

[TSDSKB-531] [Unique ID: Data loading guidance for batch format 3.0](#) Created: 19/Jan/18 Updated: 20/Feb/18

Status:	Posted
Project:	TSDS Knowledge Base
Component/s:	None
Affects Version/s:	None
Fix Version/s:	None
Security Level:	Public

Type:	KB Article		
Reporter:	Kenya Kelly	Assignee:	Unassigned
Resolution:	Unresolved		
Labels:	UniqueID		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original Estimate:	Not Specified		

Subsystem:	Unique ID
KB Metadata:	Show

Description

BRIEF INTRODUCTION:

Data loading guidance for batch format 3.0

TASK / DESCRIPTION / DIAGNOSIS:

Data Loading Guidance

- For performance consideration, it is required that ID Assignment and Enrollment Events be sent in separate files.
- ID Assignment files must not contain Enroll/Withdraw Event Type and Enroll/Withdraw Event Date.
- Enrollment files must contain
 - State Uniq-ID
 - Enroll/Withdraw Event Type
 - Enroll/Withdraw Event Date
 - Person Type = "02" (student)
- To avoid redundant data load and to improve performance, TEA is requiring that the LEAs only load new and updated enrollment events each week. An LEA should not load cumulative enrollment files after the initial submission.

ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

Generated at Mon Mar 19 14:12:01 CDT 2018 by kendall coleman using JIRA 7.7.0#77001-sha1:3be31511dfd860a9aedae108fd5f079b4968c6a.

- Fields in File Format 3.0 marked as "YES" under required must be submitted whether it is an enrollment file or assignment file.
 - Enroll/Withdraw Date must be populated
 - Enroll/Withdraw Type must be populated
- Use "01" for Entry
Use "02" for Withdraw

Batch File Format – Enrollment Event



Enrollment Event - Withdraw Example

Batch File: 701603_000_**ETEVENT**_201803051225

```

TH 05/25/2017 14:00:00 Weekfile4 3.0 delimiter=0X2C source=SIS qualifier=0X22
"ID","043905005","Norris","Chuck","M","10/01/2002","09","043001","S810101
00","B","5468112175","043905","2017","002","02","03/05/2018","02"

```

TT Weekfile4 3



New Enrollment Fields

- Enroll/Withdraw Verified Flag (Optional) can be updated manually or through a batch file. Please be sure to update the local SIS if this flag is updated manually.
- Use "1" for Verified - Used to verify a date
Use "3" for Calendar - Used to verify the date in the school calendar
Use "4" for Deleted

Batch File Format – Enrollment Event



Enrollment Event - Entry Example/Verified Flag

Batch File: 701603_000_**ETEVENT**_201803051225

```

TH 05/25/2017 14:00:00 Weekfile4 3.0 delimiter=0X2C source=SIS qualifier=0X22
"ID","043905005","Norris","Chuck","M","10/01/2002","09","043001","S810101
00","B","5468112175","043905","2017","002","02","03/05/2018","01","3"

```

TT Weekfile4 3



New Enrollment Fields

Generated at Mon Mar 19 14:11:29 CDT 2018 by kendall coleman using JIRA 7.7.0#77001-sha1:3be31511dfd860a9aedae108fbd5f079b4968c6a.

[TSDSKB-537] [Unique ID: PET/Unique ID Enrollment Tracking Report Cross Reference](#) Created: 12/Feb/18 Updated: 16/Feb/18

Status:	Posted
Project:	TSDS Knowledge Base
Component/s:	None
Affects Version/s:	None
Fix Version/s:	None
Security Level:	Public

Type:	KB Article		
Reporter:	Connor Briggs	Assignee:	Unassigned
Resolution:	Unresolved		
Labels:	UniqueID		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original Estimate:	Not Specified		

Subsystem:	Unique ID
KB Metadata:	Show

Description

BRIEF INTRODUCTION:

This knowledge base article provides a cross reference for reports from PET to the new Unique ID Enrollment Tracking.

