Advanced Batch Upload

After entering the Missouri Student Information System (MOSIS): ID Assignment Web Application, you may upload a file by hovering over the menu in the top left corner of the screen, and then selecting **Upload File** from under **ASSIGN**. On the following page, select the **ADVANCED** tab. The Advanced Batch Upload can be used with either an export from your local student information system (SIS) or with the MOSIS ID Batch File Layout.
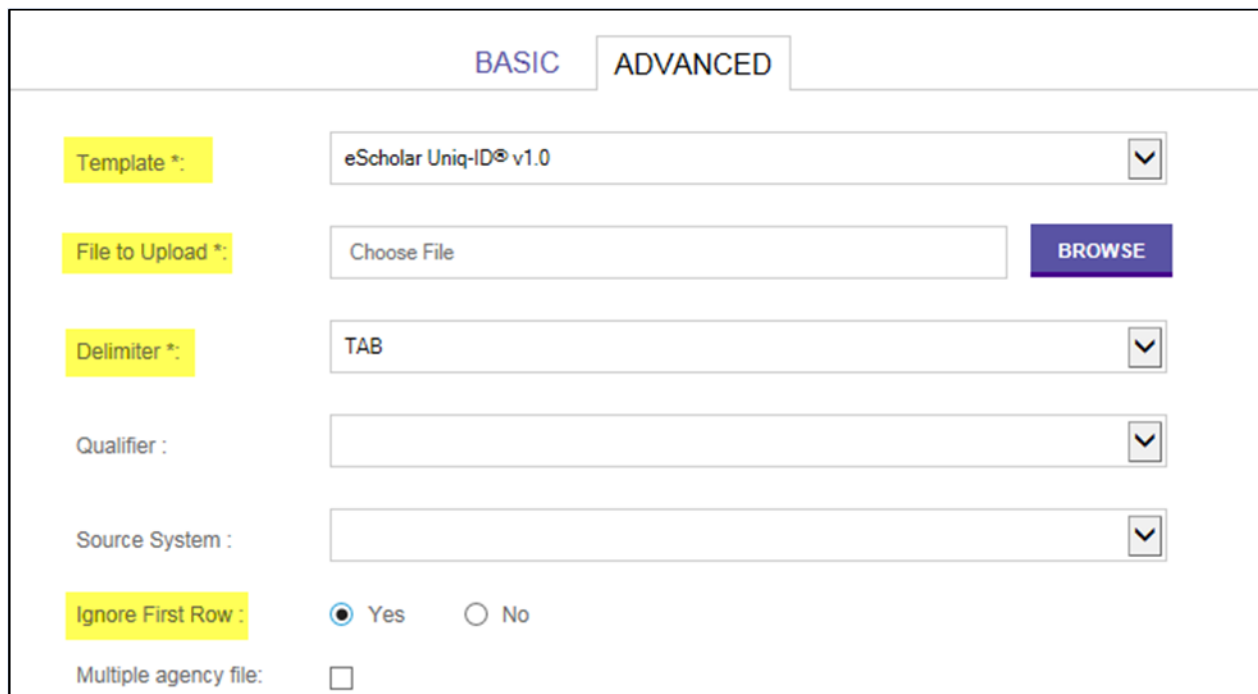
SIS Export

This option uses the export from your SIS. The following fields (highlighted in the image below) will need to be completed:

- **Template** – Always select **eScholar Uniq-ID® v1.0**.
- **File to Upload** – Browse to the SIS export file containing your student information.
- **Delimiter** – Choose either **TAB** or **COMMA**. If the data in your SIS export is separated by tabs (spaces), select **TAB**. If the data is separated by commas, select **COMMA**.
- **Ignore First Row** – Select **Yes** if your batch file includes a header row.
  Note: If your file does include a header row, you must remove the trailer row from the export before uploading.

Once this information is completed, click the **UPLOAD** button.

MOSIS ID Batch File Layout (Excel Template)

This option allows you to place your student data into the Department of Elementary and Secondary Education (DESE) batch template if you review your vendor export information before submitting or if you do not use a SIS. To ensure that all required data fields are captured, we suggest using the **MOSIS ID Batch File Layout** template located at https://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2020-2021.

The eScholar Uniq-ID system requires that 16 field positions are included in the batch file submission. DESE only requires that 12 of these fields be populated with data. However, DESE recommends that the **Legal Middle Name** and **State ID** also be submitted if the information is available. Supplying the additional information will aid the matching process and reduce the possibilities of a near match. The fields that are required and recommended are noted below.

Field	Description	Specifications	Required	Column
RecordType	Always "ID"	Two characters	Yes	A
CurrentSchoolCode	DESE-assigned building code (where student is currently enrolled)	Four digits	Yes	B
ResidentDistrictCode	DESE-assigned county-district code	Six digits	Yes	C
LegalLastName	Legal last name		Yes	D
LegalFirstName	Legal first name		Yes	E
LegalMiddleName	Legal middle name (not required, but provide if available)		No	F
LegalNameSuffix	Legal name suffix		No	G
Gender	Student gender	M, F	Yes	H
DateofBirth	Date of birth	mm/dd/yyyy format	Yes	I
CurrentGradeLevel	Current grade level	Two characters, see available codes	Yes	J
LocalStudentID	Local student ID		Yes	K
SocialSecurityNumber	Social Security Number (SSN)		No	L
RaceEthnicity	Race/ethnicity	One character, see available codes	Yes	M
StateID	State-assigned student ID (not required, but helps the matching process)	10 digits	No	N
CurrentDistrictCode	DESE-assigned county-district code	Six digits	Yes	O
CurrentSchoolYear	Current school year (e.g., 2019-2020, use 2020)	Four digits	Yes	P

Two fields (highlighted in gray) require specific codes to be used. Please view the code sets located at https://dese.mo.gov/data-system-management/core-datamosis/code-sets-2020-2021.

Completing the Template

Follow the steps below to complete the MOSIS ID Batch File Layout template:

1. Open the **MOSIS ID Batch File Layout** Excel template.
2. Insert the student information into the template.
3. Ensure all fields are formatted correctly. Format the cells listed below as follows:
    a. Format columns B, C, J, K and O as **Text**.
    b. Format column I as **mm/dd/yyyy**. (This format is found in Custom settings.)
4. Ensure that all leading zeros have been added back to the **Current School Code**, **Resident District Code**, **Current Grade Level** and **Current District Code** if applicable. These zeros may have been removed during the pasting process.
5. Save the file as **Text (Tab delimited)**.
6. Your file is now ready to upload.
7. Follow the SIS Export process noted on p. 1 to upload your batch.