
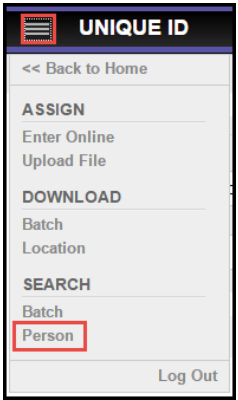


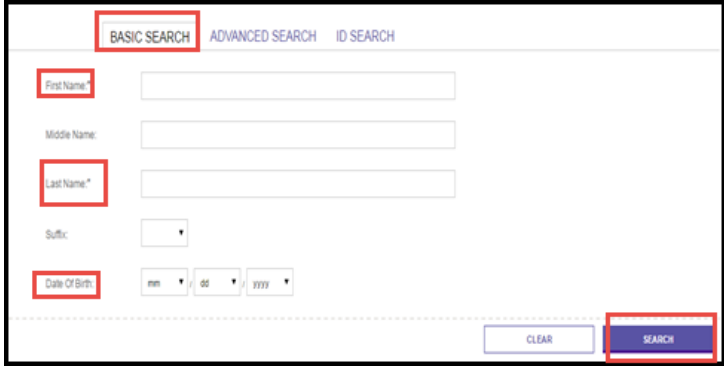
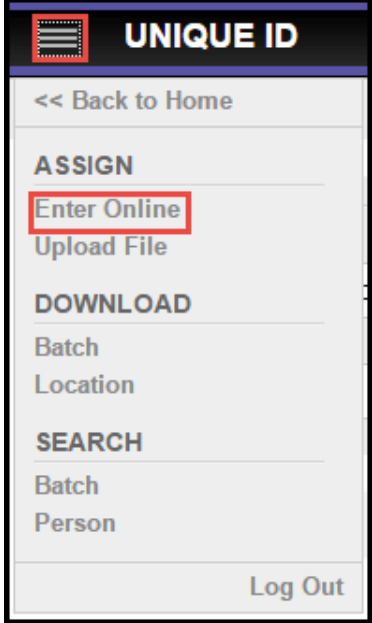


Unique ID Enrollment Tracking - State Performance Plan 7 (SPP 7)

Instructions	Screen Shot
Trouble Shooting:	
<p>If there is not an Enrollment Tracking(ET) record match for a student, check the following:</p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> a. Correct student's campus ID in SPP 7 data to match UID. 5. If none of the above: <ol style="list-style-type: none"> 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.	
<p>Log into your TEAL Account>Texas Student Data System Portal(TSDS)> Manage Unique IDs</p>	
<ol style="list-style-type: none"> 1. Click the hamburger menu next to Unique ID at the top of the screen. 2. Under Search, click on Person. 	

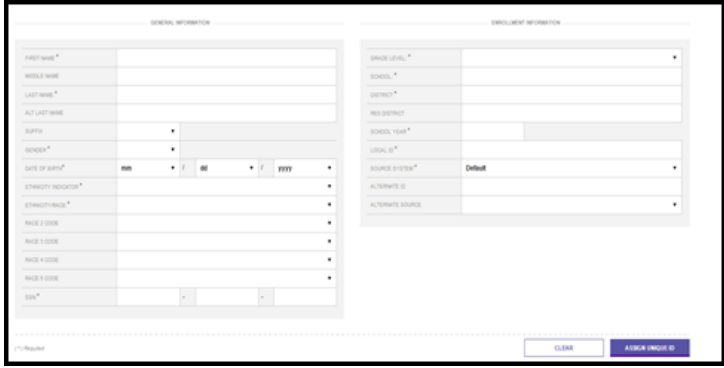
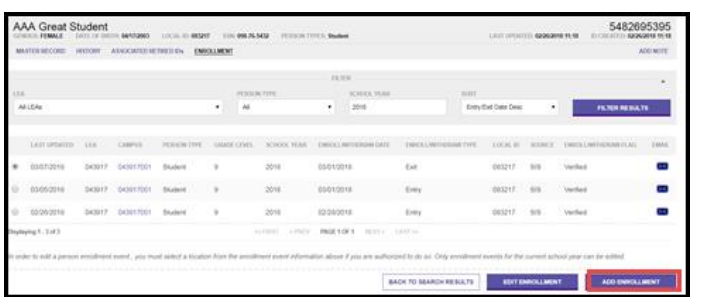


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Instructions	Screen Shot
<p>3. Under Basic Search, enter the student's:</p> <ol style="list-style-type: none">First NameLast NameDate of BirthClick Search	
<p>4. If the student appears in the search with the correct SSN/Alt ID, proceed to Adding an 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>	
Adding/Updating a Student to the UID System:	
<p>1. Click on the Hamburger Menu next to Unique ID.</p> <p>2. Under Assign, select Enter Online.</p>	



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Instructions	Screen Shot
<ol style="list-style-type: none"> Enter all information with an *. Click Assign Unique ID Number. 	
Adding an ET Event to a Student:	
<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"> Click Add Enrollment 	
<p>Student's demographic information will default.</p> <ol style="list-style-type: none"> Fill in: <ol style="list-style-type: none"> Grade Level – select grade level from drop down Campus – 9 digits Enroll/Withdraw Date – select from calendar drop down Enroll/Withdraw Type – select Entry or Exit from drop down Enroll/Withdraw Flag – should be verified Local ID – enter Local ID from you SIS <p>Click Add Enrollment</p>	