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/
- 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

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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