

<b>Status:</b>	Posted
<b>Project:</b>	<a href="#">TSDS Knowledge Base</a>
<b>Component/s:</b>	None
<b>Affects Version/s:</b>	None
<b>Fix Version/s:</b>	None
<b>Security Level:</b>	Public

## Description

### BRIEF INTRODUCTION:

This article provides clarification on how to process multiple duplicate Unique ID records. LEAs must submit requests to have Unique ID records retired by using the TIMS ticketing system. LEAs should be aware of the important considerations when requesting the retirement of Unique ID records.

### TASK / DESCRIPTION / DIAGNOSIS:

Districts must use the Unique ID application and the Search Person function to find Unique ID numbers assigned to the student. One of the records will need to be retired by the Texas Education Agency.

#### 1. To determine which of the duplicate Unique ID records should be retired, do the following:

- View the Enrollment Tracking data for both Unique ID numbers.
- View each record and make a note of the most recent Enrollment Tracking Event.
- Which Unique ID has the most history?

#### 2. LEAs requesting the retirement of a record they created in Unique ID should keep the following in mind:

- If the record was reported in a recent PEIMS Collection, it will not be available for future PEIMS Collections.

#### 3. LEAs requesting the retirement of a record created by another LEA must keep the following in mind:

If the record has an enrollment within the last two (2) school years, you will need to contact the other LEA(s) to notify them that you are requesting that we retire their record: be very clear in your communication that you are requesting their Unique ID to be retired by TEA and to allow LEA to make any necessary SIS or HR system updates.

- You must give the other district at least five (5) business days to respond.
- Any email correspondence must be attached to the TIMS ticket.
- A time and date stamp must be in the sent email and the email from the other district (if applicable).
- The person's name who responded must clearly be seen in the email.
- The district that is being contacted must clearly state that they agree or disagree that the UID can be retired.

- If the Unique ID does not have an enrollment within the last two school years, then no email correspondence needs to be sent to the district who owns the Unique ID.

**4. In order for TEA to retire a Unique ID number, please provide the following information within a TIMS ticket:**

- 1). Provide both Unique ID numbers in the description- the one to be retired and the one to keep.
- 2). Provide screenshots of both Unique ID numbers from TSDS Unique ID. On the screenshots, indicate which Unique ID to retire and which one to keep.
- 3). Email from the district of Unique ID reporter approving that we can retire their record if Unique ID does not belong to your district- if necessary (Please read section 3).
- 4). Indicate whether or not to move the Unique ID and Enrollment Event Tracking history from the Unique ID being retired to the Unique ID being kept.

**Note: TEA cannot take responsibility for the merging student history information when retiring a Unique ID. TEA needs permission to take this action on behalf of the district(s) requesting the retirement. This approval must be captured within the TIMS ticket comments before this action can occur. This is a TEA policy regarding the handling of student information.**

**TIMS Ticket Example:**

**ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):**

**Keywords:** duplicate record, duplicate, error - multiple Unique ID records found with same SSN in TX Unique ID system, PEIMS error

**NOTE:** Duplicate records can be created in one of the several ways:

- A district added a student to Unique ID and received a Near Match on the demographics entered. On the Near Match screen, the district chose the "Assign New ID" option. The result is two records now exist for the student. If later the district uses Unique ID to make demographic changes to one of the records and the result of the change is both records then have the same demographics (Student ID, First Name, Last Name, Date of Birth) the record becomes a "duplicate."
- A district added a student to Unique ID using demographics that did not create a Near Match even though the student already existed in Unique ID. An example would be when a student record already in Unique ID lists the student with a state assigned number and a double last name but a different district enters the student with their state assigned the number (or the student's SSN) and only uses one of the student's two last names. A Near Match can fail to trigger based on any combination of distinct differences in Student ID, First Name, Last Name, Date of Birth. In this example, the result is two records now exist for the student. If later the district uses Unique ID to make demographic changes to one of the records and the result of the change is both records then have the same demographics (Student ID, First Name, Last Name, Date of Birth) the record becomes a "duplicate."

**Additional Information:**

TSDS Unique ID User Guide

[TSDSKB-376 UNIQUE ID: Move History Records](#)

TSDSKB-289 UNIQUE ID: DEMOGRAPHIC EDITS MADE TO A RECORD IN UNIQUE ID

[TSDSKB-376] [Unique ID: Move History Records](#) Created: 27/Sep/16 Updated: 24/Jul/18

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## Description

### BRIEF INTRODUCTION:

The following article provides information to move history to the associated record.

### TASK / DESCRIPTION / DIAGNOSIS:

TEA can now retire a duplicate Unique-ID and save the history by moving the history to the associated active ID. With this new feature, a student's history can now be moved to the associated active record before the duplicate Unique ID is retired.

In order for TEA to perform this new process, the ticket must clearly state the following from the district:

- If the retired Unique ID does not belong to the requestor, an email must be attached from the other district approving that we can retire the Unique ID.
- Indicate in the ticket that the LEA would like retired Unique ID history moved to the active ID.
  - TEA cannot take responsibility for the merging student history information when retiring a UID. TEA needs permission to take this action on behalf of the district(s) requesting the retirement. This approval must be captured within the TIMS ticket comments before this action can occur. This is a TEA policy regarding the handling of student information.

**Note:** These new requirements are being added to the requirements already in place to retire a Unique ID, which can be found in Knowledge Base TSDSKB-278 "Retire Unique ID Records." It is advised that the ticket be returned to the LEA if they did not state a decision to keep the retired Unique ID history. If the LEA does not provide this information in the ticket, it is assumed they are not willing to move the history to the associated Unique ID.

### ADDITIONAL INFORMATION / RELATED KB ARTICLE(S):

**Additional Information:**

- [TSDS Unique ID User Guide](#)
- [Unique ID: Retire Unique ID Records TSDS Knowledge Base TSDSKB-278](#)