NDE Staff ID User Guide
This document is to help create a new or search for an existing NDE Staff ID for all staff reported in Staff Reporting. For a list of staff reported, see Appendix C of the Staff Instruction Manual.

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Log into NDE Staff ID Using the NDE Portal

The NDE Staff ID application is found under the “Student & Staff (NSSRS)” tab in the NDE Portal. You will need an activation code to be able to access the NDE Staff ID system. Activation codes are available from your District Administrator. They can be found on the NDE Portal under the “District Admin” tab.
Staff Search

1. To search for an individual staff person, click “Staff Search” button from the navigation menu.

2. Select a tab at the top to go to the desired search screen (shown below).

Three search options are available; search by name, gender, and birth date, search by SSN, and search by Staff ID.
3. Enter the criteria and click “Search”.
   Note: The last name is required. Use an “*” (asterisk) for wildcard searching.

   In the example above, there are 82 results found with the first name starting with “b”, a last name of “teacher”.

   Note: Generally, it is best to start by performing a search with broad search criteria and then based on the results, narrow the search by including additional criteria or use an “*” (asterisk) for wildcard searching.
4. Click “Details” to view additional information such as previous names and staff history of the Staff ID record (shown below).

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Updated</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobble</td>
<td>B</td>
<td></td>
<td>4/30/1991</td>
<td>NDE_DWS/20092010</td>
</tr>
</tbody>
</table>

Staff History (Last 5 Staff Records)

<table>
<thead>
<tr>
<th>Date/Year</th>
<th>Agency ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>District/School Name</th>
<th>City</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>20110212</td>
<td>99-0000-000</td>
<td>Teacher</td>
<td>Bob</td>
<td>Exampleville Elementary School</td>
<td>LINCOLN TEACHER</td>
<td></td>
</tr>
<tr>
<td>20100211</td>
<td>99-0000-000</td>
<td>Teacher</td>
<td>Bob</td>
<td>Exampleville Elementary School</td>
<td>LINCOLN TEACHER</td>
<td></td>
</tr>
<tr>
<td>20090210</td>
<td>99-0000-000</td>
<td>Teacher</td>
<td>Bob</td>
<td>Exampleville Elementary School</td>
<td>LINCOLN TEACHER</td>
<td></td>
</tr>
<tr>
<td>20080209</td>
<td>99-0000-000</td>
<td>Teacher</td>
<td>Bob</td>
<td>Exampleville Elementary School</td>
<td>LINCOLN TEACHER</td>
<td></td>
</tr>
<tr>
<td>20070208</td>
<td>99-0000-000</td>
<td>Teacher</td>
<td>Bob</td>
<td>Exampleville Elementary School</td>
<td>LINCOLN TEACHER</td>
<td></td>
</tr>
</tbody>
</table>

Last Updated: 1/31/2011 2:23:26 PM
Updated By: NDE_TCS
Enter Individual Staff

1. To enter an individual staff member, click "Add Staff" from the left navigation menu.

- SSN is optional as it is used for matching already assigned Staff IDs.
- The Local ID is saved and used in the Batch Download/Upload function.
- The ADVISER Email address only needs to be entered for staff whose email addresses are not already collected in the NSSRS Staff Reporting system but want to be able log into the ADVISER dashboard, such as a Data Steward. This field is not available in the Batch Download/Upload process.
2. When complete, click the “Add / Search” button. If there are near matches found based on the entered criteria, the near matches will be displayed.

3. If the person searched for is not listed, click “Assign New Staff ID” button to add the record to a new batch to be assigned a new NDE Staff ID. Click the “Select” button at the left to add this Staff ID record to a new batch. Both options will cause a new batch to be created with this single record. Note: If you clicked on “Select”, skip to step #6.

4. If “Assign New Staff ID” is selected, the “Batch Search” page will be displayed and new batch will be shown with the status “Validated”. The record will then be processed for near matches (shown below). The submitted record is searched for possible Staff which already has been assigned a Staff ID.
5. When the processing is complete, the batch’s status will be “Resolving Near Matches”, and a button “Assign IDs” will appear. See Resolving Near Matches for the steps to resolve near matches, create a new Staff ID, or cancel the Staff ID assignment.

