

Texas Student Data System

Unique ID (UID), Enrollment Tracking (ET), TIMS Tickets and Texas Record Exchange (TREx)



August 15, 2024/9 a.m.-12 p.m.

Deanna Harris

Texas Student Data System

The [Texas Student Data System](#) portal is your access to the TSDS Unique ID (UID), Enrollment Tracking (ET) and the TSDS Incident Management System (TIMS).

You must first have TEAL access before you can request TSDS access.

TEAL Access - Step 1

Texas Education Agency Login (TEAL) is your access to the TEA applications. The portal allows you to request secure access to TEA applications and to manage your user account information. TEA applications provide access to the following:

Student Records

School Financial Data

Technical Tools

Educator Records

TSDS Unique ID

TSDS Incident Management System (TIMS)

Access to TEA applications must be authorized by TEA and protected for data integrity and security.

TEAL LINK - Click on the link to access

TEA
Texas Education Agency

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Login](#)

[Forgot your password?](#)
[Forgot your username?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TEA Home Page](#) | [Web Policy and Accessibility](#)
For help with account access, please enter a request at the online [TEA Help Desk](#).
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TEAL Access

Only complete an application for TEAL access if you are a new user. If you need assistance determining if you already have a login from another LEA, contact Mary Morgan or myself.

The full instructions for TEAL and TSDS access are on the [PEIMS website](#).

TSDS Unique ID System Roles

Each user that has access to the TSDS Unique ID system has a specific level of access within the system. This access is based on your user role. Each user has one of the following roles:

Unique ID Search – this role provides search only capability of all records stored in the Unique ID database.

Unique ID Campus – this role allows you to search the Unique ID database, download Unique IDs, and update demographic information for a selected campus only. When this role is selected, you must enter the campus name or nine-digit number of the campus for which you are performing Unique ID tasks. **Note: This role also allows you to perform the actions associated with the Unique ID Search role.**

Unique ID LEA – this role allows you to search the Unique ID database, download Unique IDs, and update demographic information for the local education agency (LEA—Texas school district or charter school) students and staff via the Unique ID application. When this role is selected, you must enter the applicable district name or six-digit county district number. **Note: This role also allows you to perform the actions associated with the Unique ID Campus and Unique ID Search roles.**

How to apply for TSDS Access

1. On the **Applications** tab if you have not been granted access to any applications yet, there will be no links. Click **Apply for Access**.

Texas Education Agency
User and Access Management

Welcome, Stephanie Smelley [Logout](#) [Help](#) [Online User Training](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My User Information
- Link TEASE Accounts
- View Requests

Applications

You do not have access to any applications at this time.

[Apply for Access](#)

[Refresh Links](#)

TEASE User Accounts

Single sign-on to TEASE

[User ID: e220950ssme](#)
Edit * SS

[TEA Home Page](#) | [Web Policy and Accessibility](#)

If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us.
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Request New Account

Applications **My Accounts** ✕

To apply for access to a TEA application or service, click the "Request New Account..." button below. To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

0 accounts.

Request New Account... Delete Account Refresh Accounts















<input type="checkbox"/>	Account Owner ↕	Status	Application	Parameters

TSDS Access

Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
EssaReports	Every Student Succeeds Act Reports		
FIRST	School FIRST		
FSP	Foundation School Program		
GFFC	GFFC Reports and Data Collections		
HCF	Nonpublic/High Cost Funds		
PFAI	Physical Fitness Assessment Initiative	Email: Barney Fudge	
PIRTS	Public Information Request Tracking System		
RFT	Residential Facility Tracking		
SPEARS	Special Education Adhoc Reporting System		
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	
TSDSPortal	Texas Student Data System Portal		
TxCHSE	Texas Certificate of High School Equivalency		
Waivers	Waivers	Email: Ronald Rowell (512-463-9290)	

Go To Account Details Form

TSDS Unique ID Access

The screenshot shows a web application interface for adding access. At the top, there are tabs for 'Applications' and 'My Accounts'. Below is the 'Application access details' section. It includes a list of five steps for adding access. The 'Employing Organization' section has a text input field with a red asterisk and a red instruction: 'Type the name of your organization or enter the county/district number. Once you begin typing, a list of authorized organizations appears. Select the name of your organization from the list.' The 'Roles & Parameters' section lists four roles: 'TIMS Level 1 Support', 'TIMS Level 2 Support', 'Uniq-ID Campus', and 'Uniq-ID LEA'. The 'Uniq-ID Search' role is selected with a blue checkmark and circled in red. A red instruction says 'Select the appropriate role.' Below this, there are three text input fields: 'Description:' with 'Uniq-ID Search', 'Privileges:' with 'Uniq-ID Search User', and 'Comments:' with the text 'Campus clerks need access to Uniq-ID Search to search for student identification information before entering to SIS.' At the bottom, there are buttons for 'Clear Roles', 'Done', and 'Cancel'.

5. Under Roles and Parameters select the appropriate role.
6. Enter any necessary description or comments.
7. Click Done.

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TSDS Access

Texas Education Agency
User and Access Management

Welcome, [User Name] [Logout](#) [Help](#)

Self Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

Applications [Edit Account](#)

To modify existing access:

- Select the access that you would like to modify and click the "Modify Access" button.
- If you have more than one role associated with an organization, please select the specific role that you would like to modify.
- Follow the instructions on the Application access details popup.
- Click the "Save Changes" button. This will submit your modify request to TCAL.
- Note: You cannot modify an "Inactive" role.

Application Name: **TSDS Portal**
User ID: [User ID]

⚠ A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access Status	Employing Organization	Access Rights
New	REG XI EDUCATION SERVICE CENTER (220950)	Role: Uniq-ID Search

[Save Changes](#) [Discard Changes and Return](#)

- Verify new role. Click **Save Changes**.
- Message appears confirming request submission.
- Click **Done**.

✓ Add request was successfully submitted.

Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access Status	Employing Organization	Access Rights
Requested	REG XI EDUCATION SERVICE CENTER (220950)	Role: Uniq-ID Search

[Done](#)

TSDS Confirmation of Access

Texas Education Agency
User and Access Management

Welcome, [User Name] [Logout](#) [Help](#)

Self Service

- Access Applications
- Requests I've Submitted
- Change My Password
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- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

Applications [Edit Account](#)

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4. Click the "Save Changes" button. This will submit your modify request to TCAL.
5. Note: You cannot modify an "Inactive" role.

Application Name: **TSDS Portal**
User ID: [User ID]

⚠ A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access Status	Employing Organization	Access Rights
New	REG XI EDUCATION SERVICE CENTER (220950)	Role: Uniq-ID Search

[Save Changes](#) [Discard Changes and Return](#)

8. Verify new role. Click **Save Changes**.
9. Message appears confirming request submission.
10. Click **Done**.

✓ Add request was successfully submitted.

Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

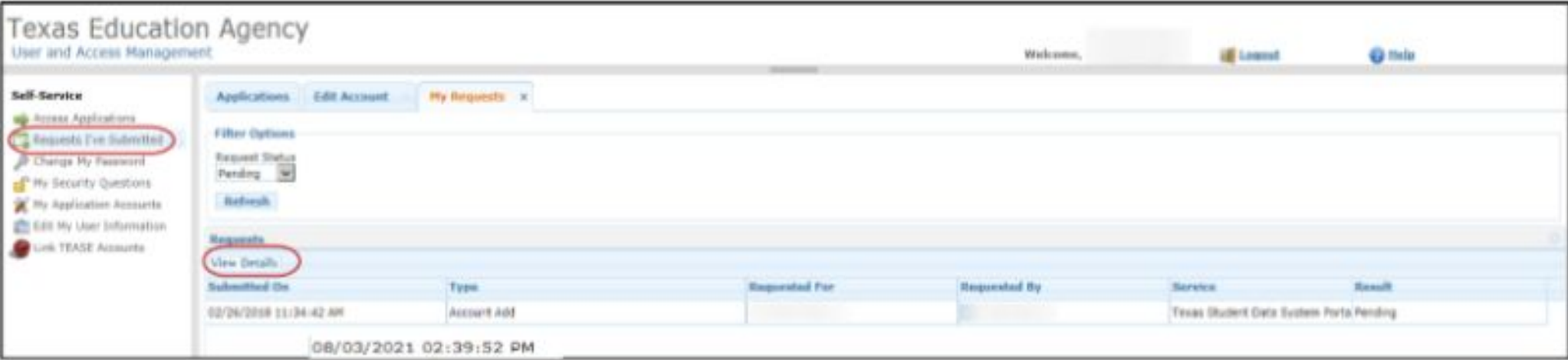
Access Status	Employing Organization	Access Rights
Requested	REG XI EDUCATION SERVICE CENTER (220950)	Role: Uniq-ID Search

[Done](#)

TSDS Access

A confirmation email will be sent when access has been approved.

1. Check the status of requests at any time by logging in to TEAL and selecting **Requests I've Submitted**.



Checking Access Status

2. On the My Requests tab select the appropriate request and click **View Details**.

The screenshot shows a web application window with three tabs: 'Applications', 'Edit Account', and 'My Requests'. The 'My Requests' tab is active. Below the tabs is a 'Request Details' window with a close button (X). The details are as follows:

- Request ID: 5995814509025550148
- Submitted On: 02/26/2018 11:34:42 AM
- Requested For: [Redacted]
- Service: Texas Student Data System Port
- Result: Pending
- Status: In Process
- Status Detail: Pending Account Request - Primary Org Approval by the following user:
clyde.steelman

At the bottom right of the window, there are two buttons: 'Cancel Request' and 'Done'. The 'Done' button is highlighted with a red border.

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TSDS Unique ID Purpose

A Unique ID is required for all students and staff members in order to load information into the Individual Operational Data Store (IODS) and Texas Student Data System (TSDS). The TSDS Unique ID system is designed for Texas educational agencies to assign and maintain unique identifiers for student and staff members.

The TSDS Unique ID system offers powerful matching logic reducing duplication in the database and providing more accurate data.

TSDS Unique ID Application

The application allows you to:

