

Instructions to Correct IC Name Mismatch Issues

August 2024

Scenario	State Student ID	Student Last Name	Student First Name	Appeal Reason	Explain Appeal Reason as Needed	Year IC was Earned	IC Tier (See List of Exams and Credentials for reference)	Industry Credential Name (must be the same with IC name on the promoted list)	TDOE Action
IC is correctly assigned to the student name; student ID is wrong; student is currently enrolled at the district	Enter Correct Student ID as shown in EIS	Enter student last name as shown in the IC file	Enter student first name as shown in the IC file	Correct error flag_Name mismatch	IC is correctly assigned to the student name; Correct ID is entered in the state student ID column	IC is correctly assigned to the student name; hence, the IC information entered here should be the same as the IC information shown in the IC file. ¹			Approve and keep this IC record only if the IC information is the same as the IC information shown in the IC file; Otherwise deny and remove the record
Student name has changed after IC was awarded; current student name in EIS is different from the student name showing on the official certification. IC is correctly assigned to the student's prior name; student ID is wrong; student is currently	Enter Correct Student ID as shown in EIS	Enter student last name as shown in EIS	Enter student first name as shown in EIS	Correct error flag_Name mismatch	IC is correctly assigned to the student with a name change in EIS; Correct ID is entered in the state student ID column; student's current name consistent with name in EIS is entered in the student first				

¹ If the IC information entered here is not the same as the IC information shown in the IC file, district shall submit the appeal as "missing IC" and shall provide a copy of the IC as supporting documentation for the appeal

