



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

EPIMS File Formats — Version 1.6

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INTRODUCTION

The Education Personnel Information Management System (EPIMS) is an online, secure data collection of individuals employed in the public school districts of Massachusetts.

EPIMS collects data at the individual level and has replaced the District and School Staffing Report (DSSR) that collected education personnel data in the aggregate. The data collection process under EPIMS is more accurate and comprehensive, enabling the Department to meet the federal No Child Left Behind (NCLB) reporting requirements and to inform policy and programmatic decisions.

EPIMS is enabled by the secure transmission of district data through the DESE's security portal and by MEPIDs (Massachusetts Education Personnel IDs), unique identifiers assigned to all education personnel and linked to their individual data.

Within EPIMS, there are two applications:

- ID Maintenance, for the assigning and looking up of MEPIDs and the updating of MEPID-related information
- Data Collection, for the submission of personnel data

Districts exchange data with EPIMS by transmitting files. Districts can submit five types of files to EPIMS. Three files are associated with the submission of data, and two are for looking up or retrieving data from EPIMS.

Data Submission

In ID Maintenance, districts use the *MEPID assignment* file to submit information to EPIMS in order to assign MEPIDs to individuals.

In Data Collections, the *staff roster* and *work assignment* files are used for submitting data as part of the data collection. The education personnel collected in EPIMS will be included in a district's staff roster and work assignment file for each reporting period, but they will be assigned MEPIDs only once.

Data Retrieval

If an individual leaves a district and is employed by a new district, the new district will *not* need to assign a new MEPID, but will need to know the individual's MEPID in order to include it in the staff roster and work assignment files. Districts can use the *MEPID lookup* file to look up the MEPIDs for a group of new employees. Using the identifying characteristics of the individuals, districts submit the file to EPIMS, and if the MEPIDs exist, they will be included in the returned file.

In contrast, the *MEPID verification* file is a list of records, with only MEPIDs. EPIMS uses the MEPIDs to find the identifying characteristics of the individuals and includes these fields in the returned file, along with the MEPIDs. It is important to know how the identifying characteristics associated with each MEPID are stored in EPIMS. These fields are repeated in the staff roster and work assignment files and will be checked against the stored data for an exact match.

Using the File Format Guide

This document contains detailed information about the file structures of the MEPID assignment, staff roster, work assignment, MEPID lookup, and MEPID verification files. In addition to the header information, data record information, and sample files, this document includes samples of files returned from EPIMS for the various results that can occur with each file type.

For a more detailed explanation of each of the data elements required by these files, see the [EPIMS Data Handbook](#) and the accompanying [EPIMS Data Handbook Appendices](#).

I. DATA SUBMISSION FILES

When submitting data, all the fields required by the file format must contain information, even if the information simply identifies the field as "not applicable." There can be no empty fields in a submission file. Data submission files generate reports that are stored in the Reports section of EPIMS. The transmission history of MEPID assignment files are stored in the ID Maintenance Report, and the staff roster and work assignment files for each collection are stored in the Transmission Report.

MEPID Assignment

Districts use the MEPID assignment file to assign required MEPIDs to education personnel. The records in a MEPID assignment file contain the identifying characteristics of each member of a district's reported staff, and EPIMS assigns MEPIDs to these individuals, if they do not already exist in the EPIMS database. A file containing the new MEPIDs can be downloaded by the district. Once a MEPID is assigned, the MEPID will remain with an individual throughout their employment in Massachusetts, even if they move to a new district.

Staff Roster and Work Assignment

The staff roster and work assignment files contain all the data that will be submitted for education personnel during each EPIMS collection period. Some of the data will change from collection to collection. All the education personnel required to be part of the EPIMS collection will be included in staff roster and work assignment files for every collection submitted by a district, throughout the employment of those personnel in that district. (Only a staff roster file will be required for exited personnel, following the year of exit.)

Data Submission Files	Function	EPIMS Application
MEPID Assignment	To assign MEPIDs to a group of individuals	ID Maintenance
Staff Roster	To transmit demographic data for a group of individuals	Data Collection
Work Assignment	To transmit work assignment information for a group of individuals	Data Collection

1.0 MEPID Assignment File

All files are comma delimited, and each file format requires a set number of commas per record. Files should have a .txt or .csv extension. There are no requirements for file name. Districts can use their own naming conventions.

1.1 File Export

MEPID assignment records must contain six commas. Records can be transmitted in multiple files.

1.2 Header Record Definition

A header record is required and is the first record in every file. The purpose of the header record is to identify the collection, the file type, and the organization code of the district sending the file. These three elements are separated by commas and must be written in uppercase.

File Header
EPIMS,MEPID_ASSIGN,00180000

In the example above, EPIMS identifies the collection, MEPID_ASSIGN identifies the file type, and 00180000 identifies that the file is from Avon.

1.3 Data Record Definition

Data records are required and immediately follow the header record in every file transmitted to EPIMS. There is no limit to the number of data records contained in a file.

