

Unique ID Import (Texas)

Last Modified on 03/11/2024 8:45 am CDT

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The Unique ID Import uploads student and staff files that include Unique IDs for users that don't yet have them assigned.

When importing a record, the header record is validated before data can be imported. For student records, files are matched using the State ID, Local Student Number, Last Name, First Name, Middle Name and Birth Date. Staff records are matched using the Social Security Number, Last Name, First Name and Birth Date. For either type of record, if a Unique State ID already exists for the individual, an error will report for that record.



Import a File

1. Click **Browse** to select a file to be imported.
2. Once a file is chosen, click **Upload** to import the file. Campus generates a report that indicates how many new State IDs were added and how many State IDs were changed.

Import Layout

Element Name	Description	Location
Record Type <i>Required</i>	Reports as ID. <i>Alphanumeric, 2 characters</i>	N/A

Element Name	Description	Location
Current School Code <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 Database: District.number School.number
Filler	1 column that reports blank.	N/A
Last Name <i>Required</i>	The individual's legal last name. <i>Alphanumeric 25 characters</i>	Census > People > Demographics > Last Name Database: Identity.lastName
First Name <i>Required</i>	The individual's legal first name. <i>Alphanumeric 17 characters</i>	Census > People > Demographics > First Name Database: Identity.firstName
Middle Name <i>Optional</i>	The individual's legal middle name. <i>Alphanumeric, 14 characters</i>	Census > People > Demographics > Middle Name Database: Identity.middleName
Name Suffix <i>Optional</i>	The code identifying the suffix appending the student's name. <i>Numeric, 1 digit</i>	Census > People > Demographics > Suffix Database: Identity.suffix
Gender <i>Required</i>	The individual's Gender. Reports M for Male, F for Female. <i>Alphanumeric 1 character</i>	Census > People > Demographics > Gender Database: Identity.Gender
Date of Birth <i>Required</i>	The date on which the individual being reported was born. <i>YYYYMMDD, 8 characters</i>	Census > People > Demographics > Birth Date Database: Identity.birthDate

Element Name	Description	Location
Current Grade Level <i>Required</i>	The grade level of the individual's current enrollment. <i>Alphanumeric, 2 characters</i>	System Administration > Calendar > Calendar > Grade Level > State Grade Database: GradeLevel-dep20101.stateGrade
Local Student ID <i>Required</i>	The individual's local identification number. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Person Identifiers > Student Unique State ID Census > People > Demographics > Person Information > Staff Unique State ID Database: Student.statelD Individual.staffStatelD
Social Security Number or S-# <i>Required</i>	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. <i>Alphanumeric, 9 characters</i>	Census > People > Demographics > SSN Census > People > Demographics > Previous State ID Database: Identity.ssn Previous.statelD
Race <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"> • I: American Indian/Alaskan Native • A: Asian • B: Black/African American • P: Native Hawaiian/Pacific Islander • W: White <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity Database: Identity.raceEthnicity

Element Name	Description	Location
TSDS Unique ID	The student's unique ID. (Enrollment Event extract only.) <i>Alphanumeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > Student Unique ID Database: <i>Person.stateID</i>
Current District Code <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 Database: District.number
Current School Year <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 Database: Calendar.endYear
Alternate Last Name <i>Optional</i>	Currently reports as blank.	N/A
Filler <i>Optional</i>	13 columns that report as blank.	N/A
Ethnicity Indicator <i>Required</i>	Indicates if the individuals identified as Hispanic/Latino. Reports 1 for Yes or 0 for No. <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity > Hispanic/Latino Database: Identity.hispanicEthnicity
Race 2 Code <i>Optional</i>	Additional race information. (Staff and Student extracts only.) <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Race/Ethnicity Database: Identity.raceEthnicity

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

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