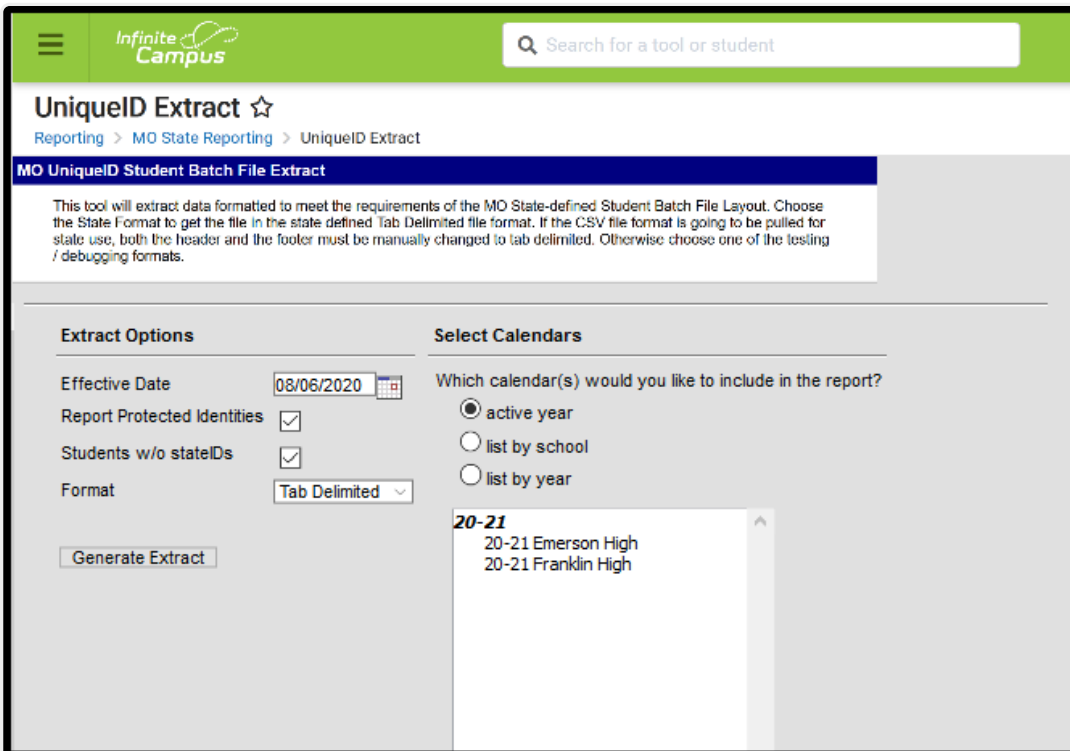# UniqueID Extract (Missouri)

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

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Tool Search: UniqueID Extract

The UniqueID Extract exports student data to meet the requirements of the Student Batch File, in an effort to enter students records into MOSIS for identifier assignment (student needs a new ID) or to manage student updates.

UniqueID Extract

Read - Access and generate UniqueID Extract.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

A user cannot submit what is deemed to be duplicate Student Batch Files. This is determined by:

- A previously submitted file for the same school district in existence.

- A file has the same filename, including extension, as a previously submitted file.
- A file has the same extract date as defined in the Header record as a previously submitted file.
- A file has the same extract time as defined in the Header record as a previously submitted file.

The Student's Social Security number or Student Number is used to match on the Local Student ID number.

Report Editor

Field	Description
Effective Date	Indicates the date used to return students active in the selected calendar. This date displays the current date automatically, but can be changed by typing in a new date in mmddyy format or use the calendar icon to select a date.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields. This field is automatically selected.
Students without State IDs	When marked, only students who do not currently have a state ID are returned on the extract. This field is automatically selected.
Format	Selection determines how the results are returned - tab delimited, CSV, HTML or XML. Use the Tab Delimited option when submitting data to the state.
Calendar	At least one calendar needs to be selected in order to generate the report.

