

**UID 10.3 GAP Training Questions
February 20, 2017**

Weekly File Submission – Adds and Updates Only:

Q: If there are no changes to enrollments or withdrawals, must an LEA submit a PET file? Do they submit an “empty” file or do they not send a file that week? (Question #9)

A: If an LEA has new enrollment or withdrawal events since the last time the event file was successfully uploaded and processed, a file with the new events should be submitted that week. Additionally, if an LEA wants to update enrollment or withdrawal events a file with those updates should be submitted that week. Do not send in an ‘empty’ file. A blank or empty file will fail file validation.

Q: Can you send a file each week anyway? District staff are responsible for sending the enrollment tracking file each week and sometimes do not know if the student information has changed or been updated at a campus. (Questions #14, #16, #25, #27, #55a)

A: Please have the LEAs work with their SIS vendors to ensure the functionality of extracting enrollment events for a given date range. If there are no events for the date range, then do not submit a file that week. Each SIS vendor may have a different mechanism to indicate to the LEA if there were no new or updated events for the date range.

Q: Was it recommended to vendors that when there are no changes in enrollment and w/d events that no file be created at the SIS level or will it create a file and load as duplicate records in UID. (Question #51)

A: A good practice by the vendor will be to detect that no new events are available for the date range specified and notify the user there are no records to submit. If a blank or empty file is submitted, the file will fail file validation.

Q: If you do the last PET file on March 7th, how will the software know to include changes from March 8 and 9? (Question #53)

A: The SIS vendor will determine how they track changes from the last time the enrollment data was extracted from their system.

Q: What happens if enrollments/withdrawals get submitted for a week and the user sends another file the next week that includes some or all of those enrollment/withdrawal records again? (Question #31)

A: The already processed events will be flagged as duplicates and ignored.

Q: When an LEA does send a file with no data and it fails, will the user have to do something when they attempt to load another file the following week (like abort the file or delete the file that failed)? (Question #34)

A: No, each file submission is distinct and the following week’s file will have a different name.

Q: It has always been required that each LEA submit a PET file each week and that they submit a file by a certain point each year. What will the requirements be moving forward for LEAs now that they no longer have to submit each week if they don't have changes weekly?

(Questions #13, #15, #41, #45)

A: The Business Management Division has always and will continue to report to Performance Reporting those LEAs who do not submit their first enrollment tracking file within the three-week school start window and those who do not send at least one file during the entire school year. We do not report on those LEAs who do not submit a file every week. This information is reflected through Leaver Records Data Validation Indicators #6 and #7.

Q: Does that also mean that this will no longer be a PBM indicator? (Question #23)

A: The Leaver Records Data Validation Indicators #6 and #7 are not changing.

Q: Which report would we run to check and see if a district has not been reporting? (Question #32)

A: The UID0-000-006 – TSDS UID Missing Enrollment Event Submission Report.

Q: So will the districts no longer receive the notice if they haven't sent an enrollment file within the normal 2 wk window? (Question #91)

A: Correct. Going forward TEA will only do two checks: the one after the school start window and the one at the end of the year for LEAs that have submitted no ET files.

Q: While we are in Austin being trained they are going to be submitting for the first time in april....fun times. (Question #137)

A: It is fine for you to allow your LEAs to submit their first Enrollment Tracking file the week of April 9th.

Q: I know the 10.3 will be available on April 2nd...is there a deadline for when districts should send their 1st ET file? (Question #132)

A: During the week of 04/02 would be the time to submit any unprocessed enrollment events since the last PET file submission.

School Year Requirements:

Q: If there were no changes at the end of the year, what would be included in the file that is uploaded at the end of the year? (Questions #26, #28, #29, #30, #37, #38, #39)

A: TEA will update Section 9 and remove the requirement to upload one final enrollment tracking file after PEIMS submission 3 is in ESC-Accepted Status. This will no longer be a requirement.

Q: What will the end of the year date range be? (Question #24)

A: 8/1/xxxx – 7/31/xxxx

Q: What if a year-round school begins prior to August 1? (Question #46)

A: Open a TIMS ticket so we can work that LEA to ensure the correct school year is on the enrollment/withdrawal events. Please verify that you have a school that begins prior to August 1st.