6. Once complete, the individual record can be downloaded, or the batch added to the download cart by clicking on the “Download” button. See “Downloading Export file” for further download instruction and options.
How to Format the Batch File

See *NDE Staff ID Import/Upload Batch File Layout* for additional instructions regarding the batch file format.

The import/upload file must be in one of these formats:
1) A comma or tab separated file with extension .TXT
2) A comma separated file with extension .CSV
3) A tab separated file with extension .TAB

Record Layout:

<table>
<thead>
<tr>
<th>Order</th>
<th>Field Name</th>
<th>Maximum Length</th>
<th>Required</th>
<th>Notes/Format Details</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSN</td>
<td>9</td>
<td>No</td>
<td>Allowed formatting is with or without dashes.</td>
<td>555127980 (or) 555-12-7890 (or) (blank)</td>
</tr>
<tr>
<td>2</td>
<td>Local ID</td>
<td>30</td>
<td>No</td>
<td>Optional identifier</td>
<td>J Doe1</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
<td>30</td>
<td>Yes</td>
<td></td>
<td>Doe</td>
</tr>
<tr>
<td>4</td>
<td>First Name</td>
<td>30</td>
<td>Yes</td>
<td></td>
<td>John</td>
</tr>
<tr>
<td>5</td>
<td>Middle Name/Initial</td>
<td>30</td>
<td>No</td>
<td>Middle name or middle initial</td>
<td>R (or) Roger</td>
</tr>
<tr>
<td>6</td>
<td>Gender Code</td>
<td>1</td>
<td>No</td>
<td>Valid values: (blank) F- Female M- Male</td>
<td>(blank) (or) F (or) M</td>
</tr>
<tr>
<td>7</td>
<td>Birth Date</td>
<td>10</td>
<td>Yes</td>
<td>Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'</td>
<td>8/25/1993 (or) 1993-8-25</td>
</tr>
</tbody>
</table>

The input file may or may not have the first row contain column headings. Choose “Yes” or “No” for “First row contains column headers?” question when uploading a file. The fields must be in the proper order in the record layout, regardless of the order of column headers in your batch file.
Here is an example of how a comma separated batch file looks when opened in Windows Notepad:

![StaffID_example_CSV INSTRUCTIONS.csv - Notepad](image)

Here is the example when viewed in Microsoft Excel:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSN</td>
<td>LOCALID</td>
<td>LASTNAME</td>
<td>FIRSTNAME</td>
<td>MIDDLENAME</td>
<td>GENDER</td>
<td>BIRTHDATE</td>
</tr>
<tr>
<td>2</td>
<td>555127890</td>
<td>J Doe1</td>
<td>Doe</td>
<td>John</td>
<td>R</td>
<td>M</td>
<td>8/25/1989</td>
</tr>
<tr>
<td>3</td>
<td>555161771</td>
<td>J Doe1</td>
<td>Doe</td>
<td>Jane</td>
<td>S</td>
<td>F</td>
<td>7/13/1988</td>
</tr>
<tr>
<td>4</td>
<td>555119876</td>
<td>Nabby</td>
<td>NewTeacher</td>
<td>Abby</td>
<td>B</td>
<td>F</td>
<td>12/31/1910</td>
</tr>
<tr>
<td>5</td>
<td>444229876</td>
<td>BT1</td>
<td>Teacher</td>
<td>Bob</td>
<td>Y</td>
<td>M</td>
<td>6/30/1988</td>
</tr>
<tr>
<td>6</td>
<td>654673175</td>
<td>Teacher</td>
<td>Bobbie</td>
<td>A</td>
<td>F</td>
<td></td>
<td>4/30/1990</td>
</tr>
<tr>
<td>7</td>
<td>654673175</td>
<td>Principal</td>
<td>Jane</td>
<td>J</td>
<td>M</td>
<td></td>
<td>1/1/1963</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>Instructor</td>
<td>Bob</td>
<td>L</td>
<td>M</td>
<td></td>
<td>4/2/1967</td>
</tr>
<tr>
<td>10</td>
<td>tom</td>
<td>Teacher</td>
<td>Tom</td>
<td>F</td>
<td></td>
<td></td>
<td>4/30/2008</td>
</tr>
</tbody>
</table>
How to Import/Upload Data with a Batch File

A batch file may contain one or more records. The records in the batch file will be processed for matching with an already assigned Staff ID, or be assigned a new Staff ID.

