

Unique ID Batch File (Texas)

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[Report Logic](#) | [Extract Versions](#) | [File Naming and Header Logic](#) | [Extract Layout](#)

Classic View: [TX State Reporting > Unique ID Batch File](#)

Search Terms: [Unique ID Batch File](#), [Unique ID](#), [ID Batch](#)

The Unique ID Batch File is used to submit student and staff records for assignment of IDs and to submit enrollments and withdrawals from the district.

Unique ID Batch File ☆

[Reporting](#) > [TX State Reporting](#) > [Unique ID Batch File](#)

TX Unique ID Batch File Extract

This tool will extract data to complete the Unique ID Batch File upload extract. Enter a unique identifier in the Transmission ID field - this will be used to reference specific files internally only. Choose the Extract Version (Student/Staff/Enrollment Event) to get the correct version of file. Student/Staff files will pull individuals needing unique IDs in the system. Enrollment Event file will pull all enrollment events that occurred in the window chosen.

Extract Options

Extract Version

Transmission ID

Population

Filter By

Calendar

District

School

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

19-20

19-20 KG-3 Elementary School

19-20 4-5 Elementary School

19-20 District-Wide Staff Resp

19-20 Middle School

19-20 High School

CTRL-click or SHIFT-click to select multiple

Refresh Show top tasks submitted between and

Batch Queue List			
Queued Time	Report Title	Status	Download

Unique ID Batch Extract Editor

Report Logic

- **Student File**

- **No Unique ID**

- The file reports all students with an active enrollment as of the date of extract who DO NOT have an ID in the Unique State ID field (Census > People > Demographics > Unique State ID) including students of all enrollment types (P, S, and N).
 - Each student will only report from one enrollment even if they have multiple active enrollments at the time of the extract.

- **All Active Students**

- The file reports all students with an active enrollment as of the date of the extract including students of all enrollments types (P, S, and N).
 - Each student will only report from one enrollment even if they have multiple active enrollments at the time of the extract.
 - This version of the extract is used for student data updating at the state level utilizing the same system as the Unique ID.

- Student's marked as State Exclude do not report.

- **Staff File**

- Staff members only report if they have an active District Assignment on the extract date and do not have a Unique ID currently in Campus.
 - Only reports from the staff member's first district assignment. Each person only reports one line in the extract.

- **Enrollment Event**

- The report includes all student enrollment entries and withdrawals from the Start Date through the End Date entered on the extract editor.
 - Any time a user changes the value in the Start Date, End Date, or Withdrawal Date field on the student's Enrollment, Campus creates a record in the Enrollment Date Event table in the Campus database. This record includes an Edit Date. If the record's Edit Date is on or between the Extract Editor dates, a record reports.

- **All Reports**

- A trailer record reports and includes the Record Type of TT, the Transmission ID entered in the extract editor, and the Number of Records reported.

Extract Versions

Extract Type	Example	Options
Student		

Extract Type

Example

Extract Options

Extract Version: Student

Transmission ID: [Empty]

Population: No Unique ID

Filter By:

- Calendar
- District
- School

Select Calendars

Which calendar(s) would you like to include in the report?

- active year
- list by school
- list by year

17-18

- 17-18 CATE
- 17-18 Clark Junior High School
- 17-18 District-Wide Staff Resp
- 17-18 Godwin Elementary School
- 17-18 Harper Elementary School
- 17-18 Huddleston Intermediate

CTRL-click or SHFT-click to select multiple

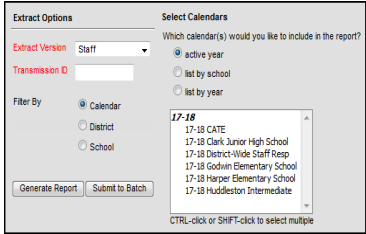
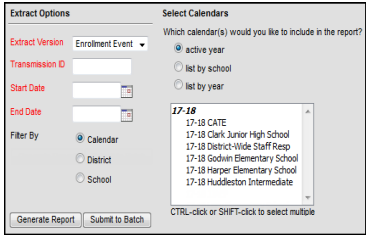
Extract Version

Student

Transmission ID

Used to identify the extract. Allows up to 10 alphanumeric characters.

