Items to understand before Creating UID Enrollment File:
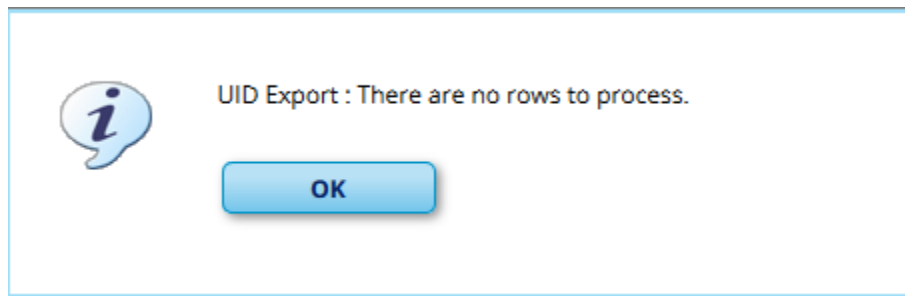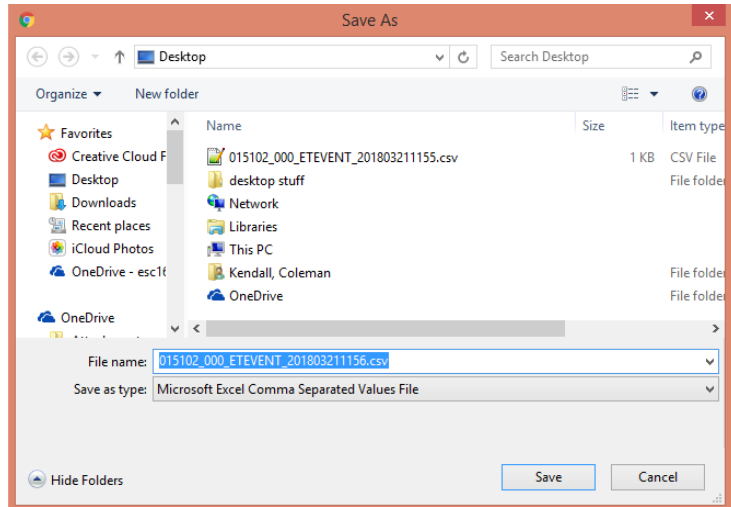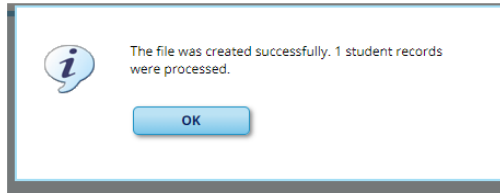- Registration > Utilities > Texas Unique Student ID Processing > **Missing UID Report** - Run to determine if any students are missing their Unique ID. Unique ID Assignment must be completed before creating and submitting the UID Enrollment Export file.
- If students show on the **Missing UID Report:**
  - **Create** a UID Assignment file – Registration > Utilities > Texas Unique Student ID Processing – **UID Assigment**
  - **Upload** to TSDS > Unique ID > Assign > Upload File.
  - **Download** the results of the file and **import** into TxEIS > Registration > Utilities > Texas Unique Student ID Processing – UID Import.
  - The Student UIDs can also be hand entered on the student in Registration > Maintenance > Student Enrolllment – Demo 1 tab
- The **FIRST UID Enrollment FILE** sent for the new school year will contain ALL Enrollment and Withdrawal Events for the beginning of the year.
- Each file after that will only include student enrollment or withdrawal records that have occurred since the last time the UID Enrollment Export file was created.

Creating a UID Enrollment File in TxEIS > Registration:
1. Navigate to Utilities > Texas Unique Student ID Processing.
2. On the UID Export Screen, UID Enrollment is selected by default.
3. Click execute.
4. If **NO new enrollment or withdrawals** have occurred during the date range entered, you will receive the following message after CLICKING EXECUTE.
   a. In this case, No UID Enrollment tracking file would be uploaded to Unique ID Enrollment Tracking.

5. If TxEIS determines **enrollments or withdrawals have occurred** an ET Event file will be created. ***Remember that the first file of the year will include all enrollment/withdrawal records for ALL students as of the date the first file is created.***
   a. You will be prompted to **save** the file. Select the location and click save.
   b. A message will appear stating the file was created successfully and will display the number of student records processed.

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6. **Upload the file** to the Unique ID: Login to TEAL - TSDS Portal > Unique ID > **Enrollment Event** > Upload File
   a. Refer to the UID User Guide available on the TSDS > Documentation Section of our IMS Webpage - http://www.esc16.net/page/IMS.TSDS

Additional Information:

If necessary, you can use Registration > Utilities > Reset Values to reset the *UID Enrollment Event Flag* value to blank for students. This allows you to resubmit enrollment events for a specified date range with new enrollment events and any updated enrollment records.

The Reset Values utility retrieves all students whose entry date or withdrawal date is within a specified date range and have been processed (i.e., their flag is set to *P-Processed*) (i.e, their enrollment event information has already been submitted to TEA). The utility resets the flag for the selected students from *P-Processed* to blank. The utility includes *all* campuses, grade levels, tracks, and students in the district.

Once all students' flags are blank, you can re-export enrollment event data and Upload the file to Unique ID > Enrollment Event > Upload File.

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