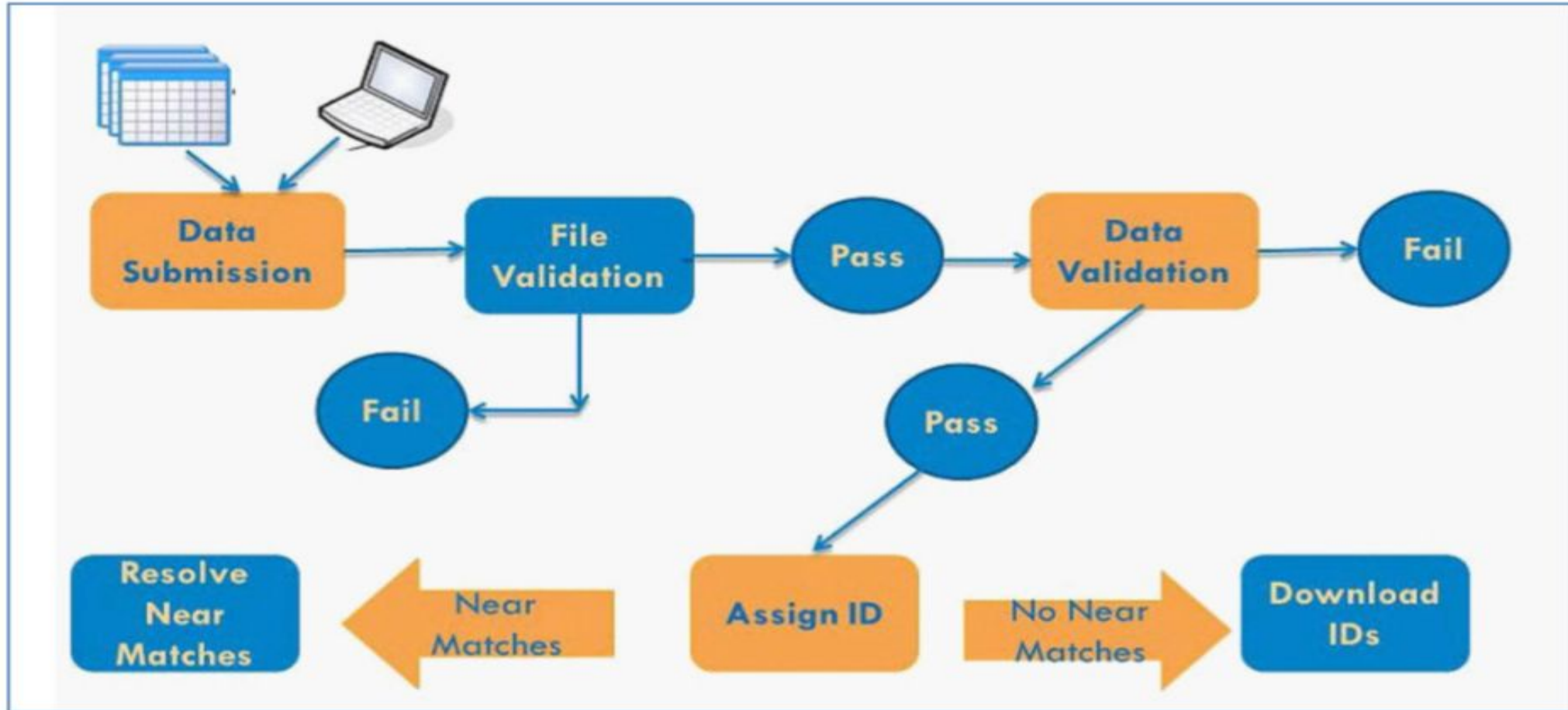
- Assign a unique statewide identifier for every staff member and student in pre-k, Kindergarten, elementary, and secondary public education.
- Identify and locate a student member or student from TSDS Unique ID system either using the HOME, Alias ID, or demographic information.
- Download unique identifiers by batch or by location.
- Search by batch or by person name.
- Access the TSDS Unique ID system processing power via batch mode, manual entry, or web service.

TSDS Unique ID Assignment Process

The Unique ID assignment process within the TSDS Unique ID system consists of six distinct steps:

1. Data submission
2. File validation
3. Data validation
4. Assign ID
5. Resolving near matches
6. Download IDs

Unique ID Assignment Flow



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Manage Unique ID - Getting Started

1. Log into TEAL
2. Click on TSDS Portal
3. Click Unique ID in the light blue ribbon or Manage UIDs

tsds texas student data system

Unique ID Support

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

TSDS also includes the Core Collection, which encompasses specialized collections that focus on early education data (Early Childhood Data System), special education data (Charter School Waitlist, Residential Facility Tracker, Student Performance Plan Indicator-14, Special Education Language Acquisition), and teacher-classroom data (Class Roster).

In addition, TSDS provides a data store and data loading module (Operational Data Store/eScholar Data Manager) and an identity management tool (Unique ID).

As a whole, TSDS represents a ground-breaking effort to integrate and streamline data collection in order to reduce the burden on local education agencies and produce more value from the data collected.

GET STARTED Manage Unique IDs

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

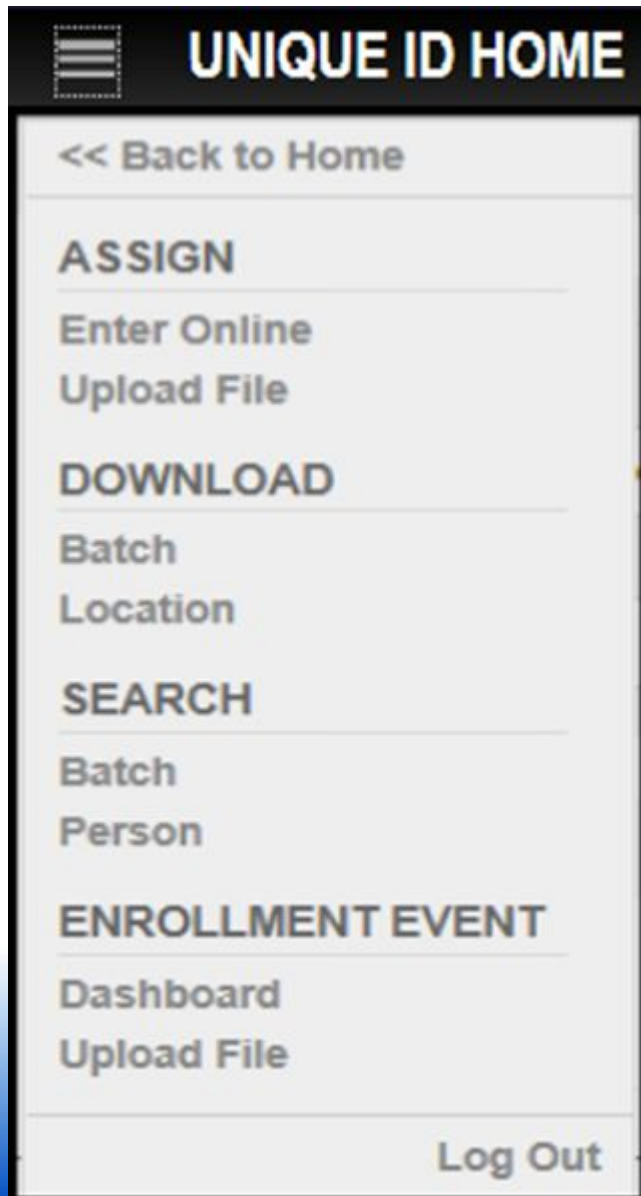
Home Page

Once a user successfully logs into the system, the TSDS UID system is displayed. This page is also accessible throughout the application by clicking Home.

The screenshot shows the TSDS UID system interface. On the left, a navigation menu is open, highlighting 'UNIQUE ID', 'ASSIGN', 'DOWNLOAD', and 'SEARCH'. The main content area includes a filter section with the following fields: 'SCHOOL' (text input), 'BATCH NUMBER' (text input), 'PROCESSING STAGE' (dropdown menu), 'FROM' (date picker), 'TO' (date picker), and 'SORT' (dropdown menu). A 'FILTER RESULTS' button is located to the right of the filter section. Below the filter is a table with the following columns: 'SUBMISSION TYPE', 'BATCH INFO', 'DISTRICT', 'SCHOOL', 'SOURCE SYSTEM', 'STATUS', 'RECORD COUNT', and 'NEXT ACTION'. The table contains five rows of data. The second row has a 'DOWNLOAD UNIQUE ID' button in the 'NEXT ACTION' column, which is highlighted with a red box.

SUBMISSION TYPE	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
File	1307	227901	AAA	SIS	Batch does not contain any records to process.	0 of 1	
11/24/2015 15:36	File	1300	227901	AAA	SIS	IDs Assigned.	9 of 10 DOWNLOAD UNIQUE ID
11/19/2015 10:32	File	1299	227901	AAA	SIS	Batch does not contain any records to process.	0 of 10
11/19/2015 09:38	File	1297	227901	AAA	SIS	Batch does not contain any records to process.	0 of 10
11/06/2015 09:10	File	1296	227901	AAA	SIS	Batch does not contain any records to process.	0 of 10

Unique ID Home Menu



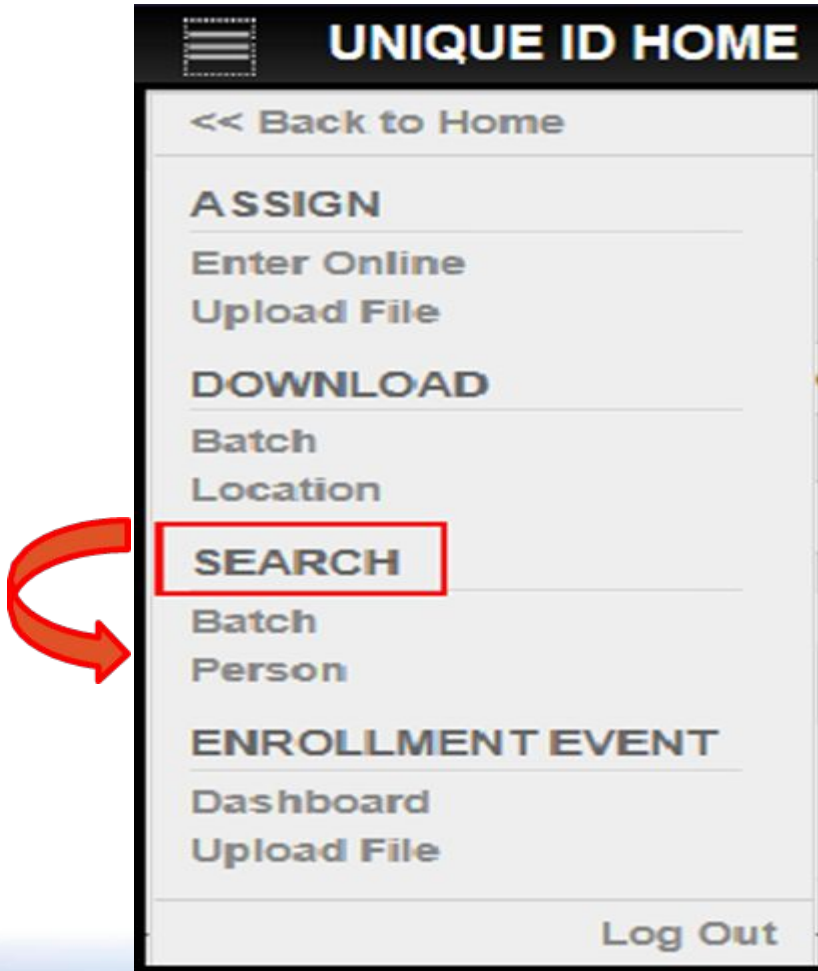
Assign - You are able to manually enter student/staff demographics to create a UID number. An example of this would be if you needed a UID for a student assessed for special education but did not enroll.

Upload File - This is where you would upload a batch UID file from your student information system (SIS)

Batch - Look for a specific file that has been uploaded.

Person - Search for a specific student or staff member

Home Menu - Search



The search option allows the user to find a student or staff member to view various demographic information and resolve potential anomalies.

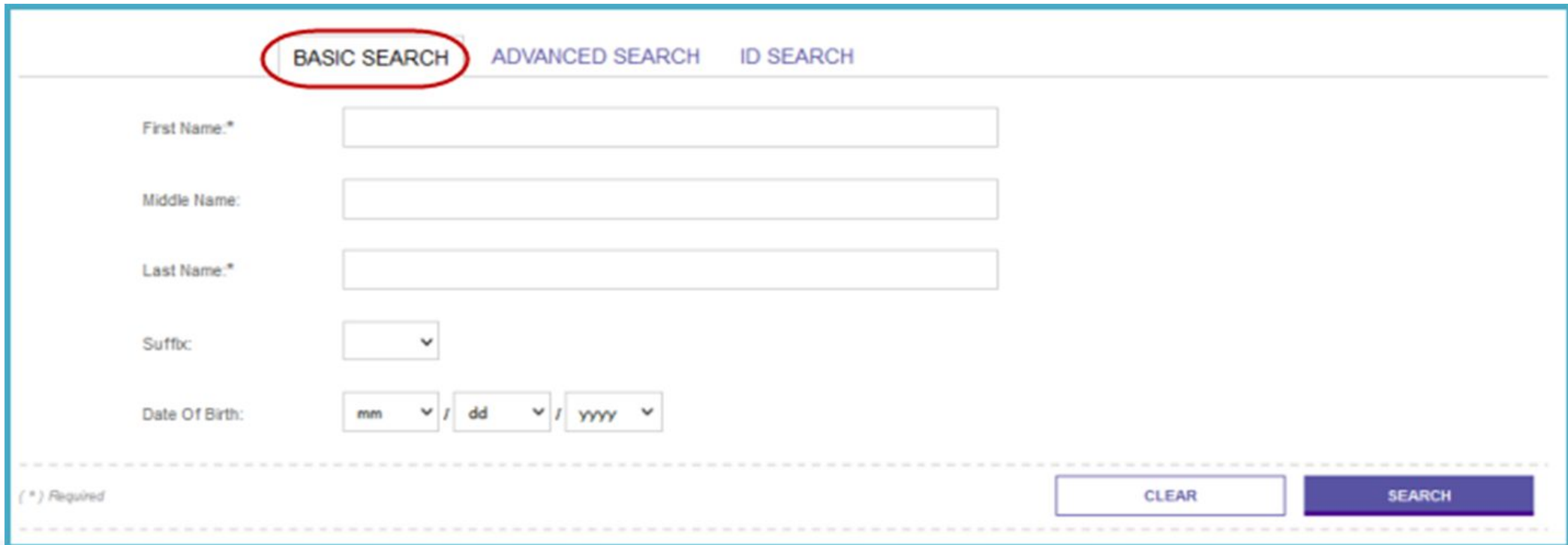
Search: Click Person

The search feature has three options:

1. Basic Search - First and Last Name
2. ID Search by UID, SS/State ID or Alias
3. Advanced Search

Unique ID Search Feature: Option One

The basic search tab allows the user to search for a student or staff by first and last name, or by first initial with a date of birth.



