TSDS Unique ID & Enrollment Tracking

1. Unique ID

All students and staff must have a UID assigned to them from the TSDS Unique ID database. Districts should run a UID assignment file periodically throughout the school year to ensure all new students and new staff have a UID assigned to them. The UID is required for all students and staff when reporting data through PEIMS and any of the TSDS Core Collections.

2. Retiring a UID Duplicate Record

If a student or staff person has more than one UID Master Record in the TSDS Unique ID database, the duplicate record(s) should be retired and only a single UID Master Record should be kept in the database. When retiring student or staff UID Master Record duplicates, the same process is followed:

- ✓ Create a TIMS ticket to retire a duplicate UID record.
- ✓ Attach a screen shot of the UID Master Record labeled 'KEEP'.
- ✓ Attach a screen shot of the UID Master Record labeled 'RETIRE – Merge all History to UID (*Number to keep*)'.
- ✓ If another district(s) is involved in using either of the UID records within the last two school years, you must attach email correspondence with the other district(s) agreeing on which UID to keep and which UID to retire.
- ✓ Attach any additional documentation that may be helpful – such as a screen shot of any enrollment tracking history that may need to be merged. It is best to keep the UID record with the most history and retire the UID with the least history.

3. Enrollment Tracking

Each school year, public school districts and open-enrollment charter schools should process an initial, cumulative Enrollment Tracking file. This initial cumulative file establishes the Entry Date for each student that started the current school year in your district.

The deadline for submitting the first cumulative initial Enrollment Tracking file for the school year is now the second Friday in September.

For 2020-2021 that is: Friday, September 11, 2020.

A district that fails to meet the above deadline will be flagged for Leaver Records Data Validation Indicator #6.

Each following week, districts should process an Enrollment Tracking file if there are **new** enrollments or withdrawals that have occurred since the last file processed. If there are no new enrollments or withdrawals, districts are not required to process a file that week.

4. Enrollment Tracking Reminders:

- ✓ All entries and withdrawals for a student are displayed by school year on the Enrollment History tab in the UID Master Record page.
- ✓ If an entry or withdrawal record is posted in error, it may be deleted by selecting the record posted in error and changing the flag to 'Delete'. This will now display the record with a strikethrough to indicate the record is deleted.
- ✓ To verify an entry or withdrawal record is accurate and may overlap with another district's entry or withdrawal record due to a difference in calendar, the record should be flagged with 'Calendar'. This will cause the record to display on the UID Discrepancy Report with a 'C'.
- ✓ An entry or withdrawal record may also be marked 'Verified' which will then display on the UID Discrepancy Report with a 'V'.

5. Historical PET Records

Historical PET records for school years 2006-2012 may be requested by submitting a TIMS ticket with the student UID and the school years needed.

Resources:

1. TIMS Knowledgebase Articles

   TSDSKB-278: Unique ID: Retire Unique ID Records

   TSDSKB-376: Unique ID: Move History Records

2. 2020 Leaver Records Data Validation Manual

   http://tea.texas.gov/Student_Testing_and_Accountability/Monitoring_and_Interventions/Data_Validation_Monitoring/Data_Validation_Manuals