Data Element	Definition	Length	Type	(M)andatory / (O)ptional
ID01	First Name	1–30	Alphanumeric	M
ID02	Middle Name/Middle Initial/NMN	1–30	Alphanumeric	M
ID03	Last Name	1–30	Alphanumeric	M
ID04	Date of Birth	10	Date mm/dd/yyyy	M
ID05	Gender	1	Alphanumeric	M
ID06	License/Certification Number	2–20	Alphanumeric	M
ID07	Local Employee Number	1–20	Alphanumeric	M

For permitted values of each data element, see [The EPIMS Data Handbook](#).

1.5 Sample Records

A file of 4 MEPID assignment records—with no errors—submitted by Avon (0018000):

File Name: avonmepids.txt

```
EPIMS,MEPID_ASSIGN,00180000  
June,D,Smith,11/05/1949,f,00,215  
Mary,D,Allen,12/02/1954,F,567891233,355  
Francis,Xavier,Bushman,01/05/1945,m,00,166  
Guy,NMN,Kibbee,03/04/1969,M,2140987,222
```

1.5 MEPID Assignment: Transmission Results Sample Files

When districts transmit files, several different files may result for download by districts. The number of files will depend on the accuracy of the data in the file, as compared to the data maintained in EPIMS. The file names will reflect the type and transmission result of the original file and have a .txt extension. The file names will not relate to the file name of the original file at all. Files can be re-named after downloading.

1.5.1 File Upload Errors

When files are transmitted, or uploaded, to the DESE's server, the records are checked first for the correct number of fields, represented by the correct number of commas in each record. (MEPID assignment records must have seven fields/six commas.) If a record does not have the correct number of commas, the record will be added to the File Upload Error List. This list is generated immediately upon transmission. The list can be viewed online and downloaded. (If more than 1000 records have errors, the list is not viewable online.) The name of the downloaded file (*mba_file_upload_error.txt*) indicates that the records had file upload errors. In the downloaded file, the error information is displayed within quotation marks (" ") and appended at the end of the record, after an additional comma.

It is important to understand that records on the File Upload Error List are not uploaded to the DESE's server. If you need a list of these unprocessed records, you must download the File Upload Error List.

Note: The information is not stored in the ID Maintenance Report, and you cannot recall this list once you have left the page.

A file of one record that was rejected for file upload errors:

File Name: mba_file_upload_error.txt (mba = MEPID Batch Assignment)

```
EPIMS,MEPID_ASSIGN,00180000  
June,D,11/05/1949,f,00,215,"Invalid number of fields"
```

1.5.2 Transmission Results: MEPIDs Assigned

The name of the file (*mba_success...*) indicates that the MEPIDs were successfully assigned. Assigned MEPIDs appear at the beginning of each record.

A successful file of three records, with MEPIDs assigned:

File Name: *mba_success_14883.txt* (14883 = system-assigned transaction number. Districts do not need to take note of this number.)

```
EPIMS,MEPID_ASSIGN,00180000
54978212, June, D, Smith, 11/05/1949, f, 00, 215
57353588, Francis, Xavier, Bushman, 01/05/1945, m, 00, 166
54654644, Guy, NMN, Kibbee, 03/04/1969, M, 2140987, 222
```

1.5.3 Transmission Results: MEPIDs Already Exist

If an attempt is made to assign a MEPID for someone whose identifying characteristics exactly match an existing individual with a MEPID, the result will be *MEPIDs Already Exist*. The records are returned exactly as they were transmitted. The name of the file (*mba_multiple...*) indicates that there were multiple results for these records.

A file with two records that conflict with individuals already in the EPIMS database:

File Name: *mba_multiple_14883.txt*

```
EPIMS,MEPID_ASSIGN,00180000
Mary, D, Allen, 12/02/1954, f, 567891233, 355
John, NMN, Smith, 05/11/1975, m, 00, 123
```

1.5.4 Transmission Results: Records Contain Errors

All error information is appended at the end of the appropriate record and separated from the record by an additional comma. The information is displayed within quotation marks (" ") and within the quotation marks separated by semicolons. The name of the file (*mba_error...*) indicates that these records contain errors.

A file of five records that had transmission errors:

File Name: *mba_error_14883.txt*

```
EPIMS,MEPID_ASSIGN,00180000
Frank,, Jones, 02/02/1962, m, 324581245,, "Middle Name/Initial missing;Employee number missing"
Allen, NMN, Jenkins, 03/15/1976, m, 0, 222, "Invalid ELAR number, length must be >=2 and <=20"
Beatrice, Frances, Straight, 09/18/1934, f, 234511, 222, "Employee Number must be unique"
Abigail,, Hoffbrau, 11/07/1956, f, 00, 56, "Middle Name/Initial missing"
Nathan, J, Parks, 12/3/1980, m, 00, 405, "Invalid DOB format, mm/dd/yyyy"
```

2.0 Staff Roster File

All files are comma delimited and each file format requires a set number of commas per record. Files should have a .txt or .csv extension. There are no requirements for file name. Districts can use their own naming conventions.

2.1 File Export

Staff roster records must contain 33 commas, and districts must include all of their staff roster records in one file for transmission to EPIMS. Each time a staff roster file is transmitted, it will replace the previous staff roster file. Staff roster records cannot be transmitted across multiple files.

