

Historical Directory

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To locate a student who was previously enrolled in the district, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

The Historical Directory opens

If you have selected a student who can be re-enrolled, the Student Enrollment page opens allowing you re-enroll that student. The student ID (as displayed in the **Student** field) must be the same as used previously.

1. You must enter the **Grade** and **Entry Dt** fields for the student.
2. Add or update additional data for the student.
3. Click **Save**.


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