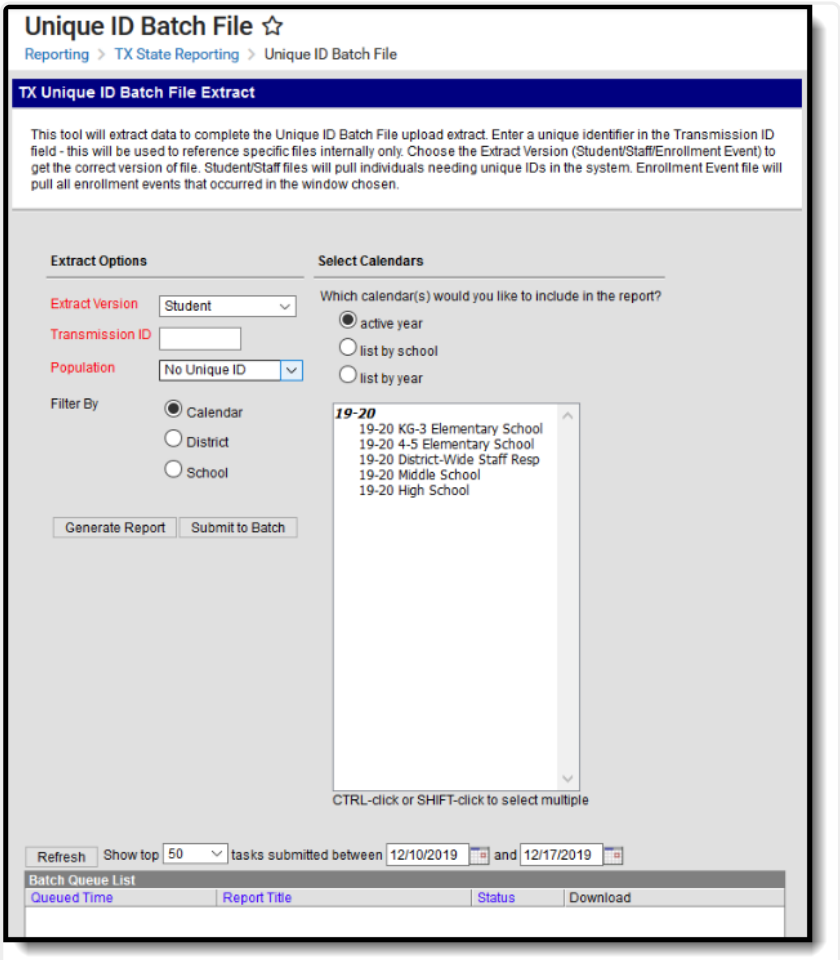
Unique ID Batch File (Texas)

Last Modified on 09/03/2026 10:19 am CDT

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



Configure and submit a Unique ID batch extract for state reporting.

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 active enrollment as of the extract date, including those with 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.
  - This version of the extract is used for student data updating at the state level, utilizing the same system as the Unique ID.
- Students 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

<table>
<tr><th>Extract type</th><th>Options</th></tr>
<tr><td>Student</td><td>
<table>
<tr><td>Extract Version</td><td>Student</td></tr>
<tr><td>Transmission ID</td><td>Used to identify the extract. Allows up to 10 alphanumeric characters.</td></tr>
<tr><td>Population</td><td>

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<tr><td>Filter By</td><td>This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.</td></tr>
</table>
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<tr><td>Staff</td><td>
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<tr><td>Extract Version</td><td>Staff</td></tr>
<tr><td>Transmission ID</td><td>Used to identify the extract. Allows up to 10 alphanumeric characters.</td></tr>
<tr><td>Filter By</td><td>This field allows you to narrow the report results to specific Calendars, Calendar Years (District), or Schools.</td></tr>
</table>
</td></tr>
</table>

Extract type	Options	
Enrollment Event	**Extract Version**	Enrollment Event
	Transmission ID	Used to identify the extract. Allows up to 10 alphanumeric characters
	Start Date End Date	The first and last date used to determine which Enrollment entries and withdrawals are included in the extract. 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.
	Filter By	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 be generated 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 *Required*	Reports as ID. *Alphanumeric, 2 characters*	N/A
Current School Code *Required*	The School Number of the individual's current enrollment or employment. *Numeric, 9 digits*	System Administration > Resources > District Info > Number; Resources > School > Number District.number School.number
Filler	1 column that reports blank.	N/A
Last Name *Required*	The individual's legal last name. • If Legal Last Name = NOT NULL, report Legal Last Name. • If Legal Last Name = NULL, report Last Name. *Alphanumeric 25 characters*	Census > People > Demographics > Last Name Identity.lastName

First Name
Required
	The individual's legal first name.
	• If Legal First Name = NOT NULL,
	  ◦ Report Legal Gender.
	• If Legal First Name = NULL,
	  ◦ Report Gender.
	