1. From the navigation menu, click on “Batch Upload”.

![](image)

Note: The only template is “NDE Staff ID Template.”

2. Click on “Browse” and navigate to the import/upload file and select “Open”.
3. The input file may or may not have the first row contain column headings. Choose yes or no for “First row contains column headers?”
4. If selected a file with extension TXT, the “File Delimiter” must be selected. The selection for file delimiter section is ignored if you have selected a file with extension CSV (comma separated) or with extension TAB (tab separated).
5. Enter a description of the file (optional).
6. Click “Upload”.
If the upload is successful, a confirmation screen (shown below) will be shown listing the records imported/upload. All batches are assigned a unique batch file number, which is shown here.

7. Click on the “Continue and Validate Data” button to check the data or make corrections to the data. Alternatively, if you wish to review the contents of the uploaded batch before validating the data, click on the “View Batch”
Validating and Correcting the Batch File

If the batch file has validation errors, the “Batch Validate” screen will appear. If there are no validation errors, the system will automatically proceed to searching for near matches (See next step Performing Search for Near Matches)

All validation errors will be highlighted in red. These error(s) must be corrected before continuing to the next step.

1. To correct or edit a record, click the “Edit” button on the record to edit the data in the batch.

   ![Batch Validate Screen]

   4 records found with error. See below

   View: Show All

   Batch ID: 2

   Description: file with missing data

   Updated: 4/6/2011 1:50:40 PM

<table>
<thead>
<tr>
<th>Sequence</th>
<th>SSN</th>
<th>Local ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit 1</td>
<td>101</td>
<td>555119876</td>
<td>Superintendent</td>
<td>Samantha</td>
<td>A</td>
<td>F</td>
<td>12/31/1910</td>
</tr>
<tr>
<td>Edit 2</td>
<td>103</td>
<td>444229876</td>
<td>Librarian</td>
<td>Larry</td>
<td>M</td>
<td>6/30/1990</td>
<td></td>
</tr>
<tr>
<td>Edit 3</td>
<td>104</td>
<td>123559091</td>
<td>Teacher</td>
<td>Emily</td>
<td>F</td>
<td>4/30/2008</td>
<td></td>
</tr>
<tr>
<td>Edit 4</td>
<td>105</td>
<td>591-023-918</td>
<td>Teacher</td>
<td>Bob</td>
<td>M</td>
<td>4/2/1967</td>
<td></td>
</tr>
<tr>
<td>Edit 5</td>
<td>106</td>
<td>125-617178</td>
<td>Lastnameonly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated By: 826

   Back to Batch Search

2. The invalid fields will be noted in red. Note: First Name, Last Name, Gender, and Date of Birth are required fields and must be formatted properly. See NDE Staff ID Import/Upload Batch File Layout Quick Reference for instructions regarding the batch file.
In the above example, the record contained an invalid SSN caused by the extra digit and the gender and date of birth were missing or not valid.

3. Once the correction has been made, click on "Save" to return to Batch Validation.

4. When all corrections have been made, the batch records are then automatically processed for near matches.
Performing Search for Near Matches

1. Click on “Batch Search” from the navigation menu.

All records in the batch will be searched for existing Staff ID assignments. This process may take a few seconds to several minutes depending on the size of the batch file and the batch file processing queue.

The records are currently being processed for near matches (shown below). The batch records are searched for possible staff already assigned a NDE Staff ID.

