

HISD

Federal and State Compliance

DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.

**TSDS UNIQUE ID
AND
ENROLLMENT TRACKING (ET)
TRAINING**



THE TSDS UNIQUE ID INFORMATION

- A Unique ID is required for all students and staff members in order to load information into the Texas Student Data System (TSDS) Education Data Warehouse (EDW).
- For a student to acquire a TSDS Unique ID, the student must have a Social Security Number or State Alternate Number, the Federal Race and Ethnic codes.
- In order to access the TSDS Unique Id system, you must electronically first set up a TEAL Account. Here is the link to get access <https://pryor.tea.state.tx.us/> *Select on **Don't have an account?** Request New User Account*.
- Once TSDS Portal Account Access is established, log in to TEAL and select TSDS Portal. Here is the link to TEAL: <https://pryor.tea.state.tx.us/> The instructions on acquiring TSDS Unique Search access is on the FSC Website under Request Access, here is the link <HTTPS://WWW.HOUSTONISD.ORG/PAGE/175782>

EDIT+ PID/PET INFORMATION (NO LONGER ACCESSIBLE)

- The PET data has been migrated into the TSDS UID system, the years that migrated are 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018.
- EDIT+ PID/PET has not been accessible since January 31, 2019.

APPLICATIONS – TEXAS STUDENT DATA SYSTEM PORTAL (TSDS)

After setting up your TEAL account with access to the TSDS Portal, click the Texas Student Data System Portal link, this will take you to the Unique ID searches page.

The screenshot displays the 'Texas Education Agency User and Access Management' interface. The top navigation bar includes the user's name 'Welcome, Maria Aguilar', a 'Logout' button, and a 'Help' icon. On the left, a 'Self-Service' menu lists options like 'Access Applications', 'Requests I've Submitted', 'Change My Password', 'My Security Questions', 'My Application Accounts', 'Edit My User Information', and 'Link TEASE Accounts'. The main content area is titled 'Applications' and features a table of applications. The first application listed is 'Texas Student Data System Portal', which is circled in red. Below this application name, the user's role is listed as 'HOUSTON ISD' with a detailed list of roles: '[Uniq-ID LEA, TIMS Level 1 Support, ECDS Data Approver, ODS Data Loader]'. To the right of the application name, there is an 'Add/Modify Access' button. A large blue 'X' is overlaid on the right side of the application table. A 'Refresh Links' button is located in the top right corner of the application list area.

TSDS PORTAL PAGE

The TSDS Portal page appears select: Unique ID

HOUSTON ISD (101912) GO

tsds texas student data system

Home **Unique ID** eDM Data Loads PEIMS Core Collection Utilities Support

Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

It includes the optional studentGPS[®] Dashboards, which provide an easy-to-understand picture of how a student is performing by combining multiple streams of student data, such as grades, attendance, discipline and standardized test scores.

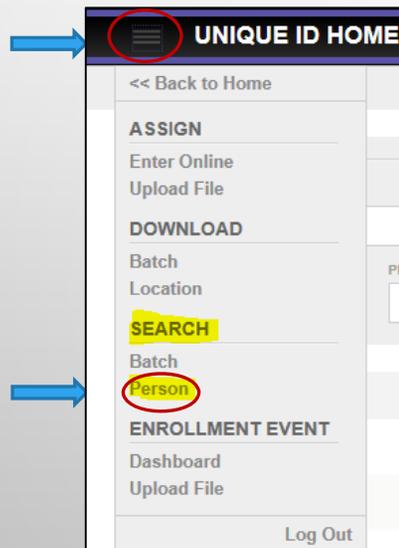
As a whole, TSDS represents a ground-breaking effort to integrate and streamline data collection in order to reduce the burden on local education agencies and produce more value from the data collected.

GET STARTED Manage Unique IDs

If you do not see an expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

PERSON SEARCH

You can search for persons online by clicking the Person under Search in the menu: 



This feature allows you to:

- Search for persons
- View person information

STUDENT SEARCH OPTIONS

Select the appropriate search Tab: Basic Search, Advanced Search or ID Search

- Basic Search allows you to search for a person using basic demographic information

Note: First Name and Last Name are required for both the Basic Search and Advanced Search. Wild card characters (e.g., *, %, _, ?) are not supported

Person Search - Individual Person ?

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*

Middle Name:

Last Name:*

Suffix:

Date Of Birth: mm / dd / yyyy

(*) Required

CLEAR SEARCH

ADVANCED SEARCH

Advanced Search allows you to search for a person using all available fields, *first Name and Last Name are required for both basic and advanced searches.*

- Basic Search
- Advanced Search.
- Wild card characters (e.g., *, %, _, ?) are not supported

BASIC SEARCH **ADVANCED SEARCH** ID SEARCH

GENERAL INFORMATION LOCATION / ENROLLMENT INFORMATION

FIRST NAME *
MIDDLE NAME
LAST NAME *
ALT LAST NAME
SUFFIX
GENDER
DATE OF BIRTH mm / dd / yyyy
ETHNICITY INDICATOR
ETHNICITY/RACE
RACE 2 CODE
RACE 3 CODE
RACE 4 CODE
RACE 5 CODE
SSN

PERSON TYPE
GRADE LEVEL
CAMPUS
LEA
RES DISTRICT
SCHOOL YEAR
LOCAL ID
SOURCE SYSTEM

(*) Required CLEAR SEARCH

ID SEARCH

ID Search allows you to search for persons by:

- Unique ID
- Social Security Number SSN or the State Alternate ID
- Alias ID (*district Local ID*)
- Enter search criteria.

Person Search - Individual Person

BASIC SEARCH ADVANCED SEARCH **ID SEARCH**

ID:*

→ ID Type:* Unique ID SSN Alias ID

Source:

(*) Required

Pay special attention to required fields for the search type.

Note: The application searches against the current information for persons who have been assigned an ID. Searching for person's history information (e.g., previous school code) does not return results

VIEWING THE BASIC SEARCH RESULTS

After you click Search, the system displays the search results. These results can be either No records found or a list of matching results. If no matches are found for the search criteria, the system displays a message under the search form.

The screenshot displays a search interface with three tabs: 'BASIC SEARCH' (highlighted with a red circle), 'ADVANCED SEARCH', and 'ID SEARCH'. The search form includes the following fields:

- First Name: * John
- Middle Name:
- Last Name: * Pupil
- Suffix: (dropdown menu)
- Date Of Birth: mm (dropdown), dd (dropdown), yyyy (dropdown)

Below the form, there is a note: (*) Required. To the right of this note are three buttons: 'CLEAR', 'SEARCH', and 'ENTER NEW PERSON'. Below the search form, the text 'SEARCH RESULTS' is displayed, followed by a red circle containing the message 'No records found'.

BASIC SEARCH RESULTS

When one or more persons are found, the application displays the matching records in the Match Probability column. Select the student name you are looking for; this will take you to the Master Record tab.

