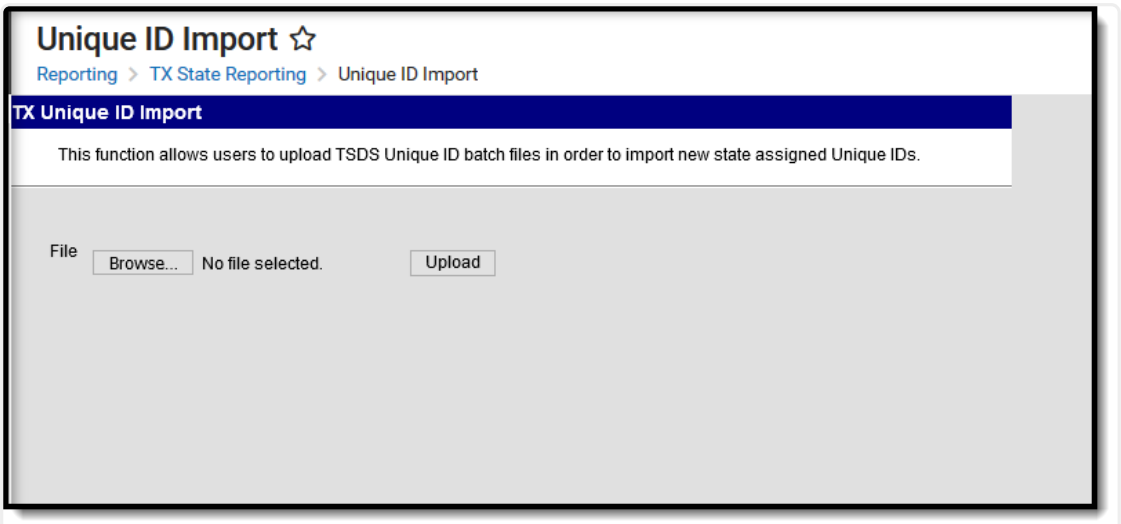
Unique ID Import (Texas)

Last Modified on 09/09/2026 10:20 am CDT

Path: Reporting > TX State Reporting > Unique ID Import

The Unique ID Import uploads student and staff files that include Unique IDs for users who 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 record type, if a Unique State ID already exists for the individual, an error will be reported for that record.



Unique ID Import Editor

Import a file

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

Import layout

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

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

Element Name	Description	Location
Current Grade Level *Required*	The grade level of the individual's current enrollment. *Alphanumeric, 2 characters*	System Administration > Calendar > Calendar > Grade Level > State Grade **Database:** GradeLevel-dep20101.stateGrade
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 **Database:** 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 **Database:** Identity.raceEthnicity

Element Name	Description	Location
TSDS Unique ID	The student's unique ID. (Enrollment Event extract only.) *Alphanumeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student Unique ID **Database:** *Person.stateID*
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 **Database:** 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 **Database:** Calendar.endYear
Alternate Last Name *Optional*	Currently reports as blank.	N/A
Filler *Optional*	13 columns that report as blank.	N/A
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 **Database:** Identity.hispanicEthnicity
Race 2 Code *Optional*	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity **Database:** Identity.raceEthnicity

Element Name	Description	Location
Race 3 Code *Optional*	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity **Database:** Identity.raceEthnicity
Race 4 Code *Optional*	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity **Database:** Identity.raceEthnicity
Race 5 Code *Optional*	Additional race information. (Staff and Student extracts only.) *Alphanumeric, 1 character*	Census > People > Demographics > Race/Ethnicity **Database:** Identity.raceEthnicity
Filler *Optional*	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 *Optional*	2 columns that report blank.	N/A

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