



ASCENDER Registration - Process Texas Unique Student IDs

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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](#)

The screenshot shows the 'UID EXPORT' utility interface. At the top, there are two tabs: 'UID EXPORT' (selected) and 'UID IMPORT'. Below the tabs, there is a 'Select Export Type' section with the following options:

- Ending School Year: 2025
- UID Enrollment
- UID Assignment
- Charter School Waitlist

To the right of the 'Select Export Type' section, there are three buttons: 'Execute', 'Missing UID Report' (which is circled in black), and 'Missing CSW UID Report'.

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.

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](#)

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

Under **Select Export Type:**

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**.


Print [Click to view the import report. If errors are encountered, they are listed. Otherwise the columns are blank.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

| 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

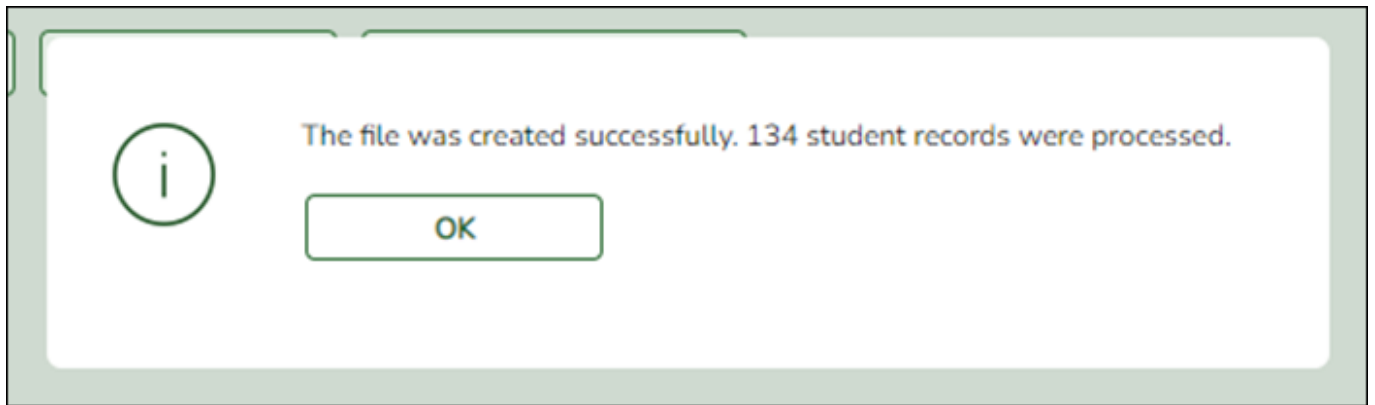
Ending School Year The ending year of the school year is displayed.

Under **Select Export Type**:

| | |
|-----------------------|---|
| UID Enrollment | <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>NOTE: The Enrollment Event Flag is maintained automatically by the system. Users will not see it change or need to update it.</p> <p>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.</p> |
|-----------------------|---|

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:

ccddd_ccc_ETEevent_YYYYMMDDTTTT.csv
where:

- ccddd 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 | MALAQUIAS | 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

| | |
|-----------------------------|--|
| Parameters For Reset | Select Active Students and Inactive Students . Leave the other fields blank. |
| Item to Reset | Select <i>UID Enrollment Event Flag</i> . |
| 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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