

# Unique ID Batch File (Texas)

Last Modified on 03/11/2024 8:44 am CDT

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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 ☆

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**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: Student

Transmission ID:

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

**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  50  12/10/2019  12/17/2019

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	Options
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Extract Type	Options	
<b>Student</b>	<b>Extract Version</b>	Student
	<b>Transmission ID</b>	Used to identify the extract. Allows up to 10 alphanumeric characters.
	<b>Population</b>	<ul style="list-style-type: none"> <li>• <b>No Unique ID</b> <ul style="list-style-type: none"> <li>◦ 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 &gt; People &gt; Demographics &gt; Unique State ID) including students of all enrollment types (P, S, and N).</li> <li>◦ Each student will only report from one enrollment even if they have multiple active enrollments at the time of the extract.</li> </ul> </li> <li>• <b>All Active Students</b> <ul style="list-style-type: none"> <li>◦ 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).</li> <li>◦ Each student will only report from one enrollment even if they have multiple active enrollments at the time of the extract.</li> <li>◦ This version of the extract is used for student data updating at the state level utilizing the same system as the Unique ID.</li> </ul> </li> </ul>
	<b>Filter By</b>	This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.
<b>Staff</b>	<b>Extract Version</b>	Staff
	<b>Transmission ID</b>	Used to identify the extract. Allows up to 10 alphanumeric characters.
	<b>Filter By</b>	This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.

Extract Type	Options	
<b>Enrollment Event</b>	<b>Extract Version</b>	Enrollment Event
	<b>Transmission ID</b>	Used to identify the extract. Allows up to 10 alphanumeric characters
	<b>Start Date End Date</b>	<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>
	<b>Filter By</b>	This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.

## 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
<b>Record Type</b> <i>Required</i>	Reports as ID.  <i>Alphanumeric, 2 characters</i>	N/A
<b>Current School Code</b> <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  District.number School.number
<b>Filler</b>	1 column that reports blank.	N/A
<b>Last Name</b> <i>Required</i>	The individual's legal last name.  <i>Alphanumeric 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b> <i>Required</i>	The individual's legal first name.  <i>Alphanumeric 17 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b> <i>Optional</i>	The individual's legal middle name.  <i>Alphanumeric, 14 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Name Suffix</b> <i>Optional</i>	The code identifying the suffix appending the student's name.  <i>Numeric, 1 digit</i>	Census > People > Demographics > Suffix  Identity.suffix

Element Name	Description	Location
<b>Gender</b> <i>Required</i>	<p>The individual's Gender. Reports M for Male, F for Female.</p> <p><i>Alphanumeric 1 character</i></p>	<p>Census &gt; People &gt; Demographics &gt; Gender</p> <p>Identity.Gender</p>
<b>Date of Birth</b> <i>Required</i>	<p>The date on which the individual being reported was born.</p> <p><i>YYYYMMDD, 8 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Current Grade Level</b> <i>Required</i>	<p>The grade level of the individual's current enrollment.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Grade Level &gt; State Grade</p> <p>GradeLevel-dep20101.stateGrade</p>
<b>Local Student ID</b> <i>Required</i>	<p>The individual's local identification number.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Student Unique State ID Census &gt; People &gt; Demographics &gt; Person Information &gt; Staff Unique State ID</p> <p>Student.stateID Individual.staffStateID</p>
<b>Social Security Number or S-#</b> <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 &gt; People &gt; Demographics &gt; SSN Census &gt; People &gt; Demographics &gt; Previous State ID</p> <p><b>Database:</b> Identity.ssn Previous.stateID</p>

Element Name	Description	Location
<b>Race</b> <i>Required</i>	The racial origin of the individual. Additional selections will report in the additional race fields. Options are: <ul style="list-style-type: none"> <li>• I: American Indian/Alaskan Native</li> <li>• A: Asian</li> <li>• B: Black/African American</li> <li>• P: Native Hawaiian/Pacific Islander</li> <li>• W: White</li> </ul> <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity  Identity.raceEthnicity
<b>TSDS Unique ID</b>	The student's unique ID. (Enrollment Event extract only.)  <i>Alphanumeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > Student Unique ID  Person.stateID
<b>Current District Code</b> <i>Required</i>	The identification number of the district in which the individual is enrolled or employed.  <i>Numeric, 6 digits</i>	System Administration > Resources > District Info > State District Number  District.number
<b>Current School Year</b> <i>Required</i>	The year in which the current school year will end.  <i>Numeric, 4 digits</i>	System Administration > Calendar > School Years > Active End Year  Calendar.endYear
<b>Alternate Last Name</b> <i>Optional</i>	Currently reports as blank.	N/A
<b>Filler</b> <i>Optional</i>	13 columns that report as blank.	N/A
<b>Ethnicity Indicator</b> <i>Required</i>	Indicates if the individuals identified as Hispanic/Latino. Reports <b>1</b> for Yes or <b>0</b> for No.  <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity > Hispanic/Latino  Identity.hispanicEthnicity

Element Name	Description	Location
<b>Race 2 Code</b> <i>Optional</i>	Additional race information. (Staff and Student extracts only.)  <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity  Identity.raceEthnicity
<b>Race 3 Code</b> <i>Optional</i>	Additional race information. (Staff and Student extracts only.)  <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity  Identity.raceEthnicity
<b>Race 4 Code</b> <i>Optional</i>	Additional race information. (Staff and Student extracts only.)  <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity  Identity.raceEthnicity
<b>Race 5 Code</b> <i>Optional</i>	Additional race information. (Staff and Student extracts only.)  <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity  Identity.raceEthnicity
<b>Filler</b> <i>Optional</i>	19 columns that report blank.	N/A
<b>Submission Purpose</b> <i>Required</i>	Staff and Student extracts report <b>001</b> . Enrollment Event extract reports <b>002</b> .  <i>Numeric, 3 digits</i>	N/A
<b>Person Type</b> <i>Required</i>	Staff extract reports <b>03</b> . Student and Enrollment Event extracts report <b>02</b> .  <i>Numeric, 2 digits</i>	N/A
<i>The following fields report blank for the Staff and Student extracts.</i>		
<b>Filler</b> <i>Optional</i>	2 columns that report blank.	N/A



Element Name	Description	Location
<b>Entry/Exit Date</b> <i>Conditional</i>	The date on which the student enrolled or withdrew. The following formats are accepted. <ul style="list-style-type: none"> <li>• mm/dd/yyyy</li> <li>• m/d/yyyy</li> <li>• mm/d/yyyy</li> <li>• m/dd/yyyy</li> <li>• yyyy-mm-dd</li> </ul> <i>Alphanumeric</i>	N/A
<b>Entry/Exit Type</b> <i>Conditional</i>	Reports <b>01</b> for an enrollment and <b>02</b> for a withdrawal.  <i>Numeric, 2 digits</i>	N/A
<b>Filler</b> <i>Optional</i>	1 column that reports blank.	N/A
<b>Entry/Exit Verified Flag</b> <i>Optional</i>	Reports blank.	N/A
<b>Filler</b> <i>Optional</i>	16 columns that report blank.	N/A