



overview_guide_student_directory

Table of Contents

The Student Directory allows you to search for a student and retrieve the student's record to the page from which you accessed the directory. You can search for a student by last and/or first name. Other options allow you to narrow the search further.

On pages where student data is retrieved, click **Directory** to open the Student Directory.

The Student Directory opens in a pop-up window.

You can search for a student by last and/or first name. Other options allow you to narrow the search further. Enter data in any or all of the following fields:

Enter data in one or more of the following fields. **Not all fields are displayed in all applications.**

Last Name	Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.
First Name	Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.
Campus	Type the three-digit campus ID to select students at a particular campus. Leave blank to select from students at all campuses.
Track	This field is only displayed on Attendance Posting pages where the Directory is available. The field displays the track selected on the posting tab and cannot be modified.
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>

Next Year Students	Select to identify which Next Year Students to retrieve.
Sex	Type M or F to limit the search results to male or female students only.
Grade	Type or select the grade level to retrieve students in a specific grade level.
Active Cd	Select students with a specific status (i.e., <i>Active</i> or <i>Inactive</i>). Select <i>All</i> to retrieve active and inactive students.

NOTE: Some applications allow you to filter students by certain criteria:

- **Attendance, Discipline, Grade Reporting, Health, Registration and Test Scores** - You can select one or more special or local programs to retrieve only students who participate in the selected program(s).
- **Registration** - On the Maintenance > Student Maintenance tabs, the **Next Year Students** field allows the option to retrieve students with record status 5 (i.e., *not currently enrolled in this district, will attend next year*) in the search results. When you select a record-status-code 5 student to be retrieved, a warning message is displayed to inform you that the student is not enrolled in the current year.
- **Test Scores** - You can select one or more specific tests to retrieve only students who have a record for the selected test(s).

Click **Search**. The students who meet the criteria entered are displayed.

The screenshot shows the 'Students' application interface. At the top, there are search filters: Last Name, First Name, Campus ID (set to 001), Next Year Students (checkbox), Texas Unique Stu ID, Grade Level, Active Cd (set to Active), and a Search button. Below these are radio buttons for various student categories: All Students, At Risk, Bilingual, Eco Disadv, G/T, Migrant, PRS, Special Ed, Title 1, and Generic Type (set to 504 - 504). A 'Save Filter For Prev Next' checkbox is also present.

The main table displays a list of students with the following columns: Stu ID, Last Name, First Name, MI, Campus, Grd, SSN, Unique Stu ID, Orig Entry, Entry Date, and WD Date. The table shows 20 rows of student data, including names like Abasta, Abate, Abeyta, Abrego, Abrego, Abrego, Abundiz, Acevedo, Acevedo, Aceves Valquez, Acosta, Acosta, Acosta, Acosta, Acosta, Acuna, Adame-Herrera, Adams, Adcox, and Agostino.

At the bottom of the table, there is a pagination bar showing '1 / 120' and a 'Total Students: 2394' indicator.

- If there are multiple pages, [page through the list](#).

In most applications, the **Total Students** field in the bottom-right corner of the directory displays the total number of students retrieved.

Save Filter For Prev Next	In Grade Reporting and Registration, this field is displayed once you click Search . Select to save any criteria you have selected and apply the criteria as you scroll through this students on the page from which you clicked Directory . This saved information is only for the session.
----------------------------------	---

Click the student ID for the student you want to retrieve. The directory closes, and the student's information is displayed on the page from which you accessed the directory.

Click **Cancel** or **Close** to return to the previous page without selecting a student.



Back Cover