TASK / DESCRIPTION / DIAGNOSIS:

PET	UNIQUE ID ENROLLMENT TRACKING	COMMENTS
PET1D001: <i>PET Extract File Error Report</i>	N/A	Unique ID provides validation type errors in the online application during file load and in the Download file.
PET1D002: <i>PET XSD Validation Error Report</i>	N/A	Unique ID provides validation type errors in the online application during file load and in the Download file.
PET2D001: <i>PET PID Statement of Discrepancies</i>	N/A	Demographic issues are resolved using the ID Assignment process.
PET3D001: <i>PET Presumed Duplicate Student Report for Enrollment</i>	UID0-000-001: <i>TSDS UID Presumed Duplicate Student Report for Enrollment</i>	N/A
PET5D001: <i>PET Potential Movers Showing Withdrawn</i>	UID0-000-002: <i>TSDS UID Students Showing Withdrawn - Potential Movers</i>	Parameter selection
PET6D001: <i>PET Potential Leavers Showing Withdrawn</i>	UID0-000-002: <i>TSDS UID Students Showing Withdrawn - Potential Leavers</i>	Parameter selection
PET5D002: <i>PET Potential Movers Not Showing Withdrawn</i>	UID0-000-003: <i>TSDS UID Students Not Showing Withdrawn - Potential Movers</i>	Parameter selection
PET6D002: <i>PET Potential Continuing Students Not Showing Withdrawn</i>	UID0-000-003: <i>TSDS UID Students Not Showing Withdrawn - Continuing Students</i>	Parameter selection
PET7D001: <i>Fall Enrollment Status of Prior School Year PET Potential Leavers</i>	UID0-000-004: <i>TSDS UID Fall Enrollment Status of Prior School Year - Potential Leavers</i>	Parameter selection
PET7D002: <i>Fall Enrollment Status of Prior School Year PET Potential Continuing Students</i>	UID0-000-004: <i>TSDS UID Fall Enrollment Status of Prior School Year - Continuing Students</i>	Parameter selection
PET8D001: <i>PET Student Roster Report</i>	UID0-000-005: <i>TSDS UID Student Enrollment Roster Report</i>	N/A
PET8D002: <i>PET Submission Summary Report</i>	N/A	N/A
PET4D001: <i>Missing PET Submission Report</i>	UID0-000-006: <i>TSDS UID Missing Enrollment Event Submission Report</i>	N/A

ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

[TSDSKB-538] Unique ID: Enrollment Events - FAQ Created: 14/Feb/18 Updated: 02/Mar/18			
Status:	Posted		
Project:	TSDS Knowledge Base		
Component/s:	None		
Affects Version/s:	None		
Fix Version/s:	None		
Security Level:	Public		
Type:	KB Article		
Reporter:	Kenya Kelly	Assignee:	Unassigned
Resolution:	Unresolved		
Labels:	UniqueID		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original Estimate:	Not Specified		
Subsystem:	Unique ID		
KB Metadata:	Show		

Description

BRIEF INTRODUCTION:

The following article is Frequently Asked Questions regarding Unique-ID Enrollment Events functionality.

TASK / DESCRIPTION / DIAGNOSIS:

Q. How does Unique ID handle the Master Record ownership when processing a new enrollment of a student transferring from another LEA?

A. If the enrollment event date of the second LEA is less than (before) the current enrollment event date of the previous LEA, the Master Record ownership stays with the previous LEA. The enrollment event will be posted.

If the enrollment event date of the second LEA is equal to (the same) the current enrollment event date of the previous LEA, the Master Record ownership stays with the previous LEA. The enrollment event will be posted.

If the enrollment event date of the second LEA is greater than (more current) the current enrollment event date of the previous LEA, the Master Record ownership is switched to the newest LEA of enrollment. The enrollment event will be posted.

Note: a withdrawal event will never cause the Master Record ownership to switch.

Q. How does Unique ID processing a new withdrawal event?

A. If the withdrawal event date is less than (before) the current enrollment event date, the event will be Cancelled.

If the withdrawal event date is equal to (the same) the current enrollment event date, the event will be posted.

If the withdrawal event date is greater than (more current) the current enrollment event date, the event will be posted.

If a withdrawal event is entered for a student that does not have an enrollment event at the same LEA/campus, the event will be Cancelled.

Q. What happens if a student changes grade levels enrolled in the same school?

A. In this scenario enter a withdrawal event for the old grade with the appropriate effective date, then enter an enrollment event using the new grade level. You cannot have both an enrollment data and a withdrawal date coded on the same record.

Q. Can you update the Campus, Local ID or Grade level of a student via an EVENT file upload record?

A. Yes, an EVENT record submitted for a student with a Campus, Local ID or Grade level that is different will cause an update to the Master record to reflect the change. It will also post a new enrollment/withdrawal event for that student, resulting in two events with the same type and date, so the previous event would need to be deleted.

Q. What happens is an enrollment or withdrawal event is entered for a campus that has been made obsolete?

A. The event will be Cancelled - school code is not valid for the specified district.

Q. What happens if an enrollment or withdrawal event is entered using the wrong Student Uniq-ID, one belonging to a different person?

