

TSDS UNIQUE ID SYSTEM

PRESENTED BY: REGION 16, IMS

MARCH 27, 2018



SIS – Creating your Enrollment Tracking Event File

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- Please contact your SIS support regarding the process of creating your Enrollment Tracking Event File.

- For TxEIS SIS Districts, documentation on the steps involved in creating the ET file (TxEIS > Registration) can be found on our IMS Page - <http://www.esc16.net/page/IMS.TSDS> - Documentation - UID.

- Also, as a part of our monthly W.I.G.O. webinar (Tuesday, April 2nd) we will be covering the steps involved in creating the ET file (TxEIS > Registration)

- This webinar recording and a pdf of the presentation will be available <http://www.esc16.net/page/IMS.TSDS> - Documentation - UID.



UID 10.3 Major Changes

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- **UID Assignment file format changes from v2.1 to 3.0**
 - **UID assignment file creation and upload process stays the same**

- **UID Enrollment Tracking Event files (Previously PET) now uploaded and managed in TSDS > Unique ID**



What's New with UID?

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□ **New Enrollment Functionality**

- **New enrollment interface option to allow for ET Event file upload and a dashboard to review the status of the uploaded file**
- **Campus uploading latest enrollment record will “own” student demographic record and have edit capability**



What's New with UID?

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□ **New Email Capability**

- **Assist with enrollment event discrepancies**
- **Emails will be sent from users' email systems (not TEA)**



What's New with UID?

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- **NEW Enrollment Reports in UID**
 - Reports similar to those in PET



UID Enrollment Tracking – What’s Happened

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- **LEAs Submitted final PET File week of March 5**

- **Migration of Data from PET to UID Enrollment Tracking by TEA–**
 - **Enrollment data from 15-16, 16-17, and 17-18 thru week of March 5**



UID Enrollment Tracking – What to do next?

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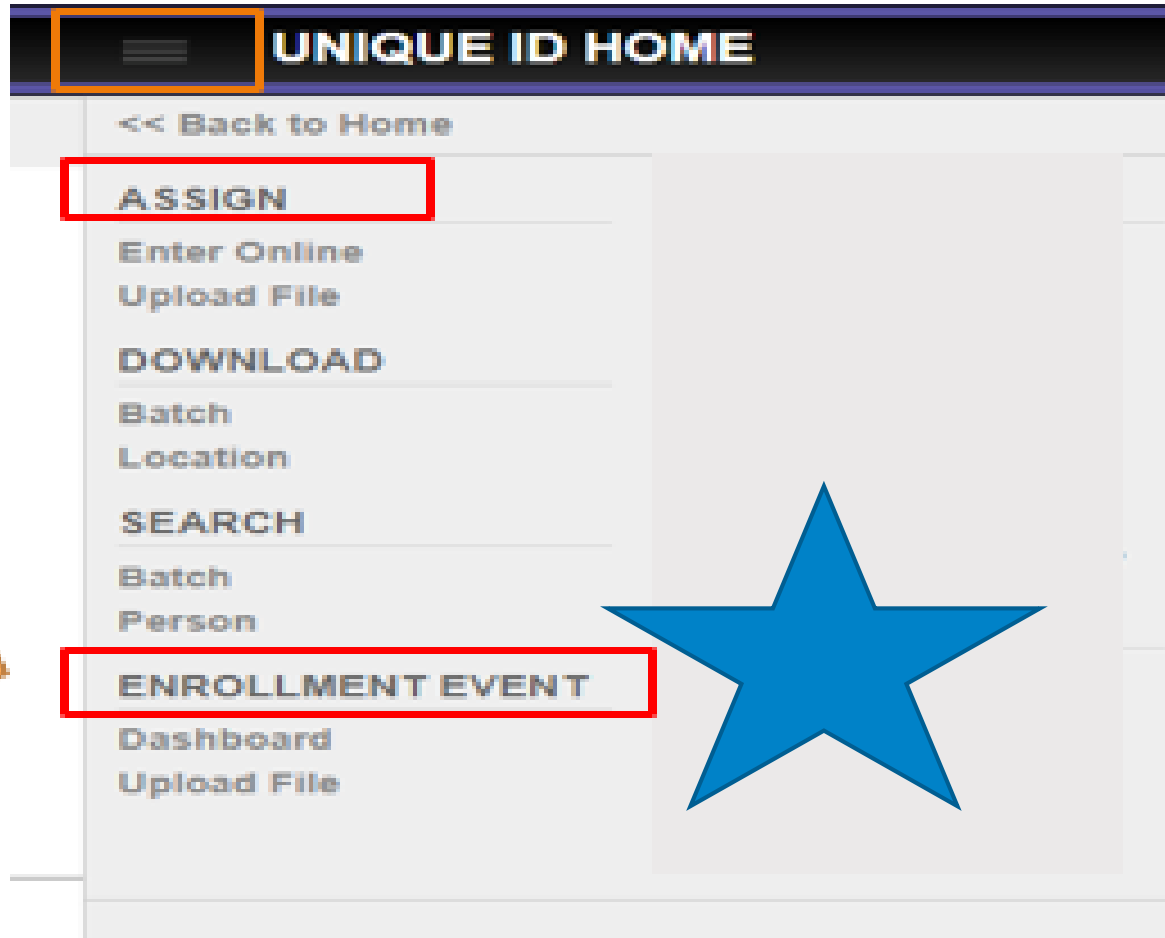
- **First UID Enrollment Tracking Event file will be sent week of April 2**
 - **The FIRST FILE will include ALL enrollment and withdrawal events occurring after last PET file uploaded week of March 5.**
 - **ALL subsequent ET Event files should ONLY include New or Updated Enrollment and Withdrawal Events from week to week.**



