2021-2022 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,

EDIS Batch Submission – EDID number **is required** in the field.   **EDIS READ Submission** - EDID number is **NOT required** in the field.

Mandatory
FORM # DMC-102
EDAC APPROVED
Approved 2/5/2021 for 2021-2022

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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: 01/22/2021

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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