Generate the UniqueID Extract

1. Enter the desired **Effective Date**.
2. Determine whether to include a student's protected identities. If no, remove the selection of the **Report Protected Identities** checkbox.
3. Determine whether to include students who do not have state IDs. If no, remove the selection of the **Students w/o stateIDs** checkbox.
4. Select the desired **Format**.
5. Choose at least one **Calendar** from which to report student data.
6. Click the **Generate Extract** button. The extract displays in the selected format.

UniqueID Extract - HTML Format

Extract Layout

Header Record

Element	Description	Format and Length
RecordID	Reports a value of TH.	Alphanumeric, 2 characters
Date	Reports the date the file was created.	Date, 10 characters
Time	Reports the time the file was created.	Time, 8 characters.
TransmissionID	The number assigned by the sending student information system to identify a transmission.	Alphanumeric, 10 characters
File Version	Reports as 1.0.	Alphanumeric, 10 characters
Delimiter	Reports as "delimiter=0x09."	Alphanumeric, 25 characters

Report Layout

Element	Description	Location
Record Type	Returns a value of ID. *Alphabetic, 2 characters*	Data not stored
School Number	Reports the student's Attending School. If there is no attending school indicated for the student, reports the State School Number. When the State Aid category is R2, the School Number reports from the Reporting School. If that field is blank, the State School Number reports. *Numeric, 4 digits*	Enrollments > State Reporting Fields > Attending School Enrollment.attendingSchool School > State School Number School.stateSchoolNumber Enrollments > State Reporting Fields > Reporting School EnrollmentreportingSchool
Resident District	Reports the student's Residing District. If there is no residing district indicated for the student, reports the State District Number. *Numeric, 6 digits*	Enrollments > State Reporting Fields > Residing District Enrollment.residentDistrict District Info > State District Number District.number
Last Name	Reports the student's last name. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. *Alphanumeric, 50 characters*	Identities > Protected Identity Information > Legal Last Name Identity.legalLastName Identities > Last Name Identity.lastName
First Name	Reports the student's first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated.	Identities > Protected Identity Information > Legal First Name Identities > First Name

Element	Description	Location
Middle Name	Reports the student's middle name. When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Middle Name field if populated. *Alphanumeric, 50 characters*	Identities > Protected Identity Information > Legal Middle Name Identity.legalMiddleName Identities > Middle Name Identity.middleName
Suffix	Reports any generational indicator for the student. When the Report Protected Identities checkbox is marked on the report editor, the student's suffix reports from the Legal Suffix field if populated. *Alphanumeric, 10 characters*	Identities > Protected Identity Information > Legal Suffix Identity.legalSuffix Identities > Suffix Identity.suffix
Gender	Reports the student's gender. When the Report Protected Identities checkbox is marked on the report editor, the student's gender reports from the Legal Gender field if populated. *Alphanumeric, 1 character (M or F)*	Identities > Protected Identity Information > Legal Gender Identity.legalGender Identities > Gender Identity.gender
Date of Birth	Reports the student's birth date. *Date field, 10 characters (MM/DD/YY)*	Identities > Birth Date Identity.birthDate
Grade	Reports the student's grade level of enrollment. *Numeric, 2 digits*	Enrollment > General Enrollment Information > Grade Enrollment.grade
Student ID	Reports the student's locally assigned student number. *Numeric, 20 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
SSN	Reports a blank value.	N/A
Race Ethnicity	Reports the student's race/ethnicity. *Numeric, 1 digit*	Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity
State ID	Reports the student's state-assigned identifier. *Numeric, 10 digits*	Demographics > Person Identifiers > Student State ID Person.stateID

Element	Description	Location
District Number	Reports the district number. *Numeric, 6 digits*	District Information > State District Number District.number
Year	Reports the end year of the calendar being reported. *Numeric, 4 digits (YYYY)*	Calendar Information > School Year> End Year Calendar.year

Footer Record

Element	Description	Format and Length
Record Type	Reports a value of TT.	Alphanumeric, 2 characters
Transmission ID	Reports a randomly generated number that must mast the Transmission ID in the header record.	Numeric, 10 digits
Records	Reports the total number of records included in the extract.	Numeric, 10 digits