UID 10.3 File Naming Convention

Student Enrollment File 701603_000_ETEVENT_201803051225									
Co District #	(Underscore)	Campus	(Underscore)	Enrollment	(Underscore)	Year	Month	Day	Time
701603	-	000	-	ETEVENT	-	2018	03	05	1225

File **MUST** have an extension - .csv, .txt, or .zip

A screenshot of a web application's main menu. The menu is titled "UNIQUE ID HOME" in a dark header bar. Below the header, there is a list of menu items. The "ASSIGN" and "ENROLLMENT EVENT" items are highlighted with red rectangular boxes. An orange arrow points from the left towards the "ENROLLMENT EVENT" item. A large blue star is positioned to the right of the "ENROLLMENT EVENT" item. The menu items are: "<< Back to Home", "ASSIGN", "Enter Online", "Upload File", "DOWNLOAD", "Batch", "Location", "SEARCH", "Batch", "Person", "ENROLLMENT EVENT", "Dashboard", and "Upload File".

UNIQUE ID HOME

<< Back to Home

ASSIGN

Enter Online
Upload File

DOWNLOAD

Batch
Location

SEARCH

Batch
Person

ENROLLMENT EVENT

Dashboard
Upload File



UID 10.3 ET Event Batch File Loading

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UNIQUE ID HOME

kendall.coleman

Enrollment Event- Upload File

?

ENROLLMENT EVENT

File to Upload *:

Choose File

BROWSE

(*) Required

PROCESS FILE

Enrollment Event - Upload file - 954

?

UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
03/21/2018 14:18	954	File Uploaded. Begin Validation Stage	N/A	BACK TO DASHBOARD

FILTER

LEA: CAMPUS: BATCH NUMBER:

SUBMISSION TYPE: ALL PROCESSING STAGE: All FROM: 02/03/2018 TO: 03/21/2018 SORT: Upload Date Desc [FILTER RESULTS](#)

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LOCATION	BUILDING	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
03/08/2018 09:29	File	832	103901	AAA	SIS	Event Creation Complete	1 of 1	DOWNLOAD
03/08/2018 09:10	File	830	103901	AAA	SIS	Batch does not contain any records to process	0 of 1	DOWNLOAD
03/08/2018 09:04	File	829	103901	AAA		Rejected	0 of 0	DOWNLOAD

□ Status Column (Common Descriptions):

- “Event Creation Complete” – the file uploaded successfully
- “Batch does not contain any records to process” - (Uploaded, but didn’t process anything, shows cancelled)
- “Rejected” – formatting of file is incorrect.



