

Unique ID (UID) Export

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

This utility allows you to accomplish two tasks:

- Create a weekly export for the TEA of student enrollment and withdrawal events in the district. This functionality replaces the PET Export.
- Create an export file of all students at the campus (or all campuses) who do not have an assigned Texas Unique Student ID. The created file can be uploaded to the TEA via TEAL. The TEA will then provide an import file that contains the Texas Unique Student IDs for the students in the file, and you can use the UID Import tab to import that data.

  You can also generate a report of students who are missing a UID.

NOTE: Students enrolled at a campus that has been excluded from district reporting on Maintenance > Campus Profile > Campus Information Maintenance > Control Info are excluded from the district-level export.

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Export data:

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

Missing UID Report	Click the button 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.

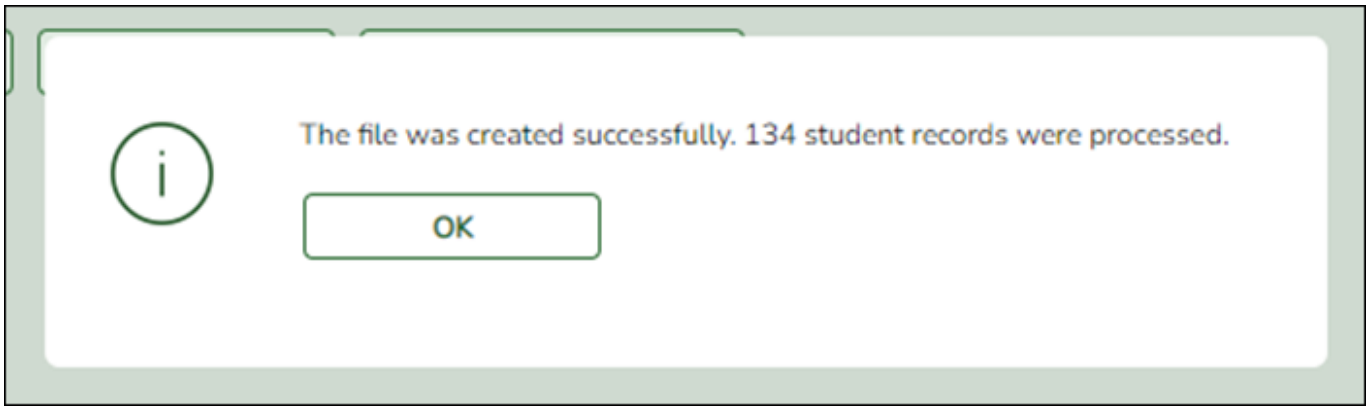
Do not create the weekly UID Enrollment file until the Missing UID Report is blank.

❑ Under **Select Export Type**:

UID Enrollment	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 Records are created for active and withdrawn students who have a UID assigned.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. **NOTE**: The Enrollment Event Flag is maintained automatically by the system. Users will not see it change or need to update it. **NOTE:** Withdrawal Reason Code 33 (i.e., status change) is not considered an enrollment event unless the student's campus or grade level has changed.
UID Assignment	Select to create an export file of all students at the campus who do not have an assigned Texas Unique Student ID.

❑ Click **Execute**.

❑ The file is created, and 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.

❑ Submit the file to the TEA.


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