The screenshot shows a search interface with three tabs: "BASIC SEARCH", "ADVANCED SEARCH", and "ID SEARCH". The "BASIC SEARCH" tab is selected and circled in red. Below the tabs are five input fields: "First Name:*" (text box), "Middle Name:" (text box), "Last Name:*" (text box), "Suffix:" (dropdown menu), and "Date Of Birth:" (three dropdown menus for month, day, and year). At the bottom left, there is a note "(*) Required". At the bottom right, there are two buttons: "CLEAR" and "SEARCH".

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Unique ID Search Feature: Option Two

The advanced search tab allows the user to search by fields with an asterisk (*). Those fields are required.

BASIC SEARCH **ADVANCED SEARCH** ID SEARCH

GENERAL INFORMATION

FIRST NAME *	
MIDDLE NAME	
LAST NAME *	
ALT LAST NAME	
SUFFIX	▼
GENDER	▼
DATE OF BIRTH	mm ▼ / dd ▼ / yyyy ▼
ETHNICITY INDICATOR	▼
ETHNICITY/RACE	▼
RACE 2 CODE	▼
RACE 3 CODE	▼
RACE 4 CODE	▼
RACE 5 CODE	▼
SSN	- -

LOCATION / ENROLLMENT INFORMATION

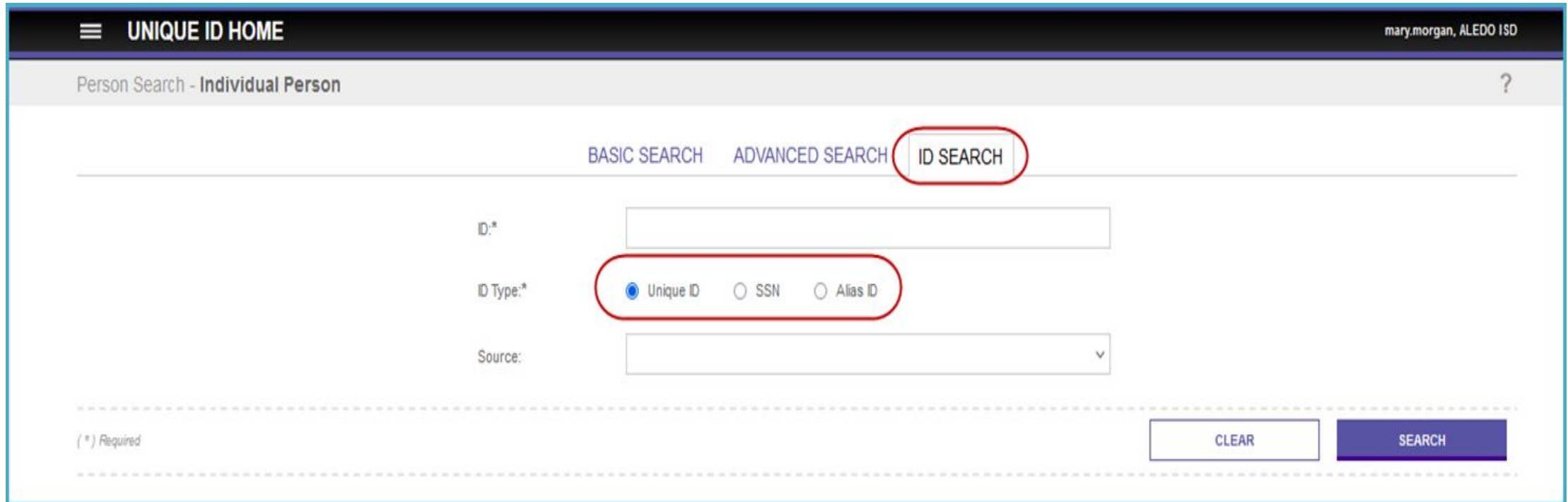
PERSON TYPE	▼
GRADE LEVEL	▼
CAMPUS	
LEA	
RES DISTRICT	
SCHOOL YEAR	
LOCAL ID	
SOURCE SYSTEM	▼

(*) Required

CLEAR SEARCH

Unique ID Search Feature: Option Three

On the ID search tab the user is able to search by the 10 digit UID number, Social Security or State ID number(no dashes), or alias/local ID.



The screenshot displays the 'UNIQUE ID HOME' interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'UNIQUE ID HOME', and the user name 'mary.morgan, ALEDO ISD'. Below this is a sub-header 'Person Search - Individual Person' with a help icon. The main content area features three search tabs: 'BASIC SEARCH', 'ADVANCED SEARCH', and 'ID SEARCH'. The 'ID SEARCH' tab is highlighted with a red circle. Below the tabs are three input fields: 'ID:*' (a text box), 'ID Type:*' (radio buttons for 'Unique ID', 'SSN', and 'Alias ID', with 'Unique ID' selected and circled in red), and 'Source:' (a dropdown menu). At the bottom left, there is a note '(*) Required'. At the bottom right, there are two buttons: 'CLEAR' and 'SEARCH'.

Master Record Tab

To update the demographic information, click on the EDIT PERSON tab at the bottom corner of the screen. An example of a change would be to correct a name or social security number.

UNIQUE ID HOME darlene.longbrake, AUBREY ISD

Person Search - Individual Person Information ?

ALLEN JAMES KENTUCKY 5513689189
GENDER: MALE DATE OF BIRTH: 07/13/2009 LOCAL ID: 1111 SSN: 111-12-1111 PERSON TYPES: Student LAST UPDATED: 08/05/2020 16:03 ID CREATED: 08/07/2018 08:49

[MASTER RECORD](#) [HISTORY](#) [ASSOCIATED RETIRED IDs](#) [ENROLLMENT](#) [ADD NOTE](#)

GENERAL INFORMATION

FIRST NAME	ALLEN	Basic Information
MIDDLE NAME	JAMES	
LAST NAME	KENTUCKY	
ALT LAST NAME		
SUFFIX		
GENDER	MALE	
DATE OF BIRTH	07/13/2009	
ETHNICITY INDICATOR	Non-Hispanic/Latino	
ETHNICITY/RACE	Black or African American	
RACE 2 CODE		
RACE 3 CODE		
RACE 4 CODE		
RACE 5 CODE		
SSN	111-12-1111	
UNIQUE ID	5513689189	

BATCH INFORMATION

LAST BATCH #	25434	Batch Information
LAST UPDATED	08/05/2020 16:03	
UPDATE REFERENCE #	45565	
INPUT TYPE	Enrollment Event	
CREATED BY	darlene.longbrake	
EMAIL ADDRESS - CREATED BY	dlongbrake@esc11.net	
CREATED	08/05/2020 16:03	
STATUS	Master Record Rolled Back and History Created during Event Processing of a Logical Delete	
COMMENTS	Event Rollback - Direct Edit	

LOCATION / ENROLLMENT INFORMATION

PERSON TYPE	Student	Enrollment Information
GRADE LEVEL	6	
CAMPUS	061907041 AUBREY MIDDLE	
LEA	061907 AUBREY ISD	
RES DISTRICT		
SCHOOL YEAR	2019	
LOCAL ID	1111	
SOURCE SYSTEM	Default	
ALTERNATE ID		
ALTERNATE SOURCE		
LAST UPDATED	08/05/2020 16:03	
CREATED	08/07/2018 08:52	

[BACK TO SEARCH RESULTS](#) [EDIT PERSON](#)

History Tab

The user is able to view demographic changes on the history tab. Do not complete more than 1 change in a two-minute period. Each change will have a line item.

UNIQUE ID HOME darlene.longbrake, AUBREY ISD

Person Search - Individual Person Information ?

ALLEN JAMES KENTUCKY **5513689189**
GENDER: MALE DATE OF BIRTH: 07/13/2009 LOCAL ID: 1111 SSN: 111-12-1111 PERSON TYPES: Student LAST UPDATED: 08/05/2020 16:03 ID CREATED: 08/07/2018 08:49

[MASTER RECORD](#) **HISTORY** [ASSOCIATED RETIRED IDs](#) [ENROLLMENT](#) [ADD NOTE](#)

LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	CAMPUS	ETHNICITY INDICATOR	RACE(S)	SSN
08/05/2020 15:47	KENTUCKY	ALLEN	JAMES		07/13/2009	MALE	061907	061907041	Non-Hispanic/Latino	Native Hawaiian/Other Pacific Islander	111-22-1111
08/07/2018 08:53	KENTUCKY	ALLEN	JAMES		07/13/2009	MALE	061907	061907041	Non-Hispanic/Latino	Native Hawaiian/Other Pacific Islander	111-22-1111
08/07/2018 08:53	KENTUCKY	ALLEN	JAMES		07/13/2009	MALE	061907	061907041	Non-Hispanic/Latino	Native Hawaiian/Other Pacific Islander	111-12-1111
08/07/2018 08:52	KENTUCKY	ALLEN	JAMES		07/13/2009	MALE	061907	061907041	Non-Hispanic/Latino	Black or African American	111-12-1111
08/07/2018 08:49	KENTUCKY	ALLEN	JAMES		07/13/2009	MALE	061907	061907101	Non-Hispanic/Latino	Black or African American	111-12-1111

[BACK TO SEARCH RESULTS](#)

Associated Retired ID Tab

On this tab associated retired IDs display any ID's along with the person information that have been retired and associated to the ID under review.

UNIQUE ID HOME jean.caponi, AUBREY ISD

Person Search - Individual Person Information ?

ALLEN JAMES KENTUCKY 5513689189
GENDER: MALE DATE OF BIRTH: 07/13/2009 LOCAL ID: 1111 SSN: 111-22-1111 PERSON TYPES: Student
LAST UPDATED: 08/07/2018 08:53 ID CREATED: 08/07/2018 08:49

MASTER RECORD HISTORY **ASSOCIATED RETIRED ID_s** ENROLLMENT ADD NOTE

RETIRED ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	CAMPUS	ETHNICITY INDICATOR	RACE(S)	SSN	REASON FOR RETIREMENT
9988774455	KENTUCKY	ALLEN	JAMES		7/13/1988	MALE	061917	061917041	Non-Hispanic		111-22-1111	TSDS-30931

[BACK TO SEARCH RESULTS](#)

Enrollment Tab

On this tab the user is able to view the enrollment and withdrawal dates of the student throughout their academic career. Grade and campus changes are also visible. Enrollment event edits and additions are completed on this tab. The envelope to the far right allows an email to be sent to the last district.