2.2 Header Record Definition

A header record is required and is the first record in every file. The purpose of the header record is to identify the collection, the file type, and the organization code of the district sending the file. These three elements are separated by commas and must be written in uppercase.

File Header
EPIMS,STAFF_ROSTER,02170000

In the example above, EPIMS identifies the collection, STAFF_ROSTER identifies the file type, and 02170000 identifies that the file is from North Reading.

2.3 Data Record Definition

Data records are required and immediately follow the header record in every file transmitted to EPIMS. There is no limit to the number of data records contained in a file.

Data Element	Definition	Length	Type	(M)andatory / (O)ptional
SR01	MEPID	8	Alphanumeric	M
SR02	Local Employee Number	1–20	Alphanumeric	M
SR03	License/Certification Number	2–20	Alphanumeric	M
SR04	First Name	1–30	Alphanumeric	M
SR05	Middle Name/Initial	1–30	Alphanumeric	M
SR06	Last Name	1–30	Alphanumeric	M
SR07	Date of Birth	10	Date mm/dd/yyyy	M
SR08	Race-Ethnicity	2	Alphanumeric	M
SR09	Employment Status	2	Alphanumeric	M
SR10	Reason for Exit	2	Alphanumeric	M
SR11	Date of Hire	10	Date mm/dd/yyyy	M
SR12	Federal Salary Source 1	3	Alphanumeric	M
SR13	% Fed Salary Source 1	2–5	Numeric with 3 decimal places	M
SR14	Federal Salary Source 2	3	Alphanumeric	M
SR15	% Fed Salary Source 2	2–5	Numeric with 3 decimal places	M
SR16	Federal Salary Source 3	3	Alphanumeric	M
SR17	% Fed Salary Source 3	2–5	Numeric with 3 decimal places	M
SR18	Degree Type 1	3	Alphanumeric	M
SR19	Degree Institution 1	4	Alphanumeric	M
SR20	Degree Subject 1	2	Alphanumeric	M
SR21	Degree Type 2	3	Alphanumeric	M
SR22	Degree Institution 2	4	Alphanumeric	M
SR23	Degree Subject 2	2	Alphanumeric	M
SR24	Degree Type 3	3	Alphanumeric	M
SR25	Degree Institution 3	4	Alphanumeric	M
SR26	Degree Subject 3	2	Alphanumeric	M
SR27	Exit Date	10	Date mm/dd/yyyy or NA	M
SR28	Professional Teacher Status	2	Alphanumeric	M
SR29	Summative or Formative Rating	2	Alphanumeric	M
SR30	Standard (1) Evaluation Rating	2	Alphanumeric	M
SR31	Standard (2) Evaluation Rating	2	Alphanumeric	M
SR32	Standard (3) Evaluation Rating	2	Alphanumeric	M
SR33	Standard (4) Evaluation Rating	2	Alphanumeric	M
SR34	Impact on Student Learning	2	Alphanumeric	M

For permitted values of each data element, see [The EPIMS Data Handbook](#).

2.4 Sample Records

A partial file of three staff roster records—with no errors—submitted by North Reading:

File Name: NRstaffroster.csv

```
EPIMS,STAFF_ROSTER,02170000
56434788,1154,00,Mary,A,Smith,12/02/1962,31,01,00,08/01/1977,000,00,000,00,000,00,001,3549,21,000,0000,00,000,0000,00,01/01/1900,
01,03,03,03,03,03,99
50872245,133,00,Hank,NMN,West,10/06/1962,12,01,00,05/05/1980,302,1.0,000,00,000,00,012,0000,00,000,0000,00,000,0000,00,01/01/1900,
01,03,03,03,03,03,99
55436741,094,22344,Allie,B,Green,11/11/1945,35,01,00,04/01/1987,255,.20,000,00,000,00,000,0000,00,000,0000,00,000,0000,00,01/01/1900,
01,03,03,03,03,03,99
```

2.5 Staff Roster: Transmission Results Sample Files

When districts transmit files, several different files may result for download by districts. The number of files will depend on the accuracy of the data in the file, as compared to the data maintained in EPIMS. The file names will reflect the type and transmission result of the original file and have a .txt extension. The file names will not relate to the file name of the original file at all. Files can be re-named after downloading.

2.5.1 File Upload Errors

When files are transmitted, or uploaded, to the DESE's server, the records are checked first for invalid or missing MEPIDs and the correct number of fields, represented by the correct number of commas, in each record. (Staff roster records must have 27fields/26 commas.) If a record fails one or both of these tests, the record will be added to the File Upload Error List. This list is generated immediately upon transmission. The list can be viewed online and downloaded. (If more than 1000 records have errors, the list is not displayed.) The name of the downloaded file (*sr_file_upload_error.txt*) indicates that the records had file upload errors. In the downloaded file, the error information is displayed within quotation marks (" ") and appended at the end of the record, after an additional comma.

It is important to understand that records on the File Upload Error List are not uploaded to the DESE's server. If you need a list of these unprocessed records, you must download the File Upload Error List. You cannot recall this list, once you have left the page.

