



## **QuickGuide: Process Texas Unique Student IDs (UIDs)**



# Table of Contents

**QuickGuide: Process Texas Unique Student IDs (UIDs)** ..... 1



# QuickGuide: Process Texas Unique Student IDs (UIDs)

The Texas Unique Student ID Processing utility in ASCENDER Registration creates the UID Enrollment file that must be uploaded to the TEA TSDS Event Tracking Module. The file must include all students who have a Texas Unique ID (UID) assigned.

Prior to creating the UID Enrollment file, generate the Missing UID report to identify any students in the district who do not have a UID assigned. Then run the UID Assignment utility to create a file that can be submitted to TEA to obtain UIDs for these students. The created file can be uploaded to the TEA via [TEAL](#). The TEA will then provide an import file that contains the Texas UIDs for the students in the file. You can use the [UID Import](#) tab within the utility to import that data.

It is not recommended to create the UID Enrollment file until the Missing UID Report is blank.

[Click here](#) for more information (TEA website).

## Prerequisites:

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).
- The students must be enrolled in ASCENDER Student.

## 1. Run the Missing UID Report.

Run the Missing UID Report to identify students who do not have a UID assigned.

[Registration](#) > [Utilities](#) > [Texas Unique Student ID Processing](#) > [UID Export](#)



☐ Click **Missing UID Report** to view a report of students who do not yet have a UID assigned. The report opens on the same page, below the fields. Click **Close Report** to hide the report.

UID EXPORT    UID IMPORT

Select Export Type

Ending School Year:

☐ UID Enrollment ☒ UID Assignment ☐ Charter School Waitlist

Campus ID (Blank for All):

Execute    **Close Report**    Missing CSW UID Report

Date Run: 4/25/2022 2:09 PM    Student List of Missing Unique ID    Page 1  
 Cnty-Dist: 964-964    Sch Year: 2021 - 2022

Campus	Stu ID	Student Name
001	004412	ALastName, AFirstName
001	004498	Barbarino, Vinny
001	000503	belly, frabci
001	004452	Benson, Barbie
001	004440	Carson, Carl
001	000053	Cruise, brian
001	555678	Doo, Shaggy
001	004507	Duck, Daisy Ann
001	003894	FERNANDEZ, JAXON MADELINE
001	555672	fgf, fgfg
001	004473	Flinstone, Fred
001	004490	Flinstone, Fred
001	004461	FName, LName

## 2. Run the UID Assignment utility.

Run the UID Assignment utility to create a file that can be submitted to TEA to obtain UIDs for any students who are missing them.

Registration > Utilities > Texas Unique Student ID Processing > UID Export

UID EXPORT    UID IMPORT

Select Export Type

Ending School Year:

☐ UID Enrollment ☒ UID Assignment ☐ Charter School Waitlist

Campus ID (Blank for All):

Execute    Missing UID Report    Missing CSW UID Report

**Ending School Year** The ending year of the school year is displayed.

☐ Under **Select Export Type:**

- A screenshot of a confirmation dialog box. On the left is a circular icon containing a lowercase 'i'. To its right is the text "The file was created successfully. 134 student records were processed." Below the text is a single button labeled "OK".

The file name uses the following format:

cccd is the county-district number  
ccc is the campus ID  
YYYYMMDDTTTT is the date-time stamp

Example: 001901 000 STUDENT 201901211133

[illegible]

- ☐ Complete the *TSDS Assign IDs via Batch File* process. Instructions for this process can be found in

the **Unique ID User Guide** found on TSDS Portal Help > Unique ID Launch Page.

### 3. Import UIDs for students.

Import the file provided by the TEA which contains the list of students and their assigned UIDs.

[Registration](#) > [Utilities](#) > [Texas Unique Student ID Processing](#) > [UID Import](#)








☐ Click **Browse**, then click **Choose File**. Locate and select the file.

☐ Click **Submit**.

**File Name** The selected file name is displayed.

☐ Click **Execute**.

A message is displayed indicating that the import was successful. Click **OK**.

<b>Print</b>	<p><a href="#">Click to view the import report. If errors are encountered, they are listed. Otherwise the columns are blank.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
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Date Run: [REDACTED]		Texas Unique Student ID Import Report					Page: 1
Cnty Dist: 000-000		TXEIS ISD					
Stu ID	Student Name	Import Student Name	DOB	Import DOB	Tx Unique Student ID	Import Tx Unique Student	
Total Errors:		0					
Total Students Updated:		4					
End Of Report							

☐ After importing the file, return to the **UID Export** tab and run the **Missing UID** report again to ensure that it is blank.

#### 4. Create the UID Enrollment export.

Run the UID Enrollment export to create the UID Enrollment file that must be uploaded to the TEA .