BASIC SEARCH ADVANCED SEARCH ID SEARCH

→ First Name:*

Middle Name:

→ Last Name:*

Suffix:

Date Of Birth: / /

*) Required

SEARCH RESULTS

UNIQUE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	CAMPUS	ETHNICITY INDICATOR	RACE(S)	SSN	MATCH PROBABILITY
9831389646	Arias	Elmer	Antonio		04/09/2001	MALE	101912	101912002	Hispanic/Latino	American Indian or Alaska Native	628- ■■■■	97 [NEAR MATCH]
6344734418	Arias	Catherine	E		09/26/2001	FEMALE	101903	101903001	Hispanic/Latino	White	637- ■■■■	86

Stu Info: UID,
Name, DOB,
Campus...

PERSON SEARCH INFORMATION TABS

Each student record will have the following tabs

- **Master Record tab** – contains general information and the batch information
- **History tab** – contains student's enrollment history and demographic history.
- **Associated Retired IDs tab** – contains information on retired IDs
- **Enrollment tab** – contains the current school year enrollment, it can also be changed to other school years. The Email icon option is included on this tab.

Elmer Antonio Arias 9831389646

GENDER: MALE DATE OF BIRTH: 04/09/2001 LOCAL ID: 1392483 SSN: ██████████ PERSON TYPES: Student LAST UPDATED: 05/15/2019 16:02 ID CREATED: 02/07/2013 05:23

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT [ADD NOTE](#)

GENERAL INFORMATION BATCH INFORMATION

MASTER RECORD

Master Record holds the student demographics and location/enrollment information.

Elmer Antonio Arias 9831389646

GENDER: MALE DATE OF BIRTH: 04/000000 LOCAL ID: 1392483 SSN: 628-000000 PERSON TYPES: Student LAST UPDATED: 09/07/2018 07:28 ID CREATED: 02/07/2013 05:23

MASTER RECORD HISTORY ASSOCIATED RETIRED IDs ENROLLMENT [ADD NOTE](#)

GENERAL INFORMATION

FIRST NAME	Elmer
MIDDLE NAME	Antonio
LAST NAME	Arias
ALT LAST NAME	
SUFFIX	
GENDER	MALE
DATE OF BIRTH	04/000000
ETHNICITY INDICATOR	Hispanic/Latino
ETHNICITY/RACE	American Indian or Alaska Native
RACE 2 CODE	
RACE 3 CODE	
RACE 4 CODE	
RACE 5 CODE	
SSN	628-000000
UNIQUE ID	9831389646

BATCH INFORMATION

LAST BATCH #	20729933
LAST UPDATED	09/07/2018 07:28
UPDATE REFERENCE #	86706834
INPUT TYPE	File
CREATED BY	Maria.Aguilar
EMAIL ADDRESS - CREATED BY	maguil10@houstonisd.org
CREATED	09/07/2018 07:28
STATUS	Master Record Updated and History Created during Event Processing
COMMENTS	

LOCATION / ENROLLMENT INFORMATION

PERSON TYPE	Student
GRADE LEVEL	12
CAMPUS	101912002 BELLAIRE H S
LEA	101912 HOUSTON ISD

Student Unique ID

TSDS HISTORICAL ENROLLMENT

- The historical enrollment data can be found on the History tab.
- The PET data has been migrated into the TSDS UID system, the years that migrated are 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018.

Elmer Antonio Arias											9831389646	
GENDER: MALE		DATE OF BIRTH: 04/09/2001		LOCAL ID: 139		SSN: 628-7		PERSON TYPES: Student		LAST UPDATED: 09/07/2018 07:28		ID CREATED: 02/07/2013 05:23
MASTER RECORD	HISTORY	ASSOCIATED RETIRED IDs		ENROLLMENT								ADD NOTE
LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA	CAMPUS	ETHNICITY INDICATOR	RACE(S)	SSN	
09/29/2017 08:28	Arias	Elmer	Antonio		04/09/2001	MALE	101912	101912002	Hispanic/Latino	American Indian or Alaska Native	628-7	
09/13/2016 13:32	Arias	Elmer	Antonio		04/09/2001	MALE	101912	101912002	Hispanic/Latino	American Indian or Alaska Native	628-7	
09/17/2015 03:09	Arias	Elmer	Antonio		04/09/2001	MALE	101912	101912002	Hispanic/Latino	American Indian or Alaska Native	628-7	
10/30/2014 20:06	Arias	Elmer	Antonio		04/09/2001	MALE	101912	101912337	Hispanic/Latino	American Indian or Alaska Native	628-7	
03/22/2013 22:21	Arias	Elmer	Antonio		04/09/2001	MALE	101912	101912337	Hispanic/Latino	American Indian or Alaska Native	628-7	
02/07/2013 05:23	ARIAS	ELMER	ANTONIO		04/09/2001	MALE	101912	101912337	Hispanic/Latino	American Indian or Alaska Native	628-7	

TSDS ENROLLMENT TRACKING

- Campuses will not have edit capabilities and will need to contact their SSIR at FSC to add/delete enrollment entries, or enter exception reasons (Calendar, Verify) to a student's enrollment screen.

Elmer Antonio Arias 9831389646
GENDER: MALE DATE OF BIRTH: 04/0 [REDACTED] LOCAL ID: 1392 [REDACTED] SSN: 628 [REDACTED] PERSON TYPES: Student LAST UPDATED: 09/07/2018 07:28 ID CREATED: 02/07/2013 05:23

[MASTER RECORD](#) [HISTORY](#) [ASSOCIATED RETIRED IDs](#) **ENROLLMENT** [ADD NOTE](#)

FILTER

LEA: PERSON TYPE: SCHOOL YEAR: SORT:

LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
09/07/2018	101912	101912002	Student	12	2019	08/20/2018	Entry	1392 [REDACTED]	SIS		

Displaying 1 - 1 of 1 << FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

In order to edit a person enrollment event , you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.

EMAIL FUNCTIONALITY

- Email capability will be available to assist with enrollment event resolution (Duplicate Enrollment).
- Campuses can utilize this email function to contact other districts or campuses.
- If campuses are sending student documents, they will need to encrypt them to abide by the FERPA (Family Educational Rights and Privacy Act) laws.

Elmer Antonio Arias
GENDER: MALE DATE OF BIRTH: 04/01/2002 LOCAL ID: 1392403 SSN: 628-123456 PERSON TYPES: Student LAST UPDATED: 09/07/2018 07:28 ID CREATED: 02/07/2013 05:23 9831389646

[MASTER RECORD](#) [HISTORY](#) [ASSOCIATED RETIRED IDs](#) [ENROLLMENT](#) [ADD NOTE](#)

FILTER

LEA: All LEAs PERSON TYPE: All SCHOOL YEAR: 2019 SORT: Entry/Exit Date Desc FILTER RESULTS

LAST UPDATED	LEA	CAMPUS	PERSON TYPE	GRADE LEVEL	SCHOOL YEAR	ENROLL/WITHDRAW DATE	ENROLL/WITHDRAW TYPE	LOCAL ID	SOURCE	ENROLL/WITHDRAW FLAG	EMAIL
09/07/2018	101912	101912002	Student	12	2019	08/20/2018	Entry	1392403	SIS		

Displaying 1 - 1 of 1

<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>

In order to edit a person enrollment event , you must select a location from the enrollment event information above if you are authorized to do so. Only enrollment events for the current school year can be edited.

