COLORADO
Department of Education

2026-2027 EDIS File Layout

Purpose:

To locate existing EDIDS, update information in existing EDIS, or request new EDIDs for school, district staff, and contracted staff.

Important:

Leave Educator's State ID (EDID) field blank when requesting a new EDID or searching for an existing EDID. Insert EDID in Educator's State ID (EDID) field when updating information in EDID fields.

File Notes:

- Changes compared to the prior year are emphasized with yellow shading.
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
State ID (EDID)	8	1	8	1	A2	10000001	Blank if requesting or searching EDIDs. If making update, EDID is required.
Social Security Number	9	9	17	2	B2	123456789	REQUIRED FIELD
District/BOCES Code	4	18	21	3	C2	0180	REQUIRED FIELD
Locally Assigned ID (LAEDID)	10	22	31	4	D2	0180000099	OPTIONAL FIELD District assigned Educator ID
Last Name	30	32	61	5	E2	Valid name	REQUIRED FIELD
First Name	30	62	91	6	F2	Valid name	REQUIRED FIELD

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
M i d d l e Name	30	92	121	7	G2	Valid name	REQUIRED FIELD If no middle names enter NMN (no middle name)
Date of Birth (DOB)	8	122	129	8	H2	12311995	REQUIRED FIELD Format is MMDDYYYY
Gender	2	130	131	9	I2	01	REQUIRED FIELD Female=01, Male=02, Nonbinary=03

Data Field Descriptions:

Staff or Contracted Staff's State ID (EDID)

A unique eight-digit numeric field containing the random eight-digit value assigned by CDE to the staff member whose record is being submitted for processing.

Social Security Number

The nine-digit numeric value of the educator's Social Security Number. This nine-digit field is REQUIRED and if left blank will result in an error. Do not use dashes. If staff member does not have an SSN, you may use the visa number instead.

District/BOCES Code

A unique four-digit number assigned by CDE to each school district or BOCES. This four-digit field is REQUIRED and if left blank will result in an error.

Locally Assigned ID (LAEDID)

A ten-digit number assigned to each educator by the reporting district/BOCES. This ten-digit field is OPTIONAL and may be filled with ten spaces.

Staff or Contracted Staff's Last Name

The name borne in common by members of a family.

Staff or Contracted Staff's First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Staff or Contracted Staff's Middle Name

The thirty-character field contains the educator's middle name. Blanks are NOT allowed. Use NMN (no middle name) when appropriate. This thirty-digit field is REQUIRED and if left blank will result in an error.

Staff or Contracted Staff's Date of Birth (DOB)

An eight-digit numeric field contains the month, day, and year on which an individual was born (i.e., 09151989). The date must be a valid date in the form of MMDDYYYY. This eight-digit field is REQUIRED and if left blank will result in an error.

Staff or Contracted Staff's Gender

An individual's sex.

Code	Description
01	Female – identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male – identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
3/20/26	Approval	EDAC stamp added	EDAC approval	EDAC stamp added
3/10/25	Approval	EDAC stamp added	EDAC approval	EDAC stamp added