The screenshot shows the 'UNIQUE ID HOME' interface for 'darlene.longbrake, AUBREY ISD'. The main header is 'Person Search - Individual Person Information'. The student's name is 'ALLEN JAMES KENTUCKY' with ID '5513689189'. Personal details include GENDER: MALE, DATE OF BIRTH: 07/13/2009, LOCAL ID: 1111, SSN: 111-12-1111, and PERSON TYPES: Student. The 'ENROLLMENT' tab is selected and circled in red. Below the tabs is a filter section with dropdowns for LEA (All LEAs), PERSON TYPE (All), SCHOOL YEAR (2021), and SORT (Entry/Exit Date Desc), along with a 'FILTER RESULTS' button. A table displays two enrollment events:

LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
08/05/2020	061907	061907044	Student	8	2024	08/04/2020	Entry	423456	Default	Delete	✉
08/05/2020	061907	061907001	Student	9	2021	08/04/2020	Entry	123456	Default		✉

At the bottom, there are buttons for 'BACK TO SEARCH RESULTS', 'EDIT ENROLLMENT', and 'ADD ENROLLMENT'. A note states: 'In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.'

Enrollment Tab - Edit an Enrollment

- Click on the radio button beside the date you would like to change.
- Click on the enroll/withdraw flag field.
Change Options:
Verified - Select this field when you have verified that the date of enrollment or withdrawal is correct.
Calendar - Select when your calendar dates conflict or overlap with another district calendar for the enrollment or withdrawal date. A holiday would be a good example.

ENROLLMENT INFORMATION	
UNIQUE ID	5513689189
FIRST NAME	ALLEN
MIDDLE NAME	JAMES
LAST NAME	KENTUCKY
GENDER	MALE
DATE OF BIRTH	07/13/2009
PERSON TYPE *	Student
GRADE LEVEL *	7
CAMPUS *	061907041 AUBREY MIDDLE
LEA *	061907 AUBREY ISD
SCHOOL YEAR *	2022
ENROLL/WITHDRAW DATE *	08/04/2021
ENROLL/WITHDRAW TYPE *	Entry
ENROLL/WITHDRAW FLAG	<input type="radio"/> Verified <input type="radio"/> Unverified <input type="radio"/> Calendar <input type="radio"/> Delete
LOCAL ID *	
SOURCE SYSTEM *	
CREATED BY	
CREATED	
LAST UPDATED BY	Darlene Longbrake
LAST UPDATED	08/09/2021

Do not use unverified. When you are finished, click edit enrollment to save.

Enrollment Tab: Add an Enrollment

An example of why you would need to add an enrollment would be if the student was missing an exit date on the enrollment tab.

- Click ADD ENROLLMENT
- Complete all fields with an asterisk
- When complete, click ADD ENROLLMENT in the bottom far right corner to save.

Search for the event to ensure accuracy, as it will immediately appear on the enrollment tab.

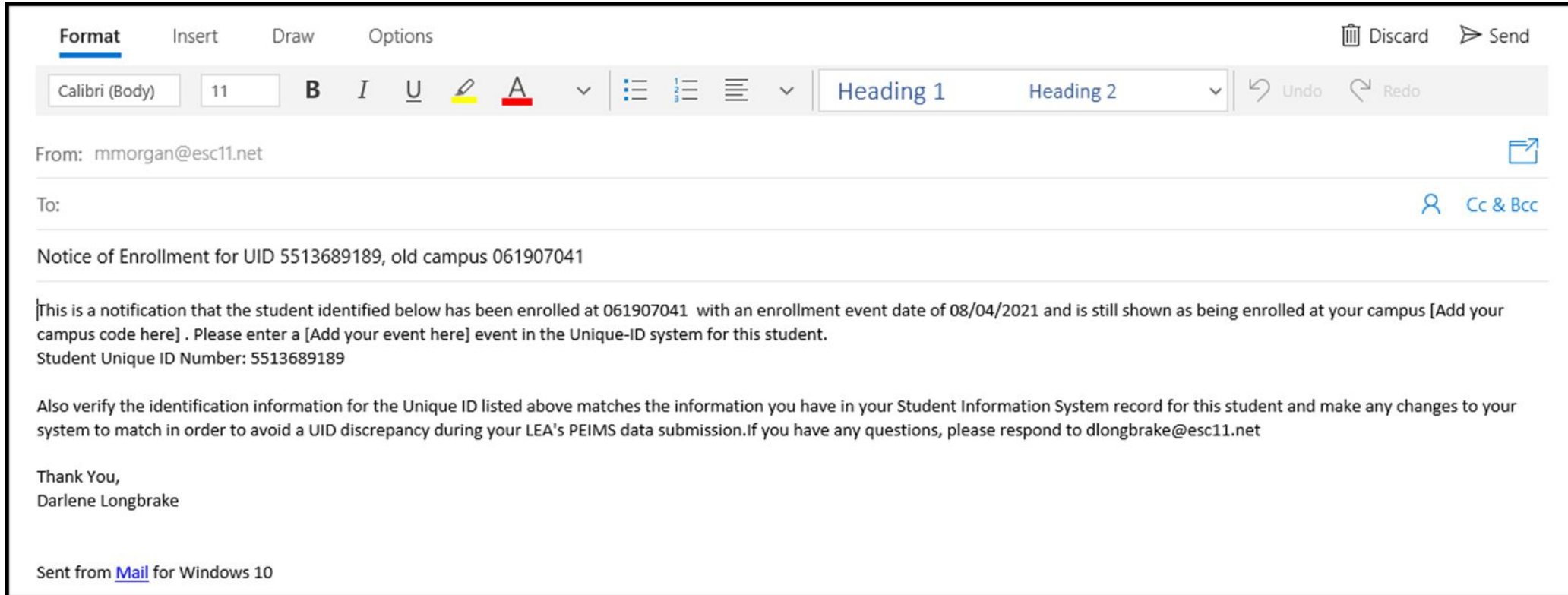
ENROLLMENT INFORMATION	
UNIQUE ID	5513689189
FIRST NAME	ALLEN
MIDDLE NAME	JAMES
LAST NAME	KENTUCKY
GENDER	MALE
DATE OF BIRTH	07/13/2009
PERSON TYPE *	Student
GRADE LEVEL *	7
CAMPUS *	061907041
LEA *	061907
SCHOOL YEAR *	2022
ENROLL/WITHDRAW DATE *	08/09/2021
ENROLL/WITHDRAW TYPE *	Exit
ENROLL/WITHDRAW FLAG	
LOCAL ID *	123456
SOURCE SYSTEM *	Default

Enrollment Tab - Email

You are able to email an LEA with a question. Click on the blue envelope to the right of the enrollment line. A popup box will appear with the student's information contained. Email is unsecured, so do not send personal information. Sending the UID is the best way to identify the student. Click SEND when complete.

The screenshot shows the 'UNIQUE ID HOME' interface for 'darlene.fongbrake, AUBREY ISD'. The main section is 'Person Search - Individual Person Information' for 'ALLEN JAMES KENTUCKY'. The student's details include: GENDER: MALE, DATE OF BIRTH: 07/13/2009, LOCAL ID: 123456, SSN: 111-12-1111, PERSON TYPES: Student, LAST UPDATED: 08/09/2021 10:32, and ID CREATED: 08/07/2018 08:49. The 'ENROLLMENT' tab is selected. Below this is a filter section with dropdowns for LEA (All LEAs), PERSON TYPE (All), SCHOOL YEAR (2022), and SORT (Entry/Exit Date Desc), along with a 'FILTER RESULTS' button. A table displays one enrollment record with columns: LAST UPDATED, LEA, CAMPUS, PERSON TYPE, GRADE LEVEL, SCHOOL YEAR, ENROLL/WITHDRAW DATE, ENROLL/WITHDRAW TYPE, LOCAL ID, SOURCE, ENROLL/WITHDRAW FLAG, and EMAIL. The email column for the record contains a blue envelope icon circled in red. Navigation links include '<< FIRST', '< PREV', 'PAGE 1 OF 1', 'NEXT >', and 'LAST >>'. A note states: 'In order to edit a person enrollment event, you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.' At the bottom are buttons for 'BACK TO SEARCH RESULTS', 'EDIT ENROLLMENT', and 'ADD ENROLLMENT'.

Enrollment Tab - Email Example



The screenshot shows an email client window with a menu bar (Format, Insert, Draw, Options) and a toolbar with various formatting options (font face, size, bold, italic, underline, color, background color, bullet points, numbered list, indent, heading styles, undo, redo). The email content is as follows:

From: mmorgan@esc11.net

To:

Notice of Enrollment for UID 5513689189, old campus 061907041

[This is a notification that the student identified below has been enrolled at 061907041 with an enrollment event date of 08/04/2021 and is still shown as being enrolled at your campus [Add your campus code here] . Please enter a [Add your event here] event in the Unique-ID system for this student.
Student Unique ID Number: 5513689189

Also verify the identification information for the Unique ID listed above matches the information you have in your Student Information System record for this student and make any changes to your system to match in order to avoid a UID discrepancy during your LEA's PEIMS data submission.If you have any questions, please respond to dlongbrake@esc11.net

Thank You,
Darlene Longbrake

Sent from [Mail](#) for Windows 10

dd

Upload Batch Files

The Home Page allows the user access to previously submitted batches and to upload a new staff or student file. Most pages throughout the unique ID application contain a Home button in the top right corner which allows the user quick access back to Home.

There are 3 different types of batch files:

1. **Student UID Assignment** - Assigns a UID number to each student
2. **Staff UID Assignment** - Assigns a UID number to each staff member
3. **Student Enrollment Tracking** - This is a enrollment file that is batched at the beginning of each school term by September 13, 2024. It would be inclusive of all enrolled students. Subsequent files would be batched each week as students enroll and withdraw. If no activity occurs in a given week, no file is necessary.

UID Batch Files - Explanation

Important Information - Each student must be assigned a UID before an enrollment tracking (ET) file can be extracted from your student information system (SIS). After this has been completed an ET file may be uploaded.

All LEAs and Charter schools are required to load an enrollment tracking file for all students by September 13, 2024. Subsequent files will be extracted from your SIS and uploaded(batched) on a weekly basis and changes occur. A change would be considered any student that enrolls or withdraws from your school.

There is a specific naming convention required for your file to load. If the file is named incorrectly it will fail. If you load the a file in the wrong area it will fail.