[BACK TO SEARCH RESULTS](#) [EDIT ENROLLMENT](#) [ADD ENROLLMENT](#)

SAMPLE EMAIL

- Email will show the users' district email (not TEA's PGP), *the example below is a discrepancy between HISD and Pasadena ISD.*
- Campus Add your campus code (*campus number*) and event.
- **Campus can also compose the email according to the request.**

Send	From	IHASNAIN@houstonisd.org
	To	peims@pasadenaisd.org
	Cc	
	Subject	Notice of Enrollment for UID 9378151817, old campus 101917007

This is a notification that the student identified below has been enrolled at campus [Add your campus code here] with an enrollment event date of 08/21/2017 and is still shown as being enrolled at your campus 101917007. Please enter a [Add your event here] event in the Unique-ID system for this student.

Student Unique ID Number: 9378151817

Also verify the identification information for the Unique ID listed above matches the information you have in your Student Information System record for this student and make any changes to your system to match in order to avoid a UID discrepancy during your LEA's PEIMS data submission. If you have any questions, please respond to ihasnain@houstonisd.org

Thank You,
Irma hasnain

ENROLLMENT REPORTS

TSDS UID Presumed Duplicate Student Report for Enrollment

- Campuses do not have the access to run Enrollment Reports at this time.
- TSDS UID Presumed Duplicate Student Report for Enrollment will be emailed from our office.
- *This report replaced the report PET Presumed Duplicate of Enrollment Report.*

Report #	Report Name
UID0-000-001	Presumed Duplicate Student Report For Enrollment

The Enroll/Withdraw Type codes of 01 & 02 indicate **Enrolled (Entry): 01** and the **Withdrawn (Exit): 02**

Student Name	Unique ID	Local ID	Student ID	Date of Birth	LEA ID	Campus ID	Verified Flag	Enroll/Withdraw Type	Enroll/Withdraw Date
Hernandez, [REDACTED]	5648 [REDACTED]	134 [REDACTED]	XXXXX2386	01/22/2000	101912 - HOUSTON ISD	01 [REDACTED] H S		01	04/19/2018
		0733741			079907 - FORT BEND ISD	002 - WILLOWRIDGE H S		01	10/24/2017
								02	10/13/2017

TSDS PEIMS STATEMENT OF UID STUDENT DISCREPANCY REPORT (PDM-600-002)

Report is available during PEIMS submissions and they will be sent to the campus.

**It is imperative that campuses submit copies of documents with their discrepancy report, as soon as possible to avoid further issues.*

LEA ID	Last Name	First Name	Middle Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity/ Race	Date of Birth	Grade	Previous Campus	Last Update Dst/Camp	Source
101912	GALLEGO GIL	JUAN	CAMILO	1626557632	1871657	XXXXX8914	NA	M	H,W	01/19/2004	09		101912	DST
101912	GALLEGO GIL	JUAN	CAMILO	1626557632	1871657	XXXXX0979	NA	M	H,W	01/19/2004	09			UID
***W9100046 - Major DEMOG did not match.														
101912	ENDO	JOSHUA	ICHIRO	2637379928	1619129	XXXXX9716	NA	M	A	03/16/2004	09		101912	DST
101912	ENDO	JOSHUA	ICHIRO	2637379928	1619129	XXXXX7735	NA	M	A	03/16/2004	09			UID
***W9100046 - Major DEMOG did not match.														
101912	PEDROZA	ESTEFANY	NA	6613864323	2009951	XXXXX2042	NA	F	H,W	03/03/2003	09		101912	DST
101912	PEDROZA MARTINEZ	ESTEFANY	NA	6613864323	2009951	XXXXX2042	NA	F	H,W	03/03/2003	09			UID
***W9100014 - SSN matched but not demog.														
101912	MACK	NYA	XAVIER	8499832326	1634380	XXXXX9702	NA	M	B	06/13/2004	09		101912	DST
079910	MACK	NYA	XAVIER	8499832326	910798	XXXXX2324	NA	M	B	06/13/2004	09			UID
***W9100046 - Major DEMOG did not match.														

Texas Education Agency

PDM3-600-002

v19.3.1

*** CONFIDENTIAL ***

LEA: 101912 - HOUSTON ISD

Campus: 101912 - [REDACTED]

Grade Level: 09

Errors: Major

TSDS PEIMS STATEMENT OF UNIQUE ID STUDENT DISCREPANCIES

Campus-level Data | Student Demographic Discrepancies

Campuses: ALL

2018 - 2019 Summer Collection, First Submission: Preliminary

Wednesday 05/29/2019 12:57 PM

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STUDENT DEMOGRAPHIC CORRECTIONS

- If a correction or a change is required, fill out the Student Demographic Change Form, email it with copies of the student's documentation to the HISD_ET@HoustonISD.org and to Rose Gamboa: rgamboa@houstonisd.org
- *Reminder, when sending student documents, please encrypt to abide by the FERPA (Family Educational Rights and Privacy Act) laws.*
- This form can be found on the FSC Website <https://www.houstonisd.org/Page/175782>

Houston ISD – Federal & State Compliance
Student Demographic Change Form

Use this form only when the student's demographic information from Chancery does not match TSDS or you have made a change on Chancery and need to update TSDS.

Student Information on Chancery			
Student Name:			
Student ID:			
Clerk/From:			
School Name:		School #:	
Phone:		Date:	

Fill in the student information below that requires correction/change only.

	Enter <u>incorrect</u> information in this column		Enter <u>correct</u> information in this column	Office Use Only
First Name:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Middle Name:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Last Name:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Generation:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Birth Date:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Gender:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Federal Ethnicity:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Federal Race:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
Social Security:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		
State Alt-ID:		<input type="checkbox"/> Change to <input type="checkbox"/> Add		

School made the change/s on Chancery: Yes
 No

Comments: _____

*Make the necessary changes on Chancery and send this form with document/s copies (Birth Certificate, Social Security Card...) Make sure that all documents are clear copies, scanned and emailed documents are preferred.

To: HISD_ET@houstonisd.org
Cc: Rose Gamboa, Sr. Student Infor. Rep. for TSDS UID: rgamboa@houstonisd.org
 Direct Line: 713-556-671
 FAX: 713-556-6783

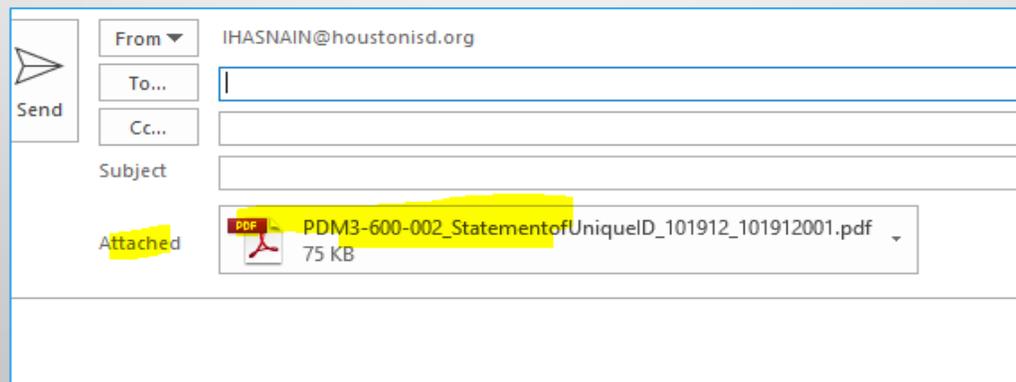
SENDING SECURE DOCUMENTS

Campus must secure documents to comply with the family educational rights and privacy act (FERPA) regulations

- Send documents to the FSC email box: HISD_ET@HOUSTONISD.ORG
- Rose Gamboa: rgamboa@houstonisd.org

How to secure documents to comply with the family educational rights and privacy act (FERPA) regulations:

- Attach documents to an email.