Note: The information is not stored in the Transmission Report, and you cannot recall this list once you have left the page.

In summary, these errors cause records to be added to the File Upload Error List:

- The incorrect number of columns (or commas) in a record. (All records in each file type require the same number of fields.)
- An invalid or missing MEPID, that is, a MEPID of incorrect length, or containing characters other than numbers.

A file of three records, rejected for file upload errors:

File Name: `sr_file_upload_error.txt` (sr = Staff Roster)

```
EPIMS,STAFF_ROSTER,02170000
56434788,1154,00,Mary,A,Smith,12/02/1962,31,01,00,08/01/1977,000,00,000,00,000,00,001,3549,21,000,0000,00,000,0000,, "Invalid
number of columns"
5@$72245,133,00,Hank,NMN,West,10/06/1962,12,01,00,05/05/1980,302,1.0,000,00,000,00,012,0000,00,000,0000,00,000,0000,00,01/01/
1900,"MEPID invalid"
55436741,094,22344,Allie,B,Green11/11/1945,35,01,00,04/01/1987,255,.20,000,00,000,00,000,0000,00,000,0000,00,000,0000,00,
,01/01/1900,"Invalid number of columns"
```

2.5.2 Transmission Results: Records Transmitted Successfully

Records that pass the first stage of error checking are processed in EPIMS, using the business rules established for the collection. The data elements in each record are checked for formatting and content errors, and for their relationship to other data elements. Records that contain no errors are transmitted successfully. EPIMS displays the total number of these records and makes them available for download. The list is not displayed; however, since the records have not been changed, in any way.

A file of three records, transmitted successfully:

File Name: `sr_transmission_success_5018.txt` (5018 = system-assigned transaction number. Districts do not need to take note of this number.)

```
EPIMS,STAFF_ROSTER,02170000
55843456,231,00,Jean,A,Dixon-Lee,02/12/1945,01,03,00,08/31/1997,000,00,000,00,000,00,001,7777,41,000,0000,00,000,0000,00,01/01/1900
56015640,232,565664,Ann,NMN,Sacks,10/07/1964,01,01,00,08/31/1997,302,1.0,000,00,000,00,000,0000,00,000,0000,00,01/01/1900
57065568,211,00,John,Lou,Howard,05/12/1935,02,01,00,08/15/1987,255,.20,000,00,000,00,003,2765,23,001,3924,08,000,0000,00,01/01/1900
```

2.5.3 Records Contain Errors

EPIMS displays the records that have one or more errors, according to the business rules, and makes these records available for download.

As with the file upload errors, transmission errors are added to the end of each record, following a comma. They are enclosed in quotation marks and separated within the quotation marks, by semicolons.

A file of three records, with transmission errors:

File Name: `sr_transmission_error_5018.txt`

```
EPIMS,STAFF_ROSTER,02170000
51155685,1013,00,ALYSHA,BETH,LEVINE,09/15/1977,08,01,02,12/15/1953,196,1.0,000,000,000,000,000,0000,00,000,0000,00,000,0000,0
0,"License Number (SR03) must match EPIMS file; Employment Status (SR09) not valid with Reason for Exit (SR10)"
51154684,8121,00,AMY,Alice,O'SHAUGHNESSY,03/25/1971,09,03,00,02/15/1963,180,.8,242,.2,000,00,001,0000,00,000,0000,00,000,0000
,00,"6022 - Degree Type 1 (SR18) invalid with Degree Institution 1 (SR19) and Degree Subject 1 (SR20)"
```

3.0 Work Assignment File

All files are comma delimited, and each file format requires a set number of commas, per record. Files should have a .txt or .csv extension. There are no requirements for file name. Districts can use their own naming conventions.

3.1 File Export

Work assignment records must contain 16 commas, but work assignment files can contain any number of records. Unlike the staff roster records, all work assignment records do not need to be transmitted in one file. Districts can transmit multiple work assignment files.

3.2 Header Record Definition

A header record is required, and is the first record in every file. The purpose of the header record is to identify the collection, the file type, and the organization code of the district sending the file. These three elements are separated by commas and must be written in uppercase.

File Header
EPIMS,WORK_ASSIGNMENT,00440000

In the example above, EPIMS identifies the collection, WORK_ASSIGNMENT identifies the file type, and 00440000 identifies that the file is from Brockton.

3.3 Data Record Definition

Data records are required and immediately follow the header record in every file transmitted to EPIMS. There is no limit to the number of data records contained in a file.

Data Element	Definition	Length	Type	(M)andatory / (O)ptional
WA01	MEPID	8	Alphanumeric	M
WA02	Local Employee Number	1–20	Alphanumeric	M
WA03	First Name	1–30	Alphanumeric	M
WA04	Middle Name/Initial	1–30	Alphanumeric	M
WA05	Last Name	1–30	Alphanumeric	M
WA06	District / School ID	8	Alphanumeric	M
WA07	Job Classification	4	Alphanumeric	M
WA08	Teacher / Paraprofessional Assignment	3	Alphanumeric	M
WA09	Grade	1–4	Alphanumeric	M
WA10	Subject Area / Course	5–7	Alphanumeric	M
WA11	Class Section	1–20	Alphanumeric	M
WA12	Full Time Equivalent (FTE)	2–5	Numeric with 3 decimal places	M
WA13	Instructional Paraprofessional Qualification	2	Alphanumeric	M
WA14	Highly Qualified Status	2	Alphanumeric	M
WA15	Subject Matter Competency	2	Alphanumeric	M
WA16	Course Term	2	Alphanumeric	M
WA17	Term Status at Time of Collection	2	Alphanumeric	M

For permitted values of each data element, see [The EPIMS Data Handbook](#).

