

Feb. 22, 2013

TO THE ADMINISTRATOR ADDRESSED:

Subject: TSDS Unique ID System Training and Required TEAL Access

On December 5, 2012, TEA communicated that beginning March 25, 2013, the Texas Student Data System (TSDS) Unique ID System will be available for all Local Education Agencies (LEAs – Texas Public School Districts and Open Enrollment Charter Schools) and that all districts and charter schools must implement this by April 8, 2013.

Over the next few weeks, Regional Education Service Centers (ESCs) will conduct training for LEA staff on the Unique ID system. Attached is a schedule of Unique ID training dates as well as periods for TEAL access rollout for each region. During your region's training week, LEA staff can apply for access to the TSDS Portal Unique ID application in the TEA Log-in (TEAL) - the secure log-in page, or gateway, to the TSDS portal and other applications. **Any LEA staff member who will be using the Unique ID application must have a TEAL account and request access to the TSDS Portal and Unique ID system via TEAL.**

What Does My LEA Need To Do?

1. Determine who in the LEA needs training to use the TSDS Portal Unique ID system. All new students and staff will be added to the Unique ID database and all demographic changes will be made through the Unique ID system. Each ESC has a Unique ID Champion who can help you make this determination.
2. Have appropriate staff attend training provided by your ESC Unique ID champion on the dates scheduled.
3. For required TEAL access:
 - a. Verify your organization head (superintendent, ESC director, charter school head, or designee) is set up in TEAL to approve accounts for organization staff. The organization head must have a TEAL account and be set up in the account with approval rights. (To verify or add approver rights, log on to TEAL at <https://pryor.tea.state.tx.us/>, click **Edit My Profile**, scroll down and click **Manage Approver Status**.)
 - b. If you anticipate a large number of staff will need TEAL accounts and Unique ID access, consider designating an Alternate Approver or Limited Organization Approver to help review account requests. (For more information about Alternate and Limited Approvers, see the TEAL online Approver Training module at <https://pryor.tea.state.tx.us/ApproverTraining/>.)

- c. Watch for notifications from TEAL - delivered to the organization head via email - that indicate accounts or access requests need to be approved. Log on to TEAL daily to review TSDS Portal Unique ID access requests. (Requests not approved within five days are cancelled). **Review each request to make sure the person applying for access is the appropriate person for this work, has entered the appropriate role and organization, and has entered the correct email address.**

For more information on the TSDS project, visit the TSDS website:

www.texasstudentdatasystem.org

If you have questions regarding the TSDS Unique ID system, please contact us at TSDSCustomerSupport@tea.state.tx.us or call 512.463.9229. (Select Option 3 for issues with TEAL for TSDS Portal, or Option 5 for issues related to PID or Unique ID.)

Sincerely,

Melody Parrish
Director
Statewide Education Data Systems

Checklist: Get Ready for Unique ID

- All LEA Unique ID users have TEAL accounts and have applied for Texas Student Data Systems portal access with a Unique ID role.

- The Superintendent/ESC Director has a TEAL account and has applied for Organization Approver rights.

- The Superintendent/ESC Director has designated Alternate or Limited Organization Approvers if needed.

- The LEA has determined who needs to attend Unique ID training and has signed up at the regional Education Service Center.

- The LEA has communicated to all PID users that - as of March 25, 2013 - all demographic changes for students and staff must be made through the Unique ID system.

- The LEA has communicated that - as of March 25, 2013 - each student and staff PEIMS record will require a Unique ID. If any record is not associated with a Unique ID, a fatal error will occur.

Unique ID Deployment by Region

ESC	ESC Unique ID Champion	Unique ID Training Dates by Region	TEAL Access Request Rollout Schedule
1-Edinburg	Mary Trevino-Cortez, Dolores Castillo	2/28	Week of 3/4
2-Corpus Christi	Renee Warner, Geoffrey Rickerhauser	3/25 - 4/5	Week of 3/11
3-Victoria	Charlyn Sciacca	2/21, 2/28, 3/4, 3/5	2/21, Week of 2/25
4-Houston	Gerardo Benavides	2/25, 2/28, 3/4	2/25, week of 3/4
5-Beaumont	Lynda Hoffpaur	TBD	Week of 3/18
6-Huntsville	Dara Fuller, Shari Allphin	3/18,3/19,3/20,3/28	Week of 3/18
7-Kilgore	Danette Hedrick	3/5	Week of 3/4
8-Mt. Pleasant	Carol Carter	3/4	Week of 3/4
9-Wichita Falls	Nancy Holcombe	4/2, 4/4	Week of 3/18
10-Richardson	Candy Long	2/27, 2/28	Week of 2/25
11-Fort Worth	Melissa Teague	3/1, 3/5, 3/6, 3/7, 3/8	Week of 3/4
12-Waco	Linda Raney, Anna Elkins	2/26, 2/27, 2/28 3/5, 3/6, 3/7	Week of 2/25
13-Austin	John Shaffer	Week of 3/18	Week of 2/18, 2/25
14-Abilene	Liz Hatch	hands-on after 3/25	Week of 2/18
15-San Angelo	Myra Sonnenberg	33/25, 3/26, 3/27	Week of 2/18
16-Amarillo	Sam Kepple	3/4, 3/6	Week of 3/4
17-Lubbock	Karen Perry	Week of 4/8	Week of 2/18
18-Midland	Nancy Dunnam	2/26	Week of 2/25
19-El Paso	Joel Molina	2/22	2/22, week of 3/11
20-San Antonio	Joan Hartung	2/28, 3/5	2/28, week of 3/4