The screenshot shows an email composition window with the following fields:

- From:** IHASNAIN@houstonisd.org
- To...:** (empty)
- Cc...:** (empty)
- Subject:** (empty)
- Attached:** PDM3-600-002_StatementofUniquelD_101912_101912001.pdf (75 KB)

The word "Attached" is highlighted in yellow, and the filename in the attachment list is also highlighted in yellow.

SENDING SECURE DOCUMENTS CONTINUED

- Open document/attachment – select **file – properties**
- *This step can also be done prior to attaching the document to an email*

The screenshot shows a web browser window with the URL <https://surveys.nces.ed.gov/CRD/> and a tab for 'TSDS Unique ID Application'. The main content is a PDF document titled 'TSDS PEIMS STATEMENT OF UNIQUE ID STUDENT DISCREPANCIES' with the subtitle 'LEA-level Data | Student Demographic Discrepancies'. The document is dated Tuesday 04/23/2019 11:50 AM and is Page 1 of 3,319. The document content includes a table with the following columns: Middle Name, Unique ID, Local ID, Student ID, Gen, Sex, Ethnicity/Race, Date of Birth, Grade, Previous Campus, Last Update, and Source. The table contains several rows of student data, including entries for JOSIEL, RAFAEL, GIOVANNI, SMITH, and LOWERY-HUNT. The 'Properties' menu is open, showing options like Open, Create, Save, Share, Action Wizard, and Properties. The 'Properties' option is highlighted.

Middle Name	Unique ID	Local ID	Student ID	Gen	Sex	Ethnicity/ Race	Date of Birth	Grade	Previous Campus	Last Update Dst/Camp	Source
JOSIEL	1394381468	1551481	XXXXX1770	NA	M	H,W	02/13/2004	09		101912001	DST
JOSIEL	1394381468	1551481	XXXXX1770	NA	M	H,I	02/13/2004	09		101912001	UID
RAFAEL	1493751379	1809252	XXXXX1342	NA	M	H,W	08/22/2003	09		101912001	DST
RAFAEL	1493751379	1809252	XXXXX1342	NA	M	H,I	08/22/2003	09		101912001	UID
GIOVANNI	1628836849	1591092	XXXXX1974	NA	M	H,W	09/28/2003	09		101912001	DST
GIOVANNI	1628836849	1591092	XXXXX1974	NA	M	H,I	09/28/2003	09		101912001	UID
SMITH	1647916138	1923941	XXXXX5144	NA	F	B	11/22/2003	09		101912001	DST
SMITH	1647916138	1923941	XXXXX5144	NA	F	B	11/22/2003	09		101912001	UID
LOWERY-HUNT	1871265355	1817059	XXXXX9166	NA	F	H,B	03/16/2004	09		101912001	DST

SENDING SECURE DOCUMENTS

CONTINUED

Select **Security** tab – select **password security** - **OK**

The screenshot shows a software interface with a 'Document Properties' dialog box open over a document viewer. The dialog box has tabs for 'Description', 'Security', 'Fonts', 'Initial View', 'Custom', and 'Advanced'. The 'Security' tab is active, showing 'Document Security' options. The 'Security Method' dropdown is set to 'No Security', but a list is open showing 'Password Security' selected. Below this is a 'Document Restrictions Summary' section with various permissions listed as 'Allowed'. The background document viewer shows a table with columns for 'LEA ID', 'Last Name', 'Grade', 'Previous Campus', 'Last Update Dst/Camp', and 'Source'. The document content includes 'Texas Education Agency', 'PDM3-900-002', 'v19.3.1', '*** CONFIDENTIAL ***', and 'LEA: 101912 - HOUSTON ISD'. The status bar at the bottom of the window shows 'Tuesday 04/23/2019 11:50 AM' and 'Page 9 of 3,319'.

LEA ID	Last Name	Grade	Previous Campus	Last Update Dst/Camp	Source
101912	HERNANDEZ	11		101912001	DST
057804	HERNANDEZ	11			UID
101912	GARCIA	11		101912001	DST
101912	GARCIA	11			UID
101912	GUEVARA	11		101912001	DST
057804	GUEVARA	11			UID
101912	VAZQUEZ	11		101912001	DST
101912	VAZQUEZ	11			UID
101912	WALKER	11		101912001	DST
020901	WALKER	11			UID
101912	GRANADOS	11		101912001	DST
101912	GRANADOS	11			UID
101912	EDWARDS	11		101912001	DST
057804	EDWARDS	11			UID
101912	TREJO	11		101912001	DST
057804	TREJO	11		09/18/2000	UID

SENDING SECURE DOCUMENTS

CONTINUED

- Check on **Require a password to open the document** – on **Document open password:** ****enter a password**** (example of a password HISD#1) select - **OK**

Texas Education Agency
PDM3-600-002
v19.3.1
*** CONFIDENTIAL ***
LEA: 101912 - HOUS

Grade Level: 11
Errors: Minor

LEA ID	Last Name
101912	HERNANDI
057804	HERNANDI
***WMINOR:	
101912	GARCIA
101912	GARCIA
***WMINOR:	
101912	GUEVARA
057804	GUEVARA
***WMINOR:	
101912	VAZQUEZ
101912	VAZQUEZ
***WMINOR:	
101912	WALKER
020901	WALKER
***W910004:	
101912	GRANADO
101912	GRANADO
***WMINOR:	
101912	EDWARDS
057804	EDWARDS
***WMINOR30 - Error on Minor Demographic: verify gender or ethnicity code	

Compatibility: Acrobat 7.0 and later

Encryption Level: 128-bit AES

Select Document Components to Encrypt

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Require a password to open the document

Document Open Password: ***** Weak

This password will be required to open the document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password: _____ Not Rated

