


# 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 the export for the TEA of student enrollment and withdrawal events in the district. This functionality replaces the PET Export.
- Generate a report of students who are missing a UID.
- Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.

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

ASCENDER Registration - Process Texas Unique Student IDs

## Export data:

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

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|---|---|
| **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. |
| **Missing CSW UID Report** | Click the button to view a report of report of Charter School Waitlist students missing a Texas Unique ID . The report opens on the same page, below the fields. Click **Close CSW Report** to hide the report.<br><br>**NOTE**: This field only displays if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Information > Demographic Information. |

**It is recommended that you do not create the UID Enrollment file until the Missing UID Report is blank.**

❑ Under **Select Export Type**, indicate the task:

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|---|---|
| **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 Records are created for active and withdrawn students who have a UID assigned.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.<br>**NOTE**: The Enrollment Event Flag is maintained automatically by the system. Users will not see it change or need to update it.<br>**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. |
| **Charter School Waitlist** | Select to create an export file of Charter School Waitlist students who are missing a value for Texas Unique id.<br>**NOTE**: In the Student Information section on Registration > Maintenance > Charter School Waitlist > Demographics, the fields for First and Last name, Sex, DOB, State Student ID and Grd Lvl Applying for are required for the file to export.<br><br>This field only displays if the **District Type** field is set to *Charter* on Registration > Maintenance > District Profile > District Information > Demographic Information. |
| **Campus** | Type the three-digit campus ID, or leave blank to export data for all campuses.<br>**NOTE:** Students enrolled at a campus that has been excluded from district reporting on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info are excluded from the district-level export. |

❑ 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.

## 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

| | |
|---|---|
| **Parameters For Reset** | Select **Active Students** and **Inactive Students**. Leave the other fields blank. |
| **Item to Reset** | Select *UID Enrollment Event Flag*. |
| **Values to Reset** | 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.


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