

Student Directory

Table of Contents

Student Directory

The Directory is used to search for a student and retrieve the student's record to the page from which you accessed the directory.

Search for a student:

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 *begins with* the letters you have typed.
First Name	Type all or part of the student's first name to retrieve students whose first name *begins with* 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 *begins with* 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., *Active* or *Inactive*). Select *All* to retrieve active and inactive students.
Non-Enrolled	This checkbox is only displayed on SPEDS pages where the Directory is available. It allows users to search for and select non-enrolled Timely Evaluation 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.

- 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.


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Back Cover