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

Enable copying of text, images, and other content

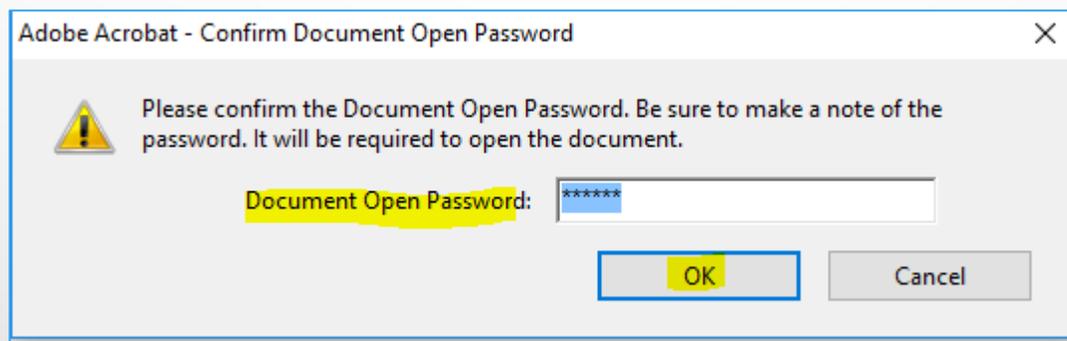
Enable text access for screen reader devices for the visually impaired

Help OK Cancel

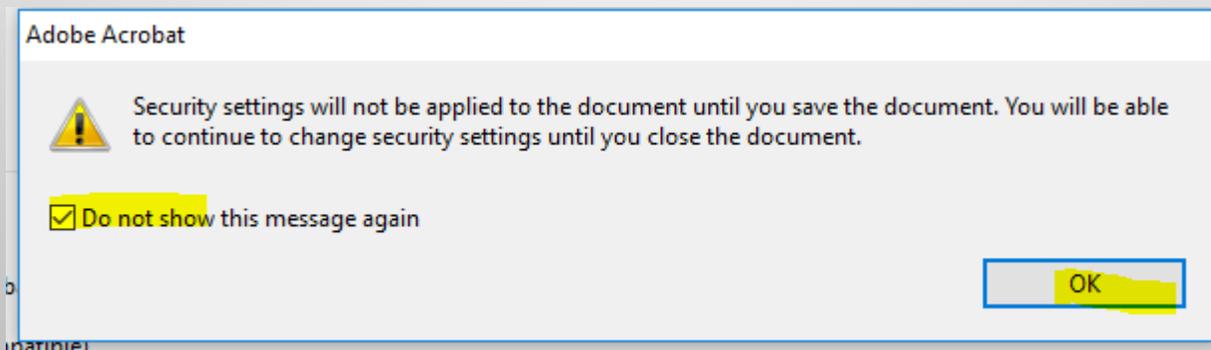
SENDING SECURE DOCUMENTS

CONTINUED

Document open password: ***Enter same password again*** select - **OK**

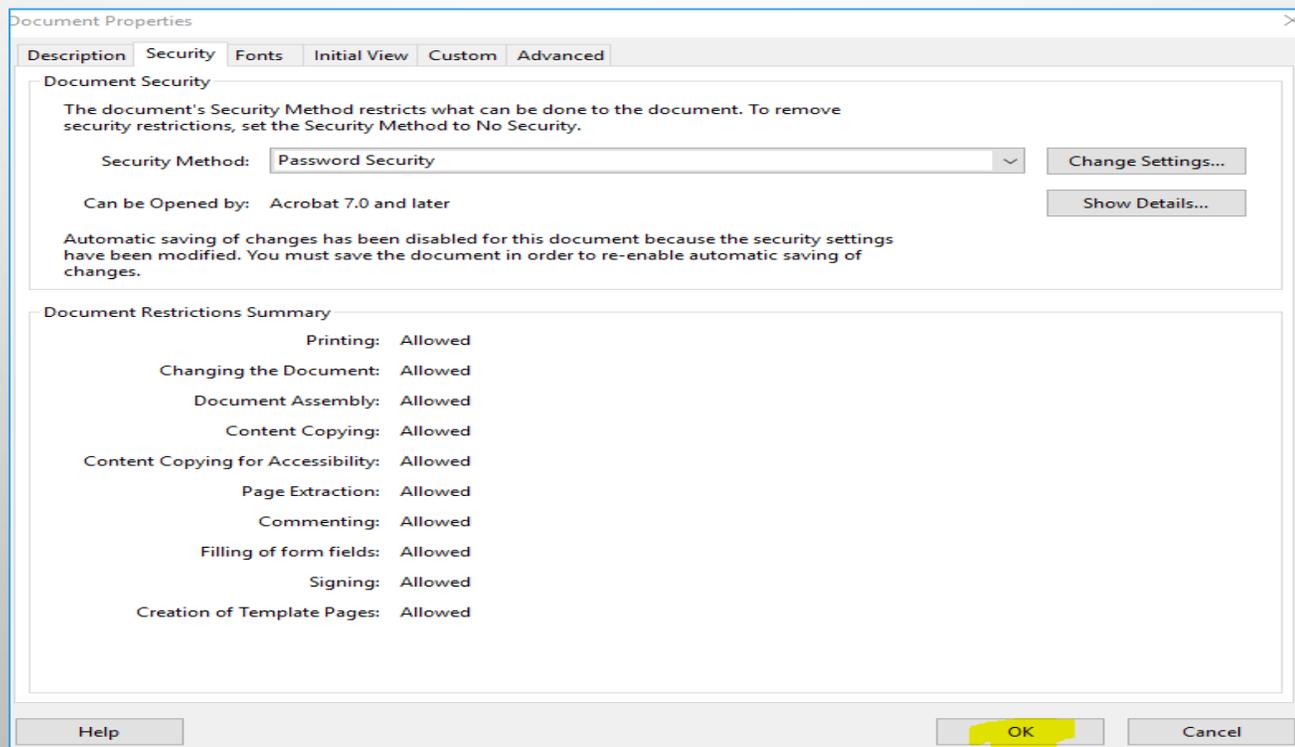


If this window appears, add a check to **Do not show this message again** - **OK**