	Alphanumeric 17 characters
		Census > People > Demographics > First Name
		
		Identity.firstName

Middle Name	The individual's legal middle name. • If Legal First Name = NOT NULL, report the first character of Legal Middle Name. ◦ If NULL, do not report. • If Legal First Name = NULL, report the first character of Middle Name. *Alphanumeric, 14 characters*	Census > People > Demographics > Middle Name Identity.middleName

Element Name	Description	Location
Name Suffix	The code identifying the suffix appending the student's name. • If Legal First Name = NOT NULL, report Legal Suffix • If Legal First Name = NULL, report Suffix. Report Suffix as follows: 1-Jr 2-Sr 3-II 4-III 5-IV 6-V 7-VI 8-VII 9-VIII A-I B-IX C-X *Alphanumeric, 1 character*	Census > People > Demographics > Suffix Identity.suffix

Gender
Required
	The individual's Gender.
	• If Legal First Name = NOT NULL,
	  ◦ Report Legal Gender.
	• If Legal First Name = NULL,
	  ◦ Report Gender.
	
	For Female: report F
	For Male: report M
	
	Alphanumeric 1 character
		Census > People > Demographics > Gender
		
		Identity.Gender

Date of Birth *Required*	The date on which the individual being reported was born. *YYYYMMDD, 8 characters*	Census > People > Demographics > Birth Date Identity.birthDate
Current Grade Level *Required*	The grade level of the individual's current enrollment. *Alphanumeric, 2 characters*	System Administration > Calendar > Calendar > Grade Level > State Grade GradeLevel-dep20101.stateGrade

Element Name	Description	Location
Local Student ID *Required*	The individual's local identification number. *Alphanumeric, 20 characters*	Census > People > Demographics > Person Identifiers > Student Unique State ID Census > People > Demographics > Person Information > Staff Unique State ID Student.stateID Individual.staffStateID
Social Security Number or S-# *Required*	The individual's Social Security number or State ID. 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. *Alphanumeric, 9 characters*	Census > People > Demographics > SSN Census > People > Demographics > Previous State ID **Database:** Identity.ssn Previous.stateID
Race *Required*	The racial origin of the individual. Additional selections will report in the additional race fields. Options are: • I: American Indian/Alaskan Native • A: Asian • B: Black/African American • P: Native Hawaiian/Pacific Islander • W: White *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity Identity.raceEthnicity
TSDS Unique ID	The student's unique ID. (Enrollment Event extract only.) *Alphanumeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student Unique ID Person.stateID

Element Name	Description	Location
Current District Code *Required*	The identification number of the district in which the individual is enrolled or employed. *Numeric, 6 digits*	System Administration > Resources > District Info > State District Number District.number
Current School Year *Required*	The year in which the current school year will end. *Numeric, 4 digits*	System Administration > Calendar > School Years > Active End Year Calendar.endYear
Alternate Last Name	Currently reports as blank.	N/A
Filler	12 columns that report as blank.	N/A
ADA Eligibility Code	Indicates the ADA Eligibility Code from the associated ADA record. *Alphanumeric, 1 character*	Student Information > State Programs > ADA
Ethnicity Indicator *Required*	Indicates if the individuals identified as Hispanic/Latino. Reports **1** for Yes or **0** for No. *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity > Hispanic/Latino Identity.hispanicEthnicity
Race 2 Code	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity Identity.raceEthnicity
Race 3 Code	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity Identity.raceEthnicity

Element Name	Description	Location
Race 4 Code	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity Identity.raceEthnicity
Race 5 Code	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity Identity.raceEthnicity
Filler	19 columns that report blank.	N/A
Submission Purpose *Required*	Staff and Student extracts report **001**. Enrollment Event extract reports **002**. *Numeric, 3 digits*	N/A
Person Type *Required*	Staff extract reports **03**. Student and Enrollment Event extracts report **02**. *Numeric, 2 digits*	N/A
*The following fields report **blank** for the Staff and Student extracts.*		
Filler	2 columns that report blank.	N/A
Entry/Exit Date *Conditional*	The date on which the student enrolled or withdrew. The following formats are accepted. • mm/dd/yyyy • m/d/yyyy • mm/d/yyyy • m/dd/yyyy • yyyy-mm-dd *Alphanumeric*	N/A
Entry/Exit Type *Conditional*	Reports **01** for an enrollment and **02** for a withdrawal. *Numeric, 2 digits*	N/A

Element Name	Description	Location
Filler	1 column that reports blank.	N/A
Entry/Exit Verified Flag	Reports blank.	N/A
Filler	16 columns that report blank.	N/A
ADA Eligibility Code	Reports blank.	N/A