When the processing is complete, the batch’s status will be “Resolving Near Matches”, and a button “Assign IDs” will appear (shown below).

2. Select the “Assign IDs” button to proceed to the next step “Resolving near matches”.

Batch Search

<table>
<thead>
<tr>
<th>Date Uploaded</th>
<th>Batch ID</th>
<th>Description</th>
<th>Number of Records</th>
<th>Status</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23/2012</td>
<td>55</td>
<td></td>
<td>9</td>
<td>Validated</td>
<td>(Looking for Near Matches...)</td>
</tr>
</tbody>
</table>

Batch Search

<table>
<thead>
<tr>
<th>Date Uploaded</th>
<th>Batch ID</th>
<th>Description</th>
<th>Number of Records</th>
<th>Status</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23/2012</td>
<td>55</td>
<td></td>
<td>9</td>
<td>Resolving Near Matches</td>
<td>Assign IDs</td>
</tr>
</tbody>
</table>
Resolving Near Matches

To avoid duplicate Staff IDs assigned to the same staff person; this step searches the existing Staff ID assignments for matches based on the criteria provided. A record may have no or several near matches. If a record has at least one near match, the record is required to be resolved before proceeding to the next step. These instructions demonstrate resolving a near match.

Record(s) with no near matches will be assigned a new Staff ID. These record(s) are indicated by the Staff ID column contains "[create]".

Record(s) requiring action to resolve will have a "Resolve" button. Click “Resolve” and resolve the record by selecting a near match Staff ID or assigning a new Staff ID.

The imported/uploaded staff records are displayed on the top, while any near matches are displayed on the bottom.
The options to resolve near matches are:

1. **“Assign Selected”** – The selected near match record is the submitted staff person’s record. This will use this near match’s Staff ID for the current record and therefore will not create a new Staff ID. The Staff ID for the record will contain the selected near match’s Staff ID.

   In the example shown below, one match has an identical SSN (shown in green) to the batch record. Choosing **“Assign Selected”** will use this Staff ID.

   If **“Assign Selected”** is selected and the records differ, see “Staff Record Resolving”

2. **“Compare Selected”** – Compares the selected near match record against the imported/uploaded record (see below).
The imported/staff record is displayed at the top and the selected near match is displayed at the bottom. Fields that differ are highlighted in yellow.

Click “Show Staff History” for details of staff data collected by Nebraska Department of Education.

Click “Assign this Staff ID” to assign the near match’s Staff ID to the current batch file record.

If “Assign this Staff ID” or “Assign Selected” is selected and the records differ, see “Staff Record Resolving”

3. “Create New ID” – Mark this record for new Staff ID assignment. There are no near matches to the imported/uploaded staff record. The Staff ID for the record will contain “[create]”.

4. “Cancel Staff Record” – Mark this record to not assign a Staff ID. The Staff ID for the record will contain “[cancel]”. Note: The export file will contain “[cancel]” in the Staff ID field for this batch record.
5. **“Edit Record”** – Edit the imported/uploaded record.

*Note: Editing the batch record will cause the batch to be reprocessed for near matches.*

Change the batch record and click **“Save”**.

*Note: Editing the batch record will cause the batch to be reprocessed for near matches.*

Once all records are resolved, the **“Continue and Assign IDs”** button will be enabled. Click **“Continue and Assign IDs”** to process the batch file and assign new Staff IDs to records designated by “[create]” in the Staff ID column.
Staff Record Resolving

If the selected near match’s record differs from the district’s staff record (or uploaded record) the “Staff Record Resolving” screen will appear. This step is to update the NDE Staff ID assignment record with the data supplied from the district’s imported/uploaded batch file record.

Fields that differ are highlighted in yellow. The NDE Staff ID system record is shown on the left, and the district’s staff record is shown on the right.

The arrows between the fields indicate which field will be updated. In the above example, the Staff ID record will have the middle name changed to “William”. This middle name is updated and is indicated with a left arrow. The district’s staff record will have the Staff ID of “9596509897”.

