

## Overview

This document serves as a resource related to a student's 10-digit Unique Identification Number (UIDs), the conditions under which a student may have a UID, what is required to upload an individualized education program (IEP) into APEX-ESA, and how to find a student's UID when submitting the Texas Education Freedom Account (TEFA) application.

**UID Look Up Tool:** <https://tealprod.tea.state.tx.us/Tea.Widgets/Student>

**How to Create a UID for Non-Enrolled Students:** <https://tea.texas.gov/academics/special-student-populations/special-education/child-find-nonenrolled-unique-id-1.pdf>

## Questions & Answers

1. Under which conditions will a student have a Unique ID (UID) assigned?

Any student who enrolls in a Texas public school is assigned a UID.

Additionally, any child evaluated by a public school for special education eligibility should be assigned a UID. This includes children (non-enrolled students) who are not enrolled in public schools (e.g., a child who attends a private school and whose parent has asked for a special education evaluation whether or not they are interested in the TEFA program).

2. Are school systems required to assign a UID to a non-enrolled student during the special education evaluation process?

Yes, a student evaluated by a public school system for special education and related services should be assigned a UID, regardless of whether the student is enrolled or plans to enroll in a public school. Since Child Find data collection and reporting transitioned to the Texas Student Data System (TSDS) (beginning with the 2021–22 school year) and is now submitted through the TSDS Special Education Data System (SPEDS) collection (starting in 2025–26), the Texas Education Agency (TEA) requires school systems to assign UIDs for all children, including non-enrolled students, in order to report data for State Performance Plan Indicators (SPPI) 11A (Initial Evaluation), 11B (Eligibility Determination), and 12 (Early Childhood Transition).

3. If a student goes through the special education evaluation process, does the student need to register or enroll in our district to be assigned a UID?

No, a student does not need to register or be enrolled in order to assign a UID. School systems can refer to the [guidance provided](#) and linked above to create a UID for a student.

4. What if a public school didn't assign a UID to a non-enrolled student when they were initially evaluated but the student was determined eligible for special education services through that evaluation process and would now meet the eligibility and timeline requirements for the additional special education funding for the TEFA program?

If a parent contacts the school that completed the initial evaluation and eligibility determination, states their interest in applying for the TEFA program, and would like their child's UID and to receive an IEP for purposes of the TEFA program, the school must go through the process to assign a UID and complete a [TEFA IEP](#).

5. [Are school systems required to assign a UID to a non-enrolled student if a parent calls and requests one?](#)

It depends on the student. As mentioned above, UIDs have been required for several years when a public school initially evaluates a child for special education services, including non-enrolled students. With increased interest in the TEFA program, many school systems are reporting that parents are asking for a UID for their child. Below are the requirements based on a child's special education evaluation and eligibility status. Current or prior public school students should appear in the [UID Lookup](#).

**Non-Enrolled Student with No Evaluation in Progress: No UID**

If a student is not undergoing a special education evaluation, there is no need to assign a UID to the student. It may be helpful to direct a parent to [Odyssey's UID guidance](#). However, if a parent then requests a special education evaluation, public schools must follow requirements on responding to [evaluation requests](#) and determining whether they will proceed with an evaluation. If so, a UID will eventually be assigned to that child by the school.

**Students with a Private Evaluation: No UID**

Private evaluations are separate from special education eligibility. A child must have received a special education evaluation from a public school and been determined eligible for special education services (determining eligibility for special education does not require enrollment in the public school district). Therefore, a UID will not exist for a child who only has a private evaluation and has not had an evaluation completed by a public school, unless the child has otherwise enrolled in a public school.

**Students Evaluated by a Public School System, Even If Never Enrolled: Assign a UID**

If a child has undergone a special education evaluation through a Texas public school, this child should have had a UID assigned by the school system. The parent can use the UID Lookup tool to find the child's UID even if the child was a non-enrolled student. See question 4 if a UID has not been assigned, but the child has been evaluated and would meet eligibility for the special education funding for the TEFA program.

School systems should follow current UID assignment requirements. A child must have a UID in order to have an IEP or TEFA IEP uploaded into APEX-ESA. Please reference [APEX ESA Guidance](#).

## 6. Is a UID required when uploading an IEP or TEFA-IEP into APEX-ESA?

Yes, a UID must be assigned to a student ***before*** an IEP or TEFA IEP can be uploaded into APEX-ESA. Please reference [APEX ESA Guidance](#). Please follow the [guidance](#) for how to generate UIDs for non-enrolled students.

## 7. Is a UID required when a parent submits a TEFA Application? How can I find my student's UID if they have been assigned one?

The Comptroller's TEFA Application may require a value to be entered in the Unique ID field, but some students do not have a UID. For guidance on how to find a student's UID or what to enter when a student does not have a UID generated, reference [Odyssey's guidance](#).