Extract Type	Example	Population	
			<ul style="list-style-type: none"> • No Unique ID <ul style="list-style-type: none"> ◦ The file reports all students with an active enrollment as of the date of extract who DO NOT have an ID in the Unique State ID field (Census > People > Demographics > Unique State ID) including students of all enrollment types (P, S, and N). ◦ Each student will only report from one enrollment even if they have multiple active enrollments at the time of the extract. • All Active Students <ul style="list-style-type: none"> ◦ The file reports all students with an active enrollment as of the date of the extract including students of all enrollments types (P, S, and N). ◦ Each student will only report from one enrollment even if they have multiple active enrollments at the time of the extract. ◦ This version of the extract is used for student data updating at the state level utilizing the same system as the Unique ID.

Extract Type	Example	Filter By	This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.
Staff		<p>Extract Version</p> <p>Staff</p> <p>Transmission ID</p> <p>Used to identify the extract. Allows up to 10 alphanumeric characters.</p> <p>Filter By</p> <p>This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.</p>	<p>This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.</p>
Enrollment Event		<p>Extract Version</p> <p>Enrollment Event</p> <p>Transmission ID</p> <p>Used to identify the extract. Allows up to 10 alphanumeric characters</p> <p>Start Date End Date</p> <p>The first and last date used to determine which Enrollment entries and withdrawals are included in the extract.</p> <p>Any time a user changes the value in the Start Date, End Date, or Withdrawal Date field on the student's Enrollment, Campus creates a record in the Enrollment Date Event table in the Campus database. This record includes an Edit Date. If the record's Edit Date is on or between the Extract Editor dates, a record reports.</p> <p>Filter By</p> <p>This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.</p>	<p>This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.</p>

File Naming and Header Logic

Each file will be named as follows: State District Number - State School Number - Student or Staff - Timestamp

A header will also generate for each extract as follows:

Element	Data Reported
Record Type	TH
Extract Date	Current Date
Extract Time	Current Time
Transmission ID	As entered in the extract editor.
Version	3.0
Delimiter	delimiter=0X2C
Source Name	source=SIS
Text Qualifier	qualifier=0X22

Extract Layout

Element Name	Description	Location
Record Type <i>Required</i>	Reports as ID. <i>Alphanumeric, 2 characters</i>	N/A
Current School Code <i>Required</i>	The School Number of the individual's current enrollment or employment. <i>Numeric, 9 digits</i>	System Administration > Resources > District Info > Number; Resources > School > Number Database: District.number School.number
Filler	1 column that reports blank.	N/A
Last Name <i>Required</i>	The individual's legal last name. <i>Alphanumeric 25 characters</i>	Census > People > Demographics > Last Name Database: Identity.lastName

Element Name	Description	Location
First Name <i>Required</i>	The individual's legal first name. <i>Alphanumeric 17 characters</i>	Census > People > Demographics > First Name Database: Identity.firstName
Middle Name <i>Optional</i>	The individual's legal middle name. <i>Alphanumeric, 14 characters</i>	Census > People > Demographics > Middle Name Database: Identity.middleName
Name Suffix <i>Optional</i>	The code identifying the suffix appending the student's name. <i>Numeric, 1 digit</i>	Census > People > Demographics > Suffix Database: Identity.suffix
Gender <i>Required</i>	The individual's Gender. Reports M for Male, F for Female. <i>Alphanumeric 1 character</i>	Census > People > Demographics > Gender Database: Identity.Gender
Date of Birth <i>Required</i>	The date on which the individual being reported was born. <i>YYYYMMDD, 8 characters</i>	Census > People > Demographics > Birth Date Database: Identity.birthDate
Current Grade Level <i>Required</i>	The grade level of the individual's current enrollment. <i>Alphanumeric, 2 characters</i>	System Administration > Calendar > Calendar > Grade Level > State Grade Database: GradeLevel-dep20101.stateGrade

