TEXAS STUDENT DATA SYSTEM: UNIQUE ID APPLICATION
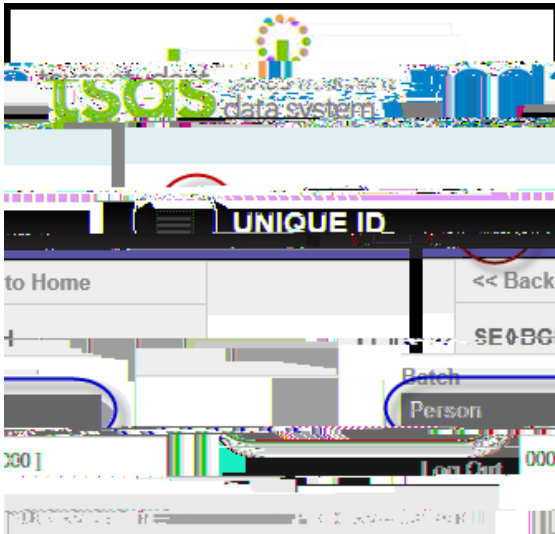## Querying a Student

The Texas Student Data System (TSDS) Unique ID (UID) application is the source for viewing all student demographic data and enrollment history for each and every student who has ever been enrolled in a Texas public or charter school. All students are required to have a 10-digit UID in order to be maintained in TSDS.

I.   LOGGING IN
1. Log on to the Texas Education Agency (TEA) system: https://tealprod.tea.state.tx.us/

II. PERFORMING A SEARCH

Click on the **Menu** and select **SEARCH->Person**

A search can be done by a Basic Search (name and date of birth), Advanced Search or ID Search (UID, SSN, State ID# or Local ID).

1. BASIC SEARCH

Enter the student's **First Name**, **Last Name** and **Date Of Birth** then click **SEARCH**. Doing a Basic Search will provide results which are not exact but are close to what you entered. The results will be listed in order of the nearest match. For example, if you enter a single last name but the student has a double last name, the student still will be shown in your results.

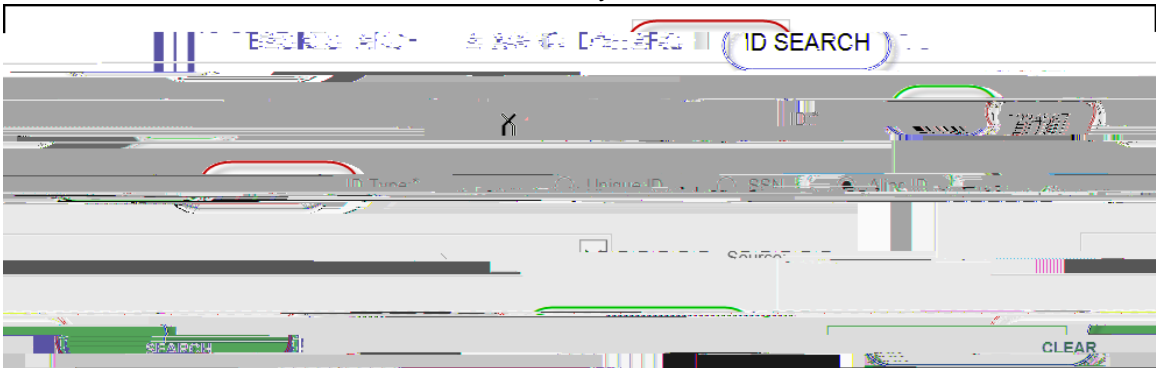2. **ID SEARCH**

<u>By UID</u>: Enter the student's 10-digit UID, ensure the Unique ID button is selected then click **SEARCH.** It is not necessary to select a Source.

<u>By SSN</u>: This search also works for querying by State ID. Enter the student's 9-digit SSN or their S- state ID number, ensure the SSN button is selected then click **SEARCH.** It is not necessary to select a Source. When querying by State ID number, you MUST capitalize the "S". Your search will error out on a lower-case "s".

<u>By Local ID</u>: Enter the Dallas ISD Local ID, ensure the Alias ID button is selected then click **SEARCH.** It is not necessary to select a Source.
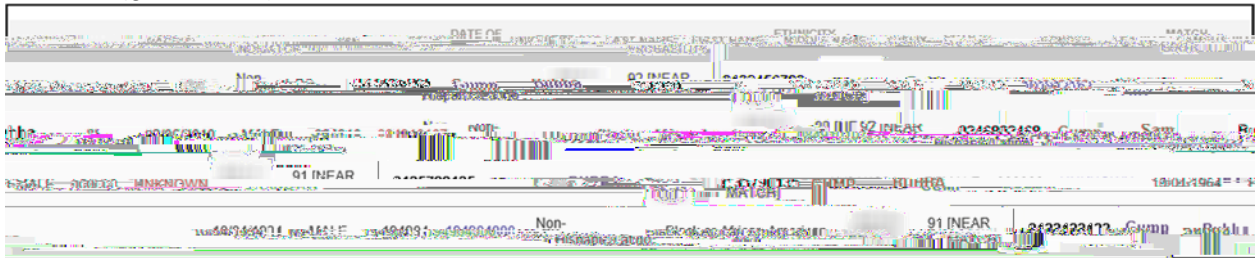
III. SEARCH RESULTS

The number of search results displayed will depend on your search criteria. The system assigns all criteria and matches a value and totals them up to a "Match Probability". It then displays the search result in order of the highest Match Probability.

The items displayed for each search result are:

UNIQUE ID (the 10-digit UID)   DATE OF BIRTH   ETHNICITY
LAST NAME   GENDER   RACES
FIRST NAME   LEA (the "owning" district)   SSN (or State ID)
MIDDLE NAME   CAMPUS (the "owning" school)   MATCH PROBABILITY
SUFFIX (generation)

You can click on the CAMPUS to see the "owning" district (LEA) and campus.

Your search results will include students who have a middle name of the first name you entered, students whose name is not an exact match ("Marie" versus "Maria"), birthdates that are a day or month different, etc. Whatever the difference is and how off it is will factor into the Match Probability.

Exercise caution when attempting to locate a student where your search yielded numerous results, in particular when the student has a common name.

IV. SELECTING A SEARCH RESULT

To select a specific search result, click on the LAST NAME or FIRST NAME and you will see this page. You can select MASTER RECORD, HISTORY, ASSOCIATED RETIRED IDs or ENROLLMENT.

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