3.4 Sample Records

A file of seven work assignment records—with no errors—submitted by Brockton:

File Name: 0505and0045.txt

```
EPIMS,WORK_ASSIGNMENT,00440000
52345678,1154,Mary,Louise,Poppins,00440045,2305,001,03,99999,A101,1.00,00,01,02,01,01
33332264,222,Laura,Hope,Crewes,00440045,2310,005,88,00000,000,1.00,00,01,00,01,01
39988455,546,Hal,C,Porter,00440505,2305,002,09,02072,111,0.20,00,01,02,21,01
39988455,546,Hal,C,Porter,00440505,2305,002,09,02072,222,0.20,00,01,02,21,01
39988455,546,Hal,C,Porter,00440505,2305,002,09,02072,333,0.20,00,01,02,21,01
39988455,546,Hal,C,Porter,00440505,2305,002,10,02052,444,0.20,00,01,02,21,01
39988455,546,Hal,C,Porter,00440505,2305,002,10,02052,555,0.20,00,01,02,21,01
```

3.5 Work Assignment: Transmission Results Sample Files

When districts transmit files, several different files may result for download by districts. The number of files will depend on the accuracy of the data in the file, as compared to the data maintained in EPIMS. The file names will reflect the type and transmission result of the original file and have a .txt extension. The file names will not relate to the file name of the original file. Files can be re-named, after downloading.

3.5.1 File Upload Errors

When files are transmitted, or uploaded, to the DESE's server, the records are checked first for invalid or missing MEPIDs, and the correct number of fields, represented by the correct number of commas, in each record. (Work assignment records must have 17 fields/16 commas.) If a record fails one or both of these tests, the record will be added to the File Upload Error List. This list is generated immediately upon transmission. The list can be viewed online and downloaded. (If more than 1000 records have errors, the list is not displayed.) The name of the downloaded file (*wa_file_upload_error.txt*) indicates that the records had file upload errors. In the downloaded file, the error information is displayed within quotation marks (" ") and appended at the end of the record, after an additional comma.

It is important to understand that records on the File Upload Error List are not uploaded to the DESE's server. If you need a list of these unprocessed records, you must download the File Upload Error List. You cannot recall this list, once you have left the page.

Note: The information is not stored in the Transmission Report, and you cannot recall this list, once you have left the page.

In summary, these errors cause records to be added to the File Upload Error List:

- The incorrect number of columns (or commas) in a record. (All records in each file type require the same number of fields.)
- An invalid or missing MEPID—that is, a MEPID of incorrect length, or containing characters other than numbers.

A file of one work assignment record rejected by the system because of a file upload error:

File Name: `wa_file_upload_error.txt` (wa = Work Assignment)

```
EPIMS,WORK_ASSIGNMENT,00440000  
33332264,222,Laura,Hope,Crewes,00440045,2310,005,88,00000,000,1.00,00,,, "Invalid number of fields"
```

3.5.2 Records Transmitted Successfully

Records that pass the first stage of error checking are processed in EPIMS, using the business rules established for the collection. The data elements in each record are checked for formatting and content errors, and for their relationship to other data elements. Records that contain no errors are transmitted successfully. EPIMS displays the total number of these records and makes them available for download, but the list is not displayed, since the records have not been changed in any way.

A file of six work assignment records, transmitted successfully with no errors:

File Name: `wa_transmission_success_5523.txt` (5523 = system-assigned transaction number. Districts do not need to take note of this number.)

```
EPIMS,WORK_ASSIGNMENT,00440000  
52345678,1154,Mary,Louise,Poppins,00440045,2305,001,03,99999,A101,1.00,00,01,02,01,01  
39988455,546,Hal,C,Porter,00440505,2305,002,09,02072,111,0.20,00,01,02,21,01  
39988455,546,Hal,C,Porter,00440505,2305,002,09,02072,222,0.20,00,01,02,21,01  
39988455,546,Hal,C,Porter,00440505,2305,002,09,02072,333,0.20,00,01,02,21,01  
39988455,546,Hal,C,Porter,00440505,2305,002,10,02052,444,0.20,00,01,02,21,01  
39988455,546,Hal,C,Porter,00440505,2305,002,10,02052,555,0.20,00,01,02,21,01
```

3.5.3 Records Contain Errors

EPIMS displays the records that have one or more errors, according to the business rules, and makes these records available for download. As with the file upload errors, transmission errors are added to the end of each record, following a comma. They are enclosed in quotation marks and separated within the quotation marks, by semicolons.

