


# Student Directory

# Table of Contents

# Student Directory

The Student Selection page (or Directory) is used to retrieve records for students in PEIMS if you do not know the student ID. The page is accessed from the student maintenance pages.

## Search for a student:

Enter data in one or more of the following fields:

| Field | Description |
|---|---|
| **Last Name** | Begin typing the student's last name. As you begin typing the last name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student's first name and student ID. The student's grade level is in parentheses. From the drop-down list you can select the student. |
| **First Name** | Begin typing the student's first name. As you begin typing the student's first name, a drop-down list displays students whose first name matches the characters you have typed. The drop-down list also displays student's last name and student ID. The student's grade level is in parentheses. From the drop-down list you can select the student. |
| **Sex** | Type M or F to limit the search results to male or female students only. |
| **Texas Unique Stu ID** | As you begin typing the student's ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's first and last name. The student's grade level is in parentheses. From the drop-down list you can select the student. |

- Click **Search**. The students who meet the criteria entered are displayed.
- If more students are retrieved than can be displayed on one page, you can page through the list.
    - Click **|‹** to go to the first page of the report.
    - Click **‹** to go back one page.
    - Click **›|** to go forward one page.
    - Click **›** to go to the last page of the report.
    - Click **∨** to select the page number in the list you want to view.

    |

- Click the student ID for the student you want to retrieve. The student's information is displayed on the page from which you accessed the directory.
- Click **Cancel** to return to the previous page without selecting a student.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover