

TSDS Child Find: Unique ID for Non-Enrolled Children

Local education agencies (LEAs) are required to annually report data for the Texas Student Data System (TSDS) Child Find collection. Child Find includes State Performance Plan (SPP) indicators 11 and 12. SPPI-11 and SPPI-12 pertain to completing an evaluation and determining the eligibility of both enrolled children and non-enrolled children 21 years of age or younger on September 1st of the current school year to receive special education.

Search Unique ID Application

The Child Find collection requires each child reported to have a Unique ID, including “non-enrolled” children (e.g., private school, homeschool). LEAs should ensure a non-enrolled child does not already have an existing Unique ID by searching the Unique ID application using information provided by parents or previous LEA.

If a Unique ID is found for the child, do not assign a new Unique ID. However, if no Unique ID exists, then create a new Unique ID by entering data into the **required fields** in the TSDS Unique ID application (see APPENDIX).

TSDS Unique ID Application: Required Fields

The following data entry fields are required for generating a non-enrolled child’s Unique ID:

- **First Name:** Enter the child’s legal first name
- **Last Name:** Enter the child’s legal last name
- **Gender:**
 - If value is known, then select “MALE” or “FEMALE”.
 - If value is unknown, then select “TEA Use Only”.
- **Date of Birth:**
 - Enter the value used for the data element, DATE-OF-BIRTH ([E0006](#)), which is the child’s birthdate in the format: mm/dd/yyyy
- **Ethnicity Indicator:**
 - If value is known, then select “Non-Hispanic/Latino” or “Hispanic/Latino”.
 - If value is unknown, select “TEA Use Only”.
- **Ethnicity/Race:**
 - If value is known, then select “Asian”, “Black or African American”, “American Indian or Alaska Native”, “Native Hawaiian/Other Pacific Islander”, or “White”.
 - If value is unknown, then select “TEA Use Only”.
- **SSN (alternate s-number can be used):**
 - If value is known, then enter the child’s social security number using the format: nnn-xxx-xxxx
 - If value is unknown, then use alternate S-number from block of numbers assigned to your LEA. If an additional block of S-numbers are need for the LEA, then submit a TIMS ticket.
- **Grade Level:**
 - If value is known, enter the child’s grade level.
 - If value is unknown, then **use grade level crosswalk in Table 1 (see below)**
- **Campus:**
 - Enter the value for the data element, CAMPUS-ID-OF-EVALUATION ([E1710](#)), which is the nine-digit number that identifies the campus where the child’s evaluation occurred. The last 3 digits identify the specific campus appended to the county-district number (CDN).
- **LEA:** Enter the six-digit county-district (CDN) number for the LEA (first 3 digits identify the county and second 3 digits identify district).
- **School Year:** Enter the current academic year (e.g., 2021–2022).

- **Local ID:** Enter the child’s local identification number assigned by the district.
- **Source System:** Leave as the value as “Default”

Grade Level Crosswalk

Table 1 is a crosswalk for assigning the grade level to a non-enrolled child where the grade level field value in the Unique ID application is unknown. The crosswalk is based on the data element, ENTRY-GRADE-LEVEL-TYPE ([E1517](#)), as defined by code table, GRADE-LEVEL-TYPE ([DC063](#)) in Texas Web-Enabled Data Standards (TWEDS).

Table 1. *Grade Level Crosswalk for Unique ID Application*

Translation	Age	Decision Point
Early Education ^{1,2}	3–4 ¹	Early Childhood Intervention (ECI) Non-Enrolled/Did Not Qualify (DNQ)
Preschool/Prekindergarten ³	3–4	Early Childhood Special Education (ECSE) Child
Kindergarten ⁴	5–6	Age 5 by Sept 1
First grade	6–7	Age 6 by Sept 1
Second grade	7–8	Age 7 by Sept 1
Third grade	8–9	Age 8 by Sept 1
Fourth grade	9–10	Age 9 by Sept 1
Fifth grade	10–11	Age 10 by Sept 1
Sixth grade	11–12	Age 11 by Sept 1
Seventh grade	12–13	Age 12 by Sept 1
Eighth grade	13–14	Age 13 by Sept 1
Ninth grade	14–15	Age 14 by Sept 1
Tenth grade	15–16	Age 15 by Sept 1
Eleventh grade	16–17	Age 16 by Sept 1
Twelfth grade	17–18	Age 17 by Sept 1

Note. ¹Use as default for “non-enrolled” children aged 3 or 4 (private school, home school) or 2-year-olds who are being evaluated upon turning age 3 (Early Childhood Intervention Transition or parent/caregiver request for evaluation). ²Coding Chart 3, pg. 128. ³Coding Chart 1, pg. 123. ⁴Coding Chart 2, pg. 125.

Resources


- [Code Table: GRADE-LEVEL-TYPE \(DC063\)](#)
- [2021–2022 Student Attendance Accounting Handbook](#)
- [TSDS Unique ID](#)
- [AskTED](#) (Search for district and/or campus number)

Contact

For measurement or program reporting questions, please contact the Division of Special Education Program, Policy, Engagement, and Reporting (SEPPER) project lead, Dr. Zane Wubbena, at spp@tea.texas.gov. Technical questions for Child Find should be submitted via the TSDS Incident Management System (TIMS) available within the TSDS Portal or by emailing TSDSCustomerSupport@tea.texas.gov.

APPENDIX: Unique ID Application Interface in TSDS

The fields with a "*" are required.



TSDS Unique ID

UNIQUE ID HOME

Enter Online - Data Entry
?

GENERAL INFORMATION

FIRST NAME *	
MIDDLE NAME	
LAST NAME *	
ALT LAST NAME	
SUFFIX	▼
GENDER *	▼
DATE OF BIRTH*	mm ▼ / dd ▼ / yyyy ▼
ETHNICITY INDICATOR *	▼
ETHNICITY/RACE *	▼
RACE 2 CODE	▼
RACE 3 CODE	▼
RACE 4 CODE	▼
RACE 5 CODE	▼
SSN *	- -
UNIQUE ID	
SUBMISSION PURPOSE	▼

LOCATION / ENROLLMENT INFORMATION

PERSON TYPE	Student ▼
GRADE LEVEL *	▼
CAMPUS *	
LEA *	
RES DISTRICT	
SCHOOL YEAR *	
LOCAL ID *	
SOURCE SYSTEM *	Default ▼
ALTERNATE ID	
ALTERNATE SOURCE	▼

(*) Required

CLEAR

ASSIGN UNIQUE ID