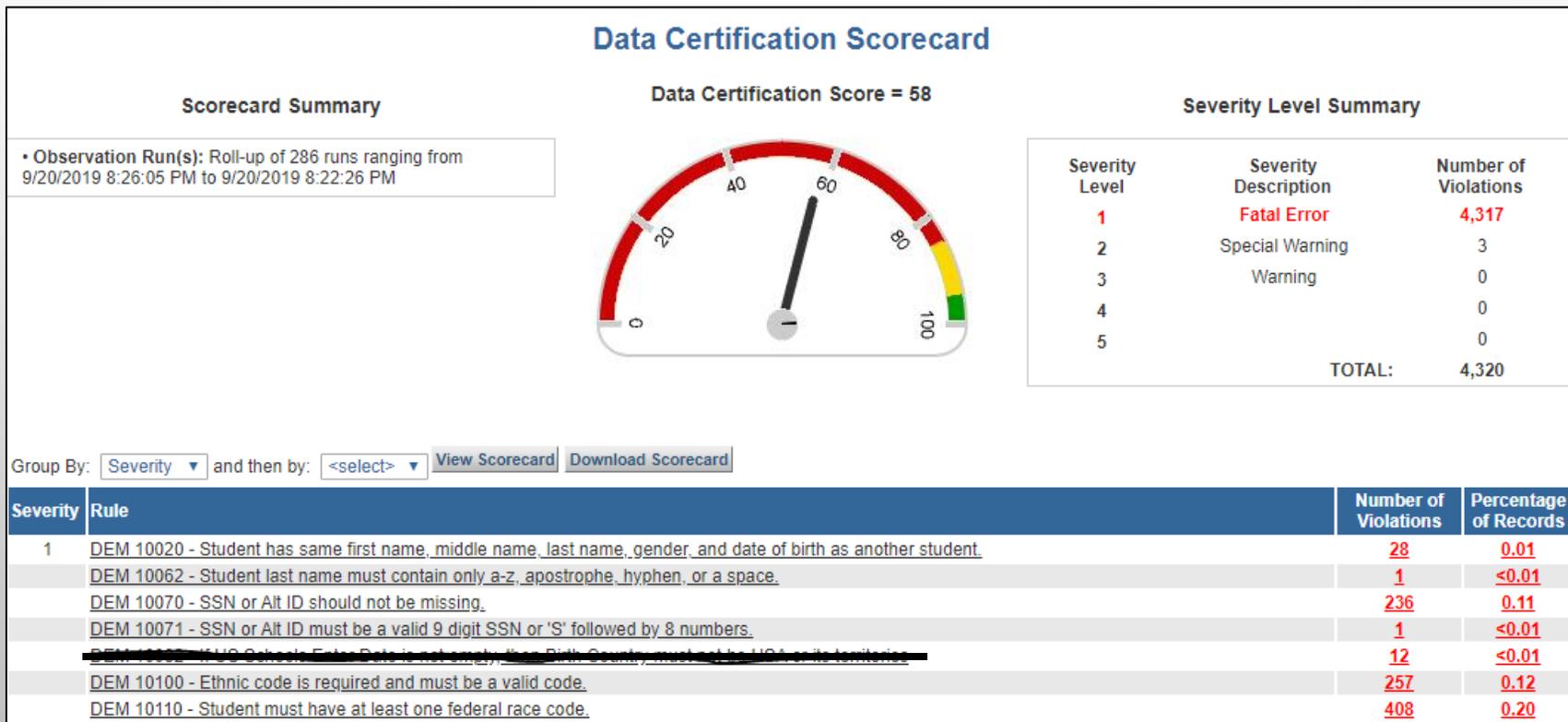
SENDING SECURE DOCUMENTS CONTINUED

Original window appears again: select **OK** – make sure you send the password to the person you are sending documents on a separate email. (Example of a password: HISD#1)



CERTIFY STUDENT INFORMATION SCORECARD

These Certify Scorecards pertain to the student demographics data, they should be reviewed and corrected daily if errors appear.



DEM 10020 - STUDENT HAS SAME FIRST NAME, MIDDLE NAME, LAST NAME, GENDER, AND DATE OF BIRTH AS ANOTHER STUDENT

This scorecard contains potential duplicate student records.

Campus_ID	Student_ID	SSN_AltID	Campus_Enrollment_Name	First_Name	Middle_Name	Last_Name ▲	Birth_Date	Gender_Code	MULTIPLE_BIRTH
064	1813810	S17599366	Pershing Middle School	Sara	Valeria	Bazan	6/23/2007 12:00:00 AM	F	N
100	2077528	633155900	Texas Connections Academy at Houston	Melanie	Joanne	Cervantes	4/29/2008 12:00:00 AM	F	N
100	2075396	644296100	Texas Connections Academy at Houston	Quintarius	Semaj Zacchaeus	Chandler	3/28/2011 12:00:00 AM	M	N
169	2067646	[NULL]	Harvard Elementary School	Ernest	Ray	Hunter	9/4/2014 12:00:00 AM	M	N
213	2076707	847014870	Osborne Elementary School	D'Kaylen	Beatrice	Jackson	10/19/2014 12:00:00 AM	F	N
225	2030641	722401996	Reynolds Elementary School	Shyla	Ta'Nae Kelly	Jenkins	7/11/2015 12:00:00 AM	F	N
248	1909957	S17614548	Sutton Elementary School	Jarol	Calet	Martinez Aguilar	7/20/2010 12:00:00 AM	M	N
068	1811858	643155543	Tanglewood Middle School	Kloe	Lee	Mendez Powell	7/11/2008 12:00:00 AM	F	N
199	1978664	388358544	Lovett Elementary School	Meklit	Yonas Eyob	Mobae	4/17/2014 12:00:00 AM	F	N
199	2065552	388358544	Lovett Elementary School	Meklit	Yonas Eyob	Mobae	4/17/2014 12:00:00 AM	F	N
009	1961122	S17624096	Margaret Long Wisdom High School	Manuel	Antonio	Orellana Menjivar	10/11/2005 12:00:00 AM	M	N
009	2086557	[NULL]	Margaret Long Wisdom High School	Manuel	Antonio	Orellana Menjivar	10/11/2005 12:00:00 AM	M	N
023	1552666	636821101	Sharpstown High School	Angeli	Mari	Pineda	7/15/2002 12:00:00 AM	F	N
023	2092524	636821101	Sharpstown High School	Angeli	Mari	Pineda	7/15/2002 12:00:00 AM	F	N
019	2089678	645843618	Worthing High School	Chance	Reid	Regalado	2/11/2003 12:00:00 AM	M	N
034	1561009	642886858	High School for Law and Justice	Natalie	Eshel	Ross	8/29/2003 12:00:00 AM	F	N
034	2077521	642886858	High School for Law and Justice	Natalie	Eshel	Ross	8/29/2003 12:00:00 AM	F	N
203	2080150	367814033	Mading Elementary School	Anthony	Alexander	Vasquez Rivera	9/6/2013 12:00:00 AM	M	N

DEM 10070 – SSN OR ALT ID SHOULD NOT BE MISSING

This error indicates student is either missing the Social Security Number or State Alternate ID

Campus_ID	Student_ID	SSN_AltID	Campus_Enrollment_Name	First_Name	Last_Name	SSN	Grade
009	2086917	[NULL]	Margaret Long Wisdom High School	Carlos	Fearno-Cardona	[NULL]	11
009	2090400	[NULL]	Margaret Long Wisdom High School	Wilson	Puac Ajpacaja	[NULL]	9
009	2090407	[NULL]	Margaret Long Wisdom High School	Yeferson	Mejia Garcia	[NULL]	10

Where to assign a State Alternate ID on Chancery: *PEIMS Coding > Assign State ID > Request State Alternate ID# > Add Check > OK*

The screenshot shows the 'Chancery SMS' application interface. The left sidebar contains a navigation menu with options like Demographics, Tests, Registration, and PEIMS Coding. The main window is titled 'Quick Search > State Alternate ID Assignment' and displays student information for Nsegijunva, Kabode. The 'TEA PID Fields' section includes fields for First Name (Kabode), Middle Name, Last Name (Nsegijunva), Generation, DOB (1/1/2001), and Gender (M). The 'SSN/State Alternate ID#' field is currently blank. Below this, there is a checkbox labeled 'Request State Alternate ID#' which is checked. At the bottom, there are 'Apply', 'OK', and 'Cancel' buttons.

