

TSDS Student UID Cheat Sheet

- **Always**, search the TSDS Student UID first when enrolling a student, regardless of their enrollment status.
- **Always**, thoroughly review & verify the student's documents before making changes or enrolling them.
- **Scanning and emailing documents**
 - ✓ When sending documents make sure they are legible and not altered in any form.
 - ✓ Encrypt emails to abide by FERPA laws.
- **Social Security or State Alternate ID**
 - ✓ Check TSDS or the student's previous campus/district records before assigning a State Alternate ID.
 - ✓ If a student has the SSN on TSDS or on his/her previous school records, enter this SSN number on PowerSchool/HISD Connect.
 - ✓ If student does not have a Social Security Card assign a State Alt-ID after exhausted all other options.
- **U.S.A. Birth Certificates**
 - ✓ Enter name exactly as shown on the BC
 - ✓ For a legal change, the campus must obtain court documents on file (include the last page with Judge's signature & the court seal) or a copy of the amended birth certificate.
- **Generation Codes**
 - ✓ To enter the generation code, select code from the drop-down arrow.
 - ✓ If the birth certificate shows the JR/SR/III... after student's last name, select the Generation Code from the drop-down arrow.
 - ✓ If the birth certificate shows the JR in the Middle Name section, add it as a Middle Name.
- **Foreign Birth Certificates**
 - ✓ "Double" last names on the birth certificate are entered exactly as shown on the foreign birth certificate.

- **Periods and Tildes ~ on Student's Birth Certificate**
 - ✓ Periods and tildes are not allowed to be entered on PowerSchool.
- **Apostrophes, Accents, Hyphens, Numbers, and Spaces on Birth Certificates are allowed**
 - ✓ Enter if they are present on the birth certificate.
- **Ethnicity/Race**
 - ✓ Are required elements.
- **Middle Name**
 - ✓ If there is a middle name on the birth certificate, enter exactly as indicated on the BC.
- **Back-up Person**
 - ✓ Each data clerk should have a reliable back-up.
- **OnDataSuite (ODS)**
 - ✓ Utilize ODS to search for campus data.
- **PowerSchool SIS – PEIMS Error Check**
 - ✓ Check for student demographic discrepancies
 - ✓ Location: PS > State Reports > PEIMS Error Check
 - ✓ Clear any missing/incorrect data
- **TSDS TEAL- Access**
 - ✓ Open link <https://tealprod.tea.state.tx.us/>
 - ✓ Select link & fill out form electronically: **Don't have an account?** [Request New User Account](#)
- **TSDS- Student Unique ID- Access**
 - ✓ Need access to view students on TSDS
 - ✓ Open this link to get instructions > Request Access: <https://www.houstonisd.org/Page/175782>
- **Loss of Funding**
 - ✓ It is very important to correct errors that arise, if not they may become PEIMS PID errors that count against the schools for funding.

PEIMS – Public Education Information Management System
TSDS – Texas Student Data System
TEAL – TEA Login
Student UID – Student Unique Identifier
ET – Enrollment Tracking

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