

TSDS Unique ID Search and Assign Tips (Child Find)

For a student **not enrolled** in the Student Information System (ASCENDER), a TSDS Student Unique ID is still required to report the Child Find data.

This process requires an individual at the district that has TSDS Unique ID Access to do 2 things:

1. Complete a Unique ID Person **Search** (TEAL>TSDS>Unique ID>Search>Person) to determine if student has a previously assigned Unique ID. If so, this number will be used.
2. If the search completed in step 1 returns no match that is confirmed to be the student in question, then a Unique ID will need to be **assigned** to the student (TEAL>TSDS>Unique ID>Assign>Enter Online).

Unique ID Person Search (TEAL>TSDS>Unique ID>Search>Person):

Using ID Search Tab:

- Change id type to SSN
- And enter the SS# in the ID field
- Then click search.

The screenshot shows the 'UNIQUE ID HOME' header and 'Person Search - Individual Person' sub-header. Below the header are three tabs: 'BASIC SEARCH', 'ADVANCED SEARCH', and 'ID SEARCH'. The 'ID SEARCH' tab is selected. The form contains the following fields: 'ID:*' (text input), 'ID Type:*' (radio buttons for 'Unique ID', 'SSN', and 'Alias ID', with 'SSN' selected), and 'Source:' (dropdown menu). At the bottom right, there are 'CLEAR' and 'SEARCH' buttons. A dashed line separates the form from the footer, which contains a small '(*) Required' note.

Using Basic Search Tab:

- Enter First Name
- Last Name
- DOB
- Click Search

The screenshot shows the 'UNIQUE ID HOME' header and 'Person Search - Individual Person' sub-header. Below the header are three tabs: 'BASIC SEARCH', 'ADVANCED SEARCH', and 'ID SEARCH'. The 'BASIC SEARCH' tab is selected. The form contains the following fields: 'First Name:*' (text input), 'Middle Name:' (text input), 'Last Name:*' (text input), 'Suffix:' (dropdown menu), and 'Date Of Birth:' (three dropdown menus for 'mm', 'dd', and 'yyyy'). At the bottom right, there are 'CLEAR' and 'SEARCH' buttons. A dashed line separates the form from the footer, which contains a small '(*) Required' note.

If either of the 2 search options mentioned above results in a confirmed match for the student based on the information entered, then that Texas Unique Student ID would be entered on the student. (Registration > Maintenance > Core Collections > Child Find 11 or 12 – Demographic/Enrollment Tab – **Texas Unique Stu ID field**).

If a match isn't found using the search option, then a Texas Student Unique ID will need to be manually created for the student.

Assign a Unique ID for an individual student (TEAL>TSDS>Unique ID>Assign>Enter Online):

Reminders for entering the required fields (Required noted by *):

First Name, Last Name, DOB, Ethnicity Indicator, Ethnicity/Race, and SSN are required.

Grade Level – If known enter. If not known, choose NA.

Campus – enter your district’s county/district/campus number (ex. 123456001). Must be 9 digits.

LEA - enter your district’s county/district (ex. 123456). Must be 6 digits.

School Year – Ending School Year (ex. 2022).

Local ID – Use Child Find ID (CFID) and add leading zeros to end up with a 6-digit Local ID. CFID can be located by searching for the student using the directory search (ASCENDER > Registration > Maintenance > Child Find 11 or 12 – Directory)

- Click the Directory button
- Clear out the Campus ID value (this will search enrolled and non-enrolled students)

- Example below – Student’s CFID is 2. When entering the Local ID on the Unique ID – Data Entry Screen- Local ID **enter 000002**

Child Find:SPPI-11 X

Last Name: First Name: Campus ID: Grade Level: Texas Unique Stu ID: Search

Close

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
000798	1	Abeja	Christopher	Lizeth	001	10	457204304	1566571224
007659	3	Aguilar	Addie	L'Carl	001	09	550460822	7245921299
	4	Good	Bob	B			588888888	
	2	Smith	Bob	B	101		434343343	2444444455

First 1: Abeja / 1 Last

SCHOOL YEAR *	
LOCAL ID *	<input type="text" value="000002"/>
SOURCE SYSTEM *	Default v

- Click Assign Unique ID

Assign ID				
UPLOAD DATE	BATCH INFO	STATUS	NUMBER OF RECORDS	NEXT ACTION
06/10/2016 13:25	1439	ID(s) Assigned. New Unique ID Created for the Person is 4336254982	1	

The system will display the assigned ID. The unique id that is assigned to the student will display under the **Status** column. This number will then be entered on the student. (Registration > Maintenance > Core Collections > Child Find 11 or 12 – Demographic/Enrollment Tab – **Texas Unique Stu ID field**).