**Note:** Fields with a left arrow (<--) will result in a change to the NDE Staff ID assignment record with data from the district’s staff record.

**Note:** Fields with a right arrow (-->) will result in a change to the district’s staff record with data from the NDE Staff ID assignment record.

To confirm the assignment of the Staff ID record, select “**Yes, use this ID and update Staff ID record**”. Otherwise select “**No, Cancel and return to Batch Resolve**”.

Please confirm changes to NDE Staff ID record: Middle Name

Yes, use this ID and update Staff ID record  No, cancel and return to Batch Resolve
**Batch Resolved**

When all near matches are resolved, the "**Continue and Assign Staff IDs**" button will be enabled.

In the above example, the records with Staff ID column of "[create]" will be assigned a new Staff ID. Records with "[cancel]" will not be assigned a Staff ID.

Records with a "Change" button indicate choice of action to resolve the record was made. This action can be changed by clicking on the "**Change**" button. See "Resolving Near Matches" for selecting an action.
Assign Staff IDs

The processing of assigning Staff IDs may take a few seconds to several minutes, depending on the size of the file and processing queue. (See below)

<table>
<thead>
<tr>
<th>Date Uploaded</th>
<th>Batch ID</th>
<th>Description</th>
<th>Number of Records</th>
<th>Status</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23/2012</td>
<td>56</td>
<td></td>
<td>9</td>
<td>Assigning (Assigning Staff IDs...)</td>
<td></td>
</tr>
</tbody>
</table>

When the processing is completed, the option to download the file will be shown. (See below)

1. Click "Download" to download the finished batch file. See the next step “Downloading Export File”.

<table>
<thead>
<tr>
<th>Date Uploaded</th>
<th>Batch ID</th>
<th>Description</th>
<th>Number of Records</th>
<th>Status</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23/2012</td>
<td>56</td>
<td></td>
<td>9</td>
<td>Finished</td>
<td>Download</td>
</tr>
</tbody>
</table>
Downloading Export File

See [NDE Staff ID Export/Download File Layout](#) for additional information.

The export/download file may be in three formats, designated by the file’s extension:
1. TXT file (select file delimiter of comma or tab)
2. CSV file (comma separated)
3. TAB file (tab separated)

Column headers may be included in the download file by selecting “Yes” for “Include column headers?”.

Click “Create Download File” to create the download file.
Right-click the link and choose “Save Target As..” to save the file to disk. To view the file in the browser, click on the download link and select “Open”. Here is a sample of the contents of that file:

SSN, LOCALID, LASTNAME, FIRSTNAME, MIDDLENAME, GENDER, BIRTHDATE, NDE_STAFF_ID
555654321, JDoel, Doe, John, R, M, 8/25/1999, 3245936215
595129876, nabby, NewTeacher, Abby, B, F, 12/31/1910, 1763211468
591257517, MrI, Teacher, Bob, William, M, 6/30/1988, [cancel]
555223344, , Instructor, Rob, Sam, M, 8/4/1971, 8604679158
,JL, Librarian, John, J, M, 5/5/1981, 9030495459
, bteacher, Teacher, Bob, A, M, 4/30/1990, 7876151606
, 002, Instructor, Bob, L, N, 4/2/1967, 83903516547
, tms1, Teacher, Tom, M, 4/30/1982, 7860395172
, 003, Instructor, Billy, Fred, M, 3/14/1974, 3931967735

The Download Cart can combine multiple batch files into a single download file. Select “Add to Download Cart” to add the current batch to the download cart. See “Download Cart” for more information.
Download Cart

The download cart allows multiple batches to be combined in a single download file. Batches must have the status of “Finished” before being added to the download cart. Finished batches can be added or removed from the download cart at any time.

1. Batches may be added to the download cart by clicking “Add To Download Cart” on the batch download screen.

2. Select “Download Cart” from the navigation menu.

3. From the Batch Download Cart screen, you can view any of the batches in the cart, remove a batch from the cart, or remove all the batches in the cart.

4. To download all the batches in the cart, click “Download All Batches in Download Cart”.
5. Click “Create Download File” to generate the single download file with all the batches.