UID 10.3 Dashboard – Next Action - Gear Cog Icon

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FILTER

LEA:
CAMPUS:
BATCH NUMBER:
SUBMISSION TYPE:
PROCESSING STAGE:
FROM:
TO:
SORT:

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LOCATION	BUILDING	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION	
03/08/2018 09:29	File	832	103901	AAA	SIS	Event Creation Complete	1 of 1	<input type="button" value="DOWNLOAD"/>	<input type="button" value="Gear Cog Icon"/>
03/08/2018 09:10	File	830	103901	AAA	SIS	Batch does not contain any records to process	0 of 1	<input type="button" value="DOWNLOAD"/>	<input type="button" value="Gear Cog Icon"/>
03/08/2018 09:04	File	829	103901	AAA		Rejected	0 of 0	<input type="button" value="DOWNLOAD"/>	<input type="button" value="Gear Cog Icon"/>

DOWNLOAD OPTIONS

AVAILABLE BATCH RECORDS TO DOWNLOAD

STATUS	UPLOAD DATE	BATCH #	LEA	CAMPUS	STATUS RECORD COUNT	TOTAL BATCH RECORD COUNT
<input checked="" type="radio"/> Processed	03/21/2018 14:18	954	103901	AAA	1	1
<input checked="" type="radio"/> Canceled	03/08/2018 09:10	830	103901	AAA	1	1

AVAILABLE OPTIONS TO DOWNLOAD

Batch Number:

Template:

Delimiter:

Qualifier:

(*) Required

[BACK TO DASHBOARD](#)[DOWNLOAD](#)

- Status will show processed, cancelled, or both
- Click on download to see message/results for the uploaded file

FILTER

LEA:

CAMPUS:

BATCH NUMBER:

SUBMISSION TYPE:

PROCESSING STAGE:

FROM:

TO:

SORT:

FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LOCATION	BUILDING	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
03/08/2018 09:29	File	832	103901	AAA	SIS	Event Creation Complete	1 of 1	<input type="button" value="DOWNLOAD"/>
03/08/2018 09:10	File	830	103901	AAA	SIS	Batch does not contain any records to process	0 of 1	<input type="button" value="DOWNLOAD"/>
03/08/2018 09:04	File	829	103901	AAA	SIS	Rejected	0 of 0	<input type="button" value="DOWNLOAD"/>

- On Dashboard, click on download to see message/results for the uploaded file.

