



Demo (Grade Reporting)

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This tab displays a student's current year demographic data, which is maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) and Demo2.

View data:

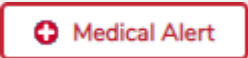
[Select a student](#)

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student 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>
Directory (photo)	<p>Click to select a student from the Directory.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

❑ Click **Retrieve**.

- The student's demographic data is displayed.
- Graduation Plan information is displayed if available. If a student has a Graduation Plan and is pursuing or has completed Foundation High School Program (FHSP), is pursuing or has completed the Distinguished plan, and/or is pursuing or has completed any of the five endorsements, that information is displayed below the student ID.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

Comments	View comments. If comments exist for the student, the Comments button displays an exclamation mark and is outlined in red. These comments are entered on Registration > Maintenance > Student Enrollment and cannot be updated from this page.
	View medical alert. The button is displayed if a medical warning exists for the student and Consent to Display Alert is selected on Health > Maintenance > Student Health > Emergency . Click to view the student's medical alert information.
Documents	View or attach supporting documentation.



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