



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Ed-ID for Students: Student Create via Upload

Here are the instructions for how to create 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.



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

IMPORTANT! Please conduct a search for a student before you add them to this template. This template should ONLY be used to request new Ed-IDs for students.

Completing the Student Create via Upload Template:

* Required field

1. 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.
2. Enter the **MiddleName**.
3. 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.
4. 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.
5. 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.

6. 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.

7. 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

8. Enter **Sex***.

Female
Male
Unknown**

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

9. Enter **SubmissionNotes** This is an optional field and may include notes for 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.