

Other functions and features:

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View data:

If you arrived at this page from a page where you had retrieved a student, that student's data is automatically displayed.

Field	Description
School Year	The year to which you are logged on is displayed. Select a different school year if necessary.
Campus ID	The campus to which you are logged on is displayed. Select another campus if necessary. Only campuses to which you have access are listed in the drop down.
Grade	Select the grade level for which to view a list of students.
Student	Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID *begins with* the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student. If you do not know the student ID, click Directory to search for a student.

Click **Retrieve**. The report is generated.

- View, print, or save the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Exit	Close the report.


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