A. The event will be posted to the other person's record. Additionally, if the enrollment event date is greater than the enrollment date of the other person, the Master record ownership will switch.

Q. What happens if I accidentally submit an EVENT file that contains events that have already been previously submitted and processed?

A. The event will be ignored with a Duplicate Event warning message.

Q. Since there is no longer a discrepancy report, how can we resolve demographic differences between the data in our SIS and that in the Unique-ID record?

A. If you follow the guidance TEA provided to upload in an ID Assignment file all new student's enrolling in your district (including returning students), you can avoid out of synch demographic data. When an ID assignment record is uploaded and there is a difference between the data, a match condition occurs. When you process that match condition, the data you uploaded will update the Unique-ID record data thereby syncing the data between the systems.

ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

[TSDSKB-539] Unique ID: Enrollment Tracking - Charter Schools Created: 20/Feb/18 Updated: 09/Mar/18			
Status:	Posted		
Project:	TSDS Knowledge Base		
Component/s:	None		
Affects Version/s:	None		
Fix Version/s:	None		
Security Level:	Public		
Type:	KB Article		
Reporter:	Payal Shroff	Assignee:	Unassigned
Resolution:	Unresolved		
Labels:	None		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original Estimate:	Not Specified		
Subsystem:	Unique ID		
KB Metadata:	Show		

Description

BRIEF INTRODUCTION:

The Email functionality in Unique ID assists with enrollment event resolution. This article will provide instructions for the Charter Schools.

TASK / DESCRIPTION / DIAGNOSIS:

Charter Schools are required to submit a TIMS ticket for setting up an E-Mail in AskTED.

- Charter Schools must set up a New Email Inbox that is not associated with a specific person.
 - Example: Learning_ISD_Enrollment@learningisd.org
- Individual Inboxes may be set up for each campus ([Optional](#))
 - Example: Learning_Elementary_Enrollment@learningisd.org

Once the Charter School set up the Mailbox with the above guidelines, Create a TIMS ticket to set up the Enrollment Tracking Email in AskTED. The ticket template should look like this.

Summary: Set Up E-Mail for Enrollment Tracking for Learning ISD

Sub-System: TEAL

Description: Provide the following information.

District Level - Enrollment Tracking Email:

School Level ([Optional](#))

School Name:

Enrollment Tracking Email:

ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

TSDSKB-540

[TSDSKB-540] Unique ID: Email Setup for UID Enrollment Tracking Created: 20/Feb/18 Updated: 09/Mar/18			
Status:	Posted		
Project:	TSDS Knowledge Base		
Component/s:	None		
Affects Version/s:	None		
Fix Version/s:	None		
Security Level:	Public		
Type:	KB Article		
Reporter:	Kenya Kelly	Assignee:	Unassigned
Resolution:	Unresolved		
Labels:	None		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original Estimate:	Not Specified		
Attachments:	Email_Tracking.PNG UID_Tracking2.PNG UID_Tracking3.PNG UID_Tracking5.PNG UID_Tracking6.PNG		
Subsystem:	Unique ID		
KB Metadata:	Show		

Description

BRIEF INTRODUCTION:

The following article provides information regarding email setup for UID Enrollment Tracking.

TASK / DESCRIPTION / DIAGNOSIS:

- The Email Setup is a Two Part Process:
 1. The LEA Technology Staff will determine how the email address will be setup locally, determine who will be associated with the email, and set everything up locally.
 2. The District AskTED Administrator will go into AskTED and set up the Enrollment Tracking Email information using the newly created email tab.

Note: Charter schools will need to submit a TIMS ticket to get this set up in AskTED. Please see TSDSKB-539 for additional information.
- AskTED is where the Enrollment Tracking Email will be set up.

tsds New Email Setup in AskTED

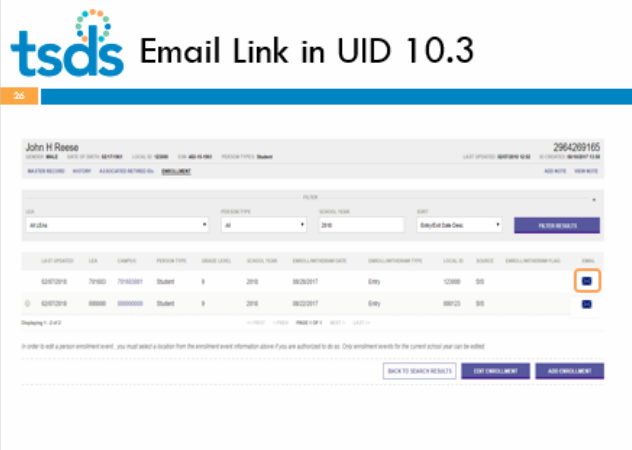
District Level Enrollment Tracking Email Address is required

All current active campuses will display, allowing for a campus specific Enrollment Tracking Email to be entered.