Upload Batch File - Examples


STUDENT UID ASSIGNMENT FILE				061907_000_STUDENT_202308231225					
CND#	Underscore	Campus	Underscore	ID Assignment	Underscore	Year	Month	Day	Time (military)
061907		000		STUDENT		2023	08	23	1225
STAFF UID ASSIGNMENT FILE				061907_000_STAFF_202308231245					
CND#	Underscore	Campus	Underscore	ID Assignment	Underscore	Year	Month	Day	Time (military)
061907		000		STAFF		2023	08	23	1245
STUDENT ENROLLMENT FILE				061907_000_ETEVENT_202308231335					
CND#	Underscore	Campus	Underscore	ID Assignment	Underscore	Year	Month	Day	Time (military)
061907		000		ETEVENT		2023	08	23	1335

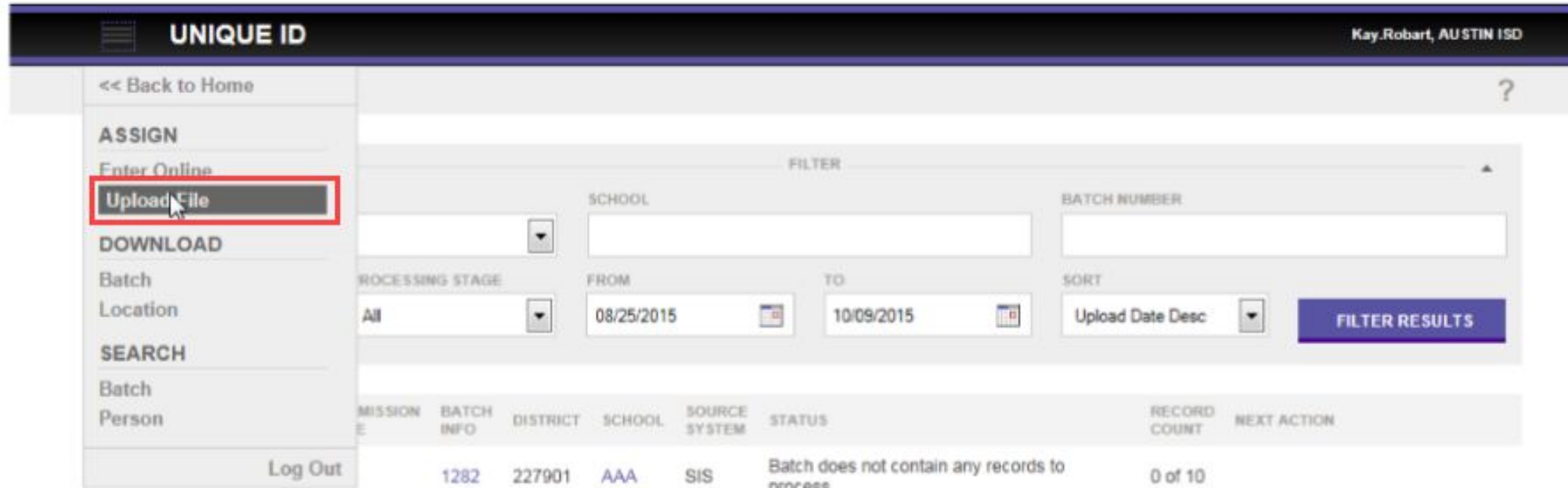
Understanding how each file is named will help you discern common issues and resolve them quickly.

Do not batch an empty file, as you will receive an error message.

dd

Assign UIDs - Upload and batch a student/staff file

You can upload batch files of student and staff records for ID assignment by clicking the **Upload File** in the menu. (Click the  symbol to bring up the menu.) Batch files must conform to the [TSDS Unique ID Specifications](#):



The screenshot shows the 'UNIQUE ID' application interface. The header includes a hamburger menu icon, the title 'UNIQUE ID', and the user 'Kay.Robart, AUSTIN ISD'. A navigation bar contains '<< Back to Home' and a question mark. A dropdown menu is open, with 'Upload File' highlighted in a red box. The main area features a 'FILTER' section with fields for 'SCHOOL', 'BATCH NUMBER', 'PROCESSING STAGE' (set to 'All'), 'FROM' (08/25/2015), 'TO' (10/09/2015), and 'SORT' (Upload Date Desc). A 'FILTER RESULTS' button is present. Below the filter is a table with columns: MISSION, BATCH INFO, DISTRICT, SCHOOL, SOURCE SYSTEM, STATUS, RECORD COUNT, and NEXT ACTION. The table contains one row with the following data: MISSION (empty), BATCH INFO (1282), DISTRICT (227901), SCHOOL (AAA), SOURCE SYSTEM (SIS), STATUS (Batch does not contain any records to process.), RECORD COUNT (0 of 10), and NEXT ACTION (empty).

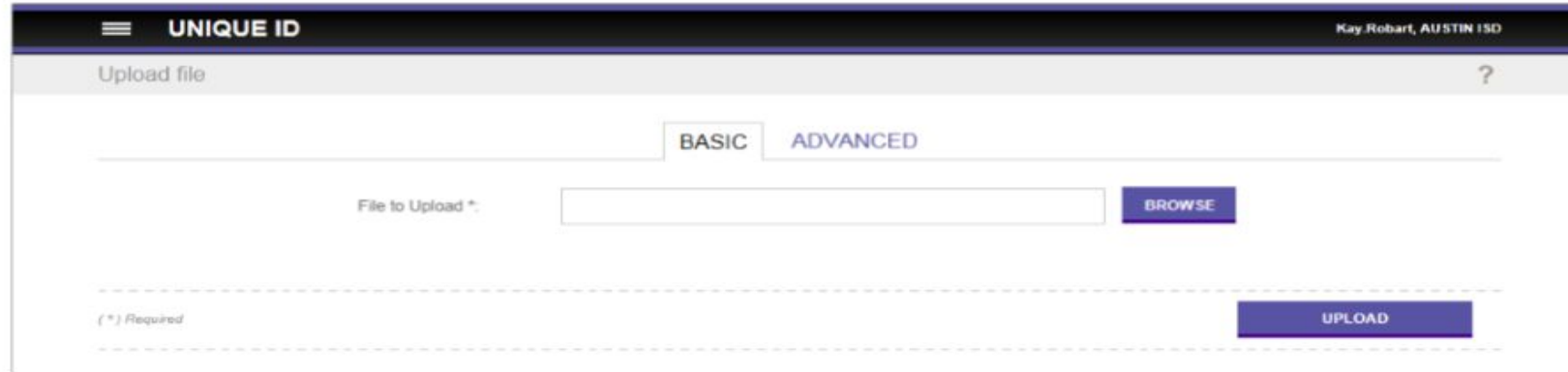
MISSION	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
	1282	227901	AAA	SIS	Batch does not contain any records to process.	0 of 10	

Assign UIDs - Upload and Batch

Uploading a Batch File

To upload a batch file, follow these steps:

1. Click on the **Upload File** link in the **Menu**.
2. If the **Basic** tab isn't already selected, select it.



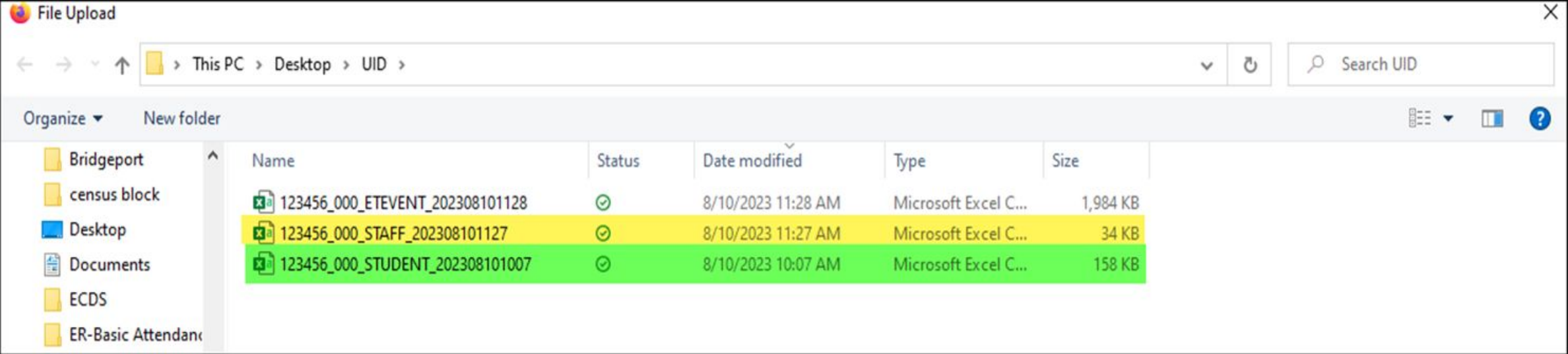
The screenshot shows a web interface for uploading a batch file. At the top, there is a dark blue header with a hamburger menu icon, the text "UNIQUE ID", and the user name "Kay Robert, AUSTIN ISD". Below the header is a light gray bar with the text "Upload file" and a question mark icon. The main content area has two tabs: "BASIC" (selected) and "ADVANCED". Below the tabs is a form with a label "File to Upload *:" followed by an empty text input field and a blue "BROWSE" button. At the bottom of the form, there is a blue "UPLOAD" button and a note "(*) Required" on the left side.

3. Click **Browse** to find the file on your local computer system. The file must be located on the local computer system in order to upload the file.
4. Select the file from the local system and click **Open**.
5. Click **Upload**. This uploads the file listed in the **File to Upload** field to the TSDS Unique ID system for processing.

Once the file is uploaded, it passes through file validation in which the system performs a review of the file for issues in format and layout.

Upload a Student/Staff Batch File

The screenshot below is an example of the naming convention.



Upload a Student/Staff Batch File

UNIQUE ID HOME mary.morgan, ALEDO ISD

Upload file ?

BASIC **ADVANCED**

File to Upload *: **BROWSE**

UPLOAD

(*) Required

UNIQUE ID mary.morgan, AZLE ISD

Upload File - **Validate Data** - Batch 16409030

UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
08/08/2017 15:34	16409030	Data Validation is in progress.	In Progress	BACK TO HOME

Unique ID Batch File Upload Success

File Upload Success

If the system does not encounter any issues with the batch file during the file validation stage, the system supplies a link under Batch Info that allows you to view details about the batch (see the Batch Information section). In addition, the file automatically proceeds to the data validation stage. The following is an example of the display if the batch file upload is successful:

UPLOAD DATE	FILE NAME	SUBMISSION TYPE	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
03/19/2015 12:55:09	success.txt	File	143	900	LEA	SIS	File Uploaded. Begin Validation Stage	22 of 22	VALIDATE DATA

Assign Student/Staff Unique ID

Review the status column. If the status shows complete, you are ready to assign unique IDs.

The screenshot shows the 'UNIQUE ID' application interface. At the top, there is a navigation bar with a hamburger menu, the title 'UNIQUE ID', and the user name 'mary.morgan, AZLE ISD'. Below the navigation bar is a 'Home' link and a search icon. The main area contains a 'FILTER' section with several input fields: 'DISTRICT' (AZLE ISD [220915]), 'SCHOOL', 'BATCH NUMBER', 'SUBMISSION TYPE' (All), 'PROCESSING STAGE' (All), 'FROM' (05/24/2017), 'TO' (08/08/2017), and 'SORT' (Upload Date Desc). A 'FILTER RESULTS' button is located to the right of the filter section. Below the filter section is a table with the following columns: 'UPLOAD DATE', 'SUBMISSION TYPE', 'BATCH INFO', 'DISTRICT', 'SCHOOL', 'SOURCE SYSTEM', 'STATUS', 'RECORD COUNT', and 'NEXT ACTION'. The table contains three rows of data. The first row is highlighted with a red border around the 'STATUS' and 'NEXT ACTION' columns. The 'STATUS' column for the first row contains the text 'Data Validation Complete. Ready to Assign Unique IDs'. The 'NEXT ACTION' column for the first row contains a blue button labeled 'ASSIGN UNIQUE ID'. The second and third rows have 'ID(s) Assigned.' in the 'STATUS' column and 'DOWNLOAD UNIQUE ID' buttons in the 'NEXT ACTION' column. At the bottom of the table, there is a pagination bar showing 'Displaying 1 - 3 of 3' and navigation links: '<< FIRST', '< PREV', 'PAGE 1 OF 1', 'NEXT >', and 'LAST >>'.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/09/2021 15:34	File	16409030	220915	AAA	SIS	Data Validation Complete. Ready to Assign Unique IDs	407 of 408	ASSIGN UNIQUE ID
08/06/2021 13:35	Edit	16409019	220915	AAA	SIS	ID(s) Assigned.	1 of 1	DOWNLOAD UNIQUE ID
08/05/2021 12:44	Edit	16408456	220915	AAA	SIS	ID(s) Assigned.	1 of 1	DOWNLOAD UNIQUE ID

Assign Unique IDs

When the user clicks Assign Unique ID the matching logic is initiated. This compares the data on the submitted record with existing master records and assigns a match score to record. For each person record submitted, the matching logic can produce one of three results: match, near match, or no match. The result is dependent on the match score for the record. If the match score is 98% to 100%, then the result is a match. If the match score is 89% to 97%, then the result is near match. If the match score is below 89%, then the result is no match for the record.