Updating Existing Enrollment/Withdrawal Events:

Q: If there is only a change in withdrawal and not in enrollment will it include an enrollment date? What if there is a change in enrollment and withdrawal, what enroll/withdrawal type will there be? How will this enroll/withdrawal verified flag entered on the file? (Question #17)

A: Enrollment and withdrawal records are two separate records. If you are changing the withdrawal record, include the withdrawal date and the entry type code of 02. If there is a change in the enrollment record, include the enrollment date and the entry type code of 01. There is an element in the file format labeled 'Entry/Exit Verified' to indicate the record is being changed.

If an existing event is incorrect, use the enroll/withdraw verify flag = 04 (delete) to remove it and enter a new event with the correct information. The file layout is described in section 9.

Q: So, the delete flag is just a flag and the data is not deleted? (Question #20)

A: It is logically deleted just like in PET, a deleted event will NOT be considered when reporting events.

Q: Will the delete still show a line through the record in UID? (Question #22)

A: Yes

Q: What if there is a change in enrollment and withdrawal, what enroll/withdrawal type will there be? (Question #33)

A: The enrollment type is always 01 for an enrollment record and 02 for a withdrawal record. The enrollment type does not change when you are deleting a record. If an existing event is incorrect, submit the record in the file with the entry/exit verified flag = 04 (delete) to remove it and enter a new event with the correct information.

Q: Previously, the optional flags were stored in PET. Will they now need to come from SIS? (Question #18)

A: In PET, the user could enter the verify flags online. In UID, the verify flags can be entered online or sent in the enrollment event file.

Q: If you want to delete an enrollment, if there is no change, then it won't be part of the file. Then how can you enter a D for Delete in the file? (Question #35)

A: If you want to delete an enrollment event, submit the event (whether it is an enrollment event or a withdrawal event) with a verified flag = 04 (delete).

File Processing/Errors

Q: If you upload duplicate, will the process fail? (Question #50)

A: No, but it will create a processing error.

Q: Does uploading an event with a change in the optional flag constitute a different record or a duplicate. (Question #52)

A: Uploading an event with an indicator in the verified flag constitutes a different record not a duplicate.

Q: What if there is both an 01 and 02 event; an enroll date and a withdrawal date? (Questions #40, #71)

A: There will be two entries, one for enrollment (01 type and date) and one for withdrawal (02 type and date).

Q: Is there a list of validation errors that may be available for any canceled records? (Question #54)

A: Yes, the User Guide will be updated with a list of these error codes.

Q: Why will a file be rejected? (Question #57)

A: Usually because of syntax, e.g. missing info in header or trailer records or invalid number of fields in the ID records or no ID records to process.

Q: Are PET events that were once created by closed LEAs transfer over as well? (Question #55b)

A: Yes.

Q: Do the vendors know about the file name scheme? (Question #141)

A: Yes, it has been published in section 9 TEDS since July 2017

Q: any none vendors that may not be ready to extract files that we need to know of (Question #134)

A: TEA is not aware of any

Q: The Upload File menu options shown earlier in the presentation ::: could they be differentiated (for example, Upload Assign File /// Upload Event File) -- this would help the user to locate the correct menu option visually and logically as well. (Question #128)

A: Please follow the normal process for opening an enhancement request.

Keeping Demographics Up-to-Date in Unique ID:

Q: If the LEA had PID PET errors that have not been corrected say for instance since December, what is the recommendation to add prior PET

events. (Question #10)

A: PID PET errors are notifying the user that the demographic information being submitted in PET does not match the demographic information in the Unique ID system. The LEA should ensure that the Unique ID system contains the most up-to-date demographics for the students that are enrolled on their campuses.

Q. What if the ET File has a different Social or invalid UID. (Question #58)

A. The only field that is verified is the UID. If the UID is invalid, you will receive an error message. If you use the wrong UID and it is active (belongs to a different person) the event will be posted to that UID.

Q: We know that LEAs are not altogether diligent when assigning UIDs now. They all too often assign a UID then turn around and request it to be retired. How is this going to impact the new enrollment tracking process? (Question #60)

A: It will very important for LEA's to follow the ID Assignment process to ensure that all students have the correct unique id, whether already existing or new. When a UID is retired, the enrollment records will be merged to the remaining UID.