DEM 10100 - Ethnic Code is Required and Must Be a Valid Code

TEA requires that every student have the Federal Ethnic Code, either:

- Hispanic or Latino or Not Latino/Hispanic

Campus_ID	Student_ID	Campus_Enrollment_Name	First_Name	Middle_Name	Last_Name	Ethnic_Code	Race_Asian_Flag	Race_Black_Flag	Race_White_Flag	Race_Amerind_Flag	Ra
009	2086917	Margaret Long Wisdom High School	Carlos	Andres	Fearno-Cardona	N/A	0	0	0	0	0
009	2086921	Margaret Long Wisdom High School	Telsey	Lynn-Marie	Dennison	N/A	0	0	0	0	0
009	2089287	Margaret Long Wisdom High School	Alejandro	Manuel	Az Pocop	N/A	0	0	0	0	0
009	2089302	Margaret Long Wisdom High School	Jose	Leonel	Chavez Rivas	N/A	0	0	0	0	0
009	2090400	Margaret Long Wisdom High School	Wilson	Juan	Puac Ajpacaja	N/A	0	0	0	0	0
009	2090685	Margaret Long Wisdom High School	Marlene	Nicolle	Santamaria Amador	N/A	0	0	0	0	0
009	2091541	Margaret Long Wisdom High School	Angelina	Mercedes	Hall	N/A	0	0	0	0	0

Where to code on Chancery: Federal Info > Federal ethnic category > Select one: Hispanic or Latino or Not Latino/Hispanic (N/A is not a valid selection)

Fearno-Cardona, Carlos A Jr. 2086917 Gr-11 Male Jan 7, 20

Overview Personal Info Address/Phone Medical Info **Federal Info**

Federal Race & Ethnicity Information

Federal ethnic category: Hispanic or Latino

Federal race categories: N/A

Selected categories: Total: 0

DEM 10110 - STUDENT MUST HAVE AT LEAST ONE FEDERAL RACE CODE

TEA requires that every student have at least one Federal Race Code

Campus_ID	Student_ID	Campus_Enrollment_Name	First_Name	Last_Name	Ethnic_Code	Race_Asian_Flag	Race_Black_Flag	Race_White_Flag	Race_Amerind_Flag	Race_Pacisle_Flag
009	2085244	Margaret Long Wisdom High School	Griselda	Ramirez Munguia	01	0	0	0	0	0
009	2086909	Margaret Long Wisdom High School	Leonel	Figueroa Piche	01	0	0	0	0	0
009	2086911	Margaret Long Wisdom High School	Sumeet	Cheema	02	0	0	0	0	0
009	2086917	Margaret Long Wisdom High School	Carlos	Fearno-Cardona	N/A	0	0	0	0	0
009	2086921	Margaret Long Wisdom High School	Telsey	Dennison	N/A	0	0	0	0	0

Where to code on Chancery: Federal Info > Federal race categories > Select one or more categories, *American Indian and Alaska Native, Asian, Black or African Am, Native Hawaiian and Pacific Islander, White.* (N/A is not a valid selection)

The screenshot shows the 'Federal Info' tab in the Chancery system for student Carlos A Jr. Fearno-Cardona (ID: 2086917, Grade: Gr-11). The 'Federal Race & Ethnicity Information' section includes a dropdown for 'Federal ethnic category' set to 'N/A'. Below it, the 'Federal race categories' section features a list of available categories: 'N/A', 'American Indian and Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian and Other Pacific I:', and 'White'. A 'Selected categories' box is currently empty, and the 'Total' is 0. The 'Federal Info' tab is circled in red.

DEM 10062 - STUDENT LAST NAME MUST CONTAIN ONLY A-Z, APOSTROPHE, HYPHEN, OR A SPACE

TEA does not accept the tilde on the name, this will come up as a fatal error.

Campus_ID	Student_ID	Campus_Enrollment_Name	First_Name	Middle_Name	Last_Name
369	2092661	J. Gross Elementary School	Jose	Antonio	Freire Ordoñez

Beginning on October 4, 2019, TEA has changed the following name fields. The allowable characters are the same across all three name fields.

- E0703 First-Name (**A-Z, a-z, Á-Ú, á-ú, 0-9, ', -, [space]**)
- E0704 Middle-Name (**A-Z, a-z, Á-Ú, á-ú, 0-9, ', -, [space]**)
- E0705 Last-Name (**A-Z, a-z, Á-Ú, á-ú, 0-9, ', -, [space]**)

UNIQUE ID NAME LENGTH CHANGES

Updated Change for 2019-2020:

The Unique ID system will be configured to allow **60 characters** for **First Name, Middle Name** and **Last Name**. This will be the same length allowed for the Operational Data Store (ODS) to ensure consistency across all TSDS applications.

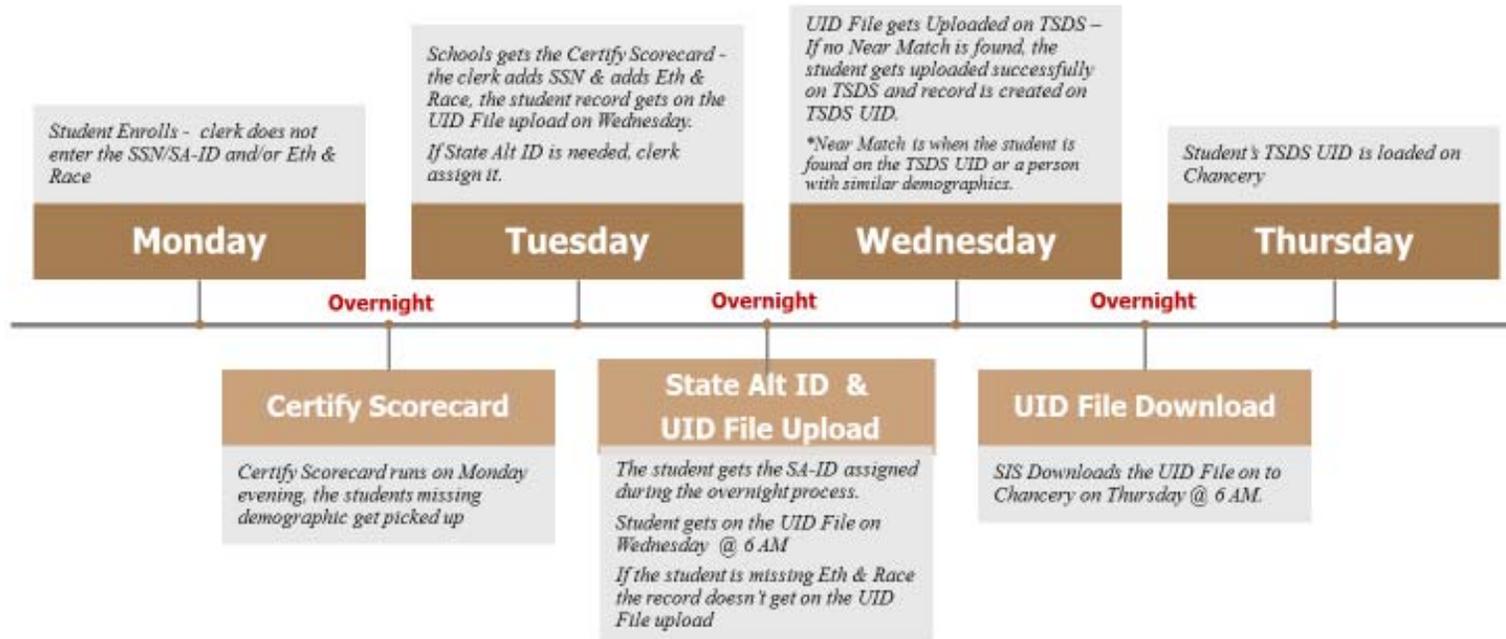
DEM 10071 - SSN OR ALT ID MUST BE A VALID 9-DIGIT SSN OR 'S' FOLLOWED BY 8 NUMBERS

- The Social Security Number should be nine characters long.
- When entering the State Alternate ID the “S” should be in caps only.