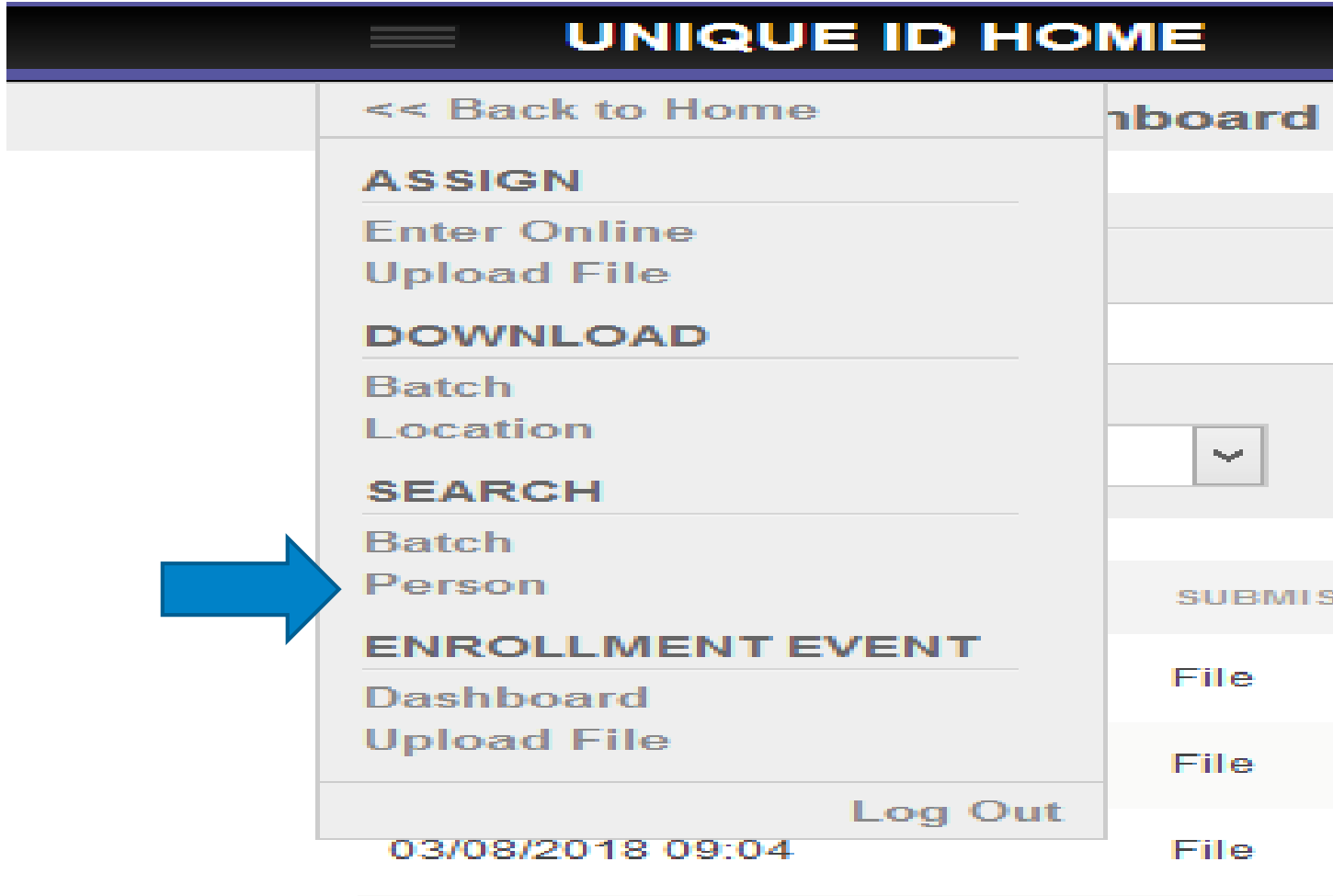
- Click on download button and choose to open file – text in blue shows results of each record processed

```

TH 01/22/2018 10:00:00 DEVTEST2 3.0 delimiter=0X2C
source=SIS qualifier=0X22
"ID","007901001","","Hogan","Ben","","","M","12/25/2001","
10","001022","S81510200","B","6618792118","007901","2
018",,,,,,0,,,,,
,,,,,002",02",,,,,,08/28/201
7",01",,,,,,Master Record Not
Updated during Event Processing",Location Not Updated
during Event Processing",Event Updated - Master Record Not
Updated","81889126","11056","01/25/2018"
TT DEVTEST2 3
  
```


- **Master Record Ownership will be updated based on the most current enrollment date.**
 - The LEA with the latest (most current) enrollment date will own the master record

- **Information on the ET Event File that will update the Master Record**
 - If student is at new LEA
 - If student is at new campus
 - If student is in new grade
 - If student has new local id

A screenshot of the 'UNIQUE ID HOME' application interface. The page has a dark blue header with a hamburger menu icon on the left and the text 'UNIQUE ID HOME' in white. Below the header is a light gray sidebar with a menu. The menu items are: '<< Back to Home', 'Dashboard', 'ASSIGN', 'Enter Online', 'Upload File', 'DOWNLOAD', 'Batch', 'Location', 'SEARCH', 'Batch', 'Person', 'ENROLLMENT EVENT', 'Dashboard', 'Upload File', 'Log Out', and '03/08/2018 09:04'. A large blue arrow points to the 'Person' option under the 'SEARCH' section. The main content area on the right is partially visible, showing a search bar and a 'SUBMIS' button.



