



Unique ID Enrollment Tracking - State Performance Plan 7 (SPP 7)

Instructions	Screen Shot
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Trouble Shooting:

If there is not an Enrollment Tracking(ET) record match for a student, check the following:

1. The student's Unique ID entered in the SPP 7 system matches the student's UID in your Student Information System (SIS).
2. The correct Unique ID in SPP 7 data has a UID ET record.
3. The SSN in SPP7 matches the student's SSN in your SIS and the SSN on the students UID record. (see searching a Student in UID below)
4. The campus number entered in the Data for SPP 7 matches the student's correct campus.
 - a. Correct student's campus ID in SPP 7 data to match UID.
5. If none of the above:
 - a. The student will need an UID record created/updated in the Unique ID System and/or a manual ET event added to the ET record (steps below).

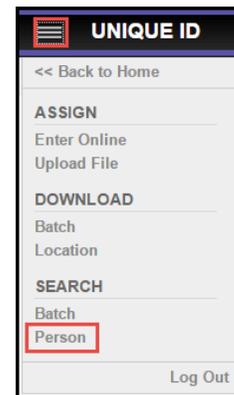
Searching a Student in UID:

Before adding an ET Event to a student, the student must exist in the Unique ID System.

Log into your **TEAL Account**>**Texas Student Data System Portal(TSDS)**> **Manage Unique IDs**

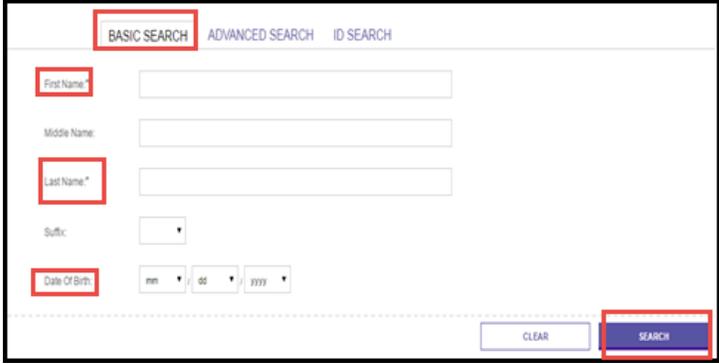
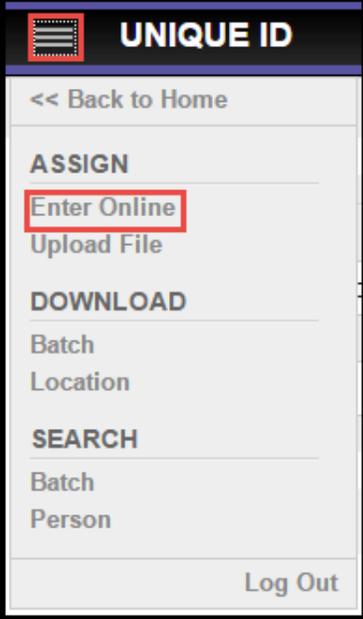


1. Click the hamburger menu next to Unique ID at the top of the screen.
2. Under **Search**, click on **Person**.



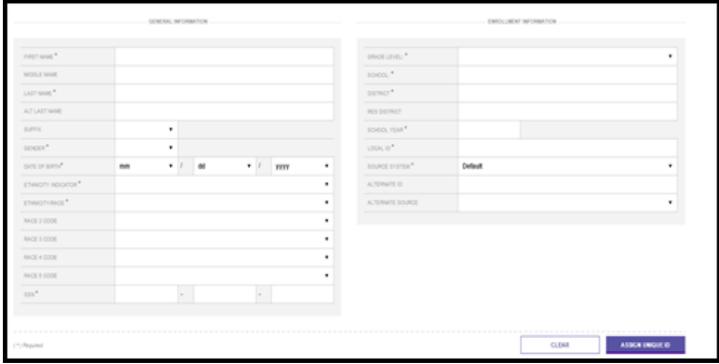
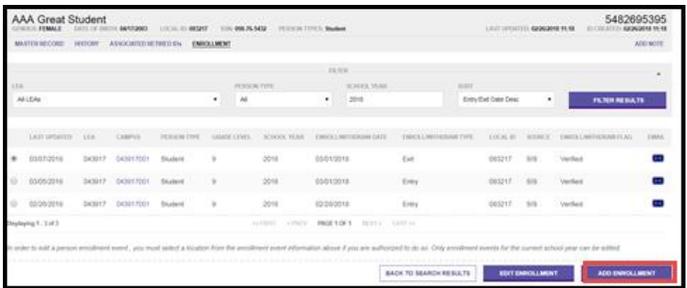


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<p>3. Under Basic Search, enter the student's:</p> <ol style="list-style-type: none">First NameLast NameDate of BirthClick Search	 <p>The screenshot shows a web interface for searching students. At the top, there are three tabs: 'BASIC SEARCH' (highlighted with a red box), 'ADVANCED SEARCH', and 'ID SEARCH'. Below the tabs are several input fields: 'First Name*' (with a red box around the label), 'Middle Name', 'Last Name*' (with a red box around the label), 'Suffix' (a dropdown menu), and 'Date Of Birth' (with a red box around the label and a date picker showing 'mm', 'dd', and 'YYYY'). At the bottom right, there are two buttons: 'CLEAR' and 'SEARCH' (with a red box around the button).</p>
<p>4. If the student appears in the search with the correct SSN/Alt ID, proceed to Adding an ET Event to a Student below.</p> <p>5. If the student appears in the search with the incorrect SSN/Alt ID:</p> <ol style="list-style-type: none">MAKE SURE THIS IS THE CORRECT STUDENTClick on the student nameClick Edit PersonUpdate the student's SSN/Alt ID <p>6. If the student is not in the UID System, proceed to Adding a Student to the UID System.</p>	
<h3>Adding/Updating a Student to the UID System:</h3>	
<ol style="list-style-type: none">Click on the Hamburger Menu next to Unique ID.Under Assign, select Enter Online.	 <p>The screenshot shows a mobile application menu titled 'UNIQUE ID'. At the top left is a hamburger menu icon. Below it is a 'Back to Home' link. The menu is divided into sections: 'ASSIGN' with 'Enter Online' (highlighted with a red box) and 'Upload File'; 'DOWNLOAD' with 'Batch' and 'Location'; 'SEARCH' with 'Batch' and 'Person'; and a 'Log Out' button at the bottom right.</p>



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<p>3. Enter all information with an *. 4. Click Assign Unique ID Number.</p>	
<p>Adding an ET Event to a Student:</p>	
<p>Only a district-level UID user will be able create an ET event for a student who attends a campus in their district.</p>	
<p>From the student Enrollment screen, you can manually add an enrollment.</p> <ol style="list-style-type: none"> 1. Click Add Enrollment 	
<p>Student's demographic information will default.</p> <ol style="list-style-type: none"> 2. Fill in: <ol style="list-style-type: none"> a. Grade Level – select grade level from drop down b. Campus – 9 digits c. Enroll/Withdraw Date – select from calendar drop down d. Enroll/Withdraw Type – select Entry or Exit from drop down e. Enroll/Withdraw Flag – should be verified f. Local ID – enter Local ID from you SIS <p>Click Add Enrollment</p>	