Alternately, the District Level Enrollment Tracking Email will be copied to all campuses.

School Number	School Name	School Enrollment Tracking Email
22760017	AUSTIN H S	enrollm017@askted.org
22760002	AUSTIN H S	enrollm002@askted.org
22760006	MEADOW H S	enrollm006@askted.org

- The email link is the envelope can be used for resolving enrollment discrepancies.



- The following is a sample email. The bolded data are populated from the UID Master and Enrollment event records. The old campus is included in the subject line enabling LEAs who use one LEA level email address to determine to which campus the email is directed.

tsds UID 10.3 Sample Email

From: **057905121_enrollment@dallasisd.org**
 Sent: Friday, April 21, 2017 1:50 PM
 To: **007901001_enrollment@texasisd.org**
 Subject: Notice of Enrollment for UID **9876543210**, **old campus 007901001**

This is a notification that the student identified below has been enrolled at campus **057905121** with an enrollment event date of **04/21/2017** and is still shown as being enrolled at your campus **007901001**. Please enter a Withdrawal event in the Unique-ID system for this student.

Student Unique ID Number: **9876543210**

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 **057905121_enrollment@dallasisd.org**

Thank You, <user.name>

Note: The sending LEA can edit the email text or add to the content of the email message but should keep in mind that these emails are not encrypted by TEA and should ensure that any added content is FERPA compliant.

ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

TSDSKB-539



Unique ID: Batch File Format 3.0 - ID Assignment

Details

Subsystem: Unique ID

KB Metadata: [Show](#)

Description

BRIEF INTRODUCTION:

The following article provides information on the Batch File Format 3.0.

TASK / DESCRIPTION / DIAGNOSIS:

Batch File Format - ID Assignment:

- Batch File Format 3.0 required
 - File Format 2.1 will no longer be valid after April 2, 2018
- Specific Batch File for ID Assignments
 - Fields in File Format 3.0 marked as “Yes” under Required must be submitted whether it is an enrollment file or assignment file.
 - Enrollment Field should be left blank.
 - Submission Purpose (**new field**) must be populated (Use “001” for ID assignment).
 - Person Type (**new field**) must be populated (Use “02” for Student and “03” for Staff)

Batch File Format – ID Assignment



ID Assignment – Student Example

Batch File: 701603_002_STUDENT_201708241015

```

TH 05/25/2017 14:00:00 Cumfile4 3.0 delimiter=0X2C source=SIS qualifier=0X22
"ID","043905005","","Lee","Bruce","","","M","10/01/2002","09","043001","S81010100"
,"B","","043905","2017",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,,,,,,,,,
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TT Cumfile4 3



Enrollment Fields Should be Left Blank

Batch File Format – ID Assignment



ID Assignment – Staff Example

Batch File: 701603_002_STAFF_201708241015

```

TH 05/25/2017 14:00:00 Cumfile4 3.0 delimiter=0X2C source=SIS qualifier=0X22
"ID","043905005","","Norris","Chuck","","","M","11/15/1962","09","043001","S810101
00","B","","043905","2017",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,0,,,,,,,,,
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,001,03,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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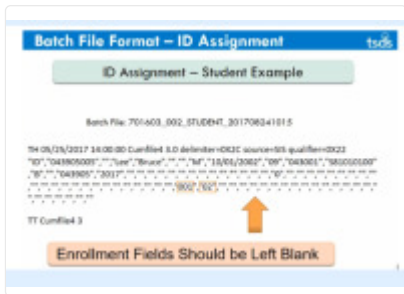
TT Cumfile4 3



Enrollment Fields Should be Left Blank

ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

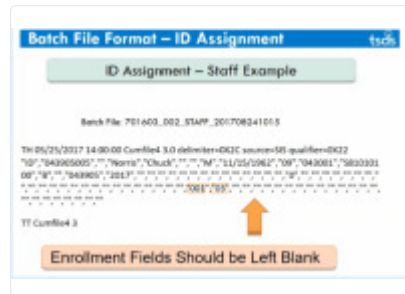
Attachments



ID_Assignment.PNG

20/Feb/18 9:40 AM

126 kB



Staff_File.PNG

20/Feb/18 9:40 AM

138 kB