





Ed-ID for Staff: Staff Update via Upload

Here are the instructions for how to request an update for an Ed-ID for staff via upload of a csv template.

Please read these [general guidelines for templates](#) before proceeding. Failure to follow these guidelines will result in potential errors and/or data validation issues.

[Link to Template](#)

[Staff Update Request Template](#)

Click the “” icon to download the file. If you don’t see the icon, click the three dots to the right , then select “Download”.

This template should be used to request updates to the Ed-ID for staff, commonly referred to as the school personnel number (SPN).

Completing the Staff Update Request Template:

* Required field

1. Enter the **SchoolPersonnelNumber***. This is the eight digit Ed-ID assigned by the state to the staff member.
2. Enter the **FirstName***. This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the staff member prefers.
3. Enter the **MiddleName**.
4. Enter the **LastSurname***. This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the staff member prefers.
5. The fifth field is **NameSuffix**. Only enter data here, such as Jr. II, III, if this is part of their legal name. Otherwise, leave this field blank.

6. Enter **BirthDate*** as provided by a staff member's birth certificate, written as text as "MM/DD/YYYY".

Note: Be careful when entering data from non-US birth certificates, as the month/day are commonly written as day/month.

7. Enter the **LastFourSSN***. Enter the last four digits of the staff member's social security number.

8. Enter **Race***. This data should have been collected on the ["Collecting Racial and Ethnic Data" form, Part 2](#). A more comprehensive guide for connecting geographic/national origin with a race can be found [here](#).

American Indian - Alaskan Native
Asian
Black - African American
Hispanic Ethnicity and of any race
Multiracial (two or more races)
Native Hawaiian - Pacific Islander
White
Unknown


9. Enter **Sex***.

Female
Male
Unknown

10. Enter **IdentityStatus***. This is required.

Active
Inactive

11. Enter **IdentityInactiveReason**. This is an optional field that should be entered if the IdentityStatus is Inactive.



Deceased
Reported in Error

12. Enter **SubmissionNotes** This is an optional field and may include notes for the Indiana Department of Education (IDOE) staff to review. Do not include any special characters such as commas, etc. in this field.

Remember: Templates must be saved as a CSV file (with cells formatted as text) and zipped before uploading in order to process correctly.

Retrieve update request result

After a successful upload, the system will return the following fields on the screen. You will login to the Ed-ID portal to view the results.

- **RequestId** - A unique ID for the request
- **RequestStatus** - Pending, approved, or denied
- **ProcessingNotes** - Processing notes entered by IDOE staff member reviewing the request.
- **DateProcessed**
- **ProcessedBy**