Element Name	Description	Location
Local Student ID <i>Required</i>	<p>The individual's local identification number.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census > People > Demographics > Person Identifiers > Student Unique State ID Census > People > Demographics > Person Information > Staff Unique State ID</p> <p>Database: Student.stateID Individual.staffStateID</p>
Social Security Number or S-# <i>Required</i>	<p>The individual's Social Security number or State ID.</p> <p>This field reports the Previous State ID. If the Previous State ID is null, the Social Security Number reports. If both fields are null, this field reports blank.</p> <p><i>Alphanumeric, 9 characters</i></p>	<p>Census > People > Demographics > SSN Census > People > Demographics > Previous State ID</p> <p>Database: Identity.ssn Previous.stateID</p>
Race <i>Required</i>	<p>The racial origin of the individual. Additional selections will report in the additional race fields. Options are:</p> <ul style="list-style-type: none"> • I: American Indian/Alaskan Native • A: Asian • B: Black/African American • P: Native Hawaiian/Pacific Islander • W: White <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Race/Ethnicity</p> <p>Database: Identity.raceEthnicity</p>
TSDS Unique ID	<p>The student's unique ID. (Enrollment Event extract only.)</p> <p><i>Alphanumeric, 10 digits</i></p>	<p>Census > People > Demographics > Person Identifiers > Student Unique ID</p> <p>Database: Person.stateID</p>

Element Name	Description	Location
Current District Code <i>Required</i>	<p>The identification number of the district in which the individual is enrolled or employed.</p> <p><i>Numeric, 6 digits</i></p>	<p>System Administration > Resources > District Info > State District Number</p> <p>Database: District.number</p>
Current School Year <i>Required</i>	<p>The year in which the current school year will end.</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Calendar > School Years > Active End Year</p> <p>Database: Calendar.endYear</p>
Alternate Last Name <i>Optional</i>	<p>Currently reports as blank.</p>	N/A
Filler <i>Optional</i>	<p>13 columns that report as blank.</p>	N/A
Ethnicity Indicator <i>Required</i>	<p>Indicates if the individuals identified as Hispanic/Latino. Reports 1 for Yes or 0 for No.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Race/Ethnicity > Hispanic/Latino</p> <p>Database: Identity.hispanicEthnicity</p>
Race 2 Code <i>Optional</i>	<p>Additional race information. (Staff and Student extracts only.)</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Race/Ethnicity</p> <p>Database: Identity.raceEthnicity</p>
Race 3 Code <i>Optional</i>	<p>Additional race information. (Staff and Student extracts only.)</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Race/Ethnicity</p> <p>Database: Identity.raceEthnicity</p>

Element Name	Description	Location
Race 4 Code <i>Optional</i>	Additional race information. (Staff and Student extracts only.) <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity Database: Identity.raceEthnicity
Race 5 Code <i>Optional</i>	Additional race information. (Staff and Student extracts only.) <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity Database: Identity.raceEthnicity
Filler <i>Optional</i>	19 columns that report blank.	N/A
Submission Purpose <i>Required</i>	Staff and Student extracts report 001 . Enrollment Event extract reports 002 . <i>Numeric, 3 digits</i>	N/A
Person Type <i>Required</i>	Staff extract reports 03 . Student and Enrollment Event extracts report 02 . <i>Numeric, 2 digits</i>	N/A
<i>The following fields report blank for the Staff and Student extracts.</i>		
Filler <i>Optional</i>	2 columns that report blank.	N/A
Entry/Exit Date <i>Conditional</i>	The date on which the student enrolled or withdrew. The following formats are accepted. <ul style="list-style-type: none"> • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd <i>Alphanumeric</i>	N/A

Element Name	Description	Location
Entry/Exit Type <i>Conditional</i>	Reports 01 for an enrollment and 02 for a withdrawal. <i>Numeric, 2 digits</i>	N/A
Filler <i>Optional</i>	1 column that reports blank.	N/A
Entry/Exit Verified Flag <i>Optional</i>	Reports blank.	N/A
Filler <i>Optional</i>	16 columns that report blank.	N/A