* Phone Number:

\* Your Email Address:

\* Description

Submit Report

Cancel

# Questions?