6. Right-click the link and choose “Save Target As..” to save the file to disk. To view the file in the browser, click on the download link and select “Open”. 

NDE Staff ID

Import/Upload Batch File Layout
Import/Upload Batch File Layout

This document will provide the layout of the batch files for uploading or importing into the NDE Staff ID system. Staff may be reported only once to be assigned a NDE Staff ID.

Staff First, Last, and Middle Name
The following guidelines should be followed regarding staff names:
1) The names provided should correspond to the name of the person’s official name.
2) Remove parenthesis.
3) Remove all special characters (such as periods, commas, asterisks, exclamation points).

Filenames
Filenames may contain characters, periods, underscores, or hyphens. Spaces and other special characters are not permitted.

File Types and Extensions
Input files must be in one of these formats:
1) A comma or tab separated file with file extension of “TXT”.
2) A comma separated file with file extension of “CSV”.
3) A tab separated file with file extension of “TAB”.

Delimiters
Fields must be delimited by a single tab or comma. The same delimiter must be used throughout the file.

Processing
The Staff ID System allows certain errors found within a Staff Batch File to be repaired by the “Edit” function. However, other problems will result in the entire file being rejected, but not limited to:
1) The number of fields is not correct.
2) The file is not tab or comma delimited.
3) The file is larger than 5MB.
4) The file is taking too long to upload (website timeout error).
Record Layout
Please note: all fields are required except for SSN, Local ID, and Middle Name/Initial.

<table>
<thead>
<tr>
<th>Order</th>
<th>Field Name</th>
<th>Maximum Length</th>
<th>Required</th>
<th>Notes/Format Details</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSN</td>
<td>9</td>
<td>No</td>
<td>Allowed format is with or without dashes.</td>
<td>555127890 (or) 555-12-7890 (or) (blank)</td>
</tr>
<tr>
<td>2</td>
<td>Local ID</td>
<td>30</td>
<td>No</td>
<td>Optional identifier</td>
<td>JDoe1</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
<td>30</td>
<td>Yes</td>
<td></td>
<td>Doe</td>
</tr>
<tr>
<td>4</td>
<td>First Name</td>
<td>30</td>
<td>Yes</td>
<td></td>
<td>John</td>
</tr>
<tr>
<td>5</td>
<td>Middle Name/Initial</td>
<td>30</td>
<td>No</td>
<td>Middle name or middle initial</td>
<td>R (or) Roger</td>
</tr>
<tr>
<td>6</td>
<td>Gender Code</td>
<td>1</td>
<td>No</td>
<td>Valid values: (blank) F- Female M-Male</td>
<td>(blank) (or) F</td>
</tr>
<tr>
<td>7</td>
<td>Birth Date</td>
<td>10</td>
<td>Yes</td>
<td>Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'</td>
<td>8/25/1993 (or) 1993-8-25</td>
</tr>
</tbody>
</table>

The input file may or may not have the first row contain column headings. Choose yes or no for “First row contains column headers?” when uploading a file. The fields must be in the proper order in the record layout, despite the order of the column headers.

Note: SSN is not a required field. If SSN is provided, searching for near matches is improved and results in better accuracy.
NDE Staff ID

Export/Download File Layout
Export/Download File Layout

This document will provide the layout of the batch files downloaded or exported from the NDE Staff ID system.

The NDE Staff ID system allows the batch file to be downloaded at several points during the Staff ID assignment process. Therefore, a batch file may or may not have the NDE Staff ID column. However, the layout described here reflects the finished batch file when completing the NDE Staff ID assignment process.

Users can download one batch file at a time or multiple batches using the Download Cart. See NDE Staff ID User Manual for download instructions. Each batch file will have the same record layout.

File Types and Extensions
Exported or downloaded batch files will have a file extension of “TXT”, “CSV”, or “TAB”.