UID 10.3 Enrollment – Search

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BASIC SEARCH ADVANCED SEARCH ID SEARCH

ID:*

ID Type:* Unique ID SSN Alias ID

Source:

(*) Required

SEARCH RESULTS

UNIQUE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	CAMPUS	ETHNICITY INDICATOR	RACE(S)	SSN	MATCH PROBABILITY
6784256484	STUDENT	BOY	B		01/10/2000	MALE	103901	103901001	Non-Hispanic/Latino	White	709-70-9709	MATCH DECISION NOT SUPPORTED

Click on the student's name to review student's information



UID 10.3 Enrollment Tab

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- Enrollment Tab displays the Enrollment Event



Person Search - Individual Person Information ?

BOY B STUDENT 6784256484

GENDER: MALE DATE OF BIRTH: 01/10/2000 LOCAL ID: 000204 09-70-9709 PERSON TYPES: Student LAST UPDATED: 03/20/2018 09:14 ID CREATED: 03/20/2018 09:14

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

FILTER ▲

LEA: PERSON TYPE: SCHOOL YEAR: SORT: [FILTER RESULTS](#)


LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
03/20/2018	103901	103901001	Student	12	2018	08/23/2017	Entry	000204	SIS		

Displaying 1 - 1 of 1 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

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.

[BACK TO SEARCH RESULTS](#) [EDIT ENROLLMENT](#) [ADD ENROLLMENT](#)

- To edit select the record and click the edit enrollment button

	LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
<input checked="" type="radio"/>	03/20/2018	103901	103901001	Student	12	2018	08/23/2017	Entry	000204	SIS		

Displaying 1 - 1 of 1

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

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[BACK TO SEARCH RESULTS](#)
[EDIT ENROLLMENT](#)
[ADD ENROLLMENT](#)

