TSDS Student UID Cheat Sheet

- **Always**, search the TSDS Student UID first when enrolling a student, regardless of their enrollment status.
- **Always**, thoroughly review & verify the student’s documents before making changes or enrolling them.
- Scanning and emailing documents
  - When sending documents make sure they are legible and not altered in any form.
  - Encrypt emails to abide by FERPA laws.
- **Social Security or State Alternate ID**
  - Check TSDS or the student’s previous campus/district records before assigning a State Alternate ID.
  - If a student has the SSN on TSDS or on his/her previous school records, enter this SSN number on PowerSchool/HISD Connect.
  - If student does not have a Social Security Card assign a State Alt-ID after exhausted all other options.
- **U.S.A. Birth Certificates**
  - Enter name exactly as shown on the BC
  - For a legal change, the campus must obtain court documents on file (include the last page with Judge’s signature & the court seal) or a copy of the amended birth certificate.
- **Generation Codes**
  - To enter the generation code, select code from the drop-down arrow.
  - If the birth certificate shows the JR/SR/III... after student’s last name, select the Generation Code from the drop-down arrow.
  - If the birth certificate shows the JR in the Middle Name section, add it as a Middle Name.
- **Foreign Birth Certificates**
  - “Double” last names on the birth certificate are entered exactly as shown on the foreign birth certificate.
- **Periods and Tildes ~ on Student’s Birth Certificate**
  - Periods and tildes are not allowed to be entered on PowerSchool.
- **Apostrophes, Accents, Hyphens, Numbers, and Spaces on Birth Certificates are allowed**
  - Enter if they are present on the birth certificate.
- **Ethnicity/Race**
  - Are required elements.
- **Middle Name**
  - If there is a middle name on the birth certificate, enter exactly as indicated on the BC.
- **Back-up Person**
  - Each data clerk should have a reliable back-up.
- **OnDataSuite (ODS)**
  - Utilize ODS to search for campus data.
- **PowerSchool SIS – PEIMS Error Check**
  - Check for student demographic discrepancies
  - Location: PS > State Reports > PEIMS Error Check
  - Clear any missing/incorrect data
- **TSDS TEAL - Access**
  - Open link [https://tealprod.tea.state.tx.us/](https://tealprod.tea.state.tx.us/)
  - Select link & fill out form electronically: *Don't have an account? Request New User Account*
- **TSDS - Student Unique ID - Access**
  - Need access to view students on TSDS
  - Open this link to get instructions > Request Access: [https://www.houstonisd.org/Page/175782](https://www.houstonisd.org/Page/175782)
- **Loss of Funding**
  - It is very important to correct errors that arise, if not they may become PEIMS PID errors that count against the schools for funding.

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**PEIMS** – Public Education Information Management System  
**TSDS** – Texas Student Data System  
**TEAL** – TEA Login  
**Student UID** – Student Unique Identifier  
**ET** – Enrollment Tracking

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