The downloaded files may be opened in Microsoft Excel. Please note if the file is subsequently saved in Microsoft Excel, leading zeros may be missing or other fields may be reformatted depending on your settings in Microsoft Excel. Please refer to the instructions “Opening a .txt or .csv File With Microsoft Excel” available on Nebraska Department of Education’s website at: http://www.education.ne.gov/nssrs/

Delimiters
Fields will be delimited by a single tab or comma. The type of file delimiter is chosen when downloading the batch file.
Record Layout

The file may or may not have the first row contain column headings. Choose yes or no for “Include column headers?” when downloading the batch file.

<table>
<thead>
<tr>
<th>Order</th>
<th>Field Name</th>
<th>Maximum Length</th>
<th>Null or Blank Allowed</th>
<th>Notes/Format Details</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSN</td>
<td>9</td>
<td>Yes</td>
<td>No dashes</td>
<td>555127890</td>
</tr>
<tr>
<td>2</td>
<td>LOCALID</td>
<td>30</td>
<td>Yes</td>
<td>Optional identifier</td>
<td>J Doe1</td>
</tr>
<tr>
<td>3</td>
<td>LASTNAME</td>
<td>30</td>
<td>No</td>
<td></td>
<td>Doe</td>
</tr>
<tr>
<td>4</td>
<td>FIRSTNAME</td>
<td>30</td>
<td>No</td>
<td></td>
<td>John</td>
</tr>
<tr>
<td>5</td>
<td>MIDDLENAME</td>
<td>30</td>
<td>Yes</td>
<td>Middle name or middle initial</td>
<td>R (or) Roger</td>
</tr>
<tr>
<td>6</td>
<td>GENDER</td>
<td>1</td>
<td>Yes</td>
<td>Valid values: (blank) F- Female M-Male (or) (blank) M</td>
<td>(blank)</td>
</tr>
<tr>
<td>7</td>
<td>BIRTHDATE</td>
<td>10</td>
<td>No</td>
<td>‘mm/dd/yyyy’</td>
<td>8/25/1993</td>
</tr>
<tr>
<td>8</td>
<td>NDE_STAFF_ID</td>
<td>10</td>
<td>No</td>
<td>10-digital number (or) [cancel] (see NDE Staff ID field below)</td>
<td>1234567890</td>
</tr>
</tbody>
</table>

Note: The exported or downloaded file record layout is similar to the import or upload file record layout, with the exception of the Staff ID is added as the last column.

NDE Staff ID field
There are different possible values of NDE Staff ID field, which is determined during the Staff ID assignment process:

1) A new NDE Staff ID is assigned; the NDE Staff ID field will contain a 10-digit number.
2) An existing NDE Staff ID is found for this staff person, therefore the NDE Staff ID field will contain a 10-digit number
3) The record was cancelled during the NDE Staff ID assignment process; therefore the field will contain “[cancel]”. This record was not assigned an NDE Staff ID.
Change Summary

Version 4.0 – August 5, 2016
1. Added ADVISER Email address

Version 3.1.1 – July 26, 2013
2. Updated Search screenshots

Version 3.1.0 – June 4, 2013
1. Gender is no longer a required field

Version 3.0.0 – March 12, 2013
1. Removed NDE Staff ID Download – User Guide, this application is no longer used
2. Updated screenshots to reflect new font and style

Version 2.1 – April 19, 2012
1. Added NDE Staff ID Download – User Guide

Version 2.0 – February 24, 2012
1. All three (3) Staff ID documents merged into one document
   a. NDE Staff ID – User Guide
   b. NDE Staff ID - Export/Download File Layout
   c. NDE Staff ID – Import/Upload Batch File Layout
2. Discontinued NDE Staff ID Download – User Guide

Version 1.1 – NDE Staff ID Download - August 1, 2011
1. Changed the download file format to be similar to the NDE Staff ID Export/Download file layout. Refer to “NDE Staff ID Export/Download File Layout, Version 1.0 – April 22, 2011”.
   a. Reordered the “LOCAL_STAFF_ID” to second field.
   b. Added “MIDDLENAME” as the fifth field.

Version 1.0 – April 22, 2011