Q: How will it handle when the campuses make name changes and social changes. There are no enrolment/withdrawal changes. So they will not be seeing these during the year. The PET processing would reveal these and would come out on the PET Discrepancy Report. (Question #61)

A: The Unique ID system is the single source TEA uses for all student demographics. Keeping UID in sync with your source systems is imperative. Use the PEIMS UID discrepancy reports to identify when demographics in your source system do not match demographics in the Unique ID system. Remember, you can upload your PEIMS data and check these reports any time during the school year. Also, the PID error rate was eliminated two years ago.

Q: No PID discrepancy reports? (Questions #62, #90, #92)

A: There will not be PID Discrepancy reports in the UID Enrollment Tracking module. Use the PEIMS UID discrepancy reports to identify demographics in your source system that do not match demographics in the Unique ID system.

Q: We still need a PID discrepancy report that is looking at the ET event demo data and comparing it to the UID demo data for differences. UID does not have a report that show those. (Question #98b)

A: When the ET file is submitted, UID demographics are not updated. UID demographics are only updated when the ID Assignment file is loaded and an exact match is found or when a user goes into the applications and changes the demographics online.

Q: Normal ID assignment process is handled when a student doesn't have a unique ID process. I'm talking about those students who already had a unique id and had demographic changes. these are shown in PET2D001 PET PID Statement of Discrepancies. (Questions #63, #95)

A: Use the PEIMS UID discrepancy reports on a more frequent basis to obtain this information.

Q: There are LEAs that plug in the UID instead of using the UID assignments application. (Question #59)

A: It is important for the LEAs to go through the ID Assignment file upload process, so that demographics are updated when an exact match is found.

Q: Campuses don't tell us when they make changes, that the thing. So these discrepancies would be revealed during the PET process. So now when this DOES happen how will the Districts know. During the Fall/Summer PID Discrepancy reports. (Question #100)

A: Use the PEIMS UID discrepancy reports on a more frequent basis to obtain this information.

Q: My large district still is trying to resolve about 300 PID discrepancy, therefore their PET events were never recorded. (Question #101)

A: If the PET file was submitted and there were demographic discrepancies, the events in the file would have been recorded and the LEA would have been able to see the discrepancy reports. A best practice would be to clean up any PID discrepancies they have with their PET data prior to March 12.

Q: This PET report will also reveal when other Districts assigned the incorrect UID on a student. (Question #102)

A: This is not a new issue for ET. LEAs must be diligent about matching incoming students with UID data. By adhering to the prescribed ID assignment process, your SIS should always be in synch with Unique-ID and minimize the assigning of the incorrect unique id to a student and avoiding discrepancies.

Q: When duplicate UIDs are retired will the enrollment history now be merged with the UID being kept along with the UID history? (Question #103)

A: Yes

Q: So, if an LEA created a new uid, then realized the student had one already...they would have to re-send the enrollment once they correct the uid? (Question #104)

A: No, if the new UID is retired and merged, the enrolment events will move to the existing UID.

Q: Especially the 3 liners on the PET report. (Question #105)

A: There will no longer be 3 liners.

Q: There will be a lot more PEIMS PID discrepancy errors at submission time now. And that will be hard to get cleared up for summer this year for larger LEAs with high mobility since they will be out of PET for a month for migration. I think that is the point they are trying to make. In the past they could clear those up a little each week. Now it will be more at submission time. (Question #106)

A: LEAs are able to run the PEIMS UID Discrepancy reports at any point in time. It would be a good practice to run the PEIMS UID Discrepancy

reports once a week.

Q: So local IDs in now a required field. It wasn't before in Edit+. I have some LEAs that doesn't pull local id in the Edit+ environment. (Question #110)

A: Local Student Id is a required element on both the ID Assignment and Enrollment Event files.

Display

Q: What does a withdrawal date record look like? (Questions #64, #66)

A: It looks the same as an enrollment date record. Date field is when it happened and the event type tells you whether it was an enrollment or withdrawal record.

Q: What does the enrollment record look like with history from multiple years? (Question #67)

A: It looks the same as it does in the current year. Event Type = 01.