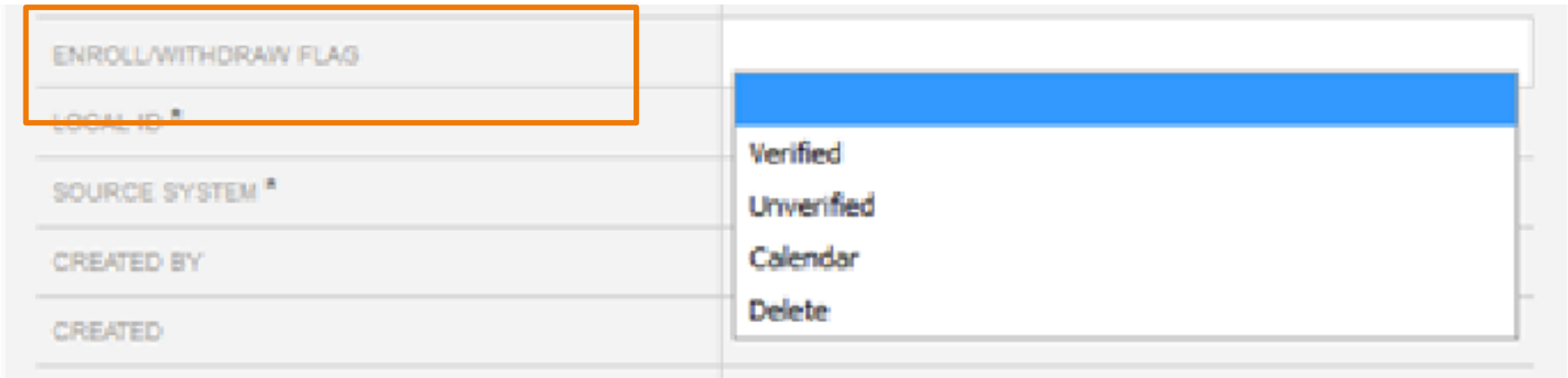


Edit ET Event in UID 10.3

ENROLLMENT INFORMATION

UNIQUE ID	6784256484
FIRST NAME	BOY
MIDDLE NAME	B
LAST NAME	STUDENT
GENDER	MALE
DATE OF BIRTH	01/10/2000
PERSON TYPE *	Student
GRADE LEVEL : *	12
CAMPUS: *	
LEA *	
SCHOOL YEAR *	2018
ENROLL/WITHDRAW DATE *	01/10/2000
ENROLL/WITHDRAW TYPE *	Entry
ENROLL/WITHDRAW FLAG	<ul style="list-style-type: none">VerifiedUnverifiedCalendarDelete
LOCAL ID	
SOURCE SYSTEM *	
CREATED BY	
CREATED	
LAST UPDATED BY	kendall coleman
LAST UPDATED	03/20/2018

Enrollment/Withdrawal Flag:



ENROLL/WITHDRAW FLAG

LOCAL ID *

SOURCE SYSTEM *

CREATED BY

CREATED

- Verified
- Unverified
- Calendar
- Delete

- LEAS CAN EDIT AN ENROLLMENT EVENT ONLY FOR THE CURRENT SCHOOL YEAR AND FOR EVENTS AT THEIR LEA.
- SELECT FLAG AND THEN CLICK Edit Enrollment button to save the change.
- WHEN EDITING, YOU CAN ONLY ADD AN ENROLL/WD FLAG:
 - VERIFIED (DUAL ENROLLMENT DISTRICT/SITUATION)
 - CALENDAR (STUDENT ENROLLS AT DISTRICT B ON DATE DISTRICT A WASN'T IN SCHOOL)
 - OR DELETE (EXAMPLE: ENTRY/WD DATE WRONG, MARK FOR DELETE, THEN CREATE/UPLOAD NEW ET FILE)
 - Unverified (not valid)



Enrollment Event Marked 'Delete'

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BOY B STUDENT

6784256484

GENDER: MALE DATE OF BIRTH: 01/10/2000 LOCAL ID: 000204 SSN: 709-70-9709 PERSON TYPES: Student

LAST UPDATED: 03/20/2018 09:14 ID CREATED: 03/20/2018 09:14

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT

ADD NOTE

FILTER

LEA

All LEAs

PERSON TYPE

All

SCHOOL YEAR

2018

SORT

Entry/Exit Date Desc

FILTER RESULTS

	LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
	03/21/2018	403904	403904004	Student	42	2018	08/23/2017	Entry	000204	SIS	Delete	

Displaying 1 - 1 of 1

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

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BACK TO SEARCH RESULTS

EDIT ENROLLMENT

ADD ENROLLMENT



Email Functionality in UID 10.3

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- Email Capability – assists with enrollment event resolution

- School districts must designate an email in AskTED – District Administration – Enrollment Tracking email.
 - **If the district doesn't set up the email, ALL email correspondence associated with Enrollment Event Resolution will go to the Superintendent's email specified in AskTED.**

- **Email to PEIMS coordinators went out week of March 19th to encourage districts to complete the 2 step process to set up the Enrollment Tracking email**
 - **Step 1 – Set up new GROUP email and add staff member(s) to group**
 - **Step 2 – AskTED admin enters the Enrollment Tracking email address**



Email Functionality in UID 10.3

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- **STEP 1 (Setup of New Group Email Inbox):**
- Establish the Group Email Address to use:
 - ▣ If **Region 16 Network Services** manages email for your district:
 - A group email has been established. Refer to NEXT SLIDE IN POWERPOINT for your district's group email that has been set up.
 - Determine who needs to be given access to this email. Contact Debbie Civis @ (806) 677-5109 with the list of staff members who need access to the group email.
 - ▣ If **your district manages their own email:**
 - it is suggested you use the following pattern for the group email - Districtname_ISD_ETEVENT@
 - Then add the staff members who need access to receive emails sent to that address.

