2025-2026 EDIS File Layout

Purpose:
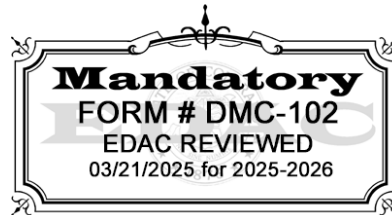
To locate existing EDIDS, update information in existing EDIS, or request new EDIDs for school and district staff.

Important:

Leave Educator's State ID (EDID) field blank when requesting a new EDID or searching for an existing EDID. Insert EDID in Educator's State ID (EDID) field when updating information in EDID fields.

File Notes:

- *Indicates required field.
- Insert NMN into middle name field if no middle name is known.
- A header row is required for .csv and .xlsx files.
- Data Pipeline upload files cannot have spaces in the file name.

Mandatory
FORM # DMC-102
EDAC REVIEWED
03/21/2025 for 2025-2026

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Educator's State ID (EDID)*	8	1	8	1	A2	10000001	Blank if requesting or searching EDIDs. If making update, EDID is required.
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 names 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, Nonbinary=03

Data Field Descriptions:

Educator's State ID (EDID)
A unique eight-digit numeric field containing the random eight-digit value assigned by CDE to the staff member whose record is being submitted for processing.

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. Do not use dashes. If staff member does not have an SSN, you may use the visa number instead.

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.

Locally Assigned ID (LAEDID)

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.

Gender

An individual's sex.

01	**Female** – identifies as female (including a transgender student/staff who identifies exclusively as female).
02	**Male –** identifies as male (including a transgender student/staff who identifies exclusively as male).
03	**Nonbinary -** does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
03/10/2025	EDAC Review 25-26SY		N/A