Q: Where is the withdrawal data column? (Question #68)

A: There is not a special column for withdrawal date. The date displays in the same column whether the record is an enrollment record or withdrawal record. You must look at the event type code to know if the record is an enrollment or withdrawal record.

Email Functionality:

Q: Who will monitor whether an LEA has setup an email? (Question #69)

A: TEA

Q: So, charters can't send TIMS tickets yet? (Question #70, #79)

A: Yes, they can start entering their TIMS tickets.

Q: Can they choose to setup an individual PEIMS Coordinator instead of a generic email? (Question #72)

A: They should not. It is strongly recommended that they use either a group distribution list that has both LEA and Campus personnel on it or a shared/group email inbox that multiple people can access. If you set it up to go to an individual and that person leaves no one will receive incoming email. That is why we are changing it from how PET works today, too many people leave and the emails are never received.

Q: If campus level emails are configured, will the LEA level receive a CC? (Question #73)

A: Not unless the sender adds them or if they set up a group email or distribution list that includes campus personnel and LEA personnel.

Q: Can you please review what you can include and still be FERPA compliant? Can you include first , middle, and last name? Can you include DOB? (Question #74)

A: TEA worked with their Legal Department. Unique ID is the only data that is FERPA compliant. Adding any other fields like name or DOB would require encryption and this would be the responsibility of the LEA sending the email.

Q: How will that record determine which email address is in the icon? (Question #75)

A: Whatever email address is associated with the campus. If there was no campus level address provided, it will contain the LEA level email address that is setup in AskTED.

Q: Is this ASKTED feature available now? (Question #77, #88)

A: Yes

Q: District or campus level? (Question #78)

A: Both District and Campus

Q: Will it include the District AND Campus? (Question #80, #83)

A: Whatever email address is associated with the campus. If there was no campus level address provided, it will contain the LEA level email address. Recommendation is to use a distribution list that goes to multiple people to ensure LEA and campus personnel are copied.

Q: When you click on the icon, how does it know to include District AND Campus email? (Question #81)

A: Whatever email address is associated with the campus. If there was no campus level address provided, it will contain the LEA level email address. Since all students are located at campuses, if a campus level email is provided then the email will go to the campus email; if only an LEA level email is provided then it will go to the LEA email. . If the LEA is only going to provide an LEA level email then they do not have to specify anything at the campus level (i.e., they do not have to type in the LEA level email at the campus level. It will be the default.)

Q: When would it show the district level and when campus level? (Question #86)

Whatever email address is associated with the campus. If there was no campus level address provided, it will contain the LEA level email address.

Q: But what if I want it to go to the District AND Campus? (Question #87)

You do not have that option unless you use a distribution list email address that has both campus and LEA personnel email addresses associated with it.

Q: Can we reply to the email? (Question #112)

A: Yes

Q: So is this a secure email? (Question #113)

A: It depends on whether the senders local email client allows sending of encrypted emails. This email is not sent by TEA; it is sent by the user's email client. If they have the ability to encrypt email within their client then they may do so, but the default template is not encrypted.

Master Record Ownership

Q: So, she was able to enroll Johnny because she had claimed him in UID? I would think unless she has done that, she will not be able to edit in ET. (Question #111)

A: An enrollment will be posted regardless of whether the LEA owns the Master record. If the enrollment date is greater than the previous one, the ownership will switch.

Q: So, it will allow any LEA to claim the student? (Question #114)

A: Yes. An enrollment event or UID assignment will allow an LEA to claim a student.

Q: On slide 16, the presentation says the following will update the master record: New LEA, New Campus, New Grade, New Local ID. Is TEA requesting for those events to trigger sending an enrollment file? (Question #115)

A: No, new or change enrollment records trigger sending an enrollment file.

Q: So, the owner of the record is not created when you submit the UID file only when you submit the ET file? (Question #117)

A: Ownership is created and/or possibly changed when a UID assignment file or Enrollment Tracking file is submitted.

Q: What about New Local ID? (Question #118)

A: If a new local id is associated to the event record, the local id will be updated on the master record.

Q: What happens if a LEA claims a student that is not their student? How will the student's LEA where the student is enrolled know that another LEA has claimed their student? (Question #120)

A: Master record ownership (claiming a student) only determines which users are allowed to change the demographics on a student.