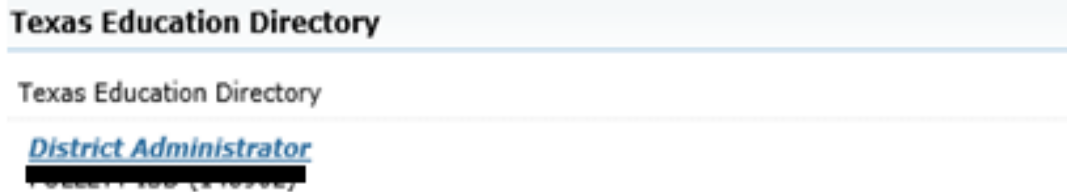
NOTE: Although it is best to have a backup, some districts may only have one staff member managing ET Events. In this case only that staff member would be a part of the group email account.

Region 16 Network Services manages email for the following districts and has established the group email to be used for UID Event Tracking email correspondence. This is the email the AskTED admin will enter in STEP 2.

District	Group email addressed setup for your district
Booker	booker_isd_etevent@region16.net
Bovina	bovina_isd_etevent@region16.net
Clarendon	clarendon_isd_etevent@clarendonisd.net
Groom	groom_isd_etevent@region16.net
Gruver	gruver_isd_etevent@gruverisd.net
Hedley	hedley_isd_etevent@hedleyisd.net
Panhandle	panhandle_isd_etevent@region16.net
Spearman	spearman_isd_etevent@region16.net
Spring Creek	springcreek_isd_etevent@region16.net
Sunray	sunray_isd_etevent@region16.net
Walcott	walcott_isd_etevent@region16.net
Wellington	wellington_isd_etevent@wellingtonisd.net
Wheeler	wheeler_isd_etevent@wheelerschools.net

STEP 2 (District AskTED Administrator sets the email):

- AskTED admin logs into TEAL account and chooses AskTED application (Look for Texas Education Directory Application)



- Click on Enrollment Tracking Email Button



- Enter district level Enrollment Tracking Email and click save. The district level email address is the one established for your district in STEP 1. Leave School Level blank.



District Administration - Enrollment Tracking Email

This information is used for Unique ID Enrollment Tracking. If school level email is not provided, the district level email will be used.

District: **AUSTIN ISD (227-901)**

District Level

Enrollment Tracking Email:

Last Updated: 9/7/2017 10:18:46 AM by e227901m

School Level (Optional)

Select School:

Enrollment Tracking Email:

School Number &	School Name &	School Enrollment Tracking Email		
227901017	ACNS H S	enrollment017@austnisd.org	<input type="button" value="Edit"/>	<input type="button" value="Delete Email"/>
227901002	AUSTIN H S	enrollment002@austnisd.org	<input type="button" value="Edit"/>	<input type="button" value="Delete Email"/>
227901006	REAGAN H S	enrollment006@austnisd.org	<input type="button" value="Edit"/>	<input type="button" value="Delete Email"/>



Email Link in UID 10.3

Person Search - Individual Person Information ?

BOY B STUDENT 6784256484
GENDER: MALE DATE OF BIRTH: 01/10/2000 LOCAL ID: 000204 SSN: 709-70-9709 PERSON TYPES: Student LAST UPDATED: 03/20/2018 09:14 ID CREATED: 03/20/2018 09:14
MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT ADD NOTE

FILTER ▲

LEA: PERSON TYPE: SCHOOL YEAR: SORT: FILTER RESULTS

	LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
<input type="radio"/>	03/20/2018	103901	103901001	Student	12	2018	08/23/2017	Entry	000204	SIS		

Displaying 1 - 1 of 1 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

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.

BACK TO SEARCH RESULTS EDIT ENROLLMENT ADD ENROLLMENT

- After retrieving the student click the email button on the ET event for the LEA you wish to email and it will generate an email to the Enrollment Tracking email address set for that district in AskTED.



Email Link in UID 10.3

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Send

To... region16ims_etevent@esc16.net

Cc...