A file of three work assignment records, with transmission errors:

File Name: wa_transmission_error_5532.txt

EPIMS,WORK_ASSIGNMENT,00440000

51159689,2567,ALBA,LUZ,DOWDS,00440045,4100,401,00,00000,0,1.00,05,00,00,01,01,"6114 - Paraprofessional Qualifications (WA13) invalid for Title I School type"

51158688,,ALCIDES,AMY,JUSINO,00440045,1223,000,00,00000,0,1.00,00,00,00,01,01,"6107 - Invalid Employee Number/Length must be 1-20 (WA02);6112 - Job Classification (WA07) not valid with Grade (WA09) and should be reported at the district level in District/School ID (WA06)"

51150689,1747,AMY,MARIE,WILE,00440000,2325,001,00,00000,0,1.00,00,00,00,,01,"6111 - Job Classification (WA07) not valid with Grade (WA09) and should be reported at the school level in District/School ID (WA06); 6101 - Grade (WA09) must be reported for teachers; 6106 - HQ Status (WA14) required for Assignment (WA08); 2112 - Invalid/Missing Course Term (WA16)"

3.6 Work Assignment: Validation Results Sample Files

When districts validate files, a file will result for download by districts, if there are any validation errors. The file name will reflect the type and validation result of the original file and have a .txt extension. The file name will not relate to the file name of the original file. Files can be re-named after downloading. The validation step can occur, only when the Staff Roster and the Work Assignment files are free of errors, in the transmission step. The validate step will execute business rules at the district level, including a data check between the Staff Roster, and the Work Assignment files.

3.6.1 Records Contain Errors

EPIMS displays the records that have one or more errors, according to the business rules, and makes these records available for download. Validation errors are added to the end of each record, following a comma. They are enclosed in quotation marks and separated within the quotation marks, by semicolons.

A file of three work assignment records, with transmission errors:

File Name: wa_validation_errors_241116.txt

```
EPIMS,WORK_ASSIGNMENT,03440000
51159689,2567,ALBA,LUZ,DOWDS,03440505,2305,002,09,01006,118-03,0.10,00,01,07,01,01,"6205-Total of FTE (WA12) cannot be
greater than
1.75 for an educator for a course term; "
51158688,,ALCIDES,AMY,JUSINO,03440505,2305,002,09,01006,117-01,0.10,00,01,07,01,01,"6205-Total of FTE (WA12) cannot be
greater
than 1.75 for an educator for a course term; "
51150689,1747,AMY,MARIE,WILE,03440505,2305,002,09,01006,109-06,1.0,00,01,07,01,01,"6205-Total of FTE (WA12) cannot be greater
than 1.75 for an educator for a course term; 6221-Secondary Core Subject Area-Course Code (WA10) for job Classification
(WA7=2305,2306)
must have multiple WA records and FTE (WA12) must be less than 1.0 per course term; "
```

3.7 Cross-Validation Errors

During the Cross Validation phase with the Student Course Schedule (SCS) system, EPIMS displays the records that have one or more errors, according to the cross-validation rules, and makes these records available for download. Cross validations between SCS and EPIMS will occur during the validation and certification steps.

Records in the Cross Validation Errors file are displayed in the following format:

System name-Data in error, error message [data description]

A sample file of cross validation errors, at the validate step:

File Name:

cross_validation_errors_at_validate_241429.txt

```
EPIMS,CROSS_VALIDATION,00280000  
"SCS-00280005,55000,1Y,80,SCS5010 - Class reported in SCS not reported in EPIMS [school,course,section,term];
```

A sample file of cross validation errors, at the certify step:

File Name:

cross_validation_errors_at_certify_283083.txt

```
EPIMS,CROSS_VALIDATION,04580000  
"EPIMS-04580505,01051,0105103,01 [school,course,section,term],SCS5001 - Class reported in EPIMS not reported in SCS  
[school,course,section,term]; EPIMS-04580505,04051,0405102,01 [school,course,section,term],SCS5001 - Class reported in EPIMS  
not reported in SCS [school,course,section,term];
```

II. DATA RETRIEVAL FILES

MEPID Lookup and MEPID Verification

The MEPID lookup and MEPID verification files are for obtaining existing information from the EPIMS system. No *new* data is added to EPIMS, as a result of transmitting these files.

These two files differ from the data submission files in two important ways.

First, since the purpose of a data retrieval file is to retrieve data from EPIMS, all the fields are not mandatory, in the data records. But, if information is entered in an optional field, it must match the information stored in EPIMS or a *Not Found* condition results. (As with Data Submission files, all records require a set number of commas. Even optional fields that are left blank should be identified by commas.)

Second, the transmission results are not stored, and there are no reports in the Reports section of the application. Districts should print or download the transmission results immediately. They cannot be retrieved after logging out of EPIMS. The file will need to be retransmitted to repeat the results.