Q: How will near matches be handled if ownership is gained through an enrollment event? (Question #122)

A: No impact on matching logic. Ownership is also gained through ID assignment.

Q: That would be a PEIMS PID error though because they have used the wrong UID. (Question #123)

A: A PID Error occurs when major demographics submitted in PEIMS do not match the demographics in UID.

Q: So, if a new student enrolls in a LEA =, the campus can type in the UID that comes on the enrollment papers or TREx and not run a batch and then they can run an enrollment to receive the student as theirs (ownership). Because previously I thought the system worked, that the LEA had to run a batch to get ownership. so the LEA may not have to run a UID batch for new students that already come to them with a UID. (Question #125)

A: Adhere to the prescribed ID assignment process to ensure your SIS is always in synch with Unique-ID. Do not rely on manually entered UIDs. Meaning, you should always do an ID assignment on new students to make sure that all of the information in the master record is correct (i.e., grade level, campus, etc.).

Q: If the enrollment event is deleted; does the record revert back to the prior LEA? (Question #126)

A: No, however, TEA is working with eScholar to get this functionality corrected.

Q: Elvis is enrolled in ABC DISTRICT and 123DISTRICT claims Elvis. How will ABCDISTRICT know that 123DISTRICT claimed him. What will make ABCDISTRICT aware of the fact that 123DISTRICT claimed ELVIS? (Question #129)

A: Assuming that 123 District got ownership by doing an ID assignment upload of Elvis, then the only way that ABC District would be made aware of this change is if they went in to UID and attempted to edit Elvis' record. Other than that, the fact that 123 District now owns Elvis does not prevent ABC District from submitting their PEIMS data. Master record ownership (claiming a student) only determines which users are allowed to change the demographics on a student.

Q: Since the ET doesn't include all students anymore the changes that might happened during the year are not even going to be part of the ET file so i supposed we are solely reliant on the PID errors in the PEIMS Submissions. Will those reports be corrected. I know there are some known issues on those. (Question #130)

A: Since the beginning of Unique ID in 2013 if you changed demographics for a student, you had to do that in Unique ID via an ID assignment or an online transaction. That does not change. The only remaining items left to correct on PEIMS Submission 3 UID reports are cosmetic issues.

Q: As an ESC, we are going to get more questions from Districts regarding Duplicate Enrollments. They will be asking if users have loaded an updated ET file. Will we be able to check a history of other Districts loading and also check what has been the latest "Change" Date inside that file. Because a District can load a file but the enrollment changes can possibly be from a month ago. (Question #133)

A: You should be able to run the ENT0-000-006 – TSDS UID Missing Enrollment Event Submission Report for your ESC.

Access/Training Environment:

Q: How do we get access to the training environment to test the new files? (Question #116)

A: Please partner with an LEA who has access and they can test the new file formats.

Q: Just to verify...the training portal is at 10.3 and we can use it to train our LEA's now. (Question #124, #146)

A: Yes

Q: What role will be given access to ENT0-000-006? (Question #135)

A: Any ESC can access this report as well as TEA Level Users.

Q: Do ESC personnel need access as well? (Question #85)

A: Yes

Q: What are the access needed to process in 10.3? (Question #138)

A: Current Unique ID Rolls - District and Campus and Search

Q: The user only needs access to Unique ID to complete the ET process? (Question #139)

A: Yes

Q: Currently ESCs can change the LEA number and replicate what an LEA sees. Will we have that feature? (Question #140)

A: ESC's will need to have the District User role for those LEA's you wish to see.

Q: We currently can change the agent ID in PET and basically see where the LEA is in the process. Will we have that ability in UID? (Question #142)

A: Yes. As you can today, if the ESC changes their Organization to that of the LEA that they want to see in UID, then they will see what that LEA would see and know which batches have been submitted (UID or ETEVENT).

Q: Remind me what rights a person gets if they have UID? Will they automatically be able to send the ETEVENT? (Question #143)

A: The Uniq-ID LEA role will be able to send the ETEVENT file.

Q: in TEAL TSDS? (Question #144)

A: Yes

Q: Will view only access have email capabilities in TSDS? (Question #145)

A: Yes

Q: Can the LEAs request a training environment? (Question #146)

A: Yes, LEAs can request access to the training environment.