[Registration](#) > [Utilities](#) > [Texas Unique Student ID Processing](#) > [UID Export](#)

UID EXPORT

UID IMPORT

Select Export Type

Ending School Year:

☒ UID Enrollment
 ☐ UID Assignment
 ☐ Charter School Waitlist

Execute

Missing UID Report

Missing CSW UID Report

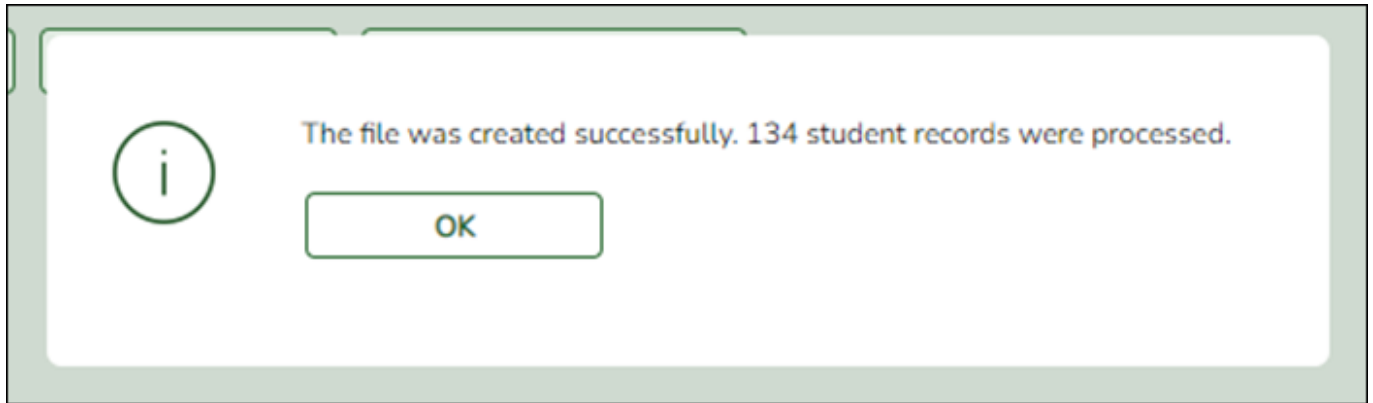
**Ending School Year** The ending year of the school year is displayed.

☐ Under **Select Export Type**:

<b>UID Enrollment</b>	<p>This utility creates the comma-delimited CSV file that must be uploaded to the TEA. Records are created for active and withdrawn students who have a UID assigned. The export file includes only “unprocessed students,” meaning their Enrollment Event Flag is blank, which indicates that their enrollment event information has not been previously exported.</p> <p><b>NOTE:</b> The Enrollment Event Flag is maintained automatically by the system. Users will not see it change or need to update it.</p> <p><b>NOTE:</b> Withdrawal Reason Code 33 (i.e., status change) is not considered an enrollment event unless the student's campus or grade level has changed.</p>
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☐ Click **Execute**.

☐ A message is displayed indicating the number of students processed. Click **OK**.



The file is downloaded according to your browser settings. Locate and save the file in a known location.

The file name uses the following format:

ccddddd\_ccc\_ETEevent\_YYYYMMDDTTTT.csv  
where:

ccddddd is the county-district number  
ccc is the campus ID  
YYYYMMDDTTTT is the date-time stamp

Example: 001901\_000\_ETEevent\_201901211308.csv

TH 01/21/2019 13:08: source=SIS qualifier=0X22													
ID	1901001	ANIS-RODRIGUEZ	MALAGUIA	MIGUEL	M	2/28/2003	10	895	4E+08	W	7037858704	1901	2019
ID	1901001	CORREA	SAMMY		1 M	2/9/2001	11	720	5E+08	W	1999910608	1901	2019
ID	1901001	DIXON	KATELYN	NATHALIA	F	1/31/2002	11	3398	4E+08	W	1854046492	1901	2019
ID	1901001	LOPEZ	ETHAN	CRAIG	M	10/31/2002	10	1006	4E+08	W	6908381964	1901	2019
TT 1901211308 6													

☐ Complete the *TSDS Assign IDs via Batch File* process. Instructions for this process can be found in the **Unique ID User Guide** found on TSDS Portal Help > Unique ID Launch Page.

#### About Resetting UID Enrollment Event Flag:

Once students have been exported, ASCENDER flags the student as **P-Processed** so these students will not be exported to the UID enrollment file.

**NOTE:** The Enrollment Event Flag is maintained automatically by the system. Users will not see it change or need to update it. However, if necessary, you can use [Registration > Utilities > Reset Values](#) to reset the *UID Enrollment Event Flag* value to blank for students who were already exported for a particular date range. 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.

### [Registration > Utilities > Reset Values](#)

☐ Make the following selections

<b>Parameters For Reset</b>	Select <b>Active Students</b> and <b>Inactive Students</b> . Leave the other fields blank.
<b>Item to Reset</b>	Select <i>UID Enrollment Event Flag</i> .
<b>Values to Reset</b>	Indicate the date range for which the enrollment event flag should be cleared.

☐ Click **Reset Values**.

Students whose entry or withdrawal date is within a specified date range and have been processed are listed.

☐ In the **Students That Meet Criteria** grid on the left, select the students whose UID Enrollment Event Flag should be reset to blank.

☐ Click --> to move the students to the **Students to be Reset** grid on the right.



**TIP:** If all students need to be reset, use the arrow with the multiple trailing lines to move all students quickly without having to select each one.

☐ Click **Save**.

A pop-up window will appear with the option to print the Reset Values Report. Select **Yes** to view it. The report lists each item that was reset, its original value, its new value, and all students whose item was reset.

Once the student flags have been reset to blank, you can re-export the UID Enrollment file.





## Back Cover