Data Retrieval Files	Function	EPIMS Application
MEPID Lookup	To obtain the assigned MEPIDs for a group of individuals using their identifying characteristics	ID Maintenance
MEPID Verification	To obtain the identifying characteristics of a group of individuals, using their assigned MEPIDs.	ID Maintenance

Local Employee Number

The local employee number refers to the numbers used by districts to identify their staff. This field is provided for local employee number to enable districts to link EPIMS information to their own databases. The local employee number returned in a MEPID lookup or MEPID verification file is the local employee number provided in the submitted file. If no local employee number is included in the submitted file, none is returned.

4.0 MEPID Lookup File

All files are comma delimited, and each file format requires a set number of commas, per record. Files should have a .txt or .csv extension. There are no requirements for file name. Districts can use their own naming conventions.

4.1 File Export

MEPID lookup records must contain six commas. Records can be transmitted in multiple files.

4.2 Header Record Definition

A header record is required and is the first record in every file. The purpose of the header record is to identify the collection, the file type, and the organization code of the district sending the file. These three elements are separated by commas and must be written in uppercase.

File Header
EPIMS,MEPID_LOOKUP,02740000

In the example above, EPIMS identifies the collection, MEPID_LOOKUP identifies the file type, and 02740000 identifies that the file is from Somerville.

4.3 Data Record Definition

Data records are required and immediately follow the header record in every file transmitted to EPIMS. There is no limit to the number of data records contained in a file.

Data Element	Definition	Length	Type	(M)andatory / (O)ptional
ID01	First Name	1–30	Alphanumeric	M
ID02	Middle Name/Middle Initial	1–30	Alphanumeric	O
ID03	Last Name	1–30	Alphanumeric	M
ID04	Date of Birth	10	Date mm/dd/yyyy	M
ID05	Gender	1	Alphanumeric	O
ID06	License/Certification Number	2–20	Alphanumeric	O
ID07	Local Employee Number	1–20	Alphanumeric	O

For permitted values of each data element, see [The EPIMS Data Handbook](#).

4.4 Sample Records

In lookup and verification files, the system will try to match all of the information in the completed fields. The less information you include, the better your chance of matching the data. For information on including local employee numbers in lookup files, see the section, “Local Employee Number,” on page 20.

A file of four MEPID lookup records—with no errors—submitted by Somerville:

```
EPIMS,MEPID_LOOKUP,02740000
June,,Smith,11/05/1949,,,215
Mary,,Allen,12/02/1954,,,355
Francis,,Bushman,01/05/1945,,,166
Guy,,Kibbee,03/04/1969,,,222
```

4.5 MEPID Lookup: Transmission Results Sample Files

When districts transmit files, several different files may result for download by districts. The number of files will depend on the accuracy of the data in the file, as compared to the data maintained in EPIMS. The file names will reflect the type and transmission result of the original file and have a .txt extension. The file names will not relate to the file name of the original file at all. Files can be re-named after downloading.

4.5.1 MEPIDs Found

The name of the file (*mbl_success.txt*) indicates that the MEPIDs were successfully found. Found MEPIDs appear at the beginning of each record. Blank fields in each record are completed with information stored in EPIMS. For information on including local employee numbers in lookup files, see “Local Employee Number,” on page 20.

A file of two records with MEPIDs, middle name/initials, gender, and license information found:

```
File Name: mbl_success.txt           mbl = MEPID Batch Lookup

EPIMS,MEPID_LOOKUP,02740000
54978212,June,NMN,Smith,11/05/1949,f,00,215
57353588,Francis,Xavier,Bushman,01/05/1945,m,00,166
```

4.5.2 MEPIDs Not Found

When transmitting a MEPID lookup file, if the individual’s identifying characteristics are not found in the EPIMS database, this individual does not have a MEPID, and the result is *MEPID Not Found*. The records are returned exactly, as they were transmitted. The name of the file (*mbl_notfound.txt*) indicates that the individuals were not found. For information on including local employee numbers in lookup files, see the section, “Local Employee Number,” on page 20.

A file of one record not found in the database:

```
File Name: mbl_notfound.txt

EPIMS,MEPID_LOOKUP,02740000
Mary,,Allen,12/02/1954,,,355
```

4.5.3 Records Contain Errors

All error information is appended at the end of the appropriate record and separated from the record by an additional comma. The information is displayed within quotation marks (" ") and within the quotation marks, separated by semicolons. The name of the file (*mbl_error.txt*) indicates that the records contained errors and were not processed properly. If the error is "invalid # of columns," the system will restore the correct number of commas to the returned record.

A file of three records, with one or more errors:

File Name: mbl_error.txt

EPIMS,MEPID_LOOKUP,02740000

Guy,,Kibbee,03/04/1969,,222,, "Invalid # of columns"

Allen,,,03/15/1976,,,865,"Missing mandatory fields"

Abigail,,Ho()brau,,,,524,"Invalid last name format, no special characters; Missing mandatory fields"

5.0 MEPID Verification File

All files are comma delimited, and each file format requires a set number of commas, per record. Files should have a .txt or .csv extension. There are no requirements for file name. Districts can use their own naming conventions.

5.1 File Export

MEPID verification records must contain seven commas. Records can be transmitted in multiple files.

5.2 Header Record Definition

A header record is required and is the first record in every file. The purpose of the header record is to identify the collection, the file type, and the organization code of the district sending the file. These three elements are separated by commas and must be written in uppercase.

