



Batch Unclaim Multiple Students

The Batch Unclaim functionality in Texas ELMS can be used to unclaim multiple students in one action instead of individually searching and unclaiming each student.

Prepare a file of the students you would like to batch unclaim.

Following the same format as the enrollment upload file, double check that all required information is included.

Select the row containing your column headers and delete the row. The first student record should appear in Row 1.

In Texas ELMS, select the **Direct Certification** tab.

Texas Eligibility List Management System

COMMISSIONER SID MILLER

Home Resources **Direct Certification** Direct Verification Reports

How-To Log Out

Home 2022–2023 School Year

Contracting Entity Test CE User

Message Board

08/19/2026 - The Texas ELMS database has been updated with new data.
TEA pre-matches with Unique ID, site, and grade information were added. These matches are based on TEA current attendance data.

As of July 1st, the school year is defaulted to 2022-2023.
If a CE has not uploaded enrollment data, the direct certification match report will be blank.

Last Updated: Wednesday, August 19, 2026 2:27:20 PM

Click **Upload Unclaim**.

 Upload Claim

 Upload Unclaim

 Search

File to Import

Supported File Types for Importing
Please note that only files with `.xls` , or `.xlsx` extensions can be imported.

Important: Please be aware that uploading a file will *unclaim* students from your CE. Once unclaimed, you will not be able to claim the same children student using the Upload Claim function. If you have unclaimed a student in error, you can perform a Search for the individual student and manually claim again.

Browse...

 Upload a batch unclaim file

Browse to your local file location to select the file to be uploaded.

Click **Browse** and **select the prepared Excel document** containing students you want to unclaim.

 Upload Claim

 Upload Unclaim

 Search

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Click **Upload a batch unclaim file**.

 Upload Claim

 Upload Unclaim

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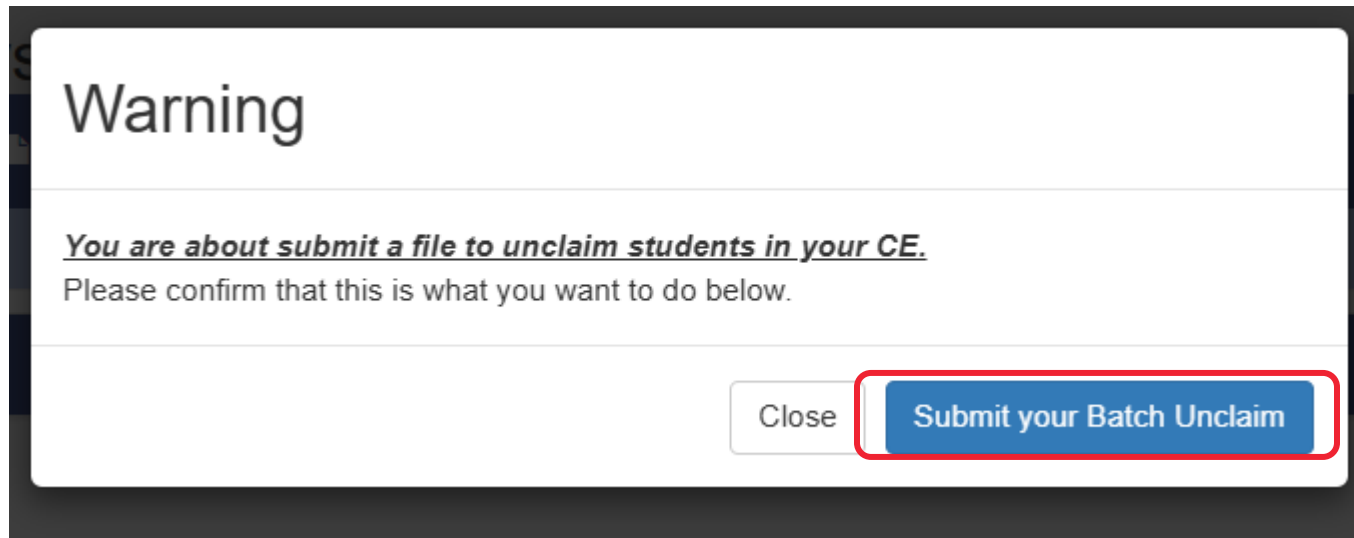
Browse...

Sample ISD_August Unclaim Upload_2026.08.20.xlsx

 Upload a batch unclaim file

Browse to your local file location to select the file to be uploaded.

If you are certain you want to unclaim the students on the selected file, **review the warning message** and confirm the action by clicking **Submit your Batch Unclaim**.



Did you complete a batch unclaim by mistake or for the wrong set of students?

Reach out to FNSystems@TexasAgriculture.gov to request a reversal. Be sure to note your CE Name, CE ID, and the date on which the mistaken batch unclaim occurred.