

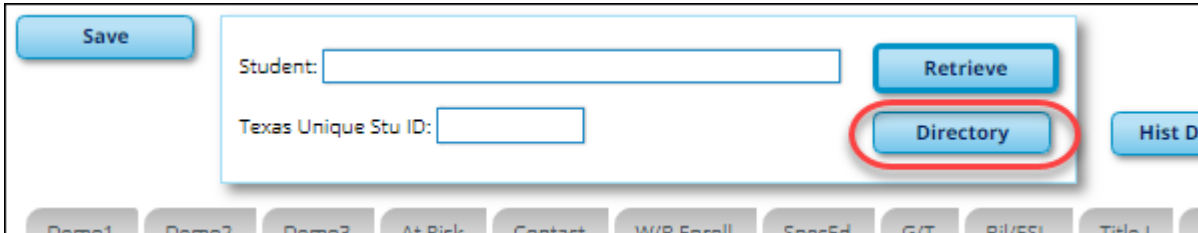


overview_guide_student_directory

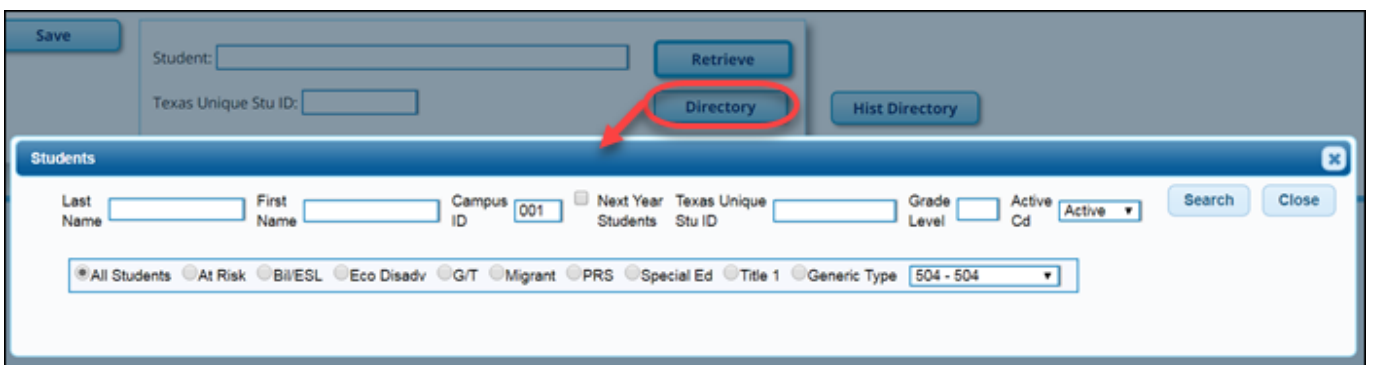
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The Student Directory allows you to search for a student and retrieve the student’s record to the page from which you accessed the directory. You can search for a student by last and/or first name. Other options allow you to narrow the search further.

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	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. 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. Review the Assign a TSDS Unique ID guide for additional information.
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.

Stu ID	Last Name	First Name	MI	Campus	Grd	SSN	Unique Stu ID	Orig Entry	Entry Date	WD Date
082019	Acosta	Daniel		001	09	●●●●●-1853	1598576787	08-28-2017	08-28-2017	
075523	Abate	Edward	M	001	12	●●●●●-6781	2157798558	08-14-2017	08-14-2017	
091743	Abeyta	James	R	001	10	●●●●●-6699	5982134843	08-29-2017	08-29-2017	
100453	Abrego	Cesar	U	001	09	●●●●●-0554	1930366988	10-05-2017	10-05-2017	
080858	Abrego	Lawrence	M	001	12	●●●●●-1611	1861696536	08-28-2017	08-28-2017	
085113	Abrego	Sabrina	M	001	11	●●●●●-6472	3321270867	08-28-2017	08-28-2017	
302001	Abundiz	Alycia	N	001	12	●●●●●-5651	3905110004	08-28-2017	08-28-2017	
372392	Acevedo	Alexis	I	001	10	●●●●●-5933	7881318692	08-28-2017	08-28-2017	
370245	Acevedo	Isabel	M	001	12	●●●●●-3163	7688796666	08-28-2017	08-28-2017	
091632	Aceves Vazquez	Nathan	A	001	10	●●●●●-4760	4595759477	10-30-2017	10-30-2017	
075753	Acosta	Alec	B	001	10	●●●●●-3427	1446629669	08-28-2017	08-28-2017	
370553	Acosta	Carlos	M	001	10	●●●●●-2645	5887434841	08-28-2017	08-28-2017	
019950	Acosta	Gabriel	J	001	09	●●●●●-3610	7562278459	08-28-2017	09-01-2017	
081350	Acosta	Ziona	A	001	11	●●●●●-4610	7322089071	08-28-2017	08-28-2017	
302008	Acuna	Anayancey	L	001	11	●●●●●-8820	3763049362	08-28-2017	08-28-2017	
312053	Adame-Herrera	Samantha	R	001	11	●●●●●-1431	3032466257	08-28-2017	08-28-2017	
091629	Adams	Rocio		001	09	●●●●●-9462	2725596537	08-28-2017	08-28-2017	
081704	Adcox	Christian	R	001	09	●●●●●-8754	7710683204	08-28-2017	08-28-2017	
024271	Agosto	Davin	F	001	09	●●●●●-9540	7505115996	08-28-2017	08-28-2017	

- 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.
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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.



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