Campus_ID	Student_ID	SSN_AltID	Campus_Enrollment_Name	First_Name	Last_Name
237	2092658	s16429954	Scarborough Elementary School	Carlos	Villatoro-Tabora
237	2092659	s25633247	Scarborough Elementary School	Bryan	Manriquez-Perez

TSDS Unique ID Timeline

TSDS UID assignment process takes 4 days



BEST PRACTICES

Acronyms

- **TEA** – Texas Education Agency
- **PEIMS** – Public Education Information Management System
- **TSDS** – Texas Student Data System
- **SSN** – Social Security Number
- **SA-ID** – State Alternate Identification
- **UID** – Unique Identification
- **ET** – Enrollment Tracking

❑ **Always search the TSDS UID first when enrolling a student, regardless of the student's enrollment status.**

❑ **Always thoroughly review & verify the student documents before making changes or enrolling them.**

- If a change is required on the student's demographics on TSDS UID, please fill out the "Student Demographics Change Form," and send it to us with the copies of the student records.

❑ **Scanning and emailing documents is recommended**

- When emailing or faxing documents, make sure they are legible and not altered in any form.
- If emailing copies of documents, encrypt the documents with a password.

❑ **Withdrawal Form and the Social Security or State Alternate ID**

- When a student withdraws from your campus, highlight the student's SSN or State Alternate ID on the withdrawal form.
- *Doing this will prevent the other school/district from creating a duplicate SSN/State Alt ID or from entering the incorrect number.*

❑ **Social Security Number and State Alternate ID**

- Check the TSDS UID system or the student's previous school/district records for the SSN or State Alternate ID.
- If a student has a SSN or a State Alt ID on the TSDS UID or on his/her previous school records, enter this SSN or State Alt ID on Chancery, even if the student does not present a SS Card (*until then, the campus can contact the student's previous school/district for a copy of SS card or ask the parent for a copy of it*).
- After all other options have been exhausted, and the student does not have a Social Security Card on record anywhere, this is when the campus assigns a State Alt-ID.

❑ **Duplicate IDs and Loss of Funding**

- It is extremely important to correct errors as they arise. Not doing so can result in a duplicate state ID and a loss of funding for your campus and the district.

BEST PRACTICES

❑ Name on the Birth Certificate vs. Social Security Card

- The Social Security Card is not an acceptable document to establish the student's identity.
- Always refer to the name that's on the Birth Certificate or other legal documents when entering on Chancery.

❑ U.S.A. Birth Certificates

- Enter the student's name exactly as shown on the Birth Certificate.
- If a Middle Name/s exist on the student's Birth Certificate, enter it exactly as it is on Chancery.

❑ Legal Changes

- If a student has a legal name change, send a copy of the amended birth certificate to us.
- For legal court changes, send copies of the court documents and include only the pages that contain: *The Cause and Case number, the section with the change, the Judge's signature and the court seal.*

❑ Foreign Birth Certificates

- "Double" last names on the birth certificate are entered exactly as shown on the foreign birth certificate; this applies mainly to birth certificates from Latin countries.

❑ Generation Codes

- To enter the generation code, select the drop-down arrow (caret).
 - **Example:** If the birth certificate shows "JR" "I" "II"... after his last name, select the Generation Code on the drop-down arrow on Chancery.
 - **Example:** If the birth certificate shows "JR" in the Middle Name section, on Chancery add it as the Middle Name and not on the drop-down arrow.

❑ Periods and Tildes ~

- Periods and tildes are not allowed to be entered on Chancery; this generates an error.

❑ Apostrophes, Hyphens and Spaces

- Enter them if they are present on the birth certificate.

❑ Federal Ethnicity and Race

- The Ethnicity and Race are required for every student.
- *Only make changes on the student's ethnicity and/or race if the parent requests the change.*

❑ Social Security #s that start with a "9"

- An SSN that starts with a 9 generates an error, instead assign a State Alt ID.
- *It is an invalid SSN for PEIMS, they are used for Tax purposes only.*

FOREIGN BIRTH CERTIFICATE

Mexico, Central or South American Countries

- “Double” last names on the birth certificates are recorded exactly as shown.
- Birth dates are documented as: DD/MM/YYYY
- If there are two names on the name section, it will be the first name and the middle name.
- The student’s last name will be the fathers last name then the mothers last name.

Spanish words translated:

*Nombre – Name *Apellido – Last Name *Padre – Father *Madre – Mother *Primer – First *Segundo – Second
*Fecha de Nacimiento – Date of Birth

ESTADOS UNIDOS MEXICANOS
REGISTRO CIVIL

ACTA DE NACIMIENTO
DATOS DEL REGISTRADO

NOMBRE: ALDO JAVIER
PRIMER APELLIDO: REYES
SEGUNDO APELLIDO: HERNANDEZ
FECHA DE NACIMIENTO: 16 DE FEBRERO DE 2006 HORA: 08:18 SEXO: MASCULINO
LUGAR DE NACIMIENTO: VERACRUZ
MUNICIPIO DE NACIMIENTO: VERACRUZ
ENTIDAD DE NACIMIENTO: VERACRUZ MEXICO
PRESENTADO: VIVO COMPARECIO: AMBOS PADRES

DATOS DE LOS PADRES

NOMBRE DEL PADRE: JUAN FERNANDO
PRIMER APELLIDO: REYES
SEGUNDO APELLIDO: CHAVEZ
NOMBRE DE LA MADRE: ESMIRNA
PRIMER APELLIDO: HERNANDEZ
SEGUNDO APELLIDO: SOLIS

Annotations:
- Aldo is the First Name
- Javier is the Middle Name
- Reyes – 1st Last Name is from Father
- Hernandez – 2nd Last Name is from Mother
- Birth dates are read as DD/MM/YYYY
- Father's 1st Last Name
- Mother's 1st Last Name



HISD | **Federal and State Compliance**
DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.

QUESTIONS

If you have any questions or concerns, please contact Rose Gamboa at 713-556-6771, Cynthia Morales at 713-556-6756, Irma Hasnain at 713-556-6759 or the FSC main # at 713-556-6753.