File Header
EPIMS,MEPID_VERIFICATION,00930000

In the example above, EPIMS identifies the collection, MEPID_VERIFICATION identifies the file type, and 00930000 identifies that the file is from Everett.

5.3 Data Record Definition

Data records are required and immediately follow the header record in every file transmitted to EPIMS. There is no limit to the number of data records contained in a file.

Data Element	Definition	Length	Type	(M)andatory / (O)ptional
MEPID	Massachusetts Education Personnel Identifier	8	Alphanumeric	M
ID01	First Name	1–30	Alphanumeric	O
ID02	Middle Name/Middle Initial	1–30	Alphanumeric	O
ID03	Last Name	1–30	Alphanumeric	O
ID04	Date of Birth	10	Date mm/dd/yyyy	O
ID05	Gender	1	Alphanumeric	O
ID06	License/Certification Number	2–20	Alphanumeric	O
ID07	Local Employee Number	1–20	Alphanumeric	O

For permitted values of each data element, please see [The EPIMS Data Handbook](#).

5.4 Sample Records

In lookup and verification files, the system will try to match all of the information, in the completed fields. The less information you include, the better your chances of matching the data. For information on including local employee numbers in lookup files, see the section, “Local Employee Number,” on page 20.

A file of three MEPID verification records, with no errors, submitted by Everett:

File Name: `whosemepids.csv`

```
EPIMS,MEPID_VERIFICATION,00930000
54891334,,,,,,,,
57612344,,,,,,,,
51846743,,,,,,,,
```

5.5 MEPID Verification: Transmission Results Sample Files

When districts transmit files, several different files may result for download by districts. The number of files will depend on the accuracy of the data in the file, as compared to the data maintained in EPIMS. The file names will reflect the type and transmission result of the original file and have a .txt extension. The file names will not relate to the file name of the original file at all. Files can be re-named after downloading.

5.5.1 MEPIDs Found

The name of the file (*mbl_success.txt*) indicates that the MEPIDs were successfully found. All fields left blank in each record are completed with information stored in EPIMS. For information on including local employee numbers in lookup files, see the section, “Local Employee Number,” on page 20.

A file of two records with MEPIDs successfully found and all stored information returned:

File Name: `mbl_success.txt` **mbl = MEPID Batch Lookup**

```
EPIMS,MEPID_VERIFICATION,00930000
54891334, Richard, NMN, Dix, 05/23/1962, m, 543678, 0
57612344, Helen, Broderick, Crawford, 10/25/1945, f, 00, 454
```

5.5.2 MEPIDs Not Found

When transmitting a MEPID verification file, if the MEPID is not found in EPIMS, the result will be *MEPIDs Not Found*. The records are returned exactly as they were transmitted. The name of the file (*mbl_notfound.txt*) indicates that the individuals were not found. For information on including local employee numbers in lookup files, see the section, “Local Employee Number,” on page 20.

A file of one record with a MEPID that was not found:

File Name: `mbl_notfound.txt`

```
EPIMS,MEPID_VERIFICATION,00930000  
51846743,,,,,,,,
```

5.5.3 Records Contain Errors

All error information is appended at the end of the appropriate record and separated from the record, by an additional comma. The information is displayed within quotation marks (" ") and within the quotation marks, separated by semicolons. The name of the file (*mbl_error.txt*) indicates that the records contained errors and were not processed properly. If the error is "invalid # of columns," the system will restore the correct number of columns to the returned record.

A file of two records that were not processed properly due to errors:

File Name: `mbl_error.txt`

```
EPIMS,MEPID_VERIFICATION,00930000  
5060200,,,,,,,,,"MEPID is invalid"  
50603006,,,,,,,,,"Invalid # of columns"
```

REVISION HISTORY

Version	Date Posted	Date of Change	Description
1.6	5/24/2013	5/24/13	Add SR28-34 Changed the number of commas required for Staff Roster from 26 to 33.
1.5		8/2/12	Moved history to back Added SR27 Updated date & version number Updated department name Renamed file
1.5		6/24/11	Modified all ID06 and SR03 examples to show only the 00 value for License/Certification Number. Removed all references to 01 as a valid value for License/Certification Number.
1.3		6/13/11	Replaced all references to MEPID ID06 - 01 – “Individuals working under a waiver” with 00 – “Not Applicable”
1.2	7/1/10	6/22/10	Added hyperlinks for the <i>EPIMS Data Handbook</i> , fixed unresolved cross-references to the Local Employee Number section, and introduced the consistent use of a note convention. Improved readability through navigational aides, such as bulleted lists, and breaking up dense text. Replaced conditional and future tense with present tense. Completed light punctuation edit.
1.1	2/25/10	2/25/10	Added Section 3.7, Cross-Validation Errors.
1.0	1/30/08	1/31/08	Corrected error in section 2.1. The number of commas in a staff roster record must be 25, not 26. Included text “and must be written in uppercase.” in header record definition sections (1.2 – 5.2)
1.1	12/31/09	12/31/09	Updated Work Assignment file formats to include Course Term (WA16) and Term Status (WA17).