If the system encounters a single match, it assigns the unique ID of the matching person to the record submitted. The information contained in the submitted record becomes the current information on the record and the existing information of the matching person becomes part of that unique ID's history. These records do not need to be reviewed.

NOTE: If the system encounters a near match, multiple matches, or any combination of both, a unique ID is not assigned. These records need to be reviewed and resolved by a user.

Assign Unique IDs

If the application does not find any near matches during the assign ID stage, then the status for the batch is **IDs Assigned** and the **Next Action** column displays **Download Unique ID**.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
06/10/2016 15:05	File	1445	227901	AAA	SIS	Data Validation Complete. Ready to Assign Unique IDs	2 of 3	ASSIGN UNIQUE ID
06/10/2016 13:25	Online	1439	227901	AAA	Default	ID(s) Assigned.	1 of 1	DOWNLOAD UNIQUE ID
06/09/2016 15:07	Edit	1426	227901	AAA	SIS	ID(s) Assigned.	1 of 1	DOWNLOAD UNIQUE ID
06/09/2016 14:45	File	1425	227901	AAA	SIS	ID(s) Assigned.	2 of 2	DOWNLOAD UNIQUE ID

Assigning UIDs - Resolving Near Matches

Resolving Near Matches

All near match records must be resolved before continuing to the next step in the ID assignment process. Near match records can be resolved by assigning an ID, creating a new ID, or by canceling the record(s). One batch may have one or many submission records in a near match status and one submission record may have one or many pending near matches.

When resolving pending near matches, you must decide whether or not the submission record is the same or different than the pending near matches. The submission record either matches one of the potential matches or does not match any of them. This is a critical step in the process. See “Special Note about Near Matches.” If the submission record matches a pending near match, the assign ID button is used to indicate a match. If the submission record does not match any of the pending near matches, a new ID should be created by clicking the Create New ID button.

Special Note about Near Matches:

The process of making a near match decision is **critical** to the unique identification of staff and students. When making a decision, it is important to review the information in detail to ensure the correct decision is made. The following issues can arise from poor near match decisions:

Assigning UIDs - Resolving Near Matches cont.

Selecting Assign Selected

Matching a submission record (i.e. selecting **Assign Selected**) to the wrong master record creates a shared identifier. That is, if the submission record is actually a different person than the one being compared and assigned, the submission record is linked to the wrong master record. This results in two different persons sharing the same unique identifier. If you select **Assign Selected** in error, please alert your System Administrator so he or she can review and resolve the identifier issue.

Selecting Create New

LEAs should **rarely** select the option to create a new unique ID. Only if the person has never been a student or staff member in a Texas LEA or charter school would this be necessary. Most of the new IDs created are done so by mistake when you really should work a near match. Creating new IDs by mistake results in serious downstream problems, and these have to be resolved and retired one-by-one.

Assigning UIDs - Resolving Near Matches cont.

The following chart should be used to determine the appropriate action you should take in Near Match situations:

Results of a Unique-ID Add Person for an enrolling student								Associated action to take for an enrolling student in Unique ID:				Comment
SSN/S# Match	Last Name Match	First Name Match	DOB Match	Middle Name Match	Generation Match	Gender Match	Ethnicity /Race Match	Assign Selected	Update Master See Note 1	Create New	Contact Unique-ID Champion	
N	N	N	N	-	-	-	-	-	-	-	N	No match, system will create a new UID record
N	Y	Y	Y	-	-	-	-	N	N	N	Y	Do not assign selected/Update Master unless parent wants to change ssn to S# or visa-versa. Previous district must be notified so PID error can be avoided.
N	Y	Y	N	-	-	-	-	N	N	N	Y	Do not assign selected/Update Master without notifying previous district of major demographic change so PID error can be avoided.
N	Y	N	Y	-	-	-	-	N	N	N	Y	Do not assign selected/Update Master without notifying previous district of major demographic change so PID error can be avoided.
N	N	Y	Y	-	-	-	-	N	N	N	Y	Do not assign selected/Update Master without notifying previous district of major demographic change so PID error can be avoided.
Y	Y	Y	Y	-	-	-	-	-	-	-	-	100% Match. System will assign selected.
Y	N	N	N	-	-	-	-	N	N	N	Y	Do not create a duplicate SSN record
Y	Y	Y	N	-	-	-	-	Y	Y	N	N	
Y	Y	N	Y	-	-	-	-	Y	Y	N	N	
Y	N	Y	Y	-	-	-	-	Y	Y	N	N	
Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	
Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	
Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	
Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	N	

The previous district should be notified of the demographic change whenever the Master record is updated.

Assigning UIDs - Resolving Near Matches cont.

When resolving pending near matches, clicking **Assign ID**, **Create New ID**, or **Cancel Record** resolves the pending near match for that submission record. That is, if one of these buttons is clicked, all other pending near matches for the submission record are considered resolved. For example, if you review a submission record that has three records that may be a match for the submitted record and clicks **Assign ID** for one of the three near matches, then the other two records are eliminated as possible near matches and the Unique ID for the selected ID is assigned. Additional details on these buttons are provided below.

Processing Near Matches

To resolve near matches, perform the following steps:

1. Click **Resolve Near Matches** on the Home page.

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
06/09/2016 10:30	File	1403	227901	AAA	SIS	Near Matches / Duplicates Found	8 of 10	RESOLVE NEAR MATCHES

2. Review the **Resolve Near Matches/Duplicates** page for information about the records. This page lists all of the near matches for the batch. In the example below, the submitted batch has eight records that resulted in a near match:

Assigning UIDs - Resolving Near Matches cont.

Near Match - Batch 1403



FILTER

LAST NAME

FILTER RESULTS

Select All On Page

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT	SCHOOL	RES DISTRICT	LOCAL ID	NEXT ACTION
<input type="checkbox"/>	Pupil	John	Michael			01/01/2005	MALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Student	Amy	Ann			01/01/2002	FEMALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Student	Annie	Megan			01/01/2003	FEMALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Teacher	Mary	Louise			01/01/2005	FEMALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Test	Lonnie	Lawrence			01/01/2007	MALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Tested	Mark	Matthew			01/01/2008	MALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Trainee	Janette	Emily			01/01/2008	FEMALE	227901	227901009		101010	REVIEW AND SELECT
<input type="checkbox"/>	Trainer	Fred	J.			01/01/2004	MALE	227901	227901009		101010	REVIEW AND SELECT

Displaying 1 - 8 of 8

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

CANCEL ALL NEAR MATCH RECORDS FOR THIS BATCH

CANCEL ALL CHECKED RECORDS

3. Click **Review and Select** or the hyperlinked name to view the **Resolve Near Matches/Duplicates** details page.

UNIQUE ID mary.morgan, AZLE ISD

Resolve Near Matches / Duplicates - Batch 9235622 ?

Submission record

PERSON RECORD TO REVIEW AND SELECT

LAST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DI STRICT	SCHOOL	LOCAL ID
HOLT	COLE				MALE	220915	220915041	103773

NEAR MATCHES / DUPLICATES FOUND

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DI STRICT	SCHOOL	LOCAL ID	MATCH PROBABILITY
<input type="radio"/>	Holt		James				MALE	184902	184902041	211657	88 [NEAR MATCH]

Match score

Match Decisions

CANCEL RECORD SELECT ANOTHER RECORD CREATE NEW ID ASSIGN SELECTED

The top screen displays the submitted person and the bottom displays a list of matching persons.

UNIQUE ID mary.morgan, AZLE ISD

Resolve Near Matches / Duplicates - Batch 9235622 ?

PERSON RECORD TO REVIEW AND SELECT

LAST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DI STRICT	SCHOOL	LOCAL ID
HOLT	COLE				MALE	220915	220915041	103773

NEAR MATCHES / DUPLICATES FOUND

	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DI STRICT	SCHOOL	LOCAL ID	MATCH PROBABILITY
<input type="radio"/>	Holt		James				MALE	184902	184902041	211657	88 [NEAR MATCH]

Click hyperlink last name or first name to view the record details

CANCEL RECORD SELECT ANOTHER RECORD CREATE NEW ID ASSIGN SELECTED

Near Match Comparison - Holt

88

MATCH SCORE

COLE HOLT (SUBMISSION)
 GENDER: MALE DATE OF BIRTH: LOCAL ID: 103773 SSN:
 vs
 James Holt (MASTER)
 GENDER: MALE DATE OF BIRTH: LOCAL ID: 211657 SSN: €

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (UNIQUE ID)	ADD NOTE
FIRST NAME		Holt	
LAST NAME	HOLT		
MIDDLE NAME	COLE	James	
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH			
GENDER	MALE	MALE	
SSN			
ETHNICITY	Non-Hispanic/Latino	Non-Hispanic/Latino	
RACE/ETHNICITY	White	White	
RACE 2			
RACE 3			
RACE 4			
RACE 5			
DISTRICT	220915-AZLE ISD	184902-SPRINGTOWN ISD	
SCHOOL	220915041-AZLE J H SOUTH	184902041-SPRINGTOWN MIDDLE	
RES DISTRICT			
GRADE LEVEL	8	7	
SCHOOL YEAR	2017	2016	
SOURCE SYSTEM	SIS	SIS	
LOCAL ID	103773	211657	
UNIQUE ID			
ALTERNATE ID			
ALTERNATE SOURCE			
SERIAL #	43010725	35781517	
CREATED	08/11/2016	02/07/2013	
LAST UPDATED	08/11/2016	08/27/2015	
COMMENTS			
MATCH NOTES	matched with SQL		
UPDATE MASTER	<input checked="" type="radio"/> Yes <input type="radio"/> No		



RETURN TO LIST

CANCEL SUBMISSION

CREATE NEW ID

A SIGN SELECTED

Near Match Comparison - Holt

Compare the two records and review the fields where the information is different. TIP: All fields in which information differs between two records are highlighted.

Decide how the near match will be resolved:

1. If the person under review is the same as one of the matching persons, the user should select the radio button to the left of the matching person and then click

ASSIGN SELECTED

2. If the person under review is different from the matching persons, the user should click

CREATE NEW ID

3. If the user wished to cancel the record under review, the user should click the

CANCEL SUBMISSION

4. Users can also navigate back to the list of Near Matches by clicking

RETURN TO LIST

Annabelle J. Trainee (SUBMISSION)
 GENDER: FEMALE DATE OF BIRTH: 01/01/2004 LOCAL ID: 202020 SSN: 999-11-3332
 vs
 Annabelle J. Trainee (1362197327)
 GENDER: FEMALE DATE OF BIRTH: 01/01/2004 LOCAL ID: 202020 SSN: 999-11-3332

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (UNIQUE ID: 1362197327)	ADD NOTE
FIRST NAME	Annabelle	Annabelle	
LAST NAME	Trainee	Trainee	
MIDDLE NAME	J.	J.	
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH	01/01/2004	01/01/2004	
GENDER	FEMALE	FEMALE	
SSN	999-11-0022	999-11-0023	
ETHNICITY	NON-HISPANIC/LATINO	NON-HISPANIC/LATINO	
RACE/ETHNICITY	Native Hawaiian/Other Pacific Islander	Native Hawaiian/Other Pacific Islander	
RACE 2			
RACE 3			
RACE 4			
RACE 5			
DISTRICT	227901-AUSTIN ISD	227901-AUSTIN ISD	
SCHOOL	227901009-ANDERSON H S	227901009-ANDERSON H S	
RES DISTRICT			
GRADE LEVEL	7	7	
SCHOOL YEAR	2014	2014	
SOURCE SYSTEM	SIS	SIS	
LOCAL ID	202020	202020	
UNIQUE ID		1362197327	
ALTERNATE ID			
ALTERNATE SOURCE			
SERIAL #	476641	476640	
CREATED	06/09/2016	06/09/2016	
LAST UPDATED	06/09/2016	06/09/2016	
COMMENTS	1362197327		
MATCH NOTES	SSN No Match		
UPDATE MASTER	<input checked="" type="radio"/> Yes <input type="radio"/> No		

RETURN TO LIST

CANCEL SUBMISSION

CREATE NEW ID

ASSIGN SELECTED

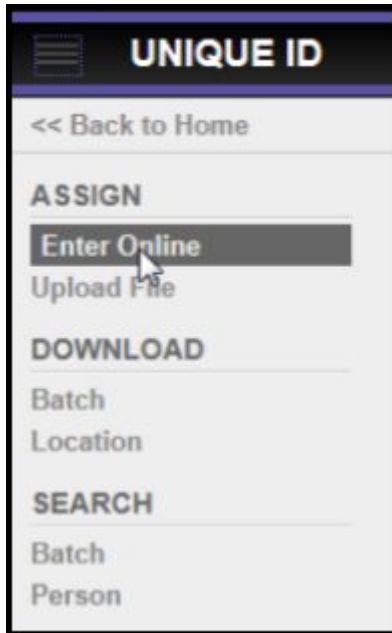
Assigning UIDs - Resolving Near Matches cont.

