2019-2020 EDIS READ AND EDIS BATCH FILE LAYOUT

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
EDUCATOR FILE							
* Indicates required field **You may name your file anything that works for you; however the system will not allow spaces in the file name.** **When submitting CSV or Excel you must include a header row with titles in the fields.**							
Educator's State ID (EDID)*	8	1	8	1	A2	10000001	If known, enter the CDE generated educator ID, otherwise enter 8 spaces. If submitting via **EDIS Batch** then EDID would be a **REQUIRED FIELD**.
Social Security Number*	9	9	17	2	B2	123456789	REQUIRED FIELD
District/BOCES Code*	4	18	21	3	C2	0180	REQUIRED FIELD
Locally Assigned ID (LAEDID)	10	22	31	4	D2	0180000099	OPTIONAL FIELD District assigned Educator ID
Educator's Last Name*	30	32	61	5	E2	Valid name	REQUIRED FIELD
Educator's First Name*	30	62	91	6	F2	Valid name	REQUIRED FIELD
Educator's Middle Name*	30	92	121	7	G2	Valid name	REQUIRED FIELD If no middle name enter NMN (no middle name)
Educator's Date of Birth (DOB)*	8	122	129	8	H2	12311995	REQUIRED FIELD Format is MMDDYYYY
Educator's Gender*	2	130	131	9	I2	01	REQUIRED FIELD Female=01, Male=02

This file layout is the same, with the exception of the EDID Field, for EDIS batch submission to update educator records you must include the EDID number OR EDIS READ to search for an existing EDID for the employee do not include the EDID number.

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BACKGROUND INFORMATION

EDID Number – A **unique** eight-digit numeric field containing the random eight digit value assigned by CDE to the educator whose record is being submitted for processing. Note: A value of eight spaces can be placed in this field if the data being submitted is for a new educator who has not been assigned an educator identification number by CDE (EDIS READ)

Social Security Number – The nine digit numeric value of the educator's Social Security Number. This nine digit field is REQUIRED and if left blank will result in an error

School District/BOCES Code – A unique four-digit number assigned by CDE to each school district or BOCES. This four digit field is REQUIRED and if left blank will result in an error.

LAEDID Number – A ten-digit number assigned to each educator by the reporting district/BOCES. This ten digit field is OPTIONAL and may be filled with ten spaces

Educator's Last Name – The thirty character field contains the educator's last name. This thirty digit field is REQUIRED and if left blank will result in an error

Educator's First Name – The thirty character field contains the educator's first name. This thirty digit field is REQUIRED and if left blank will result in an error

Educator's Middle Name – The thirty character field contains the educator's middle name. Blanks are NOT allowed. Use NMN (no middle name) when appropriate. This thirty digit field is REQUIRED and if left blank will result in an error

Educator's Date of Birth (DOB) – An eight digit numeric field contain the month, day, and year on which an individual was born (i.e. 09151989). The date must be a valid date in the form of MMDDYYYY. This eight digit field is REQUIRED and if left blank will result in an error

Last updated: 04/01/2019

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Gender – A two digit numeric field containing the value of the educator's gender. There are only two valid codes for this field. This two digit numeric field is REQUIRED and if left blank will result in an error

01	Female
02	Male

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