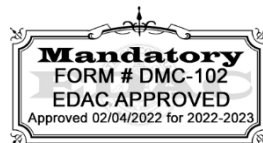


2022-2023 EDIS READ AND EDIS BATCH FILE LAYOUT

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
EDUCATOR FILE							
<p>* Indicates required field</p> <p>You may name your file anything that works for you; however, the system will not allow spaces in the file name.</p> <p>When submitting CSV or Excel you must include a header row with titles in the fields.</p>							
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 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

This file layout is the same, except for 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.**



2022-2023 EDIS READ AND EDIS BATCH FILE LAYOUT

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.

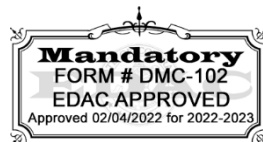
LAEDID Number – A ten-digit number assigned to each educator by the reporting district/BOCES. This ten-digit field is **OPTIONAL** and may be filled with ten spaces

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



2022-2023 EDIS READ AND EDIS BATCH FILE LAYOUT

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