In the previous example, since the only data element that is different is the SSN, then the persons are most likely the same. If you determine that these are the same people then:

IF:	THEN:
The SSN on the existing Master Record is correct.	<ol style="list-style-type: none">1. Select No for Update Master.2. Select Assign Selected.3. Download the record to update the information in the SIS.
The SSN on the existing Master Record is incorrect.	<ol style="list-style-type: none">1. Select Yes for Update Master.2. Select Assign Selected.

dd

Manually Enter a Student or Staff Person



Enter the student online by completing all fields with an asterisk (*). Click assign unique ID when finished.

The screenshot shows the "UNIQUE ID HOME" web interface. The page is titled "Enter Online - Data Entry" and is divided into two main sections: "GENERAL INFORMATION" and "LOCATION / ENROLLMENT INFORMATION".

GENERAL INFORMATION

FIRST NAME *	ALLEN
MIDDLE NAME	JAMES
LAST NAME *	KENTUCK
ALT LAST NAME	
SUFFIX	
GENDER *	MALE
DATE OF BIRTH *	07 / 13 / 1988
ETHNICITY INDICATOR *	Non-Hispanic/Latino
ETHNICITY/RACE *	Black or African American
RACE 2 CODE	
RACE 3 CODE	
RACE 4 CODE	
RACE 5 CODE	
SSN *	11 - 12 - 1111
SUBMISSION PURPOSE	

LOCATION / ENROLLMENT INFORMATION

PERSON TYPE	Student
GRADE LEVEL *	5
CAMPUS *	061907041
LEA *	061907
RES DISTRICT	
SCHOOL YEAR *	2018
LOCAL ID *	1111
SOURCE SYSTEM *	Default
ALTERNATE ID	
ALTERNATE SOURCE	

At the bottom of the form, there is a legend: (*) Required. Two buttons are visible: "CLEAR" and "ASSIGN UNIQUE ID".

Unique ID Technical Resources

Technical Specifications:

[TEDS Section 9](#)

[Web Services](#)

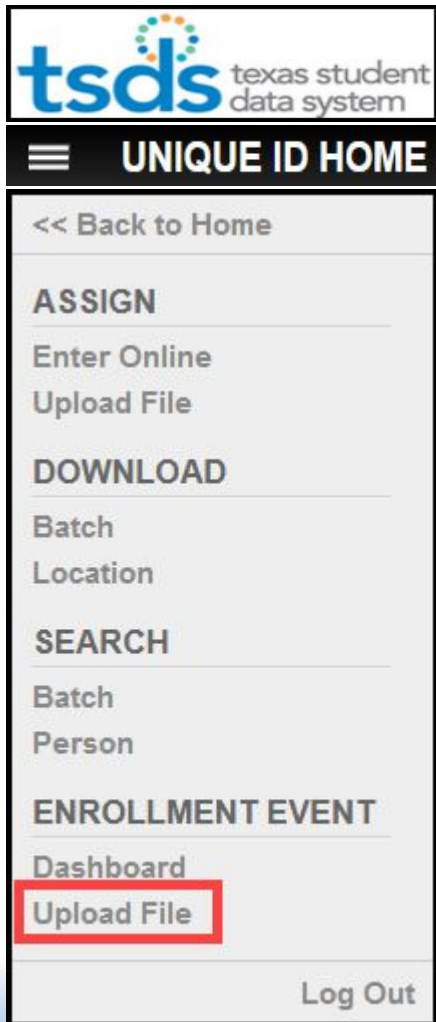
Knowledge Base Articles:

[TSDSKB-311](#) *Unique ID: Change/Update ID Record – EDIT PERSON not available*


[TSDSKB-531](#) Data Loading Guidance for Batch Format 3.0

[TSDSKB-538](#) Enrollment Events – FAQ

ET - Upload a student file



An ET file is inclusive of all students due to TEA by 9/13/2024.

- Extract and save the ET file from your SIS to a folder
- Log into your TEAL account
- Select Texas Student Data System (TSDS)
- Click on Manage Unique ID
- From the Unique ID Home menu, click on the  area
- Under the Enrollment Event area select Upload File

ET Upload - Batch the file

After selecting upload file, a pop-up box will appear for you to browse and choose your ETEVENT file. It's the green highlighted file below. Process file.

The screenshot shows the 'UNIQUE ID HOME' web application interface. The page title is 'Enrollment Event- Upload File'. The user is logged in as 'deanna.harris, REG XI EDUCATION SERVICE CENTER'. The page contains a breadcrumb 'ENROLLMENT EVENT' and a 'File to Upload *:' section with a 'Choose File' button and a 'BROWSE' button. A 'PROCESS FILE' button is located at the bottom right. Annotations include: a box pointing to the page title with the text 'Double check your location'; a box pointing to the 'BROWSE' button with the text 'Select process file after you have chosen the file'; and a box around the 'PROCESS FILE' button.

The screenshot shows a Windows File Explorer window titled 'File Upload' with the path 'This PC > Desktop > UID'. The file list is as follows:

Name	Status	Date modified	Type	Size
123456_000_ETEVENT_202308141144	🔒	8/14/2023 11:45 AM	Microsoft Excel C...	1,948 KB
123456_000_STAFF_202308101127	🔒	8/10/2023 11:27 AM	Microsoft Excel C...	34 KB
123456_000_STUDENT_202308101007	🔒	8/10/2023 10:07 AM	Microsoft Excel C...	158 KB

ET - Batch Processing

After the file completes processing the status will show Event Creation

The screenshot shows the 'UNIQUE ID HOME' dashboard for 'Enrollment Events - Dashboard'. The user is logged in as 'jean.caponi, AUBREY ISO'. The dashboard includes a filter section with the following values: LEA: AUBREY ISO [061907], CAMPUS: (empty), BATCH NUMBER: (empty), SUBMISSION TYPE: ALL, PROCESSING STAGE: All, FROM: 06/25/2018, TO: 08/09/2018, and SORT: Upload Date Desc. A 'FILTER RESULTS' button is present. Below the filter is a table with the following data:

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LOCATION	BUILDING	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/07/2018 08:52	Online	1274	061907	AAA	Default	Event Creation Complete	1 of 1	DOWNLOAD EVENTS

At the bottom of the table, it says 'Displaying 1 - 1 of 1' and 'PAGE 1 OF 1'.

The file is complete and can now be download to your computer. Batches will remain on the dashboard. The file **will not** be import into the SIS.

ET Batch File - Possible Issue



If you see a yellow gear out to the right side of your file, there may be a problem with the file. Click on the download button and save to your computer. Open the file and scroll all the way to the right to view potential issues.

In the above file, there are no records contained in the file.

Batch File - Comments on Processed File

Event Added - Master Record Not Updated

- Beginning of year enrollment or withdraw record for student at the same campus

Event Updated - Master Record Not Updated

- Enrollment or withdraw record with a verified flag added

Event Added - Master Record Updated and History Created

- Enrollment record at new LEA, Campus, or with new Local ID
- Master record updates - Only local id, grade, campus, LEA

Duplicate Event - Mast Record Not Updated

- Enrollment or withdraw record currently in UID
- If a file is loaded with cumulative records (from beginning of year). you will receive this message on every record

Batch File - Comments on Cancelled Files

Prior Enrollment Must Exist for Withdrawal Events

- Cannot load withdrawal record if there's not a prior enrollment at the same LEA

Duplicate Event

- This record is canceled because it was a duplicate record within the batch file
- If a file loaded with a cumulative record (from beginning of year). you will receive this message on every record

Event Not Uploaded - Invalid Logical Delete

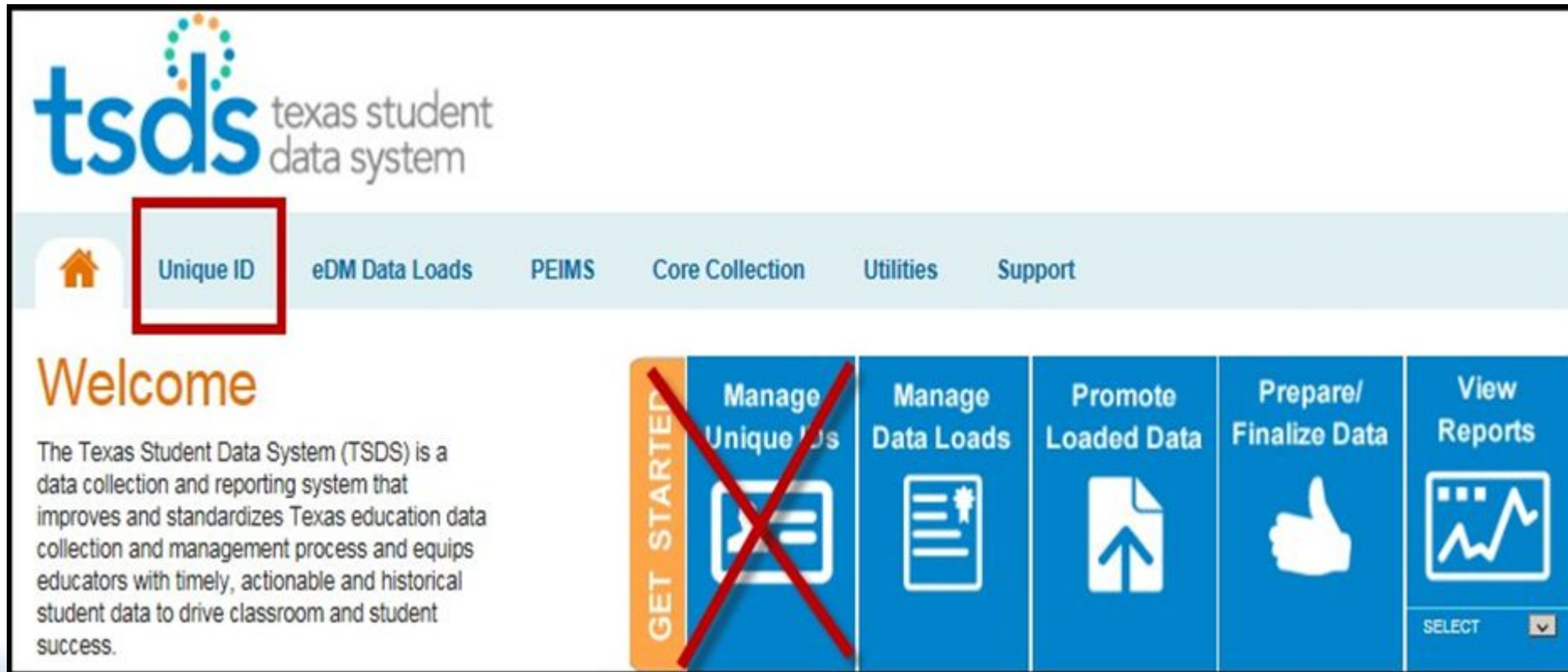
- Attempting to delete an event never added

Cancelled During Data Validation

- State ID (UID) invalid, school year invalid
- Lookup code (example: gender) invalid
- Submission type invalid

Unique ID Enrollment Tracking Reports

Reports are viewable by logging into TSDS and selecting Unique ID from the light blue ribbon.



