Ed-ID for Students: Student Update via Upload

Here are the instructions for how to request an update for an Ed-ID for students 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
Student 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 students, commonly referred to as the Student Test Number (STN).

Completing the Student Update Request via Upload Template:
* Required field

1. Enter the **StudentTestNumber*.** This is the nine digit, alpha-numeric Ed-ID assigned by the state to the student.

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 student or family 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 student or family 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 students' 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 **LanguageCode*.** Report the language of the student as determined from the [Home Language Survey (HLS)](). The HLS is available [in Spanish here]().

   Burmese: 110

   English: 211

   French: 250

   Spanish: 835

   Mandarin (All variants): 600

   A complete list of Language Codes are found on the DEX Knowledge Hub Student Page on the [Student Code Values]() sheet.

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**

   ** Students in K-12 are required to have a race.

9. Enter **Sex***.

   Female

   Male

   Unknown**

   ** Students in K-12 are required to have a sex.

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**