Subject Notice of Enrollment for UID 6784256484, old campus 103901001

This is a notification that the student identified below has been enrolled at 103901001 with an enrollment event date of 08/23/2017 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: 6784256484

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 coleman.kendall@esc16.net

Thank You,
Coleman Kendall

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.

- **Enrollment Reports in UID 10.3**
 - Reports similar to reports in PET
 - Reports useful in verifying Student Enrollment Status
 - Reports Assist with Leaver Tracking



As is planned now, on the Unique ID landing page there will be a new easy button for accessing the Enrollment Tracking Reports.

At this time it is proposed that the user will be able to set parameters similar to setting parameters for PEIMS reports.



Unique ID 10.3 Enrollment Reports

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ENTO-000-001 – TSDS UID Presumed Duplicate Student Report for Enrollment

PET Report: PET3D001

ENTO-000-002 – TSDS UID Students Showing Withdrawn

PET Reports: PET5D001 (Potential Movers Showing Withdrawn)
PET6D001 (Potential Leavers)

ENTO-000-003 – TSDS UID Students Not Showing Withdrawn

PET Reports: PET5D002 (Potential Movers Not Showing Withdrawn)
PET6D002 (Continuing Students)

ENTO-000-004 – TSDS UID Fall Enrollment Status of Prior School Year

PET Reports: PET7D001 (Potential Leavers)
PET7D002 (Continuing Students)

ENTO-000-005 – TSDS UID Student Enrollment Roster Report


PET Report: PET8D001 (PET Student Roster Report)


ENTO-000-006 – TSDS UID Missing Enrollment Event Submission Report


PET Report: PET4D001 (PET Missing Event Submission Report)


UID 10.3 Enrollment Reports
Similar to the Reports in PET


The blue rows are the PET reports that are comparable to the new ET reports.


-  [TSDSKB-540 Unique ID: Email Setup for UID Enrollment Tracking](#)


-  [TSDSKB-539 Unique ID: Enrollment Tracking - Charter Schools](#)

-  [TSDSKB-538 Unique ID: Enrollment Events - FAQ](#)

-  [TSDSKB-537 Unique ID: PET/Unique ID Enrollment Tracking Report Cross Reference](#)

-  [TSDSKB-535 Unique ID: Batch File Format 3.0- Enrollment Event](#)

-  [TSDSKB-531 Unique ID: Data loading guidance for batch format 3.0](#)

-  [TSDSKB-530 Unique ID: Batch File Format 3.0 - ID Assignment](#)

LEA user with TIMS role can access these to review. A document detailing these kbase items was also sent to attendees of this training.

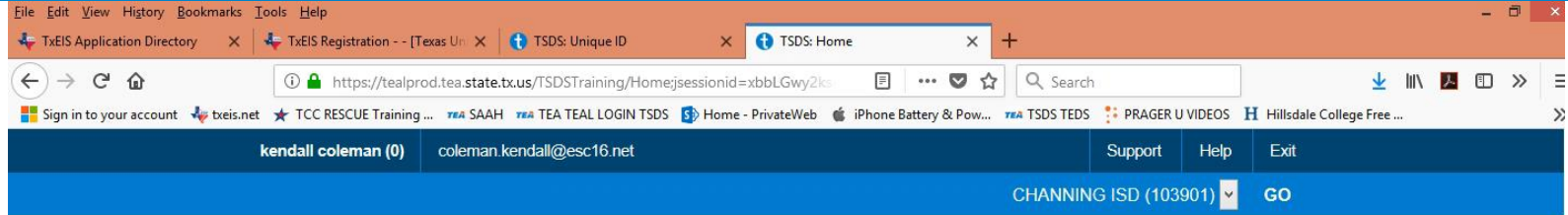
- Questions?

- Need Help? – create TIMS ticket, set to Unique ID as subsystem, and Escalate to Level 2

- Thank you!



Screen recording – upload file



 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).

It includes the optional studentGPS[®] Dashboards, which provide an easy-to-understand picture of how a student is performing by combining multiple streams of student data, such as grades, attendance, discipline and standardized test scores.

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.



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.