Unique ID Reports

Select the View ET Reports tab from the welcome page. Review each report for accuracy.

Welcome to Unique ID

TSDS Unique ID provides enhanced matching logic to help users reconcile individuals with closely matching demographics. Its user-friendly interface allows authorized users to assign IDs and update student and staff demographics quickly and efficiently. Unique ID also makes it possible to expand TSDS and provide future functionality, like data transfers.

Each student and staff member is assigned a single unique identifier for his or her entire career within the Texas educational system, and these identifiers are required to load data to TSDS.

Get Started with Unique ID

Manage Unique IDs | **View ET Reports**

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

View Reports

View Reports

[Enrollment Reports Help](#)

Help	Report # ↑	Report Name ↓	XLS		PDF		CSV	
			Status	Run	Status	Run	Status	Run
	UID0-000-001	Presumed Duplicate Student Report For Enrollment				🔄		
	UID0-000-002	Students Showing Withdrawn				🔄		🔄
	UID0-000-003	Students Not Showing Withdrawn				🔄		
	UID0-000-004	Enrollment Status of Prior School Year Students				🔄		🔄
	UID0-000-005	Student Enrollment Roster Report				🔄		

A Unique ID Enrollment Report Guide is available by clicking report help.

ET Reports - Report Description

UID0-000-001 Presumed Duplicate Student Report for Enrollment: The Presumed Duplicate Student Report provides a listing of presumed duplicate student events. An event is an individual student's enrollment to or withdrawal from a Campus ID of Enrollment coupled with the date the enrollment or withdrawal event took place.

UID0-000-002 Student Showing Withdrawn: This is a school-year based, point-in-time report that displays a list of all students who are enrolled at the reporting LEA/campus during the school year and who have an enrollment recorded at another LEA/campus with an enrollment date equal or later than the enrollment at the reporting LEA/campus. A student must be either a potential mover or a potential leaver to be included in this report.

UID0-000-003 Student Not Showing Withdrawn: This is a school-year based, point-in-time report that displays a list of students who are shown as not withdrawn and are considered potential movers or potential continuing students for the school year. A student must be either a potential mover or a potential continuing student to be included in this report.

UID0-000-004 Enrollment Status of Prior School Year Students: This is a school-year based, point-in-time report that displays current school year information for students identified as potential leavers or continuing students during the prior school year. The report assists LEAs with determining if a student in grades 7-12 should be reported as a potential leaver in the Fall PEIMS Submission.

UID0-000-005 Student Enrollment Roster Report: This report provides a detailed listing of all events for each student who has enrolled in the reporting LEA/campus during a given school year. To be included in this report, a student must have been enrolled at the reporting LEA at some point during the school year. Because the report lists all enrollment and all withdrawal events, as a school year progresses, the LEA report has the potential to become extremely long for large LEAs; for these LEAs, the report should be generated at the campus level.

Reminders

There were several occurrences this past school year where the year value of the Date of Birth on the Master Record was the same as the current calendar year. This may result in an incorrect September 1 age and requires TEA to reach out to the LEA to verify and correct. Best practice would be to search your database for DOB and sort by earliest year to catch potential issues.

Utilize the TSDS Fall PEIMS report PDM1-600-002 Statement of Unique ID Student Discrepancies to identify any demographic data that does not match your PEIMS data.

First Enrollment Tracking file is due September 13, 2024. This is a cumulative report of all students enrolled.

- One file should be sent weekly containing only the changes that occur. Your software should generate the file correctly for you.

Reminders continued

Data Validations

Validation indicator #6 identifies LEAs that did not complete at least one UID Enrollment Tracking submission between the first day of school through September 13, 2024.

An LEA that did not complete at least one UID Enrollment Tracking submission during 2024-25 school year will be identified with a Leaver Records Data Validation Indicator #7.

[2024 Leaver Validation Manual Link](#)

TSDS Incident Management System (TIMS)

1. Log into TSDS
2. Click on Support

Deanna Harris (0) deanna.harris@esc11.net Support Help Exit

REG XI EDUCATION (220950) GO



Home Unique ID DMC PEIMS Core Collection **Support**

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

GET STARTED

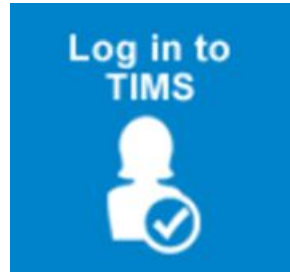
- Manage Unique IDs
- Manage IODS
- Promote Loaded Data
- Prepare/ Finalize Data
- View Reports

SELECT ▾

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

Create a (TIMS) Ticket

3. Click Log into TIMS



4. Select Create

5. Complete the following. Any field with an asterisk (*) is a required field.



dd

Create a (TIMS) Ticket

Create Issue Configure Fields

Issue Type* Problem

Auto-fill my name, telephone and email

Submitter Name*
The name of the person submitting the issue (or the primary contact if submitting on someone else's behalf).

Submitter Org* AUBREY ISD (061907)
The organization of the submitter, or the org that the issue pertains to, if submitting on another's behalf. This is used to set issue security when creating an issue directly in TIMS.

Campus Name
Submitter's campus name, or campus name of issue, if applicable

Campus CDN
Submitter's campus number, or campus number of issue, if applicable

Submitter Phone*
Phone number for the person submitting the issue (or the primary contact if submitting on behalf of another).


dd

Create a (TIMS) Ticket

Phone number for the person submitting the issue (or the primary contact if submitting on behalf of another).

Submitter Email*

Email address of the person submitting the issue (or the primary contact if submitting on behalf of another).

Submission Date 








Date and time the issue was submitted. - Use the dd/MMM/yy h:mm a date format

Subsystem*

The component the issue relates to; please provide a subcategory if applicable.

Summary*



Description*


Style **B** *I* U A A       

Duplicate UID for Allen James Jackson

Please retire UID 9997776543 (created by our district in error) and keep/merge history info with UID1112223456


Attachments added









Priority* 

Create a (TIMS) Ticket - Add Attachments



NOTE: When choosing the CRITICAL priority level, you are obligating yourself and your district or ESC staff to working around the clock if necessary to resolve this issue.

Attachment 

Environment

Style ▾ **B** *I* U **A** ▾  ▾       

When retiring a duplicate UID, a screenshot of both UIDS from TSDS must be included. If you are retiring another district's UID, permission to retire their UID needs to be included.

Visual Text  

For example operating system, software platform and/or hardware specifications (include as appropriate for the issue).

Create a (TIMS) Ticket - Escalate ticket

- Make sure that you selection the escalation level 2
- Add ESC 11 to the escalation organization area
- Click Create

Escalation Escalate to Level 2
Choose this option to immediately escalate the ticket upon creation. By choosing this option you are agreeing to the terms below

I am escalating this incident to Level 2. I understand that the ESC, certified vendor, and/or TEA personnel may need to access student or staff data to resolve this incident.

By escalating this incident, I am giving support staff at the ESC/vendor/TEA permission to access this data. This access is for the exclusive purpose of resolving this incident and will cease when the incident is closed. The scope of the access will be limited to only those data that are necessary to resolve the incident.

Escalation Organization
The organization to whom this issue will be escalated, if necessary.

Note: The two fields below do not need to be entered, they will be filled in automatically.

LEA Name
LEA Name, populated automatically based on Submitter Org or TEAL data, as applicable.

LEA CDN
LEA County-District Number, populated automatically based on Submitter Org or TEAL data, as applicable.

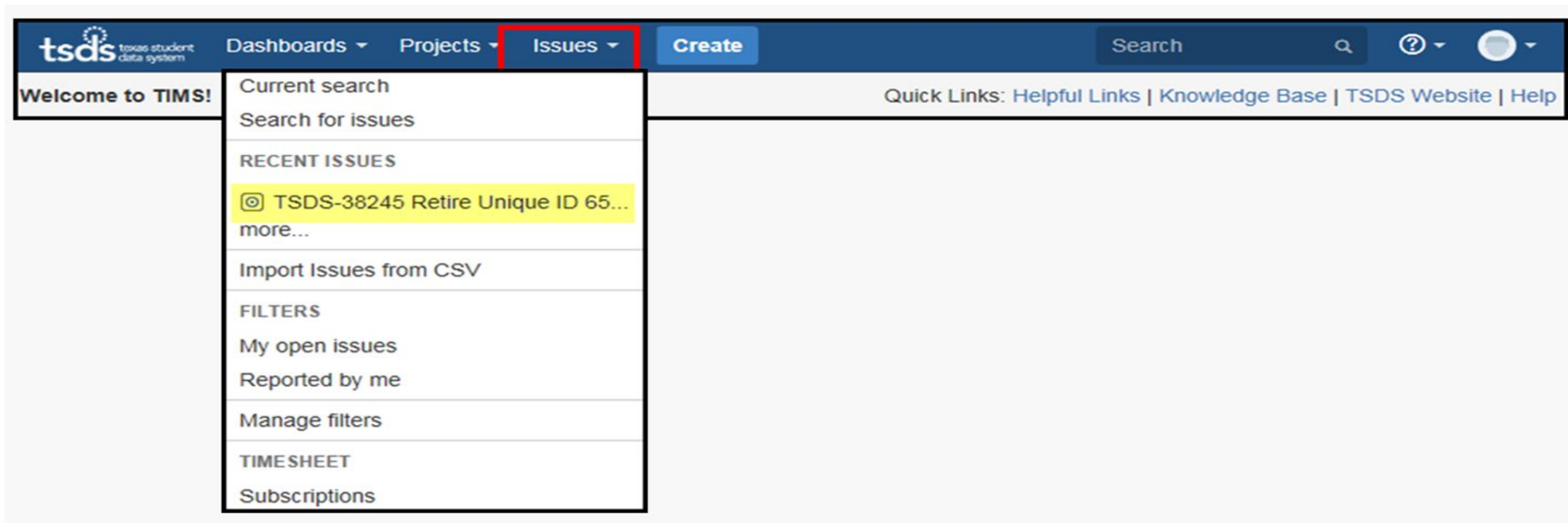
Vendor Name

Create another

Create a (TIMS) Ticket - Resolve Ticket

To View:

1. Click on Issues
2. Click on your ticket (here you can view and add more comments if needed)



Create a (TIMS) Ticket - View or Resolve

To Resolve:

1. Click on Issues
2. Click on your ticket
3. Click on Resolve Issue

The screenshot displays the TSDS Support interface. At the top, there is a navigation bar with 'tsds texas student data system' on the left, 'Dashboards', 'Projects', 'Issues', and 'Create' in the center, and a search bar on the right. Below the navigation bar, a 'Welcome to TIMS!' banner is visible. The main content area shows a ticket titled 'Child Find Absences During Extension Period' with the ID 'TSDS Support / TSDS-62890'. A red box highlights the 'Resolve Issue' button in the action bar. The ticket details are as follows:

Type:	Question	Status:	LEVEL 2 FOLLOWUP (View Workflow)
Priority:	Medium	Resolution:	Unresolved
Component/s:	None	Security Level:	Default
Labels:	None		
Submitter Name:			
Submitter Phone:			
Submitter Email:			

On the right side, the 'People' section shows the assignee as Mary Morgan, the reporter as 's', and the L1 Security Group as 'L1 Security Group'. There is also a 'Watchers' section with '0 Start watching this issue'.



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